Warehouse Management User Guide

Infor Distribution A+ Version Number 11.00.00

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Publication Information

Release: Infor Distribution A+ Version Number 11.00.00

Publication Date: June 7, 2024

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CHAPTER 1

Warehouse Management Overview

1

This overview explains the various functions provided by Warehouse Management (W/M), and the concepts associated with each. Most of the W/M functions are maintained in the software as options. With these options, you can use W/M in the manner that you know will provide the greatest benefit to your warehouse operations. This flexibility allows you to tailor W/M in the manner best suited to your policies and procedures.

When you are done reading this section, you will have an understanding of the major functions offered by W/M. Once you understand the functions that are available, you can determine which ones are applicable to your business. You should then proceed to read the following sections which explain how these functions are used.

The basic procedures that you will perform using W/M are:

- Defining your warehouse and items
- Receiving and putting away inventory
- Moving inventory to replenish warehouse locations
- Picking, packing, and shipping items
- Counting items in your warehouse

The last two topics in this section explain how you can use lot items for lot control and serial number items for serial number tracking.

NOTE: If you have Radio Frequency installed, many of the warehouse floor processing activities involved in performing the basic warehouse procedures may be done through that module instead. Refer to the Radio Frequency User Guide for details.

Warehouse and Item Definition

Before you can start using W/M, you must define the layout of your warehouse and how your items are stored in the warehouse. W/M offers flexibility in how you create these definitions, allowing your definition to be as general or specific as required.

Location Definition

Location Number Format

W/M provides flexibility in defining the location number format. Up to 12 characters may be used, and sub-divisions into as many as 5 segments are allowed. Each segment, which represents a sub-division of your warehouse, may be alphabetic or numeric.

For example, if you identify warehouse locations by rows, bins, and shelves, you can set up your warehouse location number to reflect this. Assume that rows are identified alphabetically, and bins and shelves are identified numerically. Additionally, assume you cannot have more than 999 shelves per row, and more than 999 bins per shelf. You can set up the format of your warehouse location number as follows:

Location Number Format Information

Segment	Name	Length	Type	Heading
1	Row	2	Alpha	Rw
2	Shelf	3	Numeric	Sh
3	Bin	3	Numeric	Bin

With this format definition, you will key warehouse location numbers in W/M in the format: Rw.Sh.Bin.

Important

Be certain to give careful thought and consideration to the format that you will define for your warehouse location numbers. Once it is defined, it will be used for entering warehouse locations throughout Distribution A+ and will be stored in W/M files in the specified format. It should accurately reflect the current and future potential of your warehouse(s), since it cannot be changed once it has been defined.

Warehouse Locations

After deciding the location number format, you define individual warehouse locations. For each location, you specify how it is used in your warehouse, what its size is and where it is in relation to other locations.

NOTE: A copy feature is provided to assist in defining multiple locations that are similar. Refer to Location Master Maintenance (MENU WMFILE) for detailed information.

How Locations Are Used

The locations in your warehouse may be used in different ways. You may have numerous small locations near your shipping dock that are used for picking and large locations in less accessible areas that are used for bulk storage. Some of your picking locations may always contain the same item all of the time, while some of your bulk storage locations may contain the same or different items. You may have special locations that are used to store specific types of items, like frozen foods in a freezer section or valuable items in a cage.

Location definition in W/M allows you to define attributes for any of these conditions (and several others) that represent how you use your warehouse locations. To take full advantage of W/M's location management functions, you will need to define the characteristics of each location.

Location Size

The size of warehouse locations is defined in cubic measurements (inches, feet, yards, centimeters, or meters) that are consistent for all locations. Since items may also be assigned a cubic size (in the same unit), W/M knows how many items that a location can store, how much space in the location is utilized, and how much space in the location is available for a particular item.

Location Placement

You may assign a picking sequence to each of your warehouse locations. The picking sequence of each location in a warehouse should be unique so that each location has a relative placement in the warehouse. This placement should correspond with the most efficient travel path in your warehouse.

When items are picked for shipment, they are sequenced on the Pick List by the picking sequence. This ensures that items are picked with the least amount of excess movement and the greatest amount of picking efficiency.

Location Labels

Location information printed on Location Labels consists of location number, location description, and location size, as well as item identification information if an item is permanently stocked in that location.

If bar coding is applicable, the location number and description will print on the label, with the location number barcoding. The use of barcoding is determined through Warehouse Management Options Maintenance (MENU WMFILE). Particularly useful when using barcoding and R/F, a scan of the Location Label provides Distribution A+ with all the location data needed for a variety of tasks, such as inventory counting or picking. Location Labels are described in detail in Location Labels (MENU WMREPT).

System-Defined Locations

The following system-defined locations are created when you install Warehouse Management:

System Defined Locations

Location Number	Use
44.444.44	Receiving Dock
55.555.55	Shipping Dock
66.666.66	Manual Put-Away
77.777.77	Returns
88.888.88	Backorder Staging Area
99.999.99	Unknown Location

Item Definition

Item Types

There are four item types that may be used in Warehouse Management:

Item Types

Item Type	Definition
Lot	Lot items are received, stored, and shipped in groups (lots), and may optionally be set up to require unique lot numbers and expiration dates; they are used for lot control. (Also included are lot items defined as Case Quantity Items.)
Serial	Serial number items are assigned a unique serial number that is recorded when received and when shipped.
Serial Tracking	Serial tracking items are assigned a unique serial number that is recorded when the item is shipped.
Regular	Regular items are those that are neither lot nor serial number items. An item's type is defined through Item Master Maintenance (MENU IAFILE).

You determine which item types may be used throughout Warehouse Management.

Lot Items/Lot Items Defined as Case Quantity Items

Lot items are received and stored in groups, or lots, and may be used for lot control. With lot control you can effectively manage items that are date sensitive or cost sensitive, manage dye lots, or measure availability. For each lot item that is received, a lot number must be recorded.

Lot items may optionally be set up to require unique lot numbers in Item Master Maintenance (MENU IAFILE). If unique lot numbers are required for a lot item, each lot number received for this item will be checked to ensure that it does not already exist in inventory that is on-hand or in any inventory receipt transaction.

For date sensitive lots, you can require that an expiration date also be assigned when the lot is received. In W/M, these lot items are sequenced by their expiration date when being selected for shipment.

NOTE: Case quantity items that use expiration dates and blank lot numbers should not be set up as requiring unique lots.

Additionally, lot items, that are processed in cases (e.g., as opposed to boxes or a mix of boxes and eaches), may be defined as case quantity items. You can select either the case quantity unit of measure or the stocking unit of measure as the item's default unit of measure, and throughout W/M, function keys are available to toggle between displays of item quantities in the case quantity or the stocking U/M.

The quantity of items per case are defined for each item. You may define case quantity items to have variable or fixed quantities. Define the quantity as variable if the quantity of items in a case is not always the same; you can change the quantity per case when the case is received. You cannot change the quantity per case of fixed case quantity items when the item is received. After receiving or pre-receiving a case quantity item, the lot number is modified to contain the quantity of items in the case.

The case quantity field length is determined to be either 4 (e.g., -0012) or 6 (e.g., -000012) through Warehouse Management Options Maintenance (MENU WMFILE). If a length of 4 had been previously selected and since then it has been determined that a length of 6 is necessary, a conversion option is available through MENU WMMAST. This conversion may only occur once and an edit must be passed prior to the conversion. Refer to Convert Case Quantities in Lot Numbers (MENU WMMAST) for details.

NOTE: Lot shipment and receipt history transactions are not retained for fixed case quantity items with no actual lot number (quantity per case only) or expiration date.

Also for case quantity items, you can print Case/Shipping Labels for an entire case of items when picking and shipping a case.

Serial/Serial Tracking Items

Serial number items are each assigned a unique serial number used to differentiate and identify individual items. There are two types of serial number items in W/M:

- standard serial numbers, and

- tracking serial numbers.

The types are distinguished depending on the time that the serial numbers are recorded in W/M for the items: receipt and shipment time (standard), or shipping time only (tracking).

Regular Items

Regular items are those that are not lot or serial number items. Neither a lot or serial number is ever specified when regular items are received, moved, or shipped.

Product Dimensions

When shipping an order, you can use the W/M boxing feature to automatically select the boxes used to pack and ship items. If you want to do this, you must specify the product dimensions (length, width, and height) of each item, in the dimension unit of measure. These dimensions are used to calculate the item's cubic size, which in turn, is used to determine if an item can fit not only in a box, but also in a warehouse location.

If you do not wish to use boxes in W/M, you are not required to maintain product dimensions. You should, however, define the cubic sizes of your items (in the cubes unit of measure) to correspond to your warehouse locations. This lets you know how many items can be stored in a location, how much space in a location is utilized by an item, and how much space in the location remains unused.

How Items Are Stored

Each of your items in a warehouse may have different storage requirements. You can address these requirements when defining an item through Item Master Maintenance (MENU IAFILE) and Item Balance Maintenance (MENU IAFILE). For instance:

- You can define a maximum pick quantity to an item in a location, so the location is not depleted from inventory for a single order.
- When putting away an item, you can assign an override warehouse location to that item. The override location is automatically selected by W/M; you are not required to select the location. This location selection is based on the item's physical definition created through Item Master Maintenance (MENU IAFILE) and Item Balance Maintenance (MENU IAFILE).
- If an item has storage conditions that require that it be stored in a specific section of the warehouse, you can include this location class in the item definition.
- You can define a put-away message that prints on documents used when putting away the items.
- You can specify a minimum put-away quantity for an item to avoid scattering an item throughout the warehouse.
- You can define a maximum put-away quantity to avoid crushing items stored on pallets, or to limit the quantity of items stored in a single location.
- You can assign an item to the specific pallet that it is usually received on (if any), so the size of the pallet is considered when selecting locations during put-away. If you do this, you need to indicate the quantity of items that are stored on the pallet.

Item definition in W/M allows you to define these and several other attributes that reflect how your items should be handled.

Item Labels

Item information printed on the Item Labels consist of item number, two lines of item description, country of origin of the item if the item is set up to track country of origin, and, if applicable, lot number and expiration date or serial number. When you are first establishing your warehouse locations/items, you might want to print Item Labels by location to help identify where all your items should be placed. After establishing item placement, Item Labels should be printed by item number, not location. Additionally, if you are using barcoding, as determined through Warehouse Management Options Maintenance (MENU WMFILE), some of this information will be bar coded.

Item Labels provide quick-look item data for warehouse tasks such as inventory put-away, moving, or picking. The option to have Item Labels print automatically when Put-Away Lists print is available through Warehouse Management Options Maintenance (MENU WMFILE). Item Labels are described in detail in Item Labels (MENU WMREPT).

Barcode Labels

Warehouse Management barcode labels interface directly with the T.L. Ashford barcoding software. This interface allows you to easily modify labels and use an extensive range of printer output queues in Warehouse Management Options Maintenance (MENU WMFILE) that are supported by T.L. Ashford.

You MUST purchase T.L. Ashford software to print barcode labels using Distribution A+ Version 3.0 or higher.

Receiving and Putting Away Items

There are various functions available to record how items are received and put away in your warehouse. Like all W/M functions, you select the ones that pertain to your operations.

If Radio Frequency is installed and is being used for receiving and put away, a process distinct from what is explained here is used. Refer to the Radio Frequency User Guide for details about Radio Frequency receiving and put away.

Location Selection

As discussed in the previous section, different items have different storage requirements, and different locations are used in different ways. To maximize warehouse utilization, you want to select the most suitable locations for your items when putting them away.

Location and Cycle Codes

When putting away items in your warehouse, you can optionally rank items and locations using location codes and cycle codes. Location codes are assigned to warehouse locations, and cycle codes are assigned to items. They are used to match items with locations, depending on their performance and preference.

Locations that are close to the shipping dock in your warehouse probably have a higher preference when picking items for shipment than locations that are far from the shipping dock. In this scenario, you can assign location codes that reflect your preference of warehouse locations.

For example,

- Locations very close to the shipping dock are the “Best” locations: Assign location code A.
- Locations near the shipping dock are “Good” locations: Assign location code B.
- Locations furthest away from the shipping dock are “Fair” locations: Assign location code C.

Likewise, some of your items may be excellent in terms of volume and profit, and others are not. For items in this scenario, you can define and assign cycle count codes that reflect the performance of the items.

For example,

- High volume, high profit items are your “Best” items: Assign cycle code A.
- Regular volume/profit items are your “Good” items: Assign cycle code B.
- Low volume/profit items are “Fair” items: Assign cycle code C.

With these assignments, you can put away the best items in the best locations, good items in good locations, and fair items in fair locations. With W/M automatic put-away, you define which items should (or should not) be put away in which locations.

Furthermore, cycle count codes (created through Inventory Accounting) do not have to be manually assigned to items. They may be assigned automatically by W/M by running Warehouse Planning Report (MENU WMREPT), which allows you to rank your items based on sales quantity or quantity picked for the current or previous year. Once items are ranked, they can be assigned cycle count codes respective to their position in the ranking. These cycle count codes can then be used in establishing intervals at which certain items in certain warehouses will be counted. If the cycle count scheduler is utilized, the system will automatically select the items to be counted based on their cycle count codes.

Pallet Information

Items that are received on pallets may be assigned to a single pallet ID code, which contains the definition of the pallet’s length, width, height, and cubic size. Likewise, locations may be assigned a pallet class, which consists of one or more pallet ID codes that can fit into the location. Only items having a pallet ID code that is defined for the pallet class assigned to a location can be put away in that location.

For applicable locations, the location is examined to determine if there is enough room to store a given number of pallets. The length of the pallet must be able to fit into the depth of the location. If it does, you can specify how many pallets deep are put away. When pallets are stacked, you can specify how many pallets high are put away. For crushable items, you can assign a maximum put-away quantity, which is the maximum quantity of items per single pallet stack, to ensure that pallets of the item are not stacked too high.

Pre-receiving

Pre-receiving is an W/M function that allows you to specify the locations where items on a purchase order will be stored when they are received. This reserves locations for a quantity of items that were ordered on a purchase order before the items are actually received. You can select a quantity of items from the purchase order and specify the location, quantities, lot or serial numbers (if applicable), and pallet information (if applicable) for the items to put away. You may then print a Put-Away List and optionally Put-Away Labels which indicate where the items should be stored.

Since warehouse locations, quantities, and other put away information is specified when pre-receiving, you do not need to specify the same information again when entering purchase order receipts in either Purchasing or W/M. You need only to verify that the put away information provided when the order was pre-received accurately reflects the items that are received. Change the put away information where applicable.

Receiving

Receipt of inventory is processed via purchase order processing or receiver processing. The major differences in the two processes can be briefly described as follows:

- The creation, approval, and posting of receipts using purchase order processing occurs only in Purchasing (PO). The creation, approval, and posting of receipts using receiver processing may occur in PO or W/M.
- Purchase order processing requires the manual creation of a receipt group with a unique ID.

  Receiver processing requires the manual creation of a receiver which, at a future time, will automatically create a receipt group with a system assigned ID.
- Purchase order processing:
  - Allows receipt of one purchase order at a time - although you can have several PO receipts in a receipt group
  - Allows purchase orders to be partially received in a receipt group
- Receiver processing:
  - Allows the inclusion of items from more than one of a vendor’s purchase orders into the receiver/receipt group
  - Allows purchase orders to be partially received in the receiver
  - Allows you to select portions of a receiver/receipt group to post

Since individual receiver line items can be processed, posting is immediate, and the approval and posting of receivers can occur in the warehouse, the receipt of inventory and the availability of inventory seem to occur almost simultaneously.

NOTE: Receivers (or individual receiver line items) must be approved prior to being selected for put-away.

Auto Put-Away

When orders are pre-received, you can use the W/M automatic put-away (auto put-away) function to select the warehouse locations where items on the order should be stored. With data that you define for a warehouse, you determine the methods by which locations are selected. You can define some locations to ignore auto put-away, such as front line picking locations that should be replenished only from bulk locations.

The data needed to determine how auto put-away will select locations includes the following (in any sequence):

- Where the item is already stored
- Empty locations with the same location/cycle code
- Empty locations that are less desirable (lower location/cycle code)
- Shared locations with the same location/cycle code
- Shared locations that are less desirable (lower location/cycle code)

You may further limit the locations selected by specifying location limits. Locations not selected are ignored by auto put-away.

In addition, home slot auto put away can be used to put items away in locations that are near their designated home slot location.

When pre-receiving case quantity items, auto put-away stores the items in full cases. Cases are not broken and stored in multiple locations. If a partial case is pre-received, auto put-away selects a location for the individual items. For pallets, auto put-away considers the conditions and restraints for location selection as previously explained.

Put-Away Lists and Labels

After pre-receiving an order, you may print a Put-Away List and optionally Put-Away Labels, which show the items, country of origins (if applicable), locations, quantities, pallets, and lots or serial numbers to be put away. These locations are held by W/M for two days. This prevents the locations from being used by other items.

When the items on the order are physically received, the Put-Away List and Put-Away Labels may be used to store the inventory. Then, the inventory receipts are entered and posted through Purchasing or optionally, where applicable, through Warehouse Management.

Put-Away Lists may be printed from a variety of screens in Distribution A+ and reprints are available. The option to automatically print Put-Away Labels whenever a Put-Away List if printed is available, as is the choice to include barcodes on the labels. Put-Away Lists are described in Warehouse Management (MENU WMMAIN), and Put-Away Labels are described in Put-Away Labels (MENU WMMAIN).

You may also choose to have Item Labels automatically print when the Put-Away List is printed. Refer to Item Labels (MENU WMREPT) for details about these labels.

Miscellaneous Receipts

To accommodate the receipt of items for which a purchase order has not been created, W/M allows you to create miscellaneous receipts when pre-receiving. You identify the items to put away and their respective quantities. You then continue with pre-receiving to select the locations, quantities, lot or serial numbers, or pallet information (if applicable) for the items to be put away.

Miscellaneous receipts are not verified and posted through Purchasing. Instead, they are posted through Inventory Accounting's Transaction Entry.

Manual Put-Away

If you choose not to pre-receive items using auto put-away, or if locations cannot be found using the data provided to auto put-away, you can manually put away items. W/M displays used and available locations.

Used Locations

Used locations are those where the item is currently stored. They display on a screen which shows the locations in the sequence in which the items were stored (arrival or FIFO sequence). Lot items with expiration dates, however, display in sequence by expiration date so the lots that expire the soonest display first. For items without expiration dates, you can define an individual location to always display first or may change the sequence of locations as desired. This sequence is important since it is used by Order Entry when selecting the locations from which items should be picked.

Available Locations

Available locations are those that currently do not contain the item but which could be used to store the item. When available locations are displayed, you can limit the locations for certain conditions. You can display empty locations only or locations having the same location class as the item to put away. Additionally, you can specify location limits to display locations for a range of location number segments, location depths, and picking sections. For each available location, W/M indicates the amount of space left in the location (in cubes), and capacity remaining in the location (in units of the item to put away).

There is also a function key (F10) available that will position the available locations list to the next location that is large enough to hold the entire quantity to put away. This is useful when putting a large

quantity of an item away, to avoid rolling through possibly several screens in order to find the first location that will fit the quantity to store.

Moving Inventory for Replenishment

W/M has functions available for moving inventory within your warehouse that increase the productivity of your handlers and the efficiency of overall warehouse utilization. Typically, inventory moves are used to replenish picking locations from bulk locations.

System-determined moves can be generated for items permanently stored in a location. A permanent item location is one which stores quantities of a selected single item. This location is also assigned a restock level and a restock quantity. When the quantity of items in this location falls below the restock level, an inventory move to replenish the location to the restock quantity is displayed. You may then select the warehouse location that the items are to be moved from to replenish the location.

Moves may be generated in one of the following ways:

- Manually

  Manual moves may be performed through Warehouse Management (MENU WMMAIN). The desired items, quantities and locations may be keyed and the F11 function key will allow you to perform the specified move according to your selections.

- Interactively

  The interactive suggested process provides suggestions regarding quantities and locations, but allows you to manually override suggested quantities and determine whether or not the move will be performed immediately. If the move is not immediate, you also may determine when a Move List will be printed to include this move.

- Automatically

  The automatic suggested move process suggests items, locations, and quantities, and simultaneously generates a Move List for all automatically created suggested moves.

- Radio Frequency (R/F) Moves (If Radio Frequency is installed)

  The automatic suggested move process with R/F suggests items, locations, and quantities, and simultaneously generates the Move Labels for all automatically created suggested moves.
  If the R/F warehouse option Replenishment Trigger is defined as R, as determined through Radio Frequency Options Maintenance (MENU RFFILE), suggested moves will be generated automatically throughout W/M and R/F during processes where the restock quantities are changed or shelf quantities are reduced.

Moves generated through any of these move processes may be reviewed through the Move Management Screen accessed through Warehouse Management (MENU WMMAIN) or through Move Maintenance (MENU WMMAIN). If necessary, all suggested moves also may be modified through Move Maintenance (MENU WMMAIN). Once moves have been completed, you may confirm them through Warehouse Management (MENU WMMAIN) or post them through Move Post (MENU WMMAIN).

NOTE: Posting occurs for an entire run, while confirming occurs for individual moves within a run. Confirms are not processed through the Transaction Processor.

When it is determined that moves are to be accomplished, Move Lists and Move Labels are available to assist in the performance of the tasks. Pertinent data such as the "to" and "from" location as well as the item identification and quantity is provided to help ensure the move is performed accurately. Move Labels can be automatically printed when Move Lists are printed, and barcodes can be included. For details about Move Lists and Move Labels, refer to Warehouse Management (MENU WMMAIN).

Manual Moves

W/M allows you to manipulate your inventory by performing manual moves. Manual moves allow you to select items, locations, and quantities to move without system-generated suggestions. From the *Warehouse Management Selection* Screen, accessed through Warehouse Management (MENU WMMAIN), you can enter an item and quantity to store. After pressing ENTER on this screen, the Used Locations Screen will display, allowing you to manually select "to" and "from" locations. Through function keys, the Used Locations Screen offers information helpful in performing manual moves, such as lists of available quantities and locations. After making your selections, press the F11 function key to create the manual move.

Interactive Suggested Moves

W/M can display suggested inventory moves for any permanent item location through the F9 function key on the Warehouse Management Selection Screen, accessed through Warehouse Management (MENU WMMAIN). This interactive move process will suggest items, quantities and locations, but allows you to manually manipulate the suggested moves. At your discretion, you may adjust quantities, choose locations, and generate Move Lists to include the moves. Moves generated through the interactive process will display on the Move Detail Screen, accessed through Move Maintenance (MENU WMMAIN), where the quantity and unit of measure may be altered. This screen also allows you to delete moves, if desired.

Urgent Moves

While displaying suggested inventory movements, you have the option to display only those inventory moves that are considered urgent. An inventory move is urgent if the quantity of items in a permanent location is zero.

Normal Moves

After selecting the inventory moves required to replenish the permanent item locations, you should print a Move List and, if desired, Move Labels to distribute to the warehouse personnel who physically perform the inventory move. If, however, the physical inventory move is performed before it is recorded in W/M (i.e., it is an immediate move), you will not need the Move List nor the Move Labels, and are not required to print them. Regardless if a Move List is printed or not, all inventory moves are retained for future inquiry.

Automatic Suggested Moves

Another means to identify possible inventory moves in your warehouse is to use the W/M automatic suggested move processing function. This is a process which determines suggested inventory movements in the same manner as interactive suggested moves, this time using the Suggested Move Report and the move maintenance process.

Suggested Move Report

Using the Suggested Move Report, W/M brings those picking locations that require replenishment to your attention. Each move is assigned a move number to allow for easy tracking and tracing of activities. Through Suggested Move Report (MENU WMMAIN), you can print a Suggested Move Report as well as a Move List and/or Move Labels.

The Suggested Move Report prints those permanent item locations that require replenishment for an entire warehouse or any range of locations or picking sections. Refer to the Cross Applications User Guide for details about rules for using ranges. This report is sequenced by location, for those locations that require replenishment.

Additionally, the Suggested Move Report is a turn-around document that may be used when physically performing the moves and recording any changes made to those suggested.

Automatic Suggested Moves with Radio Frequency

Another means to identify possible inventory moves in your warehouse is to use the R/F automatic suggested move processing function. This is a process by which R/F suggests items, locations, and quantities, and simultaneously generates Move Labels for all automatically created suggested moves.

When the R/F warehouse option Replenishment Trigger is defined as R, as determined through Radio Frequency Options Maintenance (MENU RFFILE), suggested moves will be generated automatically throughout W/M and R/F during processes where the restock quantities are changed or shelf quantities are reduced.

Additionally, to utilize this feature, the Print Move Labels with Moves option in Warehouse Management Options Maintenance (MENU WMFILE), should by set to Y.

Moves may automatically be suggested with R/F during the following processes:

- During Location Maintenance

  For example, if you change restock quantities on a forward pick location, Distribution A+ will at that time determine if locations need to be replenished. A move will be created and a Move Label will be generated.
- During the Move Post

  For example, during any move post, if the shelf quantity on a forward pick location is reduced, Distribution A+ will determine if locations need to be replenished. A move will be created and a Move Label will be generated.

- During the I/A Transaction Post

  For example, if during the Post process, the shelf quantity on a forward pick location is reduced, Distribution A+ will determine if locations need to be replenished. A move will be created and a Move Label will be generated.

- During the Shipment History Post

  For example, if during Day-End Processing, a reduction of shelf quantities for shipments is detected and/or a shelf quantity on a forward pick location is reduced, Distribution A+ will determine if locations need to be replenished. A move will be created and a Move Label will be generated.

Move Management

The Move Management Screen, accessed through Warehouse Management (MENU WMMAIN) by pressing the F10 function key, may be used to reprint Move Lists and review, verify, and, if applicable, confirm manual or suggested moves. Using this screen to confirm a pending move eliminates the need to submit a Transaction Processor job through Move Maintenance (MENU WMMAIN). Note, however, that Move Management serves as a review/confirmation tool only; any modification of moves can be accomplished through Move Maintenance (MENU WMMAIN).

Picking, Packing, and Shipping

W/M provides functions to ensure that items are picked and shipped efficiently; handler productivity is increased, and product handling order turn-around time is decreased.

Picking

W/M helps you to make the item picking process in your warehouse efficient. Efficient picking occurs when warehouse personnel can pick the greatest quantity of items with the least amount of physical movement in the warehouse, while accurately picking the correct items in the exact quantities. This is done using W/M picking sections, picking documents, and automatic location reservations.

Picking Sections

You may assign each of the locations in your warehouse to a picking section. At least one picking section must be defined for each warehouse. A picking section is a group of locations that are used in a similar manner. For example, all of the bulk locations in your warehouse may be in one picking section, while all of the permanent item locations may be in another picking section. In some warehouses, one person may be responsible for an entire picking section. Regardless of the similarity of locations, W/M allows you to assign any number of locations to a given picking section in a warehouse.

For each picking section, a definition is created to indicate how that section is to be used in your warehouse. If Print Summary Pick Lists = L in Warehouse Management Options (MENU WMFILE),

you can define if items in the picking section will print on the Pick List (usually for permanent item picking locations), or on the Summary Pick List (usually for bulk item storage locations) or both. If applicable, you can specify if items in that picking section should be boxed when they are picked (refer to boxing in this section).

If you have Radio Frequency installed on your system, you set up and maintain pick section control values for RF Directed Picking through Picking Sections Maintenance (MENU WMFILE). At least one picking section must be defined for each warehouse that wishes to use RF Directed Picking. You have the ability to set how handlers are to retrieve orders by picking section (i.e., retrieve by scanning orders, scanning containers, or via the user defined pick queue), whether or not they are to use the user defined pick queue, and whether or not you wish to be prompted for Start and End locations for each picking section. Additionally, you may set maximum trip sizes for orders, containers, cubes, and weight.

Pick List

A Pick List can be generated through Order Entry or W/M. Depending upon selections made for your Pick Lists, the content of the Pick List will vary. These selections include:

- Whether prices will be included for the indicated company, determined through Order Entry Options Maintenance (MENU XAFILE);
- Whether prices will be included for the indicated customer, determined through Customer/Ship to Master Maintenance (MENU ARFILE);
- Whether pick list headings will print, determined through Order Entry Options Maintenance (MENU XAFILE) when Print Pick List Headings has been defined as `Y`.

Additionally, the information on a Pick List includes picking section identification, warehouse locations, and lot or serial numbers (if applicable). If you are using the boxing function, box information also prints on the Pick List. You may also determine the sequence in which multiple Pick Lists print: by order priority, carrier sequence, and/or picking section. This allows you to determine which orders are picked first.

Summary Pick List

For each group of Pick Lists that are printed, you may print a Summary Pick List. This is a single document that prints the items to be picked from bulk locations for that group of Pick Lists. Summary Pick Lists may be used for bulk or wave picking, in which all items for a group of orders are picked from bulk sections of the warehouse and brought to a staging area. At the staging area, the individual Pick Lists may be used to pack the items for each order.

Summary Pick Lists may print items in sequence by order priority or by carrier; you may print subtotals for each item and location to pick, and determine if each line from the original order will print. You also have the option to print Case/Shipping Labels when the Summary Pick List prints.

Case/Shipping Labels

For items printed on a Summary Pick List, you also may print Case/Shipping Labels that contain item and shipping information for those items included on the Summary Pick List. These labels can be printed for case quantity items and regular (non case-quantity) items.

In the warehouse, Case/Shipping Labels may be applied to the cases or boxes of items to be picked from bulk storage. These in turn are brought to the shipping dock, where the order may be reviewed with items picked (and optionally boxed) from the fixed picking location, before being shipped. For details about Case/Shipping Labels, refer to Shipping Labels (MENU WMMAIN).

Auto-reserve

The locations where items should be picked from, as printed on the Pick List and Summary Pick List, may be selected manually (on the Location Reservation Screen) when the order is created or ship confirmed, or automatically when using the W/M auto-reserve function during Pick List generation.

With auto-reserve, W/M automatically selects the warehouse locations and lots or serial numbers (if applicable) to be picked before the Pick List for the order is printed. This eliminates the need for you to select the locations.

To ensure the use of the FIFO method of inventory control, locations are selected in arrival sequence (the first location where the item was stored is the first location picked, and so on), or expiration date sequence for lot items that require expiration dates. You may, however, define a front-line picking location to always be used first.

Required lot expiration dates can be checked against the current date to ensure the items are not expired, if so determined through Warehouse Management Options Maintenance (MENU WMFILE). If they have expired, auto-reserve will not select those lots for processing. You may also identify, through the same option, a number of days (up to 999) to add to the expiration date (for calculation purposes only), so that if today's date plus the identified number of days is not later than the expiration date, the lot items may still be used in auto-reserve processing. Regardless as to whether or not auto-reserve will use the lot items for this reason, you may still manually select an expired lot through Order Entry when entering your orders via Enter, Change & Ship Orders (MENU OEMAIN). If you do manually select such an item, a warning message will be displayed for you.

Any items in a location that have not previously been reserved will be assigned to the order of the Pick List being printed. If there is not enough inventory in the location, the next location is used. The selection stops when all ship quantities have been reserved or the quantity of available stock is exhausted.

You may assign a maximum pick quantity for an item in a permanent item location to ensure that front-line picking locations are bypassed and bulk locations are used when picking inventory in large quantities. For case quantity items, W/M attempts to pick whole cases before reserving unit quantities. Individual units are reserved after all available cases have been reserved.

If, during the auto-reserve process of the Pick List print, the quantity ship value on a sales order could not be reserved to match the quantity to ship, the Pick List print function will adjust the quantity ship value and back ordered value for a line item. Distribution A+ will first reserve the line item and, if the

quantity ship value cannot be fully reserved, Distribution A+ will then adjust the quantity shipped value to the amount reserved; the quantity back ordered value will be increased by the difference between what was originally shipped on the order and what was reserved to ship. The quantity reserved will then become the quantity shipped.

For example, if you enter an order for a quantity of 10 items and the quantity ship value equals 10 and the backorder quantity equals 0, the following occurs when the auto-reserve feature is active:

- The warehouse locations are searched to reserve the desired quantity only 5 of the 10 items are found
- The printed Pick List then identifies that only 5 items are available for reservation by indicating 5 in the quantity Ship field
- The Pick List also identifies that the additional requested 5 items are on backorder by indicating 5 in the B/O field

Therefore, the quantity on backorder reflects the difference between the original ship quantity on the order and what was reserved through auto-reserve.

NOTE: This feature only applies for items whose warehouse definition has been set to allow for the auto-reserve before pick for regular, serial, and/or lot items. Kit items are excluded from this feature.

Additionally, Order Entry and the Open Order Inquiry will reflect the quantity that appears on the Pick List.

Packing

To assist you with item handling and packaging, you may optionally use W/M's boxing function. For any or all picking sections in your warehouse, W/M will suggest the boxes that you should use to pack the items on an order; the Pick List will print this box information.

Box Selection

In order to use the boxing function, you must specify the linear dimensions (length, width, and height) of your items, as well as a definition of each of the shipping boxes that are available. The box definition consists of the box's linear dimensions, the box type (which indicates if the box is used for unique items), the head space (free space in a box), the minimum fill percent (to avoid using a box that is too big), and the box's maximum weight restriction.

Using this size/dimension criteria, W/M selects which box(es) should be used to ship the items on an order. It attempts to use the smallest box that is big enough for an order while accommodating restrictions of the item and the box. For example, it checks if the dimensions of the box are adequate for the dimensions of the item; it checks the weight of the item to ensure that it is not too heavy for the box; it examines if the box is filled adequately. If the conditions are not met, another box is examined for selection. This process continues until an appropriate box is selected.

The selected boxes and items to pack in each box are printed on the order's Pick List. For orders that use more than one box, you have the option to advance to a new page each time the box number changes when printing the Pick List.

Box Maintenance

If, for some reason, the boxes selected are not actually filled as specified by W/M, you can change the contents of the box. This includes removing items from a box, filling a box with un-boxed items on an order, or taking items from one box and storing them in a different box. If an additional box is required, you may create and fill the new box.

In addition to maintaining the contents of each box, you may print Case/Shipping Labels for the boxes containing the items printed on the Pick List. You may also print a new label for an item on an order that was not specified by W/M to be boxed, but has been boxed anyway, or an item that has been moved from its original box to a new box. If any of the Case/Shipping Labels (or other labels that are printed with the Summary Pick List) are damaged, you may reprint those labels.

Shipping

Boxes

Once boxes are packed and cases are labeled, you may confirm box shipments. In the warehouse, this process involves entering, in W/M, the number of each box that is shipped. If desired, you may tailor W/M to update the order status to invoice ready to print after the last box on an order is confirmed. By confirming shipment of the individual boxes on an order, you will not need to perform a shipping confirmation in Order Entry.

NOTE: If shipping confirmation is performed here, a Pack List will be printed if requested through Order Entry Options Maintenance (MENU XAFILE).

Confirming box shipments in this manner allows for monitoring the process, thus ensuring boxes are not lost. A box that is filled and not ship confirmed will appear on the Unshipped Box Report. Running this report daily ensures that all orders placed are shipped. This allows you to research the circumstances of unshipped boxes, and to quickly find the box.

Box History

When using the boxing function, you have the option to retain box history. If you choose to do this, W/M retains a history file of all of the boxes that were shipped and, if desired, their contents. This history may be retained for a specified number of days, until payment for the order is received, or both.

Additional Confirmation Methods

If you do not use the optional boxing function, you must perform a shipping confirmation in Order Entry before the order may be invoiced if Radio Frequency is not installed on your system. The warehouse locations and, if applicable, the lot or serial numbers of each item shipped must be entered

in W/M. You may do this when the shipping confirmation is performed or when the order is entered. If you use the auto-reserve function, you need only to verify the locations, lot, and serial numbers for the items that were picked.

If Radio Frequency is installed on your system, the option to automatically set the Order Status to "Ready for Invoice" after all picks for an order have been "Pick Confirmed" may be set through Radio Frequency Options (MENU RFFILE). If you select Y through this option, the order status will be changed to "Ready for Invoice" after all items have been picked. Additionally, if the **Print Pack List after Ship Cnfrm** field is set to Y through Order Entry Options Maintenance (MENU XAFILE), Pack Lists will automatically print for an order after that order has been ship confirmed.

It should be noted that both the Warehouse Management option to change the status after the last box is confirmed for shipment and the Radio Frequency option to change the status after all items have been picked may not be set to Y simultaneously.

Counting Items

To maintain an accurate status of your item quantities, the inventory stored counts in W/M need to match the actual quantities stored in your warehouse. If there are any discrepancies between the quantities reported by W/M and the actual quantities, they should be remedied. Obtaining accurate inventory counts is done by performing either a physical inventory for your entire warehouse or a number of cycle counts for portions of your warehouse throughout the year.

Regardless of which method you use, W/M provides a systematic approach. Features of this systematic approach include:

- Printing Count Sheets, which initiates the counting process by first freezing the database inventory counts.

Important

Inventory transactions may still occur after printing Count Sheets, but before beginning the physical counting process. If such transactions do occur, you can recalculate the frozen values using Refreeze Physical Inventory Counts (MENU WMPHYS). This ensures that all such inventory transactions are accounted for and do not create a variance when comparing frozen values to actual values.

Also, once the process of physically counting the inventory begins, items should not be physically put into or removed from locations being counted.

- Physical inventory and cycle counts which are always performed by location. You may select any number of locations by location number, location contents (i.e., item number), or type of location (i.e., location class).

- Establishing cycle count intervals for items assigned certain cycle count codes. Automatic scheduling of cycle count code items within a particular warehouse can be done via the Cycle Count Scheduler (MENU WMPHYS).
- Keying results into W/M after completing the physical counting of inventory and indicating the figures on the previously printed Count Sheets. At this point you can identify missing Count Sheets and research variances between the actual and system quantities.

NOTE: Before counting begins, you can run Refreeze Physical Inventory Counts (MENU WMPHYS) to refreeze inventory counts if any inventory transactions occurred before counting began and after the Count Sheets printed.

- Printing of Count Verification Sheets to "double check" those locations whose counts differ from any other count previously recorded or the counts that were frozen when the physical inventory was started.
- Printing of a Valuation Report before updating W/M with the new location counts.

Lot Control

Lot items are received, stored, and shipped in groups or lots. Lots are used to maintain a continuous monitoring process of a set of many items from the manufacturer to the customer. For the distributor, this lot control may be required from the time that a lot is received, to the time that the lot is shipped.

Lots in W/M

With W/M, you can designate an item to be a lot item and optionally require an expiration date for that lot. Additionally, you indicate if the lot number should print on any Invoices containing the item.

When a lot item is received, you must specify the lot number and the quantity of items in that lot. One shipment of items may contain several or only one lot. You will not be able to post purchase order receipts for the lot items until you record the lot numbers of all lot items received.

When putting away or moving inventory, you must also specify an item's lot number. One lot may be split up over multiple warehouse locations.

When shipping a lot item, you must also specify the number of the lot from which that item is shipped.

Date Sensitive Lots

Lots are commonly used for date sensitive merchandise such as food and pharmaceutical goods. If a shipment needs to be recalled per the manufacturer, the recall is made by lot number. The **Lot Expiration Date** field will be used for these type of controls. Items may be defined to require lot expiration dates through Item Master Maintenance (MENU IAFILE).

The lot with the earliest receiving date should certainly be shipped before a lot with a more recent receiving date. The **Lot Aging Date** field will be used for tracking aging dates of lot item receipts, adjustments, sales, moves, and transfers to provide an audit trail of different transactions.

Cost Sensitive Lots

Lots may also be used for cost sensitive items. Since W/M allows you to assign a cost to an individual lot, you may divide a shipment of an item into different lots for costing purposes. Each lot of items can have a different cost. This type of lot control is useful when dealing with a commodity having frequent cost variations.

Dye Lots

You may control dye lots (e.g., of paint or carpeting) in W/M. Although two shipments, each containing a roll of carpeting, may identify the same item number and color specifications, different dye lots in the manufacturing process may cause slight, but noticeable, variations in color between the two rolls. With lot tracking, the availability of an item from a specific lot can be easily determined.

Measuring Availability

Additionally, lots may be used for goods stored by the roll or the spool. If you assign each roll of carpeting or spool of wire its own lot number, you can determine the quantity that is available on the roll or spool in square yards, feet, or other units of measure.

Serial Number Tracking

Serial number tracking, like lot control, allows you to monitor the status of items in your warehouse. Unlike lot items, however, serial numbers are assigned to individual items, not to a group of items.

Serial number items are usually items that are monitored for internal control and warranty purposes. W/M allows you to use two types of serial number items: standard and informational.

Standard Serial Number Items

For a standard serial number item, you must specify the serial number of that item when it is received, put away, moved, ordered, and shipped. Like lot items, standard serial number items are monitored constantly while in the warehouse.

Informational Serial Number Items

Informational serial number items are not monitored constantly. The only time that serial numbers need to be keyed into W/M for such an item, is when that item is shipped. This is useful if you want to

track serial numbers after they have been shipped, perhaps for warranty purposes, but do not need to constantly monitor the specific item when it is in your warehouse.

CHAPTER 2

W/M Handling and Counting Inventory

2

Critical to any method of managing a warehouse, is a complete, accurate, and up-to-date count of inventory. Performing a physical inventory (or physical inventory count) is the process of counting the items in each location of a warehouse. This section concentrates on how to attain this using a physical inventory count with W/M.

NOTE: If you have Radio Frequency (R/F) installed and are performing a physical inventory count using R/F, additional features/functions are available. Refer to the Radio Frequency User Guide for details.

Current Inventory

When a physical inventory is started, the current on-hand quantities are copied to a holding file (frozen). This means that the current location counts are saved until the physical inventory is complete. This allows you to compare the inventory according to Distribution A+ to the actual inventory determined through your physical inventory count.

Although the current inventory is frozen, you may still perform daily transactions if you make sure to physically count your inventory before you ship or receive items. Even if you do not immediately enter the physical inventory counts, you may resume processing daily transactions after you have completed physically counting your warehouse locations.

A refreeze option exists on MENU WMPHYS to recalculate the on-hand quantities. This should only be run if any inventory transactions have occurred after Count Sheets were printed and before counting begins. This helps to ensure an accurate match of the quantities in the holding file to the physical quantities.

Physical Inventory Menu - Primary Steps

To assist in counting your physical inventory, W/M prints Count Sheets. Each Count Sheet is used to record the inventory in a warehouse location or locations. Blank spaces are provided for you to write in the count of the physical inventory. The results written on the Count Sheets are keyed into W/M,

optionally verified, and then used to update the current inventory. The Warehouse Management Physical Inventory Menu (MENU WMPHYS) is used to perform a physical inventory in W/M. This performance of a physical inventory can be separated into two categories: primary steps and secondary steps.

The primary steps required to perform a physical inventory count are as follows (each step is explained in detail following this list):

1. **Print Count Sheets** (MENU WMPHYS)**.**

   You specify the format of the blank Count Sheets that you will use to record the totals of your physical inventory counts.

2. **Optionally Refreeze Physical Inventory Counts** (MENU WMPHYS)**.**

   Before you begin counting any of your inventory, run this option if any inventory transactions have occurred since you printed Count Sheets. Since printing the Count Sheets performs a freezing of the on-hand quantities, you would need to perform this re-freeze if quantity changes have occurred. Otherwise, variances would exist between the frozen value and the physical value.

3. **Enter/Change Inventory Counts** (MENU WMPHYS)**.**

   After counting the items in each location, use this option to key the results into W/M for each warehouse location. This option may also be used to verify the counts by location or by sheet.

4. **Optionally Print Count Verification Sheets** (MENU WMPHYS)**.**

   You may optionally use this option to print the quantities that were entered through step 3; the format is the same as the actual Count Sheets generated through step 1. You can print the report for all locations or only those locations with variances in count.

5. **Count Sheet Status Reports - Original and (optionally) Verification** (MENU WMPHYS)**.**

   Use this option to generate the Original Count Sheet Status Report and, optionally, the Verification Count Sheet Status Report. The original report indicates which locations have not yet been counted; the verification report indicates which locations have not yet been counted and which locations have been counted but not yet verified (during step 3), if Count Verification Sheets were printed. You cannot update inventory counts until all Count Sheets, and all items on each Count Sheet, are accounted for (i.e., these reports do not print any outstanding counts).

NOTE: If you do not print Count Verification Sheets (through step 4), you do not have to verify counts and therefore do not need to print the Verification Count Sheet Status Report. Once you print Count Verification Sheets, you are then required to complete the verification process.

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6. **Item Variance Report** (MENU WMPHYS)**.**

   This report prints the variance between the record of your current inventory (the frozen value stored in the holding file created at the beginning of your physical inventory and optionally updated in step 2), and the results of the physical inventory. Use this report to identify and research quantity variances between the current inventory quantities and the count quantities. You may print the report in detail or summary, and options are available for report sequences and contents.

7. **Update Inventory Counts** (MENU WMPHYS)**.**

   After all Count Sheets have been entered, use this option to update the existing inventory counts. This option posts the physical inventory entries made in step 3.

Print Count Sheets

Use Print Count Sheets (MENU WMPHYS) to generate Count Sheets. Through printing options, you can define what the Count Sheets will look like, and how they will be used when counting warehouse locations.

Complete or Partial Count

First, you determine if the Count Sheets are printed for all warehouse locations or for selected warehouse locations.

> NOTE: When first implementing W/M, it is necessary to perform a complete physical inventory.

When you print Count Sheets for all warehouse locations, you are performing a complete physical inventory. When you print Count Sheets for selected warehouse locations or items, you are performing a partial physical inventory (also known as a cycle count). Count Sheets are printed for locations that match your selection criteria. Sheets can be printed based on location information or the contents of a location.

Selecting by Location

Location codes are optionally assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). Use these codes to break down your warehouse by location type to assist with the put-away process and the performance of physical inventory counts by location.

Item cycle count codes and physical inventory codes, optionally assigned through Item Balance Maintenance (MENU IAFILE), are retrieved from individual items. Therefore, when you select to print Count Sheets for these ranges, Count Sheets are only printed for locations that contain items that have codes which fall within your specified ranges. Refer to the Cross Applications User Guide for details about rules for using ranges.

Variations in counts between the frozen inventory and the results of the physical inventory count are treated differently for complete and partial physical inventory counts when counts are updated through Update Inventory Counts (MENU WMPHYS). These differences are explained under the topic Update Inventory Counts in this section.

Page Break Segment Number

Once you have determined which warehouse locations will print on your Count Sheets, you specify when the system should end one Count Sheet and start the next. This is based on the warehouse location number. Individual Count Sheets may be several pages long.

A new Count Sheet may be printed any time that a segment of the warehouse location changes. You select which segment is used to trigger a page break. When the value of the selected segment changes, a new Count Sheet begins.

If you select the first segment of your warehouse location number, there will probably be several warehouse locations on each Count Sheet; if you select the last segment of your warehouse location number, one Count Sheet will print for each warehouse location (this is also true if your warehouse location number has only one segment).

For example, if your warehouse location format is Row-Shelf-Bin, you can begin a new Count Sheet when the Shelf segment changes. Row 1 - Shelf 1 - All Bins will print on one Count Sheet, Row 1 - Shelf 02 - All Bins will print on a new Count Sheet, etc. This allows you to hand out separate Count Sheets for each shelf in your warehouse.

Count All Items in a Location

If you are performing a complete physical inventory for the selected warehouse, you must count all items in a location. However, if you choose to perform a partial inventory, you have the option to designate whether you want to count all items in a location or just specific ones.

Print Current Location Contents

When printing Count Sheets, you have the option to print the current (i.e., frozen) inventory contents of each warehouse location. This means that you can print the contents (not the count) of each warehouse location according to W/M. If you choose to print the current items, item numbers will print on the Count Sheet with blank lines for item counts. For serial number items, you may print items and serial numbers; both will print on the Count Sheet for verification. For lot number items, you may print items and lot numbers; both will print with blank lines for the count of items in each lot.

Number of Blank Lines and Units of Measure

Whether you choose to print current location contents or not, you may print blank lines for up to 99 items in each warehouse location. These blank lines print in addition to current location contents, if selected to print.

For each item count line, you may specify that blanks be printed for up to three units of measure. For current item lines, the number of units of measure printed on the Count Sheet is the actual number of units of measure defined for the item.

Additionally, you may select the number of blank lines to print on the Count Sheets to write in serial numbers, and the number of blank lines to print on the Count Sheets to write in lot numbers and lot counts.

With these options, you can use various combinations to print the Count Sheet format most suitable for your needs. After Count Sheets are printed, they should be placed in their locations just before counting begins.

NOTE: If you wish to have extra blank (no location/item content data) sheets to be used for damaged sheets, extra items, etc., use Print Additional Count Sheets (MENU WMPHYS).

Number of Scheduled/Immediate Counts

If you utilize the Cycle Count Scheduler (MENU WMPHYS), the determined number of items that should be counted for the current cycle count will be provided for you when printing your Count Sheets. Likewise, if you select any items for immediate counting, when you prepare to print your Count Sheets for the current cycle count, the total number of all those selected will default for you. This data is extremely useful in determining the extent and intensity of the current cycle count.

Optionally Refreeze Inventory Counts

Once Count Sheets are printed, frozen values indicating the on-hand quantities of inventory at that time are stored. At this time, the counting of the inventory should begin. However, if the counting does not begin immediately, and inventory transactions occur which change the actual on-hand quantities, variances would exist between the frozen values and the physical inventory counts. To avoid these variances in these types of cases, run the Refreeze Physical Inventory Counts (MENU WMPHYS) after Count Sheets have printed and before you begin counting any of your inventory. If you do not refreeze, you will encounter problems with your inventory. Running this option will take into consideration those transactions occurring after the Counts Sheets were printed and will update the stored frozen values with the new values.

Enter/Change Inventory Counts

Once a warehouse location has been counted and the Count Sheet for that location is completed, key the results of the count into W/M through Enter/Change Inventory Counts (MENU WMPHYS). You may also “verify” the counts keyed either by location or by sheet.

Select Warehouse Location

When keying Count Sheet results, you select the Count Sheet and/or specific warehouse location for which inventory counts are being entered. If you do not specify the location number, all of the location numbers assigned to that Count Sheet are displayed. If you choose to verify counts, you also determine if you will be verifying counts by location or by sheet.

Optionally Print Count Verification Sheets

You may optionally print Count Verification Sheets which show the quantities that were entered through step 3; the format is the same as the actual Count Sheets generated through step 1. You can print the report for all locations or only those locations with variances in count. You can also select other criteria for which the report will print.

If you choose to verify counts, you must first print Count Verification Sheets before physical inventory counts can be “verified.”

NOTE: Any locations printed on these sheets will become "unverified." You MUST then repeat step 3 (Enter/Change Inventory Counts) and perform step 5 to "verify" the locations, before you will be able to update the inventory counts through step 7.

Count Sheet Status Report - Original and Verification

After keying your counts (MENU WMPHYS), and before updating your inventory through Update Inventory Counts (MENU WMPHYS), you must be certain that all of the printed Count Sheets have in fact been entered and verified (if Count Verification Sheets were printed). W/M provides two reports to do this: the Original Count Sheet Status Report and Verification Count Sheet Status Report. The original report prints locations which have not yet been counted; the verification report prints locations which have not yet been counted and locations which have been counted but not yet verified.

NOTE: If there are any items on the Count Sheet that have not had counts entered, they will show up on these reports as well. Also note if you do not print Count Verification Sheets, you do not have to verify counts and therefore do not need to print the Verification Count Sheet Status Report. Once you print Count Verification Sheets, you are then required to complete the verification process.

Use Count Sheet Status Report (MENU WMPHYS) to print these reports. If no Count Sheets are outstanding, you may proceed to update inventory counts through Update Inventory Counts (MENU WMPHYS). If any Count Sheets have not been entered, they must be keyed through Enter/Change Inventory Counts (MENU WMPHYS) before you can update inventory. You must, however, print these reports every time you add or change Count Sheet entries (regardless of the result) before you may proceed to update inventory counts.

Item Variance Report

After keying your counts (MENU WMPHYS), you may want to know the difference between the frozen inventory count (i.e., the current physical inventory according to W/M) and the new inventory count. To do this, you may print the Item Variance Report (in summary) through Item Variance Report (MENU WMPHYS); you may also print the report in detail.

This report prints the inventory quantity and dollar variance. You may print the report for a range, or for all items. Refer to the Cross Applications User Guide for details about rules for using ranges. Additionally, you may specify a minimum dollar variance and/or a minimum percent variance (percentage of frozen to physical inventory) for which the report will print. Variances that fall below either of these minimums are not printed on the report. The report may be sequenced by item number, or by dollar variance (in descending order of dollar variance).

Item values are calculated based on the cost you select in the **Cost to be Used for GL** field on the Maintain O/E Options -Price Settings Screen 1 in Order Entry Options Maintenance (MENU XAFILE): either standard, user or average.

Update Inventory Counts

Up to this point, you have done the following:

- Printed Count Sheets (step 1)
- Optionally refroze the inventory counts through Refreeze Physical Inventory Counts (MENU WMPHYS) (step 2)
- Performed the physical inventory count
- Keyed counts into W/M and optionally verified counts by location or by sheet (step 3)
- Optionally printed Count Verification Sheets (step 4)
- Printed the Original and/or optionally the Verification Count Sheet Status Report to detect and key outstanding sheets, if any (step 5)
- Optionally printed the Item Variance Report, in summary, to determine the variances between the frozen and current inventory counts (step 6)

You are now ready to update your current inventory counts (step 7) with the physical inventory counts that have been keyed. Update inventory counts through Update Inventory Counts (MENU WMPHYS).

NOTE: The Physical Inventory Valuation Report (MENU WMPHYS) should be run prior to updating inventory counts. If you run it after updating counts, you will receive a message that the count sheets have not been counted since the files have already been updated.

Updating a Complete Count

When performing a complete physical inventory, the Inventory Transaction Register is printed. This report shows detail transaction information for each item updated; this report is also printed when you Process Transactions (MENU IAMAIN) in Inventory Accounting.

Also, when performing a complete physical inventory, if you are using the I/A to G/L Interface and there is any variance between the frozen and physical inventory counts, the needed information to update G/L accordingly will be copied to a work file. This work file will then be posted to G/L through Post I/A Transactions to G/L (MENU IAMAST) or during Day-End Processing (MENU XAMAST). Additionally, the G/L Transaction Post Journal will print [refer to the General Ledger User Guide: Post Transactions (MENU GLMAIN)]. This journal indicates the general ledger transactions that are posted when this variance occurs. The journal is assigned a journal-reference number with the prefix IJ (meaning inventory journal). The accounts that may be updated are the Recount Write-Off account and the Inventory account. These accounts are defined in the General Ledger Interface through G/L Transfer Definition (MENU GLXFER), or (MENU G2XFER) if
G/L is not installed.

When the frozen quantity of an item is greater than the physical inventory count, items that you believed to be in stock are actually not in stock. These items must be written off. The Recount Write-Off account is debited for the cost of the missing items, and the Inventory account is credited for the same amount.

When the frozen quantity of an item is less than the physical inventory count, items are in your physical inventory that you did not believe were on-hand. The Inventory account is debited for the amount of the cost of the extra items, and the Recount Write-Off account is credited for the same amount.

Updating a Partial Count

When performing a partial physical inventory, the Location Audit Report prints. This report prints items that have an unknown location (assigned all 9's such as 99.999.999), or have negative quantities. Additionally, items that are in the shipping dock location (assigned all 5's such as 55.555.555) that have been made available (due to an order being deleted after it has been ship confirmed) will be printed.

Items are assigned to an unknown location when there is a variance between the frozen inventory count and the physical inventory count. The assignment is determined as follows:

- If the frozen count is less than the physical inventory count, you must determine the correct location for the "extra" items. The quantity of items in the unknown location is a negative quantity.
- If the frozen count is greater than the physical inventory count, there are "missing" items that may be in a warehouse location not counted in the partial physical inventory. The quantity of items in the unknown location is a positive quantity.

Items are moved to the shipping dock location after shipping confirmation, if indicated through Warehouse Management Options Maintenance (MENU WMFILE). Refer to Warehouse Management Options Maintenance and Warehouse Location Audit (MENU WMREPT) for additional information.

Unknown Location

The unknown location number is nines in each segment of the warehouse location number (for example, if your warehouse location is segmented as Rw.Sh.Bin, this location is 99.999.999). Once you determine the status of the unknown items, move them to their correct stocking locations, or remove them from your inventory. You can perform this through Warehouse Management (MENU WMMAIN). Your physical inventory count is not actually complete until you either move or write-off the items that are in the unknown location.

The process of posting the count sheets updates the on-hand balance in each warehouse location with the count for that item, unit of measure, and location. If there is a variance between the original on-hand quantity for that location in the Warehouse Management Balance File and the quantity posted during the count, the variance is assigned to the unknown location. You must then enter Inventory Accounting quantity adjustments for these variances to make the quantities in the Item Balance File agree with those in the Warehouse Management Balance File. You can generate the quantity adjustments automatically through Adjust Inventory in Unknown Location (MENU WMMAST), or enter them manually through Enter/Update Transactions (MENU IAMAIN).

Physical Inventory Menu - Secondary Steps

In addition to the primary steps, you may perform any of the following secondary steps to assist with your physical inventory recording and to ensure the accuracy and effectiveness of your physical inventory count. The steps are as follows:

1. **Print Additional Count Sheets** (MENU WMPHYS)**.**

   You may print additional Count Sheets, for selected location(s), if the original sheets are lost or damaged; or, if the original sheets were too small to record all the locations' contents.

   Additional Count Sheets can only be printed while the physical inventory is active. When you print additional Count Sheets, you can specify a different number of blank item lines per location and blank serial/lot number lines per location. This is helpful if certain locations require additional blank item lines. You may reprint the Count Sheets for those locations only, without having to reprint the Count Sheets for the entire physical inventory.

   NOTE: You cannot print additional Count Sheets if you chose to perform a partial inventory and chose not to count all items in a location.

2. **Cancel Count Sheets** (MENU WMPHYS)**.**

   Use this option to cancel the inventory count if you have decided not to complete the count or you want to start over with a different set of Count Sheets. When Count Sheets are canceled, the inventory counts that have been keyed through Enter/Change Inventory Counts (MENU WMPHYS) are deleted, and the outstanding Count Sheets generated through Print Count Sheets (MENU WMPHYS) are disregarded. The inventory counts resume to the status before Count Sheets were printed, as if a physical inventory never started for the warehouse.

   You may cancel Count Sheets any time prior to updating your inventory counts.

3. **Physical Inventory Valuation Report** (MENU WMPHYS)**.**

   This report shows the variation in inventory valuation between location counts according to Distribution A+ before the physical inventory count is performed, and the location counts as entered through the physical inventory count. This step should be run before updating the physical inventory counts so to use the active counts in the locations that are being counted.

4. **Cycle Count Scheduler** (MENU WMPHYS)**.**

   Use this option to schedule how often cycle coded items should be counted, and to designate how many cycle counts per warehouse will be done each year. Utilizing both of these specifications, you can be assured that at the end of each year all inventory has been counted the desired number of times.

   NOTE: Even after you define when items are to be normally counted, this option is available to either manually or automatically select any of those items to include in the very next cycle count [selected through Warehouse Management (MENU WMMAIN)]. This provides you with the flexibility to handle unique or new situations (e.g., an item recently became "hot" and needs to be counted more often for a short period of time to assist with your evaluation of the situation).

CHAPTER 3 Managing Your Warehouse

3

The Warehouse Management menu option (MENU WMMAIN) provides you with the ability to oversee and control your warehouse operations. Through this option, you can perform the following tasks:

- Put away inventory:

  Display used and available warehouse locations and select where to put away inventory. You may pre-receive a shipment of items on a purchase order (i.e., reserve warehouse locations for the quantity of items specified on an open purchase order).

  If items are being included in a receiver, you can additionally approve the items as having been received and post the receipt to immediately update your inventory files.

  If items are being received by purchase order processing, where approval and posting must occur through Purchasing, you can print the Receiving List through Receiving List (MENU POMAIN) to help manually record items as they are received into inventory. This list can then be handed to purchasing data entry.

  NOTE: If desired, the Receiving List may also be printed for receivers through the same option or, if applicable, through Warehouse Management (MENU WMMAIN).

  If an item does not have a purchase order, you may create a miscellaneous PO receipt. For these items you may manually select warehouse locations, or allow W/M to automatically select the locations using the auto put-away function. Locations may be selected for multiple items received on pallets.

- Move inventory:

  Move items from one location to another. For locations that are assigned permanent items, you may display suggested inventory movements.

- Inquire:

  Display the contents of a warehouse location, and display the warehouse locations that contain a specified item. You may also inquire on receipt or shipment history for lot and serial number items.

All of the above tasks provide you with a great deal of flexibility. This flexibility allows Warehouse Management to be very diverse, but can also create some confusion if you are not confident with the options and their use in your warehouse operations. Therefore, the warehouse manager or operator should have a thorough understanding of this section, and the menu options that are explained.

NOTE: If Radio Frequency is installed, many of the activities involved in warehouse operations may be performed efficiently and effectively from that module as well.

Putting Away Inventory

Overview

When putting away inventory, you can record the inventory transaction by doing the following:

- Pre-receive inventory, which uses the purchase order or miscellaneous receipt to specify the items, quantities, and locations of the inventory received; W/M can automatically select the locations where items may be pre-received
- Hold a warehouse location for an item or items
- Print the Receiving List (p. 15-7), used to assist in the manual recording of items received into the warehouse
- Create, approve and post receivers to update inventory

NOTE: Receiver items must be approved prior to being selected to be put away.

- Print the Put-Away List (p. 5-47) and Put-Away Labels (p. 16-9), if applicable, used by warehouse personnel to put away a shipment

NOTE: Item Labels may optionally print with the Put-Away List.

Pre-receiving Inventory

To take full advantage of W/M, putting away inventory should be performed using pre-receiving, when applicable. If you have printed a purchase order through Purchasing, you may pre-receive the items on the purchase order. You may also pre-receive items that are not on an open purchase order using miscellaneous receipts. Note that if a receiver has been created through Purchasing or W/M to include a number of purchase order items, you not only have the ability to pre-receive the items in W/M, but can also approve the items as having been received and then post the receiver to update inventory.

Pre-receiving reserves a location for items on a purchase order before receipt of the items is posted in Distribution A+ through:

- Purchasing for purchase orders receipts
- Purchasing or W/M for receivers
- Inventory Accounting for miscellaneous receipts

This saves you keying time by the fact that since the items are already selected for the Purchase Order, you do not have to re-key or re-select the items for separate pre-receiving processing.

Additionally, you may use auto put-away which automatically selects the locations where the items will be stored; with auto put-away, you only need to print a Put-Away List and possibly Put-Away Labels.

After selecting a warehouse, you select the company and purchase order number to pre-receive. The purchase order header information is displayed for confirmation. Next, the detail of the purchase order is displayed. You may review this information in a variety of ways:

- Item number only, item description only, or item number and item description
- Assigned, unassigned, or all items on the PO (an item is assigned after a warehouse location has been designated to hold it)
- Manufacturer's item number or your item number of the item to receive
- Locate and display an item on a PO at the top of the screen

Items included in a receiver are also pre-received in W/M. Through Warehouse Management (MENU WMMAIN), select receiver processing to display a list of existing receivers. To pre-receive items in an existing receiver or to create a new receiver and pre-receive items for that receiver, utilize the available Maintenance function key. After selecting an existing receiver to pre-receive one or more of its items, select the individual items and use the Put-Away function key. This will provide access to location assignment and, if applicable, lot/serial identification screens. If you created a new receiver to use for pre-receiving one or more items, location assignment and, if applicable, lot/serial identification screens will automatically display for you.

NOTE: If receiver processing is being done through Purchasing, access to the W/M pre-receiving related screens is provided. Also note, if Radio Frequency (R/F) is installed and being used for receiving, W/M provides access to review receipts entered through that module. After reviewing the receipts, modifications may be made, if necessary, receipts can be approved for put-away, and normal put-away processing continues. Access to R/F receipts is provided via the F18 function key on the Receiver List Selection Screen (p. 5-165).

Auto Put-Away

As previously noted, the locations where the items will be put away may be selected automatically by W/M using auto put-away. Through System Options Maintenance (MENU WMFILE), you define the hierarchy of locations examined by auto put-away. You define this hierarchy by selecting one, several, or all of the following types of locations (in a desired sequence) for auto put-away to use in its selection of locations:

- Locations occupied by the same item
- Empty locations desired for the item
- Empty locations less desired for the item
- Locations shared with other items desired for the item
- Locations shared with other items less desired for the item

For each location in your warehouse, you may specify if it will be considered by auto put-away. You may also assign it a pallet class used when putting away pallet items; if an item is not received on a pallet suitable for the location, the location will not be selected.

Each of your items is also assigned attributes used by auto put-away, including a minimum put away quantity that is used to avoid scattering items in locations throughout the warehouse. You may also

specify a put away message, used to specify special handling instructions, that will print on the Put-Away List and Put-Away Labels. For pallet items, the Pallet ID and quantity per pallet are specified, as is the maximum put away quantity used to avoid overstocking crushable items.

Home Slot Auto Put-Away

Home slot auto put away is activated through Warehouse Management Options (MENU WMFILE). When activated, home slot auto put away will attempt to put away items in locations that are near their designated home slot location for the item defined through Location Master Maintenance (MENU WMFILE). Home slot auto put away takes place before regular auto put away. Up to three passes are set up which define how locations will be chosen for home slot auto put away. For each pass, you define the number of sections to look for valid put away locations. All valid locations including unavailable locations and locations not flagged for auto put away are included in counting the total number of locations to be reviewed by a particular pass. In addition, you define which segment of the location definition (i.e., row.bin.shelf) will be used to count the sections.

For example, let's assume that the locations in our warehouse are defined as row.bin.shelf. Let's also assume that the first pass is defined as 2 sections of segment 3 and the second pass is defined as 5 sections of segment 2. Home slot auto put away will first identify the home slot location for the item and then look for space in the 2 shelves (within the same bin) on either side of the home slot location for a valid put away location. Failing that, it will look in the 5 bins (within the *same* row) on either side of the home slot location (any shelf within any bin that is within 5 of the home slot) for a valid put away location. Home slot auto put away will only attempt to put items away in empty locations.

Home slot auto put away will be executed if the item does not have a warehouse location override defined through Item Balance Maintenance (MENU IAFILE) and the item has a home slot location defined through Location Master Maintenance (MENU WMFILE).

Below is a summary of how home slot auto put away attempts to find a location for an item:

- Check for available space in the home slot for the entire put away quantity.
- Check to see if the max put away quantity for the home slot will be exceeded.
- If there is not enough space or it will exceed the max put away quantity, get the first pass rule.
- Identify the appropriate number of locations in either direction of the home slot according to the first pass rule.
- Examine each of the identified locations and skip if any of the following is true:
  - The location is not empty.
  - The location has pending reservations (moves/receipts).
  - The location is a reserved location (4's, 5's, 6's, 7's, 8's, 9's).
  - The pallet class assigned to the location doesn't match the pallet class defined for the item.
  - The location class assigned to the location doesn't match the location class defined for the item.
  - The location code assigned to the location (if not blank) doesn't match the cycle count code defined for the item.
  - The **Auto Put Away** field on the location is set to N.
  - A permanent item (other than the item being put away) is assigned to the location.
  - There is not adequate space for the entire put away quantity.

- The remaining locations will be sorted by space available and the location with the closest space available to the space required for the put away quantity will be used.
- If there is more than one location with the same space available, the location with the lowest put away sequence will be used.
- If no locations meet the criteria, repeat the above steps using the second pass rule.
- If still no locations meet the criteria, repeat once again using the third pass rule.
- If all three passes fail to find a put away location, and the **Break Up Receipt Quantity During Put Away** field defined through Warehouse Management Options (MENU WMFILE) is set to Y, the all three passes will be repeated a second time in an attempt to split up the receipt quantity across multiple locations.

Pallet Information

When using auto put-away to pre-receive a pallet of items, you are able to specify pallet information. This includes the quantity of items received per pallet and the Pallet ID code of the pallet used, if different from those defined for the item. Additionally, you may specify how many pallets deep, and how many pallets high should be stored. If you specify the number of pallets high, the maximum put-away quantity defined for the item is overridden.

You may select a group of locations that will be examined by auto put-away. These locations may be selected by a range of location numbers, a group of picking sections, or a specified minimum pallet depth. Refer to the Cross Applications User Guide for details about rules for using ranges. Any locations that are not selected with this criteria are ignored by auto put-away.

Manual Put-away

If you choose not to use auto put-away, or auto put-away was not successful in finding locations to store items, you must manually put away the items. After selecting an individual item to pre-receive, you can display the Used Locations Screen (p. 5-102) or Available Locations Screen (p. 5-112) to select the locations to store the items.

Both screens display warehouse locations for a selected item. On both screens you select a warehouse location, key the quantity of items to store in that location, and a hold date.

Used Locations Screen

The Used Locations Screen (p. 5-102) displays the locations in the warehouse that contain the selected item. Use this screen to answer the question: Where is the item stored now?

The locations displayed on the screen are sequenced in the order in which the item was put away. For example, the first location that the item was stored in is the first displayed, and so on. Lot items that require an expiration date, however, are sequenced by their expiration date. If a location has been defined to be used first for an item that does not require an expiration date, this location will always display first on this screen. Using this screen, you may change the sequence displayed to any that you desire.

This sequence is important because it determines the order in which locations are used as a source of inventory when creating an order in Order Entry; that is, it is used in determining the locations from which inventory will be picked for an order. If you use the auto-reserve function, this is the sequence in which locations are assigned to an order. If the first location displayed is empty, or cannot complete an order, then the second location is used, and so forth.

Available Locations Screen

From the Used Locations Screen, you may display the Available Locations Screen (p. 5-112) to show the warehouse locations that can accommodate the desired quantity of items. Use this screen to select the warehouse location where inventory will be put away. This screen allows you to determine where else you could put the item, and also allows you to press a function key (F10=NEXT FIT) that will position the list to the next location that is large enough to hold the entire quantity to put away. This is useful when putting a large quantity of an item away, to avoid rolling through possibly several screens in order to find the first location that will fit the entire quantity to store.

The warehouse locations displayed are sequenced alphabetically/ numerically. You may limit the number of locations displayed for a range of location number segments, or for specified picking sections only.

You can display warehouse locations using three possible filters:

- Whether the warehouse location is empty or not
- The location code assigned to the warehouse location
- The location class of the warehouse location

Location Code

The default location code used is the cycle count code defined and assigned to the item. An item's cycle count code is used in conjunction with a location's location code. The locations displayed on this screen have a location code that is the same, or better than the cycle count code of the item to put away.

Location Class

Individual locations may be assigned a location class that is used to categorize a group of locations (e.g., refrigerated location, waterproof location, etc.). A location class may also be assigned to an item through Item Master Maintenance (MENU IAFILE) or to a warehouse through Item Balance Maintenance (MENU IAFILE). This indicates the type of warehouse location in which the item should be stored. Therefore, the available locations displayed on this screen have the same location class as the item being put away.

You can specify a hold date to hold the location until the hold date passes. No other items may be stored in the location when a hold date is assigned to that location.

When putting away lot and/or serial number items, you must key the lot numbers or serial numbers that will be received.

Put-Away List

After you have pre-received purchase order items, you may print the Put-Away List, and optionally, Put-Away Labels. This report and labels print the locations where items should be put away.

The Put-Away List, and if applicable, the Put-Away Labels, may be printed on demand for a pre-received purchase order from the PO Selection Screen (p. 5-41). They may also be printed when you select the W/M Warehouse option to print the Put-Away List when posting inventory transactions, when posting purchase order receipts, or during receiver processing. Print the Put-Away List at only one of these available printing times.

The following information prints on the list and/or labels:

- The warehouse location to put away the item
- The item number and description
- The country of origin if the item tracks country of origin
- The quantity of items to put away for each unit of measure
- Put-Away number

NOTE: You may optionally print Item Labels with a Put-Away List.

Receiving Inventory and Posting Receipts

An important step in the put away process is recording the inventory in Distribution A+ as received. The process of receiving inventory is begun in either of the following two places, depending upon the type of receipt processing to occur:

- Purchasing, with the manual creation of a receipt group
- Purchasing, Radio Frequency, or W/M, with the manual creation of a receiver and automatic creation of a receipt group.

The approval and posting of a manually created receipt group (or portions of a receipt group) to receive the items and update inventory is performed in Purchasing through PO Receipts Register (MENU POMAIN).

The approval (i.e., the indication that the items have been physically received) and posting of the receiver for the same purpose can be performed in either of the following:

- Purchasing through Enter or Change Receivers or PO Receipts (MENU POMAIN)
- Warehouse Management through Warehouse Management (MENU WMMAIN)

If you elect to approve and post the receiver through Warehouse Management, you can, from the Receiver List Selection Screen (p. 5-165), select function keys to pre-receive the items, print the Put-Away List, access receiver maintenance screens to make any needed modifications, approve receiver items, and post receiver items.

Important

Posting receipt transactions (through either of these three options) updates your inventory files first [the Item Balance File (ITBAL), for example]. The data from the posting of these inventory transactions is also copied to a work file to be submitted to update general ledger either at Day-End, or upon request (MENU IAMAST).

In other words, posting inventory transactions occurs in two steps: (1) Updates are made to the Item Balance File (ITBAL), on-hand-quantities, etc., then (2) either at Day-End or upon request (using MENU IAMAST), the related general ledger updates will occur. Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

To ensure data integrity, the posting procedure runs in the Transaction Processor. Refer to the Cross Applications User Guide for information on the Transaction Processor.

Moving Inventory

Warehouse Management (MENU WMMAIN) also allows you to move inventory among locations in your warehouse. You can:

- Perform interactive inventory moves
- Print the Move List and optionally, Move Labels
- Display and perform suggested inventory movements
- Inquire on past inventory moves (move history) and print previous Move Lists

Interactive Inventory Moves

When displaying the current storing locations of an item on the Used Locations Screen, you may select a location from which items will be moved, and identify the quantity of items to move. When you press F11, the Move Item Screen (p. 5-122) will display. On this screen you select the location into which inventory will be moved.

If you do this before physically moving the inventory, you should print the Move List and optionally, Move Labels. If you record an inventory movement in W/M after physically moving the inventory, you will not want to include that move on the Move List. For each inventory move made, you specify whether or not it should print on a Move List.

Move List/Move Labels

The Move List should be printed to identify the inventory movements that need to be made in your warehouse, and inventory moves that have been made since the last Move List was printed.

Move Labels should be printed to attach to the items involved in the move to assist in the physical movement of the inventory.

The following information is contained on the Move List and/or Move Labels:

- The warehouse location that the item is moved from
- The warehouse location that the item is moved to
- The number and description of the item to be moved
- The country of origin of the item if the item tracks country of origin
- The quantity of items moved
- The unit of measure of the quantity of items moved
- Move number (if the item has not already been moved)

Suggested Moves

NOTE: Suggested inventory moves may be processed using Suggested Move Report (MENU WMMAIN) and Move Maintenance (MENU WMMAIN). Since the Suggested Move Report is a turn-around document, you are required to verify the actual quantities of items moved. These values are then posted in W/M through Move Post (MENU WMMAIN).

You may display suggested inventory movements for a warehouse on the Suggested Movements Screen (p. 5-132). Items are suggested for movement based on the restock level (minimum quantity) of a warehouse location. This occurs only if a warehouse location is assigned a permanent item. The location is also assigned a restock quantity (maximum quantity). The restock level is the lowest acceptable quantity of items in that warehouse location. The restock quantity is the quantity of items with which the location should be replenished when the quantity falls below the restock level.

When the available quantity (i.e., quantity available for picking) in a location falls below the quantity specified as the location's restock level, then an inventory movement is suggested. The quantity of items suggested to move to that warehouse location is determined by the restock quantity.

For example, a warehouse location is assigned a permanent item with a restock level of 100 and a restock quantity of 200. If the quantity of items available for picking in the location is 75, then a suggested move of 125 items will be made for that location. This quantity is arrived at by subtracting the quantity available(75) from the restock quantity(200) (200-75=125) when the quantity available(75) is less than the restock level(100).

If you select one of the suggested moves that is displayed, the move will be performed after you provide the warehouse location from which the inventory is moved.

Move Management

Inventory movements from warehouse location to location (move history) and the transactions affecting inventory movement, such as the receipt of new items (location movement history), can be tracked and retained for printing or viewing on the Location Movement History Screen (p. 5-155). Additionally, in process moves may be completed from the same screen.

Moves

The Move Management Screen (p. 5-136) allows you to view move history, reprint one or more Move Lists for previous movements, or complete an outstanding move.

NOTE: Quantity and unit of measure data for pending moves may be modified through Move Maintenance (MENU WMMAIN).

The selections available when viewing moves on the Move Management Screen (p. 5-136), include the following:

- Display pending, completed, or both pending and completed moves.
- Display suggested or manual (including interactive suggested) moves.
- Display item identification data, including item description, item number, quantities, move dates, and move numbers.
- Display, by toggling from item identification data, from-to locations, and, if applicable, lot/serial data.
- Specify a move date to display, at the top of the screen, the first move occurring on that date.
- Key a move number to complete an outstanding move and immediately update all inventory W/M files. No Transaction Processor posting is required if individual moves are completed through this screen. Transaction Processor posting is necessary, however, if a move run is completed through Move Post (MENU WMMAIN).
- Specify a run number to display moves affiliated with that run only.

When viewing a list of moves, you may select a range of line numbers for which Move Lists will reprint. Refer to the Cross Applications User Guide for details about rules for using ranges. Use reprinted Move Lists to assist in physically moving items which were already specified in the database for movement but the move did not occur.

Location Movement History

Location Movement History is maintained in the Location Movement History File only if you select to maintain history. A miscellaneous option on the Warehouse Management Cycle Counting/Misc Options Screen [described in Warehouse Management Options Maintenance (MENU WMFILE)] determines if the history is to be maintained, and, if so, how many days of history is to be kept.

Location Movement History can be examined using the location movement history inquiry [through Warehouse Management (MENU WMMAIN)]. On the Location Movement History Screen (p. 5-155), you may display movement history by reviewing locations or by reviewing items. If you select a

location, you will be presented with a list of all items that have moved in and out of that location; if you select an item, you will be presented with a list of all locations in and out of which the item has moved.

In addition to reviewing the history, you may print the Location Movement History Report (p. 23-5). Limiting criteria (e.g., transaction dates, specific items or warehouses, etc.) is available to generate the exact type of report desired.

NOTE: Location move data also can be displayed on the Move Management Screen (p. 5-136) by using the F5=ITEM INFO / F5=LOC INFO toggle function key.

Inquiries

Warehouse Management also provides you with the ability to inquire about an item or a warehouse location. When inquiring on an item, all of the warehouse locations that contain that item will display. When inquiring on a warehouse location, all of the items that are stored in that warehouse location will display. Finally, you can access the Lot and Serial Number Item History Inquiry. This inquiry is also available by selecting Lot/Serial/COO Inquiry (MENU WMMAIN).

Item Inquiry

To inquire on an item, use the Used Locations Screen. After selecting a warehouse number and item number, all of the warehouse locations that contain the selected item will display. From this screen you may select a warehouse location to perform a location inquiry.

From the location inquiry, you may select one item in that location and display details about the item and location selected. For an item, this detail includes the following:

- Expiration Date (if a location is held for the item)
- Item cost
- Quantity of items on-hand for each unit of measure
- Quantity of items used for each unit of measure
- Quantity of items available for each unit of measure

Additionally, you may key notes for the item in the selected location, and may release a warehouse location held for the item.

Location

You may inquire about a specific warehouse location by viewing the Location Information Screen (p. 5-18). This screen displays information about a desired location, as well as the items that are currently stored in that location. Items for which the location is held are also displayed.

You may call the Location Information Screen (p. 5-18) by doing any of the following:

- Selecting a warehouse location for inquiry after pressing F5=LOCATION on the Warehouse Management Selection Screen (p. 5-6)
- Selecting a warehouse location that is displayed on the Used Locations Screen for an item
- Selecting a warehouse location that is displayed on the Available Locations Screen

From the Used Locations Screen, you may select one of the items that is displayed to show detail item information.

Lot/Serial History

This inquiry will display shipment and receipt history for lot and serial numbers, and age date history for lot items only. You may select this inquiry when inquiring on a location that contains lot or serial number items, or by selecting Lot/Serial/COO Inquiry (MENU WMMAIN).

When inquiring on receipt history for a lot or serial number item, the following information is displayed:

- Item's serial or lot number
- Warehouse the item was received into
- Quantity received
- Unit of measure received in
- Date received
- Vendor received from

You may select to display detailed receipt history for an individual lot or serial number item. Additionally, you may use receipt selection to inquire on specific receipts by vendor or a range of receipt dates. Refer to the Cross Applications User Guide for details about rules for using ranges.

When inquiring on shipment history for a lot or serial number item, the following information is displayed:

- Item's serial or lot number
- Warehouse the item was shipped from
- Quantity shipped
- Unit of measure shipped in
- Date shipped
- Application code which indicates where the shipment originated

You may select to display detailed shipment history for an individual lot or serial number. Additionally, you may use shipment selection to inquire on specific shipments by customer or application.

When inquiring on lot age date history for a lot item, the following information is displayed:

- Item’s lot number
- Warehouse in which the transaction took place
- Transaction quantity
- Unit of measure
- Transaction date
- Aging date
- Location

You may select to display detailed age date history for an individual lot number. Additionally, you may use age date selection to inquire on specific transactions by application, transaction date, or location.

CHAPTER 4

Distribution A+ Modules Affected by W/M

4

Use of W/M is not exclusive to the five menus used in the W/M module (WMMAIN, WMREPT, WMFILE, WMMAST, and WMPHYS). The functionality of other Distribution A+ modules is affected to accommodate the use of warehouse locations, lot, and serial number items, and other W/M functions. The modules affected are:

- Inventory Accounting (I/A)
- Order Entry (O/E)
- Purchasing (PO)
- Customer Consignment (CN)

Whether you have previously used Distribution A+ without W/M, or have a new installation of Distribution A+ with W/M, you should understand the manner in which W/M affects the use of the other Distribution A+ modules.

Inventory Accounting

Inventory Accounting (I/A) is used to control and manage your items (item master information), and the quantities of these items in your warehouse(s) (item balance information). Additionally, I/A allows you to perform inventory transactions, and physical inventory counts.

When using W/M, the changes that affect I/A are for item definitions, inventory transactions, and physical inventory counts.

Item Master Maintenance

The menu option Item Master Maintenance (MENU IAFILE) is used to identify all of the items that you use in Distribution A+. When adding or maintaining an item in I/A, you may now specify item information that identifies how the item is to be used in W/M.

The *Item File Maintenance Screen 2* in Item Master Maintenance has the following fields used exclusively by W/M:

- **WH Mgmt Code**

- **Print Lot/Ser**
- **Location Class**
- **Exp Date Reqd**
- **Unique Lots**

For additional information about this fields exclusively used by W/M, refer to the *Item File Maintenance Screen 2* in Item Master Maintenance.

An additional screen, the *Warehouse Management Information Screen*, displays only if W/M is installed, and if you have selected to **Maintain Product Dimensions** through System Options Maintenance (MENU WMFILE). It is used to specify the linear dimensions of the item (linear dimensions are used if you have set up W/M to use boxes or pallets).

If you did not select to maintain product dimensions, specify the item's cubic size for each unit of measure on the *Item File Maintenance Screen 1* in the **Size** column. Cubic sizes may be calculated from linear dimensions on the *Warehouse Management Information Screen*.

NOTE: If you do select to maintain product dimensions, the **Size** column is not available.

Item Balance Maintenance

When maintaining an item in a warehouse through Item Balance Maintenance (MENU IAFILE), you may assign W/M attributes to the item that are specific to that item in the warehouse. These are assigned on the *Balance File Maintenance Screen*, and include:

- Location Class
- Maximum Pick Quantity
- Min Put-Away Qty
- Put-Away Message
- Quantity Flag
- Override Warehouse Location
- Max Put-Away Qty
- Quantity per Pallet
- Pallet ID
- Case Quantity information

Inventory Transactions

If an override warehouse location is used when items are entered in the Item Balance File, you are not required to enter locations for inventory transactions. If an override warehouse location is not used, to perform any of the following types of inventory transactions on the *Inventory Entry/Update Screen* through Enter/Update Transactions (MENU IAMAIN), warehouse locations must be identified:

- Quantity adjustments (A)

- Average Cost Maintenance (G) (lot and serial number items only)
- Quantity Issue (I)
- Inventory Receipt (R)
- Warehouse Transfer (T)
- Inventory Recount (Y)

The Location Receipts Assignments Screen (p. 5-82) or *Order Location Selection Screen* will display after performing one of these transactions. Refer to the Order Entry User Guide for a description of the *Order Location Selection Screen*.

Additionally, you may select a miscellaneous receipt that has been created for pre-receiving through Warehouse Management (MENU WMMAIN). After a miscellaneous receipt is entered in an inventory group, proceed to post the group through Process Transactions (MENU IAMAIN).

When you conduct a partial physical inventory, the process of posting the count sheets updates the on-hand balance in each warehouse location with the count for that item, unit of measure, and location. If there is a variance between the original on-hand quantity for that location in the Warehouse Management Balance File and the quantity posted during the count, the variance is assigned to the unknown location. You must then enter IA quantity adjustments for these variances to make the quantities in the Item Balance File agree with those in the Warehouse Management Balance File. You can generate the quantity adjustments automatically through Adjust Inventory in Unknown Location (MENU WMMAST), or enter them manually through Enter/Update Transactions (MENU IAMAIN).

Physical Inventory

When using I/A without W/M, you can perform physical inventory counts using the Physical Inventory Menu (MENU IAPHYS). When using W/M, however, you can no longer use MENU IAPHYS. You must use the W/M Physical Inventory Menu (MENU WMPHYS) instead.

This menu provides the options for you to perform a physical inventory count when using W/M. A physical inventory count in W/M is not necessarily a count of items, but a count of items by location. Therefore, Count Sheets are printed by location, and entering count sheets provides fields for warehouse locations. Additionally, you can specify the individual lot and serial numbers of items stored in your warehouse.

If you attempt to run a menu option from MENU IAPHYS when W/M is installed, a message is displayed that reminds you that physical inventory counts are performed through MENU WMPHYS.

Order Entry

When keying an item for an order in O/E, you may select the location from which the order is shipped, or you may use the W/M auto-reserve function. The **Loc** field and the F5=Loc function key on the *Item Review Screen* are used by W/M.

If you have set up W/M to **Use Returns Location**, any return order (type R) automatically updates the W/M returns location. The system assigns a location number of all 7's (e.g., 77.777.777).

When entering an order or shipping confirmation, you may select the locations to reserve the items using the Order Location Selection Screen. The Order Location Selection Screen displays the warehouse locations where this item is stored, and allows you to select the location to reserve for the item (when entering an order), or to reserve the items in the location for shipping (when entering a shipping confirmation). If reservations exist, you may use the F5=ALL ASSIGN or the F9=ORD ASSIGN to see details about the reservations. Refer to these function key descriptions. Likewise, you may display the Location Reservations Screen to display those locations for which items have been reserved. This screen may also be used to review the locations reserved by the W/M auto-reserve function. Refer to the Order Entry User Guide for a complete description of the Order Location Selection Screen.

On the *End Order Screen*, you may select the output queue where the Summary Pick List and/or Shipping Case Labels (p. 17-9) will print.

Printing Pick Lists

A Pick List can be generated through Order Entry. Depending upon selections made for your Pick Lists, the content of the Pick List will vary.

These selections include:

- Whether prices will be included for the indicated company, determined through Order Entry Options Maintenance (MENU XAFILE);
- Whether prices will be included for the indicated customer, determined through Customer/Ship to Master Maintenance (MENU ARFILE);
- Whether pick list headings will print, determined through Order Entry Options Maintenance (MENU XAFILE) when Print Pick List Headings has been defined as Y.

The Pick Lists used in O/E print the location from which items should be picked in addition to the item numbers and quantities. ****MSDS**** will also print on Pick Lists [if using the Material Safety Data Sheet (MSDS) feature and if you specified to be notified on Pick Lists through Order Entry Options Maintenance (MENU XAFILE)] for any MSDS item. This message will print on Pick Lists the first time a customer orders an MSDS item (to a shipping address) or if an MSDS revision has occurred since the customer's last MSDS was sent. Refer to Order Entry Options Maintenance for additional information on Material Safety Data Sheets.

Additionally, W/M provides the ability to print a Summary Pick List when printing Pick Lists. If you select to print a Summary Pick List, you may also select to print Shipping Case Labels (p. 17-9) for the items selected from bulk storage locations.

NOTES:

- ****MSDS**** will print on Summary Pick Lists and Case/Shipping Labels for any MSDS item the first time a customer orders an item (to a shipping address) or since an MSDS revision.
- HAZMAT Shipping Papers and the HAZMAT Weight Summary will print following Pick Lists if in Warehouse Numbers Maintenance (MENU IAFILE) the HAZMAT Shipping Papers field is 1,

indicating to print with Pick Lists. "**HAZMAT SHIPPING PAPERS**" will also print on Pick Lists when hazardous material documents have printed.

- If using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Pick List is either "our" unit of measure or both "our" unit of measure and the customer's unit of measure; also determined through. If both the customer's unit of measure and the Distribution A+ unit of measure are selected to print, the Pick List will first print as it normally does and once the description has printed, the customer's "ordering" unit of measure will print.

  Additionally, if prices have been selected to be shown in order entry in the "ordering" unit of measure instead of the "pricing" unit of measure [as determined through Order Entry Options Maintenance (MENU XAFILE)], the Pick List will print the "ordering" unit of measure price.

Warehouse Management

You can create a single default Point of Sale (POS) location for a warehouse and you can create an override location for each item. Warehouse management reservations will be created for Point of Sale based either on the default POS location or the override POS location. The override location will always be used if it exists for the item; otherwise, the default location will be used.

Point of Sale will allow inventory to be sold from a location when the system does not reflect enough quantity to fulfill the sale. As a result, an item may have a negative inventory balance in the system. If this happens and a location is over-reserved, the item will be flagged for a cycle account and added to your immediate counts during the next cycle count. You can also use the Warehouse Management Location Audit report to print a list of negative item balances.

Purchasing

The most significant W/M impact to the Purchasing module occurs when receiving inventory.

In order to receive any inventory, lot and serial numbers must be assigned, if applicable, and locations must be assigned to the items involved. These assignments can occur prior to the actual receipt of the inventory, using information keyed for the purchase order. "Pre-receiving" is the act of providing these assignments (reserving warehouse locations for the expected quantities of all items) prior to the actual receipt of the items.

While pre-receiving is not required, it does save time when the shipments are actually received, simplifying the receipt process.

Additionally, if a shipment is received and you wish to utilize the put-away complete function (a simple step to receive all items at once), you must have already pre-received the items.

Purchasing offers two different methods by which inventory can be received. The two methods are:

- Purchase Order Processing
- Receiver Processing [also accomplished through Warehouse Management (MENU WMMAIN)]

Purchase Order Processing

Purchase order processing is the manual creation of a receipt group to encompass those items which are to be received at the same time (from one or more purchase orders). Receipt groups are generally created at the time of inventory receipt, using data from the purchase orders and the invoices. Once created and approved, the entire receipt group (or a portion thereof) is submitted to the Transaction Processor for posting to occur with other Day-End updates.

Receiver Processing

Receiver processing is the manual creation of a receiver to encompass those items which are to be received at the same time (from one or more purchase orders). These receivers are generally created prior to the actual inventory receipt of the inventory, using data from the purchase orders and an Advanced Shipping Notice (ASN). Once any number of the items in the receiver are received, those items can be approved and submitted for receiver posting. A receipt group is automatically generated for those approved items in the receiver (that is, only those items actually received) and submitted to the Transaction Processor for immediate posting.

The interface between W/M and Purchasing allows not only the pre-receiving capabilities, but also the ability to actually perform the functions necessary to receive and post receipts for inventory, if receiver processing is used. Additionally, Receiving Lists may be printed, if desired, to help manually record items as they are received into your warehouse. This is particularly helpful when purchase order processing is being used and items being received in the warehouse cannot be approved and posted from the warehouse.

NOTE: Radio Frequency may also be used to create receivers, but in a temporary file. Once receipts are entered through Radio Frequency, they are verified and approved for put-away through Warehouse Management (MENU WMMAIN). This verification/approval process then allows you to update the true database receiver files with accurate data. For information related to Radio Frequency, refer to the Radio Frequency User Guide.

Once the receiver is created through Enter or Change Receivers or PO Receipts (MENU POMAIN) in Purchasing or through Warehouse Management (MENU WMMAIN) in Warehouse Management, the approval of the items (i.e., the indication that the items have been physically received) and the posting of the receipts can be performed through either of these same 2 options.

If you elect to approve and post the receiver through Warehouse Management, you can, from the Receiver List Selection Screen (p. 5-165), select function keys to pre-receive the items, print the Put-Away List, access receiver maintenance screens to make any needed modifications, approve receiver items, and post receiver items.

Customer Consignment

If Customer Consignment is installed, in Warehouse Management you will perform several setup and processing functions related to the handling of consignment inventory. Refer to the Overview and Introduction chapters in the Customer Consignment User Guide for details.

CHAPTER 5

Warehouse Management

5

Use this option to manage the locations in your warehouse. Through this option, you can do the following:

- Pre-receive inventory:

  Display used and available warehouse locations and select where to put away items on an open purchase order using purchase order processing or receiver processing. If a miscellaneous item is received for which a purchase order has not been issued, you may create and pre-receive a miscellaneous receipt. You may also use the automatic put-away function when pre-receiving to select the warehouse locations to put away one or more received items.

- Assist in receipt entry:

  A Receiving List is available to identify items pending receipt. This list may also serve as a type of checklist. As items are received they may be checked off (so to speak) and may be passed to data entry.

- Post inventory receipts:

  If Purchasing (PO) is installed and receiver processing is being utilized. Once a receiver is created through this option, or through PO, the items in that receiver may be validated as having been physically received, and the receiver may be posted through either W/M or PO. Also, if R/F is installed, received items may be validated through W/M in the same manner.

- Put away inventory:

  Display used and available warehouse locations and select where to put away items. Select and hold a warehouse location for an item. The warehouse location remains held through a specified hold date.

- Move inventory:

  Move items from one location to another. For locations with permanent items assigned to them, you may display and select suggested inventory movements.

- Inquire:

  Display the contents of a warehouse location and display the warehouse locations that contain, or are available for, a specific item. You may also display the detailed attributes defined for an item in a warehouse.

- Immediate counts:

  Display a list of items in a warehouse that have been flagged for immediate counting. Displayed items can be removed from this list with the use of a function key.

Warehouse Management

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

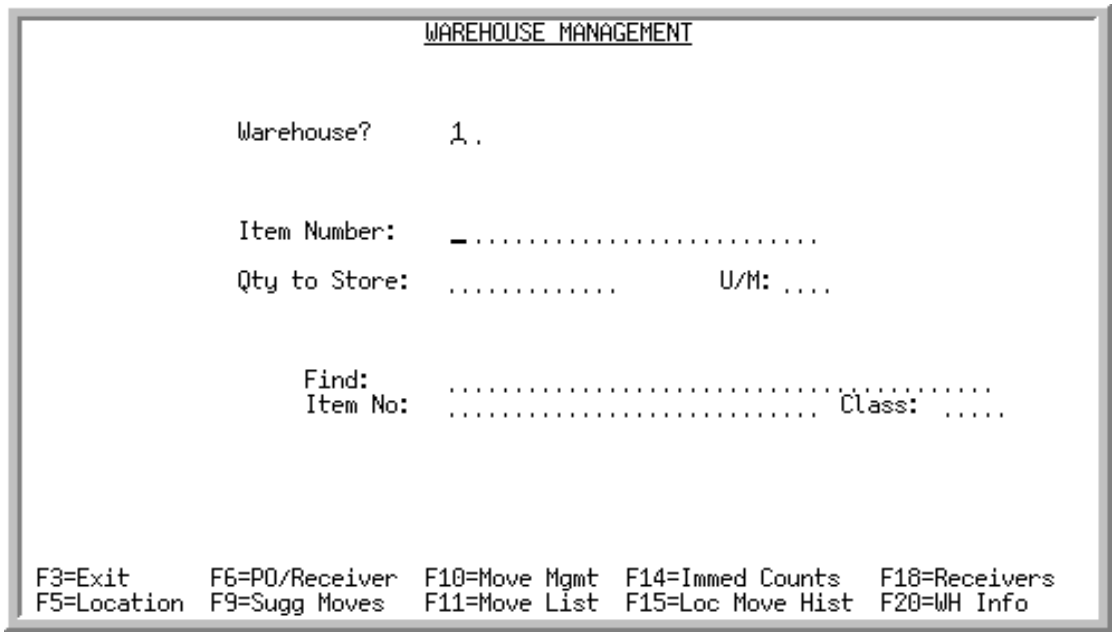
Title	Purpose
Warehouse Management Selection Screen	Use to select the warehouse, item, or quantity to store, in order to perform W/M functions.
Warehouse Management Location Selection Screen	Use to select a warehouse and warehouse location for inquiry.
Location Search Screen	Presents all of the locations that have been defined for a warehouse, sequenced by location number, with filtering capabilities to find a location.
Location Information Screen	Use to select warehouse locations for inquiry.
Location Information Item Detail Screen	Use to display detail item information for an item in the specified warehouse location.
Item/Lot/Serial Assignments Screen	Use to identify any assignments that have been made for the item and location being inquired upon. May also be labeled Lot Assignments Screen or Serial Assignments Screen when the item and location being inquired upon when the item is identified as a lot or serial item.
R/F Location Research Inquiry Screen	Used to review data about locations in a warehouse that have been overridden during the R/F put-away process.
PO Selection Screen	Use to perform receiver processing or purchase order pre-receiving processing.
Put-Away List Reprint Screen	Use to select reprinting put-away labels and/or item labels when reprinting a Put-Away List.
Put-Away List	Prints the warehouse locations where a specified quantity of received items, or pre-received items, should be stored.
Put-Away Complete Screen	Used to specify the put-away quantities for each line item for a complete purchase order put-away.
Pallet Information Screen	Used to record the quantity of items to receive, the quantity of items on each pallet, and the quantity of pallets to receive.

Title	Purpose
Auto Put-Away Lot No. Assignments Screen	Used to add, change, review, or delete the lot numbers of lot items that are assigned to warehouse locations through pre-receiving, when using the W/M automatic put-away function.
Auto Put-Away Serial No. Assignments Screen	Used to add, change, review, or delete the serial numbers of serial number items that are assigned to warehouse locations through pre-receiving, when using the W/M automatic put-away function.
Miscellaneous Receipts List Screen	Use to create a new miscellaneous receipt.
Miscellaneous Receipt Entry Screen Miscellaneous Receipt Entry Review Screen	Use to specify, in a miscellaneous receipt, the items, quantities, and, if applicable, country of origin of each to pre-receive through this option.
Receiving PO Item Selection Screen	Used to review the items on the purchase order and reserve warehouse locations for them.
Location Receipts Assignments Screen	Used to verify or change assignments. You also may make additional location assignments on this screen.
Lot No. Assignments Screen Serial No. Assignments Screen	Used to add, change, review, or delete the lot numbers of lot items that are assigned to warehouse locations. Used to add, change, review, or delete the serial numbers of serial number items that have been assigned to warehouse locations.
Specify Location Limits Screen	Used to limit the locations displayed on the Available Locations Screen (p. 5-112) or Receiving PO Item Selection Screen (p. 5-75) (when using Auto Put-Away) by warehouse location number segment values, maximum location depth, and picking sections.
Post Receiver Option Screen	Use to confirm posting receipts to the receiving dock when RF put-away is being used.
Receiving Item Action Selection Screen	Used to perform any of the following functions for a displayed item: • Display or delete location assignments • Access receipt comments • Access the item inquiry for the item • Display the item's warehouse management information

Title	Purpose
Used Locations Screen Used Locations - Move Inventory Screen	Used Locations displays the warehouse locations where an item is currently stored (i.e., locations that are used by the item). Additionally, the Move Inventory view completes a suggested inventory move.
Available Locations Screen	Displays the warehouse locations that are available to store the selected item. Locations are displayed on this screen in alphabetic/numeric sequence by location number.
WH Mgmt Item Information Screen	Displays detailed W/M information about a single item.
Move Item Screen	Used to select the location from which to move inventory.
Move Serial Item Screen	Used to select serial numbers for immediate inventory moves.
Receiving PO Header Screen	Displays the header information of the purchase order selected for receiving.
Suggested Movements Screen	Suggested movements are made for locations that are assigned a permanent item, and are determined by the restock level, restock quantity, and current quantity of the location.
Move Management Screen	Displays inventory movements in a warehouse.
Move Confirmation Screen	Displays inventory movements in a warehouse.
W/M Move List	Prints all inventory movements, in warehouse location format, that have been specified in a warehouse since the last Move List was printed.
Move Labels	Prints all inventory move data, in warehouse location format, as shown on a W/M Move List (p. 5-148). Use these labels to attach to the inventory being moved.
Barcode Move Labels	Prints all inventory move data.
Immediate Counts Screen	Displays a list of all items that have been flagged for immediate counting.
Location Movement History Screen	Displays a variety of movement location information, depending on how this screen was accessed.
Location Movement Detail Screen	Displays detailed information of the selected movement.

Title	Purpose
Receiver List Selection Screen	Displays a list of existing receivers and provides access to receiver maintenance screens through which receivers can be created or modified. This screen is also included in the Purchasing User Guide and contains the same information.
Post Items - Review Location Receipts Screen	Use to view the locations assigned for put-away of this receipt when Warehouse Management is installed.
Post Items - Review Lot/Serial Assignments Screen	Us to review the lot control information or the specific serial numbers assigned to the specific location during the put-away process.
R/F Put-Away Status Selection Screen	Use to review the status of put-aways.
R/F Put-Away Status Detail Screen	Use to display data about the selected put-away.
R/F Put-Away Process Screen	Used to automatically assign a put-away location to an item or specify an override put-away location.
R/F Reprint Put-Away Labels Screen	Used to specify which put-away labels to reprint.
Receipt Post Errors Screen	Displays after selecting to post receivers from the Receiver List Selection Screen (p. 5-165), but all approved items have not yet been assigned warehouse locations. This shared screen is described in the Purchasing User Guide.
R/F Receipts List Screen	Used to review the list of receipts entered via Radio Frequency.
R/F Receipt Review Screen	Used to compare data between a receipt entered through R/F and one entered through W/M or Purchasing if both receipts were entered under the same receiver number.
R/F Pallet Selection Screen	Used to review the pallets received through R/F for the selected line item.
R/F Lot/Serial Receipts Review Screen	Used to review, modify, or delete lot/serial data for a receipt which was entered through R/F.

Warehouse Management Selection Screen



This screen displays after selecting option 1 - Warehouse Management from MENU WMMAIN. Use this screen to select the warehouse, item, or quantity to store, in order to perform W/M functions. You also can perform purchase order or receiver processing by pressing F6=PO/RECEIVER or F18=RECEIVERS if Purchasing is installed.

Warehouse Management Selection Screen Fields and function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse for which you want to perform the following functions: • Inquire on a specific item • Perform purchase order or receiver processing (if PO is installed) • Display suggested moves for an item* • Display the move history for the warehouse or the location movement history for an item or a location • Print a Move List • Move or put away items • Display W/M item information Some of these functions require an item number in addition to the warehouse number. *Valid Values:* A warehouse that has been defined through Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Required
Item Number	Key the number of the item to work with. If you key an item number, you must have keyed a warehouse number in the **Warehouse** field. You may perform any of the following functions for the item keyed: • Inquire on the item • Display suggested moves for the item • Display the move history for the item • Display the movement of the item in and out of warehouse locations • Put away the item This function requires that you key the quantity to store in addition to the warehouse number and item number. • Move the item • Display W/M item information If you do not know the number of the item to work with, key search word criteria in the **Find**, **Item No**, and optionally, the **Class** field. *Valid Values:* You must key a valid item for the specified Warehouse, as defined through Item Balance Maintenance (MENU IAFILE). (A 27) Required

Warehouse Management Selection Screen Fields and function Keys

Field/Function Key	Description
Qty to Store	Key the quantity of the item to store in this warehouse. The quantity keyed will show on the Used Locations Screen (p. 5-102) when putting away items. If you do not key a quantity to store, the Used Locations Screen (p. 5-102) is for inquiry only. That is, it will display all locations containing the specified item. You cannot put away items on the Used Locations Screen (p. 5-102) if you do not key the quantity to store in this field. *Valid Values:* Cannot be negative value (N 10,3) Optional
U/M	Use this field to enter the unit of measure used to express the **Qty to Store** in a warehouse location. For items which have multiple stocking units of measure, you may enter any of the three stocking units of measure. For case quantity items, you may enter either the primary stocking unit of measure or the case unit of measure. *Default Value:* The default unit of measure defined for the item keyed in the *Item Number* field *Valid Values:* Must be a valid unit of measure defined for the selected item (A 3) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 40) Optional

Warehouse Management Selection Screen Fields and function Keys

Field/Function Key	Description
Item	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU WMMAIN will display.
F5=Location	Press F5=LOCATION to display the Warehouse Management Location Selection Screen (p. 5-12) to select a warehouse location for inquiry.
F6=PO/Receiver	The F6=PO/RECEIVER key displays only if the Purchasing module is installed, and you have authority to perform this function. Press F6=PO/RECEIVER to perform PO pre-receiving activities, or to perform Receiver processing using the PO Selection Screen (p. 5-41). PO pre-receiving items allows you to hold a location for those items before receipt of the order is posted. Receiver processing includes creating receivers; verifying and validating existing receivers, indicating that the identified items have physically been received; and posting the receiver, or portions thereof. To begin Receiver processing directly from the Receiver List Selection Screen (p. 5-165), without going to the PO Selection Screen (p. 5-41) first, press the F18=RECEIVERS key instead of F6=PO/RECEIVER.

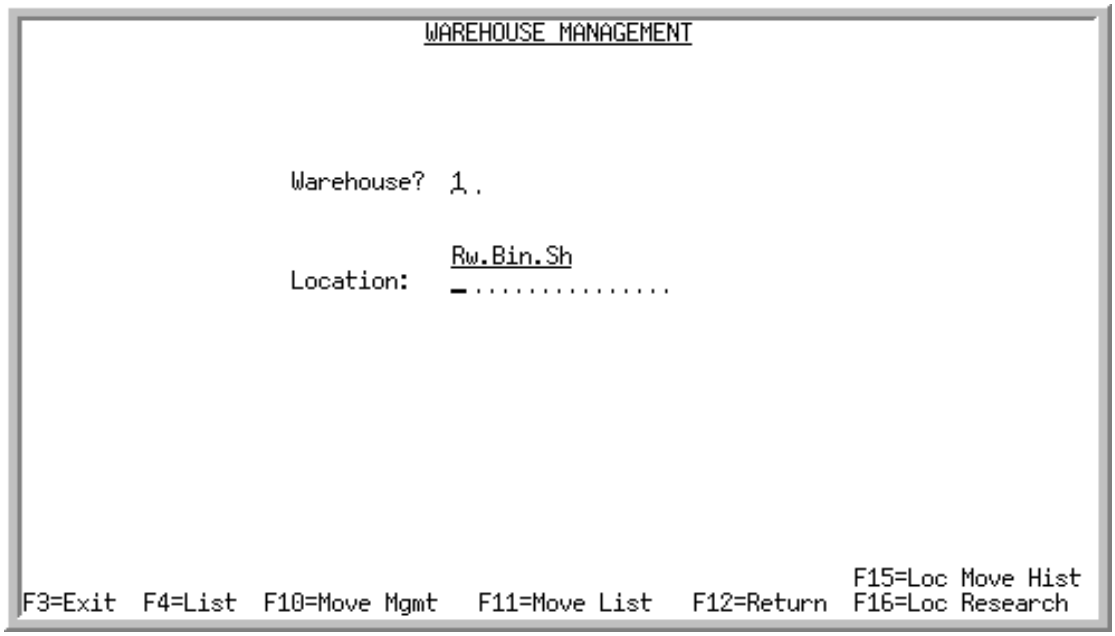
Warehouse Management Selection Screen Fields and function Keys

Field/Function Key	Description
F9=Suggested Moves	Press F9=SUGGESTED MOVES to display the Suggested Movements Screen (p. 5-132) on which inventory movements are suggested for permanent item locations that are below their restocking level. Key the Warehouse number, or both Warehouse number and Item Number, and press this key to display suggested movements for the entire warehouse, or for the selected item respectively.
F10=Move Mgmt	Press F10=MOVE MGMT to display the Move Management Screen (p. 5-136), which allows you to inquire, confirm, or reprint moves. Key the Warehouse number, or both Warehouse number and Item Number and press this key to show moves for the entire warehouse, or for the selected item respectively.
F11=Move List	The F11=MOVE LIST key displays only if you have access to the Suggested Move Report option on MENU WMMAIN. Press F11=MOVE LIST to print all the moves that have not yet been printed for the warehouse. The move list will be sent to the output queue defined in Warehouse Management Options Maintenance. A reprint of the Move List can be performed from the Move Management Screen (p. 5-136).
F14=Immed Counts	Press F14=IMMED COUNTS to display a list of all items that are flagged for immediate counting. The Immediate Counts Screen (p. 5-153) will display.
F15=Loc Move Hist	Key the Warehouse number and Item Number and press F15=LOC MOVE HIST to view the movements of the item in and out of warehouse locations. These movements include transactions that affected inventory, not just the movements of an item from one warehouse location to another. The Location Movement History Screen (p. 5-155) will display.
F18=Receivers	The F18=RECEIVERS displays only if you have authority to perform this function. Press F18=RECEIVERS to display the Receiver List Selection Screen (p. 5-165), from which you can perform receiver processing. Pressing F18=RECEIVERS takes you directly to the Receiver List Selection Screen (p. 5-165) without displaying the PO Selection Screen (p. 5-41) first. The warehouse number you entered on this screen is used as the warehouse number for the receiver. The **Stage Back Orders** and **Auto Put-Away** fields for the receiver default to the values set in Warehouse Management Options Maintenance (MENU WMFILE) for the warehouse. If you want to change any of these fields, you should press the F6=PO/RECEIVER key instead of F18=RECEIVERS.

Warehouse Management Selection Screen Fields and function Keys

Field/Function Key	Description
F20=WH Info	NOTE: The F20=WH INFO key is only applicable if item dimensions have been keyed for the item in the Item Master File. To key item dimensions, the warehouse management option for the location definition must be set to allow item dimensions. Press F20=WH INFO to display detailed W/M information about the warehouse/item selected in the **Warehouse** and **Item Number** fields on this screen. The WH Mgmt Item Information Screen (p. 5-119) will display.
Enter	Press ENTER to confirm your selections after keying any of the following: • A **Warehouse** and **Item Number**: The Used Locations Screen (p. 5-102) will display to review the location status of items, move items, or for inquiry. • A **Warehouse**, **Item Number**, and **Qty to Store**: The Used Locations Screen (p. 5-102) will display for item inquiry, to move items, or put away items. • **Find**, **Item No**, **Class** and (optional) **Warehouse**: The *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide.

Warehouse Management Location Selection Screen



This screen displays after you press F5=LOCATION from the Warehouse Management Selection Screen (p. 5-6). Use this screen to select a warehouse and warehouse location for inquiry.

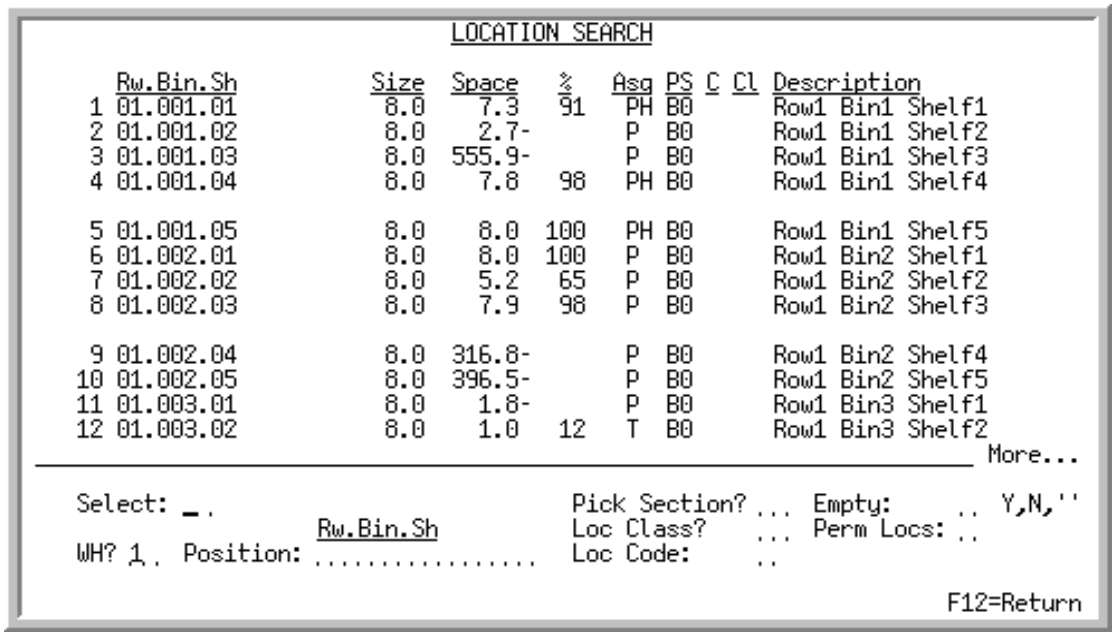
Warehouse Management Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character warehouse number of the warehouse containing the location for inquiry. *Valid Values:* You must key a warehouse that has been defined for use with W/M through Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Required
Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. Key the location number, in the warehouse location format, to display in the location inquiry. The warehouse location format (number and size of segments) is displayed in the heading over this field. Refer to the APPENDIX A: *W/M Keying Locations* of this User Guide for specific information about keying warehouse location numbers in W/M. *Valid Values:* Any location that has been defined for this warehouse through Location Master Maintenance (MENU WMFILE). Press F4 to display a warehouse's valid locations on the Location Search Screen (p. 5-14). (A 16) Required

Warehouse Management Location Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit from this option and return to the Warehouse Management Main Menu (MENU WMMAIN).
F4=List	Press F4=LIST to display a list of the valid locations defined for this warehouse. The Location Search Screen (p. 5-14) will display.
F10=Move Mgmt	Press F10=MOVE MGMT to display the Move Management Screen (p. 5-136), which allows you to inquire, confirm, or reprint moves. Key the Warehouse number, or both Warehouse number and Location and press this key to show moves for the entire warehouse, or for the selected warehouse location, respectively. When displaying a location, inventory movements that have been made from or to that location will display.
F11=Move List	Press F11=MOVE LIST to print a W/M Move List (p. 5-148) for the selected warehouse, or for the selected location. The Move Labels (p. 5-150) or Barcode Move Labels (p. 5-151) also may print, depending on the options selected through Warehouse Management Options Maintenance (MENU WMFILE).
F12=Return	Press F12=RETURN to return to the Warehouse Management Selection Screen (p. 5-6).
F15=Loc Move Hist	Key the Location for the indicated warehouse and press F15=LOC MOVE HIST to view the movements of items in and out of that location. These movements include transactions that affected inventory, not just the movements of an item from one warehouse location to another. The Location Movement History Screen (p. 5-155) will display.
F16=Loc Research	The F16=LOC RESEARCH key displays only if Radio Frequency is installed. If the warehouse and location fields are left blank on this screen, press F16=LOC RESEARCH to display all locations in the warehouse that have been overridden during the R/F put-away process on the R/F Location Research Inquiry Screen (p. 5-37). If you key a warehouse and location on this screen, press F16=LOC RESEARCH to display only information for the indicated location/warehouse that has been overridden during the put-away process on the R/F Location Research Inquiry Screen (p. 5-37).
Enter	Press ENTER to confirm your selections. If the warehouse Location selected contains more than one item, the Location Information Screen (p. 5-18) will display; if the warehouse Location selected has only one item, the Location Information Item Detail Screen (p. 5-25) will display.

Location Search Screen



This screen displays after pressing F4=LIST from the Warehouse Management Location Selection Screen (p. 5-12). This screen also displays after you press F8=LOC LIST from the R/F Location Research Inquiry Screen (p. 5-37)

This screen presents all of the locations that have been defined for a warehouse, sequenced by location number. Locations are defined for a warehouse through Location Master Maintenance (MENU WMFILE).

You may limit the warehouse locations displayed on this screen by picking section, location class, location code, whether or not the location is empty, and whether or not the location is assigned a permanent item.

Location Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of each warehouse location. Key this number in the **Select** field to select a warehouse location for inquiry. Display
(Location)	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location number displayed in the warehouse location number format defined for W/M. Display
Size	The defined size, in cubes, of the warehouse location.

Display

Location Search Screen Fields and Function Keys

Field/Function Key	Description
Space	The amount of space available in the warehouse location, calculated as the location size minus the amount of space used by items currently in the location. Display
%	The percentage of space that is not utilized in the warehouse location, calculated as the **Space divided by the Size**. Display:
Asg	Indicates if a permanent item has been assigned to this location; **P** displays if a permanent item is defined for this location; **PH** displays if this location is on hold; **T** displays if this location stores an item temporarily. If there are no items in this warehouse location, this column is blank. Display
PS	The picking section to which this location is assigned, if any. Display
C	The location code assigned to this location, if any. Display
Cl	The location class to which this location is assigned, if any. Display
Description	The description of the location. Display
Select	Key the **Reference Number** of one of the warehouse locations displayed to select that location for inquiry. (N 2,0) Optional
Pick Section	Use this field to limit the warehouse locations displayed on this screen based on the picking section in which the warehouse location is assigned. Key the two character ID of the picking section assigned to the warehouse locations to display on this screen. Only warehouses that have been assigned to this picking section will display. NOTE: This field limits the warehouse locations displayed on this screen in conjunction with the **Loc Class**, **Loc Code**, **Empty**, and **Perm Locs** fields. *Valid Values:* Must be a picking section that has been defined through Picking Sections Maintenance (MENU WMFILE). (A 2) Optional

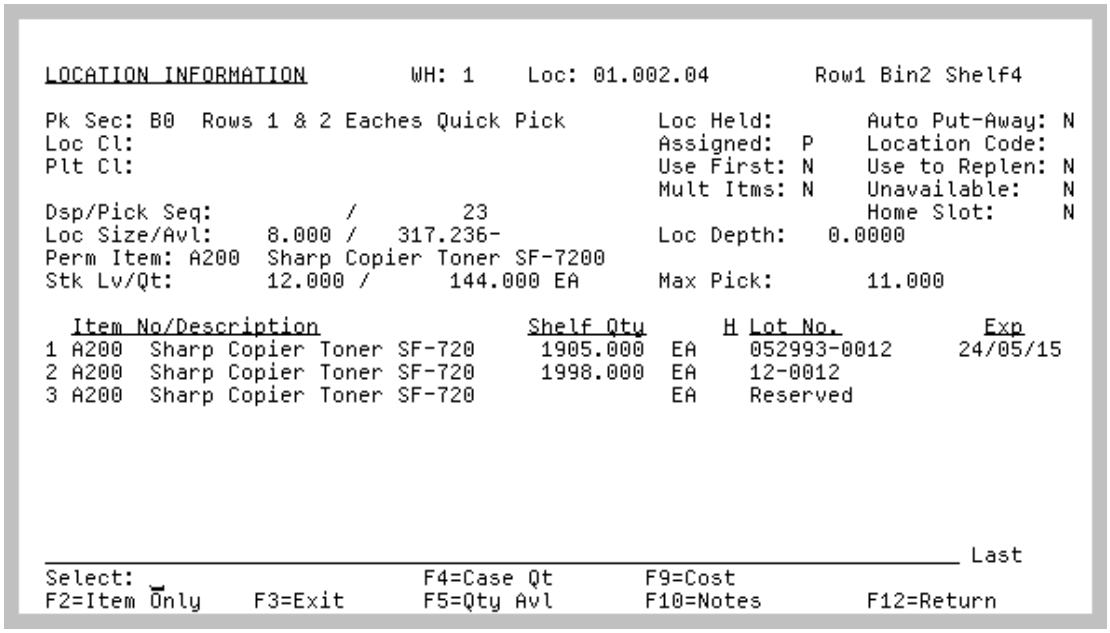
Location Search Screen Fields and Function Keys

Field/Function Key	Description
Empty	Use this field to limit the warehouse locations displayed to empty locations only, or locations that contain items only. Key Y to display only those warehouse locations that do not contain any items. Key N to display only those warehouse locations that contain at least one item. Leave this field blank to display all warehouse locations, regardless if they are empty or not. NOTE: This field limits the warehouse locations displayed on this screen in conjunction with the **Pick Section**, **Loc Class**, **Loc Code**, and **Perm Locs** fields. (A 1) Optional
Loc Class	Use this field to limit the warehouse locations displayed on this screen based on the location classes assigned to the warehouse locations. Key the two character ID of the location class assigned to the warehouse locations to display on this screen. Only locations that have been assigned this location class will display. NOTE: This field limits the warehouse locations displayed on this screen in conjunction with the **Pick Section**, **Loc Code**, **Empty**, and **Perm Locs** fields. *Valid Values:* Must be a location class that has been defined through Location Class Maintenance (MENU WMFILE). (A 2) Optional
Perm Locs	Use this field to limit the warehouse locations displayed to only those locations that are assigned permanent items, or only those locations that are not assigned permanent items. Key Y to display only those warehouse locations that are assigned permanent items (locations that display **P** in the **Asg** column on this screen). Key N to display only those warehouse locations that are not assigned permanent items (these locations contain temporary items, or do not contain any items). Leave this field blank to display warehouse locations with permanently and temporarily assigned items. NOTE: This field limits the warehouse locations displayed on this screen in conjunction with the **Pick Section**, **Loc Class**, **Loc Code**, and **Empty** fields. (A 1) Optional

Location Search Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to select a different W/M warehouse for which warehouse locations will display on this screen. *Default Value:* The warehouse number previously selected, if any. *Valid Values:* Must be a warehouse that has been defined for use with Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Optional
Position	Use this field to position a specific warehouse location at the top of this screen. Key the location number of the warehouse location to position at the top of this screen. If the location number that you key does not exist in this warehouse, the next sequential location number displays. (A 15) Optional
Loc Code	Use this field to limit the warehouse locations displayed on this screen based on the location codes assigned to the warehouse locations. Key the one character location code assigned to the warehouse locations to display on this screen. Only locations that have been assigned this location code will display. NOTE: This field limits the warehouse locations displayed on this screen in conjunction with the **Pick Section**, **Loc Class**, **Empty**, and **Perm Locs** fields. (A 1) Optional
F12=Return	Press F12=RETURN to return to the Warehouse Management Location Selection Screen (p. 5-12).
Enter	Press to confirm your selections on this screen. If you keyed a value in the **Pick Section**, **Empty**, **Loc Class**, **Perm Locs**, **WH**, **Position**, or **Loc Code** fields, this screen will re-display for the specified warehouse locations. If you accessed this screen from the R/F Location Research Inquiry Screen (p. 5-37) and press this key after you keyed a value in the **Select** field, that screen redisplays with the selected location; otherwise if you keyed a value in the **Select** field, the Location Information Screen (p. 5-18) will display; or the Location Information Item Detail Screen (p. 5-25) displays when there is only one item stored in the selected location.

Location Information Screen



This screen displays the location definition attributes and any items currently stored in the selected warehouse location.

Warehouse locations may be selected for inquiry after performing any of the following:

- Specifying a location and pressing ENTER on the Warehouse Management Location Selection Screen (p. 5-12), if more than one item is stored in the location
- Selecting a location and pressing F4=DSP LOC from the Used Locations Screen (p. 5-102)
- Selecting a location and pressing F4=DISPLAY LOC from the Available Locations Screen (p. 5-112)

When there is only one item stored in a selected location, this screen is not displayed. The Location Information Item Detail Screen (p. 5-25) is displayed instead.

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
WH	The warehouse number selected on the Warehouse Management Selection Screen (p. 5-6). Display
Loc	The selected warehouse location number and description. Display
Pk Sec	The ID and description of the picking section to which this location is assigned, if any. Display

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
Loc Held	This field displays **Y** if this location is held for at least one item; otherwise, it is blank. Display
Auto Put-Away	**Y** displays if this warehouse location is defined to use the W/M automatic put-away function; **N** displays if it is not. Display
Loc Cl	The ID and description of the location class to which this location is assigned, if any. Display
Assigned	Indicates if a permanent item has been assigned to this location: **P** displays if a permanent item is defined for this location; **T** displays if this location stores an item temporarily. If there are no items in this warehouse location, this field is blank. Display
Location Code	The location code assigned to this warehouse location, if any. Display
Plt Cl	The ID and description of the pallet class to which this location is assigned, if any. Display
Use First	**Y** displays if the items in this location are selected first when items are picked using the W/M auto-reserve function; **N** displays if this location should not always be the first location selected by the auto-reserve function. Display
Use to Replen	**Y** displays if this location has been defined to replenish other warehouse locations when the W/M suggested moves feature is used; **N** displays if this location is not used to replenish other locations with the W/M suggested moves feature. Display
Mult Itms	**Y** displays if this location is defined to allow more than one item to be stored in it at a time; **N** displays if only one item may be stored in this warehouse location at a time. Display
Unavailable	**Y** displays if this location is defined as one which will not be used for the W/M auto-reserve feature. The auto-reserve feature will ignore this warehouse location when reserving items to print on Pick Lists. **N** displays if this location will not be bypassed by the W/M Auto-reserve feature. Display

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
Dsp/Pick Seq	The display and picking sequence numbers, respectively, that have been defined for this warehouse location. Display
Home Slot	**Y** displays if this location is defined as the home slot location for the item that is permanently assigned. Display
Loc Size/Avl	The defined size, in cubes, of this warehouse location is displayed first. Following the slash (/), the amount of space available (in cubes) in this warehouse location is displayed. The space available is: **Calculation: location size minus the space currently used** If the space available is negative, this means that the quantity of items assigned to the location exceeds the capacity of the location. Display
Loc Depth	The defined depth of this warehouse location. Display
Perm Item	If a permanent item has been assigned to this warehouse location (i.e., **P** in the **Assigned** field), this field displays and indicates its number and description. Display
Stk Lv/Qt	If a permanent item has been assigned to this warehouse location (i.e., **P** in the **Assigned** field), this field displays and indicates the restock level and restock quantity (if any), respectively, defined for the permanent item. NOTE: For case quantity items, the quantity in this field may be toggled with the F4=STK QTY / F4=CASE QT function key to display in the case quantity unit of measure or in the item's stocking unit of measure. The description of the stocking or case unit of measure will display to the right of the quantity. Display
Max Pick	If a permanent item has been assigned to this warehouse location (i.e., **P** in the **Assigned** field), this field displays and indicates the maximum pick quantity defined for the permanent item (if any). Display
(Reference Number)	NOTE: If this warehouse location does not contain any items, the item information fields will all be blank. The reference number of an item in this location. Key this number in the **Select** field to display detail item information. Display

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
Item No/Description	The items stored in this warehouse location. You may toggle between displaying the item number only, item description only, or item number and description by pressing F2=ITEM ONLY / F2=DESC ONLY / F2=ITEM & DESC. Display
Shelf Qty / Qty Avail / Qty Picked / Cost	Based on your selection using the F9=COST / F9=QTY toggle key, this column will display either the quantity (shelf, available, or picked) or cost of the each item displayed on this screen. If you select to display the item quantities using the F9=QTY toggle key, this field displays one of the following for the corresponding item. The default unit of measure is displayed to the right of the quantity. Shelf quantity The quantity of this item that is currently in this location. This is the quantity of items that are physically in the location before any items are used or picked, according to Distribution A+. This value is updated when Day-End Processing is performed. • Quantity available The quantity of items available for picking in this warehouse location. This is the difference between the shelf quantity and the used quantity. **Calculation:** Available = On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty *Return Qty is the sum of all the quantities returned for open orders with **Allocate Inventory** set to Y. • Quantity picked The quantity of items that have been picked and shipped from this warehouse location. A shipping confirmation must have been created in Order Entry for the order containing item. Toggle this field to display any of these quantities using the F5=QTY AVAIL / F5=SHELF QTY / F5=QTY PICKED function key. Additionally, for case quantity items, this field may be toggled with the F4=STK QTY / F4=CASE QT function key to display these quantities in the stocking unit of measure or the case quantity unit of measure. The cost of the item (which is the item's receipt cost, based on the most recent receipt of the item) will display if you have selected to view cost using the F9=COST / F9=QTY toggle key. NOTE: Authority to see **Cost** is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). Display

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
H	**H** displays in this column if this warehouse location is being held for the corresponding item. Otherwise, this field is blank. Display
COO / Lot No. Exp / Serial No. / Notes	This field may be toggled with the F10=NOTES / F10=COO / F10=LOT/EXP / F10=SER function key to display one of the following: **COO**: If a country of origin exists for the specified item in a warehouse location, it is displayed in this column. COO is not available via F10=COO if country of origin does not exist for the selected item. **Lot No.** and **Exp**: This field displays the lot number and expiration date of lot items. For regular items, this column is blank. **Serial No.**: This field displays the serial number for serial numbered items. For regular items, this column is blank. **Notes**: If any notes have been keyed for the item [on the Location Information Item Detail Screen (p. 5-25)], those notes are displayed in this column. NOTE: The word **RESERVED** displays in this column under the following circumstances: - If the location is permanently assigned for this item (i.e., **Assigned** field is **P**), since this location is always reserved for this lot or serial number item. - If the location is not permanently assigned (i.e., **Assigned** field is **T**), and the lot or serial number item has been pre-received into this location. The actual serial or lot number will display when the item is received and posted through PO. Display
Select	Key the **Reference Number** of an item to select for display on the Location Information Item Detail Screen (p. 5-25). This screen will display detail information about the item and you may enter notes for the item, or release the location from being held for the item. (A 1) Required
F2=Item Only / F2=Desc Only / F2=Item & Desc	The F2=ITEM ONLY / F2=DESC ONLY / F2=ITEM & DESC key is used as a toggle to display the item number and description information as follows: • Press F2=ITEM ONLY to display the item number only. • Press F2=DESC ONLY to display the item description only. • Press F2=ITEM & DESC to show the complete item number and as much of the item description as will fit.
F3=Exit	Press F3=EXIT to return to the previous screen without making any updates on this screen.

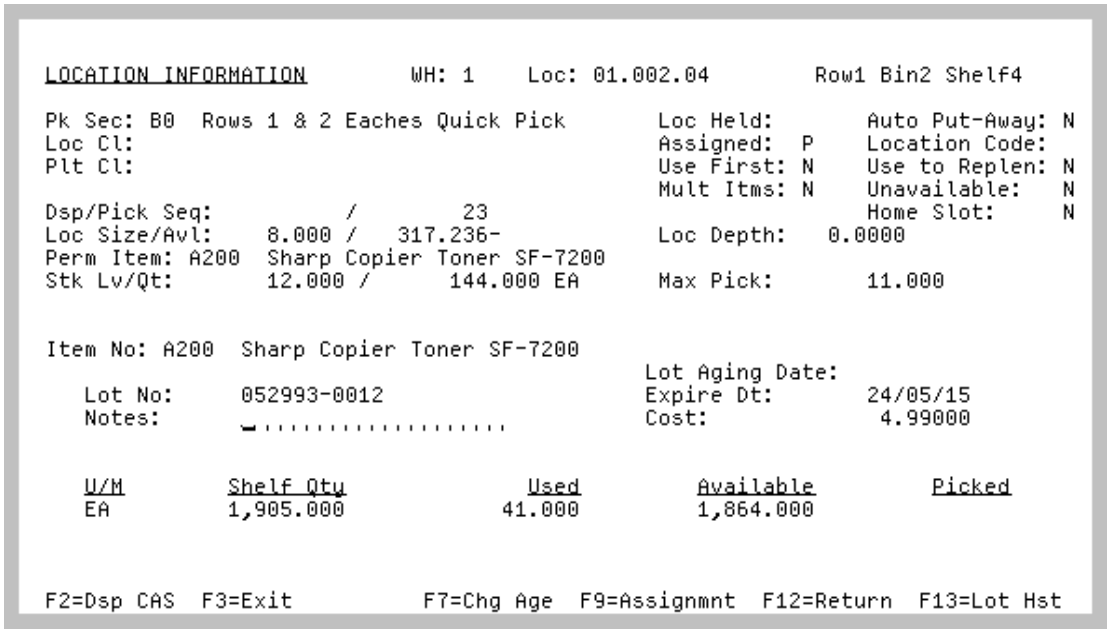
Location Information Screen Fields and Function Keys

Field/Function Keys	Description
F4=Stk Qty / F4=Case Qt	The F4=Stk Qty / F4=Case Qt function key displays only if one or more case quantity items are displayed on this screen. Press F4=Stk Qty / F4=Case Qt to toggle between a display of shelf quantities expressed in the item's stocking unit of measure and a display of shelf quantities expressed in the case quantity unit of measure. Additionally, if a permanent item has been assigned to this warehouse location, the **Perm Item**, **Stk Lv/Qt,** and **Max Pick** fields display on the top portion of this screen and are also toggled with the use of this key to display quantities in the stocking unit of measure and case quantity unit of measure.
F5=Qty Avl / F5=Shelf Qty / F5=Qty Picked	The F5=Qty Avl / F5=Shelf Qty / F5=Qty Picked is function key displays only when item quantities are displayed in the Quantity/Cost column on this screen. Press F5=Qty Avl to display the quantity available of the item. Press F5=Picked to display the quantity of the item that has been picked for orders. Press F5=Shelf Qty to display the shelf quantity of the item.
F9=Cost / F9=Qty	NOTE: Authority to see Cost is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). The F9=Cost / F9=Qty toggle key is used to display the item quantities (shelf, available, or picked), or the cost of the item in the Quantity/Cost column; it is used as follows: Press F9=Cost to display the cost of the item. Item quantities will no longer be displayed, and the F5=Qty Avl / F5=Shelf Qty / F5=Qty Picked function key will not display for use. Instead, the most recent receipt cost of the item is displayed. Press F9=Qty to display the quantity of the item. After doing this, the F5=Qty Avl / F5=Shelf Qty / F5=Qty Picked toggle key will be available so you may display the shelf quantity, quantity picked, or quantity available of the item.
F10=Notes / F10=COO / F10=Lot/Exp / F10=Ser	Press this toggle key to show the following information on the top portion of this screen: • F10=Notes - Notes that have been entered, if any, for this item. Notes are keyed on the Location Information Item Detail Screen (p. 5-25) • F10=COO - Country of origin, if one exists for the item in the warehouse location displayed • F10=Lot/Exp - Lot number and expiration date (if any) for lot items • F10=Ser - Serial number for serial number items for serial item

Location Information Screen Fields and Function Keys

Field/Function Keys	Description
F11=All Items / F11=Single Item	The F11=ALL ITEMS / F11=SINGLE ITEM key is only presented when this screen is accessed from the Used Locations Screen (p. 5-102). Press F11=ALL ITEMS / F11=SINGLE ITEM to toggle between a display of all items stored in the location or a display of line items only for the item you originally selected on the Warehouse Management Selection Screen (p. 5-6).
F12=Return	Press F12=RETURN to return to the calling screen, which is one of the following: • Warehouse Management Location Selection Screen (p. 5-12) • Used Locations Screen (p. 5-102) • Available Locations Screen (p. 5-112)
Enter	Press ENTER after keying a **Reference Number** in the **Select** field to display the Location Information Item Detail Screen (p. 5-25).

Location Information Item Detail Screen



This screen displays after selecting an item on the Location Information Screen (p. 5-18), or after selecting a warehouse location on the Warehouse Management Location Selection Screen (p. 5-12) that contains only one item.

Use this screen to display detail item information for an item in the specified warehouse location. You can also enter notes for the location and item, or release the location if it is held for this item.

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse number selected on the Warehouse Management Selection Screen (p. 5-6). Display
Loc	The selected warehouse location number and description. Display
Pk Sec	The ID and description of the picking section to which this location is assigned, if any. Display
Loc Held	This field displays **Y** if this location is held for at least one item; otherwise, it is blank. Display

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Auto Put-Away	**Y** displays if this warehouse location is defined to use the W/M automatic put-away function; **N** displays if it is not. Display
Loc Cl	The ID and description of the location class to which this location is assigned, if any. Display
Assigned	Indicates if a permanent item has been assigned to this location: **P** displays if a permanent item is defined for this location; **T** displays if this location stores an item temporarily. If there are no items in this warehouse location, this field is blank. Display
Location Code	The location code assigned to this warehouse location, if any. Display
Plt Cl	The ID and description of the pallet class to which this location is assigned, if any. Display
Use First	**Y** displays if the items in this location are selected first when items are picked using the W/M auto-reserve function; **N** displays if this location should not always be the first location selected by the auto-reserve function. Display
Use to Replen	**Y** displays if this location has been defined to replenish other warehouse locations when the W/M suggested moves feature is used; **N** displays if this location is not used to replenish other locations with the W/M suggested moves feature. Display
Mult Itms	**Y** displays if this location is defined to allow more than one item to be stored in it at a time; **N** displays if only one item may be stored in this warehouse location at a time. Display
Unavailable	**Y** displays if this location is defined as one which will not be used for the W/M auto-reserve feature. The auto-reserve feature will ignore this warehouse location when reserving items to print on Pick Lists. **N** displays if this location will not be bypassed by the W/M Auto-reserve feature. Display
Dsp/Pick Seq	The display and picking sequence numbers, respectively, that have been defined for this warehouse location. Display

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Home Slot	**Y** displays if this location is defined as the home slot location for the item that is permanently assigned. Display
Loc Size/Avl	The defined size, in cubes, of this warehouse location is displayed first. Following the slash (/), the amount of space available (in cubes) in this warehouse location is displayed. The space available is: **Calculation: location size minus the space currently used** If the space available is negative, this means that the quantity of items assigned to the location exceeds the capacity of the location. Display
Loc Depth	The defined depth of this warehouse location. Display
Perm Item	If a permanent item has been assigned to this warehouse location (i.e., **P** in the **Assigned** field), this field displays and indicates its number and description. Display
Stk Lv/Qt	If a permanent item has been assigned to this warehouse location (i.e., **P** in the assigned field), this field displays and indicates the restock level and restock quantity (if any), respectively, defined for the permanent item. NOTE: For case quantity items, the quantity in this field may be toggled with the F4=STK QTY / F4=CASE QT function key to display in the case quantity unit of measure or in the item's stocking unit of measure. The description of the stocking or case unit of measure will display to the right of the quantity. Display
Max Pick	If a permanent item has been assigned to this warehouse location (i.e., **P** in the **Assigned** field), this field displays and indicates the maximum pick quantity defined for the permanent item (if any). Display
Item No	The number and description of the item for which detailed location information is displayed on this screen. Display

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Lot Aging Date	NOTE: This field displays only if the item is a lot item. When you access this screen, this field is initially protected. If you are authorized to edit the Lot Aging Date, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY), you can manually edit this field via F7=CHG AGE, if needed. If you are not authorized to edit the Lot Aging Date, this field will still appear on this screen for a lot item but will be protected and F7=CHG AGE will no longer appear. Press F7=CHG AGE to edit this field, if you are authorized to do so. When you press F7=CHG AGE, this field becomes input-capable and the F7=CHG AGE function key becomes hidden. Key the Lot Aging Date for this lot item. When you press ENTER, any add/update to this field will be reflected in the WM Location Balance File (WMBAL) for this location. This field will then become protected again, and the F7=CHG AGE function key will re-appear. Also, if an override of the Lot Aging Date has occurred, in addition to updating this value in the WM Location Balance File (WMBAL), the WM Lot Date History File (WMLDH) will store both the updated date for the WMBAL record and the previous date that was overridden. This is useful for auditing purposes since the overridden aging date is retained in the history file. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display
Serial No Lot No Expire Dt	NOTE: These fields display only if the item is a lot or serial number item. If the item is a lot item, the lot number and expiration date of the lot is displayed; the expiration date displays in the **Expire Dt** field. If the item is serial number item, the serial number of the item is displayed. The word **RESERVED** displays in this field for the following circumstances: If the location is permanently assigned for a single item (i.e., **Assigned** field is **P**), since this location is always reserved for this lot or serial number item. If the location is not permanently assigned (i.e., **Assigned** field is **T**), and the lot or serial number item has been pre-received into this location. The actual serial or lot number will display when the item is received and posted through Purchasing. Display

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Notes	Key up to 20 characters of notes or comments that apply to this item in this location. Notes are displayed throughout W/M when inquiring, reporting, or working with an item in a specific warehouse location. (A 20) Optional
Cost	NOTE: Authority to see **Cost** is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). This is the item's receipt cost, based on the most recent receipt of the item. Display
Hold Code/Date/PO No	NOTE: These fields display only if the item has been pre-received for this location, or if the location has been held with a manual put-away [a manual put-away occurs when you specify a **Qty to Store** on the Warehouse Management Selection Screen (p. 5-6)]. If the location is held for this item, **Y** is displayed in the **Hold Code** field. The expiration date of the hold (i.e., the last date on which the location will be held for this item) is displayed in the **Date** field. If the location is held for the item that has been pre-received, the number of the purchase order containing the item is displayed in the **PO No** field. If the location is held for the item from a manual put-away, the **PO No** field does not display since the put-away is not associated with a specific purchase order. If the location is held for an item resulting from a manual put-away and a pre-received, the **PO No** does not display. Display
U/M	The stocking units of measure of the item, used to track all item quantities. For case quantity items, this field may be toggled with the F2=DSP UOM, where UOM is the stocking or case quantity unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE). Display
Shelf Qty	The quantity of this item that is currently in this location. This is the quantity of items that are physically in the location before any items are used or picked, according to Distribution A+. This value is updated when Day-End Processing is performed. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display shelf quantities in the item's stocking unit of measure or in the case unit of measure. Display

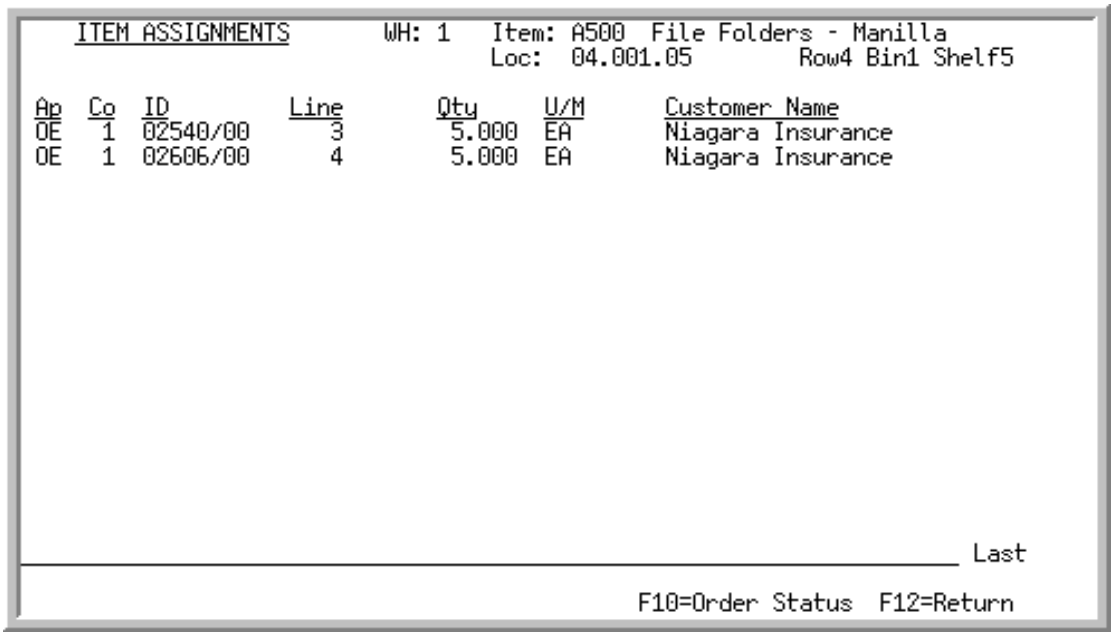
Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
Used	The quantity of this item that has been reserved for order shipments through Enter, Change & Ship Orders (MENU OEMAIN), before a shipping confirmation is created for an order. This quantity is updated after the item is entered for an order. Once a shipping confirmation is created for the order, the picked quantity is updated. For case quantity items, this field may be toggled with the F2=Dsp UOM function key to display used quantities in the item's stocking unit of measure or in the case unit of measure. Display
Available	The quantity of items available for picking in this warehouse location. This is the difference between the shelf quantity and the used quantity. For case quantity items, this field may be toggled with the F2=Dsp UOM function key to display available quantities in the item's stocking unit of measure or in the case unit of measure. **Calculation:** Available = On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty *Return Qty is the sum of all the quantity returned for open orders with **Allocate Inventory** set to Y. Display
Picked	The quantity of items that have been picked and shipped from this warehouse location. A shipping confirmation must have been created in Order Entry for the order containing item. For case quantity items, this field may be toggled with the F2=Dsp UOM function key to display picked quantities in the item's stocking unit of measure or in the case unit of measure. Display
F2=Dsp UOM	F2=Dsp UOM, where UOM is the stocking or case quantity unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE). NOTE: The F2=Dsp UOM key displays only if the item you are reviewing is a case quantity item. Press F2=Dsp UOM to toggle between a display of quantities expressed in the item's stocking unit of measure or in the case quantity unit of measure.
F3=Exit	Press F3=Exit to exit from this menu option. MENU WMMAIN will display.
F5=Rel	The F5=Rel key only displays only if the warehouse location is held for this item. If this location is being held for the item (i.e., the **Hold Code** field is **Y**), you may release the location from being held by pressing F5=Rel. A location may not be released if an inventory count is currently in process for the warehouse (inventory counts are performed through MENU WMPHYS).

Location Information Item Detail Screen Fields and Function Keys

Field/Function Key	Description
F7=Chg Age	The F7=CHG AGE function key appears on this screen only if you are authorized to edit the Lot Aging Date, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY), and you are working with a lot item. Press F7=CHG AGE to edit the **Lot Aging Date** field. When you press F7=CHG AGE, the **Lot Aging Date** field becomes input-capable and the F7=CHG AGE function key no longer appears. Once you key the new **Lot Aging Date** for this lot item, press ENTER to add/update this field for this location. The **Lot Aging Date** field will then become protected again, and the F7=CHG AGE function key will re-appear.
F9=Assignmnt	The F9=ASSIGNMNT key only displays only if item assignments exist for this warehouse location. Press F9=ASSIGNMNT to access the Item/Lot/Serial Assignments Screen (p. 5-32) to display which items have been assigned to be shipped out of inventory.
F12=Return	Press F12=RETURN to return to the Location Information Screen (p. 5-18).
F13=Ser Hst / F13=Lot Hst	The F13=SER HST / F13=LOT HST key only displays only if inquiring on a lot or serial number item. Press the F13=SER HST / F13=LOT HST key to display the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8) for the lot or serial number item selected.
Enter	Press ENTER to confirm any **Notes** keyed on this screen or to confirm the **Lot Aging Date** entered, if applicable. This screen will re-display with the updated information. NOTE: When you press ENTER, if you maintained the **Lot Aging Date** field, any add/update to the aging date will be reflected in the WM Location Balance File (WMBAL) for this location. Also, if an override of the Lot Aging Date has occurred, in addition to updating this value in the WM Location Balance File, the WM Lot Date History File (WMLDH) will store both the updated date for the WM Location Balance File record and the previous date that was overridden. This is useful for auditing purposes since the overridden aging date is retained in the history file.

Item/Lot/Serial Assignments Screen



NOTE: If the item you are working with is a lot item, the heading on this screen will display as **Lot Assignments** and the **Lot No** field (indicating the lot number) will display below this heading. If the item you are working with is a serial item, the heading on this screen will display as **Serial Assignments** and the **Ser No** field (indicating the serial number) will display below this heading. Otherwise, the heading will display as **Item Assignments**.

This screen displays after pressing F9=ASSIGNMNT from the Used Locations Screen (p. 5-102) for a regular item or a lot control item or after pressing F9=ASSIGNMNTS from the Location Information Item Detail Screen (p. 5-25) for any item. This screen is used to identify any reservation assignments that have been made for the item and location being inquired upon.

An item reservation assignment is made when a quantity in a location is specified to be shipped, issued, or moved through the following type of transactions:

- In Order Entry, during Enter, Change & Ship Orders (MENU OEMAIN), you can specify the warehouse location from which an item on an order is picked and shipped; or, based on Warehouse Management Options Maintenance, users can have the reservations made automatically during Print Pick Lists (MENU OEMAIN). Also, reservation assignments will be made automatically upon receipts for special order items. If the item in this location is assigned to an order, then the reservation assignment displays on this screen.
- When Value Added Services is installed, items that are assigned to a work order will display reservation assignments.
- In Purchasing, when processing a purchase order return through Enter or Change Requisitions (MENU POMAIN), you may specify the location from which the item to be returned will be picked.

- In Inventory Accounting, when performing a quantity issue inventory transaction or warehouse transfer transaction through Enter/Update Transactions (MENU IAMAIN), users specify the location from which the item will be removed.
- In Warehouse Management, the Suggested Move Report (MENU WMMAIN) automatically creates reservation assignments based on set up information. Users may create manual moves (through this option), and specify a location from which the item will be moved, thereby creating the reservation allocation. With Radio Frequency installed and active, items are assigned to RF moves and processed in a similar manner.
- In Bill of Material, when receiving manufactured parent items, the required component items have automatic reservation assignments created.

All the fields on this screen are display only and cannot be changed.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Item/Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
WH	The number of the warehouse where the assignments have been made.
Item	The number and description of the item for which item reservation assignments are displayed on this screen.
Lot No/Serial No	If the item you are working with is a lot item, the heading on this screen will display as **Lot Assignments** and the **Lot No** field (indicating the lot number) will display below this heading. If the item you are working with is a serial item, the heading on this screen will display as **Serial Assignments** and the **Ser No** field (indicating the serial number) will display below this heading.
Loc	The warehouse location, displayed in the warehouse location number format and location description, where the item has been assigned.

Item/Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
Ap	The application (module) where an item transaction for this item and location created a reservation assignment for the item in this location. This transaction may be one of the following: • **OE** - Order Entry: a quantity of the item in this location is currently reserved for sales order or a work order • **PO** - Purchasing: a quantity of the item in this location has been reserved to be picked for a PO return to the vendor • **IA** - Inventory Accounting: a quantity of the item in this location is has a reservation assignment for an IA group of issue (I) or transfer (T) transactions • **OB** - Bill of Material: a BOM receipt group of manufactured parts is in process where a quantity of the component item has a reservation assignment that will be taken from inventory to build a parent item • **WM** - Warehouse Management: a quantity of the item has a reservation assignment to be moved from this location through a manual or suggested move • **RF** - Radio Frequency: a quantity of the item has a reservation assignment to be moved from this location through a manual or suggested move
Co	The company number associated with the group, sales order, work order, or purchase order that is using the item.
ID	The identifier of the group or order that made the item assignment. Use the following to determine what this identifier represents based on the application (**Ap** field): • **OE**: Sales order/generation number; work order/generation number • **PO**: Purchase order number • **IA**: Inventory transaction group name • **OB**: Inventory transaction group name • **WM**: Move run number • **RF**: Move run number
Line	The detail line number in the group, sales order, work order, or purchase order that specifies this item assignment.
Qty / U/M	The quantity of items reserved in this location by the indicated application (**Ap**), group, run, or order (**ID**), and line number (**Line**). This quantity is stored in the unit of measure displayed in the **U/M** column and may, if applicable, be toggled with the F2=Dsp UOM function key. For move transactions, the quantity may be the quantity that has been reserved to be moved or the quantity that has been picked to be moved based on the F5=Qty Rsrvd / F5=Qty Picked toggle key.

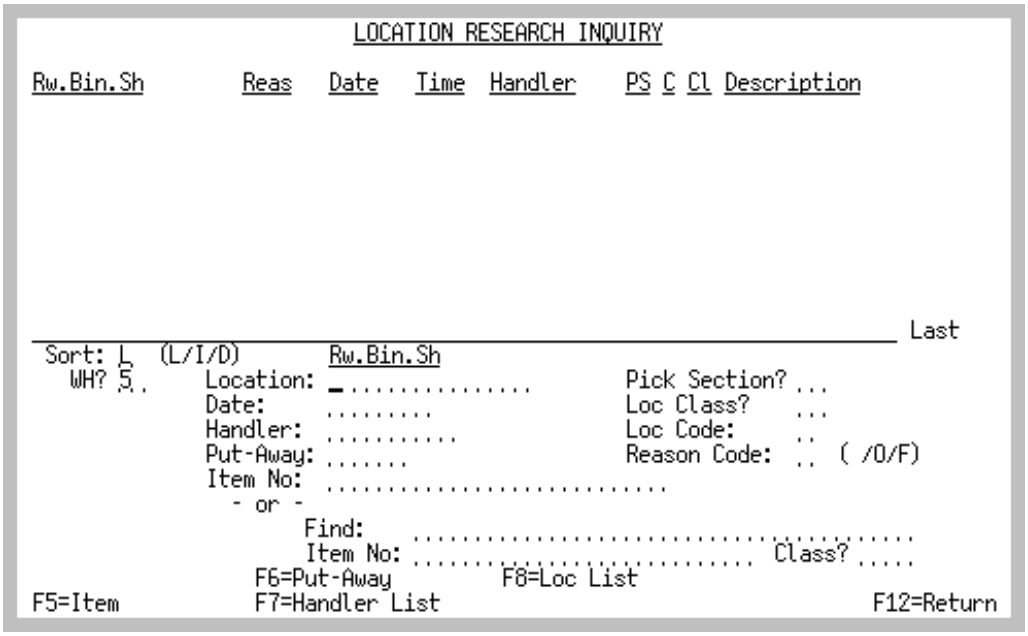
Item/Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
Customer Name Vendor Name Order Status	This field toggles to display either the customer name, vendor name, or the order status. • Customer Name: For **Ap** codes **OE** and **OB**, the name of the customer on the order displays. The item is reserved for this customer's order. • Vendor Name: For **Ap** code **PO**, the name of the vendor on the purchase order displays. The item is stored in this location until it is returned to the vendor. • Order Status: This field displays the current status of the sales order, or the current status of the work order. A sales order may display one of five status types: • **Order PS Ready to Print** • **Order PS Printed** • **Order Invoice Ready for Print** • **Order Invoice Printed** • **Order Held -- xx** (where xx is the hold code) A work order may display one of the following status types: • **Release Ready** • **Materials Short** • **Released** • **Confirmed** Using the F10=Customer Name / F10=Vendor Name / F10=Order Status toggle key, you can change the display in this field to either the customer/vendor's name or the order status (sales order or work order).
F2=Dsp UOM	The F2=Dsp UOM function key displays only if the item is a case quantity item. Press the F2=Dsp UOM key to toggle between a display of quantities expressed in the item's stocking unit of measure or in the case quantity unit of measure. The stocking or case quantity unit of measure default display is determined through Warehouse Management Options Maintenance (MENU WMFILE).

Item/Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
F5=Qty Rsrvd / F5=Qty Picked	The F5=QTY RSRVD / F5=QTY PICKED key only displays when the Radio Frequency options for this warehouse are set to do RF picking. That is, the **Picking** field is Y in Radio Frequency Options Maintenance (MENU RFFILE). Use F5=QTY RSRVD / F5=QTY PICKED to toggle the quantity column between showing the quantity that has been reserved for the noted transaction (e.g., move, order, etc.), and the quantity that has been confirmed as picked by the handler.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=Customer Name / F10=Vendor Name / F10=Order Status	This key is used as a toggle to display either the **Customer Name**, **Vendor Name** or the **Order Status** field on this screen. Press the F10=CUSTOMER NAME / F10=VENDOR NAME / F10=ORDER STATUS function key to toggle between the Customer Name, Vendor Name, and the Order Status display. Press the F10=CUSTOMER NAME key to display the customer name. Press the F10=VENDOR NAME key to display the vendor name. Press the F10=ORDER STATUS key to display the order status of the sales order or the work order.
F12=Return	Press F12=RETURN to return to the Location Information Item Detail Screen (p. 5-25).

R/F Location Research Inquiry Screen



This screen displays after pressing F16=Loc Research on the Warehouse Management Location Selection Screen (p. 5-12), if you have Radio Frequency installed. Use this screen to review data related to overridden put away locations. This screen reflects data retained for the number of days indicated through Radio Frequency Options Maintenance (MENU RFFILE) by the **Days to Keep Loc Research History** field. Refer to the Radio Frequency User Guide for details.

Putaways are generated for receipts based on your Radio Frequency and Warehouse Management options. This location may be overridden during the RF putaway process, or via function keys on the Put-Away Status Screen; refer to this screen as described in the A+ Radio Frequency User Guide. When such an override occurs, pertinent data regarding that override may be stored in the R/F Location Research File (RFRSH) and viewed on this screen. Researching this information about why and when locations are being overridden, and by whom, could help determine if changes in location setup and/or putaway procedures may be needed.

The entries on this screen may be sorted alphanumerically by Location or Item or may be sorted by Date using the available Sort field. Toggles are available to view Handler ID or putaway number as well as to view location information or item information. You may limit the data displayed on this screen via the selection criteria fields on the lower portion of this screen. Access to lists of current warehouse locations and Handler IDs is provided to assist in limiting the data presented.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* Page Down or Shift-Roll Fwd to display the next screen
* Page Up or Shift-Roll Back to display the previous screen.

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Location)	The location column header (e.g. Rw.Bin.Sh) will reflect the Location definition identified in the system level Warehouse Management Options Maintenance (MENU WMFILE). Note that the data on this screen can be limited to only one location using the **Location** limits field. Display
Reas	The reason the override occurred: • OCCP: the handler indicated the location was occupied, or • NFIT: the handler indicated the item(s) did not fit in the location This determination was made by the handler while performing the override to the put-away. Note that the data on this screen can be limited to only one reason with the Reason Code limits field. Display
Date	The date on which the override occurred; not the date the original location determination was made, but the date that location was overridden. Note that the data on this screen can be limited to only one date with the **Date** limits field. Display
Time	The time at which the override occurred displayed in the system time zone. Display
Handler	The handler ID of the user who performed the override. Note that the data on this screen can be limited to only one handler with the **Handler** limits field. The display of this field is toggled with the via the F6=PUT-AWAY/F6=HANDLER function key. Display
Put-Away	The putaway number for which the override was done. Note that the data on this screen can be limited to only one putaway number with the **Put Away** limits field. The display of this field is toggled with the via the F6=PUT-AWAY/F6=HANDLER function key. Display

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
PS	The picking section, if any, assigned to the location that was overridden; picking sections are assigned through Location Maintenance (MENU WMFILE). Note that the data on this screen can be limited to only one picking section with the **Pick Section** limits field. The display of this field is toggled with the via the F5=ITEM / F5=LOCATION function key. Display
C	The location code, if any, assigned to the location that was overridden; location codes are assigned through Location Maintenance (MENU WMFILE). Note that the data on this screen can be limited to only one location code with the **Loc Code** limits field. Also, the display of this field is toggled with the F5=ITEM / F5=LOCATION function key. Display
CL	The location class, if any, assigned to the location that was overridden; location classes are assigned through Location Maintenance (MENU WMFILE). Note that the data on this screen can be limited to only one location class with the **Loc Class** limits field. Also, the display of this field is toggled with the F5=ITEM / F5=LOCATION function key. Display
(Location) Description	The description of the location that was overridden; descriptions are provided for a location through Location Maintenance (MENU WMFILE). The display of this field may be toggled with the F5=ITEM / F5=LOCATION function key. Display
Item No/Description	The item number and a portion of the description, as determined by the F2=DESC LEFT / F2= DESC LEFT / F2= ITEM & DESC function key. The display of this field may be toggled with the F5=ITEM / F5=LOCATION function key. The display of this field may be toggled with the F5=ITEM / F5=LOCATION function key. Display
Sort (L, I, D)	Use this field to sort the data on the screen: select L to sort alphanumerically by location select I to sort alphanumerically by item number select D to sort by date and time Note that all sorts will have date/time presented in descending order. *Default Value:* L *Valid Values:* L, I, or D (1 A) Required

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
WH	To limit the locations on this screen to a specific warehouse for which locations have been overridden, key that warehouse's ID in this field. *Default Value:* The warehouse selected on the Warehouse Management Location Selection Screen (p. 5-12) if any; otherwise, the default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 A) Required
Location	To limit the screen to a specific location, key that warehouse location in this field. The value keyed is not limited to only current locations; this allows transactions done for locations no longer valid on the system to still be presented. The F8=Loc List function key may be used to select a specific location from the list of current locations. *Default Value:* The location selected on the Warehouse Management Location Selection Screen (p. 5-12) if any. (15 A) Optional
Pick Section	To limit the screen to those locations in a specific picking section, key that picking section in this field. (2 A) Optional
Date	To limit the screen to a specific date on which the override occurred (not the date the original location determination was made, but the date that location was overridden), key that date in this field. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (8 A) Optional
Loc Class	To limit the screen to only those locations for a specific location class, key that class in this field. (2 A) Optional

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Handler	To limit the screen to a specific handler, key that handler's ID in this field. The value keyed is not edited or limited to only current handlers; this allows transactions done by handlers no longer valid on the system to still be presented. The F7=Handler List function key may be used to select a specific Handler ID from the list of current handlers defined via RFFILE Handler Maintenance. (10 A) Optional
Loc Code	To limit the screen to only those locations for a specific location code, key that code in this field. (1 A) Optional
Put-Away	To limit the screen to overrides done for a specific put-away number, key that P/A number in this field. (1 A) Optional
Reason Code (/O/F)	To limit the screen to only those entries flagged with a specific reason code: • key an O in this field to limit the screen to only those entries flagged with a reason of 'occupied' • key an F in this field to limit the screen to only those entries flagged with a reason of 'no fit' • leave this field blank to not limit the entries on this screen by reason code (1 A) Optional
Item No	To limit the screen to only those entries for a specific item, key that item in this field. If you do not know the number of the item to work with, key search word criteria in the Find, Item No, and optionally, the Class field. The value keyed is not edited or limited to only current item balance records; this allows transactions done for items no longer in your inventory to still be presented. (27 A) Optional

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 40) Optional

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Item	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. After pressing ENTER, the *Item Description Search Screen* will display. Refer to this screen as described in the Inventory Accounting User Guide. (A 2/A 2) Optional

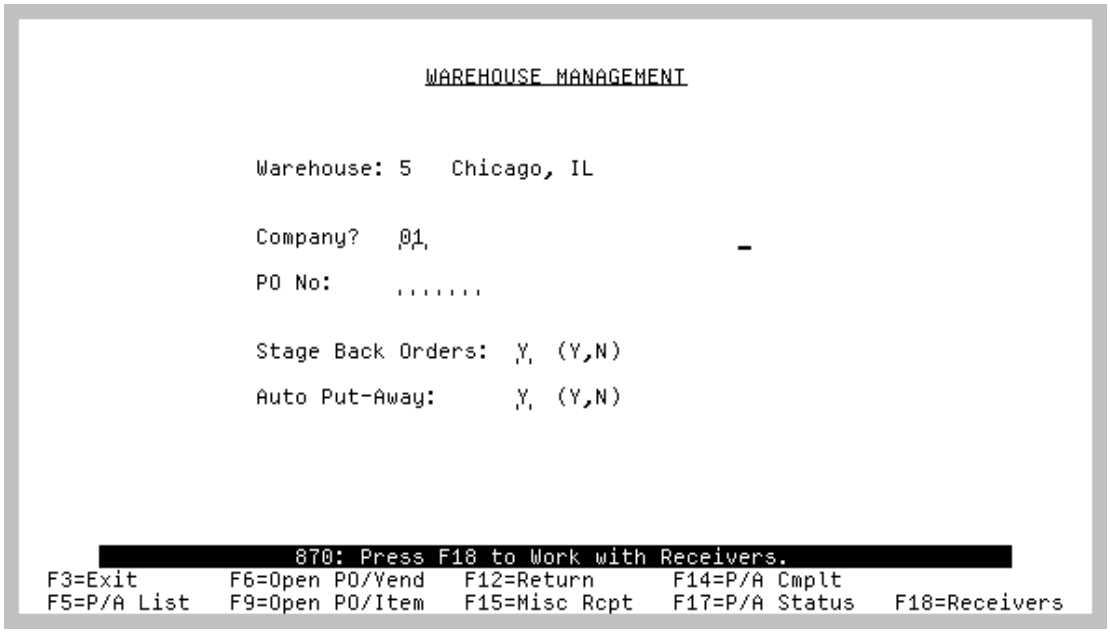
R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC toggle function displays only if the F5=ITEM / F5=LOCATION toggle is showing the item information at the top of the screen. The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key is used as a toggle to display the item number and description: • Press F2=DESC LEFT to show the beginning of the item description starting with the left-most word in the description. • Press F2=DESC RIGHT to show the end of the item description starting with the right-most word in the description. The left and right windows will be the same if the entire description can fit on the screen. • Press F2=ITEM & DESC to show the item number and as much of the description as will fit (two blanks separate the fields.) The item number displays in high intensity to distinguish it from the description.
F5=Item / F5=Location	Press F5=ITEM to show the item number and a portion of the description (based on the F2 toggle key) whose location was overridden. The **PS**, **C**, **CL,** and **(Location) Description** fields are replaced with the **Item No/Description** field. In the F5=ITEM view, the F2=DESC LEFT / F2=DESC RIGHT /F2=ITEM & DESC key may be used to change the item number/description data presented. Press F5=LOCATION to show the picking section, location code, location class and location description. The **Item No/Description** field is replaced with the **PS**, **C**, **CL,** and **(Location) Description** fields.
F6=Put-Away / F6=Handler	Press F6=PUT-AWAY to show the put away number associated with the override transaction. Press F6=HANDLER to show the handler ID who performed the override transaction.
F7=Handler List	Press F7=HANDLER LIST to present a list of current handlers defined via RFFILE Handler's Maintenance. The Handler List Review Screen is presented; refer to this screen as described in the A+ Radio Frequency User Guide.
F8=Loc List	Press F8=LOC LIST to find/select a specific location; the Location Search Screen (p. 5-14) is presented.
F12=Return	Press F12=RETURN to return to the Warehouse Management Location Selection Screen (p. 5-12).

R/F Location Research Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If item search criteria was specified, the Item Description Search Screen will display. Refer to this screen as described in the Inventory Accounting User Guide. If no item search criteria was specified, then ENTER will refresh the screen with entries matching any criteria/limits specified.

PO Selection Screen



This screen is used to perform receiver processing or purchase order pre-receiving processing. This screen displays after pressing F6=PO/RECEIVER from the Warehouse Management Selection Screen (p. 5-6).

Receivers are manually created in Purchasing or Warehouse Management to include one or more line items from one or more purchase orders to perform receipt processing. Posting a receiver automatically creates a receipt group to include approved and pre-received receiver items, and immediately sends that group to the Transaction Processor for posting.

Purchase order processing, performed through Enter or Change Receivers or PO Receipts (MENU POMAIN), is the manual creation of the receipt group to include one or more line items from a purchase order. Pre-receiving of these purchase order line items is performed through this option. Posting of the receipt group is submitted at day-end or on demand through PO Receipts Register (MENU POMAIN).

Important

These inventory postings will update the Item Balance File, any quantities on-hand, etc. Related general ledger updates do not occur however, until Day-End Processing is run, or Post I/A Transactions to G/L (MENU IAMAST) is run. Once these general ledger postings occur, general ledger information will be incorporated into all applicable item files.

To perform any processing for receivers, from this screen, utilize the F18=RECEIVERS function key.

To perform pre-receiving processing for purchase order line items to be included in one or more receipt groups, utilize the fields and remaining function keys on this screen briefly described on the following pages.

Pre-receiving can be performed for open PO items before or after those items have been included in a receiver or a receipt group. To perform pre-receiving activities for items prior to their inclusion in either of these, select a PO to pre-receive. Pre-receiving an item on a PO reserves a location for the item until the receipt of the item is entered and posted. You may put away the items manually, or use the W/M Auto Put-Away function when pre-receiving. Lot and serial numbers may be recorded when an item is pre-received.

NOTE: Assigning locations for items included in a receiver can be accomplished through Warehouse Management screens accessed from this screen by the F18=RECEIVERS function key. Assigning locations for items manually included in a receipt group can be performed through Purchasing.

PO Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The warehouse selected on the Warehouse Management Selection Screen (p. 5-6) for PO receipt processing. Display
Company	This field displays only if you have set **Multi Company** to Y in System Options Maintenance (MENU XAFILE). Key the number of the company for which an open purchase order will be pre-received through this option. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
PO No	Key the number of the open purchase order that will be pre-received. An open purchase order is one that has been created through Print Purchase Orders (MENU POMAIN), and has not been received in full. To display open purchase orders for a vendor, press F6=OPEN PO/VEND to display the Vendor Order/Shipment Inquiry (MENU POMAIN). Refer to the Purchasing User Guide for information on this inquiry. To display open purchase orders for an item, press F9=OPEN PO/ITEM to display the Purchase Order Inquiry by Item (MENU POMAIN). Refer to the Purchasing User Guide for information on this inquiry. (N 6,0) Required

PO Selection Screen Fields and Function Keys

Field/Function Key	Description
Stage Back Orders	NOTE: This field displays only if the W/M option to **Allow Backorder Staging** has been defined as Y through Warehouse Management Options Maintenance (MENU WMFILE) for the selected warehouse. To minimize product handling, items that are received to fill backorders can be staged in an area near the shipping dock. During the W/M put-away process, W/M can automatically store any quantity of items that are used to fill backorders in the backorder staging location. Use this field to determine the backorder staging mode for the purchase order selected on this screen. Key Y to activate the backorder staging mode. W/M will automatically store some of the receipt quantity in the backorder staging area. The backorder staging area is assigned a location number equal to all 8's (e.g., 88.888.888). The quantity of items stored in backorder staging equals the sum of the backorder quantities for all outstanding backorders for the item. O/E's Automatic Backorder Release (MENU OEMAST) and Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) will both automatically reserve quantities from the backorder staging area when backorders are released. Key N if you do not wish to activate the backorder staging mode. W/M will not store any backordered items in the backorder staging area. *Default Value:* Y or N, as defined as the **Default Backorder Staging Mode** for this warehouse through Warehouse Management Options Maintenance (MENU WMFILE). (A 1) Required

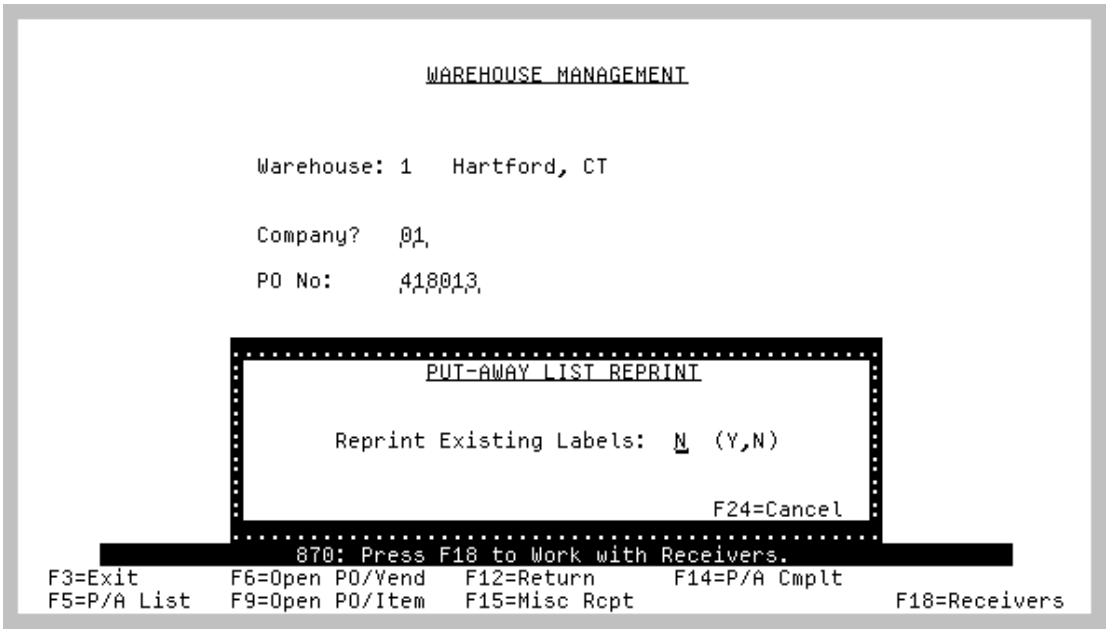
PO Selection Screen Fields and Function Keys

Field/Function Key	Description
Auto Put-Away	NOTE: This field displays only if the W/M option to **Allow Auto Put-Away** has been defined as Y through Warehouse Management Options Maintenance (MENU WMFILE) for the selected warehouse. Automatic put-away is an optional feature of W/M which reviews warehouse locations during the W/M put-away process, and selects where items should be put away based on your customer definitions. These definitions are specified on the Warehouse Management Put-Away Options Screen (p. 31-32). Key Y to activate Auto Put-Away for the specified purchase order. W/M will attempt to automatically select locations to put away quantities of items that are being pre-received. You can select the items to be put away from the Receiving PO Item Selection Screen (p. 5-75), or press F14=P/A CMPLT on this screen to put away all pending receipts for the selected purchase order. If you do this, W/M will select locations according to the location selection methods defined for this warehouse. Key N if you do not wish to use W/M Auto Put-Away for the items being pre-received. *Default Value:* The Y or N value defined as the **Default Auto Put-Away Mode** for this warehouse through Warehouse Management Options Maintenance (MENU WMFILE). (A 1) Required
F3=Exit	Press F3=EXIT to exit from this menu option. The Warehouse Management Main Menu will display.
F5=P/A List	Press F5=P/A LIST to print the Put-Away List (p. 5-47) for the selected receiver. The quantities of pre-received items, and the locations where the items are to be put when they are received will print. If you have not pre-received any items for the specified Purchase Order, the Put-Away List will not print. Depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels and Item Labels may or may not print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels; refer to Item Labels (MENU WMREPT) for details about Item Labels. If you have already printed the Put-Away List and Put-Away Labels/Item Labels for this Purchase Order, the Put-Away List Reprint Screen (p. 5-46) (Warehouse Management, MENU WMMAIN) will display.
F6=Open PO/Vend	Press F6=OPEN PO/VEND to access the Vendor Order/Shipment Inquiry (MENU POMAIN). Using this inquiry, you can display the open purchase orders for a specific vendor. Refer to the Purchasing User Guide for detailed information.

PO Selection Screen Fields and Function Keys

Field/Function Key	Description
F9=Open PO/Item	Press F9=OPEN PO/ITEM to access the Open PO's by Item Inquiry (MENU POMAIN). Using this inquiry, you can display the open purchase orders for a specific item. Refer to the Purchasing User Guide for detailed information.
F12=Return	Press F12=RETURN to return to the Warehouse Management Selection Screen (p. 5-6).
F14=P/A Cmplt	NOTE: You can use this function key only if you have keyed Y in the **Auto Put-Away** field on this screen. Press F14=P/A CMPLT to have W/M automatically pre-receive all pending receipt quantities for all items on the selected purchase order. W/M will select the locations to put away the items based on the selected backorder staging and put-away modes (see **Stage Back Orders** and **Auto Put-Away** fields). The Put-Away Complete Screen (p. 5-49) will display.
F15=Misc Rcpt	Press F15=MISC RCPT to display the Miscellaneous Receipts List Screen (p. 5-65), from which you may select or create a miscellaneous receipt to pre-receive through this option. A miscellaneous receipt is used to pre-receive any items into your warehouse for which a purchase order has not been issued.
F17=P/A Status	The F17=P/A STATUS function key displays only if Radio Frequency is installed and is being used for putting away inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)]. Select an item and press F17=P/A STATUS to display the status of the put-away. The R/F Put-Away Status Selection Screen (p. 5-180) will display.
F18=Receivers	Press F18=RECEIVERS to display the Receiver List Selection Screen (p. 5-165), from which you can perform receiver processing.
Enter	Press ENTER to confirm your selections. The Receiving PO Header Screen (p. 5-130) will display.

Put-Away List Reprint Screen



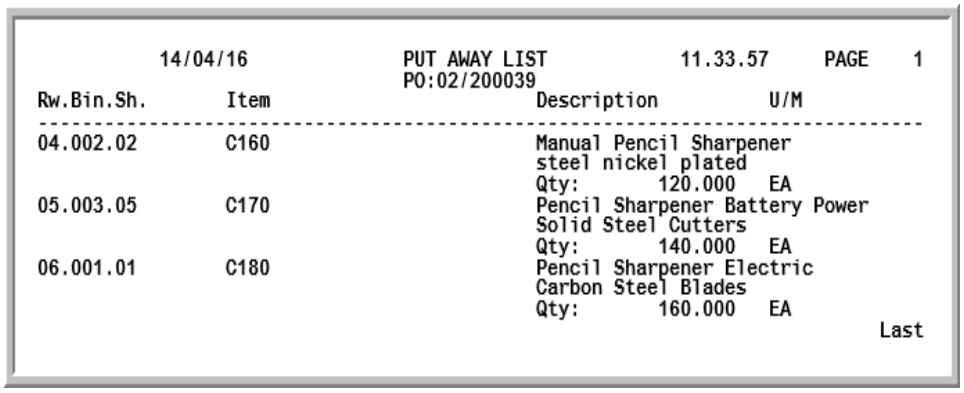
If you have already printed the Put-Away List, Put-Away Labels, and optionally Item Labels, for the Purchase Order selected when pressing F5=P/A LIST on the PO Selection Screen (p. 5-41), or when pressing F5=PUT AWAY LIST on the Miscellaneous Receipts List Screen (p. 5-65), this pop-up overlay window displays.

This screen is also included in the Purchasing User Guide and contains the same information.

Put-Away List Reprint Screen

Field/Function Key	Description
Reprint Existing Labels	You have the option to reprint existing Put-Away Labels and Item Labels for the Purchase Order as well as any new labels or you have the option to print only new labels for this Purchase Order. Key a Y to in this field reprint existing Put-Away Labels and Item Labels for this purchase order as well as any new labels. Key a N in this field to only print new labels for this purchase order.
F24=Cancel	Press F24=CANCEL to not print any labels for this put-away list.
Enter	Press ENTER to print put-away labels and/or item labels based on the selection criteria specified.

Put-Away List



```
          14/04/16              PUT AWAY LIST            11.33.57     PAGE    1
                                PO:02/200039
Rw.Bin.Sh.       Item                        Description          U/M
-------------------------------------------------------------------------------
04.002.02        C160                        Manual Pencil Sharpener
                                             steel nickel plated
                                             Qty:       120.000   EA
05.003.05        C170                        Pencil Sharpener Battery Power
                                             Solid Steel Cutters
                                             Qty:       140.000   EA
06.001.01        C180                        Pencil Sharpener Electric
                                             Carbon Steel Blades
                                             Qty:       160.000   EA
                                                                        Last
```

This report prints the warehouse locations where a specified quantity of received items, or pre-received items, should be stored. You may print this report at any of the following times:

- When pre-receiving items on a purchase order. This is done by pressing F5=P/A LIST from the PO Selection Screen (p. 5-41).
- When processing a miscellaneous receipt. This is done by pressing F5=P/A LIST from the Miscellaneous Receipts List Screen (p. 5-65).
- When performing receiver processing. This is done by pressing F5=P/A LIST on the Receiver List Selection Screen (p. 5-165).
- When performing put-away processing. This is done by pressing F16=P/A LIST from the Receiving PO Item Selection Screen (p. 5-75).
- When posting purchase order receipts in PO through Enter or Change Receivers or PO Receipts (MENU POMAIN) or PO Receipts Register (MENU POMAIN); or, in W/M through Warehouse Management (MENU WMMAIN).
- When posting inventory transactions in I/A through Process Transactions (MENU IAMAIN).

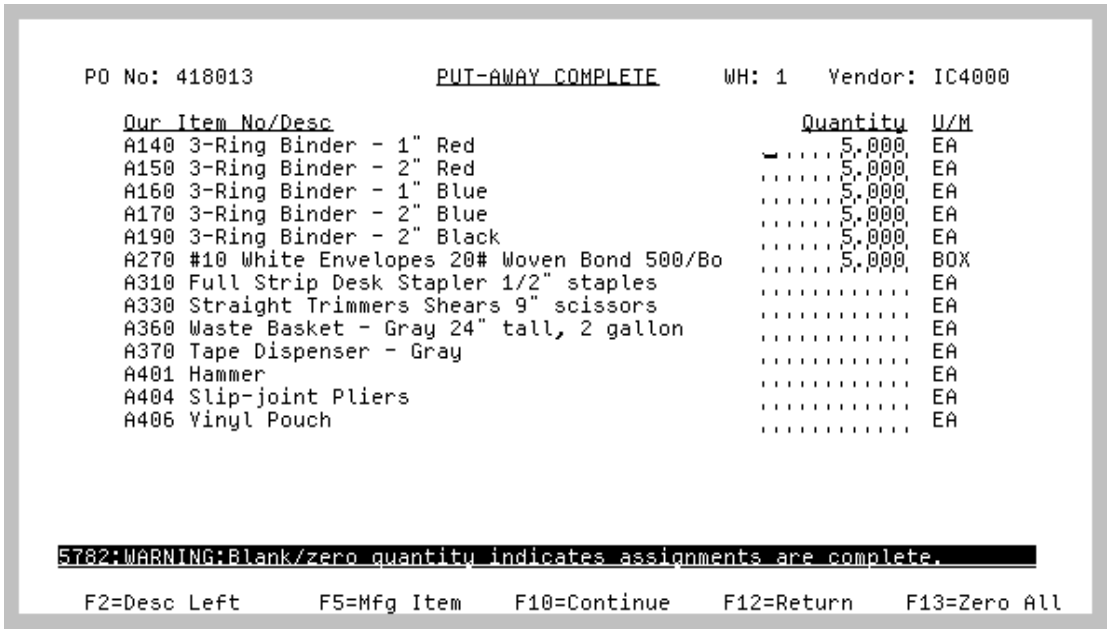
NOTE: Use the **Print Put-Away List** field in Warehouse Management Options Maintenance (MENU WMFILE) to determine if this report will print when posting purchase order receipts, inventory transactions, neither, or both. Depending on the policies and procedures used in your organization, you will probably want to print this report for only one of these activities.

NOTE: Use the **Print Labels with Put-Away** field in Warehouse Management Options Maintenance (MENU WMFILE) to determine if Put-Away Labels and/or Item Labels will print following the Put-Away List. If you have pre-received any items on pallets, you may also print Put-Away Labels through Put-Away Labels (MENU WMMAIN). Refer to that option for details about Put-Away Labels and refer to Item Labels (MENU WMREPT) for details about Item Labels. The location where the inventory should be put away prints on the Put-Away Label.

Put Away List

Report/Listing Field	Description
Receiver/PO No	This field identifies whether the items listed awaiting put-away are in a manually created receipt group (purchase order processing) or a receiver (receiver processing), and provides the identification number.
WH	If this is a receiver, this field identifies the warehouse that the receiver is affiliated with.
Vendor	If this is a receiver, this field identifies the vendor that the receiver is affiliated with.
(Put-Away Location)	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location where the identified item should be put away.
Item	The item number of the item to put away.
Description	The description lines of the item to put away.
U/M	The unit of measure corresponding with the quantity of items to put away.
Item Put-Away Message/ Second Description Line	If you defined a message in the **Put-Away Msg** field for this item and warehouse through Item Balance Maintenance (MENU IAFILE), that message prints in this field. If a second description line was defined for the item through Item Master Maintenance (MENU IAFILE), that description will also print on this line.
Qty	The quantity of items to put away in the indicated location. This quantity is in the unit of measure displayed in the U/M column.

Put-Away Complete Screen



This screen displays after pressing F14=PA CMPLT from the PO Selection Screen (p. 5-41) or from the Receiving PO Item Selection Screen (p. 5-75). This screen can also be accessed by selecting F4=PUT-AWAY from the Receiver List Selection Screen (p. 5-165). Use this screen to specify the put-away quantities for each line item for a complete purchase order put-away. The put-away quantity will default to the order quantity less the quantity assigned.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Put-Away Complete Screen Fields and Function Keys

Field/Function Key	Description
Receiver No/PO No	This field identifies whether the items listed awaiting put-away are in a manually created receipt group (purchase order processing) or a receiver (receiver processing), and provides the identification number. Display

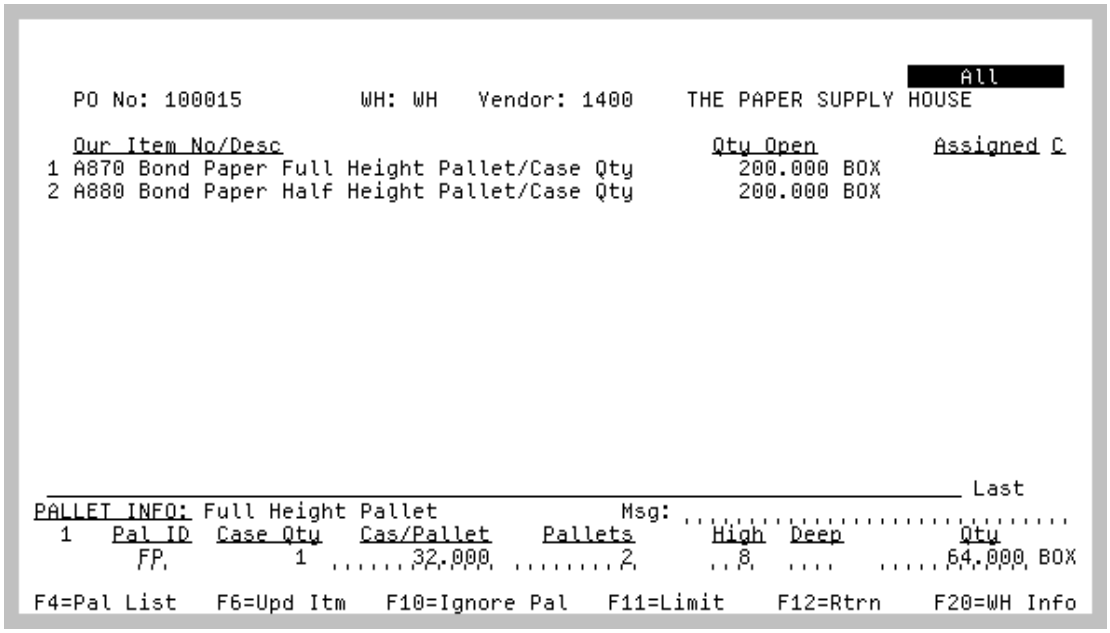
Put-Away Complete Screen Fields and Function Keys

Field/Function Key	Description
WH	This field identifies the warehouse that the receipt group or the receiver is affiliated with. Display
Vendor	This field identifies the vendor that the receipt group or the receiver is affiliated with. Display
Our Item No/Desc	This field displays the items that are included in the receipt group/receiver. If no items have been received, all items ordered will display. If the items in the receipt group or receiver purchase order has been partially received, only those items that are still open (i.e., have not been received) will display. Different item information will display with the use of the F2=Desc Left / F2=Desc Right / F2=Item & Desc and F5=Mfg Item / F5=Our Item toggle keys. Display
Quantity	Use this field to select the quantity to put away for this line item. For case quantity items, press F4=Stk Qty / F4=Case Qty to toggle between a display of quantities in the case quantity unit of measure or in the stocking unit of measure. Leave the quantity zero if you do not wish to put away this line item. (N 10,3) Optional
U/M	This field displays the unit of measure for which the quantity is expressed. For case quantity items, press F4=Stk Qty / F4=Case Qty to toggle between the stocking or case quantity unit of measure. Display
F2=Desc Left / F2=Desc Right/ F2=Item & Desc	The F2=Desc Left / F2=Desc Right / F2=Item & Desc function key displays only if you selected not to display both description lines [selected in Warehouse Management Options Maintenance (MENU XAFILE) or selected with the F24 hidden function key]. This key is used as follows: Press the F2=Desc Left function key to show the “left window” of the item description starting with the left-most word in the description. Press the F2=Desc Right function key to show the “right window” of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press the F2=Item & Desc function key to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.

Put-Away Complete Screen Fields and Function Keys

Field/Function Key	Description
F4=Stk Qty / F4=Case Qty	The F4=Stk Qty / F4=Case Qty function key displays only for miscellaneous receipts of case quantity items. Press the F4=Stk Qty / F4=Case Qty key to toggle between a display of quantities in the case quantity unit of measure or in the stocking unit of measure.
F5=Mfg Item / F5=Our Item	The F5=Mfg Item / F5=Our Item key is used to toggle between displaying the manufacturer's item number, if any, and the item number used within your organization in the Item Information column, and in the **Locate** field.
F10=Continue	Press the F10=Continue key to edit the screen and continue with the complete put-away. You will see one of the following screens: If the auto put-away could not find a location for one or more items, the Used Locations Screen (p. 5-102) will appear. You will see a message informing you that a manual put-away is required. If lot or serial numbers are needed, the Auto Put-Away Lot No. Assignments Screen (p. 5-58) or the Auto Put-Away Serial No. Assignments Screen (p. 5-58) will appear. If the auto put-away completed successfully, the PO Selection Screen (p. 5-41) or the Receiving PO Item Selection Screen (p. 5-75) will appear based on the receiving process being used.
F12=Return	Press F12=Return to return to the previous screen and cancel the put-away.
F13 =Zero All	Press F13 =Zero All to initialize all put-away quantities on this list to zero. All items with zero quantity will not be put away.
F24=Double Line / F24=Single Line	F24=Double Line / F24=Single Line is non-display. Press F24=Double Line / F24=Single Line to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Pallet Information Screen



This screen displays from F10=CONTINUE on the Put-Away Complete Screen (p. 5-49) when pallet information needs to be verified. It will also displays from the Receiving PO Item Selection Screen (p. 5-75) after selecting a pallet item to pre-receive, when using the W/M Auto Put-Away function.

A pallet item is any item that is assigned a Pallet ID and corresponding quantity of items per pallet, through Item Balance Maintenance (MENU IAFILE).

Use this screen to record the quantity of items to receive, the quantity of items on each pallet, and the quantity of pallets to receive. Additionally, specify the height and depth of the pallet so the W/M Auto Put-Away function can select the warehouse location(s) where the pallet(s) should be stored.

NOTE: Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels.

Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The status of the item shown is displayed in reverse image text in the upper right corner of the screen: **All**, **Unassigned**, or **Assigned**. Based on the F4=UNASSIGNED / F4=ASSIGNED / F4=ALL function key which is used to toggle the screen to display assigned items only, unassigned items only, or all items.

Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
Misc PO Receiver PO No WO No	This field displays the miscellaneous PO number, purchase order number, or the company and receiver number being processed for this receipt based on the type of receiving being completed. If you accessed this screen from within Work Order Receipt Entry (MENU WOMAIN), this field displays the work order number of the work order being processed for this receipt. Display
WH	The warehouse into which the item is being received. Display
Vendor	For purchase order receipts, the vendor number and name of the purchase order being received. Display
(Reference Number)	Key this number in the **Select** field to select the item to record pallet information. Display
Our Item No/Desc / Mfg Item No/Desc	This field displays the items that were ordered on this PO. If no items have been received, all items ordered will display. If the PO has been partially received, only those items that are still open (i.e., have not been received) will display. Different information will display by using the F2=Desc Left / F2=Desc Right / F2=Item & Desc and F5=Mfg Item / F5=Our Item toggle keys. Display
Qty Open	This field shows how many of each item on the purchase order you are expecting to receive. If none of the items have been received, the quantity displayed is the quantity ordered. If an individual item has been partially received, the quantity displayed is the quantity that has not been received (i.e., the quantity open). The open quantity unit of measure (U/M) is also displayed. For miscellaneous receipts of case quantity items, you may press F13=Stk Qty / F13=Case Qt to toggle between a display of quantities in the case or stocking unit of measure. Display
Assigned	This field shows how many items have already been assigned to warehouse locations. If an item has been pre-received (i.e., selected on this screen and assigned to a warehouse location), the quantity of items that have been assigned is displayed in this column. If an item has not been pre-received, this column is blank. Display

Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
C	This identifies if any transaction comments exist for the displayed item. If no comments exist, this column is blank. If comments do exist, a **C** displays in this column. To review those comments, use the F20=ACTIONS function key to display the Receiving Item Action Selection Screen (p. 5-99). From this screen, you may access receipt comments. Display
Msg	This message, intended for special put-away instructions, will print on the Put-Away Label created for this item. You may override or accept the default (if any) for the item being pre-received. *Default Value:* The put-away message specified for this item through Item Balance Maintenance (MENU IAFILE) (A 30) Optional
Pal ID	This is the Pallet ID of the pallet on which items will be received. A Pallet ID definition is created through Pallet Master Maintenance (MENU WMFILE), and contains the dimensions of the pallet. If the item is received on a pallet different from the default, use this field to indicate the new pallet. NOTE: If you key a different value, this field and other pallet information (Case Qty and Cas/Pallet) may be updated for the item. This will be done if you have specified the **Automatic Update of Item Information at Put-Away** field as Y through Warehouse Management Options Maintenance (MENU WMFILE), or by pressing F6=UPD ITM. *Default Value:* The Pallet ID specified for this item through Item Balance Maintenance (MENU IAFILE) (A 2) Required

Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
Case Qty	For variable case quantity items, use this field to change the quantity of items in each case being pre-received. Key the quantity in the primary unit of measure. NOTE: If you key a different value, this field and other pallet information (Pal ID and Cas/Pallet) can be updated for the item by pressing F6=UPD ITM or will be updated automatically if the **Automatic Update of Item Information at Put-Away** field is set to Y through Warehouse Management Options Maintenance (MENU WMFILE). This field is required for variable case quantity items; for fixed case quantity items and non-case quantity items, this field is display-only. The field length of this case quantity field is determined through Warehouse Management Options Maintenance (MENU WMFILE). *Default Value:* 1 for non-case quantity items; the quantity of items per case defined for the item through Item Balance Maintenance (MENU IAFILE) for fixed or variable case quantity items. (N 4,0 or 6,0) Required/Display
Cas/Pallet	This is the quantity of items (or cases for case quantity items) that are received the specified pallet (see Pal ID). Accept the default value for this item, or key the new quantity per pallet if it is different from the default. NOTE: If you key a different value, this field and other pallet information (Pal ID and Case Qty) may be updated for the item. This will be done if you have specified that the **Automatic Update of Item Information at Put-Away** as Y through Warehouse Management Options Maintenance (MENU WMFILE), or by pressing F6=UPD ITM. *Default Value:* The quantity per pallet specified for this item through Item Balance Maintenance (MENU IAFILE) (N 11,3) Required
Pallets	This is the quantity of pallets to pre-receive. If you have changed the Pallet ID, case quantity, or quantity of cases per pallet, you may need to change this quantity since a different quantity of pallets may be received. Key the quantity of pallets to pre-receive, or accept the default. *Default Value:* The quantity of pallets to receive calculated by dividing the total quantity of items to receive by the quantity of items per pallet (N 9,0) Required

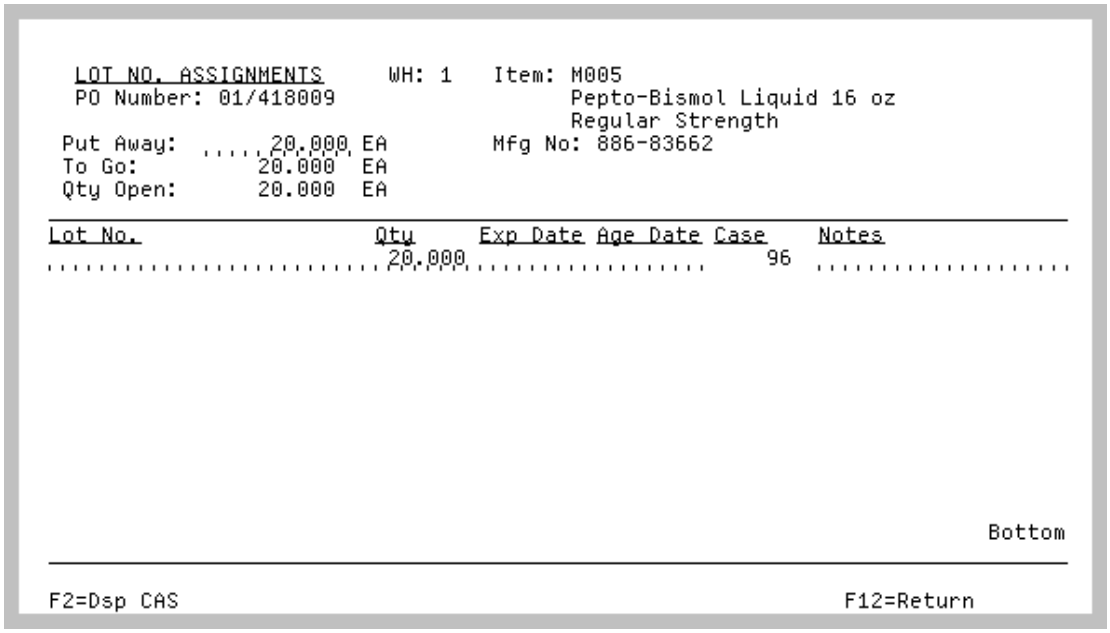
Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
High	This is the quantity of pallets that may be stored in a single stack, depending on the nature of the item. This quantity is used by automatic put-away to select a location to store the item. The value that you key in this field, if any, overrides the quantity of pallets high calculated using the item's maximum put-away quantity. Therefore, you may leave this field blank to accept the quantity specified for this item (if any). *Default Value:* Although it does not display, the default value used if you leave this field blank is calculated using the maximum put-away quantity defined for the item through Item Balance Maintenance (MENU IAFILE) (N 3,0) Optional
Deep	This is the quantity of pallets to store on the floor (as opposed to being stacked; see High) in a warehouse location. This value is compared to a location's depth [defined through Location Master Maintenance (MENU WMFILE)] when Auto Put-Away selects a location to store the pallets being pre-received. (N 3,0) Optional
Qty	This is the quantity of items being pre-received. If any pallet information specified on this screen alters the default value displayed in this field, the new value is calculated and displayed in this field. You may override this value. For example, assume that you are pre-receiving 2 pallets of an item that is typically received in a quantity of 25 items per pallet. The default value displayed in this field is 50 (2 pallets of 25 items = 50 items). If the quantity of items per pallet (see **Cas/Pallet**) is changed to 20, the value in this field will change to 40 after pressing ENTER (2 pallets of 20 = 40 items). *Default Value:* The quantity of items to pre-receive, as selected on the previous screen (N 10,3) Required
F4=Pallet List	Press F4=PALLET LIST to display the Pallet List Selection Screen (p. 32-4) so you may select the Pallet ID of a different pallet, if required.
F6=Upd Itm	If you have not selected the **Automatic Update of Item Information at Put-Away** field as Y through Warehouse Management Options Maintenance (MENU WMFILE), press F6=UPD ITM to manually update the pallet information for this item: Pal ID, Case Qty, Cas/Pallet and maximum put-away quantity. If the new maximum put-away quantity is less than the minimum put-away quantity, the minimum put-away quantity will be set to the same value as the maximum put-away quantity. The pallet information displayed on this screen will replace the pallet information currently defined for this item through Item Balance Maintenance (MENU IAFILE).

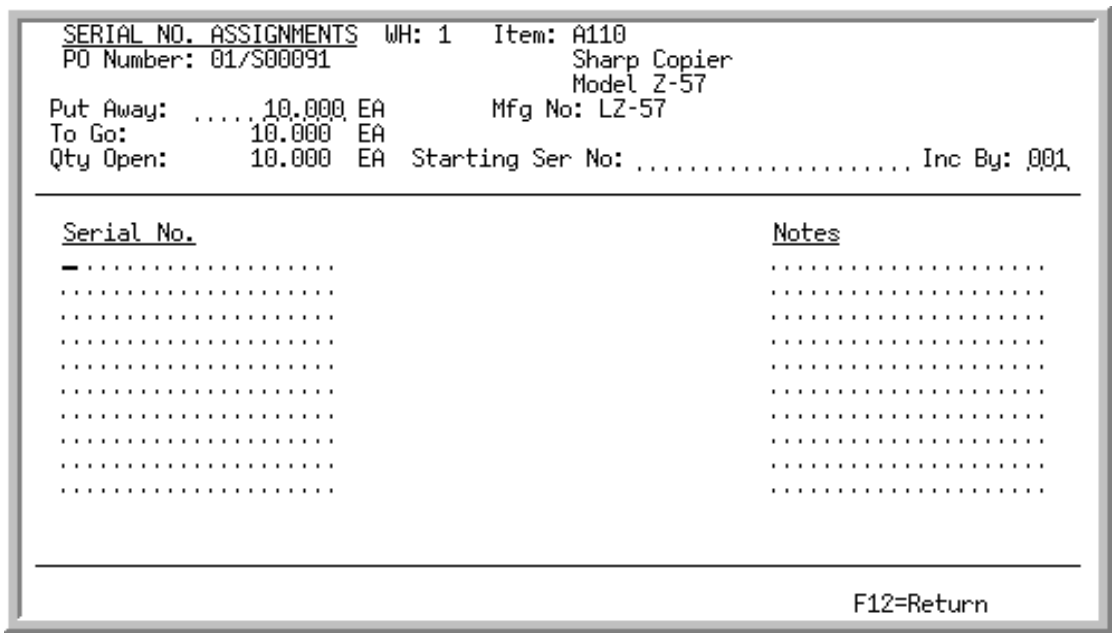
Pallet Information Screen Fields and Function Keys

Field/Function Key	Description
F10=Ignore Pal	Press F10=IGNORE PAL to pre-receive this item (which is typically a pallet item) in individual units (or cases) and not pallets. Pallet information for this item receipt is ignored.
F11=Limits	Press F11=LIMITS to display the Specify Location Limits Screen (p. 5-95), which may be used to limit the locations inspected by auto put-away to determine where this pallet of items can be stored. Locations that are not selected are ignored by Auto Put-Away. After pressing ENTER on the Specify Location Limits Screen (p. 5-95), the F11=LIMIT function key is underlined when returning to this screen to indicate that limits have been applied.
F12=Rtn	Press F12=RTN to return to the previous screen without updating this pallet item pre-receipt.
F20=WH Info	Press F20=WH INFO to display detailed W/M information about the pallet item selected to pre-receive. The WH Mgmt Item Information Screen (p. 5-119) will display.
Enter	Press ENTER to confirm your selections. If Auto Put-Away finds locations to store the pallet(s), the Location Receipts Assignments Screen (p. 5-82); otherwise, the Used Locations Screen (p. 5-102) will display.

Auto Put-Away Lot No. Assignments Screen



Auto Put-Away Serial No. Assignments Screen



The Auto Put-Away Lot No. Assignments Screen screen displays after pressing F10=CONTINUE from the Put-Away Complete Screen (p. 5-49), if there is a location available, but lot numbers are needed for the item. This screen also displays after pressing ENTER from the Receiving PO Item Selection Screen (p. 5-75) for the warehouse location selected to assign the lot number when the W/M automatic put-away function is activated for the purchase order being pre-received. W/M automatic put-away is activated if the **Auto Put-Away** field on the PO Selection Screen (p. 5-41) is Y.

The Auto Put-Away Serial No. Assignments Screen screen displays after pressing F10=CONTINUE from the Put-Away Complete Screen (p. 5-49), if there is a location available, but serial numbers are needed for the item. This screen also displays after pressing ENTER from the Receiving PO Item Selection Screen (p. 5-75) for the warehouse location selected to assign the serial number when the W/M automatic put-away function is activated for the purchase order being pre-received. W/M automatic put-away is activated if the **Auto Put-Away** field on the PO Selection Screen (p. 5-41) is Y.

Use this screen to add, change, review, or delete the lot numbers of lot control items or the serial numbers of serial number items that are assigned to warehouse locations through pre-receiving, when using the W/M automatic put-away function.

NOTE: This is a roll screen, **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
WH	The two character Warehouse ID and, if applicable, the vendor. Display
Item	The item number and two description lines of the item. Display
PO Number	The company and purchase order number being pre-received. Display
Receiver	The number of the receiver, if applicable Display
Put Away	**Lot Item** This is the quantity of this lot item to store in this warehouse location. The quantity of fields provided in the **Lot No.** column is increased by one on this screen until the total quantity of lot items entered (see **Qty** column) is equal to the number in this field. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the put-away quantity in the case quantity unit of measure or in the stocking unit of measure. **Serial Item** This is the quantity of serial numbered items to store in the selected warehouse location. The quantity of fields provided in the **Serial No.** column on this screen is equal to the number in this field. *Default Value:* The quantity of this lot item or serial number to store, as determined on the previous screen Required

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
Mfg No	The manufacturer's number for this item, if any, is displayed in this field. Display
To Go	**Lot Item** This number tells you how many more items you need to enter to pre-receive the specified quantity of open items in this location. This number is calculated by subtracting the quantity of lot items entered (sum of the **Qty** column) from the quantity of items specified to store in this warehouse location. If this number is not 0, then you will need to enter additional lots or change the quantity of an existing lot. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the put-away quantity in cases or in the stocking unit of measure. **Serial Item** This number tells you how many more serial numbers you need to enter to pre-receive the specified quantity of open items in this warehouse location. This number is calculated by subtracting the number of serial numbers entered from the quantity of items specified to store in this warehouse location. Display
Qty Open	The quantity of open items in this location. For lot case quantity items, this field may be toggled with the F2=DSP UOM function key to display the put-away quantity in cases or in the stocking unit of measure. Display

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
Starting Ser No	This field displays only if this item is a serialized item. To reduce the keying time for entering multiple serial numbers, you may use this field to specify the serial number of the first item to receive. The remaining serial numbers will be entered in the Serial No. column automatically, in increments specified in the **Inc By** field. Only numbers that match the number of characters you key in this field will be available. For example, if your starting serial number is 10, only numbers up to 99 will be available; if your starting number is 100, only numbers up to 999 will be available, etc. This is useful if the serial numbers of the items to receive are in a standard sequence. The numeric value furthest to the right is incremented in the Serial No. column on this screen after you press ENTER. Letters of the alphabet can also be automatically entered using this field. For example, assume that you are pre-receiving 50 serial number items that range from number 1000 to 1099. Key 1000 in this field and accept the default of 001 in the **Inc By** field, and press ENTER. All of the fields in the **Serial No.** column on this and the remaining screens will be replaced with the individual serial numbers ranging from 1000 through 1099. *Valid Values:* You may key any characters, but must key at least one letter or number (A 20) Optional
Inc By	This field displays only if this item is a serialized item. Use this field in conjunction with the **Starting Ser No** field to automatically assign the serial numbers of the items that are being pre-received. The value that you key in this field indicates the increment by which serial numbers are automatically entered in the **Serial No.** column on this screen. For example, if you are receiving the following five items with the serial numbers 1000, 1010, 1020, 1030, and 1040, key 10 in this field and 1000 in the **Starting Ser No** field. After you press ENTER, these serial numbers are entered in the **Serial No**. column on this screen. *Default Value:* 001 (N 3,0) Required
Serial No.	This field displays only if this item is a serialized item. Use the fields in this column to key the serial number(s) of the items assigned to this location, or to change any of the serial numbers that were automatically entered after using the **Starting Ser No** and **Inc By** fields. *Valid Values:* You must enter the same number of serial numbers as specified in the **Put Away** field on this screen (A 20) Required

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
Notes	This field displays only if this item is a serialized item. You may optionally key up to 20 characters of notes for each serial number specified in the **Serial No.** column. These notes will display when reviewing the serial number items in this warehouse location. (A 20) Optional
Lot No.	This field displays only if this item is a lot item. This field is not required if the item is defined as a fixed or variable case quantity item through Item Balance Maintenance (MENU IAFILE). Use the fields in this column to key the lot number(s) of the items assigned to this location, or to change any of the lot numbers that were previously entered. If a lot item is set up to require unique lot numbers in Item Master Maintenance (MENU IAFILE), every lot number identified during receipt processing will be checked to ensure that it does not already exist in inventory that is on-hand or in any inventory receipt transaction. (A 20) Required/Optional
Qty	This field displays only if this item is a lot item. Key the quantity of items that are in the corresponding lot. If the sum of the quantities keyed for all lots is not equal to the quantity in the **Put Away** field on this screen, an additional row is added so you may key an additional lot number after you press ENTER. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the put-away quantity in cases or in the stocking unit of measure. *Valid Values:* The sum of the values in this column cannot exceed the value in the **Put Away** field on this screen (N 10,3) Required
Exp Date	This field displays only if this item is a lot item. If the lot item has been defined to require an expiration date through Item Master Maintenance (MENU IAFILE), you must key the expiration date of the lot in this field. Otherwise, you may optionally key the expiration date of the lot. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Required

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
Age Date	This field displays only if this item is a lot item. If you are authorized to change or override the aging date for a lot item, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY), this field is input-capable. This field allows you to override the aging date for the lot item at the lot assignment line-level. Key the Age Date for the lot item. This date will then be used instead of the date entered at the receiver level. If you are not authorized to change or override the aging date for a lot item, this field will still display on this screen but it will be protected. If no lot aging date could be entered, the date at the receiver level would be used as the lot aging date for the received lot items when the receiver posts. Additionally, note that, during auto put-away, if the same lot number exists with a different Age Date in that location, a location destination may not be selected. If this occurs and no other locations are selected for put-away, you will be required to perform manual put-away. *Valid Values:* a valid calendar date in the **Default Date Format** for this user, as specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date keyed must be in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display
Case	This field displays only if this item is a lot item. This field displays only if this item is a fixed case quantity item, as defined in Item Balance Maintenance (MENU IAFILE). If this case quantity item is defined as a variable, then you may modify the value displayed here. Also note that the field length of this case quantity field is determined through Warehouse Management Options Maintenance (MENU WMFILE). For case quantity items, this field displays the quantity the item received in each case. If this item is a variable case quantity item, you may change the quantity of items received in the case using this field. If this is a fixed case quantity item, you cannot change the value displayed. *Default Value:* The case quantity of this item as defined through Item Balance Maintenance (N 4,0 or N 6,0) Optional/Display
Notes	This field displays only if this item is a lot item. You may optionally key up to 20 characters of notes for each lot specified in the **Lot No.** column. These notes will display when reviewing the lots in this warehouse location. (A 20) Optional

Auto Put-Away Lot. No. Assignment Screen & Auto Put-Away Serial No. Assignment Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp UOM	The F2=Dsp UOM function key displays only for case quantity items. Dsp **UOM**, where **UOM** is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE) Press the F2=Dsp UOM function key to toggle between a display of quantities in the case quantity unit of measure or in the stocking unit of measure.
F12=Return	Press F12=Return to return to the previous screen.
Enter	**Lot Item** Press Enter to confirm the lot numbers entered in the **Lot No**. column, the corresponding quantities in the **Qty** column, and the **Age Date** if one was overridden. After all quantities for this location are specified, the previous screen will display. **Serial Item** Press Enter to confirm the serial numbers entered in the **Serial No.** column. After all serial numbers for this location are specified, the calling screen will display. Press to confirm the **Starting Ser No** and **Inc By** fields specified. After you press Enter, all of the fields in the Serial No. will be entered automatically.

Miscellaneous Receipts List Screen

This screen displays the miscellaneous receipts that have been created, and provides the means for you to create a new miscellaneous receipt. Miscellaneous receipts are used to pre-receive inventory into your warehouse for which a requisition and purchase order have not been issued. This screen displays after pressing F15=Misc Rcpt from the PO Selection Screen (p. 5-41).

Once the inventory for a miscellaneous receipt is selected in an inventory group through Enter/Update Transactions (MENU IAMAIN), the miscellaneous receipt is no longer displayed on this screen.

Each row, which displays one miscellaneous receipt that has been created but has not yet been posted through Process Transactions (MENU IAMAIN).

NOTE: This is a roll screen. **More**... appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* Page Down or Shift-Roll Fwd or F7=Page Down to display the next screen
* Page Up or Shift-Roll Back or F8=Page Up to display the previous screen.

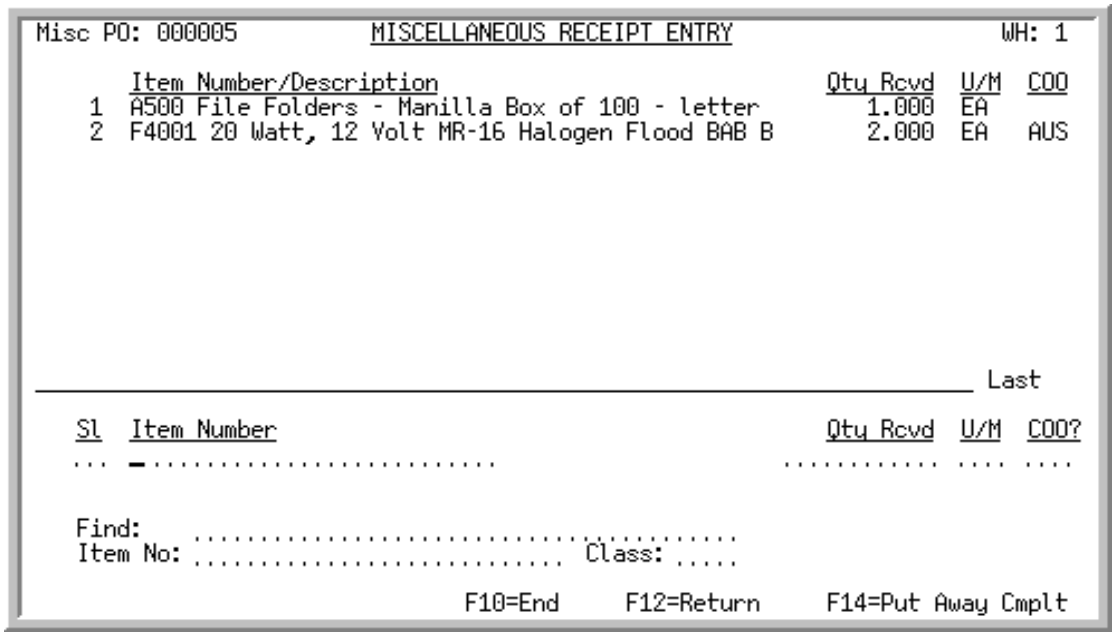
Miscellaneous Receipts List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the miscellaneous receipts displayed on this screen. Key this number in the **Select** field to display or change the detail information for the corresponding miscellaneous receipt. If there are not any outstanding miscellaneous receipts, this and the remaining columns on this screen are blank. You may press F6=CREATE to create a new miscellaneous receipt. Display
Msc PO	The miscellaneous purchase order number created and assigned to the miscellaneous receipt. Display
WH	The two character ID of the warehouse into which the items specified for the miscellaneous receipt will be received. Display
Entry Dt	The date on which the miscellaneous receipt was originally keyed through this option. Display
Entered By	The User ID of the person who entered the miscellaneous receipt. Display
Status	The status of the miscellaneous receipt; this may be: • **Entered**: The receipt has been entered through this option, but the actual receipt of the item has not yet occurred. • **In Use-ws**: ws is the ID of the workstation updating the miscellaneous receipt. • **I/A Entry**: The miscellaneous receipt has been entered through Enter/Update Transactions (MENU IAMAIN) and not yet posted through Process Transactions (MENU IAMAIN). Display
First Item	The item number and partial item description of the first item specified on the miscellaneous receipt. If more than one item is assigned to this miscellaneous receipt, a plus (**+**) sign displays to the right of this field. Display
Select	Key the **Reference Number** of an item to select for change on the Miscellaneous Receipt Entry Screen (p. 5-68). On this screen you may add, change, or delete any of the items specified for the miscellaneous receipt. (N 2,0) Optional

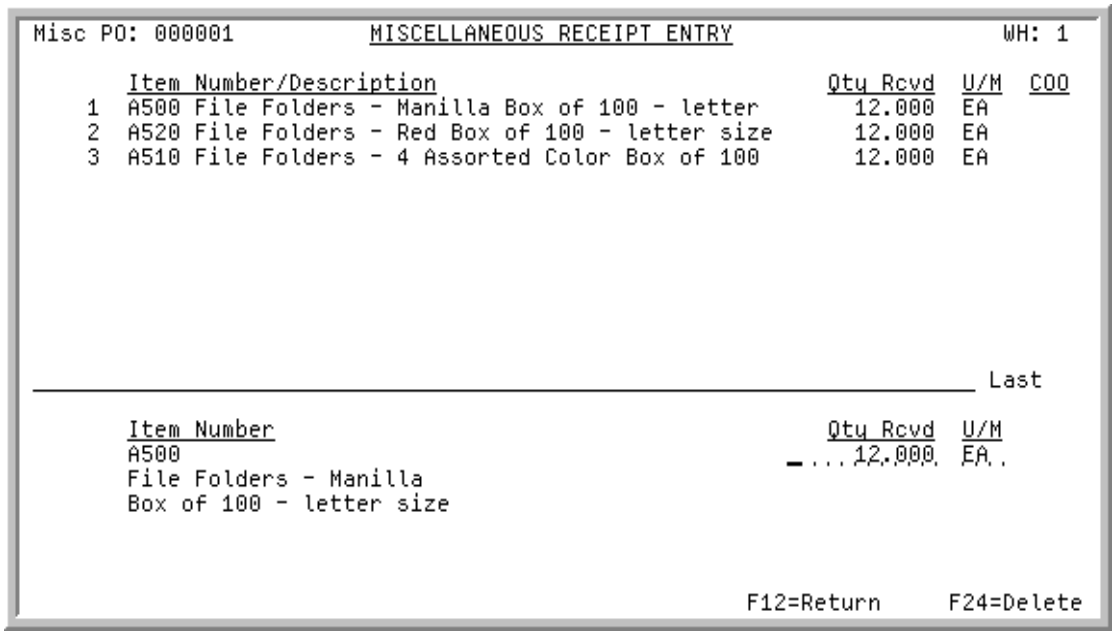
Miscellaneous Receipts List Screen Fields and Function Keys

Field/Function Key	Description
F5=Put-Away List	Key the **Reference Number** of a miscellaneous receipt in the **Select** field, and press F5=PUT-AWAY LIST to print a Put-Away List (p. 5-47) for that receipt. The Put-Away List will identify the quantities of the pre-received items for that receipt, and the locations into which the items will be stored once they are received. If you have not pre-received any of the items in the receipt, the Put-Away List will not print. Note that depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels and/or Item Labels may or may not print when the Put-Away List prints. Refer to Put-Away Labels (MENU WMMAIN) and Item Labels (MENU WMREPT), respectively for details these labels. If this is a reprint because you have already printed the Put-Away List, Put-Away Labels, and optionally Item Labels, the Put-Away List Reprint Screen (p. 5-46) will display. When Radio Frequency is installed and **Use Auto Put-Away** has been set to Y through Warehouse Management Options Maintenance (MENU WMFILE), all items in the receiver may be automatically posted to the receiving dock immediately following the printing of the Put-Away List. The Post Receiver Option Screen (p. 5-97) will display
F6=Create	Press F6=CREATE to create a new miscellaneous receipt. The Miscellaneous Receipt Entry Screen (p. 5-68) will display.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the PO Selection Screen (p. 5-41) without creating or modifying a miscellaneous receipt.
Enter	Press ENTER to confirm your selection. The miscellaneous receipt selected in the **Select** field will display on the Miscellaneous Receipt Entry Screen (p. 5-68).

Miscellaneous Receipt Entry Screen



Miscellaneous Receipt Entry Review Screen



The Miscellaneous Receipt Entry Screen displays after selecting a miscellaneous receipt displayed on the Miscellaneous Receipts List Screen (p. 5-65), or after selecting to create a miscellaneous receipt using F6=CREATE from that same screen. The Miscellaneous Receipt Entry Review Screen displays after selecting a item for review or change by keying a **Reference Number** in the **Sl** field.

Use this screen to specify, in a miscellaneous receipt, the items, quantities, and, if applicable, country of origin of each to pre-receive through this option. After a miscellaneous receipt is pre-received, the actual receipt of the items must be processed through I/A's Enter/Update Transactions (MENU IAMAIN) and posted through Process Transactions (MENU IAMAIN).

When a miscellaneous receipt is created, it is automatically assigned to vendor number WHMGMT, which is used to represent Warehouse Management receipts without a purchase order.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
Misc PO	The next sequential miscellaneous receipt purchase order number assigned to this group. Display
WH	The warehouse to be updated with the miscellaneous receipts inventory quantities as selected on the Warehouse Management Selection Screen (p. 5-6). Display
(Reference Number)	The reference number of each item defined for the miscellaneous receipts. Key this number in the **SI** field to change the detail information for the corresponding miscellaneous receipt. When first creating a new miscellaneous receipt, no reference numbers (or corresponding items) are displayed in this column. Display
Item Number/ Description	The number and description of the item specified for receipt. Display
Qty Rcvd	The quantity of items specified for receipt. For case quantity items, this field may be toggled with the F2=STK QTY / F2=CASE QTY function key to display quantities in the stocking unit of measure or the case quantity unit of measure. Display

Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
U/M	The unit of measure which corresponds with the quantity received of the item. For case quantity items, this field may be toggled with the F2=Stk Qty / F2=Case Qty function key to display the stocking or case quantity unit of measure. Display
COO	The country of origin entered for the item, if any. Display
Sl	Use this field to select one of the items displayed by keying that item's reference number in this field. NOTE: If the reference number does not appear, the item cannot be maintained or deleted because location assignments exist for this item. (A 2) Optional
Item Number	**Miscellaneous Receipt Entry Screen** Use this field to specify an item for miscellaneous receipt. If you do not recall the item's number, you may search for the item using the **Find**, **Item No**, and **Class** fields on this screen. *Valid Values:* Must be an item defined for this warehouse through Item Balance Maintenance (MENU IAFILE) (A 27) Required **Miscellaneous Receipt Entry Review Screen** The selected item number and it's description are shown for review. Display
Qty Rcvd / U/M	The quantity of the item being received for this miscellaneous receipt. Use the unit of measure in which the item is received, when it's different than the item's default unit of measure. Note that when the F2=Stk Qty / F2=Case Qty key displays as F2=Stk Qty, the quantities are keyed in the case quantity unit of measure. When the function key displays as F2=Case Qty, the quantities are keyed in the stocking unit of measure. (N 10,3 / A 3) Required

Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
COO	Use this field to enter the country of origin of the item. This field is required if the item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). On the Miscellaneous Receipt Entry Review Screen, this field displays only if the line item you select is set up to track country of origin. NOTE: If country of origin buying restrictions are active, as defined through System Options (MENU XAFILE), and restrictions exist for the item and country of origin for this warehouse, the system will perform a country of origin check. *Default Value:* if the item is set up to track country of origin, the default is the primary country of origin from Item Balance Maintenance (MENU IAFILE), if one was keyed; otherwise, the default is the warehouse's country. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Optional/Required
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional

Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F2=Stk Qty / F2=Case Qty	The F2=Stk Qty / F2=Case Qty function key displays only when one or more case quantity items are displayed on the screen. Press F2=Stk Qty / F2=Case Qty to toggle between a display of quantities received in each item's stocking unit of measure or case quantity unit of measure.
F7=Page Down / F8=Page Up	The F7=Page Down / F8=Page Up keys are only available on the Miscellaneous Receipt Entry Screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=Page Down and F8=Page Up are available for use but do not display. Use the F7=Page Down to display the next screen of information on a roll screen. The Page Down or Shift-Roll Fwd function keys perform the same task. Use the F8=Page Up to display the previous screen of information on a roll screen. The Page Up or Shift-Roll Back function keys perform the same task.

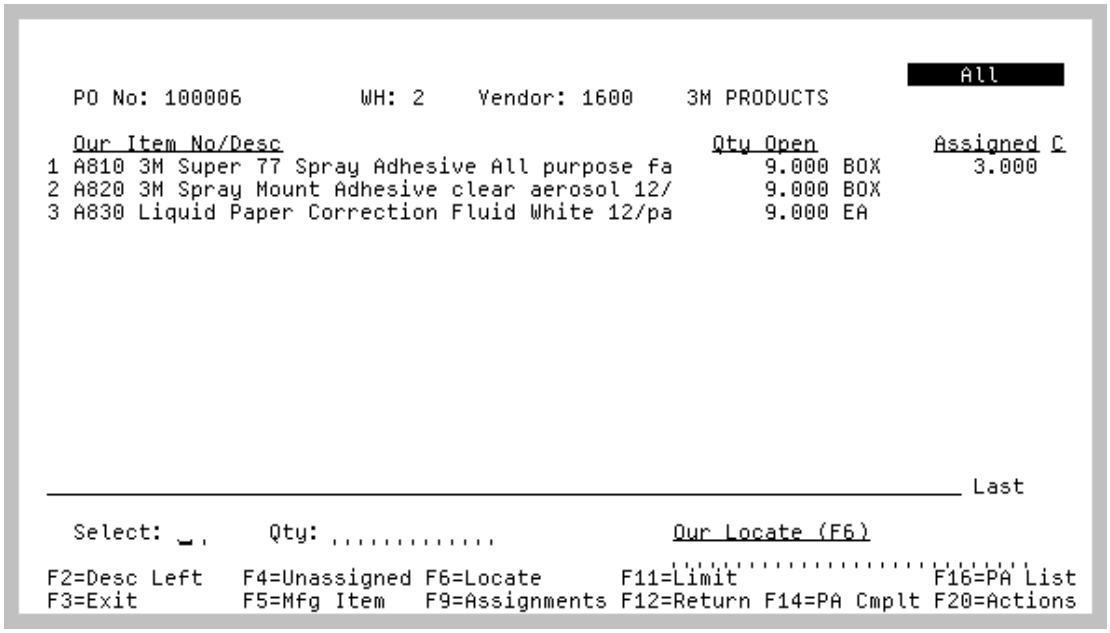
Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
F10=End	The F10=END key is only available on the Miscellaneous Receipt Entry Screen. Press F10=END to terminate the entry or change of this miscellaneous receipt. The Receiving PO Item Selection Screen (p. 5-75) will display for the miscellaneous receipt. The next sequential miscellaneous receipt purchase order number, and vendor WHMGMT, are assigned to the miscellaneous receipt.
F12=Return	On the Miscellaneous Receipt Entry Screen, press F12=RETURN to return to the PO Selection Screen (p. 5-41). On the Miscellaneous Receipt Entry Review Screen, press F12=RETURN to return to the Miscellaneous Receipt Entry Screen.
F14=Put-Away Cmplt	The F14=PUT-AWAY CMPLT displays when Auto Put-away is allowed in Warehouse Management and you are adding new miscellaneous receipt transactions. Press F14=PUT-AWAY CMPLT to have W/M automatically pre-receive all pending receipt quantities for all items on the selected miscellaneous receipt. W/M will select the locations in which items will be put away based on the selected and backorder staging and put-away modes (see **Stage Back Orders** and **Auto Put-Away** fields). The Put-Away Complete Screen (p. 5-49) will display.
F24=Double Line / F24=Single Line	The F24=DOUBLE LINE / F24=SINGLE LINE key is only available on the Miscellaneous Receipt Entry Screen. F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
F24=Delete (Change Mode)	The F24=DELETE key is only available on the Miscellaneous Receipt Entry Review Screen. Press F24=DELETE to delete the item from the miscellaneous receipt.

Miscellaneous Receipt Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	**Miscellaneous Receipt Entry Screen** Press ENTER to confirm the **Item Number**, **Qty Rcvd**, and, if applicable, **Country of Origin** fields. The information is added to the miscellaneous receipt. Press ENTER after keying a **Reference Number** in the **Sl** field to change the receipt quantity, unit of measure, or if applicable, country of origin, or delete an item specified for miscellaneous receipt. NOTE: The U/M must be a valid one defined as a stocking U/M in Item Master Maintenance (MENU IAFILE). For case quantity items, the case quantity U/M also may be keyed. Press ENTER after keying item search criteria in the **Find**, **Item No**, and **Class** fields to display the *Item Description Search Screen*. Refer to this screen as described in the Inventory Accounting User Guide. **Miscellaneous Receipt Entry Review Screen** Press ENTER to confirm the **Qty Rcvd**, **U/M**, and, if applicable, **Country of Origin** fields. The information is added to the miscellaneous receipt.

Receiving PO Item Selection Screen



This screen displays:

- After you press F10=CONTINUE on the Put-Away Complete Screen (p. 5-49) and the auto put-away has been completed.
- After you press F10=END on the Miscellaneous Receipt Entry Screen (p. 5-68), if you have created a miscellaneous receipt to pre-receive. The Misc PO number assigned by W/M is displayed on this screen. Use this screen to pre-receive the miscellaneous receipt item.
- After you press ENTER from the Receiving PO Header Screen (p. 5-130). This screen shows the items on the purchase order to pre-receive. Use it to review the items on the purchase order and reserve warehouse locations for them. Select the item and quantity on this screen, and the location to store them on either the Location Receipts Assignments Screen (p. 5-82) or the Used Locations Screen (p. 5-102).

  Additionally, an F20=ACTIONS function key is available to access the Receiving Item Action Selection Screen (p. 5-99). From this screen, you may perform a variety of functions for one or more displayed items.
- After you press F21=PUT AWAY on the Receipt Entry Screen of the Receipt Entry (MENU WOMAIN) option for Value Added Services.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	The status of the item shown is displayed in reverse image text in the upper right corner of the screen: **All**, **Unassigned**, or **Assigned**. The F4=UNASSIGNED / F4=ASSIGNED / F4=ALL function key is used to toggle the screen to display assigned items only, unassigned items only, or all items.
Misc PO Receiver PO No WO No	This field displays the miscellaneous PO number, purchase order number, or the company and receiver number being processed for this receipt based on the type of receiving being completed. If you accessed this screen from within Work Order Receipt Entry (MENU WOMAIN), this field displays the work order number of the work order being processed for this receipt. Display
WH	The warehouse into which the item is being received. Display
Vendor	For purchase order receipts, the vendor number and name of the purchase order being received. Display
(Reference Number)	Key this number in the **Select** field to select the item to pre-receive. Display
Our Item No/Desc / Mfg Item No/Desc	This field displays the items that were ordered on this PO. If no items have been received, all items ordered will display. If the PO has been partially received, only those items that are still open (i.e., have not been received) will display. Different information will display by using the F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC and F5=MFG ITEM / F5=OUR ITEM toggle keys. Display
Qty Open	This field shows how many of each item on the purchase order you are expecting to receive. If none of the items have been received, the quantity displayed is the quantity ordered. If an individual item has been partially received, the quantity displayed is the quantity that has not been received (i.e., the quantity open). The open quantity unit of measure (U/M) is also displayed. For miscellaneous receipts of case quantity items, you may press F13=STK QTY / F13=CASE QT to toggle between a display of quantities in the case or stocking unit of measure. Display

Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Assigned	This field shows how many items have already been assigned to warehouse locations. If an item has been pre-received (i.e., selected on this screen and assigned to a warehouse location), the quantity of items that have been assigned is displayed in this column. If an item has not been pre-received, this column is blank. Display
C	This identifies if any transaction comments exist for the displayed item. If no comments exist, this column is blank. If comments do exist, a **C** displays in this column. To review those comments, use the F20=ACTIONS function key to display the Receiving Item Action Selection Screen (p. 5-99). From this screen, you may access receipt comments. Display
Select	Key the **Reference Number** of the item on the purchase order to pre-receive. Specify the quantity of items in the **Qty** field. (N 2,0) Optional
Qty	The quantity of items to pre-receive. The default quantity in this field is the quantity of this item open on the purchase order minus the quantity of items that have been assigned to a warehouse location. This default is used only if you press ENTER to display the Used Locations Screen (p. 5-102). You may override or accept this default quantity. (N 10,3) Optional
Our/Mfg Locate	Use this field to display a specific item at the top of the screen. The heading of this field displays either Our or Mfg, depending on your selection using the F5=MFG ITEM / F5=OUR ITEM toggle key. After keying a complete or partial item number in this field, press F6=LOCATE to initiate the search. The specified item number for this purchase order will display at the top of the screen. (A 27) Optional
F2=Desc Left/ F2=Desc Right/ F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key displays only if you selected not to display both description lines [selected in Warehouse Management Options Maintenance (MENU XAFILE) or selected with the F24 hidden function key]. Press the F2=DESC LEFT function key to show the "left window" of the item description starting with the left-most word in the description. Press the F2=DESC RIGHT function key to show the "right window" of the description so the last word in the description will appear at the end of the description field. Press the F2=ITEM & DESC function key to show the entire item number and as much of the description as will fit. The number is displayed in high intensity to distinguish it from the description.

Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=EXIT function key to exit from this menu option. Menu WMMAIN will display. If you accessed this screen from within Work Order Receipt Entry (MENU WOMAIN), press the F3=EXIT function key to exit from this menu option and return to the Work Order Receipt Entry (MENU WOMAIN).
F4=Unassigned/ F4=Assigned/ F4=All	The F4=UNASSIGNED / F4=ASSIGNED / F4=ALL function key is used to toggle the screen to display assigned items only, unassigned items only, or all (both assigned and unassigned) items. Press the F4=UNASSIGNED function key to display only the items on this purchase order that have not been assigned to a warehouse location through pre-receiving. Press the F4=ASSIGNED function key to display only the items on this purchase order that have been assigned to a warehouse location through pre-receiving on the Used Locations Screen (p. 5-194) or the Location Receipts Screen (p. 5-123). Press the F4=ALL function key to display the all the items for this purchase order regardless of location assignment status.
F5=Mfg Item/F5=Our Item	The F5=MFG ITEM / F5=OUR ITEM function key is used to toggle between the manufacturer's item number, if any, and the item number used in your organization in the **Item Information** field and in the **Locate** field. Press the F5=MFG ITEM function key to display the manufacturer's item number for each item displayed. When searching for an item using the **Locate** field and F6=LOCATE, you must use the manufacturer's item number. Press the F5=OUR ITEM function key to display the item number used by your organization (i.e., Our item number) for the items displayed. When searching for an item using the **Locate** field and F6=LOCATE, you must use your item number.
F6=Locate	Press the F6=LOCATE function key after keying a partial or complete item number in the **Locate** field (make sure that you have keyed the correct item number based on the selection made using the F5=MFG ITEM / F5=OUR ITEM toggle key - Manufacturer's item number or Our item number). If the item number specified is on this purchase order, it is displayed at the top of the screen after you press this F6=LOCATE function key.

Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	The F7=PAGE DOWN / F8=PAGE UP keys are only available on the Miscellaneous Receipt Entry Screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Assignments	Press the F9=ASSIGNMENTS function key after keying the **Reference Number** of an item in the **Select** field. If the selected item has no assigned quantity, but it has a default override location specified through Item Balance Maintenance (MENU IAFILE), pressing F9=ASSIGNMENTS will first automatically create the assignments to that default location and display the quantity assigned in the **Assigned** column. Otherwise, pressing F9=ASSIGNMENTS will display the Location Receipts Assignments Screen (p. 5-82) which will display the locations where that item on this purchase order has been assigned through pre-receiving. You may change or delete the assignments using this screen.
F11=Limit	The F11=LIMIT function key only displays if using Auto Put-Away. Press the F11=LIMIT function key to display the Specify Location Limits Screen (p. 5-95), which you may use to limit the locations that Auto Put-Away will select to store your items. After pressing ENTER on the Specify Location Limits Screen (p. 5-95), the F11=LIMIT function key is reverse image when returning to this screen to indicate that limits have been applied.
F12=Return	Press the F12=RETURN function key to return to the PO Selection Screen (p. 5-45). If you accessed this screen from within Work Order Receipt Entry (MENU WOMAIN), press the F12=RETURN function key to exit from this menu option and return to the Receipt Entry Screen.
F13=Stk Qty/ F13=Case Qt	The F13=STK QTY / F13=CASE QT function key displays only for miscellaneous receipts of case quantity items. Press the F13=STK QTY / F13=CASE QT function key to toggle between a display of open quantities expressed in the case quantity unit of measure or in the stocking unit of measure.

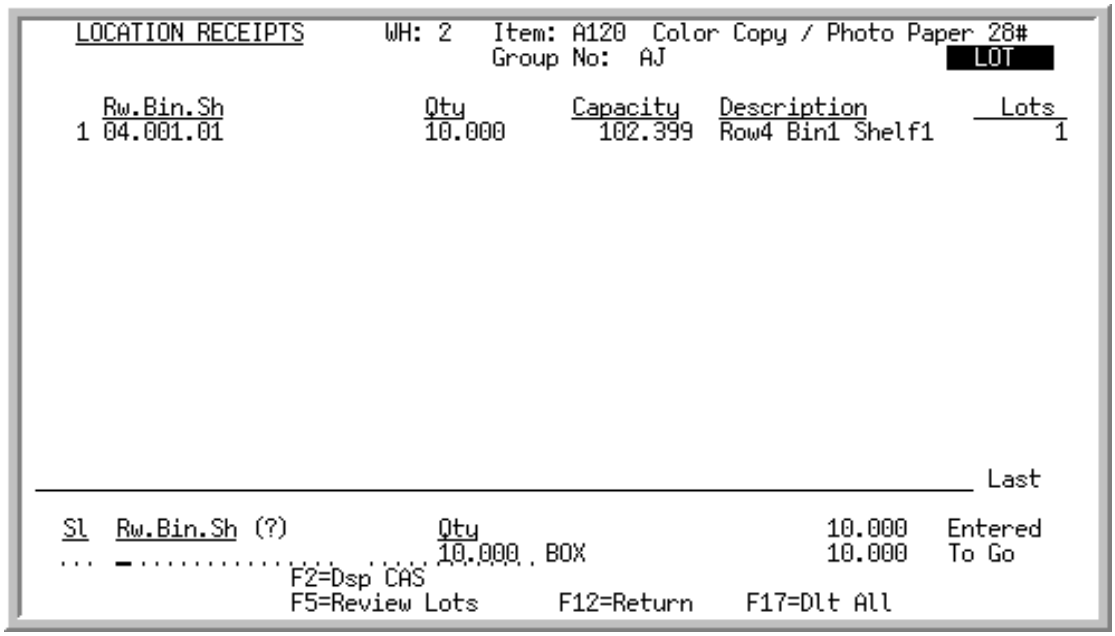
Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
F14=PA Cmplt	Press the F14=PA CMPLT function key to display the Put-Away Complete Screen (p. 5-49) where the put-away quantity can be reviewed and overridden, if necessary.
F16=PA List	Press F16=PA LIST to print the Put-Away List (p. 5-51) for the selected receiver. The quantities of the pre-received items, and the locations where the items are to be put-away when they are received will print. If you have not pre-received any items for the specified receiver, the Put-Away List will not print. Depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels may or may not print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for more information. Also note, depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Item Labels may or may not print when the Put-Away List is printed. Refer to Item Labels (MENU WMREPT) for a more information. If you have already printed the Put-Away List and Put-Away Labels/Item Labels for this Purchase Order, the Put-Away List Reprint Screen (p. 5-46) will display. If Radio Frequency is installed, and the **Use Auto-Put-Away** field is set to Y on the Warehouse Management Options Screen (p. 31-18), the Post Receiver Option Screen (p. 5-97) will display.
F20=Actions	Press the F20=ACTIONS function key to display the Receiving Item Action Selection Screen (p. 5-99). From that screen, you may optionally perform a variety of functions for one or more items.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Receiving PO Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key after keying the (**Reference Number**) of an item in the **Select** field, and the quantity to pre-receive in the **Qty** field. If you have activated the W/M automatic put-away function [i.e., Auto Put-Away on the PO Selection Screen (p. 5-41) is Y], this screen will re-display. The items on the purchase order will be automatically assigned to their warehouse locations (you may press F9=ASSIGNMENTS to display these assignments). If you are not using automatic put-away, the Used Locations Screen (p. 5-102) will display for you to select the warehouse location to assign to the items. If you are using auto put-away and the item being put away is a lot or serial number item, the Auto Put-Away Lot No. Assignments Screen (p. 5-58) or Auto Put-Away Serial No. Assignments Screen (p. 5-58) will display, respectively. NOTE: When you are putting away a fixed case quantity item, you will not be prompted for the lot number (unless the item requires an expiration date). For case quantity items that are received in lots (that do require a lot number to be entered), you should set up the item as a variable case quantity item.

Location Receipts Assignments Screen



This screen displays:

- After pressing F9=ASSIGNMENTS from the Receiving PO Item Selection Screen (p. 5-75)
- After pressing ENTER from the Pallet Information Screen (p. 5-52)
- After selecting an item with an **Action** of A and pressing ENTER from the Receiving Item Action Selection Screen (p. 5-99).

This screen will also display through Distribution A+ when you perform any transaction in which items are received, such as:

- Enter or Change Receivers or PO Receipts (MENU POMAIN)
- Enter/Update Transactions (MENU IAMAIN)
- Enter, Change & Ship Orders (MENU OEMAIN), when entering a return
- Receive Manufactured Parts into Inventory (MENU OBMAIN), when receiving items.

Use this screen to verify or change assignments. This screen displays the current locations that an item has been assigned to through pre-receiving. You also may make additional location assignments on this screen.

NOTE: This is a roll screen. **More**... appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Location Receipts Assignments Screen Fields and Function Keys

Field/Function Key	Description
WH	The number of the warehouse where the assignments have been made Display
Item	The number and description of the item for which item assignments are displayed on this screen. Display
Group No PO Number	The group number being received or the company and purchase order number that was pre-received. Display
Lot/Serial	**LOT** or **SERIAL** will display in reverse image if the item is a lot item or a serial number item, respectively. Display
(Reference Number)	The reference number of the warehouse location where the item has been assigned. Key this number in the **Sl** field to select a location to change or delete the assignment. When reviewing assignments for lot or serial numbered items, an * will display to the left of this field if you have not keyed the serial or lot numbers for the items assigned. Serial numbers are keyed on the Serial No. Assignments Screen (p. 5-87); lot numbers are keyed on the Lot No. Assignments Screen (p. 5-87). Display
Warehouse Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location, displayed in the warehouse location number format, where the item has been assigned. Display
Qty	The quantity of the item assigned to the corresponding warehouse location. This quantity is expressed in the unit of measure in which the item was ordered. Display
Capacity	The number of units that can fit in the warehouse location. Display
Description	The description of the warehouse location. Display

Location Receipts Assignments Screen Fields and Function Keys

Field/Function Key	Description
Serials/Lots	This column displays for serial numbered or lot items only. The number of serial or lot control identifications that have been keyed for the items pre-received in this warehouse location. If this number does not equal the quantity assigned (in the **Qty** field), an * is displayed to the left of the **Reference Number**, indicating that all serial or lot numbers have not been entered for this item assignment. Display
Sl	Key a **Reference Number** in this field to select one of the displayed warehouse locations to change or delete. You do not need to key a Warehouse Location. After pressing ENTER, you may change the quantity of items assigned to this warehouse location in the **Qty** field, or delete this assignment by pressing F24=DELETE (you will not be able to change this field or the **Warehouse Location** field). Also use this field to select a location containing serial numbered or lot items for entry or review. Lot and serial number items may be reviewed by pressing F5=REVIEW. (N 2,0) Optional
Warehouse Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. If you select one of the displayed locations in the **Sl** field, this field will display the selected location number after pressing ENTER. If you do not select one of the displayed locations in the **Sl** field, use this field to assign the item to a warehouse location. When you leave the **Sl** field blank, key the warehouse location and the quantity of items to assign to that location. If you do not know which location to assign the item to, key ? to display the Used Locations Screen (p. 5-102). (A 16) Optional
Qty	The quantity of items to assign to a warehouse location. If you select a location to change (using the **Sl** field and pressing ENTER), you may change the quantity of items assigned to that location in this field. If you are assigning the item to a new warehouse location (leave the **Sl** field blank and key a **Warehouse Location**), key the quantity of items to assign to the new location. The unit of measure for the quantity assigned is displayed to the right of the quantity. (N 10,3) Optional

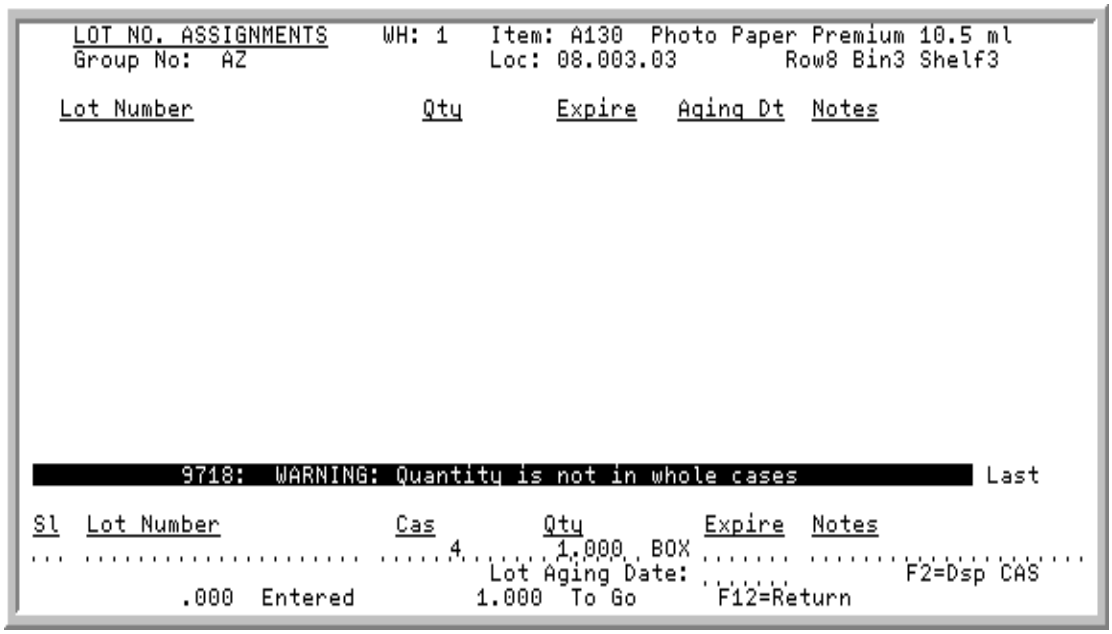
Location Receipts Assignments Screen Fields and Function Keys

Field/Function Key	Description
Entered/To Go	These fields display only if you are currently putting away items. The quantities of items indicated that already have locations assigned, and the number that are left to do.
F2=Dsp UOM	Display Dsp **UOM**, where **UOM** is the stocking unit of measure or case quantity unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU WMFILE). The F2=DSP UOM function key displays only if the item you are reviewing is a case quantity item. Press the F2=DSP UOM key to toggle between a display of quantities in the item's stocking unit of measure or in the case quantity unit of measure.
F5=Review Serials	The F5=REVIEW SERIALS function key displays for serial number items only. Press F5=REVIEW SERIALS to add, change, review, or delete the serial numbers for the items assigned to this location. The the Serial No. Assignments Screen (p. 5-87) will appear.
F5=Review Lots	The F5=REVIEW LOTS function key displays for lot items only. Press F5=REVIEW LOTS to display the Lot No. Assignments Screen (p. 5-87), where you may add, change, review, or delete the lot numbers for the items assigned to this location.
F7=Page Down / F8=Page Up	The F7=PAGE DOWN / F8=PAGE UP keys are only available on the Miscellaneous Receipt Entry Screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen.
F17=Dlt All	Press F17=DLT ALL to delete all of the location assignments that have been made for the current item. Press F17=DLT ALL a second time to confirm the deletion. All location assignments on this screen will be removed. To delete an individual location assignment, see F24=DELETE.

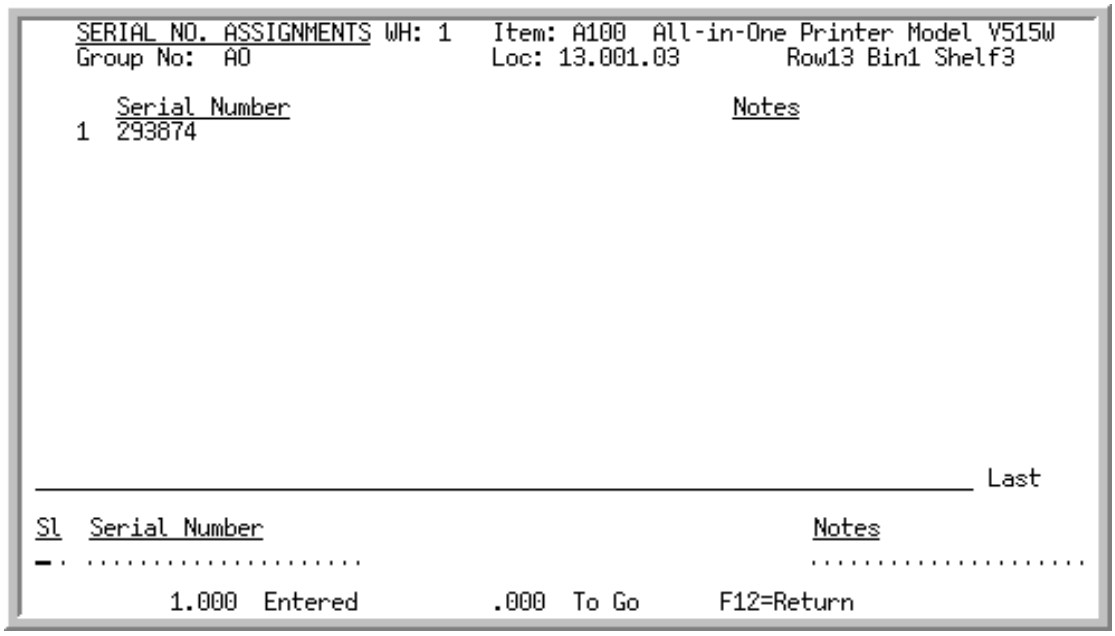
Location Receipts Assignments Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays only after selecting a **Reference Number** in the **Sl** field Press F24=DELETE to delete the selected assignment. The assignment is removed from this screen and the item will then display on the Receiving PO Item Selection Screen (p. 5-75) with the open order quantity. To delete all of the assignments defined for this item, see F17=DLT ALL.
Enter	Press ENTER to confirm your selections. If you keyed ? in the **Warehouse Location** field, the Used Locations Screen (p. 5-102) will display. If you keyed a location for a lot item, the Lot No. Assignments Screen (p. 5-87) will display. If you keyed a location for a serial number item, the Serial No. Assignments Screen (p. 5-87) will display. If you keyed a location for a regular item, this screen will re-display. Press F12=RETURN to continue with the next item in the group.

Lot No. Assignments Screen



Serial No. Assignments Screen



The Lot No. Assignments Screen displays after you do any of the following:

- Press F5=REVIEW LOTS from the Location Receipts Assignments Screen (p. 5-82), once you have selected a lot item assignment.
- Press ENTER from the Location Receipts Assignments Screen (p. 5-82), once you have keyed a warehouse location to store a lot item.

- Press ENTER from the Used Locations Screen (p. 5-102), once you have selected the warehouse location to assign a lot item, when the auto-reserve function is not activated.

The Lot No. Assignments Screen is used to add, change, review, or delete the lot numbers of lot items that are assigned to warehouse locations.

The Serial No. Assignments Screen displays by doing any of the following:

- Pressing F5=REVIEW SERIALS from the Location Receipts Assignments Screen (p. 5-82) after selecting a serial number item assignment.
- Pressing ENTER from the Location Receipts Assignments Screen (p. 5-82) after keying a warehouse location to store a serial number item.
- Pressing ENTER from the Used Locations Screen (p. 5-102) after selecting the warehouse location to assign a serial number item, when the auto-reserve function is not activated.

The Serial No. Assignments Screen is used to add, change, review, or delete the serial numbers of serial number items that have been assigned to warehouse locations.

NOTE: This is a roll screen, **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
WH Vendor	The number of the associated warehouse and, if applicable, the number of the vendor. Display
Item	The number and description of the item. Display
Group No PO Number	The group number being received or the company and purchase order number for items being pre-received. Display
Receiver	The number of the receiver, if applicable. Display
Loc	The warehouse location number and description where this item has been assigned/pre-received. Display

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of the lot number or serial number displayed. Key this number in the **Sl** field to select a lot number or a serial number to change or delete. Display
Lot Number	This field only displays on the Lot No. Assignments Screen. The lot number(s) of the item(s) assigned to this warehouse location. Display
Serial Number	This field only displays on the Serial No. Assignments Screen. The serial number for each item assigned to this warehouse location. Display
Qty	This field only displays on the Lot No. Assignments Screen. The quantity of items in each lot. The sum of the quantities of all lots keyed on this screen must equal the quantity of items selected to pre-receive in this warehouse location. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the quantity in the case quantity unit of measure or in the stocking unit of measure. Display
Expire	This field only displays on the Lot No. Assignments Screen. The expiration date of the lot, if any. Display
Aging Dt	This field only displays on the Lot No. Assignments Screen. The aging date of the lot item, if one was entered. Display
Notes	The notes keyed for this lot number or serial number, if any. When keying an assignment on this screen, you may optionally key up to 20 characters of notes regarding the lot number or serial number being assigned. Display
Sl	Used to select one of the lot numbers or serial numbers displayed (i.e., that has already been entered) for modification or deletion. (N 2,0) Optional

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
Lot Number	This field only displays on the Lot No. Assignments Screen. This field is not required if the item is defined as a fixed or variable case quantity item through Item Balance Maintenance (MENU IAFILE). Use this field to assign a lot number to this item. When changing an existing lot number assignment, you cannot change this field. Instead, you must delete the assignment for the lot number, and re-enter the assignment with the new lot number. If a lot item is set up to require unique lot numbers in Item Master Maintenance (MENU IAFILE), every lot number identified during receipt processing will be checked to ensure that it does not already exist in inventory that is on-hand or in any inventory receipt transaction. NOTE: If the item is a case quantity item, the quantity of items per the case is appended to this lot number in the format -nnnn. For example, if the lot number that you specify for a case quantity receipt is 100, and there are 12 items in a case, W/M appends -0012 or -000012 [depending on the case quantity length identified through Warehouse Management Options Maintenance (MENU WMFILE)] to the lot number; the entire lot number becomes 100-0012 or 100-000012. (A 20) Required/Optional
Cas	This field only displays on the Lot No. Assignments Screen. This field displays only if this lot item is a fixed or variable case quantity item as defined in the **Case Qty Flag** field (F or V) through Item Balance Maintenance. Also note that the field length of this case quantity field is determined through Warehouse Management Options Maintenance (MENU WMFILE). For case quantity items, this field displays the quantity the item received in each case. If this item is a variable case quantity item, you may change the quantity of items received in the case using this field. If this is a fixed case quantity item, you cannot change the value displayed. *Default Value:* The case quantity of this item as defined through Item Balance Maintenance (N 4,0 or 6,0) Optional
Qty	This field only displays on the Lot No. Assignments Screen. Key the quantity of items in the lot being added or changed. Displayed to the right of this field is the unit of measure in which this item is assigned to this warehouse location. For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the quantity in the case quantity unit of measure or in the stocking unit of measure. (N 10,3) Optional

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
Expire	This field only displays on the Lot No. Assignments Screen. If the lot item has been defined to require an expiration date through Item Master Maintenance (MENU IAFILE), you must key the expiration date of the lot in this field. Otherwise, you may optionally key the expiration date of the lot. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Required
Serial Number	This field only displays on the Serial No. Assignments Screen. Use this field to add a serial number for this item assignment, or to change the Notes for an existing serial number that was selected in the **SI** field. You cannot change a serial number using this field. To change a serial number, you must delete the serial number and enter the new serial number for the item. (A 20) Optional
Notes	You may optionally key up to 20 characters of notes for this lot number or serial number item assignment. These notes will display at the top of this screen. (A 20) Optional

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
Lot Aging Date	If you are authorized to change or override the aging date for a lot item, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY), this field is input-capable. This field allows you to override the aging date for the lot item at the lot assignment line-level. Key the Age Date for the lot item. This date will then be used (when the PO group is posted) instead of the receipt date entered at the PO receiver/group header level (via PO Processing), or the transaction date entered for the IA group (via IA Processing). If a date is not entered here, when the PO group is posted, the PO group header receipt date will be used as the lot aging date. If you are not authorized to change or override the aging date for a lot item, this field will still display on this screen but it will be protected. If no lot aging date could be entered, the PO group header receipt date would be used as the lot aging date for the received lot items when the group posts. NOTE: If a WM Location Balance File (WMBAL) record already exists for the same item/lot number/location for the assignment line where the lot aging date is being entered, but stored with a different WMBAL lot aging date, you will receive a warning message. This message will inform you to select another location to receive this lot item into, if you do not want to update the lot aging date of this pre-existing WMBAL record with the earliest date (of the two). *Valid Values:* a valid calendar date in the **Default Date Format** for this user, as specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date keyed must be in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display
Entered	**Lot Items** This number tells you the quantity of lot numbers that you have already keyed for this lot (i.e., this is the sum of the **Qty** fields for this lot item). When you have completed entering lots, this number should equal the quantity of items specified to store in this location. For case quantity items, this field may be toggled with the F2 =DSP UOM function key to display the quantity in cases or in the stocking unit of measure. **Serial Items** This number tells you how many serial numbers have been keyed for this item assignment. When you have completed entering serial numbers, this number should equal the quantity of the item specified to store in this location. Display

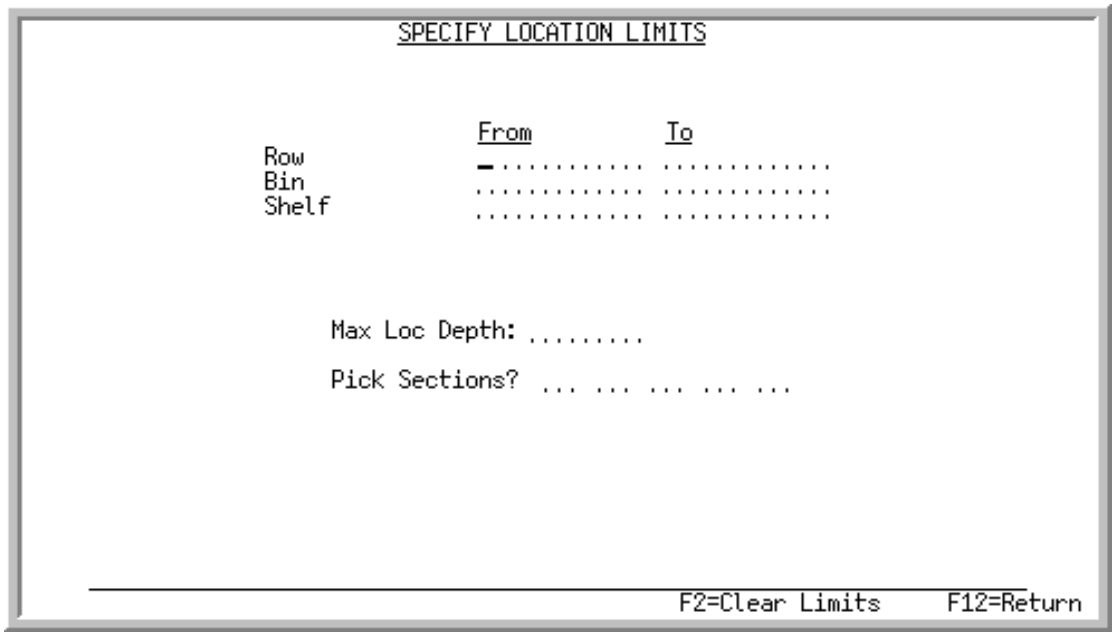
Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
To Go	**Lot Items** This number tells you the quantity of lot numbers that you need to enter. This number is calculated by subtracting the quantity of lots **Entered** from the quantity of items specified to store in this location. If this number is not 0, then you will need to enter additional lot numbers to remove the * displayed on the Location Receipts Assignments Screen (p. 5-82). For case quantity items, this field may be toggled with the F2 =Dsp UOM function key to display the quantity in the case quantity unit of measure or in the stocking unit of measure. **Serial Items** The number preceding this field tells you how many more serial numbers you need to enter. This number is calculated by subtracting the number of serial numbers **Entered** from the quantity of items to store in this warehouse location. If this number is not 0, then you will need to enter more serial numbers to remove the * displayed on the Location Receipts Assignments Screen (p. 5-82). Display
F2=Dsp UOM	The F2=Dsp UOM function key displays only for case quantity items. Press the F2=Dsp UOM key to toggle between a display of quantities in the case quantity unit of measure or in the stocking unit of measure, where the initial **UOM** is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE).
F12=Return	Press F12=Return to return to the previous screen.
F24=Delete	The F24=Delete function key displays only if you selected a lot number or a serial number in the **Sl** field and pressed Enter. Press F24=Delete to delete the lot number or the serial number. The number **Entered** is decreased by the quantity of items being deleted, and the number **To Go** is increased by the quantity of items being deleted.

Lot No. Assignments Screen and Serial No. Assignments Screen Fields and Function Keys

Field/Function Key	Description
Enter	**Lot Items** Press ENTER to confirm you selections. When adding new lots, the lot number keyed will appear in the top portion of the screen. After entering the lot number which completes the lot number assignments for this warehouse location, the Location Receipts Assignments Screen (p. 5-82) or the Used Locations Screen (p. 5-102) displays. **Serial Items** Press to confirm your selections. When adding new serial number, the serial number keyed will appear in the top section of the screen. After adding the serial number of the final item to store in this location, the Location Receipts Assignments Screen (p. 5-82) or the Used Locations Screen (p. 5-102) displays.

Specify Location Limits Screen



Use this screen to limit the locations displayed on the Receiving PO Item Selection Screen (p. 5-75) or Available Locations Screen (p. 5-112) (when using Auto Put-Away) by warehouse location number segment values, maximum location depth, and picking sections. This is helpful for you to better select the warehouse location in which an item should be put away.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

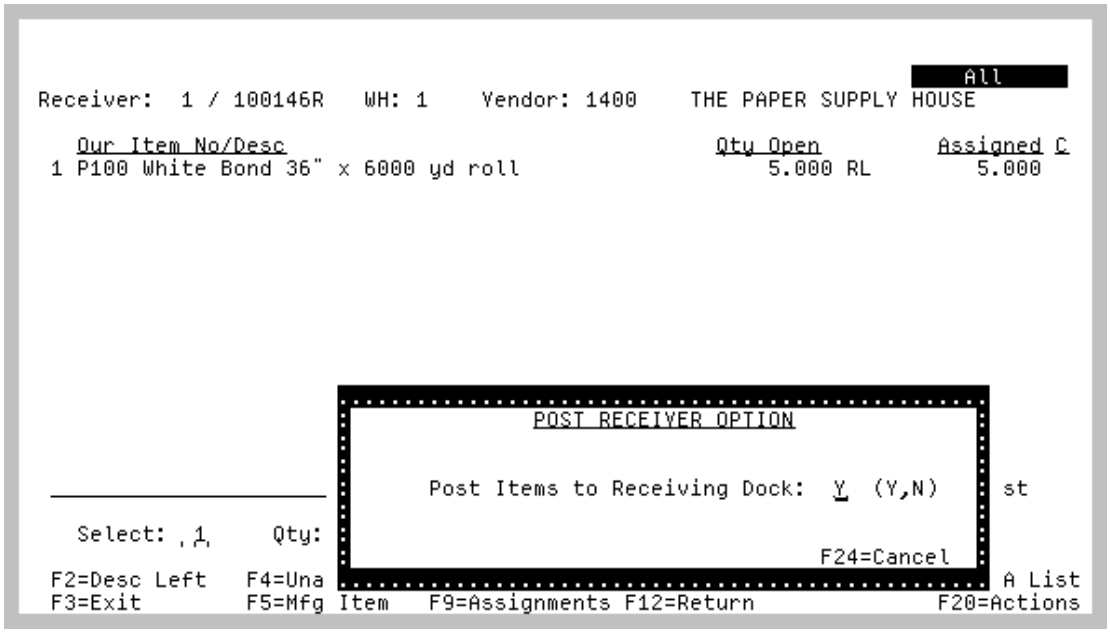
Specify Location Limits Screen Fields and Function Keys

Field/Function Key	Description
Location Number Segment	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location number segments that have been defined for W/M are displayed in this column. For each of these segments, you may specify a From and To value to display on the Receiving PO Item Selection Screen (p. 5-75) or the Available Locations Screen (p. 5-112). Display
From/To	Key the range, for each warehouse location number segment, of the locations to display on the Receiving PO Item Selection Screen (p. 5-75) or the Available Locations Screen (p. 5-112). (2 @ A 15) Optional

Specify Location Limits Screen Fields and Function Keys

Field/Function Key	Description
Max Loc Depth	Use this field to display only those warehouse locations with a location depth that is less than or equal to a specified location depth. Key the location depth [in the dimension unit of measure defined through Warehouse Management Options Maintenance (MENU WMFILE)] for which the warehouse locations displayed will have the same or lower value location depth. Leave this field blank to display warehouse locations regardless of their location depth. (A 15) Optional
Pick Sections	Use this field to limit the warehouse locations displayed to only those that are assigned to up to five picking section codes. Key up to five picking section codes to limit the warehouse locations displayed to those that are in the same picking section. Warehouse locations are assigned to a picking section through Location Master Maintenance (MENU WMFILE). Leave these fields blank if you do not wish to limit locations by picking section. *Valid Values:* Must be a valid picking section code that has been defined through Picking Sections Maintenance (MENU WMFILE) (5 @ A 2) Optional
F2=Clear Limits	Press F2=CLEAR LIMITS to clear any of the limits that have been specified on this screen. The Receiving PO Item Selection Screen (p. 5-75) or Available Locations Screen (p. 5-112) will display without using any of the limits previously specified on this screen.
F12=Return	Press F12=RETURN to return to the Receiving PO Item Selection Screen (p. 5-75) or Available Locations Screen (p. 5-112) without selecting or changing any warehouse location limits.
Enter	Press ENTER to confirm your selections. The Receiving PO Item Selection Screen (p. 5-75) or Available Locations Screen (p. 5-112) appears, displaying the locations that match the criteria specified on this screen.

Post Receiver Option Screen



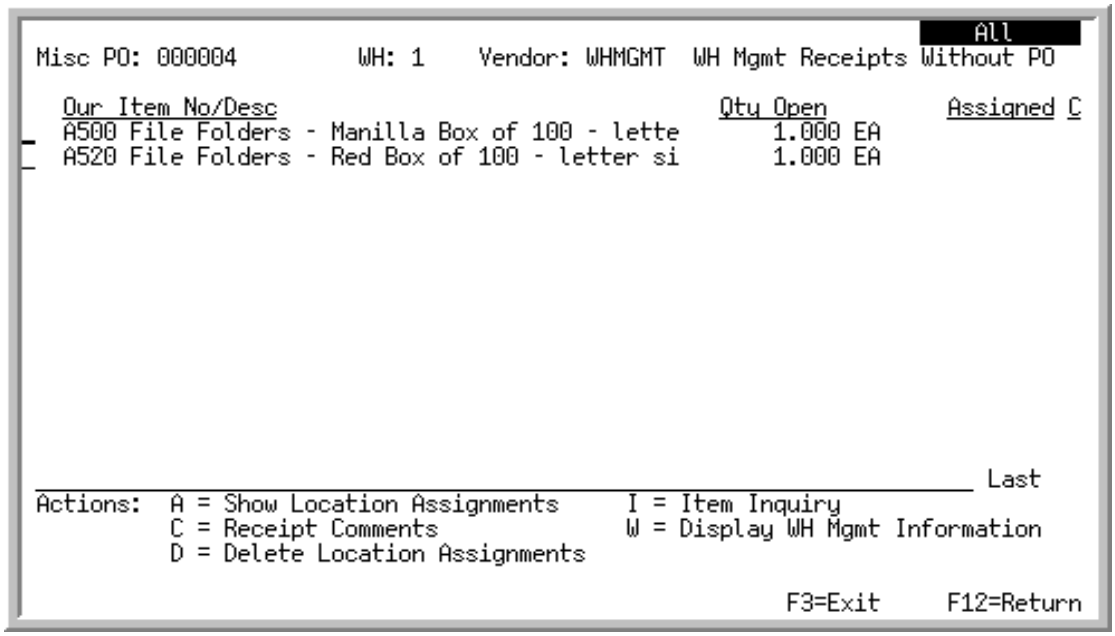
If you have already printed the Put-Away List, Put-Away Labels, and optionally Item Labels, for the receiver selected when pressing F5=PUT AWAY LIST on the Miscellaneous Receipts List Screen (p. 5-65), pressing F16=P/A LIST on the Receiving PO Item Selection Screen (p. 5-75), or pressing F5=P/A LIST on the R/F Put-Away Status Selection Screen (p. 5-180) this pop-up window displays when Radio Frequency is installed.

When Radio Frequency is installed and **Use Auto Put-Away** has been set to Y through Warehouse Management Options Maintenance (MENU WMFILE), all items in the receiver may be automatically posted to the receiving dock immediately following the printing of the Put-Away List. The receiving dock is defined as all 4's (e.g., 44.444.44). If you have selected the option to prompt for a response as to whether or not this posting to the receiver dock should occur, this pop-up window will display.

Post Receiver Option Screen

Field/Function Key	Description
Post Items To Receiving Dock	Key a Y to in this field to have one transaction processor job post all items to the receiving dock automatically at the completion of the Put-Away List print. Then, with the Radio Frequency Transaction Manager devices, as each item is physically put-away by keying or scanning the location and using the F1=STORE function key, an immediate move transaction occurs from location 44.444.44 to the originally selected location. Since the transaction processor posting job has already occurred, the inventory becomes immediately available. For details about posting items to the receiving dock, refer to the related description provided for Warehouse Management Options Maintenance (MENU WMFILE). Key a N in this field if items should not be posted to the receiving dock at the completion of the Put-Away List print. Instead, normal posting of items to the reserved location is to occur, at the completion of the put-away process for all the items in the receiver.
F24=Cancel	Press F24=CANCEL to not print any labels for this put-away list.
Enter	Press ENTER to print put-away labels and/or item labels based on the selection criteria specified.

Receiving Item Action Selection Screen



This screen displays after pressing F20=ACTIONS from the Receiving PO Item Selection Screen (p. 5-75). Use this screen to perform any of the following functions for a displayed item:

- Display or delete location assignments
- Access receipt comments
- Access the item inquiry for the item
- Display the item's warehouse management information

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD to display the next screen
* PAGE UP or SHIFT-ROLL BACK to display the previous screen.

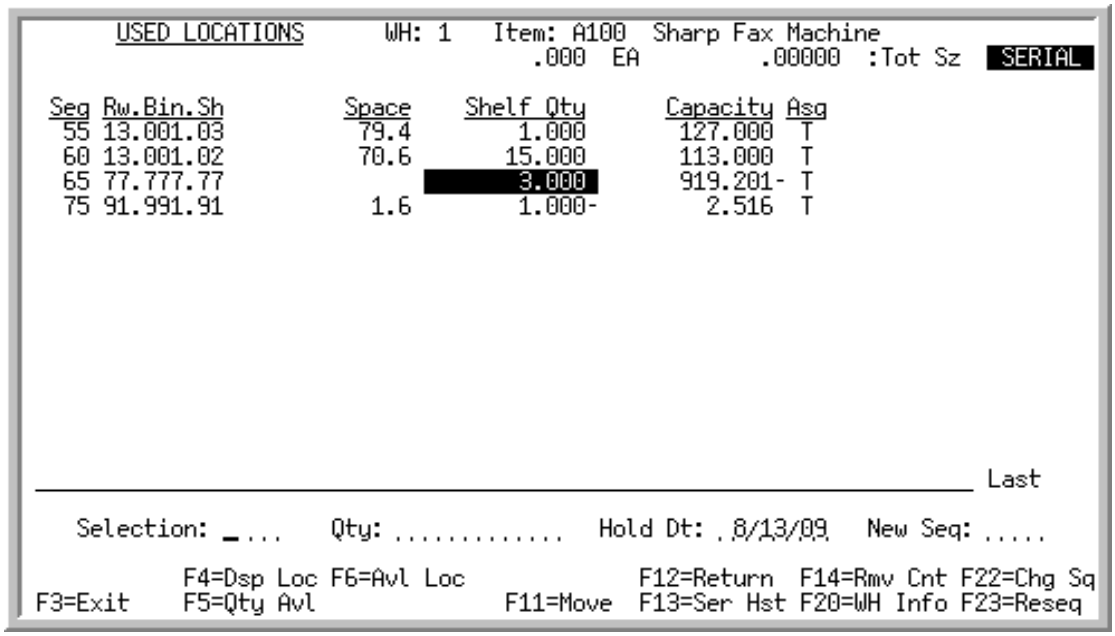
Receiving Item Action Selection Screen Fields and Function Keys

Field/Function Key	Description
Misc PO / PO No / Receiver	The field heading will change and be specific to the exact function being performed: receipt for a miscellaneous purchase order, receipts for an individual PO, or receipts in a receiver. **Misc PO:** This field displays the miscellaneous purchase order number being processed for this receipt. **PO No**: This field displays the purchase order number being processed for this receipt. **Receiver**: This field displays the company and receiver number being processed for this receipt. Display
WH	The warehouse into which the item is being received.
Vendor	For purchase order receipts, the vendor number and name of the purchase order being received. When processing miscellaneous receipts, vendor number **WHMGMT** is automatically assigned.
(Reference)	Use the Reference field to key an appropriate action to be completed. Key one of the action codes next to each of the items for which you wish to perform the function. The available action codes are: • A - Show Location Assignments • C - Receipt Comments • D - Delete Location Assignments • I - Inventory Status Screen of the Item Inquiry • W - Display WH Mgmt Information Refer to the field description for the ENTER key to identify those screens that will be accessed when selecting each of these action codes. (A 1) Required
Our Item No/Desc	This field displays the items that are being received without a specific purchase order assigned. Display
Qty Open	This field shows how many of each item on the purchase order you are expecting to receive. If none of the items have been received, the quantity displayed is the quantity ordered. If an individual item has been partially received, the quantity displayed is the quantity that has not been received (i.e., the quantity open). The open quantity unit of measure (U/M) is also displayed. Display

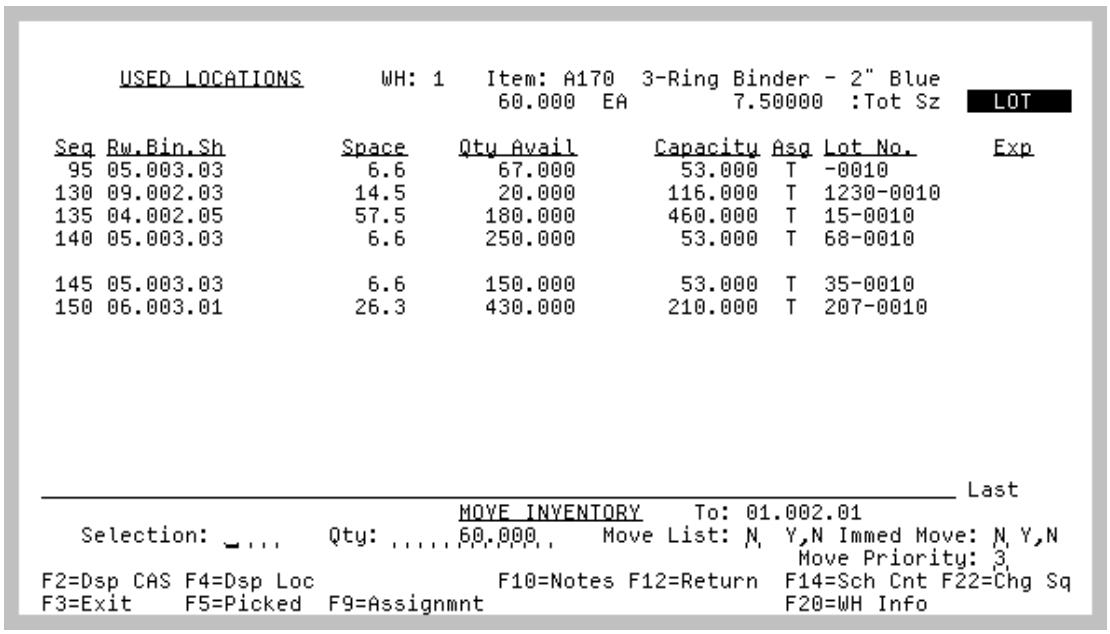
Receiving Item Action Selection Screen Fields and Function Keys

Field/Function Key	Description
Assigned	This field shows how many items have already been assigned to warehouse locations. If an item has been pre-received, the quantity of items that have been assigned is displayed in this column. If an item has not been pre-received, this column is blank. Display
C	This identifies if any transaction comments exist for the displayed item. If no comments exist, this column is blank. If comments do exist, a C displays in this column. Display
F3=Exit	Press the F3=EXIT function key to return to MENU WMMAIN.
F12=Return	Press the F12=RETURN function key to return to the Receiving PO Item Selection Screen (p. 5-75).
Enter	After selecting an **Action** of A for an item and pressing ENTER, the Lot No. Assignments Screen (p. 5-87) or the Serial No. Assignments Screen (p. 5-87) will display, if applicable. From there, you will be presented with the Location Receipts Assignments Screen (p. 5-82). NOTE: If you previously assigned locations to this item, this item has a location override associated with it, or the item is neither a lot nor serial number item, you will be presented with the Location Receipts Assignments Screen (p. 5-82) immediately. After selecting an **Action** of C and pressing ENTER, the *I/A Receipt Comment Maintenance Screen* will display. For details, refer to this screen as described in Enter or Change Receivers or PO Receipts (MENU POMAIN) in the Purchasing User Guide. After selecting an **Action** of D and pressing ENTER, the location assignments will be deleted, and you will be returned to the Receiving PO Item Selection Screen (p. 5-75). After selecting an **Action** of I and pressing ENTER, the *Inventory Status Screen* of the Item Inquiry displays. Refer to the Inventory Accounting User Guide for more information. After selecting an **Action** of W and pressing ENTER, the WH Mgmt Item Information Screen (p. 5-119) will display.

Used Locations Screen



Used Locations - Move Inventory Screen



Th Used Locations Screen displays the warehouse locations where an item is currently stored. Locations are displayed in assignment sequence; the first location to which the item was assigned in displayed at the top of the screen, the most recent location to which the item was assigned displays at the bottom of the list. For lot control items, if there are multiple lot numbers in a single location, the location will be listed with each lot number. There are two exceptions to this sequence:

- If the item is a lot item with an expiration date, locations are sequenced by the expiration date of the lot item
- If the item does not require an expiration date and a location is defined to be **Used First** through Location Master Maintenance (MENU WMFILE), usually front line picking locations, it is the first location displayed; all other locations are displayed in assignment sequence.

If you keyed a quantity to store on the Warehouse Management Selection Screen (p. 5-6), this screen is used to put away items in the locations where the same item is currently stored. If you did not key a quantity to store on the Warehouse Management Selection Screen (p. 5-6), use this screen to display all of the warehouse locations where the item is currently stored.

This screen also displays:

- after you select an item to pre-receive on the Receiving PO Item Selection Screen (p. 5-75) or the Location Receipts Assignments Screen (p. 5-82)
- when you are performing a suggested move selected on the Suggested Movements Screen (p. 5-132)
- when you press F10=CONTINUE on the Put-Away Complete Screen (p. 5-49) and the auto put-away cannot be completed successfully.

The Used Locations - Move Inventory Screen displays after pressing ENTER on the Suggested Movements Screen (p. 5-132). It is used to select the warehouse location and quantity of items to move for the location selected on the Suggested Movements Screen (p. 5-132).

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
WH	The warehouse for which locations containing the item are displayed. Display
Item	The item number and item description for the selected transaction. Display
Quantity	The quantity and unit of measure of items to put away; this was selected in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). If no quantity is displayed, then this screen is used for inquiry. Display

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Tot Sz	The total size of all the quantity of items being put away, or if a pallet item, total size of pallets if larger. This is calculated by multiplying the quantity of items by the size of one item. The size of the item is specified through Item Master Maintenance (MENU IAFILE). Display
Item Information	For lot control or serial items, the type of item shown is displayed in reverse image text in the upper right corner of the screen: **Lot**, or **Serial**. If you are putting away an item and the item tracks country of origin, the country of origin will display on this screen to assist you in selecting a location for the item. Display
Seq	The sequence of the location displayed on this screen. This sequence is used by O/E to determine from which location an item is picked. When an order is keyed for the item, that item can be picked from the first location displayed on this screen (i.e., the location that is assigned the lowest sequence number). If that location is empty, then the item is picked from the next location displayed. This original sequence for each location is the sequence in which the item was assigned to the location (called assignment sequence). This sequence ensures that locations are displayed for selection according to a FIFO inventory. Locations that are specified to be Used First display at the top of the list unless it is a location that contains lot items that require an expiration date, in which case the location will display in sequence by expiration date. You may change the sequence number of a displayed item on this screen by keying the current sequence number in the **Selection** field, keying the desired new sequence number in the **New Seq** field and pressing F22=CHG SQ. Change sequence numbers when you want to change the picking locations for an item. Sequence number **9005** is assigned automatically for locations that are held for a lot/serial item with a lot/serial number of **RESERVED**. Once a purchase order receipt is posted, the location is no longer held for the item. Display
Warehouse Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location where the item is currently stored, in the W/M warehouse location number format. Display

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Space	The total amount of space available, in cubes, in this warehouse location. This is determined by subtracting the amount of space used by items already in the location from the total cubic size of the location. Display
Shelf Qty / Qty Avail / Qty Picked	This field displays either the shelf quantity, the quantity available, or the quantity picked of the item in the corresponding location. You may toggle the quantity displayed using the F5=PICKED / F5=QTY AVL / F5=SHLF QTY function key. The shelf quantity is the quantity of items that are actually in the location according to Distribution A+, before any items are used or picked. These quantities are updated when Day-End Processing is performed. The quantity available is the difference between the Shelf Quantity and the Quantity Used [the quantity used is the quantity of items that have been reserved in the location, but have not been picked (i.e., ship confirmed)]. **CALCULATION:** **Available = On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty** ***Return quantity is the sum of all the quantity returned for open orders with Allocate Inventory = Y.** The quantity picked is the quantity of items that have been picked. For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display quantities in the item's stocking unit of measure or in the case quantity unit of measure. The quantities in this column will be displayed in reverse image if the warehouse location for the item is flagged as an **Unavailable** location. Refer to the Location Maintenance Screen (p. 26-6) for more information. Display

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Capacity	The capacity of the warehouse location for this item is the total quantity of the selected item that can be stored in the location. For warehouse locations that are assigned permanent items, this capacity is the same value specified as the restock quantity of the location. For locations that are not assigned permanent items, the quantity displayed in this column is calculated by dividing the cubic size of the item into the cubic size of the space available in the location. Item sizes are specified through Item Master Maintenance (MENU IAFILE) in cubic units; and the location is assigned a size, in cubic units, through Location Master Maintenance (MENU WMFILE). For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display shelf capacities in the item's stocking unit of measure or in the case quantity unit of measure. Display
Asg	The assignment code which indicates if items are temporarily or permanently assigned to a warehouse location. Additionally, this column indicates if the location has been held for a specific quantity of items. **T** displays if the warehouse location has been assigned to store an item temporarily. **P** displays if the warehouse location has been assigned to store an item permanently. **H** displays next to the assignment code if the warehouse location is held for a quantity of items; otherwise, only the assignment code (if any) displays. Display
Notes / COO / Lot No & Exp	When the selected item is a lot control item, This column may be toggled with the F10=NOTES / F10=LOT function key to display one of the following: **Notes**: If any notes have been keyed for an item in a warehouse location [on the Location Information Item Detail Screen (p. 5-25)], those notes are displayed in this column. **COO**: If a country of origin exists for the specified item in a warehouse location, the origin is displayed in this column. This column displays only if the item tracks country of origin. **Lot No** and **Exp**: If the item displayed on this screen is a lot item, the heading of this column indicates **Lot** and an additional **Exp** column displays. These columns show the lot numbers and expiration dates for the item warehouse locations listed. These columns display only if the item is a lot item. Display

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Selection	For the Used Locations Screen, the **Selection** field is used to select one of the displayed warehouse locations to perform any of the following: • Put away a quantity of items in the selected location • Review the location inquiry [Location Information Screen (p. 5-18)] with the F4=DSP LOC key • Select the location to move items from when moving inventory with the F11=MOVE key • Change the sequence number of a location with the F22=CHG SQ key • Display assignments for regular items or lot items. Key the **Seq** number of the location to select. Next, key the quantity to put away in the **Qty** field, or select the desired function key. For the Used Locations - Move Inventory Screen, the **Selection** field is used to select one of the displayed warehouse locations that inventory is to be moved from, for the suggested move. Key the sequence number for the corresponding warehouse location. (N 4,0) Optional
Qty	For the Used Locations Screen, the quantity of items to put away in the selected warehouse location. This quantity cannot be greater than the quantity specified in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). A warning message will display when you attempt to put away an item under the following conditions: • The quantity to put away exceeds the space in the location. • The location where you are putting the item is not the same location class that has been assigned to the item. For the Used Locations - Move Inventory Screen, key the quantity of items, in the default unit of measure, that are to be moved from the warehouse location selected in the **Selection** field to the warehouse location indicated in the **To** field. *Default Value:* For the Used Locations Screen, the default is blank. For the Used Locations - Move Inventory Screen, the default is the quantity that has been suggested to move, which displayed on the Suggested Movements Screen (p. 5-132). (N 10,3) Optional

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Hold Dt	This field only displays on the Used Locations Screen. The hold date used when putting away inventory. Use this field so a location will not be used for a different item or shipment. As long as this location is held for an item, the quantity stored for the location reflects the location quantity as if it contains the items for which the location is held. The warehouse location will be held until the date specified in this field passes. When this occurs, the warehouse location is no longer held for the item, and the location will be available to stock other items. *Default Value:* One day after the current date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
New Seq	This field only displays on the Used Locations Screen. Use this field to display the sequence number of a location for this item. Key the existing sequence number in the **Selection** field and the new sequence number in this field, then press F22=CHG SQ to change the sequence number. (N 4,0) Optional
To	This field only displays on the Used Locations - Move Inventory Screen. The warehouse location that a move has been suggested to move to, as selected on the Suggested Movements Screen (p. 5-132). Display
Move Lst	This field only displays on the Used Locations - Move Inventory Screen. Key the quantity of items, in the default unit of measure, that are to be moved from the warehouse location selected in the **Selection** field to the warehouse location indicated in the **To** field. *Default Value:* The quantity that has been suggested to move, which displayed on the Suggested Movements Screen (p. 5-128). (N 10,3) Optional
Immed Move	This field only displays on the Used Locations - Move Inventory Screen. Use this field to specify whether the move being entered will be moved immediately. If so, then the move is considered immediate and there is no need to include the move on a Move List. Key Y if the move is immediate. Key N if the move is not immediate. (A 1) Required

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
Move Pty	This field only displays on the Used Locations - Move Inventory Screen. Use this field to specify a move priority for this move. Move priority is the priority that will be used within the move queue. 1 is the highest priority, 9 is the lowest priority, and 5 is a medium priority. *Default Value:* 5 (medium priority). However, if the quantity available in the move to location is less than or equal to zero, the default value will be 3. *Valid Values:* A number between 1 and 9. (N 1,0) Required
F2=Dsp UOM	The F2=DSP UOM function key displays only for case quantity items. Press the F2=DSP UOM / F2=DSP CAS key to toggle between a display of the item quantity and the location capacity in the case quantity unit of measure or in the stocking unit of measure, where the initial **UOM** is the stocking or case unit of measure selected as the **Default Display U/M for Case Qty Items** through Warehouse Management Options Maintenance (MENU WMFILE).
F3=Exit	Press F3=EXIT to exit from this option and return to the main menu.
F4=Dsp Loc	Press the F4=DSP LOC function key to display the location inquiry for the location selected in the **Selection** field. The Location Information Screen (p. 5-18) will display.
F5=Picked / F5=Qty Avail / F5=Shelf Qty	The F5=PICKED / F5=QTY AVAIL / F5=SHLF QTY function key is used to toggle between showing the quantity available, the shelf quantity, and the quantity picked, in the corresponding warehouse location. Press the F5=QTY AVL function key to display the quantity available in the warehouse location. The quantity available is calculated as: **CALCULATION:** **Available = On-hand - Allocated + In Process - Unavailable + Return Qty* + Special Order Qty** ***Return quantity is the sum of all the quantity returned for open orders with Allocate Inventory = Y.** Press the F5=SHLF QTY function key to display the shelf quantity in the warehouse location. The shelf quantity reflects the quantity available, less the quantity of items on the shelf before any are reserved for picking (quantity used) or shipped (quantity picked). Press the F5=PICKED function key to display the quantity of items picked from this warehouse location. The quantity picked reflects the quantity of items that have been picked from the warehouse location and have been ship confirmed.

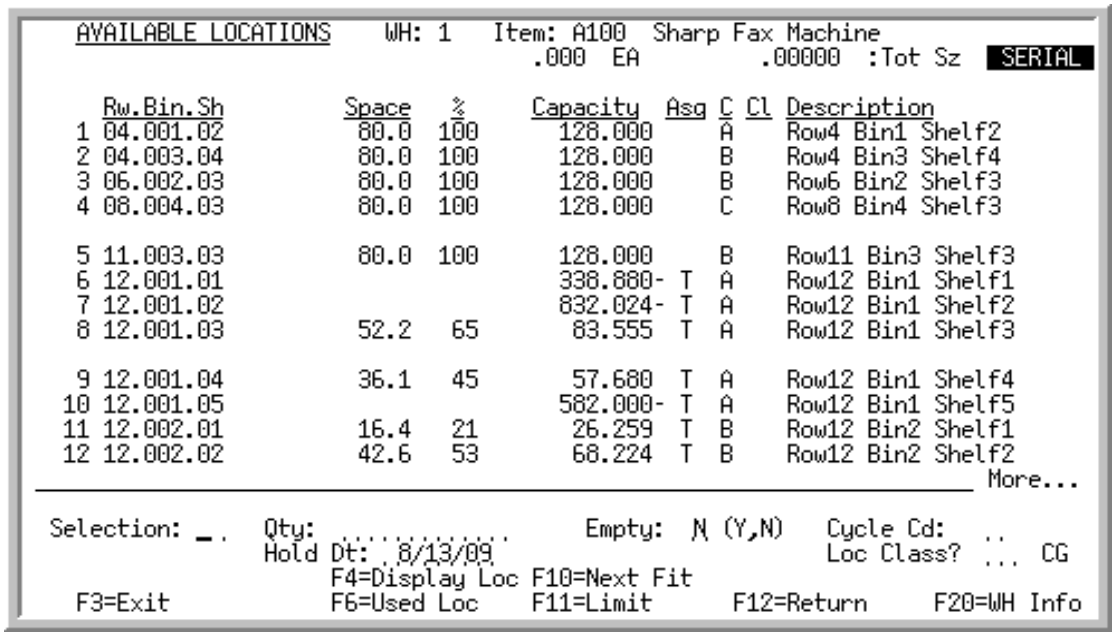
Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
F6=Avl Loc	Press F6=AVL LOC to display other warehouse locations to store this item. The Available Locations Screen (p. 5-112) will display.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Assignmnt	The F9=ASSIGNMNT function key only displays if the item on the screen is a regular item or a lot item. For those lines that have assignments, key a **Seq** number in the **Selection** field and press F9=ASSIGNMNT to display assignments for the warehouse location. The Item/Lot/Serial Assignments Screen (p. 5-32) will display.
F10=Lot/Exp / F10=Notes / F10=COO	This function key only displays for a serial number item, a lot item, or an item tracking country of origin. The F10=LOT/EXP / F10=NOTES / F10=COO toggle function key to display either the lot number and expiration date, the item notes if any exist or the COO for the specific receipt. Press the F10=NOTES function key to display the notes that have been entered for this item. Notes are keyed on the Location Information Item Detail Screen (p. 5-25). The F10=LOT/EXP function key displays only if the item on the screen is a lot item. Press the F10=LOT/EXP function key to display the lot numbers of lot items and their expiration dates. The F10=COO function key displays only if the item on the screen is set to track country of origin. Press the F10=COO function key to display the country of origin, if one exists for the item in the warehouse location.
F11=Move	Press F11=MOVE after selecting a sequence number in the **Selection** field to move the item in the selected location to a different location. The Move Item Screen (p. 5-122) will display. If a location is reserved (i.e.,., assigned a sequence number of 9000 through 9999), you cannot move the item in that location.
F12=Return	On the Used Locations Screen, press F12=RETURN to return to the initiating previous screen.

Used Locations and Used Locations - Move Inventory Screen Fields and Function Keys

Field/Function Keys	Description
F13=Lot Hst F13=Ser Hst	The F13=Lot Hst function key only displays if the item being reviewed is a lot item. If the item is a serial item, this function key displays as F13=Ser Hst. Press F13=Lot Hst or F13=Ser Hst to display the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F14=Sch Count / F14=Rmv Count	Press F14=Sch Count / F14=Rmv Count to toggle between scheduling or removing an item from an immediate cycle count. Press F14=Sch Count to schedule an item for an immediate cycle count. Press F14=Rmv Count to remove an item from the immediate cycle count schedule.
F20=WH Info	The F20=WH Info function key is only applicable if item dimensions have been keyed for the item in the Item Master File. To key item dimensions, the warehouse management option for the location definition must be set to allow item dimensions. Press the F20=WH Info function key to display detailed information about the current item on the WH Mgmt Item Information Screen (p. 5-119).
F22=Chg Sq	When changing a sequence number, press the F22=Chg Sq key after keying the current sequence number in the **Selection** field, and the new sequence number in the **New Seq** field.
F23=Reseq	Press F23=Reseq to re-sequence the data on this screen numerically in increments of five. This is useful if you have changed several sequence numbers and cannot position a location between two consecutive sequence numbers.
Enter	On the Used Locations Screen, when putting away inventory, press Enter to confirm your selections. The Warehouse Management Selection Screen (p. 5-6) will display.

Available Locations Screen



This screen is displayed after pressing F6=AVL LOC from the Used Locations Screen (p. 5-102), or the Move Item Screen (p. 5-122). This screen displays the warehouse locations that are available to store the selected item. Locations are displayed on this screen in alphabetic/numeric sequence by location number.

NOTE: If a location is designated to store a single item only [i.e. **Allow Multiple Items/ Loc** is N in Location Master Maintenance (MENU WMFILE)], and that location already contains a different item, the location will not display as an available location on this screen, regardless of how much space is available in it.

You may use filters on this screen that are used to determine which locations are displayed. These filters allow you to:

- Display empty locations only with the **Empty** filter
- Display locations that have a specified cycle code with the **Cycle Cd** filter
- Display locations that have a specified location class with the **Loc Class** filter
- Position the available locations list to the next location that is large enough to hold the entire quantity to put away with F10=NEXT FIT
- Display locations within a range of location numbers with F11=LIMIT

If you specified a quantity to store on the Warehouse Management Selection Screen (p. 5-6), you can put away those items using this screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Available Locations Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which locations containing the item are displayed. Display
Item	The item number and item description for the selected transaction. Display
(Quantity)	The quantity and unit of measure of items to put away that was selected in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display in either the stocking unit of measure or in cases. Display
Tot Sz	The total size of the quantity of items being put away. Display
Reference Number	The reference number used to reference one of the displayed warehouse locations. Key this number in the **Selection** field to select a location. This field displays in reverse image (highlighted) if there is not adequate space in the location to put away the item. Display
Warehouse Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse locations available to store the item. Display
Space	The total amount of space available, in cubes, in this warehouse location. Display
%	The space available in the location as a percent of capacity. For example, if the total capacity of a location is 100 cubes, and 40 cubes are used leaving 60 cubes available, the percentage of space available is 60%. Display

Available Locations Screen Fields and Function Keys

Field/Function Key	Description
Capacity	The total capacity of items, in units, that can be stored in this warehouse location. This is calculated by dividing the amount of space available in the location (**Space**) by the sum of the cubic size(s) of the item(s) to store. For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS key to display in either the stocking unit of measure or in the case quantity unit of measure. Display
Asg	The assignment code which indicates if items are temporarily or permanently assigned to a warehouse location. Additionally, this column indicates if the location has been held for a specific quantity of items. • **T** displays if the warehouse location has been assigned to store an item temporarily. • **P** displays if the warehouse location has been assigned to store an item permanently. • **H** displays next to the assignment code if a warehouse location is held for a quantity of items; otherwise, only the assignment code (if any) displays. Display
C	Location codes correspond to the cycle count code defined in I/A through Cycle Count Codes Maintenance (MENU IAFIL2) and assigned to an item in a warehouse through Item Balance Maintenance (MENU IAFILE). Cycle count codes are used to distinguish locations and items in your warehouse based on their preference and performance. You may use the **Cycle Cd** field on this screen to display only those locations having the same, or higher, cycle count code. Therefore, locations having location codes less than the cycle code specified will not display on this screen. If this field is blank, a cycle count code has not been assigned to the corresponding warehouse location. NOTE: The default for the **Cycle Cd** field on this screen is the cycle count code of the item. Therefore, the locations that display are those that are considered acceptable for the item to put away. *Default Value:* The location code of the warehouse locations displayed on this screen. Location codes are assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). Display

Available Locations Screen Fields and Function Keys

Field/Function Key	Description
Cl	The location class code of the warehouse location [assigned through Location Master Maintenance (MENU WMFILE)]. The location class is used to identify different storage conditions of your warehouse (e.g., refrigerated, light proof, etc.). If this column is blank, a location class has not been assigned to this corresponding warehouse location. You may use the **Loc Class** field on this screen to display only those locations of a specific location class. Display
Description	The description of the warehouse location. Display
Selection	Used to select one of the displayed warehouse locations to put away a quantity of items, or call the location inquiry with the F4=DISPLAY LOC. Key the **Reference Number** of the location to select. (N 2,0) Optional
Qty	The quantity of items to put away in the selected warehouse location. This quantity cannot be greater than the quantity specified in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). A warning message will display when you attempt to put away an item under the following conditions: • The quantity to put away exceeds the space in the location. • The location where you are putting the item is not the same location class that has been assigned to the item. *Default Value:* the quantity specified in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). (N 10,3) Optional
Empty	Used to determine if the warehouse locations displayed on this screen are empty locations only, or if they are both empty locations and locations that contain items. Key Y to display only those warehouse locations where no items are stored; the location is empty. Key N to display all warehouse locations that do not contain the selected item, regardless if the location is empty or not. (A 1) Required

Available Locations Screen Fields and Function Keys

Field/Function Key	Description
Cycle Cd	The location code of the warehouse locations displayed on this screen. Use this field as a filter to display only those warehouse locations that have a location code equal to or greater than the cycle count code keyed in this field. The cycle count code of the item being put away is displayed to the right of this field. If the value of this field is blank, the locations that display are those that are not assigned a location code. When using the default cycle count code in this field, this screen displays those warehouse locations that are considered "acceptable" for this item. This is determined by the cycle count code assigned to the item in comparison to the location code assigned to the warehouse location. For example, assume that you have assigned location code 1 to your "best" warehouse locations, and you have assigned location code 2 to your "average" warehouse locations. Likewise, you have assigned a cycle count code of 1 to your highest volume items, and a cycle count of 2 to your average volume items. When you attempt to put away a high volume item (1 is the default in this field), only your "best" warehouse locations will display for selection (since these locations have the location code of 1). When you attempt to put away an average volume item (2 is the default in this field), your "average" and "best" warehouse locations will display (since these have corresponding location codes of 2 and 1). *Default Value:* The cycle count code assigned to the item through Item Balance Maintenance (MENU IAFILE). *Valid Values:* A cycle count code defined through Cycle Count Codes Maintenance (MENU IAFIL2). (A 1) Optional
Hold Dt	The hold date used when putting away inventory. As long as this location is held for an item, the quantity stored for the location reflects the location quantity as if it contains the items for which the location is held. The warehouse location will be held until the date specified in this field passes. When this occurs, the warehouse location is no longer held for the item and other items may be stored in the location. *Default Value:* One day after the current date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Optional

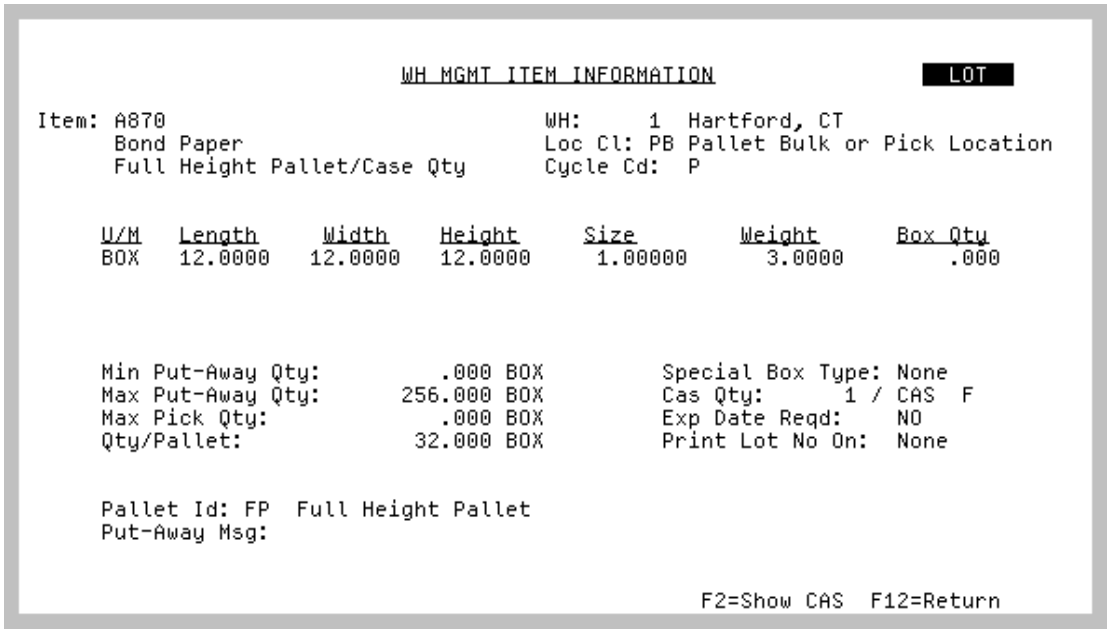
Available Locations Screen Fields and Function Keys

Field/Function Key	Description
Loc Class	To display only those warehouse locations that are of the same location class, key that location class here. The location class of the item (or warehouse) is displayed to the right of this field. If you attempt to store an item having a location class different than the location class of the location, a warning message will display. Key the location class for which warehouse locations of the same location class, assigned through Location Master Maintenance (MENU WMFILE), will display. Blank out the default in this field and press ENTER to display those locations that are not assigned a location class. *Default Value:* The location class assigned to the item through Item Master Maintenance (MENU IAFILE) or warehouse through Item Balance Maintenance (MENU IAFILE) *Valid Values:* blank or any valid location class code that has been defined through Location Classes Maintenance (MENU WMFILE) (A 2) Optional
F2=Dsp UOM / F2=Dsp CAS	The F2=DSP UOM / F2=DSP CAS function key displays only for case quantity items. Press the F2=DSP UOM / F2=DSP CAS key to toggle between a display of the item quantity and the location capacity in the case quantity unit of measure or in the stocking unit of measure, where the initial **UOM** is the stocking or case unit of measure selected as the **Default Display U/M for Case Qty Items** through Warehouse Management Options Maintenance (MENU WMFILE).
F3=Exit	Press F3=EXIT to exit from this option. MENU WMFILE will display.
F4=Display Loc	Press F4=DISPLAY LOC to display the location inquiry for the location selected in the **Selection** field. The Location Information Screen (p. 5-18) will display.
F6=Used Loc	Press F6=USED LOC to display locations that currently contain this item. The Used Locations Screen (p. 5-102) will display.
F10=Next Fit	When putting a large quantity of an item away, to avoid rolling through possibly several screens in order to find the first location that will fit the entire quantity to store, press F10=NEXT FIT instead. By pressing F10=NEXT FIT, the system will position the available locations list to the next location that is large enough to hold the entire quantity to put away. If the screen is already positioned at the first location large enough, a message will display indicating this; or, if there is not a location large enough to fit the quantity to store, a message will display informing you that no location was found.

Available Locations Screen Fields and Function Keys

Field/Function Key	Description
F11=Limit	Press F11=LIMIT to display the Specify Location Limits Screen (p. 5-95), which you may use to limit the locations displayed on this screen by warehouse location number segment values, maximum location depth, and picking sections.
F12=Return	Press F12=RETURN to return to either the Used Locations Screen (p. 5-102) or the Move Item Screen (p. 5-122).
F20=WH Info	Press F20=WH INFO to display detailed information about the current item on the WH Mgmt Item Information Screen (p. 5-119).
Enter	Press ENTER to filter the locations on the screen to those that match the changed **Empty**, **Cycle Cd**, or **Loc Class** selections. Press ENTER to confirm your selections when putting away inventory. The Warehouse Management Selection Screen (p. 5-6) will display.

WH Mgmt Item Information Screen



This screen displays after pressing F20=WH INFO from the Warehouse Management Selection Screen (p. 5-6), Used Locations Screen (p. 5-102), or Available Locations Screen (p. 5-112). This screen displays detailed Warehouse Management information about a single item.

All the fields on this screen are display only and cannot be changed.

WH Mgmt Item Information Screen Fields and Function Keys

Field/Function Key	Description
Item Information	The item number and description that was selected on the Warehouse Management Selection Screen (p. 5-6) prior to selecting this screen.
WH	The Warehouse ID and description of the warehouse that was selected on the Warehouse Management Selection Screen (p. 5-6) prior to selecting this screen.
Loc Cl	The location class assigned to this item, if any (or item/warehouse for this item through Item Balance Maintenance.) Location classes may be assigned to warehouse locations and used if an item should be stored in a special section of the warehouse (e.g., fireproof, refrigerated, etc.).
Cycle Cd	The cycle code defined for this item, if any. Cycle codes may be used when performing a physical inventory for this item in a warehouse.
U/M	The stocking units of measure defined for this item (up to three will display).

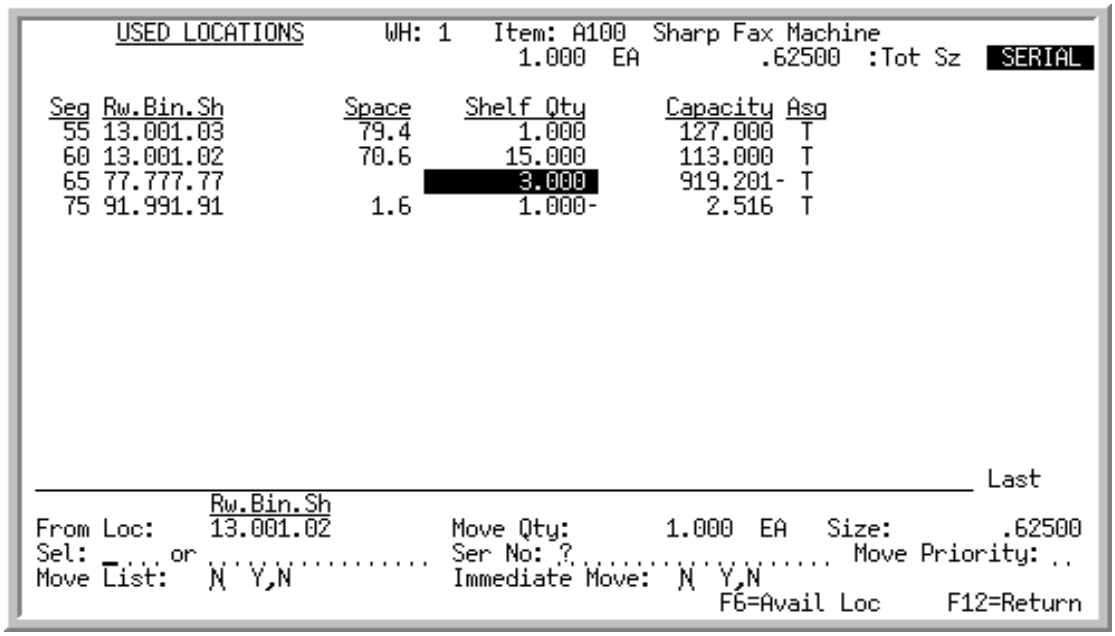
WH Mgmt Item Information Screen Fields and Function Keys

Field/Function Key	Description
Length	The length of the item, expressed in the Dimension Unit of Measure defined through Warehouse Management Options Maintenance (MENU WMFILE).
Width	The width of the item, expressed in the Dimension Unit of Measure defined through Warehouse Management Options Maintenance (MENU WMFILE).
Height	The height of the item, expressed in the Dimension Unit of Measure defined through Warehouse Management Options Maintenance (MENU WMFILE).
Size	The cubic size of the item, expressed in the Cubes Unit of Measure defined through Warehouse Management Options Maintenance (MENU WMFILE).
Weight	The weight of the item for the unit of measure as defined through Item Master Maintenance (MENU IAFILE).
Box Qty	The quantity of the item, in the corresponding unit of measure, that will typically ship in one box based on the unit of measure.
Min Put-Away Qty	The minimum put-away quantity defined for this item and warehouse, if any, as defined through Item Balance Maintenance (MENU IAFILE). If this location is assigned a minimum put-away quantity, only items with a put-away quantity greater than or equal to this value can be stored there. This is helpful to prevent scattering small quantities of a large receipt quantity over multiple warehouse locations. For case quantity items, the **Min/Max** fields and the **Qty/Pallet** field may be toggled with the F2=SHOW UOM / F2=SHOW CAS function key to display values in either the stocking unit of measure or in the case quantity unit of measure.
Max Put-Away Qty	The maximum put-away quantity defined for this item and warehouse, if any, as defined through Item Balance Maintenance (MENU IAFILE). If this location is assigned a maximum put-away quantity, an item quantity greater than this value cannot be stored in this location. This prevents storing a large quantity of a single item in this location.
Max Pick Qty	This is the default maximum pick quantity for this item and warehouse, if any, as defined through Item Balance Maintenance (MENU IAFILE). Any location in this warehouse which is defined to contain this item as a permanent item, is assigned this value as the default maximum pick quantity when defining the location through Location Master Maintenance (MENU WMFILE).
Qty/Pallet:	The quantity of this item that will fit on a pallet, if any, as defined through Item Balance Maintenance (MENU IAFILE). This value is used to calculate the number of Put-Away Labels to print when receipts are posted.

WH Mgmt Item Information Screen Fields and Function Keys

Field/Function Key	Description
Pallet ID	The two character Pallet ID on which this item is received, if any, as defined through Item Balance Maintenance (MENU IAFILE). This value is required if pallet quantities are entered when receiving the item.
Put-Away Msg	The put-away message which prints on the Put-Away List (p. 5-47) for this item, if any, as defined through Item Balance Maintenance (MENU IAFILE).
Special Box Type	Special box type of the item, if any. A box type code may also be assigned to a shipping box through Box Master Maintenance (MENU WMFILE). An item having a box type different than the box's box type cannot be shipped in that box.
Cas Qty	If the item is a case quantity item, this field displays and indicates the item balance quantity of the item in its case quantity unit of measure, if any, as defined through Item Balance Maintenance (MENU IAFILE). A **V** after the unit of measure indicates that this item is a variable case quantity item as defined in the **Case Qty Flag** field through Item Balance Maintenance. An **F** indicates a fixed case quantity item.
Exp Date Reqd	This field, which displays only if the item is a lot control item, indicates with a **Yes** or **No** whether or not an expiration date is required for the lot item in W/M.
Print Lot No On / Print Serial On	This field, which displays only if the item is a lot or serial item, indicates with **Invoice**, **Pack**, **Pck/Inv**, or **None**, whether or not the item's lot or serial number will print on Invoices, Pack Lists, or Pack Lists and Invoices containing this item as defined through Item Master Maintenance (MENU IAFILE). If the item's lot or serial number will not print on either of these documents, **None** will display.
F2=Show UOM / F2=Show CAS	The F2=Show UOM / F2=Show CAS key only displays if the item is a case quantity item. Show UOM, where UOM is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE). Press the F2=Show UOM / F2=Show CAS key to toggle between a display of minimum/maximum quantities and pallet quantities in the stocking or case unit of measure.
F12=Return	Press F12=Return to return to the previous screen.

Move Item Screen



The Move Item Screen displays over the lower 6 rows of either the Used Locations Screen (p. 5-102) after selecting a warehouse location and quantity, and pressing **F11=Move**. Additionally, when **F6=Avail Loc** on is pressed on the Move Item Screen, the top of the screen will change to the Available Locations Screen (p. 5-112).

This screen is used to move inventory. After selecting an item to move on the Used Locations Screen (p. 5-102), use this screen to select the location to which the item is moved.

Move Item Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which locations containing the item are displayed. Display
Item	The number and description of the item. Display
Quantity	The quantity and unit of measure of items to put away; this was selected in the **Qty to Store** field on the Warehouse Management Selection Screen (p. 5-6). If no quantity is displayed, then this screen is used for inquiry. Display

Move Item Screen Fields and Function Keys

Field/Function Key	Description
Tot Sz	The total size of all the quantity of items being put away, or if a pallet item, total size of pallets if larger. This is calculated by multiplying the quantity of items by the size of one item. The size of the item is specified through Item Master Maintenance (MENU IAFILE). Display
Item Information	If you are putting away an item and the item tracks country of origin, the country of origin will display on this screen to assist you in selecting a location for the item. Display
Seq	The sequence of the location displayed on this screen. This sequence is used by O/E to determine from which location an item is picked. When an order is keyed for the item, that item can be picked from the first location displayed on this screen (i.e., the location that is assigned the lowest sequence number). If that location is empty, then the item is picked from the next location displayed. This original sequence for each location is the sequence in which the item was assigned to the location (called assignment sequence). This sequence ensures that locations are displayed for selection according to a FIFO inventory. Locations that are specified to be Used First display at the top of the list unless it is a location that contains lot items that require an expiration date, in which case the location will display in sequence by expiration date. You may change the sequence number of a displayed item on this screen by keying the current sequence number in the **Selection** field, keying the desired new sequence number in the **New Seq** field and pressing F22=CHG SQ. Change sequence numbers when you want to change the picking locations for an item. Sequence number 9005 is assigned automatically for locations that are held for a lot/serial item with a lot/serial number of **RESERVED**. Once a purchase order receipt is posted, the location is no longer held for the item. Display
Warehouse Location	The warehouse location where the item is currently stored, in the W/M warehouse location number format. Display
Space	The total amount of space available, in cubes, in this warehouse location. This is determined by subtracting the amount of space used by items already in the location from the total cubic size of the location. Display

Move Item Screen Fields and Function Keys

Field/Function Key	Description
Shlf Qty / Qty Avl / Picked	This field displays either the shelf quantity, the quantity available, or the quantity picked of the item in the corresponding location. You may toggle the quantity displayed using the F5=PICKED / F5=QTY AVAIL / F5=SHELF QTY function key. The shelf quantity is the quantity of items that are actually in the location according to Distribution A+, before any items are used or picked. These quantities are updated when Day-End Processing is performed. The quantity available is the difference between the Shelf Quantity and the Quantity Used [the quantity used is the quantity of items that have been reserved in the location, but have not been picked (i.e., ship confirmed)]. **Calculation:** **Available = On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty** ***Return quantity is the sum of all the quantity returned for open orders with Allocate Inventory = Y.** The quantity picked is the quantity of items that have been picked. For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display quantities in the item's stocking unit of measure or in the case quantity unit of measure. Display
Capacity	The capacity of the warehouse location for this item is the total quantity of the selected item that can be stored in the location. For warehouse locations that are assigned permanent items, this capacity is the same value specified as the restock quantity of the location. For locations that are not assigned permanent items, the quantity displayed in this column is calculated by dividing the cubic size of the item into the cubic size of the space available (see Space) in the location. Item sizes are specified through Item Master Maintenance (MENU IAFILE) in cubic units; and the location is assigned a size, in cubic units, through Location Master Maintenance (MENU WMFILE). For case quantity items, this field may be toggled with the F2=DSP UOM / F2=DSP CAS function key to display shelf capacities in the item's stocking unit of measure or in the case quantity unit of measure. Display

Move Item Screen Fields and Function Keys

Field/Function Key	Description
Asg	The assignment code which indicates if items are temporarily or permanently assigned to a warehouse location. Additionally, this column indicates if the location has been held for a specific quantity of items. **T** displays if the warehouse location has been assigned to store an item temporarily. **P** displays if the warehouse location has been assigned to store an item permanently. **H** displays next to the assignment code if the warehouse location is held for a quantity of items; otherwise, only the assignment code (if any) displays. Display
Notes / COO / Lot/Exp	This column may be toggled with the F2=Dsp UOM / F2=Dsp CAS function key to display one of the following: **Notes**: If any notes have been keyed for an item in a warehouse location [on the Location Information Item Detail Screen (p. 5-25)], those notes are displayed in this column. **COO**: If a country of origin exists for the specified item in a warehouse location, the origin is displayed in this column. This column displays only if the item tracks country of origin. **Lot/Exp**: If the item displayed on this screen is a lot item, the heading of this column indicates **Lot** and an additional **Exp** column displays. These columns show the lot numbers and expiration dates for the item warehouse locations listed. These columns display only if the item tracks country of origin or is a lot item. Display
From Loc	The warehouse location that was selected on the Used Locations Screen (p. 5-102) from which items will be moved. Display
Move Qty	The quantity of items to move to a different warehouse location, as selected on the Used Locations Screen (p. 5-102). This quantity is expressed in the item's default unit of measure. Display
Size	The total size, in cubes, of the quantity of items that have been selected to move to a different location. Display

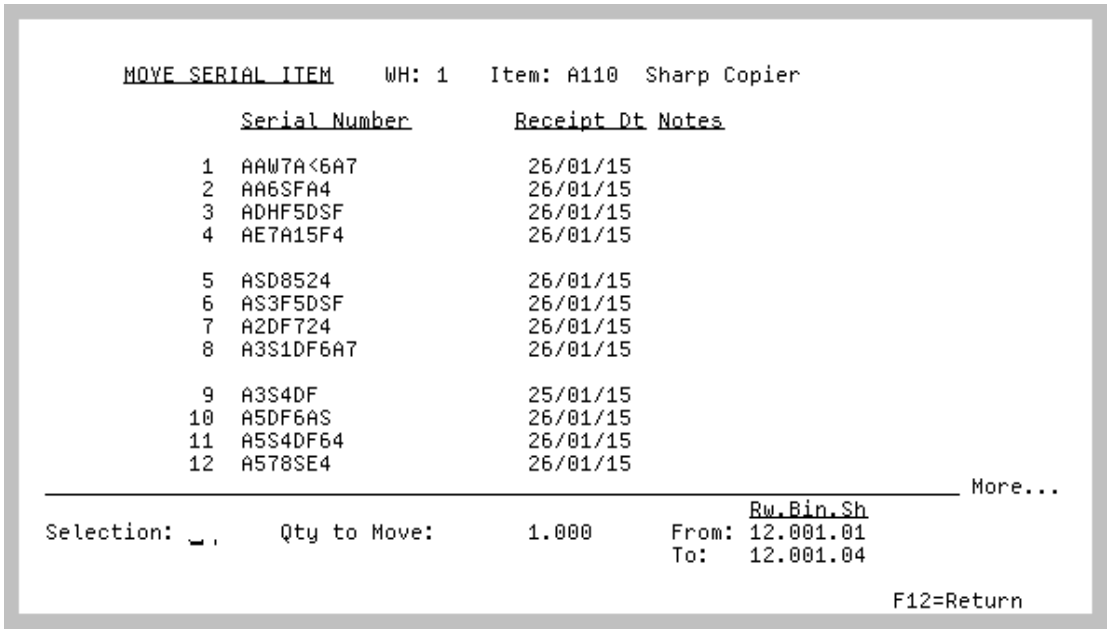
Move Item Screen Fields and Function Keys

Field/Function Key	Description
Sel	The sequence number or the move to location of the warehouse location that inventory is moved to; the quantity and from location have been selected on the Used Locations Screen (p. 5-102). Key the **Seq** number of the location or key the warehouse location in the field following the **Sel** prompt. (N 4,0) Optional
Lot No/Ser No	NOTE: This field displays as **Lot No** or **Ser No** only if the selected item is a lot or serial number item. Key the lot or serial number for the item. For a serial item, the ? default value will display the Move Serial Item Screen (p. 5-128) where serial numbers can be selected for this move transaction. Press ENTER to display the Move Serial Item Screen (p. 5-128) or key the serial number to be moved. For a lot item, the lot number for the item in the selected location displays for review only. *Default Value:* ? for a serial item, or the lot number assigned to the selected location (A 20) Optional/Display
Move Priority	Use this field to specify a move priority for this move. Move priority is the priority that will be used within the move queue. 1 is the highest priority, 9 is the lowest priority, and 5 is a medium priority. *Default Value:* 5 (medium priority). However, if the quantity available in the move to location is less than or equal to zero, the default value will be 3. *Valid Values:* A number between 1 and 9. (N 1,0) Required

Move Item Screen Fields and Function Keys

Field/Function Key	Description
Move List	Determines if the move specified on this screen is printed on the W/M Move List (p. 5-148). The Move List prints all moves that have been performed since the most previous Move List has been printed. Key Y to print the move performed on this screen on the Move List. You will probably want to print the Move List if you are performing inventory moves in W/M before physically performing the inventory moves in the warehouse. You can then use the Move List to tell you where the items should be moved. Key N if you do not want to print the inventory move performed on this screen on the Move List. This would be the case if you have already physically moved the items in the warehouse, and are using this screen to perform the inventory moves that were made. You will not need the Move List since the inventory has already been moved. *Default Value:* The value selected through Warehouse Management Options Maintenance (MENU WMFILE). (A 1) Required
Immediate Move	Identify if the move being entered has already been (or is concurrently being) physically moved. If so, then the move is considered immediate and there is no need to include the move on a Move List. This immediate status can be viewed on the Move Management Screen (p. 5-136). Key Y to indicate that the move is immediate. Key N to indicate that the move is not immediate. (A 1) Required
F6=Avail Loc	Press F6=AVAIL LOC to display the Available Locations Screen (p. 5-112) in the top three-quarters of this screen. This allows you to move inventory to a warehouse location where the item is not already stored. When selecting an item from the Available Locations Screen (p. 5-112), key the **Reference Number** of the location where the inventory is to be moved to, or key the warehouse location number in the field following the **Sel** prompt.
F12=Return	Press F12=RETURN to return to the Used Locations Screen (p. 5-102) or the Suggested Movements Screen (p. 5-132).
Enter	Press ENTER after keying a **Seq** number or **Reference Number** in the **Sel** field or keying a warehouse location number in the location number prompt field. The move specified will be performed. A warning message displays if the location you are moving the inventory to does not have enough space to accommodate the quantity of items being moved, or if the to location is not the same location class assigned to the item being moved. For serial items, the ? default value in the **Ser No** field will display the Move Serial Item Screen (p. 5-128) where serial numbers can be selected to for this move transaction.

Move Serial Item Screen



This screen displays from the Move Item Screen (p. 5-122) when performing immediate moves for serial items. Use this screen to select the serial items that are being moved between locations.

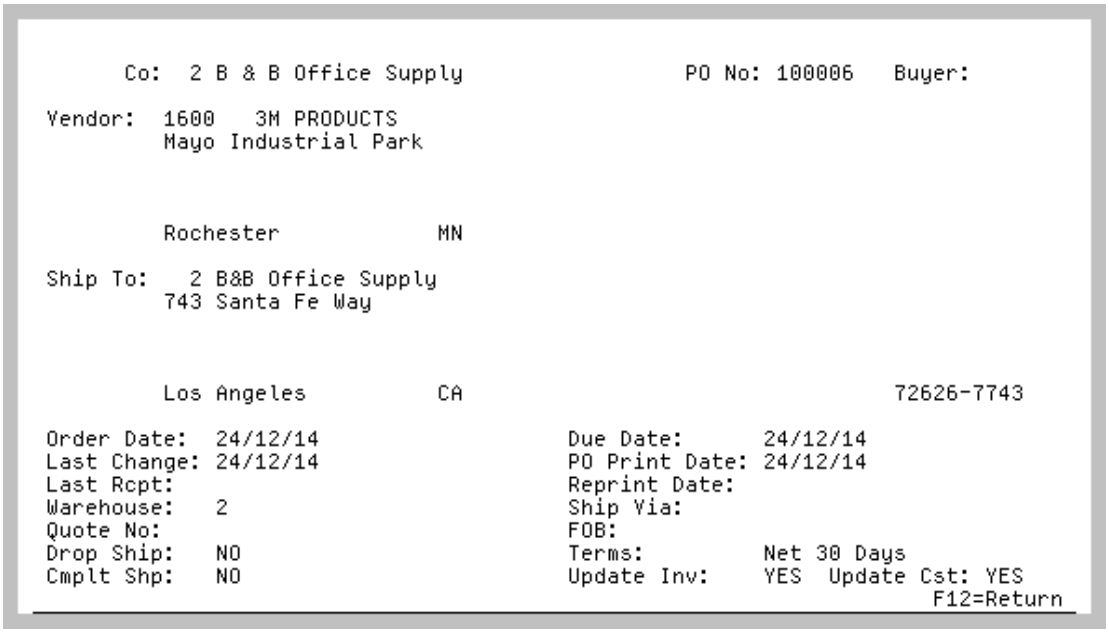
Move Serial Item Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse for which locations containing the item are displayed. Display
Item	The item number and description of the item. Display
(Reference Number)	The reference number used to select one of the displayed serial numbers. Use this number in the **Selection** field to select a serial number to be moved. Display
Serial Number	The serial numbers of the selected item that are stored in the move from location. Display
Receipt Dt	The receipt date for the serial numbers of the selected item. Display
Notes	If any notes have been keyed for an item in a warehouse location on the Location Information Item Detail Screen (p. 5-25), or through the receiving process, those notes are displayed in this column. Display

Move Serial Item Screen Fields and Function Keys

Field/Function Key	Description
Selection	Key the reference number of the serial number to be moved. (N 2,0) Optional
Qty to Move	The initial display of this screen shows the total quantity of the item to be moved. As serial numbers are selected, the value is reduced to help you know how many additional serial numbers are still needed. Display
From/To Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The location selected to move to serial number items from with the location selected to move the serial number items to. Display
F12=Return	Press F12=RETURN to return to the Used Locations Screen (p. 5-102) and cancel the move item task.
Enter	Press ENTER after keying a reference number in the **Sel** field to select a specific serial number to be included in the immediate moves. The value in the **Qty to Move** field is reduced by one and the word **MOVED** displays to the left of the reference number for that serial number.

Receiving PO Header Screen



This screen displays after selecting a purchase order and pressing ENTER on the PO Selection Screen (p. 5-41) and displays the header information of the purchase order selected.

All the fields on this screen are display only and cannot be changed.

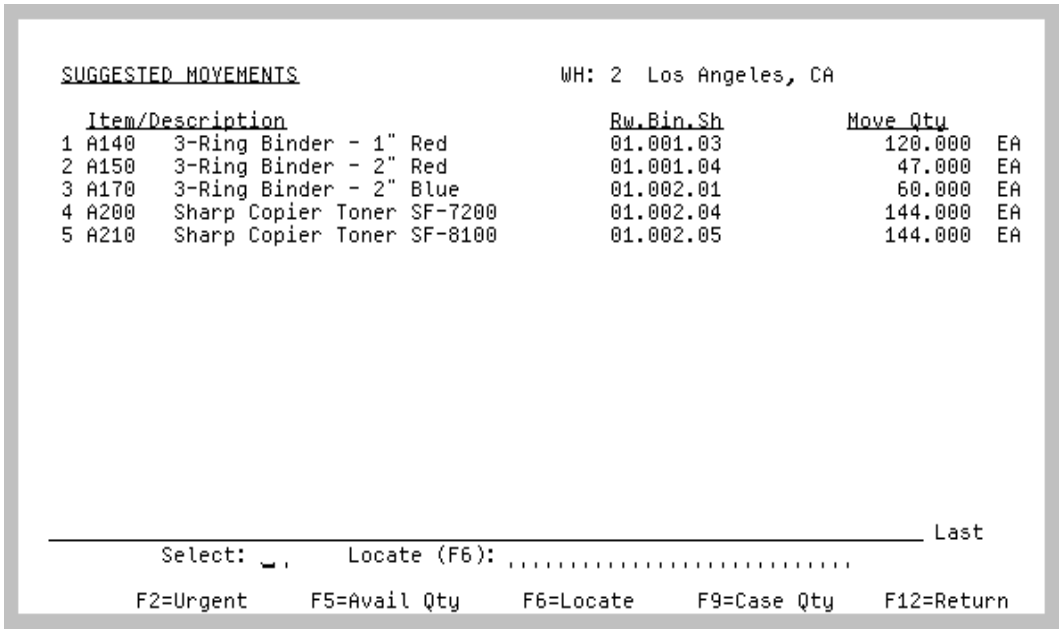
Receiving PO Header Screen Fields and Function Keys

Field/Function Key	Description
Co	The number and name of the company that issued the purchase order.
PO No	The purchase order number issued to the vendor.
Buyer	The buyer (code) responsible for the purchase order.
Comments	Whether comments exits for this order.
Vendor	The vendor's number, name, mailing address, phone number and fax number.
Ship To	The shipping address for this shipment which may be one of the company's warehouses or a customer location for drop-shipment orders.
Order Date	The date that the requisition for this purchase order was created.
Due Date	The date on which the shipment is due.
Last Change	The date that any changes were made to this purchase order.
PO Print Date	The date that the purchase order was printed.

Receiving PO Header Screen Fields and Function Keys

Field/Function Key	Description
Last Receipt	The most recent date that items were received for this purchase order, if any.
Reprint Date	The date that the purchase order was reprinted, if any.
Warehouse	The warehouse number into which receipts will be posted.
Ship Via	Special shipping instructions for the purchase order.
Quote No	The number of the quote for this purchase order, if any.
FOB	The FOB code for the purchase order.
Drop Ship	**Yes** displays if the purchase order is a drop-ship order (shipped directly to the customer); **No** displays if it is not.
Terms	The payment terms expected for the purchase order.
Cmplt Shp	**Yes** displays if complete shipment was required for the purchase order; **No** displays if it is not.
Update Inv	**Yes** displays if inventory counts are updated when items are received; **No** displays if they are not.
Update Cst	**Yes** displays if the purchase order will update the average cost for each item; **No** displays if it will not.
F12=Return	Press F12=RETURN to return to the PO Selection Screen (p. 5-41).
Enter	Press ENTER to display the Receiving PO Item Selection Screen (p. 5-75).

Suggested Movements Screen



This screen displays after pressing F9=SUGGESTED MOVES from the Warehouse Management Selection Screen (p. 5-6). This screen displays suggested inventory movements for an entire warehouse or for a single item. Suggested movements are made for locations that are assigned a permanent item, and are determined by the restock level, restock quantity, and current quantity of the location.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Suggested Movements Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected to review suggested movements on the Warehouse Management Selection Screen (p. 5-6). Display

Suggested Movements Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number that corresponds to the suggested inventory movement displayed. Key this number in the **Select** field to perform the suggested move. After making this selection, you must select the location that items are to be moved from on the Move Item Screen (p. 5-122). Display
Item/Description	The number and description of the item for which a move is suggested. Moves are suggested for permanently stocked items with a current quantity less than the location's restock level. Display
Warehouse Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location, in the warehouse location number format, that is selected to have items moved to it. Inventory movements are suggested for warehouse locations that have been assigned a permanent item. If the quantity of the item in the location is below the quantity specified as the restock level of the location, then an inventory move is suggested for the location. Warehouse locations are defined as permanent, and restock levels are specified through Location Master Maintenance (MENU WMFILE). Display

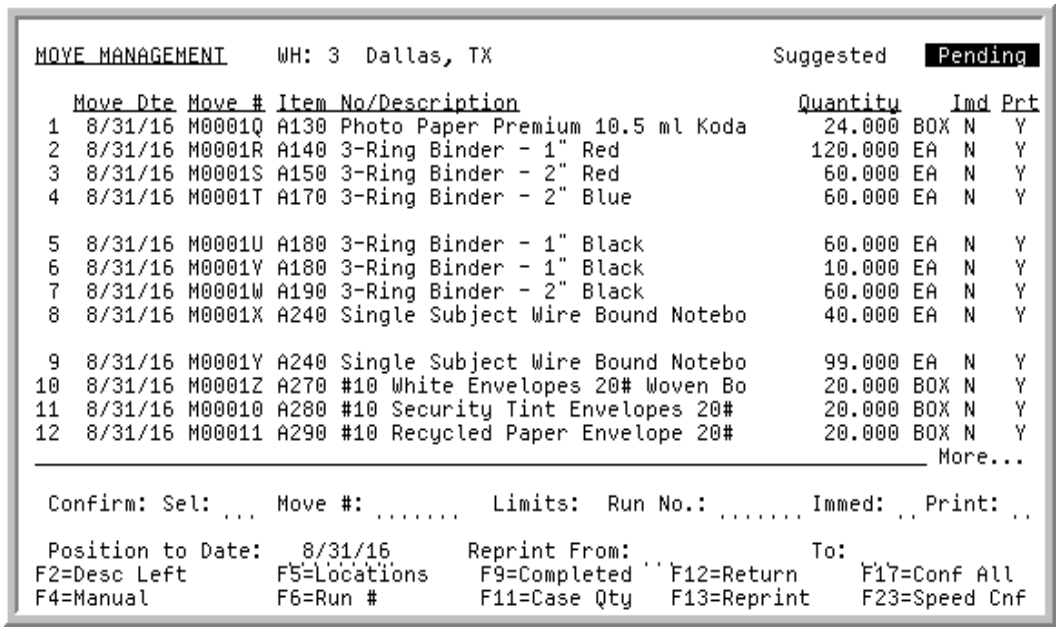
Suggested Movements Screen Fields and Function Keys

Field/Function Key	Description
Move Qty / Avail Qty	This column displays either the quantity of items to move, or the quantity of items currently in the location where an inventory movement is suggested, depending on your selection with the F5=AVAIL QTY / F5=MOVE QTY toggle key. The **Move Qty** is the quantity of items suggested to move to the corresponding warehouse location. This quantity is the difference between the restock quantity and the quantity available in the location. The restock quantity (maximum number of items stored in a location) is defined through Location Master Maintenance (MENU WMFILE). The **Avail Qty** is the quantity of items currently in this location. Since this quantity is below the restock quantity defined for this the warehouse location, this inventory movement is suggested. **Calculation:** **Available = On-hand - Allocated + In Process -Unavailable + Return Qty* + Special Order Qty** ***Return quantity is the sum of all the quantity returned for open orders with Allocate Inventory = Y.** For case quantity items, this field may be toggled with the F9=STK QTY / F9=CASE QTY function key to express available and move quantities in either the stocking unit of measure or the case quantity unit of measure. Display
Select	Key the **Reference Number** of the item and warehouse location to which additional units of the item will be moved. You must next select the location that inventory is to be moved to on the Move Item Screen (p. 5-122). (N 2,0) Optional
Locate	Use this field to locate a suggested movement for a specific item, and display that item and location at the top of this screen. Key the complete or partial item number to locate, then press F6=LOCATE. If a suggested movement exists for that item (or closest matching item number), the item is displayed at the top of this screen. (A 27) Optional

Suggested Movements Screen Fields and Function Keys

Field/Function Key	Description
F2=Urgent / F2=All	The F2=URGENT / F2=ALL key is used to toggle between displaying all suggested moves, or only those that are urgent. Press F2=URGENT to limit the suggested moves displayed on this screen to only those that are urgent. An urgent move is suggested for any permanent item location that has an available item quantity that is zero or less (i.e., the location is empty). Press F2=ALL to display all suggested movements on this screen, regardless of whether the move is urgent or not.
F5=Avail Qty / F5=Move Qty	The F5=AVAIL QTY / F5=MOVE QTY key is used to toggle between displaying the move quantity, or the available quantity in the **Move Qty** / **Avail Qty** field. Press F5=MOVE QTY to display the quantity of items that should be moved to the corresponding warehouse location. Press F5=AVAIL QTY to display the quantity of items that are currently stored in the corresponding location.
F6=Locate	Press F6=LOCATE after keying a partial or complete item number in the **Locate** field. If a suggested movement exists for that item number, then it will be displayed at the top of this screen.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Stk Qty / F9=Case Qty	The F9=STK QTY / F9=CASE QTY key displays only for case quantity items. Press the F9=STK QTY / F9=CASE QTY key to toggle between a display of available/move quantities in the stocking unit of measure or in the case quantity unit of measure.
F12=Return	Press F12=RETURN to return to the Warehouse Management Selection Screen (p. 5-6).
Enter	Press ENTER after selecting a suggested movement in the Select field. The Move Item Screen (p. 5-122) will display so you may select the warehouse location and quantity from which inventory is to be moved.

Move Management Screen



This screen displays inventory movements in a warehouse and may be accessed by pressing F10=MOVE MGMT on the Warehouse Management Selection Screen (p. 5-6) with a resulting display depending on the data keyed on that screen, described as follows:

- If an item number was not entered on the Warehouse Management Selection Screen (p. 5-6), the default list of moves begins with those moves generated on the latest date if at least one of those moves is still outstanding (not yet completed).
- If an item number was entered on the Warehouse Management Selection Screen (p. 5-6), the default list of moves begins with those included in the most recent run which contains the identified item number.

NOTE: If an item number is keyed on the Warehouse Management Selection Screen (p. 5-6), only moves containing the specified item number will be accessed.

This screen may also be accessed by pressing F10=MOVE MGMT from the Warehouse Management Location Selection Screen (p. 5-12) with a resulting display depending on the data keyed on that screen, described as follows:

- If a location was not entered on the Warehouse Management Location Selection Screen (p. 5-12), the default list of moves begins with those moves generated on the latest date, if at least one of those moves is still outstanding (not yet completed).
- If a location was entered on the Warehouse Management Location Selection Screen (p. 5-12) the default list of moves begins with those from the most recent date on which moves affecting that location (either “to” or “from”) were performed.

NOTE: If a location is keyed on the Warehouse Management Location Selection Screen (p. 5-12), only moves containing the specified location number will be accessed.

Regardless of how this screen was accessed, the default list of moves can be modified to display all moves since a given date by using the **Position to Date** field, or can be modified by using the PAGE UP/ PAGE DOWN / F8=PAGE UP/F7=PAGE DOWN keys.

This screen also allows you to reprint the W/M Move List (p. 5-148) for a range of inventory movements using the Reference Number for the displayed moves. Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Move Management Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected to review inventory movements on the Warehouse Management Selection Screen (p. 5-6). Display
(Move Type)	Identifies the type of moves presented on the screen: **Suggested** or **Manual**. This field is toggled between the two types by the F4=MANUAL / F4=SUGGESTED function key. Display
(Move Status)	Identifies the type of display presented on the screen: **Completed**, **Pending**, or **All** moves. This field is toggled between the three types by the F9=PENDING / F9=COMPLETED / F9=ALL function key. Display
Reference Number	The reference number of the displayed inventory movement. Key this reference number in the **Reprint From/To** field to select a previous move for which a W/M Move List (p. 5-148) will be reprinted. Or, key this reference number in the **Sel** field to confirm a move. NOTE: If a move has not yet been included in a print of a Move List, you cannot include that move in a reprint of a Move List. Display
Move Dte	The date that inventory move run number was created. Display

Move Management Screen Fields and Function Keys

Field/Function Key	Description
Item Information	The item number only, item description only, or both the item number and item description of the item that has been moved. The data displayed in this field may be toggled with the F2=DESC RIGHT / F2=DESC LEFT / F2=ITEM & DESC function key. Item Information is not displayed when the F5=LOCATIONS / F5=ITEM function key displays as F5=ITEM. Display
Location Information	The from and to warehouse locations of the inventory move, and lot or serial numbers (for lot or serial number items). Location Information does not display when the F5=LOCATIONS / F5=ITEM function key displays as F5=LOCATIONS. Display
Move# / Run #	This column is toggled between Move # and Run # by the F6=RUN # / F6=MOVE # function key. This key displays only if F5=LOCATIONS displays. When the **Move #** column displays, this is the system-assigned Move Number associated with the move, as found on the W/M Move List (p. 5-148). If the move was an immediate move and therefore had not been included on a Move List, or, if the move was created prior to using Move Numbers, no Move Number will display. The Move Number only displays when item information is displayed. Also, the Move Number appears in reverse image if the move has been confirmed. When the **Run #** column displays, this is the system-assigned run number associated with the move. If the move was an immediate move, no run would have been generated; therefore, no run number will display.
Quantity	The quantity of items that were moved. The unit of measure for the items moved is displayed to the right of the quantity. Quantity information only displays when item information is displayed. For case quantity items, this field may be toggled with the F11=STK QTY / F11=CASE QTY key to display quantities in the stocking unit of measure or in the case quantity unit of measure.
Imd	Indicates if the move was immediate. A Y indicates that the move has already been physically accomplished or was concurrently being physically accomplished at the time the data was being entered. Therefore, since there was no need for the move to be included on a W/M Move List (p. 5-148), no run was generated for that move and therefore no Move Number was generated. An N indicates that the move was not entered as an immediate move.

Move Management Screen Fields and Function Keys

Field/Function Key	Description
Prt	Indicates whether or not the move was selected for inclusion on a W/M Move List (p. 5-148). An N displays if it has not been selected to print on a Move List; Y displays if the move has been selected to print on a Move List. The Y indicates only that the move has been selected to be printed. It does not indicate that printing has actually occurred. Display
Sel	Key the **Reference Number** in this field and press ENTER to confirm (or complete) a pending move. If you are in regular confirm mode, function key F23=SPEED CNF / F23=REG CNF will display as Speed Cnf and the Move Confirmation Screen (p. 5-145) will display for each move you complete. If you are in speed confirm mode, function key F23=SPEED CNF / F23=REG CNF will display as Reg Cnf and the Move Confirmation Screen (p. 5-145) will not display when moves are completed. When moves are completed through either mode, the associated move number (displayed under the **Move #** column) will display in reverse image to indicate its confirmed status. When you confirm a move, you are indicating that the indicated inventory has been physically moved out of the "from location" and placed in the "to location." NOTE: All moves may be confirmed at once through F17=CONF ALL, thereby eliminating the need to select each move individually. Confirmations of pending moves performed in this manner do not require Transaction Processor posting through Move Post (MENU WMMAIN). (N 2,0) Optional
Move No	Use this field to select a move to confirm. The move numbers of your displayed moves are presented in the **Move #** column at the top of the screen. You may use the F6=RUN # / F6=MOVE # key to toggle between run numbers and move numbers. NOTE: The F6=RUN # / F6=MOVE # function key will display only if function key F5=LOCATIONS / F5=ITEM displays as Locations. You may leave this field blank if you have keyed, in the **Sel** field, the reference number of the move you want to confirm. *Valid Values:* A displayed move number associated with the move. (N 6,0) Optional

Move Management Screen Fields and Function Keys

Field/Function Key	Description
Run No.	Use this field to limit the data displayed on the screen to those moves in a specific run. The run number of your displayed moves is presented in the **Run #** column at the top of the screen. You may use the F6=RUN # / F6=MOVE # function key to toggle between run numbers and move numbers. NOTE: The F6=RUN # / F6=MOVE # function key will display only if function key F5=LOCATIONS / F5=ITEM displays as Locations. Leave this field blank if you do not wish to limit the display by run number. *Valid Values:* A displayed run number generated when a Suggested Move Report (MENU WMMAIN) was created. (N 6,0) Optional
Immed	Use this field to limit the data displayed on the screen. Key Y to limit the display to those moves which were entered as immediate moves (e.g., having already been accomplished). Key N to limit the display to those moves which were not created as immediate moves. Leave this field blank if you do not wish to limit the display by whether or not the move was an immediate one. *Valid Values:* Y, N, blank (N 6,0) Optional
Print	Use this field to limit the data displayed on the screen. Key Y to limit the display to those moves which were selected to be printed on a W/M Move List (p. 5-148). A Y indicates only that the move has been selected to be printed. It does not indicate that printing has actually occurred. Key N to limit the data to those moves which were not selected to be printed on a W/M Move List (p. 5-148). Leave this field blank if you do not wish to limit the display according to whether or not the move was selected for inclusion on a Move List. *Valid Values:* Y, N, blank (A 1) Optional

Move Management Screen Fields and Function Keys

Field/Function Key	Description
Position to Date	This field defaults to the date of the last move transaction performed. You may key the date of a previous inventory move to display at the top of this screen. If more than one move was performed on the same date, the first move for that date is displayed. If no moves exist for the specified date, moves for the first date after the date keyed are displayed. If you do not want to limit the display by date, blank out the field and press ENTER. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Reprint From/To	NOTE: This field does not display if an item or location was specified prior to accessing this screen. Use this field to select which moves are to be included in a reprint of a W/M Move List (p. 5-148). Key the range of Reference Numbers of the desired moves and press F13=REPRINT to reprint the Move List. If you press ENTER prior to pressing F13=REPRINT you will see the dates selected by those Reference Numbers displayed in high intensity immediately below this field. NOTE: Only those moves which were already included in a previously printed Move List may be reprinted. (2 @ N 2,0) Optional
F2=Desc Right / F2=Desc Left / F2=Item & Desc	NOTE: The F2=DESC RIGHT / F2=DESC LEFT / F2=ITEM & DESC key displays only if the F5=LOCATIONS / F5=ITEM function key displays as Locations and if you chose not to display both description lines [as determined through Warehouse Management Options Maintenance (MENU XAFILE)] or as selected with the F24=DOUBLE LINE / F24=SINGLE LIN key. The F2=DESC RIGHT / F2=DESC LEFT / F2=ITEM & DESC key is used as follows: Press F2=DESC RIGHT to show the "right window" of the item description starting with the right-most word in the description. Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit in the field (two blank spaces separate the fields).

Move Management Screen Fields and Function Keys

Field/Function Key	Description
F4=Manual / F4=Suggested	Press F4=MANUAL / F4=SUGGESTED to toggle between displaying moves that have been manually or interactively generated and moves that have been automatically suggested through the Suggested Move Report (MENU WMMAIN). Press F4=MANUAL to display information regarding moves that have been manually entered or moves that have been generated through the interactive suggested move process Press F4=SUGGESTED to display information regarding moves that have been automatically generated through the Suggested Move Report (MENU WMMAIN).
F5=Locations / F5=Item	Press F5=LOCATIONS / F5=ITEM to toggle between displaying item information and location information on this screen. When item information is displayed, press F5=LOCATIONS to display location information, including the location the item was or will be moved from, the location the item was or will be moved to, and the item's lot or serial number (if any). When location information is displayed, press F5=ITEM to display item information, including the item's number, description, or both. The quantity moved also will display.
F6=Run # / F6=Move #	Press the F6=RUN # / F6=MOVE # key to toggle between displaying the run number associated with the move or the individual move number assigned to the item. Press F6=RUN # to display the run number assigned by the system for a move. The list of moves on this screen may be limited according to a specific a run number. Press F6=MOVE # to display the move number assigned to the item.
F9=Pending / F9=Completed / F9=All	Press F9=PENDING / F9=COMPLETED / F9=ALL to toggle between displaying moves, for the selected dates, that are pending, moves that are completed, or both pending and completed moves. Press F9=PENDING to display, for the selected dates, those moves which have yet to be physically moved. Press F9=COMPLETED to display, for the selected dates, those moves which have already been physically performed. Press F9=ALL to display, for the selected dates, moves which have been completed and moves that are still pending.
F11=Stk Qty / F11=Case Qty	The F11=STK QTY / F11=CASE QTY key displays only for case quantity items. Press the F11=STK QTY / F11=CASE QTY key to toggle between a display of quantities in the stocking unit of measure or in the case quantity unit of measure.

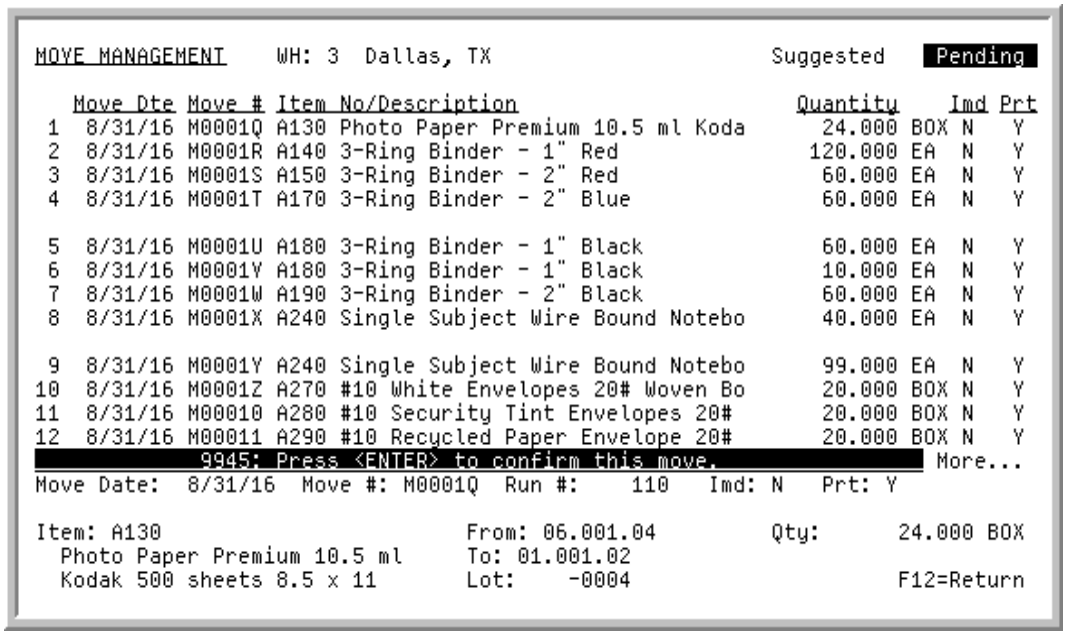
Move Management Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the calling screen: either the Warehouse Management Selection Screen (p. 5-6) or the Warehouse Management Location Selection Screen (p. 5-12).
F13=Reprint	The F13=REPRINT key does not display if an item or location was specified prior to accessing this screen. Press F13=REPRINT to print a W/M Move List (p. 5-148) for the range of moves specified in the Reprint From/To field on this screen. Also, based on options, Move Labels or Barcode Move Labels may print.
F17=Conf All	The F17=CONF ALL key displays only if you are reviewing moves that are still pending. Press the F17=CONF ALL key to confirm all pending moves rather than selecting moves individually. If F23=SPEED CNF / F23=REG CNF displays as Reg Cnf, you are in speed confirm mode and the Move Confirmation Screen (p. 5-145) will not display. If F23=SPEED CNF / F23=REG CNF displays as Speed Cnf, you are in regular confirm mode and the Move Confirmation Screen (p. 5-145) will display as each move is completed. Moves confirmed through F17=CONF ALL do not require Transaction Processor posting.
F23=Speed Cnf / F23=Reg Cnf	Press the F23=SPEED CNF / F23=REG CNF key to toggle between speed confirmation and regular confirmation of pending moves. Press the F23=REG CNF key to confirm individual moves. The Move Confirmation Screen (p. 5-145) will display, allowing you to cancel the move, if desired. Press ENTER to confirm the move and change it to completed status. Press the F23=SPEED CNF key to confirm either one or all pending moves without viewing the Move Confirmation Screen (p. 5-145). Your moves immediately will be changed to completed status.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

Move Management Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after keying a date in the **Position to Date** field. The moves with dates closest to the specified date will display at the top of the screen. Press after keying a reference number in the **Sel** field to confirm the move. If F23=REG CNF displays, you are in speed confirm mode and the Move Confirmation Screen (p. 5-145) will not display. If F23=SPEED CNF displays, you are in regular confirm mode and the Move Confirmation Screen (p. 5-145) will display as each move is completed.

Move Confirmation Screen



This screen displays after selecting a pending move for confirmation from the Move Management Screen (p. 5-136) for regular confirmation mode.

The data displayed on this screen is identical to the data described on the previous screen, except for the function keys.

NOTE: For case quantity items, the **Qty** field will display in the unit of measure selected through the F11=STK QTY / F11=CASE QTY toggle key on the Move Management Screen (p. 5-136).

All the fields on this screen are display only and cannot be changed.

Move Confirmation Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected to review inventory movements on the Warehouse Management Selection Screen (p. 5-6).
(Move Type)	Display Identifies the type of moves presented on the screen: **Suggested** or **Manual**. This field is toggled between the two types by the F4=MANUAL / F4=SUGGESTED function key on the Move Management Screen (p. 5-136).

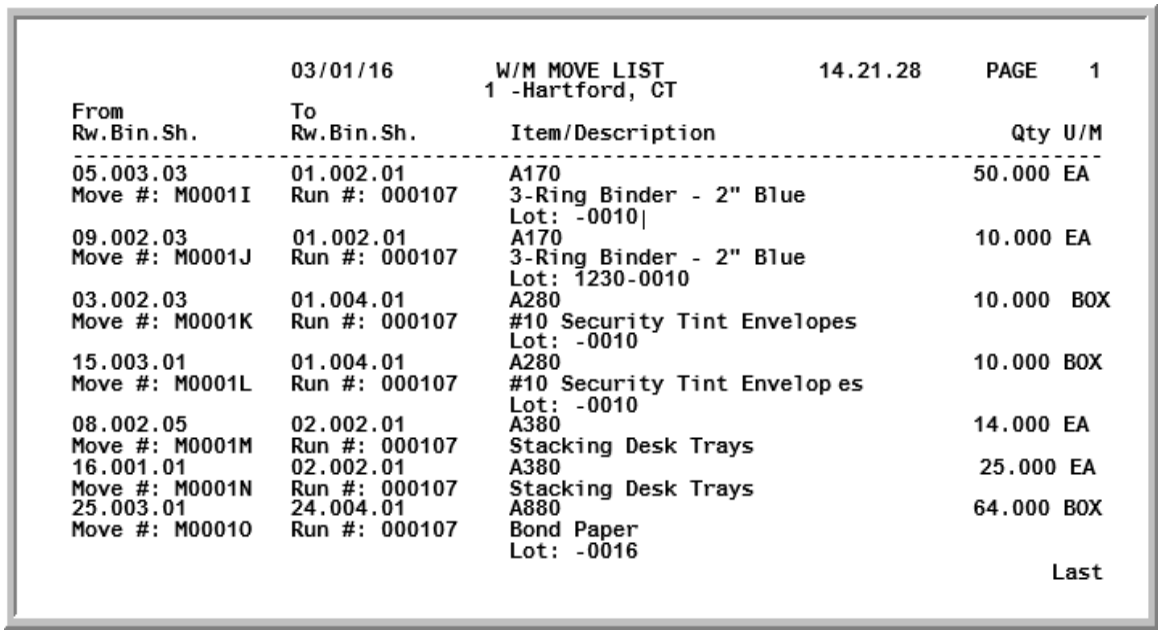
Move Confirmation Screen Fields and Function Keys

Field/Function Key	Description
(Move Status)	Identifies the status of the moves presented on the screen: **Completed**, **Pending**, or **All** moves. This field is toggled between the three types by the F9=PENDING / F9=COMPLETED / F9=ALL function key on the Move Management Screen (p. 5-136).
(Reference Number)	The reference number of the displayed inventory movement.
Move Dte	The date that the move transaction was generated.
Move # / Run#	This column will display as **Move #** or **Run #** as toggled with the F6=MOVE # / F6=RUN # key on the Move Management Screen (p. 5-136). When displayed as **Move #**, this is the system-assigned Move Number associated with the move, as found on the W/M Move List (p. 5-148). If the move was an immediate move and therefore had not been included on a Move List, or, if the move was created prior to using Move Numbers, no Move Number will display. The Move Number only displays when item information is displayed. Also, the Move Number appears in reverse image if the move has been confirmed. When displayed as **Run #**, this is the system-assigned run number associated with the move. If the move was an immediate move, no run would have been generated; therefore, no run number will display. The **Move # / Run #** column does not display when viewing the Location Information fields.
Item No/Description	The item number only, item description only, or both the item number and item description of the item that has been moved. The data displayed in this field may be toggled with the F2=DESC RIGHT / F2=DESC LEFT / F2=ITEM & DESC function key on the on the Move Management Screen (p. 5-136).
Location Information	The from and to warehouse locations of the inventory move, and lot or serial numbers (for lot or serial number items).
Lot/Serial	With the Location Information view, for lot or serial number items, the lot number or serial number assigned to the specific location.
Quantity	The quantity of items that were moved. The unit of measure for the items moved is displayed to the right of the quantity. Quantity information only displays when item information is displayed. For case quantity items, this field may be toggled with the F11=STK QTY / F11=CASE QTY key on the Move Management Screen (p. 5-136) to display quantities in the stocking unit of measure or in the case quantity unit of measure.

Move Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Imd	Indicates if the move was immediate. A Y indicates that the move has already been physically accomplished or was concurrently being physically accomplished at the time the data was being entered. Therefore, since there was no need for the move to be included on a W/M Move List (p. 5-148), no run was generated for that move and therefore no Move Number was generated. An N indicates that the move was not entered as an immediate move.
Prt	Indicates whether or not the move was selected for inclusion on a W/M Move List (p. 5-148). An N displays if it has not been selected to print on a Move List; a Y displays if the move has been selected to print on a Move List. The Y indicates only that the move has been selected to be printed. It does not indicate that printing has actually occurred.
Move Date	The date that the move transaction was generated for the selected transaction.
Move #	The system-assigned Move Number associated with the selected move transaction.
Run #	The Run Number associated with the selected move transaction.
Imd	Indicates, for the selected move transaction if this is an Immediate Move with a Y, or a standard processing move transaction with an N.
Prt	Item move transactions that were printed on a move list will display as Y, else this value is N.
Item	The item number only, item description only, or both the item number and item description of the item that has been moved.
From / To Location	The **From** and **To** warehouse locations for this inventory move transaction.
Lot No / Serial No	The specific lot or serial number assigned in the From location for this move transaction to be moved and put-away in the To location.
Qty	The quantity of items for that were moved. The unit of measure for the items moved is displayed to the right of the quantity. Quantity information only displays when item information is displayed.
F12=Return	Press F12=RETURN this key to return to the Move Management Screen (p. 5-136) without confirming the displayed move. The move will remain in pending status. All files will be updated immediately; processing through the Transaction Processor is not required.
Enter	Press ENTER to confirm the completion of the displayed move transaction and return to the Move Management Screen (p. 5-136).

W/M Move List



```
                 03/01/16        W/M MOVE LIST            14.21.28     PAGE    1
                                1 -Hartford, CT
From             To
Rw.Bin.Sh.       Rw.Bin.Sh.       Item/Description                        Qty U/M
-------------------------------------------------------------------------------
05.003.03        01.002.01        A170                                 50.000 EA
Move #: M0001I   Run #: 000107    3-Ring Binder - 2" Blue
                                  Lot: -0010
09.002.03        01.002.01        A170                                 10.000 EA
Move #: M0001J   Run #: 000107    3-Ring Binder - 2" Blue
                                  Lot: 1230-0010
03.002.03        01.004.01        A280                                 10.000  BOX
Move #: M0001K   Run #: 000107    #10 Security Tint Envelopes
                                  Lot: -0010
15.003.01        01.004.01        A280                                 10.000 BOX
Move #: M0001L   Run #: 000107    #10 Security Tint Envelop es
                                  Lot: -0010
08.002.05        02.002.01        A380                                 14.000 EA
Move #: M0001M   Run #: 000107    Stacking Desk Trays
16.001.01        02.002.01        A380                                 25.000 EA
Move #: M0001N   Run #: 000107    Stacking Desk Trays
25.003.01        24.004.01        A880                                 64.000 BOX
Move #: M0001O   Run #: 000107    Bond Paper
                                  Lot: -0016
                                                                            Last
```

Distribute copies of the W/M Move List to ensure that moves are physically performed after they have been suggested or specified in W/M. Move lists may be printed from any of the following screens:

- Warehouse Management Selection Screen (p. 5-6)
- Warehouse Management Location Selection Screen (p. 5-12), or
- Move Management Screen (p. 5-136)

The W/M Move List prints all inventory movements, in warehouse location format, that have been specified in a warehouse since the last W/M Move List was printed. If you use the available reprint function, move lists will contain only those moves specifically selected to be printed on that particular W/M Move List. A W/M Move List printed when the Suggested Move Report (MENU WMMAIN) is run will contain only those suggested moves generated for that run.

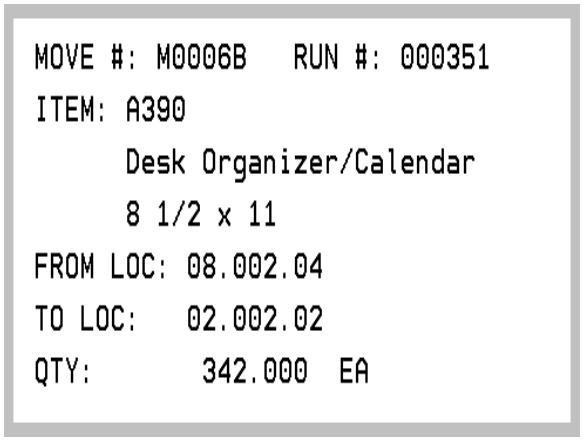
W/M Move List

Report/Listing Field	Description
From Location	The warehouse location that inventory must be moved from.
To Location	The warehouse location that inventory must be moved to.
Item/Description	The number and description of the item to be moved.
Qty / U/M	The quantity of items to be moved in the unit of measure (U/M) displayed.
Move # / Run #	The move number and run number assigned by the system.

W/M Move List

Report/Listing Field	Description
COO	The country of origin, if any, associated with the item to be moved.
Lot / Ser	For lot control items, the lot number to be moved between locations. For serial items. the serial numbers of the items to be moved between locations.

Move Labels



Move Labels are printed in conjunction with the W/M Move List (p. 5-148). To print Move Labels when move lists are printed, you must indicate this is to occur through Warehouse Management Options Maintenance (MENU WMFILE).

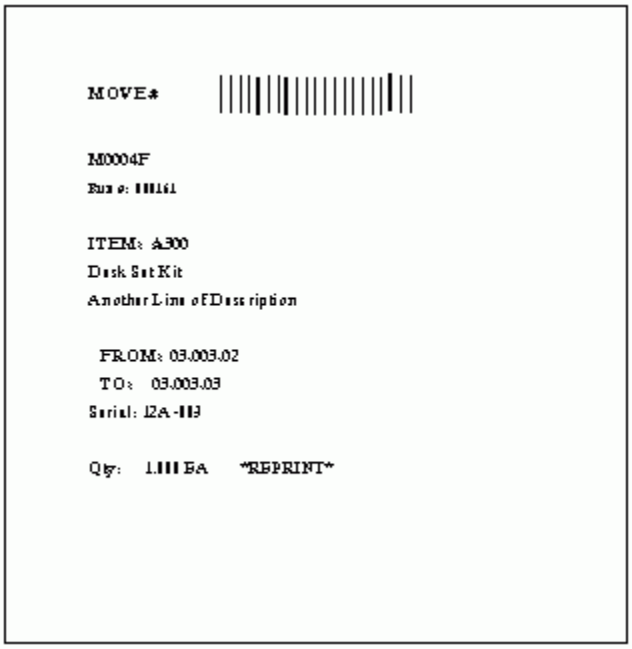
The Move Label prints all inventory move data, in warehouse location format, as shown on a W/M Move List (p. 5-148). Use these labels to attach to the inventory being moved.

The form type assigned to Move Labels is MVLABEL. The label prints on 5 3/4" x 2 15/16" labels.

Move Labels

Report/Listing Field	Description
Move #/Run #	This is the Move Number assigned to this specific move and the run number assigned to all the moves included in this generation of moves [e.g., through Suggested Move Report (MENU WMMAIN)].
Item Number/Description	This is the number of the item for which the Move Label was printed. Directly below the item number, the item's description is printed.
COO	The country of origin, if any, associated with the item.
FROM/TO LOC	The location which the inventory will be moved from and the location into which the inventory will be moved.
SERIAL/LOT NO	NOTE: This serial or lot data only prints for those items which are serial or lot items. The serial or lot number identification.
QTY	The quantity and unit of measure involved in the move.
REPRINT Message	This message displays only if this is the second time the label has been printed.

Barcode Move Labels



To print Barcode Move Labels, select Y for **Move Labels** through Warehouse Management Options Maintenance (MENU WMFILE) on the Warehouse Management Label Options Screen (p. 31-50).

The form type assigned to Move Labels is MVLABEL. The label data prints on a 4 x 6 label.

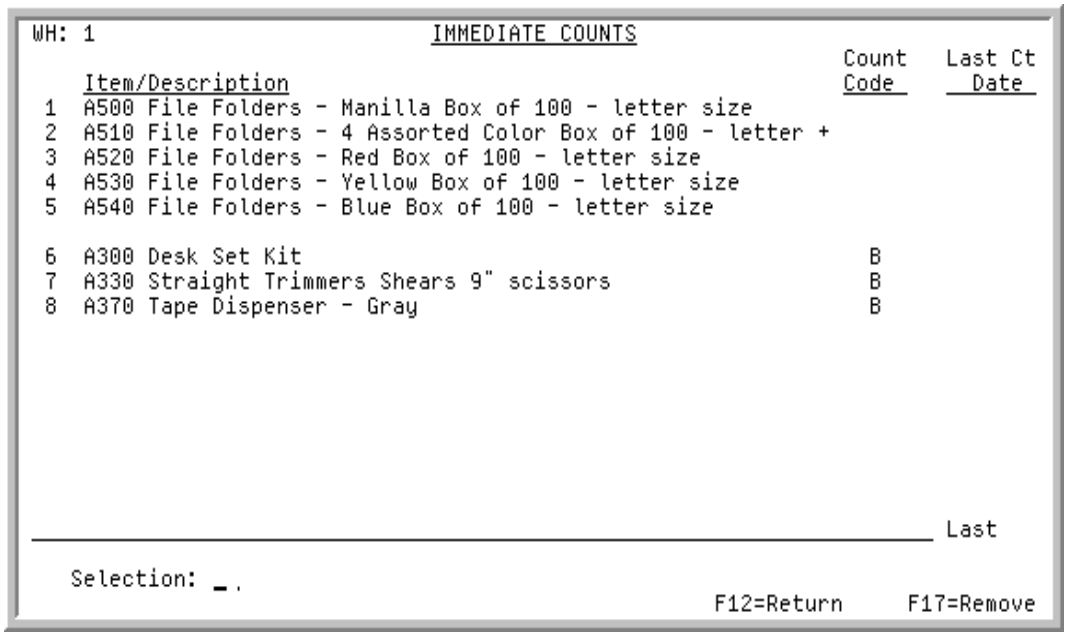
Barcode Move Labels

Report/Listing Field	Description
Move #/Run #	The move number is barcoded and printed as the first line of the label. This is the Move Number assigned to this specific move and the run number assigned to all the moves included in this generation of moves [e.g., through Suggested Move Report (MENU WMMAIN)].
Item Number/Description	This is the number of the item for which the Move Label was printed. Directly below the item number, the item's description is printed.
COO	The country of origin, if any, associated with the item.
FROM/TO LOC	The location which the inventory will be moved from and the location into which the inventory will be moved.
SERIAL/LOT NO	NOTE: This serial or lot data only prints for those items which are serial or lot items. The serial or lot number identification.

Barcode Move Labels

Report/Listing Field	Description
QTY	The quantity and unit of measure involved in the move.
REPRINT Message	This message displays only if this is the second time the label has been printed.

Immediate Counts Screen



This screen displays after pressing F14=IMMED COUNTS from the Warehouse Management Selection Screen (p. 5-6). This screen shows a list of all items that have been flagged for immediate counting. Items on the list can be removed from immediate counting using the F17=REMOVE function key.

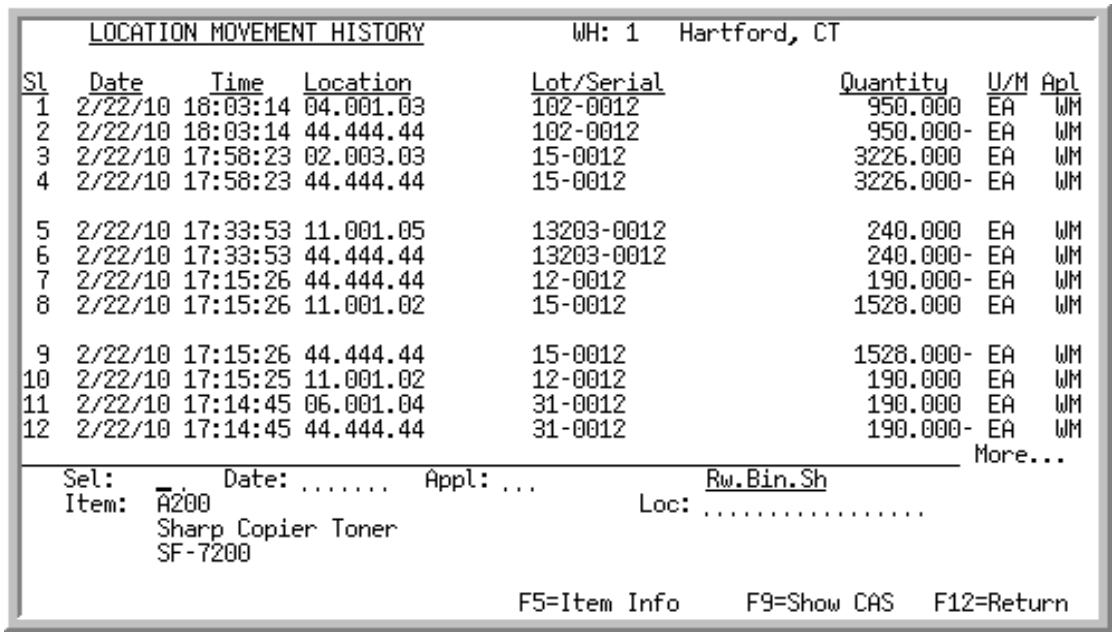
Immediate Counts Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected to review inventory immediate counts the Warehouse Management Selection Screen (p. 5-6). Display
(Reference Number)	The reference number of each item. Key this number in the **Selection** field to select an item from the immediate counts list. Display
Item/Description	The item(s) listed for immediate counting. Both the item number and description is provided for each item displayed. Display
Count Code	The cycle count code assigned to the item in the Item/Description column. Cycle count codes are defined in I/A through Cycle Count Codes Maintenance (MENU IAFIL2). Once defined, these codes may be assigned to items in a warehouse either automatically via Warehouse Planning Report (MENU WMREPT) if **Update Cycle Count Codes** is Y, or manually through Item Balance Maintenance (MENU IAFILE). Display

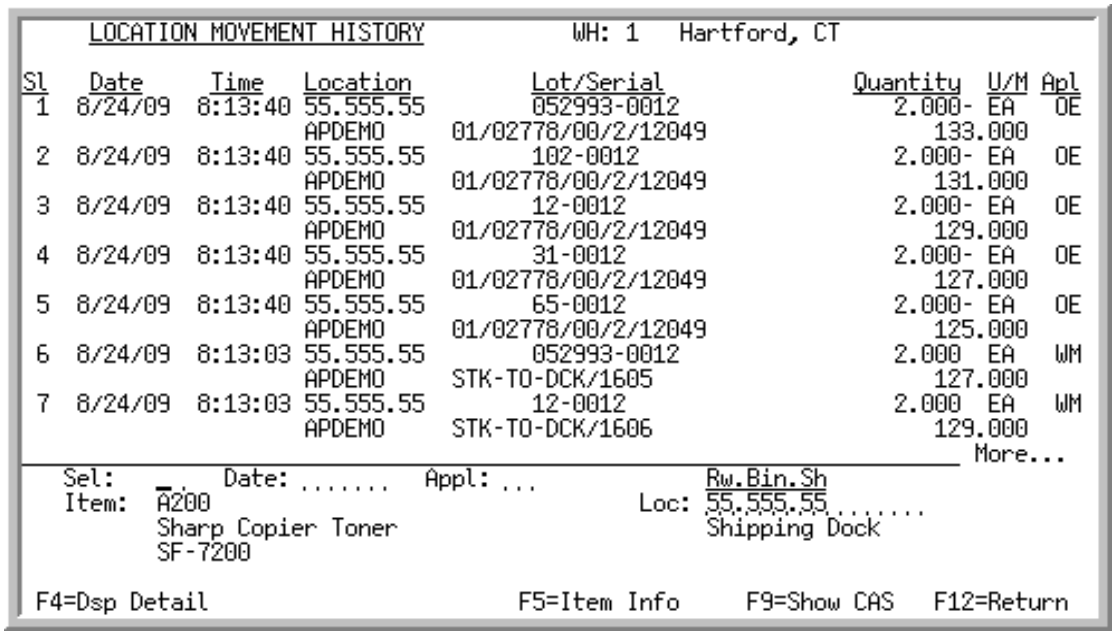
Immediate Counts Screen Fields and Function Keys

Field/Function Key	Description
Last Ct Date	This column displays the last date when the item was counted. If the items have not been counted before, this field will be blank. Display
Selection	Key the **Reference Number** corresponding to the item you want to remove and press F17=REMOVE. (N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Warehouse Management Selection Screen (p. 5-6).
F17=Remove	Press F17=REMOVE to remove the selected item from the immediate counts list. The screen will redisplay and the item will be removed from the list.

Location Movement History Screen



Location Movement History 2 Screen



The Location Movement History Screen displays a variety of movement location information, depending on how this screen was accessed and what display mode you are viewing.

If the Location Movement History Screen is accessed after selecting an item number and pressing F15=Loc Move Hist on the Warehouse Management Selection Screen (p. 5-6), this screen will present a list of locations in and out of which the indicated item has moved.

If the Location Movement History Screen is accessed after pressing F5=LOCATION on Warehouse Management Selection Screen (p. 5-6), and then selecting a location from the Warehouse Management Location Selection Screen (p. 5-12) and pressing F15=LOC MOVE HIST, this screen will present a list of items which have passed through or currently exist in the indicated location.

The Location Movement History Screen can also be accessed from Inventory Accounting by pressing F15=LOC MOVE HIST on the *Transaction History Screen* within the Item Inquiry (MENU IAMAIN). When called from the *Transaction History Screen* by simply pressing F15=LOC MOVE HIST, the item number, warehouse, and U/M will be received and used to limit the data presented on the screen. If a line number was selected before pressing F15=LOC MOVE HIST from the *Transaction History Screen*, the transaction date, U/M, and application ID associated with the selected item will also be received and used position the selected transaction to the top of the screen.

Various data is presented on this screen based on limits keyed and the F24=SINGLE LINE / F24=DOUBLE LINE display. For example, when you key a specific location for the item and press F24=DOUBLE LINE to display the Location Movement History 2 Screen the second line of the display will provides a reference field of tracking information regarding the transaction that occurred for this item in this location.

The reference fields are based on the module where they originated and will contain different informational fields based on those modules:

- Inventory Accounting: group number
- Order Entry: company/order number/generation number/sequence number/invoice number
- Purchasing: company/PO number/sequence number
- Value Added Services: company/customer number/sequence number; or company/group number/ sequence number
- Warehouse Management: STK-TO-DCK/ move number; MOVE/move number; BACK ORDER/ move number; or RF INQUIRY/move number

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description
Sl	A selection number used to reference a movement transaction. Key this number in the **Sel** field to select the desired move. Display
Date/Time	The date and time the location was affected by the item move. Display

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description
Location Lot/Serial	The warehouse location where the item transaction occurred. If the selected item is a lot control or serial item, the lot number or serial number for the transactions. These columns are toggled with the F5=ITEM INFO / F5=LOC INFO function key. Display
Item Number	The item number and item description for the transactions. These columns are toggled with the F5=ITEM INFO / F5=LOC INFO function key. Display
Quantity	The amount of the item involved in the specified move. For case quantity items, this field may be toggled with the F9=U/M / F9=CASE QTY U/M display quantities in either the stocking unit of measure or in cases. Display
U/M	The unit of measure of the item involved in the specified move. For case quantity items, this field may be toggled with the F9 function key to display the stocking or case unit of measure. Display
Apl	The application from within which the move was initiated Display
User ID	The **User ID** displays below the **Location** when in F24=DOUBLE LINE mode. The **User ID** is the person responsible for the transaction. Display

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description

Reference Data	The Reference Data only displays in F24=DOUBLE LINE mode.
	• Inventory Accounting: group number
	  • Use Application ID IA in the **Appl** field to filter the transactions to just those from Inventory Accounting.
	• Order Entry: company/order number/generation number/sequence number/invoice number
	  • Use Application ID OE in the **Appl** field to filter the transactions to just those from Order Entry.
	• Purchasing: company/PO number/sequence number
	  • Use Application ID PO in the **Appl** field to filter the transactions to just those from Purchasing.
	• Value Added Services: company/customer number/sequence number; or company/group number/sequence number
	  • Use Application ID WO in the **Appl** field to filter the transactions to just those from Value Added Services.
	• Warehouse Management: **STK-TO-DCK**/move number; **MOVE**/move number; **BACK ORDER**/move number; or **RF INQUIRY**/move number
	  • Use Application ID WM in the **Appl** field to filter the transactions to just those from Warehouse Management
	Display

Sel	Key the **Sl** number corresponding to the item you want to see detailed information for and press ENTER. The Location Movement Detail Screen (p. 5-162) will display. (N 2,0) Optional
Date	Key a date to filter the display to show the first movement which occurred on that date at the top of the screen. You can still page up and down to view other movements. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description
Appl	Key the two character code for an application from within which the desired moves were initiated. This will limit the display to only those movements occurring within the indicated application. The valid codes are described as follows: • WM - Warehouse Management • OE - Order Entry • PO - Purchasing • IA - Inventory Accounting • WO - Work Order Processing *Valid Values:* WM, OE, PO, IA, or WO (A 2) Optional
Item	If this screen was accessed by selecting an item on the Warehouse Management Selection Screen (p. 5-6) or the Item Inquiry *Transaction History Screen* (MENU IAMAIN), this field is display only. Key an item number to limit the movements displayed to only those which occurred for that item. (A 27) Required/Display
Loc	If this screen was accessed by selecting a location on the Warehouse Management Location Selection Screen (p. 5-12) or the Item Inquiry *Transaction History Screen* (MENU IAMAIN), this field is display only. Use this field to limit the movements displayed to only those which occurred for that location. Key a valid warehouse location to limit the display to moves associated with only that location. Leave this field blank to display moves for all locations. (A 16) Required/Display

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Left / F2=Desc Right / F2=Item & Desc	NOTE: This function key displays only if you selected not to display both description lines (**Show 2nd Desc Line** selected in System Options Maintenance (MENU XAFILE) or selected with the F24=SINGLE LINE / F24=DOUBLE LINE). Additionally, F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC only displays when you are viewing by location only and the screen is not filtered to a specific item (i.e from Warehouse Management Inquiry, F5=LOCATION and then F15=LOC MOVE HIST.). Press F2=DESC LEFT to show the "left window" of the item description starting with the left-most word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F4=Dsp Detail	F4=DSP DETAIL displays only if an item number and location is entered and you press F24=DOUBLE LINE to expand the screen. Select a line and press F4=DSP DETAIL to access the Order Entry or Purchasing drill down information. • OE transactions will display the Customer Order/Shipment Inquiry *Invoice Display Screen* (MENU OEMAIN). • PO transactions will display the Vendor Order/Shipment Inquiry *Requisition/Purchase Order Header Screen* (MENU POMAIN). • IA, WM, VAS transactions will display the Location Movement Detail Screen (p. 5-162).
F5=Item Info / F5=Loc Info	Press F5=ITEM INFO / F5=LOC INFO to view the item number and description as opposed to the default location and lot/serial information. Refer to the field description for the **Movement History Data** field.
F9=Show UOM	The F9=SHOW UOM / F9=SHOW CAS key displays only for case quantity items. Show UOM, where UOM is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE) Press F9=SHOW UOM / F9=SHOW CAS to toggle between a display of quantities in the stocking or case unit of measure.
F12=Return	Press F12=RETURN to return to the previous screen.

Location Movement History Screen Fields and Function Keys

Field/Function Key	Description
F24=Single/Double Line	F24=SINGLE LINE / F24=DOUBLE LINE is non-display. The display of a single or double line per item can be changed by pressing F24. Press F24=DOUBLE LINE to expand a collapsed screen or press F24=SINGLE LINE to collapse an expanded screen. In double line mode and filtered to an item and location, the user ID and reference data field will be displayed on the second line. Additionally, if you entered an item number and location, and press F24=DOUBLE LINE to expand the screen, F4=DSP DETAIL will then appear on the screen.
Enter	Press ENTER after making a selection to display the Location Movement Detail Screen (p. 5-162). NOTE: Quantities on the Location Movement Detail Screen (p. 5-162) will display in the U/M selected through the F9=SHOW UOM / F9=SHOW CAS on this screen.

Location Movement Detail Screen

This screen displays after making a selection from the Location Movement History Screen (p. 5-155). This screen presents detailed information of the selected movement.

Depending on the type of movement selected, the fields and data presented on this screen will vary. For example, if the movement selected was the result of a manual or suggested move, the **Appl** field will indicate **WM -MOVE-**; whereas, if the movement was generated through Order Entry, the **Appl** field will indicate **OE** and other fields will be presented to indicate the company and customer number as well as the invoice and order number.

All the fields on this screen are display only and cannot be changed.

Location Movement Detail Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and description of the item selected on the Location Movement History Screen (p. 5-155).
Location	The location into or from which the indicated item transaction occurred.
WH	The warehouse in which the selected transaction occurred.
Date	The date on which the selected transaction occurred.
User	The user ID of the user who initiated the transaction.

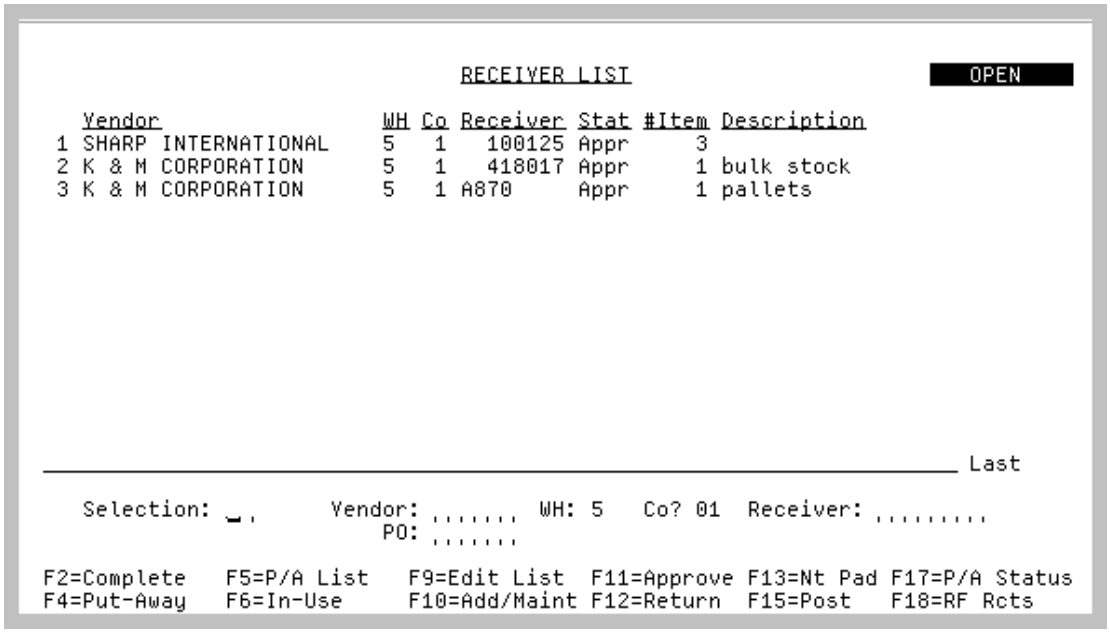
Location Movement Detail Screen Fields and Function Keys

Field/Function Key	Description
Qty	The quantity and U/M of the indicated item involved in the selected transaction. The display of these values will be based on the F9=Show UOM / F9=Show CAS selection of the Location Movement History Screen (p. 5-155)
COO	The country of origin, if one exists for the transaction.
End Bal	The ending balance of the item in the location as a result of this transaction expressed in the stocking U/M.
Appl	This field indicates how the transaction was created. If the selected transaction was the result of a manual or suggested move in Radio Frequency or Warehouse Management, **WM -MOVE-** will be indicated in this field. If the selected transaction was the result of using the Warehouse Management (MENU WMMAIN) option to move inventory to the dock location after shipping confirmation [determined through Warehouse Management Options Maintenance (MENU WMFILE)], **WM Stock-To-Dock** will be indicated in this field. Similarly RF Options Maintenance (MENU RFFILE) for picking to **Move stock to dock at pick time**, **Move stock to stage at pick time** and/or **Move stage to dock at pick time** will all show as WM Stock-To-Dock. If the selected transaction was generated from Order Entry, this field will indicate OE and other fields will be presented to indicate the company, customer, invoice and order numbers (refer to the **Co/Cust**, **Inv No**, and **Ord No** field descriptions), and the F5=Display Inv / F5=Display PO will be available. If the selected transaction was generated from Purchasing, this field will indicate PO and two different fields will be presented: one to indicate the vendor name and number, and the other to indicate the company and purchase order numbers.
Co/Cust	Indicates the company and customer number associated with the location movement. The **Co/Cust** field will only display for OE type transactions.
Inv No	Indicates the invoice number associated with the location movement. The **Inv No** field will only display for OE type transactions.
Order No	Indicates the order number and generation number associated with the location movement transaction. The **Ord No** field will only display for OE type transactions.
Box No	Indicates the box number that the item was shipped in from this location for this transaction. The **Box No** field will only display for OE type transactions when **Boxing Options: Track Boxes** is Y in Warehouse Management Options Maintenance (MENU WMFILE).

Location Movement Detail Screen Fields and Function Keys

Field/Function Key	Description
Move No.	Indicates the suggested move number that initiated this move transaction. The **Move No** field will only display for WM type transactions.
Group No	Indicates the Inventory Accounting group ID that initiated this move transaction. The **Group No** field will only display for IA type transactions.
Lot/Ser	If the indicated item involved in the selected transaction is a lot or serial item, the associated lot or serial number will display here.
F5=Display Inv/ Display PO	Depending upon which type of movement transaction is being displayed, this function key may or may not display. If it does display, one of the following functions will be available: • F5=DISPLAY INV (if the transaction was generated in O/E) Press F5=DISPLAY INV to display the *Invoice Display Screen*. The invoice and detailed status information for the invoice identified on this screen is presented. For details on this screen, refer to its screen description as provided in Customer Order/Shipment Inquiry (MENU OEMAIN), in the Order Entry User Guide. • F5=DISPLAY PO (if the transaction was generated in PO) Press F5=DISPLAY PO to display the *Requisition/Purchase Order Header Screen*. The header information for a requisition or purchase order (open or history) identified on this screen is presented. For details on this screen, refer to its screen description as described in Req/PO Inquiry (MENU POMAIN), in the Purchasing User Guide.
F12=Return	Press F12=RETURN to return to the Location Movement History Screen (p. 5-155).

Receiver List Selection Screen



This screen displays:

- in Warehouse Management, after pressing F18=RECEIVERS on the Warehouse Management Selection Screen (p. 5-6).
- in Warehouse Management, after pressing F18=RECEIVERS on the PO Selection Screen (p. 5-41).
- in Purchasing, after pressing F4=LIST from the *Receiving List by Receiver Number Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN).
- in Purchasing, after you select 2 = By Receivers on the *PO Receipt Processing Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN).

This screen is also included in the Purchasing User Guide and contains the same information.

This screen displays a list of existing receivers and provides access to receiver maintenance screens with the F10 = ADD/MAINT function key through which receivers can be created or modified. Limiting criteria can be entered on this screen to limit the display to particular receivers, such as specifying a particular purchase order number or receiver for which you want to display related receivers.

The body of the screen displays the receivers that meet the selection criteria in the fields at the bottom of the screen. To limit which receivers are listed, enter selection criteria in the fields at the bottom of the screen and press ENTER. To expand the list of receivers, blank out the entry in one or more of those fields and press ENTER again.

The default list of receivers displayed are those that are currently open. Use the F2=COMPLETE / F2=OPEN toggle key to change the display to receivers that are received and closed.

Additional function keys display on this screen only when it is accessed through Warehouse Management (MENU WMMAIN). Also note that some of the function keys displayed on this screen

do not appear when accessing this screen through Enter or Change Receivers or PO Receipts (MENU POMAIN).

From this screen, you can:

- print the Receiver Edit List for a receiver
- access the screens required to add, change, or delete a receiver
- access the *Receiver Approval Selection Screen*, where you can approve or unapprove specific line items on the receiver
- access the *PO Receiver Note Pad Screen*, where you may review, maintain or delete dated events associated with the selected receiver, as well as add new PO receiver events
- post a receiver

If you displayed this screen by pressing F18=RECEIVERS on the Warehouse Management Selection Screen (p. 5-6), the warehouse number for the receiver defaults to the warehouse number you entered on that screen. Additionally, the **Stage Back Orders** and **Auto Put-Away** fields for the receiver default to the values set in Warehouse Options Maintenance (MENU WMFILE) for the warehouse. To change any of these fields, press the F12=RETURN function key to display the PO Selection Screen (p. 5-41).

If you select a receiver for put-away that contains only drop ship items, the status of the receiver will be set to pre-received. If the receiver contains a mix of stock and drop ship items, the drop shop items will not affect the status of the receiver.

NOTE: This is a roll screen. **More**... appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
(Receiver List Type)	Identifies if the receiver list currently displayed contains **OPEN** receivers or **COMPLETE** receivers. You can toggle the display from one to the other by pressing F2=COMPLETE / F2=OPEN. Display
(Reference Number)	Use this number in the **Selection** field to select the associated receiver. Display

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The vendor associated with the receiver when it was originally created on the *Receiver Entry/Maintenance Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN). From within Warehouse Management (MENU WMMAIN), that screen is accessed by pressing F10=ADD/MAINTAIN on this screen. Receivers are also often created in Purchasing due to the receipt of an Advance Shipping Notice (ASN) through EDI. Display
WH	The warehouse associated with the receiver when it was originally created on the *Receiver Entry/Maintenance Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENUWMMAIN). Display
Co	The company associated with the receiver when it was originally created on the *Receiver Entry/Maintenance Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENUWMMAIN). Display
Receiver	The number the receiver was assigned when it was originally created on the *Receiver Entry/Maintenance Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENUWMMAIN). Display
Stat / WS	The **Stat** field displays the current status of the receiver. It will toggle with the ID of the workstation where the receiver is currently in use (**WS**) with the F6=IN-USE / F6=STATUS function key. The current status of the receiver may be: • **Pend**: Pending approval • **Appr**: Approved • **Post**: Posted • **Prt**: Put-Away List has been printed with F5=P/A LIST through Warehouse Management (MENU WMMAIN). This is applicable only if Warehouse Management is installed. • **PRcv**: Pre-received through Warehouse Management (MENU WMMAIN).This is applicable only if Warehouse Management is installed. Display

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
WS	The ID of the workstation where the receiver is currently in use. An ***R** appearing next to the Workstation ID indicates that the receiver is contained in a receipt group (i.e., it is currently in the process of being posted). This field will toggle with the status of the receiver (**Stat**) field with the F6=IN-USE / F6=STATUS function key. Display
#Item	The total number of items included in the receiver from the *Line Items On PO Selection Screen* through Enter or Change Receivers or PO Receipts (MENU POMAIN). Display
Description	The description of the receiver, as keyed when the receiver was created/ modified on the *Receiver Entry/Maintenance Selection Screen* through Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENUWMMAIN). Display
Selection	Use this field to select a receiver for processing. Key the **Reference Number** corresponding to the receiver you want to select and press ENTER. (N 2,0) Required
Vendor	Use this field to limit the receivers on the screen to those associated only with a specific vendor. Key a vendor number to limit the receivers on this screen to only those associated with this vendor. Leave this field blank to display receivers for all vendors. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Optional

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
WH	**Purchasing** Key a warehouse number to limit the receivers on this screen to only those associated with this warehouse. If left blank, orders for all warehouses will display. **Warehouse Management** This field displays the warehouse number you entered on the Warehouse Management Selection Screen (p. 5-6). Only receivers for this warehouse are listed on the screen. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional/Display
Co	This field displays only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). **Purchasing** Key a company number to limit the receivers on this screen to only those associated with this company. **Warehouse Management** This field displays the company number with which the warehouse in the **WH** field is associated. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional/Display
Receiver	Use this field to limit the receivers on the screen to only those associated with a specific receiver. Key a receiver number to limit the receivers on this screen to this receiver number only. Leave this field blank to display all receivers. (A 8) Optional

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
PO	Use this field to limit the receivers on the screen to only those associated with a specific purchase order. Key a valid purchase order number to limit the receivers on this screen to only those associated with this purchase order. Leave this field blank to display receivers for all purchase orders. (A 6) Optional
F2=Complete / F2=Open	Press F2=COMPLETE / F2=OPEN to toggle between displaying open and completed receivers. Note that while displaying completed receivers, the F11=APPROVE, F13=NT PAD, and F15=POST function keys become unnecessary and therefore do not display. Press F2=COMPLETE to display all completed receivers. If you have entered limiting criteria at the bottom of the screen, only completed receivers that meet the criteria you entered will display. Press F2=OPEN to display all open receivers. If you have entered limiting criteria at the bottom of the screen, only open receivers that meet the criteria you entered will display.
F4=Put-Away	The F4=PUT-AWAY function key displays only from within Warehouse Management (MENU WMMAIN) when Warehouse Management is installed, and only if the list on this screen currently displays **OPEN** receivers. Select a receiver and press F4=PUT-AWAY to access the Put-Away Complete Screen (p. 5-49). W/M will select the locations to put away the items based on the selected backorder staging and put-away modes (see **Stage Back Orders** and **Auto Put-Away** fields). From this screen, you can put away approved receiver line items.

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
F5=P/A List	The F5=P/A LIST function key displays only when Warehouse Management is installed. The F5=P/A LIST function key displays only if the list on this screen currently displays **OPEN** receivers. Press F5=P/A LIST to print the Put-Away List (p. 5-47) for the selected receiver. The quantities of the pre-received items, and the locations where the items are to be put when they are received will be printed. If you have not pre-received any items for the specified receiver, the Put-Away List will not print. Depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels and Item Labels may or may not print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels; refer to Item Labels (MENU WMREPT) for details about Item Labels. If you have already printed the Put-Away List and Put-Away Labels/Item Labels for this Purchase Order, the Put-Away List Reprint Screen (p. 5-46) will display.
F5=P/A List w/Radio Frequency	If Radio Frequency is installed, and depending on the selection made through Warehouse Management Options Maintenance (MENU WMFILE), all items in the receiver may be automatically posted to the receiving dock immediately following the printing of the Put-Away List. This receiving dock is defined as all 4's (e.g., 44.444.44). If you have selected the option to prompt for a response as to whether or not this posting to the receiver dock should occur, the Post Receiver Option Screen (p. 5-97) will display.
F6=In-Use / F6=Status	Press F6=IN-USE / F6=STATUS to toggle the between displaying the status of each receiver in the **Stat / WS** field and displaying the workstation ID of any receiver that is currently being used elsewhere. If an ***R** appears next to the workstation ID, the receiver is contained in a receipt group (i.e., it is currently in the process of being posted). Press F6=STATUS to display the status of each receiver. Press F6=IN-USE to display the workstation ID where the receiver is currently being used.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

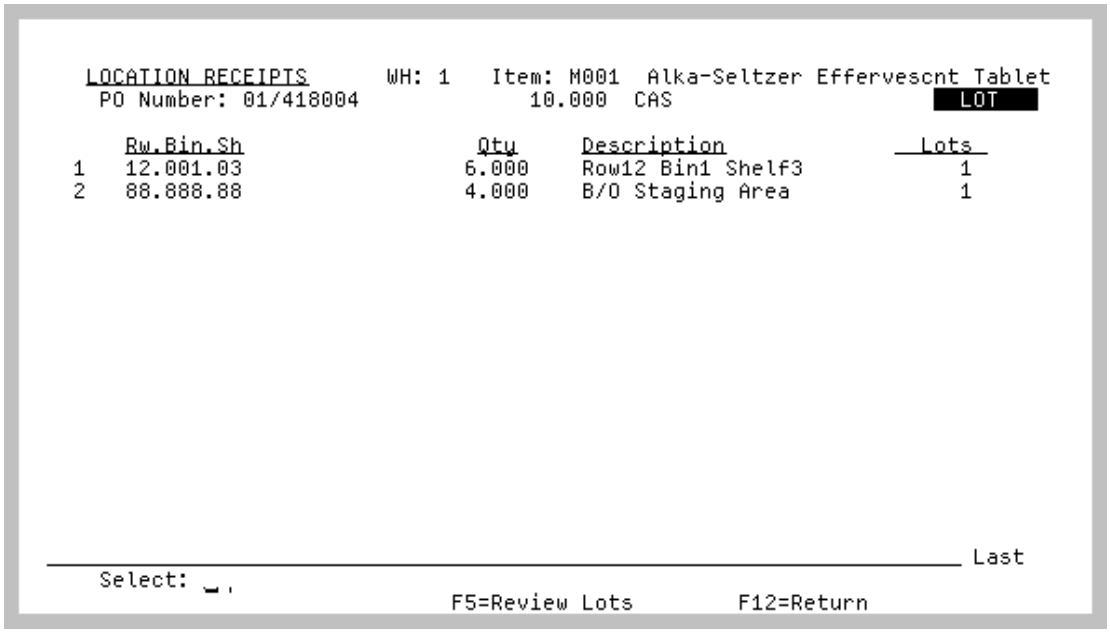
Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
F9=Edit List	Key a **Reference Number** in the **Selection** field and press F9=EDIT LIST to print the Purchase Order Receipts Edit List for the indicated receiver. The *Report Options Screen* appears to allow you to submit your request for processing (refer to the Cross Applications User Guide for details about this screen). You can use the edit list to review details about the receiver, including cost information. Refer to PO Receipts Edit List (MENU POMAIN) for a description of the data contained on the list.
F10=Add/Maint	To add a new receiver, leave the **Selection** field blank and press F10=ADD/MAINT. The *Receiver Entry/Maintenance Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) appears where you can create a new receiver. To work with a receiver from the list on the screen, key a **Reference Number** in the **Selection** field and press F10=ADD/MAINT. The *Receiver Header Information Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) appears.
F11=Approve	F11=APPROVE is available only if you are displaying open receivers. Key a **Reference Number** in the **Selection** field and press F11=APPROVE to access the *Receiver Approval Selection Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN). From that screen, you can approve or unapprove specific line items in the receiver. Prior to the posting of receipts for any items in a receiver, those items must be approved as having been actually received.
F12=Return	If you accessed this screen from Purchasing, press F12=RETURN to exit the receiving process and return to Menu POMAIN. If you accessed this screen from Warehouse Management, press F12=RETURN to return to the PO Selection Screen (p. 5-41).
F13=Nt Pad	F13=NT PAD is available only if the list on this screen currently displays open receivers. Key a **Reference Number** in the **Selection** field and press F13=NT PAD to access the *PO Receiver Note Pad Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN), where you may review, maintain or delete dated events associated with this receiver, as well as add new events.

Receiver List Selection Screen Fields and Function Keys

Field/Function Keys	Description
F15=Post	F15=POST is available only if the list on this screen currently displays open receivers. Key a reference number in the **Selection** field and press F15=POST to post the receiver. If no errors are found, the *Post Received Items Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) displays. Each approved item in the receiver will be checked for errors, and if none are found, will be included in a system-generated receipt group and submitted to the Transaction Processor for immediate posting. For details about the Transaction Processor, refer to the Cross Applications User Guide. When Warehouse Management is installed, approved receiver items will be checked to ensure warehouse locations have been assigned for each, before posting can occur. If errors are found because locations have not been assigned to all items in the receiver, the *Receipt Post Errors Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) will display.
F17=P/A Status	The F17=P/A STATUS function key displays only if Warehouse Management and Radio Frequency are installed and Radio Frequency is being used for putting away inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)]. Select an item and press F17=P/A STATUS to display the status of the put-away. The R/F Put-Away Status Selection Screen (p. 5-180) will display.
F18=R/F Rcts	The F18=R/F RCTS function key displays only if Warehouse Management and Radio Frequency are installed and Radio Frequency is being used for receiving inventory as determined through Radio Frequency Options Maintenance (MENU RFFILE). Press F18=R/F RCTS to display the receipts that have been entered through Radio Frequency, but not yet put away. These receipts may be reviewed for accuracy against any previously created receivers (entered through Warehouse Management or Purchasing). The R/F Receipts List Screen (p. 5-189) will display.
Enter	This key performs 2 functions: • To limit the receivers on the list, key limiting criteria in the **Vendor**, **WH**, **Co**, **Receiver**, or **PO** fields and press ENTER. The display will include only those receivers that meet the criteria you entered. • To review a receiver, key a reference number in the **Selection** field and press ENTER. The *Receiver Inquiry Header Review Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) will display for the selected receiver.

Post Items - Review Location Receipts Screen



This screen displays from the *Post Received Items Screen* within Enter or Change Receivers or PO Receipts (MENU POMAIN) or Warehouse Management (MENU WMMAIN) when selecting to View Location Assignments. Use this screen to view the locations assigned for put-away of this receipt. This screen is only available when Warehouse Management is installed.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Post Items - Review Location Receipts Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse number into which the item is being received. Display
Item	The item number and the item description of the item being received. Display
PO Number	The company number and purchase order number for this receipt. Display
(Quantity Received)	The quantity of the item being received and the receiving unit of measure. Display

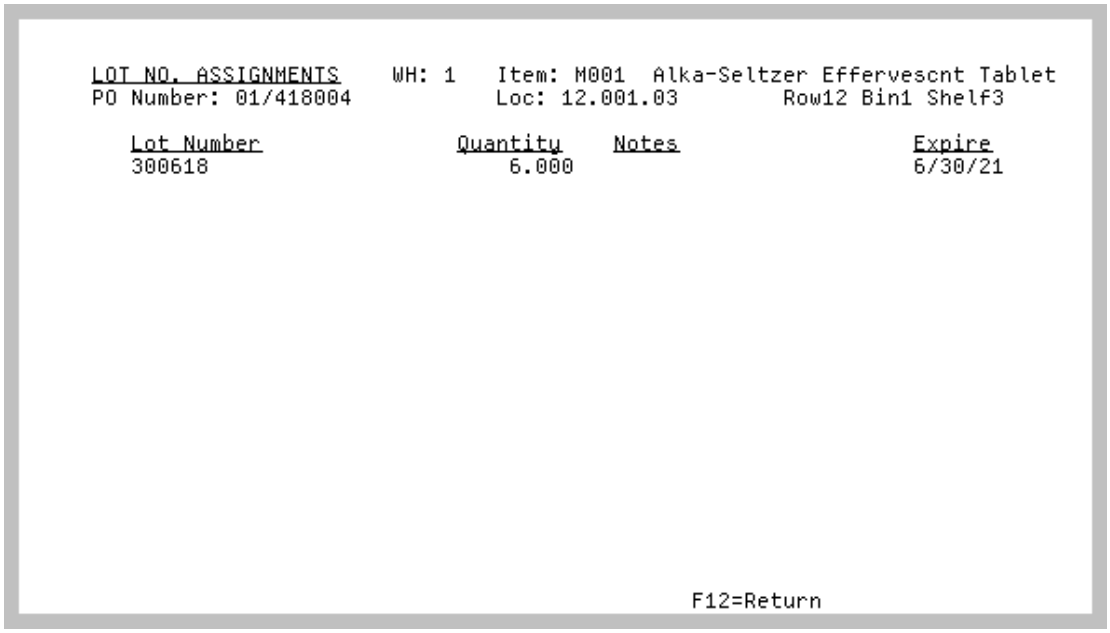
Post Items - Review Location Receipts Screen Fields and Function Keys

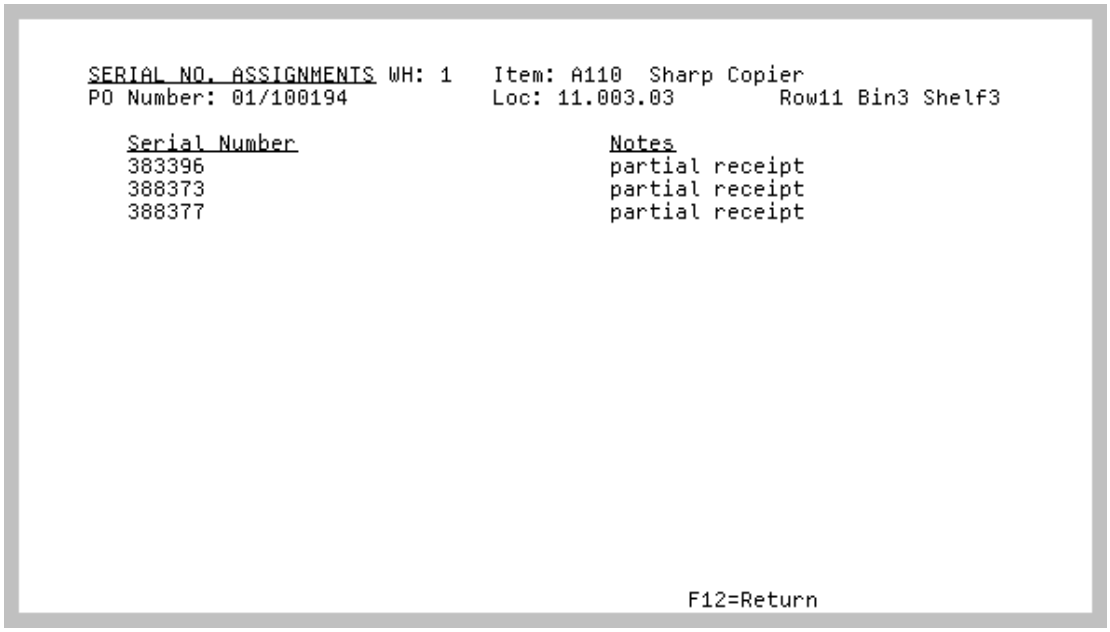
Field/Function Key	Description
(Type of Item)	For lot control and serial items, the type of item, **LOT** or **SERIAL**, displays on the top right of the screen. Display
(Reference Number)	The reference number of the lot number or serial number displayed. Key this number in the **Select** field to select location and review the lot numbers or serial numbers being received. Display
(Location)	The **Rw.Bin.Sh** heading represents the Location definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The selected location number for the locations into which the item will be put-away. Display
Qty	This field only displays for Lot control items as defined with **WH Mgmt Code** of L in Item Master Maintenance (MENU IAFILE). The quantity of items in to be put-away int eh selected location.. The sum of the quantities of all locations shown on this screen must equal the quantity of items being received in this warehouse location. Display
Description	The description of the warehouse location as defined in Location Master Maintenance (MENU WMFILE). Display
Lots / Serials	For lot control items, the quantity of lot number(s) assigned to this warehouse location. For serial number items, the quantity of serial numbers assigned to this warehouse location. Display
Select	Key the **Reference Number** of the location to review the lot numbers or serial numbers assigned to be put-away to this location. (N2,0) Optional
F2=Dsp CAS / F2=Dsp UOM	For case quantity items, the **Qty** field may be toggled with the F2=Dsp UOM / F2=Dsp CAS function key to display receipt quantities in the item's stocking unit of measure or in the case quantity unit of measure.
F5=Review Lots F5=Review Serials	Press F5=Review Lots / F5=Review Serials to review the detail data about the lot control or serial number information to be put-away in the selected location. The Post Items - Review Lot/Serial Assignments Screen (p. 5-177) displays.

Post Items - Review Location Receipts Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Receiver List Selection Screen (p. 5-165).
Enter	Press ENTER after making a selection will edit the selection number keyed. Press F5=REVIEW LOTS / F5=REVIEW SERIALS to review the detail data about the lot control or serial number information.

Post Items - Review Lot/Serial Assignments Screen





This screen displays from the Post Items - Review Location Receipts Screen (p. 5-174) when selecting to review lots using the F5=LOTS function key or review serial numbers using the F5=SERIALS function key. Use this screen to review the lot control information or the specific serial numbers assigned to the specific location during the put-away process.

All the fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register ERP A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen, **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

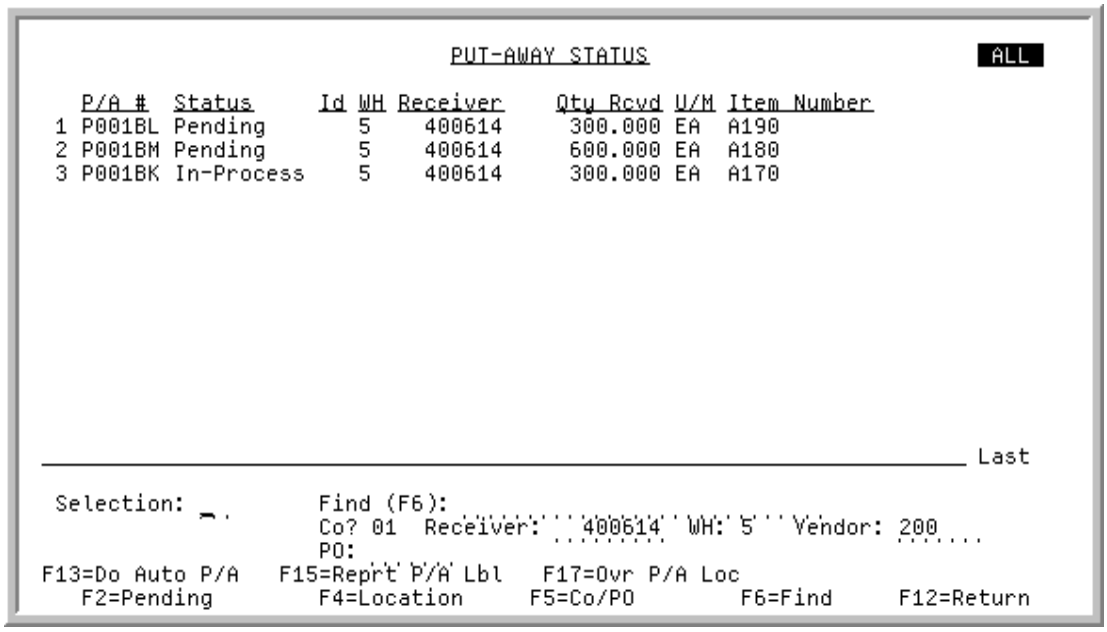
Post Items - Review Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse number into which the item is being received.
Item	The item number and the item description of the item being received.
PO Number	The company number and purchase order number for this receipt.
Location	The selected location number and description for the location into which the item will be put-away.
Lot Number	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The lot number(s) for the location into which the item is being received displayed in alphabetic/numeric order.
Serial Number	This field only displays for serial number items as defined through Item Master Maintenance (MENU IAFILE). The serial number(s) for the location into which the item is being received displayed in alphabetic/numeric order.
Quantity	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The quantity of the specific lot numbers being received into the selected location.
Notes	If notes were keyed for an item in the receiving process for this warehouse location, those notes are displayed in this column.
Expire	This field only displays for lot control items as defined through Item Master Maintenance (MENU IAFILE). The expiration dates, if required, for the specific lot numbers being stored in the warehouse locations listed.

Post Items - Review Lot/Serial Assignments Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp CAS / F2=Dsp UOM	For case quantity items, the **Qty** field may be toggled with the F2=Dsp UOM / F2=Dsp CAS function key to display receipt quantities in the item's stocking unit of measure or in the case quantity unit of measure.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=Page Down and F8=Page Up are available for use but do not display. Use the F7=Page Down to display the next screen of information on a roll screen. The Page Down or Shift-Roll Fwd function keys perform the same task. Use the F8=Page Up to display the previous screen of information on a roll screen. The Page Up or Shift-Roll Back function keys perform the same task.
F12=Return	Press F12=Return to return to the Post Items - Review Location Receipts Screen (p. 5-174).

R/F Put-Away Status Selection Screen



NOTE: This screen displays only if Radio Frequency is installed and is being used for putting away inventory [as determined through Radio Frequency Options Maintenance (MENU RFFILE)].

This screen displays after pressing F17=P/A STATUS from the PO Selection Screen (p. 5-41) or from the Receiver List Selection Screen (p. 5-165). Use this screen to review the status of put-aways.

R/F Put-Away Status Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the displayed put-away. Key this reference number in the **Selection** field to select that put-away for processing. Display
P/A #	The system assigned put-away number associated with the put-away, as found on the Put-Away List (p. 5-47). If the put-away was created prior to Distribution A+ using put-away numbers, no put-away number will display. Display
Status	The current status of the put-away. The status may be either **Pending**, **In-Process**, or **Stored**. The F2=PENDING / F2=IN-PROCESS / F2=STORED / F2=ALL function key may be used to toggle the display showing all put-aways, or only those with one of these statuses. Display

R/F Put-Away Status Selection Screen Fields and Function Keys

Field/Function Key	Description
ID	If applicable, the Pallet ID will display in this column. Display
Co	The ID of the applicable company. This displays when the **PO No** field displays, toggled with the F5=Co/PO / F5=Receiver key. Display
PO No	The number of the applicable Purchase Order. This displays when the **Co** field displays, toggled with the F5=Co/PO / F5=Receiver key. Display
WH	The warehouse in which the put-away is to occur or did occur. This displays when the **Receiver** field displays, toggled with the F5=Co/PO / F5=Receiver key. Display
Receiver	The number of the applicable Receiver. This displays when the **WH** field displays, toggled with the F5=Co/PO / F5=Receiver key. Display
Qty Rcvd	The quantity of items that are to be or were put-away. Quantity information only displays when item information is displayed. Display
U/M	The unit of measure for the item(s) in the **Qty Rcvd** column. Display
Item Number	The item number being received in this receiver for the quantity in the **Qty Rcvd** column. Item Number information is not displayed when Location information or Vendor information is displayed, as toggled with the F4=Location / F4=Item / F4=Vendor key. Display
Location	The warehouse locations into which the item will be or was placed. If applicable, any lot or serial numbers will also display. Location information does not display when Item Number information or Vendor information is displayed as toggled with the F4=Location / F4=Item / F4=Vendor key. Display
Vendor	The vendor with whom the purchase order was placed. Vendor information does not display when Item Number information or Location information is displayed as toggled with the F4=Location / F4=Item / F4=Vendor key. Display
Selection	Key the **Reference Number** in this field and press Enter to display the R/F Put-Away Status Detail Screen (p. 5-187). (N 2,0) Optional

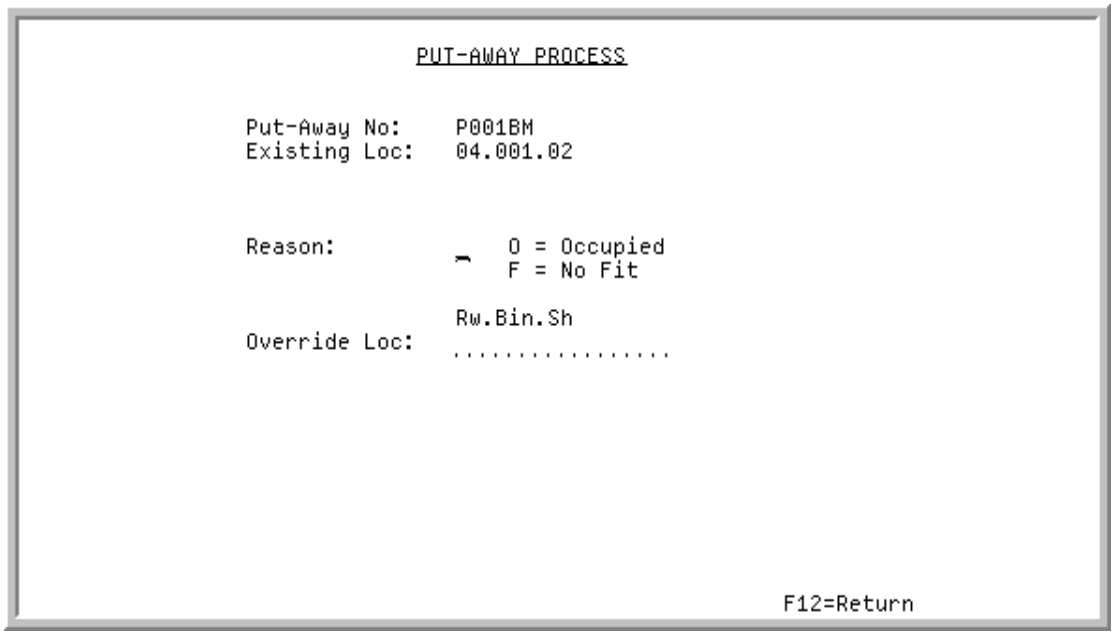
R/F Put-Away Status Selection Screen Fields and Function Keys

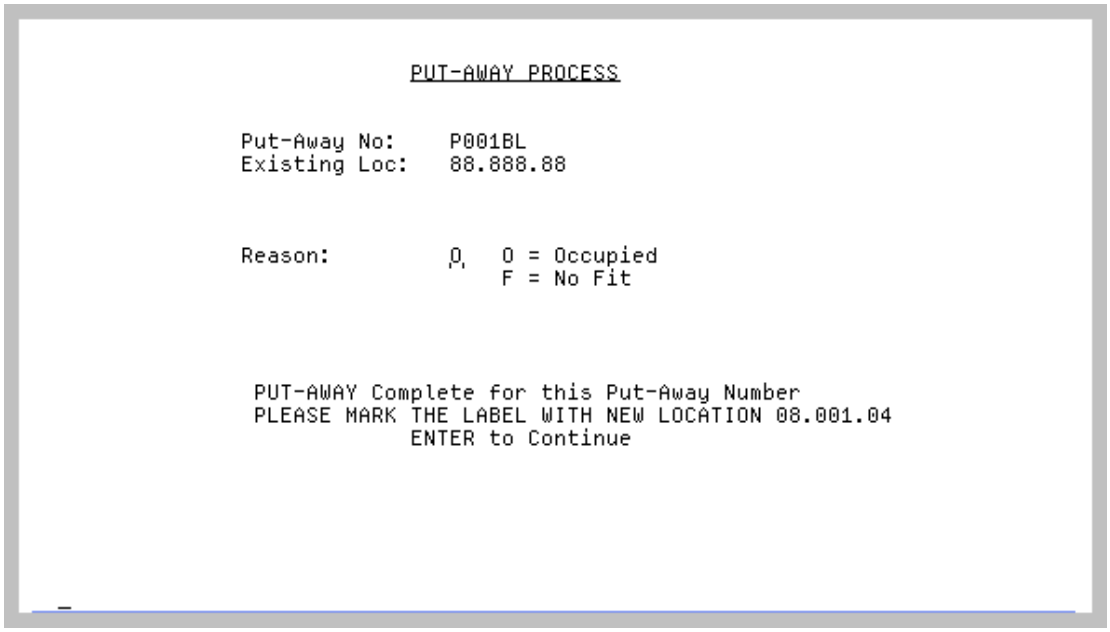
Field/Function Key	Description
Find	Use this field to locate an item in the displayed list. Key the complete or partial item number to locate in this field, then press F6 to find the item number. The item that closest meets the item number keyed here will display at the top of the screen. (A 27) Optional
Co	The company selected for this receiver when it was created. All purchase orders in this receiver are for this company. Display
Receiver	Use this field to limit the put-aways on the screen to only those associated with a specific receiver. Key a valid receiver number in this field and press ENTER to display that put-aways for that receiver only. Leave this field blank to display put-aways for all receivers. (A 8) Optional
WH	The warehouse number selected for this receiver when it was created. All purchase orders in this receiver are for this warehouse. (A 2) Optional
Vendor	Use this field to limit the put-aways on the screen to those associated only with a specific vendor. Key a valid vendor number in this field and press ENTER to display put-aways for that vendor only. Leave this field blank to display put-aways for all vendors. (A 6) Optional
PO	Use this field to limit the put-aways on the screen to only those associated with a specific purchase order. Key a valid purchase order number in this field and press ENTER to display put-aways for that purchase order only. Leave this field blank to display put-aways for all purchase orders. (A 6) Optional
F2=Pending / F2=In-Process / F2=Stored / F2=All	Press F2=PENDING / F2=IN-PROCESS / F2=STORED / F2=ALL to modify the list displayed on the screen from all put-aways to only those that are pending, in-process, or stored.

R/F Put-Away Status Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Location / F4=Item / F4=Vendor	Press F4=LOCATION / F4=ITEM / F4=VENDOR to toggle between displaying the Item Number information, the Location information, and the Vendor information on this screen. When Item Number information is displayed, press F4=LOCATION to display Location information, including the location into which the item is to be or was placed, and the item's lot or serial number (if any). When Vendor information is displayed, press F4=ITEM to display Item Number information. When Location information is displayed, press F4=VENDOR to display Vendor information.
F5=Co/PO / F5=Receiver	Press F5=CO/PO / F5=RECEIVER to toggle between displaying the WH and Receiver information and the Co and PO No information. When WH and Receiver information is displayed, press F5=CO/PO to display Co and PO No identifying the company and PO associated with the put-away. When the Co and PO No information is displayed, press F5=RECEIVER to display WH and Receiver information identifying the warehouse and receiver associated with the put-away.
F6=Find	Press F6=FIND to locate the item number that was keyed in the **Find** field.
F12=Return	Press F12=RETURN to return to the calling screen. Either the PO Selection Screen (p. 5-41) or the Receiver List Selection Screen (p. 5-165) will display.
F13=Do Auto P/A	Press F13=DO AUTO P/A to automatically change the selected put-away location using the auto put-away function. You cannot change the location of a put-away with a status of Stored. The R/F Put-Away Process Screen (p. 5-184) will appear.
F15=Reprt P/A Lbl	Press F15=REPRT P/A LBL to reprint labels for the selected put-away. The R/F Reprint Put-Away Labels Screen (p. 5-186) will appear.
F17=Ovr P/A Loc	Press F17=OVR P/A LOC to manually override the selected put-away location. The R/F Put-Away Process Screen (p. 5-184) will appear.
Enter	Press ENTER after keying a **Reference Number** in the SELECTION field to display the R/F Put-Away Status Detail Screen (p. 5-187).

R/F Put-Away Process Screen



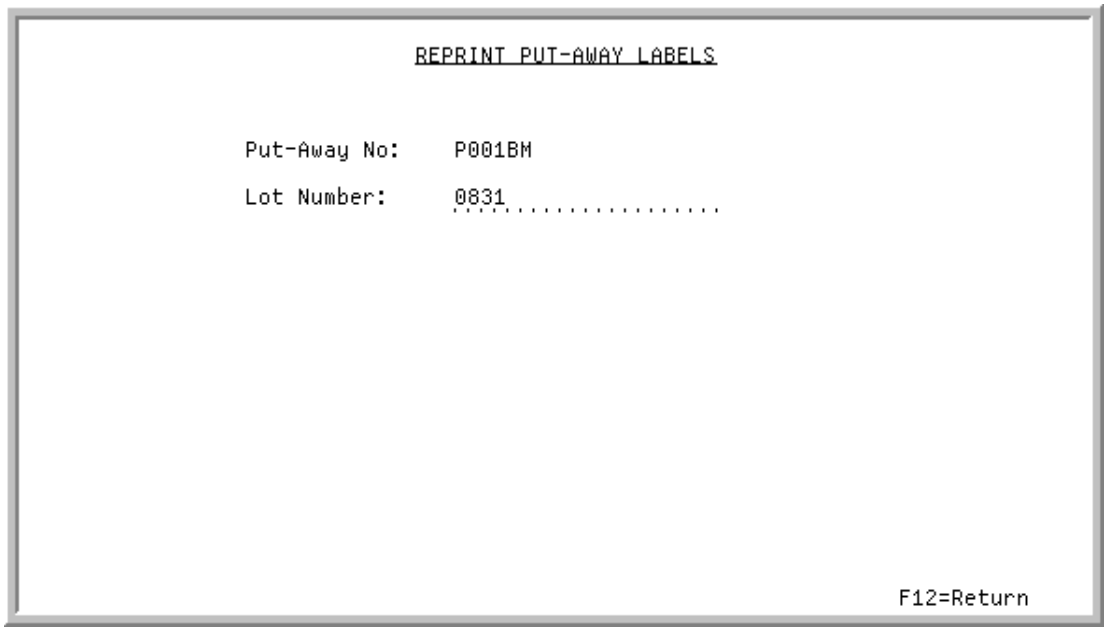


This screen appears after you press F13=Do Auto P/A or F17=Ovr P/A Loc on the R/F Put-Away Status Selection Screen (p. 5-180). If you pressed F13=Do Auto P/A, use this screen to automatically assign a put-away location to an item. If you pressed F17=Ovr P/A Loc, use this screen to specify an override put-away location.

R/F Put-Away Process Screen Fields and Function Keys

Field/Function Key	Description
Put-Away No	This field displays the selected put-away number of the item for which the location will be changed. Display
Existing Loc	This field displays the current location of the item. Display
Reason	Use this field to specify the reason the location is being changed. Key O to indicate that the currently-assigned location is occupied. Key F if the location cannot accommodate the item's size. (A 1) Required
Override Loc	This field appears only if you pressed F17=Ovr P/A Loc to override the location on the R/F Put-Away Status Selection Screen (p. 5-180). Use this field to specify the new location to which the item will be assigned. *Valid Values:* A warehouse location defined through Location Master Maintenance (WMFILE). (A 16) Required
F12=Return	Press F12=Return to return to the R/F Put-Away Status Selection Screen (p. 5-180) without overriding the location.
Enter	Press Enter to confirm your entries. A message will inform you that the location assignment has been complete and the new location to mark on the label. Press Enter again to confirm the assignment. The R/F Put-Away Status Selection Screen (p. 5-180) will appear.

R/F Reprint Put-Away Labels Screen

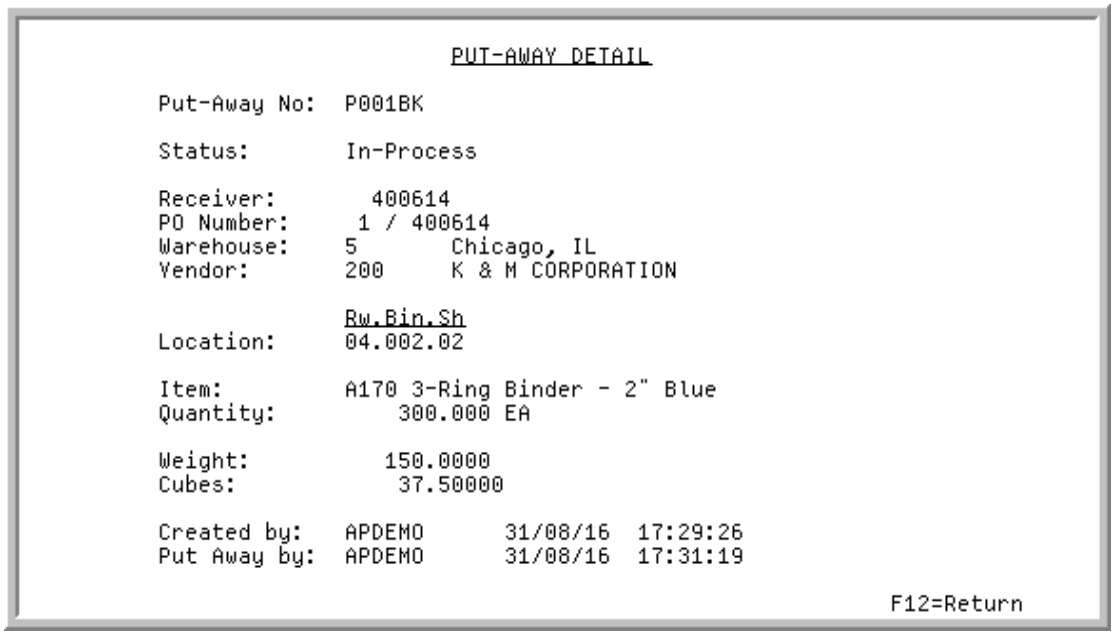


This screen appears after you press F15=REPRT P/A LBL on the R/F Put-Away Status Selection Screen (p. 5-180). Use this screen to specify which put-away labels to reprint.

R/F Reprint Put-Away Labels Screen Fields and Function Keys

Field/Function Key	Description
Put-Away No	This field displays the selected the put-away number for which you selected to reprint put-away labels. Display
Lot Number:	Use this field to specify the lot number of the items for which put-away labels will be reprinted. (A 20) Optional
F12=Return	Press F12=RETURN to return to the R/F Put-Away Status Selection Screen (p. 5-180) without reprinting put-away labels.
Enter	Press ENTER to confirm your entries. The R/F Put-Away Status Selection Screen (p. 5-180) will appear and the put-away labels will print.

R/F Put-Away Status Detail Screen



This screen displays after making a selection and pressing ENTER from the R/F Put-Away Status Selection Screen (p. 5-180). Use this screen to display data about the selected put-away.

All the fields on this screen are display only and cannot be changed.

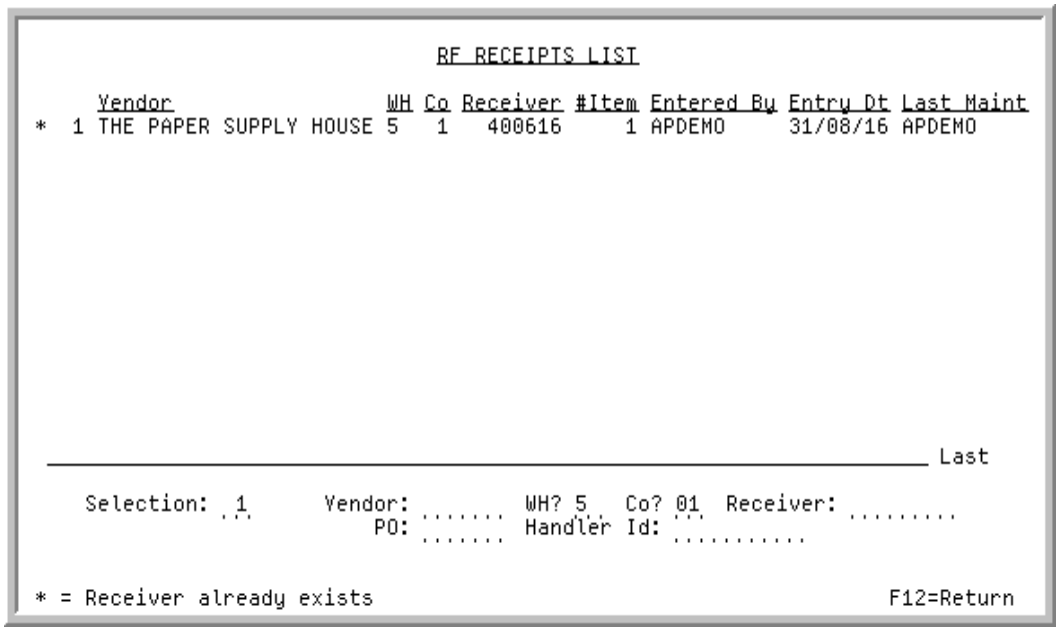
R/F Put-Away Status Detail Screen Field and Function Keys

Field/Function Key	Description
Put-Away No	The system assigned put-away number associated with the put-away, as found on the Put-Away List (p. 5-47). If the put-away was created prior to Distribution A+ using put-away numbers, no put-away number will display.
Status	The current status of the put-away. The status may be either **Pending**, **In-Process**, or **Stored**.
Receiver	The number of the selected receiver.
PO No	The company number and purchase order number of the selected Purchase Order.
Warehouse	The warehouse in which the put-away is to occur or did occur.
Vendor	The vendor to whom the purchase order was sent.

R/F Put-Away Status Detail Screen Field and Function Keys

Field/Function Key	Description
Location	The **Rw.Bin.Sh** heading represents the **Location** definition from Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. The warehouse location into which the item will be or was placed.
Item Number	The item number and description for the item being received.
Quantity	The quantity and ordering unit of measure for the item being received.
COO	The country of origin associated with the selected put-away, if any, as identified in the RF Put-away Log File (**RFPAL**).
Pallet ID	The pallet ID for the receipt of the specified quantity of the selected item.
Weight	The total weight of the item based on the quantity being received.
Cubes	The total cubic size of the item based on the quantity being received.
Created By	The user ID of the person that created the receiver, and the date and time that it was created.
Put Away By	The user ID of the person that completed the put-away process, and the date and time that it was created.
F12=Return	Press F12=RETURN to return to the R/F Put-Away Status Selection Screen (p. 5-180) after reviewing the information.

R/F Receipts List Screen



This screen displays after you press F18=R/F RECEIPTS from the Receiver List Selection Screen (p. 5-165). Use this screen to review the list of receipts entered via Radio Frequency. If a receipt was entered through R/F with the receiver number identified as one which was already entered into the database through W/M or PO, an * will display to the left of that line. Therefore, if there is an * next to a receipt, you may wish to select that receipt and use the R/F Receipt Review Screen (p. 5-192) to compare the expected quantities to the physical quantities received.

In addition to the identified warehouse and company, the list of receipts on this screen may be narrowed by criteria entered for vendor, or handler. You may optionally specify a particular Purchase Order number or Receiver number for which associated receipts may be displayed.

R/F Receipts List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of each receipt. Key this number in the **Selection** field to select a receipt for review and/or modification. Display
Vendor	The number of the vendor for whom the receiver was created. Display
WH	The number of the warehouse in which the receiver was processed. Display

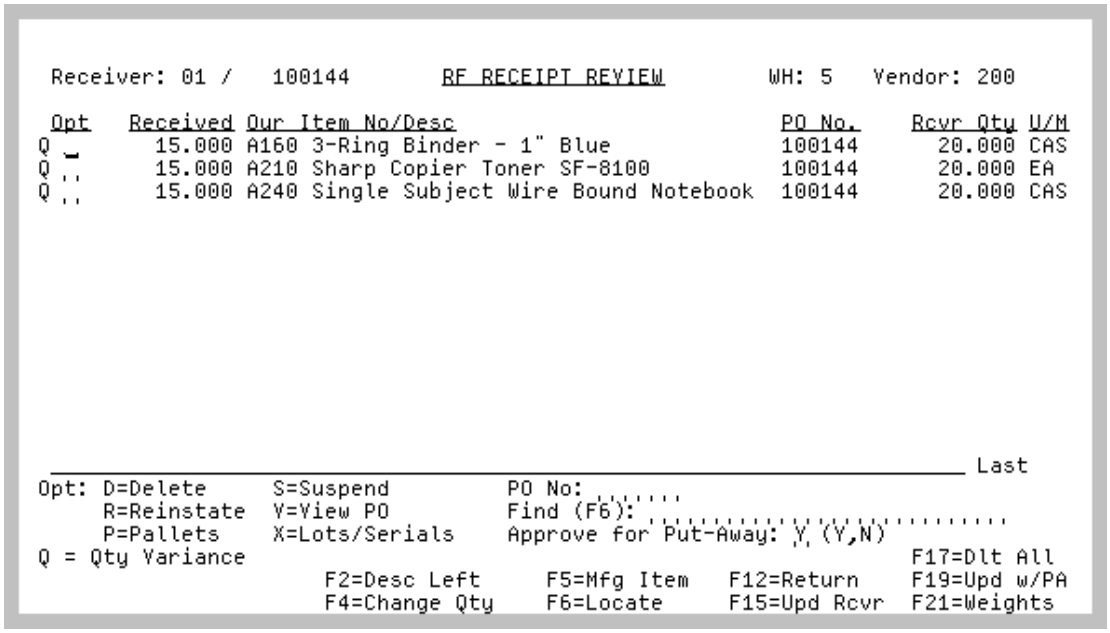
R/F Receipts List Screen Fields and Function Keys

Field/Function Key	Description
CO	The number of the company associated with the receiver. Display
Receiver	The number of the receiver, as identified when processing the receipt through R/F. If this number is the same as that for a receiver entered through W/M or PO, an * will display to the left of the line. Display
# Items	The number of the items included in this receiver. Display
Entered By	The ID of the handler who processed the receipt through R/F. Display
Entry Date	The date that the receiver was created through R/F. Display
Last Maint	The identification of the last user to maintain the receipt through R/F. Display
Selection	Key a reference number in this field to select a receiver for processing. (N 2,0) Required
Vendor	Key a valid vendor number to limit the receivers on the screen to those associated only with that vendor. Leave this field blank if you do not wish to limit the list by vendor. *Valid Values:* Any valid vendor for which receipts were entered through R/F (A 6) Optional
WH	Use this field to limit the put-aways on the screen to those associated only with a specific warehouse. Key a valid warehouse number in this field and press ENTER to display put-aways for that warehouse only. Leave this field blank to display put-aways for all warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional

R/F Receipts List Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number for which the receivers on the screen were created. receiver only. Key a valid company number in this field and press ENTER to display put-aways for that company only. Leave this field blank to display put-aways for all companies. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Optional
Receiver	Key a receiver number to limit the receivers on the screen to those associated only with that receiver. Leave this field blank if you do not wish to limit the list by receiver. *Valid Values:* Any valid receiver number for which receipts were entered through R/F (A 8) Optional
PO	Key a valid Purchase Order number to limit the receivers on the screen to those associated only with that Purchase Order. Leave this field blank if you do not wish to limit the list by Purchase Order. *Valid Values:* Any valid Purchase Order for which receipts were entered through R/F (A 6) Optional
Handler	Any valid handler defined through Handlers Maintenance (MENU RFFILE). Key the ID of a handler to limit the receivers on the screen to those last maintained by that handler. Leave this field blank if you do not wish to limit the list by handler. (A 10) Optional
F12=Return	Press F12=RETURN to return to the Receiver List Selection Screen (p. 5-165).
Enter	Press ENTER to confirm your selections. If a **Reference Number** was keyed in the **Selection** field, the R/F Receipt Review Screen (p. 5-192) will display. If there is an * next to the selected **Reference Number**, you will be able to compare the expected quantities (entered in a receiver through W/M or PO) and the physically received quantities (entered in a receiver identified by the same receiver number through R/F). If any criteria was keyed in any of the other fields, this screen will redisplay with those receivers matching the keyed criteria.

R/F Receipt Review Screen



This screen displays after selecting a receipt and pressing ENTER from the R/F Receipts List Screen (p. 5-189). Use this screen to compare data between a receipt entered through R/F and one entered through W/M or Purchasing if both receipts were entered under the same receiver number.

NOTE: Receipts entered into a receiver via W/M or PO are entered directly into the Open Receiver Files. Receipts entered into a receiver via R/F are entered into RF Receiver files. Once the expected items and quantities are compared, via this screen, with the actually received items and quantities, the data in the RF Receiver files will be used to update the Open Receiver Files.

The receipts entered through R/F indicate the exact quantities physically received (as displayed in the Received column); the receipts entered through W/M or PO indicate the expected quantities (as displayed in the **Rcvr Qty** column).

NOTE: Many roll screens that show the item number and description will display the item description on a separate line or the item and description on the same line, depending on the system options. This display of single or double line per item can be changed by pressing F24=DOUBLE LINE / F24=SINGLE LINE. F24=DOUBLE LINE will expand a collapsed screen or F24=SINGLE LINE will collapse an expanded screen.

NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and receiver ID as identified when processing the receipt through R/F. If this number is the same as that for a receiver entered through W/M or PO, an * will display to the left of the line. Display
WH	The number of the warehouse in which the receiver was processed. Display
Vendor	The number of the vendor for whom the receiver was created. Display
(Status)	The current status of the receipt. A **Q** indicates that a variance exists between the expected quantities shown in the **Rcvr Qty** column and the received quantities shown in the **Received** column. A **L** indicates that a variance exists between the expected lot numbers and the lot numbers of the received items. Modifications to lot numbers are done by using the X for Lots/Serials in the **Opt** column. An **S** indicates that a variance exists between the expected serial numbers and the serial numbers of the received items. Modifications to serial numbers are done by using the X for Lots/Serials in the **Opt** column or, if applicable, P then X. If this column is blank, no variances exist between the two files. Display

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
Opt	Key a valid option in this field next to the item you wish to view in more detail, modify, or delete. Key a D next to a receipt to delete it from the RF Receiver files, and press ENTER. The screen will be refreshed and the receipt will be deleted. The receipt will not be included when the RF Receiver files data updates the Open Receiver Files. To delete all the items, press F17=DLT ALL. Key an R next to a receipt to reinstate it if it was previously suspended from the RF Receiver files, and press ENTER. The screen will be refreshed and the receipt will be reinstated. The receipt will be included when the RF Receiver files data updates the Open Receiver Files. Key a P to display the pallets associated with this item, and press ENTER. The R/F Pallet Selection Screen (p. 5-200) will display. Note that in order to select this option, the item must have been received as a pallet item. Key an S next to a receipt to suspend it from the RF Receiver files, and press ENTER. The screen will be refreshed and the receipt will be suspended. Suspend a receipt instead of deleting it if the receipt will be used at a later time. The receipt will not be included when the RF Receiver files data updates the Open Receiver Files. Key a V next to a receipt if you wish to view the associated Purchase Order data, and press ENTER. The *Requisition/Purchase Order Item Detail Screen* will display. Refer to this screen as described for Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide. Key an X next to a receipt for a lot or serial number if you wish to view and or modify lot or serial data, and press ENTER. The R/F Lot/Serial Receipts Review Screen (p. 5-203) will display. Note that in order to select this option, the item must be defined as a lot/serial item and must not have been received as a pallet item. If a lot/serial item was received as a pallet item, lot/serial number activity through this option must occur on the R/F Pallet Selection Screen (p. 5-200). NOTE: If more than one item is selected for an activity, when the appropriate screen is presented for the first item, F12=RETURN may be used to scroll through all the remaining items. *Valid Values:* D, R, P, S, V, X (A 1) Optional
Received	NOTE: Data entry is allowed in this field if the F4=PROTECT QTY / F4=CHANGE QTY function key is toggled to change mode. Otherwise, this field is display only. This field indicates the quantities identified through R/F as having been physically received. (N 10,3) Required/Display

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
Our Item/Description / Mfg Item/Description	Toggled with both the F2=Desc Left / F2=Desc Right / F2=Item & Desc and the F5=Mfg Item / F5=Our Item function keys, this field displays the item number (ours and the manufacturer's) and the item description. Display
PO No.	The number of the Purchase Order against which the receipt was entered through R/F. Display
Rcvr Qty / Weight	This field displays the quantity that was entered prior to the item receipt, through PO or W/M. This quantity is generally the estimated value which was provided with the Advanced Shipping Notice (ASN). The field toggle is determined with the use of the F21=Weights / F21=Rcvr Qty function key. If **Rcvr Qty** is toggled via the F21=Weights / F21=Rcvr Qty key, it is replaced by the **Weight** field. You may then identify the weight of the item (e.g., for catch weight items). The **Weight** field also may be protected via the F4=Protect Qty / F4=Change Qty function key. (N 11,4) Required/Display
U/M	This field displays the unit of measure used to express the quantity in the **Rcvr Qty** column. The U/M does not display when the **Weight** field is shown with the F21=Weights / F21=Rcvr Qty function key. Display
PO Number	Key the number of a Purchase Order to limit the receipts on this screen to those associated only with that Purchase Order. Leave this field blank if you do not wish to limit the list by Purchase Order number. (A 6) Optional
Find	Use this field to locate an item in the displayed list. Use the manufacturer's item number or your item number, depending upon the mode you are in. The F5=Mfg Item / F5=Our Item toggle key will switch the mode from the manufacturer's item number (Mfg) and your (Our) item number. Key the complete or partial item number to locate in this field, then press F6=Locate to find the item number. The item that closest meets the item number keyed here will display at the top of the screen. (A 27) Optional

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
Approve for Put-Away	Use this field to identify whether or not the items are to receive an approved for put-away status as they are updated in the Open Receiver Files when F15=Upd Rcvr is pressed. Key a Y if the items are to be approved when they are updated in the Open Receiver File. Key an N if the items are not to be approved when they are updated in the Open Receiver Files. Manual approval processes will have to be performed prior to the items being put-away. (A 1) Required
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=Desc Left / F2=Desc Right / F2=Item & Desc key will display only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or with the F24=Double Line / F24=Single Line function key. Press F2=Desc Left to show the "left window" of the item description starting with the left-most word in the description. Press F2=Desc Right to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen. Press F2=Item & Desc to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number displays in high intensity.
F4=Protect Qty / F4=Change Qty	Use the F4=Protect Qty / F4=Change Qty key to toggle between allowing data entry modifications to quantities on this screen and preventing those same modifications. Use F4=Protect Qty to ensure that the quantity values in the Received column are protected from data entry. Use F4=Change Qty to allow data entry modifications to the quantity values in the Received column.
F5=Mfg / F5=Our Item	The F5=Mfg Item / F5=Our Item key is used as a toggle to display either the Mfg/Our Item manufacturer's item number or the item number in your organization (our item number) in the Our/Mfg Item/Description column. Press F5=Mfg Item to display the manufacturer's item number in the Our/Mfg Item/Description column. Press F5=Our Item to display the complete or partial item number used by your organization (our item number) in the Our/Mfg Item/Description column.
F6=Locate	Use the F6= Locate key to locate the item number that was keyed in the **Find** field (refer to that field description).

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to display the R/F Receipts List Screen (p. 5-189).
F15=Upd Rcvr	Press F15=UPD RCVR to update the Open Receiver File for the selected receiver with the information in the R/F temporary file and return to the Receiver List Selection Screen (p. 5-165). WARNING! No additional prompts are provided once this key is pressed. The data is immediately updated.
F17=Dlt All	Press F17=DLT ALL to delete all items in the receiver and display the R/F Receipts List Screen (p. 5-189). WARNING! No additional prompts are provided once this key is pressed. The data is immediately deleted.

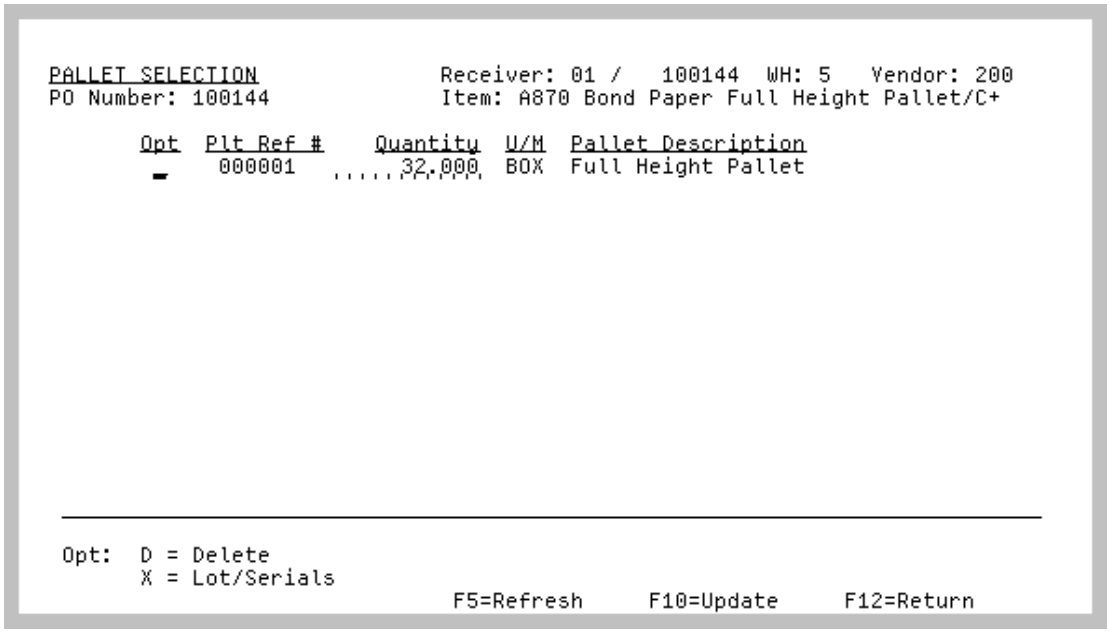
R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
F19=Upd w/PA	Press F19=UPD W/PA to update the PO receiver with R/F receipt information. The following will occur: • Quantities, lot numbers, and serial numbers in the PO receiver will be replaced with the quantities and lots/serials received and recorded through R/F. • Locations will be assigned for the receiver through the Warehouse Management put-away process. If no available locations exist, the items will be stored in the manual put-away location (66.666.66). • The receiver will be posted. • The Put-Away List (p. 5-47) will print. • Put-Away Labels (MENU WMMAIN) will print. NOTE: All lot and serial numbers must be recorded before locations can be assigned.
F21=Weights / F21=Rcvr Qty	Press F21=WEIGHTS / F21=RCVR QTY to toggle between a display of the weight of the item and the quantity of the item. Note that these represent the weights and quantities that were entered prior to the item receipt. When you toggle F21=WEIGHTS / F21=RCVR QTY, either the **Weight** field or the **Rcvr Qty** and **U/M** fields display on the top portion of this screen.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE). In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.

R/F Receipt Review Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a valid option next to the item you wish to view in more detail, modify, or delete, press ENTER. The following appropriate action/screen will occur or display: If you keyed D, the screen will be refreshed and the receipt will be deleted. Refer to the field description for the F17=DLT ALL function key to delete all items in the receiver. If you keyed R, the screen will be refreshed and the receipt which was once suspended will be reinstated. If you keyed P, the R/F Pallet Selection Screen (p. 5-200) will display. If you keyed S, the screen will be refreshed and the receipt will be suspended. Suspend a receipt instead of deleting it if the receipt will be used at a later time. If you keyed V, the *Requisition/Purchase Order Item Detail Screen* will display. Refer to this screen as described for Req/PO Inquiry (MENU POMAIN) in the Purchasing User Guide. If you keyed X, the R/F Lot/Serial Receipts Review Screen (p. 5-203) will display.

R/F Pallet Selection Screen



This screen displays after selecting the P option on the R/F Receipt Review Screen (p. 5-192). Use this screen to review the pallets received through R/F for the selected line item. You may delete pallets or display the lot/serial number associated with a selected pallet, if applicable. Additionally, you may update the receiver with the R/F quantities for each pallet.

R/F Pallet Selection Screen Fields and Function Keys

Field/Function Key	Description
PO Number	The purchase order number for the selected item Display
Receiver	The number of the receiver Display
Item	The number and description of the item Display
WH/Vendor	The number of the associated warehouse and, if applicable, the number of the vendor Display

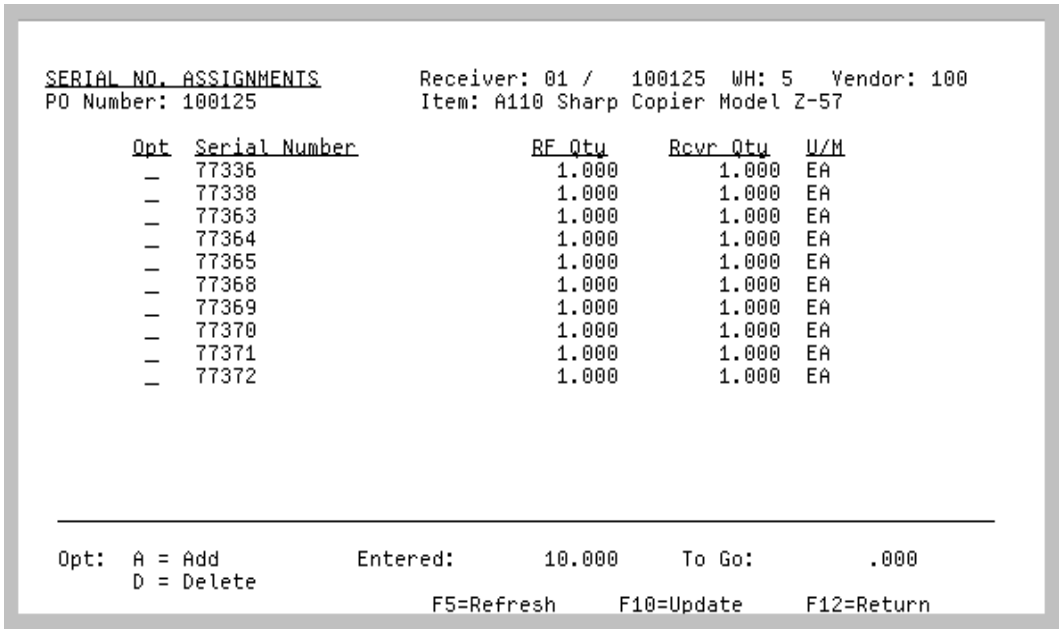
R/F Pallet Selection Screen Fields and Function Keys

Field/Function Key	Description
Opt	Use this field to delete pallets or, if available, display the lot/serial number associated with a selected pallet. Key a D in this field to delete the pallet from the R/F receiver, and press ENTER. Key an X in this field to display the lot/serial number associated with the pallet, and press ENTER. Note that this option is available only if the pallet item being processed on this screen is also a lot or serial item. (A 1) Optional
Plt Ref #	This field displays the reference number of the selected pallet item. Display
Quantity / U/M	This field displays the total quantity of this item on this pallet in the unit of measure shown. Accept the quantity displayed or, if needed, key the correct quantity. If you key a new quantity, after pressing ENTER, the screen will be refreshed with the new value or, if applicable, the R/F Lot/Serial Receipts Review Screen (p. 5-203)) will display. (A 5), Optional
Pallet Description	This field displays the description of the pallet as was selected by the Pallet ID identified during the receipt process. Display
F5=Refresh	Press F5=REFRESH to refresh the screen to its status as first presented, without accepting any updates made on this screen. The quantities on this screen in the **Quantity** field will be refreshed to the ones currently on file for the R/F receipt.
F10=Update	Press F10=UPDATE to update the receiver with any new data identified on this screen. If the pallet item is not a lot or serial item, the R/F Receipt Review Screen (p. 5-192) will be presented. Otherwise, the R/F Lot/Serial Receipts Review Screen (p. 5-203) will display.
F12=Return	Press F12=RETURN to return to the R/F Receipt Review Screen (p. 5-192).

R/F Pallet Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	After pressing ENTER, the screen that displays is determined by the item being processed and the option selected. If D is selected, and the item is a lot/serial item, the R/F Lot/Serial Receipts Review Screen (p. 5-203) will display. If D is selected, and the item is not a lot/serial item, the item will be deleted and the current screen will be refreshed. If X is selected, the R/F Lot/Serial Receipts Review Screen (p. 5-203) will display. If a new quantity has been keyed on this screen and the item is a lot/serial item, the R/F Lot/Serial Receipts Review Screen (p. 5-203) will display. If a new quantity has been keyed on this screen and the item is not a lot/serial item, the current screen will be refreshed.

R/F Lot/Serial Receipts Review Screen



This screen displays after selecting the X option on the R/F Receipt Review Screen (p. 5-192). Use this screen to review, modify, or delete lot/serial data for a receipt which was entered through R/F.

R/F Lot/Serial Receipts Review Screen Fields and Function Keys

Field/Function Key	Description
Receiver	The company number and receiver ID as identified when processing the receipt through R/F. Display
WH	The number of the warehouse in which the receiver was processed. Display
Vendor	The number of the vendor for whom the receiver was created. Display
PO Number	The company and purchase order number for items being pre-received Display
Item	The number and description of the item. Display
Opt	Use this field to add lot/serial numbers to the receipt, or to delete lots/serials from the receipt. Key an A in this field to add the lot/serial to the receipt. Key a D in this field to delete the lot/serial from the receipt. (A 1), Optional

R/F Lot/Serial Receipts Review Screen Fields and Function Keys

Field/Function Key	Description
Lot/Serial Number	The lot/serial number(s) of the item(s) assigned to this warehouse location. Display
R/F Qty	The quantity of items for each lot/serial, as received through R/F. Display
Rcvr Qty	The quantity of items in each lot/serial, as indicated in the receiver when it was first created through W/M or PO. Display
U/M	The unit of measure in which the quantities identified in the **R/F Qty** and **Rcvr Qty** fields are expressed. Display
Entered	The number of lot/serial numbers that you have already added to the receipt. Display
To Go	The number of lot/serial numbers that you need to enter. Display
F5=Refresh	Press F5=REFRESH to refresh the screen to its status as first presented, without accepting any updates made on this screen. The quantities will reflect those in the temporary R/F receipts file.
F10=Update	Press F10=UPDATE to update the Receiver File with the data from the Temporary R/F Receipts File. The R/F Receipt Review Screen (p. 5-192) will display.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections.

CHAPTER 6

Confirm Box Shipments

6

Use this option to confirm the shipment of boxes. Key or scan the Box ID being shipped, and then confirm the displayed information for the box. If a picker, packer, and/or driver ID is required [based on the entries in Order Entry Options Maintenance (MENU XAFILE)], you will be required to enter the ID(s) before confirming shipment of a box.

NOTE: - Box IDs are generated when a Pick List is printed for a new order through Enter, Change & Ship Orders (MENU OEMAIN). If you have selected the warehouse option to Confirm Box Shipments through Warehouse Management Options Maintenance (MENU WMFILE), you must confirm all boxes used for an order before the order may be ship confirmed.

Also, through MENU WMFILE - Option 6, you have the choice to Change Order Status After Last Box. If you have selected Y for this option, the status of the order becomes invoice ready to print after confirming the last box shipment; otherwise, the status of the order remains pick list printed.

- If the status of the order has changed, a Pack List (Figure G-2-4) will print if Print Pack List after Ship Confirm has been defined as Y through Order Entry Options Maintenance (MENU XAFILE).

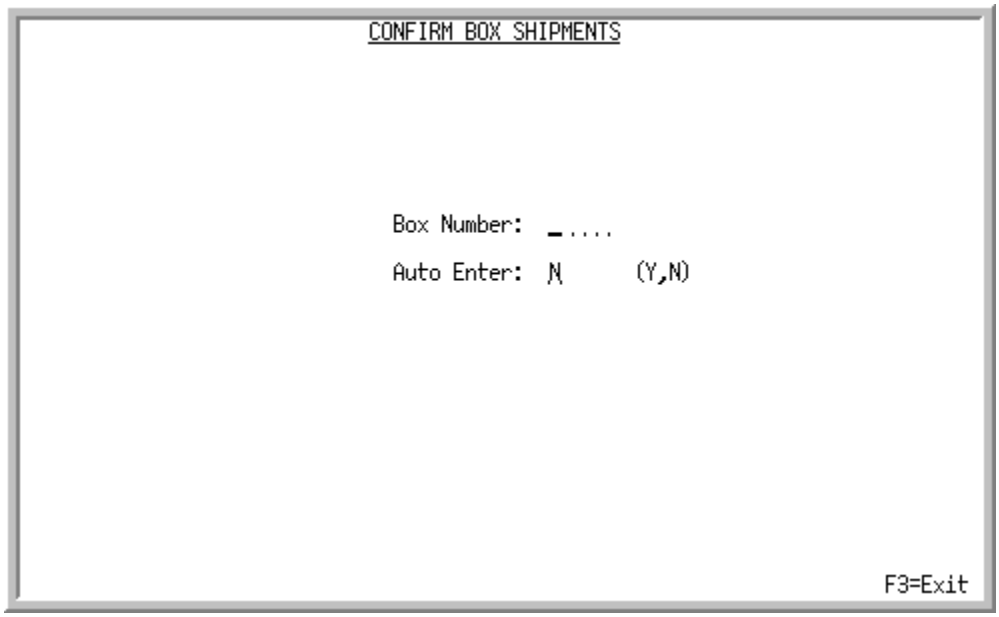
- This option will put an order on boxing hold, if applicable. This will occur only if the *Confirm Box Shipments* and *Chg Order Status After Last Box* fields are defined as Y. (Note that a warehouse management hold takes precedence over a box hold put on an order during confirm box shipments.) For more details, refer to the Boxing Hold Code field in Warehouse Management Options (MENU WMFILE).

Confirm Box Shipments

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Confirm Box Shipments Selection Screen	Used to key, or scan, the number of the box for which shipment is to be confirmed.
Confirm Box Shipments Screen	Displays the order and box information to confirm that the box has been shipped.
Pack List	Prints a Pack List if the status of the order has changed to Invoice Ready to Print and if Print Pack List after Ship Confirm has been defined as Y through Order Entry Options Maintenance (MENU XAFILE).

Confirm Box Shipments Selection Screen



Use this screen to key, or scan, the number of the box for which shipment is to be confirmed.

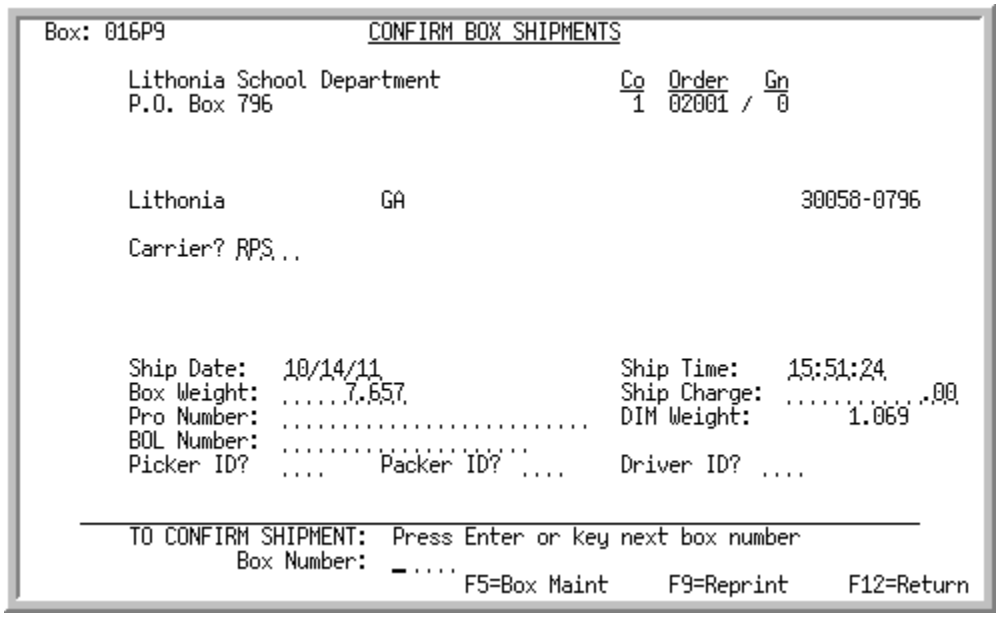
Confirm Box Shipments Selection Screen Fields and Function Keys

Field/Function Key	Description
Box Number	Key (or scan) the number of the box to confirm through this option. NOTE: If you have keyed Y in the *Auto Enter* field on this screen, DO NOT PRESS ENTER after keying or scanning the box number. The Confirm Box Shipments Screen (p. 6-5) will automatically display after the last character of the box number is entered. *Valid Values:* Must be an existing Box ID as generated when a Pick List is printed for a new order through Enter, Change & Ship Orders (MENU OEMAIN). (A 5) Required

Confirm Box Shipments Selection Screen Fields and Function Keys

Field/Function Key	Description
Auto Enter	The auto enter function on this screen determines if you are required to press ENTER after keying or scanning a Box Number on this screen. Key Y to activate the auto enter function on this screen. You will not be required to press ENTER after keying or scanning a box number. The next screen displays immediately after the last character of the box number is keyed. Key N if you do not wish to use the auto enter function on this screen. You will be required to press ENTER after keying or scanning a box number on this screen. *Default Value:* The value of this field when this option was previously used (A 1) Required
F3 = Exit	Press to exit from this option. The calling menu will display.
Enter	If Auto Enter is N, press to confirm your selections. The Confirm Box Shipments Screen (p. 6-5) will display. If Auto Enter is Y, you are presented with this screen automatically after keying or scanning a Box Number on this screen.

Confirm Box Shipments Screen



This screen displays the order and box information to confirm that the box has been shipped.

Confirm Box Shipments Screen Fields and Function Keys

Field/Function Key	Description
Order Information	The following information describes the order associated with the box that has been shipped: • Customer Information: The customer's name and shipping address • Co: The number of the company for which the order was created • Order: The order number associated with the box that has been shipped. • Gn: The generation number for the order: that is, the number of times the order has been back-ordered Display
Carrier	Key the Carrier Code ID to print on the Case/Shipping Label for this box. Key *NONE in this field if you do not want a carrier name to print on the Case/Shipping Label. *Valid Values:* Must be an existing carrier code that has been defined for use through Carrier Codes Maintenance (MENU OEFIL2) (A 5)Optional

Confirm Box Shipments Screen Fields and Function Keys

Field/Function Key	Description
Ship Date	This is the date on which the box was shipped. Leave this field blank to use the current date (also used for new boxes), or key a different date to change the shipping date. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). *Default Value:* The current system date, for new boxes *Valid Values:* Any date value (N 6,0) Required
Ship Time	This is the time that the box was shipped. Leave this field blank to use the current shipping time (also used for new boxes), or key a different ship time. *Default Value:* The current system time, for new boxes *Valid Values:* Any time value in HH:MM:SS format (where HH is hours, MM is minutes, and SS is seconds) (N 6,0) Required
Box Weight	This is the weight of the box being shipped. Accept the default, or key a different box weight when confirming shipment of the box. *Default Value:* The weight of the box being shipped calculated as the contents + box + dunnage (N 9,3) Optional
Ship Charge	Use this field to indicate the amount of the shipping charge, if any, for this box. NOTE: This field is "informational only". The shipping charge keyed in this field is not transferred to the order. If you wish to include this shipping charge on the order, you must enter it as a line item charge when performing the shipping confirmation for the order. (N 7,2) Optional

Confirm Box Shipments Screen Fields and Function Keys

Field/Function Key	Description
Pro Number	If you are using EDI: when you key the project tracking (pro) number in this field, and you do not key the bill of lading (BOL) number in the **BOL** field, the pro number appears in two places: • in the header of the EDI outgoing invoice • on the EDI advance shipping notice (ASN), as detail information However, when you key both the pro number and the BOL number, only the BOL number will appear on the outgoing invoice, though both numbers will appear on the ASN. The pro number you key in this field supersedes any pro number you may have previously keyed on the *Second Order Header* Screen (MENU OEMAIN). However, if you do not key a pro number here, but you do key a BOL number, any pro number keyed previously on the *Second Order Header* Screen will appear on the ASN. In this case, because the BOL number precedes the pro number in appearing on the outgoing invoice, no pro number will appear on that document. Key the project tracking (pro) number for this box. (A 25) Optional
DIM Weight	This field displays the minimum weight to be used in the calculation of shipping charges. The value in this field is the greater of either the weight in the *Box Weight* field or the DIM weight calculated using the Minimum DIM Weight defined through Warehouse Management Options Maintenance (MENU WMFILE). The Minimum DIM Weight is the minimum shipping weight per cube to be used in Warehouse Management. For example, the Minimum DIM Weight is 10 pounds per cube. The DIM weight for a 2-cube box is calculated as: DIM Weight = 2*10 = 20 pounds If the Box Weight of the box is 25 pounds, the value in the *DIM Weight* field will be 25, because the actual weight of the box is greater than the calculated DIM weight. If the Box Weight of the box is 18 pounds, the value in the *DIM Weight* field will be 20. Display

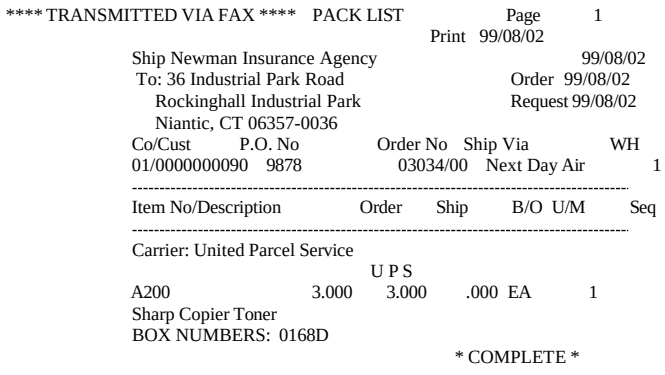
Confirm Box Shipments Screen Fields and Function Keys

Field/Function Key	Description
BOL Number	If you are using EDI: the bill of lading (BOL) number you key in this field appears in two places: • in the header of the EDI outgoing invoice • on the EDI advance shipping notice (ASN), as detail information This BOL number supersedes any BOL number you may have keyed on the *Second Order Header* Screen (MENU OEMAIN). However, if you do not key a BOL number, any BOL number keyed previously on the *Second Order Header* Screen will appear on the outgoing invoice and ASN. Key the bill of lading (BOL) number for this box. (A 20) Optional
Picker ID	If there is a Y in the *Picker ID Required* field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the person who picked this order. Key the picker ID. *Valid Values:* An ID code defined through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional
Packer ID	If there is a Y in the *Packer ID Required* field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the person who packed this order. Key the packer ID. *Valid Values:* An ID code defined through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional
Driver ID	If there is a Y in the *Driver ID Required* field in Order Entry Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is optional. Use this field to record the ID of the driver for this order. Key the driver ID. *Valid Values:* An ID code defined through Packer/Picker/Driver ID Maintenance (MENU OEFIL3). (A 3) Required/Optional

Confirm Box Shipments Screen Fields and Function Keys

Field/Function Key	Description
Box Number	Key (or scan) the number of the next box to confirm through this option. If Auto Enter is Y, this screen will re-display for the box number keyed or scanned in this field immediately after keying the last character of the box number. Otherwise, you must press ENTER after keying or scanning the next box number in this field. *Valid Values:* Must be an existing Box ID as generated when a Pick List is printed for a new order through Enter, Change & Ship Orders (MENU OEMAIN). (A 5) Required
F5 = Box Maint	Press this key to change or review the contents of this box through Box Maintenance (MENU WMMAIN). The Box Header Maintenance screen will display.
F9 = Reprint	Press to reprint the Case/Shipping Label for the box currently displayed. The Print/Reprint Labels Image Screen (p. 17-7) will display.
F12=Return	Press this key to return to the *Return Box Shipments Selection* Screen.
Enter	Press to confirm your selections on this screen. If Auto Enter is N, you must press Enter after keying the Box Number of the next box to confirm. NOTE: If the status of the order has changed to "Invoice Ready to Print" and if Print Pack List after Ship Confirm has been defined as Y through Order Entry Options Maintenance (MENU XAFILE), a Pack List (p. 6-10) will print.

Pack List



```
**** TRANSMITTED VIA FAX ****   PACK LIST                Page        1
                                                    Print   99/08/02
                Ship Newman Insurance Agency                          99/08/02
                 To: 36 Industrial Park Road                    Order  99/08/02
                    Rockinghall Industrial Park                 Request 99/08/02
                    Niantic, CT 06357-0036
                Co/Cust        P.O. No            Order No   Ship Via            WH
                01/0000000090   9878               03034/00   Next Day Air          1
                ------------------------------------------------------------------------------
                Item No/Description            Order      Ship       B/O  U/M        Seq
                ------------------------------------------------------------------------------
                Carrier: United Parcel Service
                                                U P S
                A200                    3.000      3.000       .000  EA          1
                Sharp Copier Toner
                BOX NUMBERS:  0168D
                                                        * COMPLETE *
```

A Pack List will print if the status of the order has changed to Invoice Ready to Print and if Print Pack List after Ship Confirm has been defined as Y through Order Entry Options Maintenance (MENU XAFILE).

Prices will print on a Pack List for a specific customer, if so determined through Customer/Ship to Master Maintenance (MENU ARFILE). If this customer level determination about printing prices on a Pack List has not yet been made, the determination will be made at the company level through Order Entry Options Maintenance (MENU XAFILE).

Notes:

- If using customer/item defaults [as determined through Order Entry Options Maintenance (MENU XAFILE)], the unit of measure printed on the Pack List is either “our” unit of measure, the customer’s unit of measure, or both “our” unit of measure and the customer’s unit of measure; also determined through. If both the customer’s unit of measure and the unit of measure are selected to print, the Pack List will first print as it normally does and once the description has printed, the customer’s ordering unit of measure will print. If only the customer’s unit of measure is selected to print, the customer’s ordering unit of measure will print in place of the unit of measure.

  Additionally, if prices have been selected to be shown in order entry in the “ordering” unit of measure instead of the “pricing” unit of measure [as determined through Order Entry Options Maintenance (MENU XAFILE)], the Pack List will print the “ordering” unit of measure price.
- ** MSDS ** will print on this report below any “MSDS” item the first time a customer orders an item (to a shipping address) or since an MSDS revision, if using the Material Safety Data Sheet feature and if you specified to be notified on a Pack List through Order Entry Options Maintenance (MENU XAFILE). If the **MSDS** is not specified to be printed, a pending MSDS request will be retained. This request will later be used to print the MSDS Picking Instructions (on demand through, or automatically during Day-End Processing, if indicated through Order Entry Options). Refer to Order Entry Options Maintenance (MENU XAFILE) for additional information on Material Safety Data Sheets.
- HAZMAT Shipping Papers and the HAZMAT Weight Summary will automatically print following the Pack List if in Warehouse Numbers Maintenance (MENU IAFILE) the *HAZMAT Shipping*

Papers field is 2, indicating to print with Pack Lists. Additionally, “HAZMAT SHIPPING PAPERS” will print on the Pack List when hazardous material documents have printed.

- Headings will print on the Pack List only if **Print Pack List Headings** has been defined as Y through Order Entry Options Maintenance (MENU XAFILE) for this company.
- If a customer vendor number exists for the customer in the Customer Master File (CUSMS), the vendor number value will print on the Pack List, regardless if headings print. If headings print, then the label (**Vendor No**) will be included with the value. If a customer vendor number does not exist for the customer in the Customer Master File, then neither the label (**Vendor No**) or value prints, regardless if headings print.

CHAPTER 7

Box Maintenance

7

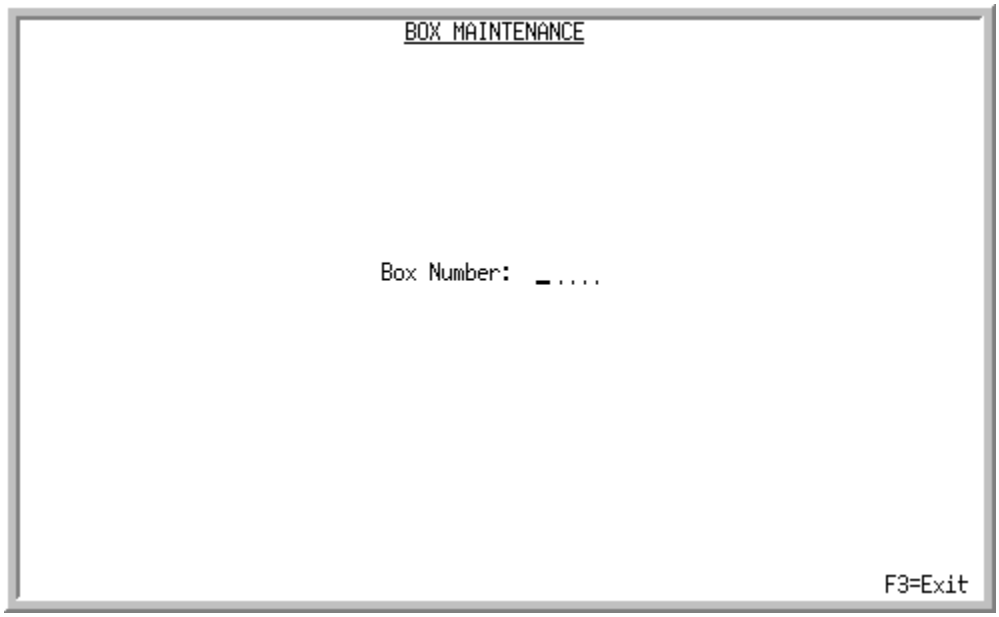
Use this option to change the items that are set up to be shipped in a specific box. After selecting the number of a shipping box, you can add items to the box, remove items from the box, and take items from one box and ship them in another.

Box Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Box Maintenance Selection Screen	Used to select the desired box to maintain.
Box Header Maintenance Screen	Used to maintain the box's header information.
Box Contents Screen	Used to review, or change the quantity of, the items to be shipped in the selected box. You may also delete an item from a box.
Fill Box Screen	Used to select non-boxed items, from the same order, to fill the currently selected box.
Take From Other Boxes Screen	Used to take items from other boxes that have been filled from the same order, to place in the current box.

Box Maintenance Selection Screen

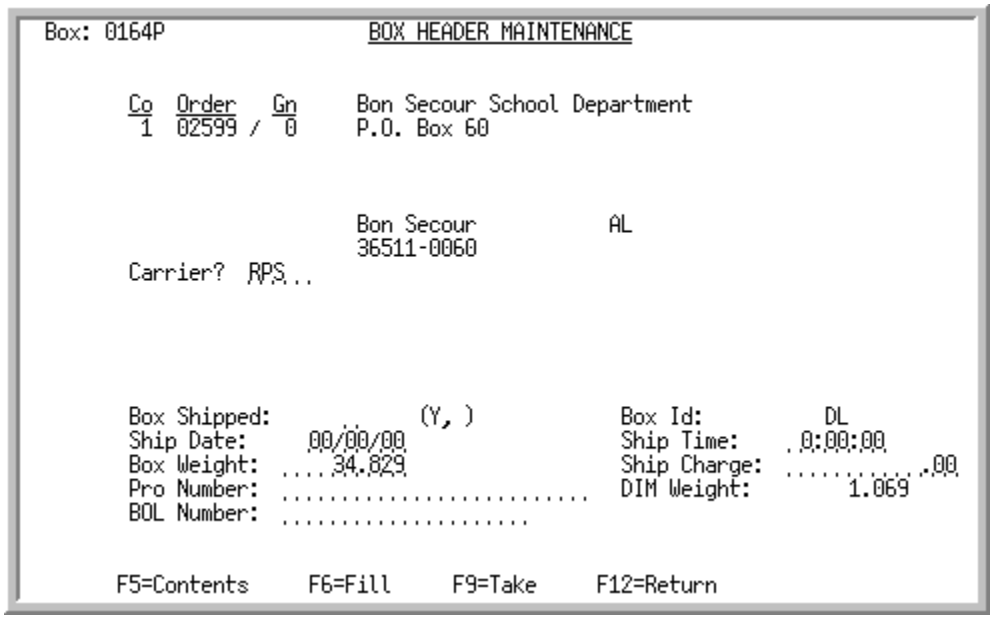


This screen is displayed after selecting option 3 from MENU WMMAIN. Use this screen to select the desired box to maintain.

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Box Number	Key (or scan) the number of the next box to confirm through this option. If Auto Enter is Y, this screen will re-display for the box number keyed or scanned in this field immediately after keying the last character of the box number. Otherwise, you must press ENTER after keying or scanning the next box number in this field. *Valid Values:* Must be an existing Box ID as generated when a Pick List is printed for a new order through Enter, Change & Ship Orders (MENU OEMAIN). (A 5)Required
F3 = Exit	Press to exit from this option. The calling menu will display.
Enter	Press to confirm your selection. The Box Header Maintenance Screen (p. 7-3) will display.

Box Header Maintenance Screen



This screen displays after selecting a box on the Box Maintenance Selection Screen (p. 7-2) and pressing ENTER. This screen displays order and box information associated with the selected box. Use this screen to maintain the box's header information.

Box Header Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Order Information)	The following information describes the order associated with the box whose header you are maintaining. • Co: The number of the company for which the order was created • Order: The order number associated with the box whose header you are maintaining • Gn: The generation number for the order: that is, the number of times the order has been back-ordered • Customer Information: The customer's name and shipping address Display
Carrier	Key the five character carrier code to print on the Case/Shipping Label for this box. Key *NONE in this field if you do not want to assign this box to a specific carrier. *Valid Values:* Must be an existing carrier code that has been defined for use through Carrier Codes Maintenance (MENU OEFIL2). (A 5) Optional

Box Header Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Box Shipped	Use this field to indicate if the box has been shipped or not. Key Y if the box has been shipped. Leave this field blank if the box has not been shipped. (A 1) Optional
Box ID	Key the two character ID of the box that was shipped. Boxes are created and maintained by Box ID through Box Master Maintenance (MENU WMFILE). Box numbers are generated when a Pick List is printed for a new order through Enter, Change & Ship Orders (MENU OEMAIN). (A 2) Required
Ship Date	This is the shipping date for the box. The date you enter in this field prints on the Case/Shipping Label. Key a different date to change the shipping date. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave this field blank to use the current date (also used for new boxes). *Default Value:* The current system date for new boxes (N 6,0) Required
Ship Time	This field reflects the shipping time for the box. Key a different ship time. Leave this field blank to use the current shipping time. *Default Value:* The current system time, for new boxes *Valid Values:* Anytime value in HH:MM:SS format (where HH is hours, MM is minutes, SS is seconds) (N 6,0)Required
Box Weight	This is the weight of the box being shipped. Accept the default, or key a different box weight when confirming shipment of the box. *Default Value:* The weight of the box being shipped, taking into consideration the contents, the box itself, plus any dunnage (packaging) (A 2) Optional

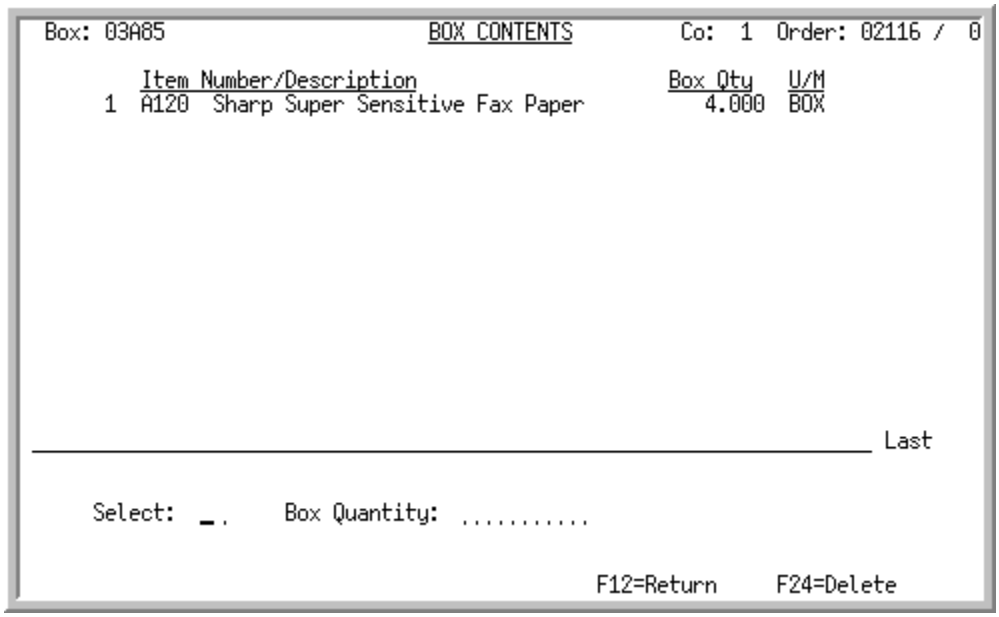
Box Header Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Ship Charge	Use this field to indicate the amount of the shipping charge, if any, for this box. NOTE: This field is "informational only". The shipping charge keyed in this field is not transferred to the order. If you wish to include this shipping charge on the order, you must enter it as a line item charge when performing the shipping confirmation for the order. (N 7,2) Optional
Pro Number	If you are using EDI: when you key the project tracking (pro) number in this field, and you do not key the bill of lading (BOL) number in the *BOL* field, the pro number appears in two places: • in the header of the EDI outgoing invoice • on the EDI advance shipping notice (ASN), as detail information However, when you key both the pro number and the BOL number, only the BOL number will appear on the outgoing invoice, though both numbers will appear on the ASN. The pro number you key in this field supersedes any pro number you may have previously keyed on the *Second Order Header* Screen (MENU OEMAIN). However, if you do not key a pro number here, but you do key a BOL number, any pro number keyed previously on the *Second Order Header* Screen will appear on the ASN. In this case, because the BOL number precedes the pro number in appearing on the outgoing invoice, no pro number will appear on that document. Key the project tracking (pro) number for this box. (A 25) Optional

Box Header Maintenance Screen Fields and Function Keys

Field/Function Key	Description
DIM Weight	This field displays the minimum weight to be used in the calculation of shipping charges. The value in this field is the greater of either the weight in the *Box Weight* field or the DIM weight calculated using the Minimum DIM Weight defined through Warehouse Management Options Maintenance (MENU WMFILE). The Minimum DIM Weight is the minimum shipping weight per cube to be used in Warehouse Management. For example, the Minimum DIM Weight is 10 pounds per cube. The DIM weight for a 2-cube box is calculated as: DIM Weight = 2*10 = 20 pounds If the Box Weight of the box is 25 pounds, the value in the *DIM Weight* field will be 25, because the actual weight of the box is greater than the calculated DIM weight. If the Box Weight of the box is 18 pounds, the value in the *DIM Weight* field will be 20. Display
BOL Number	If you are using EDI: the bill of lading (BOL) number you key in this field appears in two places: • on the header of the EDI outgoing invoice • on the EDI advance shipping notice (ASN), as detail information This BOL number supersedes any BOL number you may have keyed on the *Second Order Header* Screen (MENU OEMAIN). However, if you do not key a BOL number, any BOL number keyed previously on the *Second Order Header* Screen will appear on the outgoing invoice and ASN. Key the bill of lading (BOL) number for this box. (A 20) Optional
F5 = Contents	Press this key to display the Box Contents Screen (p. 7-7), which you may use to review or change the items shipped in a box.
F6 = Fill	Press this key to display the Fill Box Screen (p. 7-10), which you may use to select non-boxed items on the same order to be shipped in a box.
F9 = Take	Press this key to display the Take From Other Boxes Screen (p. 7-12), which you may use to take items from a different box for the same order, and ship in this box.
F12 = Return	Press to return to the previous screen.
Enter	Press to confirm any changes to the box header information keyed on this screen. The Box Maintenance Selection Screen (p. 7-2) will re-display.

Box Contents Screen



This screen displays after you press F5 from the Box Header Maintenance Screen (p. 7-3). Use it to review, or change the quantity of, the items to be shipped in the selected box. You may also delete an item from a box.

Box Contents Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of each item in the box. Key this number in the *Select* field to select an item for which the quantity is to be changed, or which is to be removed (deleted) from the box. Display

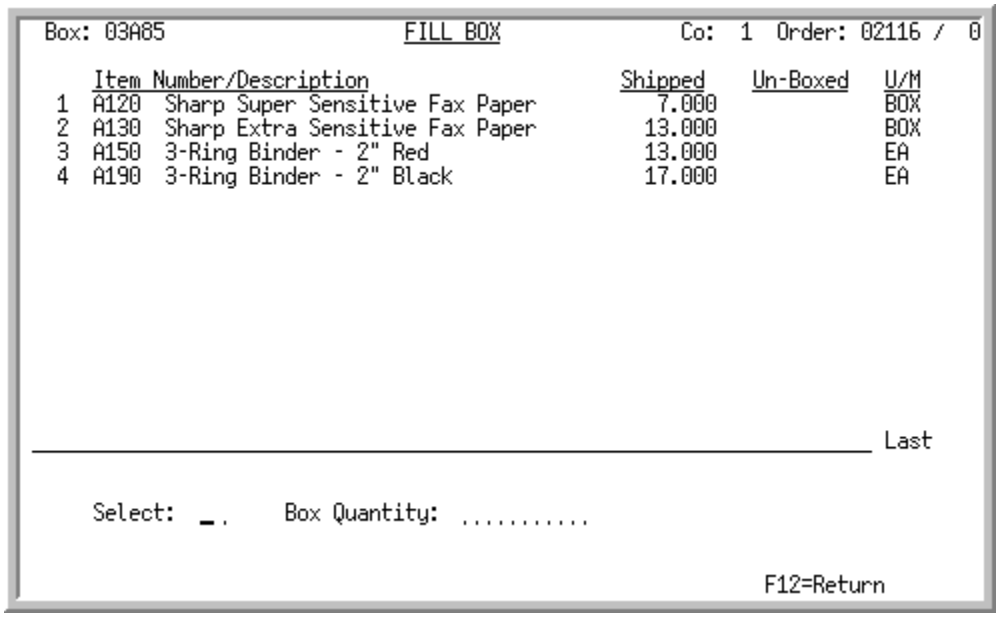
Box Contents Screen Fields and Function Keys

Field/Function Key	Description
(Item Contents Information)	The following is displayed for each item that is currently packaged in the selected box: • Item Number/Description: The number and description of the item contained in the box • Box Qty: This field displays the quantity of the corresponding item in the box • U/M: The unit of measure which corresponds to the quantity of items contained in the box • Pick Qty: This field appears only if Radio Frequency picking is being used in the warehouse associated with this box's order. This field displays the quantity of the item to be picked for the order with which this box is associated. Display
Select	Use this field to change the quantity of an item, or remove (delete) it from the box. Key the Reference Number of the item you want to select, and press ENTER. The cursor will be positioned in the *Box/Pick Quantity* field where you may enter a new quantity or press F24 to delete the item from the box. (N 2,0) Optional
Box/Pick Quantity	If Radio Frequency picking is being used for the warehouse associated with this box's order, this field appears as Pick Quantity; otherwise, this field appears as Box Quantity. After selecting an item in the *Select* field, use this field to change the quantity of the item you selected. Key the new box or pick quantity and press ENTER. The new quantity is reflected on the top portion of this screen. To delete the item from the box, see *F24*. *Valid Values:* Must be blank if you did not key a Reference Number in the *Select* field; the quantity that you key in this field cannot exceed the quantity shipped. (N 9,3) Optional
F2 = Pick Qty/Box Qty	This function key appears only if Radio Frequency picking is being used in the warehouse associated with this box's order, as defined in Radio Frequency Options Maintenance (MENU RFFILE). Press this key to toggle between entering item box quantities and item pick quantities. The *Box/Pick Quantity* field label will change accordingly.
F12 = Return	Press to return to the previous screen when you have completed updating quantities on this screen, or have removed the appropriate items from the box.

Box Contents Screen Fields and Function Keys

Field/Function Key	Description
F24 = Delete	Use this function key to remove the item from the box. Press this key after keying the Reference Number of the desired item in the *Select* field on this screen.
Enter	After selecting an item in the *Select* field and keying a new quantity in the *Box Quantity* field, press this key to confirm the quantity you entered. The quantity on the top portion of this screen is updated to reflect the change. NOTE: If the calculated size of the combined items exceeds the capacity of the box, a warning message will display.

Fill Box Screen



This screen displays after pressing F6 from the Box Header Maintenance Screen (p. 7-3). Use it to select non-boxed items, from the same order, to fill the currently selected box.

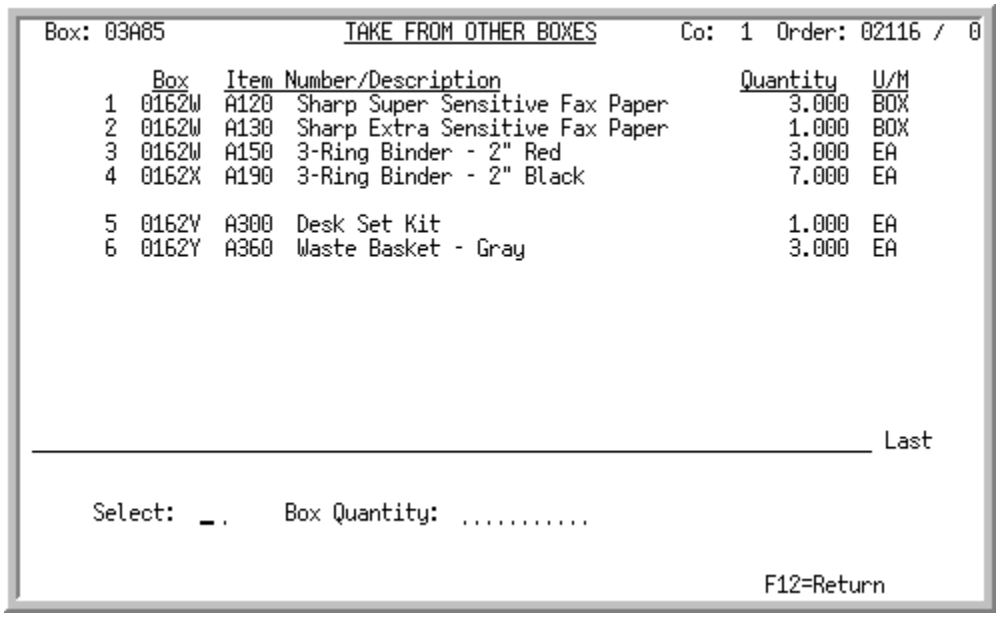
Fill Box Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number corresponding to each item on the order that has not been boxed. Key this number in the *Select* field to select an item to add to the box for shipment. Display
(Non-boxed Item Information)	The following is displayed for each un-boxed item that has not been selected to ship in the current box: • Item Number/Description: The number and description of the item on the order that has not been boxed • Shipped: The quantity of the corresponding item that has been shipped • Un-Boxed: The quantity of the corresponding item that is not contained in a box for shipment • U/M: The unit of measure which corresponds to the quantity of items shipped and un-boxed Display

Fill Box Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to include a non-boxed item in the currently selected box. Key the Reference Number of the item you want to select, and press ENTER. The cursor will be positioned in the *Box Quantity* field where you may enter a new quantity, if desired, or press ENTER to accept the default (see Box Quantity). (N 2,0)Optional
Box Quantity	After selecting an item in the *Select* field, use this field to change the quantity of the item you selected to include in the box. Key the new quantity of the item to add to the box, and press ENTER. The new quantity is reflected on the top portion of this screen. If you leave this field blank, the quantity defaults to the quantity of un-boxed items displayed for that item on the top portion of this screen. NOTE: If the calculated size of the combined items exceeds the capacity of the box, a warning message will display. *Valid Values:* Must be blank if you did not key a Reference Number in the *Select* field (N 9,3) Optional
F12 = Return	Press to return to the previous screen when you have completed adding non-boxed items to the box.
Enter	After selecting an item in the *Select* field and keying a new quantity in the *Box Quantity* field, if appropriate, press this key to confirm your selection of an un-boxed item to add to the box.

Take From Other Boxes Screen



This screen displays after pressing F9 from the Box Header Maintenance Screen (p. 7-3). Use it to take items from other boxes that have been filled from the same order, to place in the current box.

Take From Other Boxes Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This is the reference number corresponding to each item on the order that is contained in a different box. Key this number in the *Select* field to select an item to add to the box for shipment. Display
(Boxed Item Information)	The following is displayed for each boxed item on the same order that has not been selected to ship in the current box: • Box: The number of another box that has been filled with items from the same order • Item Number/Description: The number and description of the item on the same order that has been placed in the corresponding box • Quantity: The quantity of the corresponding item that is contained in the corresponding box • U/M: The unit of measure which corresponds to the quantity of items contained in the box Display

Take From Other Boxes Screen Fields and Function Keys

Field/Function Key	Description
Select	Use this field to select (take) a box/item on this screen and place it into the current box. Key the Reference Number of the box/item you want to select, and press ENTER. The cursor will be positioned in the *Box Quantity* field where you may enter a new quantity, if desired, or press ENTER to accept the default (see Box Quantity). NOTE: A warning message displays if taking the selected item causes its box to be empty. If you do not decrease the item's box quantity to take, the item will be removed from this screen upon pressing ENTER. If you decrease the quantity to take, the item remains on this screen and the difference in the quantity is reflected. (N 2,0) Optional
Box Quantity	After selecting an item in the *Select* field, use this field to change the quantity of the item you selected to move to the current box. Key the new quantity of the item to move, and press ENTER. The new quantity is reflected on the top portion of this screen. If you leave this field blank, the quantity defaults to the quantity of items contained in the box for that item, as displayed on the portion of this screen. NOTE: If the calculated size of the combined items exceeds the capacity of the box, a warning message will display. *Valid Values:* Must be blank if you did not key a Reference Number in the *Select* field (N 9,3) Optional
F12 = Return	Press to return to the previous screen when you have completed taking boxes/items from other boxes.
Enter	After selecting an item in the *Select* field and keying a new quantity in the *Box Quantity* field, if appropriate, press this key to confirm your selection of an item to move to the current box.

CHAPTER 8

Return to Vendor Additions

8

NOTE: To use this option, Purchasing must be installed and RTV Processing must be activated through Purchasing Options Maintenance (MENU XAFILE). Otherwise, a message appears when you select this option.

Use this option to add items to the Return to Vendor Log File when you do not want to enter a return sales order (e.g., if you find damaged merchandise in your warehouse). The Return to Vendor Log File stores data for all items being returned to the vendor.

For an explanation of this option, refer to Return to Vendor Additions (MENU POMAIN) in the Purchasing User Guide.

CHAPTER 9

Lot/Serial/COO Inquiry

9

This option is used to access the W/M Lot/Serial/COO Inquiry. Through this inquiry, you can review:

- receipt history or shipment history for any lot and serial number item.
- receipt history and shipment history for any type of item that tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE).
- age date history for any lot item (based on the WM Lot Date History File (WMLDH) audit trail).

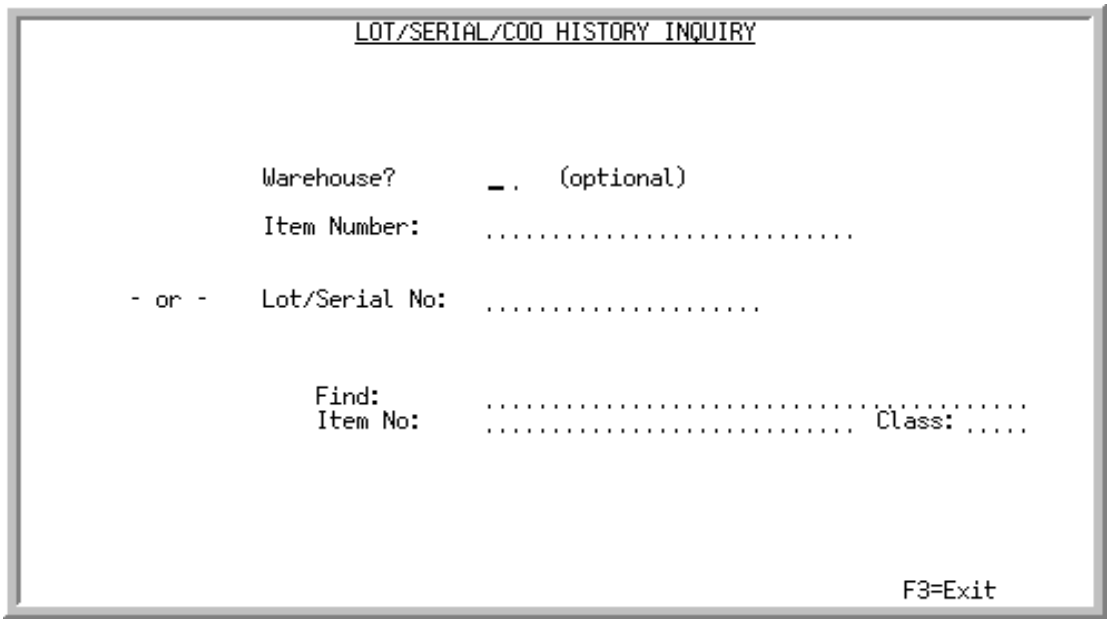
Lot/Serial/COO Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Lot/Serial/COO History Inquiry Screen	Used to inquire into shipment and receipt history information for a given item.
Lot/Serial List Screen	Displays a list of matching items for selection for the inquiry.
Lot/Serial/COO History Inquiry Selection Screen	Used to select the type of inquiry to perform for the selected item: receipt history or shipment history.
Age Date Review Screen	Used to drill into details of how/if the aging date was affected by certain receipts, adjustments, moves, sales, and/or transfers.
Age Date Selection Screen	Used to limit specific records based on Application ID (associated with the transaction), a Transaction Date from/to range, and/or a Location from/to range.

Title	Purpose
Detailed Age Date History Screen	Used to review detailed age date history information related to the particular transaction. This transaction may or may not have affected the aging date of the lot item.
Receipt Review for Lot Items Screen Receipt Review for Serial Items Screen	Used to select an item receipt type transaction for detail inquiry.
Receipt Selection Screen	Used to limit the receipt history displayed on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19)to a specified vendor, or range of receiving dates.
Detailed Receipt History Screen	Displays detail information about the receipt selected on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19).
Work Order Lot/Serial Component Information Screen	Used to review lot/serial component information for both open work orders and work orders in history.
Shipment Review Lot Item Screen Shipment Review Serial Item Screen	Used to select an item shipment transaction or inventory reduction type transaction.
Shipment Selection Screen	Used to limit the shipment history displayed on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32) to a specified customer, application, or date range.
Detailed Shipment History Screen	Displays detail information about the shipment selected on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32).
Receipt/Shipment Screen	Displays receipt/shipment history for the item selected.
Receipt/Shipment Selection Screen	Used to select criteria to limit the search of receipt/ shipment data in order to further isolate specific history records.

Lot/Serial/COO History Inquiry Screen



This screen displays after selecting option 11 - Lot/Serial/COO Inquiry from MENU WMMAIN, or after pressing F13=LOT HIST or F13=SER HIST from the Location Information Item Detail Screen (p. 5-25) accessed through Warehouse Management (MENU WMMAIN). Use this screen to inquire into shipment and receipt history information for a given item.

Lot/Serial/COO History Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	To inquire on an item in a specific warehouse, key the warehouse number in this field. If you wish to inquire on an item in all warehouses, leave this field blank. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
Item Number	Key the number of the item for which the inquiry is performed. If you do not know the item number that you want to work with, you can use the Item Search fields provided below. *Valid Values:* A valid lot or serial number item with a warehouse management code of L, S, or T as defined through Item Master Maintenance (MENU IAFILE), or a valid item number that tracks country of origin as defined through Item Master Maintenance. (A 27) Required

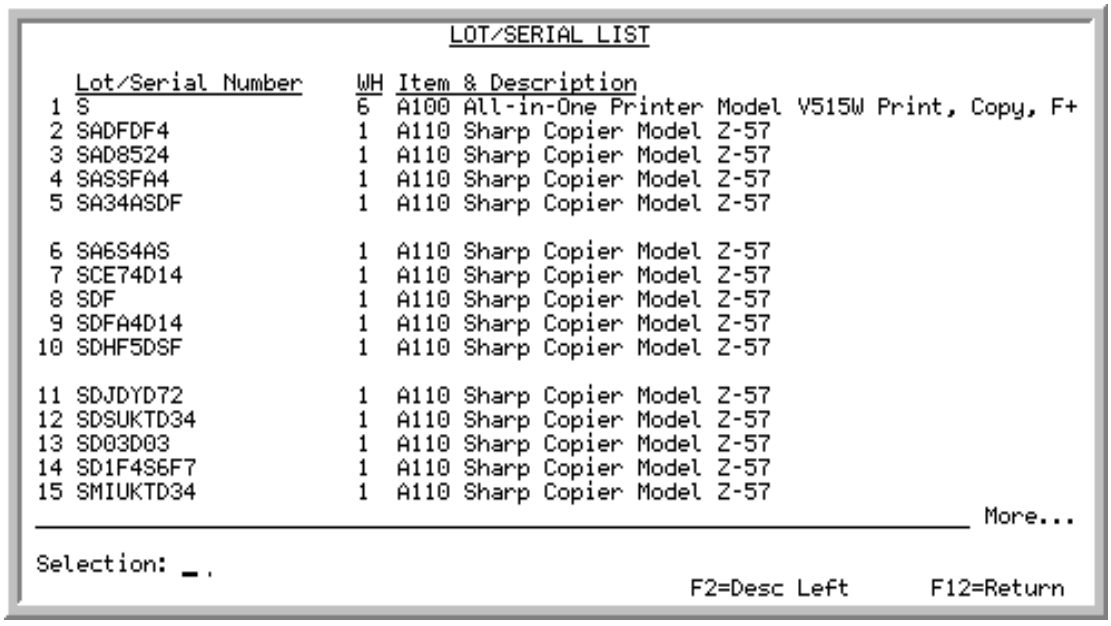
Lot/Serial/COO History Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Lot/Serial No	Key a partial or complete lot or serial number to display all items whose lot/serial numbers match or contain the text keyed. Note that this is only applicable for lot/serial items. (A 20) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=Exit to exit from this option and return to the main menu.

Lot/Serial/COO History Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen without updating this screen.
Enter	Press ENTER to confirm your selections. The Lot/Serial/COO History Inquiry Selection Screen (p. 9-8) will display. If you keyed any search criteria, the Lot/Serial List Screen (p. 9-6) or the Item Description Search Screen will display (refer to this screen as described in the Inventory Accounting User Guide).

Lot/Serial List Screen



This screen displays after keying lot/serial search criteria (e.g., complete or partial lot or serial numbers) on the Lot/Serial/COO History Inquiry Screen (p. 9-3). A list of matching items appear on this screen for selection for the inquiry.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen.

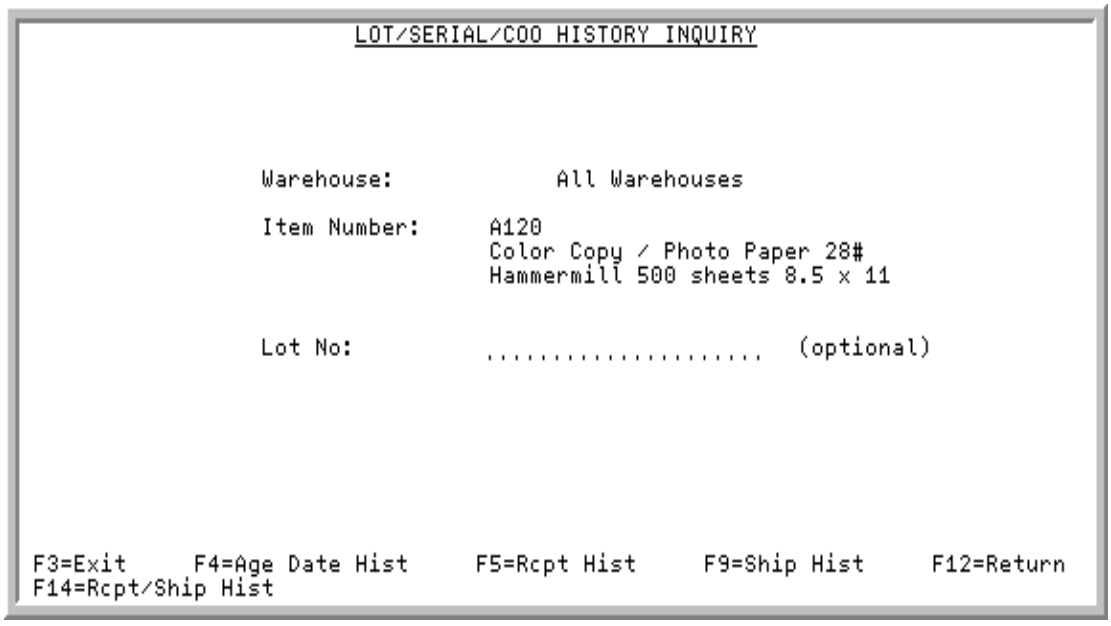
Lot/Serial List Screen Field and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number that corresponds to the displayed lot or serial for the item. Display
Lot/Serial Number	The lot or serial numbers, displayed in alphabetic/numeric order, that match the.selection criteria. Display
WH	The number of the warehouse where the item is in stock. Display
Item Number	The item number and both lines of the item description. Display

Lot/Serial List Screen Field and Function Keys

Field/Function Key	Description
Selection	Key a reference number related to the item about which you wish to inquire and press ENTER. (N 2,0) Required
F2=Desc Left / F2=Desc Right / F2=Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key displays in single line mode as toggled with the F24=DOUBLE LINE / F24=SINGLE LINE function key. This key is used as a toggle to modify the display of item number and description information, as follows: Press F2=DESC LEFT to show the "left window" of the item description starting with the leftmost word in the description. Press F2=DESC RIGHT to show the "right window" of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen Press F2=ITEM & DESC to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F7=Page Down	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN is available for use but does not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display. Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description. In double line mode, the two lines of item description are displayed below the full display of the item number field.
Enter	Press ENTER to confirm your selections. The Lot/Serial/COO History Inquiry Screen (p. 9-3) will display.

Lot/Serial/COO History Inquiry Selection Screen



This screen displays after pressing ENTER from the Lot/Serial/COO History Inquiry Screen (p. 9-3). Use this screen to select the type of inquiry to perform for the selected item:

- receipt history (F5=RCPT HIST)
- receipt/shipment history (F14=RCPT/SHIP HIST)
- shipment history (F9=SHIP HIST)

Additionally, for the lot or serial item shown in the **Item Number** field, you may select a single lot or serial number for the type of inquiry you select.

For lot items only, using F4=AGE DATE HIST, you may also access audit trail information (based on the WM Lot Date History File (WMLDH), and drill into details of how/if the aging date was affected by certain receipts, adjustments, moves, sales, or transfers.

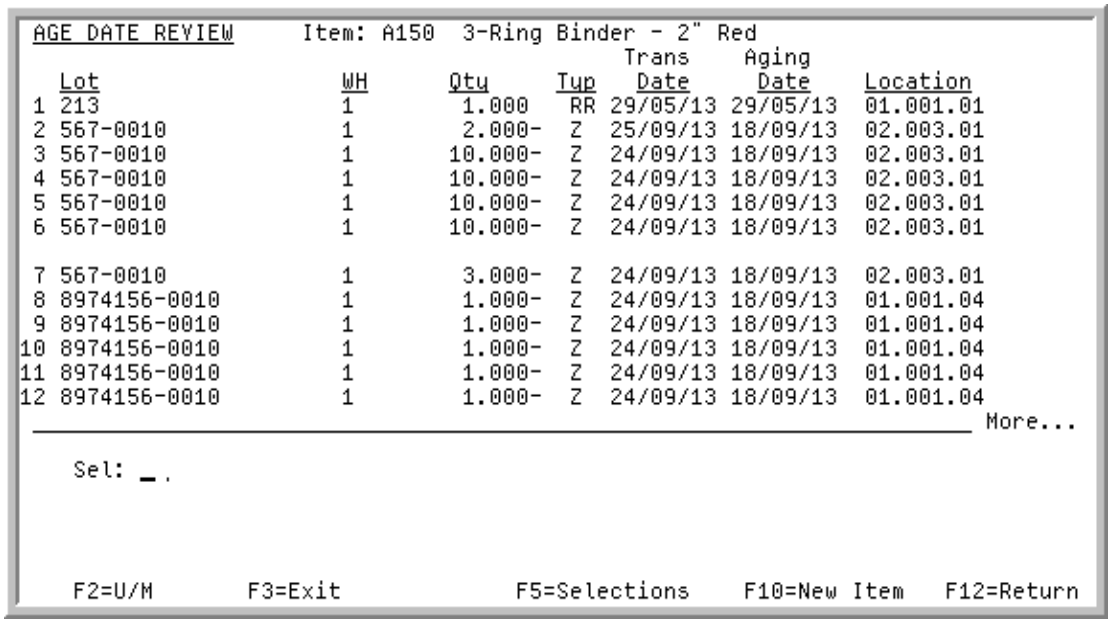
Lot/Serial/COO History Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	The number and name of the warehouse selected. If you did not select a single warehouse, **All Warehouses** displays. Display
Item Number	The item number and both lines of the item description. Display

Lot/Serial/COO History Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Lot No -or- Serial No	This field displays for lot or serial items only and the heading changes based on the item selected. Use this field as a filter to display a particular lot or serial number for the item if you do not want to inquire on all lots or serial numbers for the selected item. If you key a partial number, all lot or serial numbers containing the values in the same sequence as keyed in this field will display in the inquiry. (A 20) Optional
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F4=Age Date Hist	The F4=AGE DATE HIST function key displays only for lot items. Press F4=AGE DATE HIST to access audit trail information and drill into details of how/if the aging date was affected by certain receipts, adjustments, moves, sales, or transfers. The Age Date Review Screen (p. 9-10) will display. To limit the results, prior to pressing F4=AGE DATE HIST, you can optionally enter a warehouse on the Lot/Serial/COO History Inquiry Screen (p. 9-3) and a lot number on this screen.
F5=Rcpt Hist	Press F5=RCPT HIST to inquire on receipt history for the item. The Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) will display.
F9=Ship Hist	Press F9=SHIP HIST to inquire on shipment history for the item. The Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32) will display.
F12=Return	Press F12=RETURN to return to the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F14=Rcpt/Ship Hist	Press F14=RCPT/SHIP HIST to inquire on receipt/shipment history for the item. The Receipt/Shipment Screen (p. 9-44) will display.

Age Date Review Screen



```
AGE DATE REVIEW      Item: A150  3-Ring Binder - 2" Red
                                                Trans    Aging
  Lot                  WH      Qty      Typ    Date     Date     Location
1 213                  1        1.000    RR  29/05/13 29/05/13  01.001.01
2 567-0010             1        2.000-   Z   25/09/13 18/09/13  02.003.01
3 567-0010             1       10.000-   Z   24/09/13 18/09/13  02.003.01
4 567-0010             1       10.000-   Z   24/09/13 18/09/13  02.003.01
5 567-0010             1       10.000-   Z   24/09/13 18/09/13  02.003.01
6 567-0010             1       10.000-   Z   24/09/13 18/09/13  02.003.01

7 567-0010             1        3.000-   Z   24/09/13 18/09/13  02.003.01
8 8974156-0010         1        1.000-   Z   24/09/13 18/09/13  01.001.04
9 8974156-0010         1        1.000-   Z   24/09/13 18/09/13  01.001.04
10 8974156-0010        1        1.000-   Z   24/09/13 18/09/13  01.001.04
11 8974156-0010        1        1.000-   Z   24/09/13 18/09/13  01.001.04
12 8974156-0010        1        1.000-   Z   24/09/13 18/09/13  01.001.04
                                                                        More...

   Sel: _ .



   F2=U/M       F3=Exit            F5=Selections    F10=New Item   F12=Return
```

This screen displays after pressing F4=AGE DATE HIST from the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8). This screen displays the lot number(s) of the lot items and in descending order, by transaction date, displays the receipts, adjustments, moves, sales, and/or transfers that have taken place for this lot item. In addition, the aging date and location displays for each corresponding transaction date record.

You can also use this screen to:

- drill into details of how/if the aging date was affected by certain receipts, adjustments, moves, sales, and/or transfers (**Sel** field)
- toggle between the unit of measure and the transaction type (F2=U/M / F2=TR TYPE)
- toggle between transaction date and country of origin (F4=COO, when applicable)
- limit specific records based on Application ID, associated with the transaction, a Transaction Date from/to range, and/or a Location from/to range (F5=SELECTIONS)

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the dates will be displayed using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Age Date Review Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed lot for the item. Display
Lot	The lot number, displayed in alphabetic/numeric order. Display
WH	The number of the warehouse where the item is stocked. Display
Qty	The quantity according to the specific transaction. Display

Typ / U/M	This field is toggled with the F2=U/M / F2=Tr Type function key to show either the transaction type or the unit of measure based on that transaction.
	The following transaction codes are used to indicate the various types of transaction records that exist:
	• **A** – will indicate an IA Adjustment.
	• **E** – will indicate a "Manual" Edit of the lot age date. This can be done via:
	  • WM Location Information Screen.
	  • When performing a physical inventory count and overriding the lot age date (even if the quantity counted is not different from the system).
	• **I** – will indicate an IA Issue.
	• **M** – will indicate a WM Move Post.
	• **MI** – will indicate a WM/RF Immediate Move.
	• **P** – will indicate a Physical Inventory count transaction.
	• **R** – will indicate either a PO or IA receipt.
	• **RR** – will indicate a Return Receipt.
	• **RT** – will indicate a Receipt that was a result of a WH Transfer.
	• **T** – will indicate an IA Transfer.
	• **Z** – will indicate an OE/POS Sales Issue.
	• **ZT** – will indicate a WH Transfer Company OE Sales Issue.
	Display

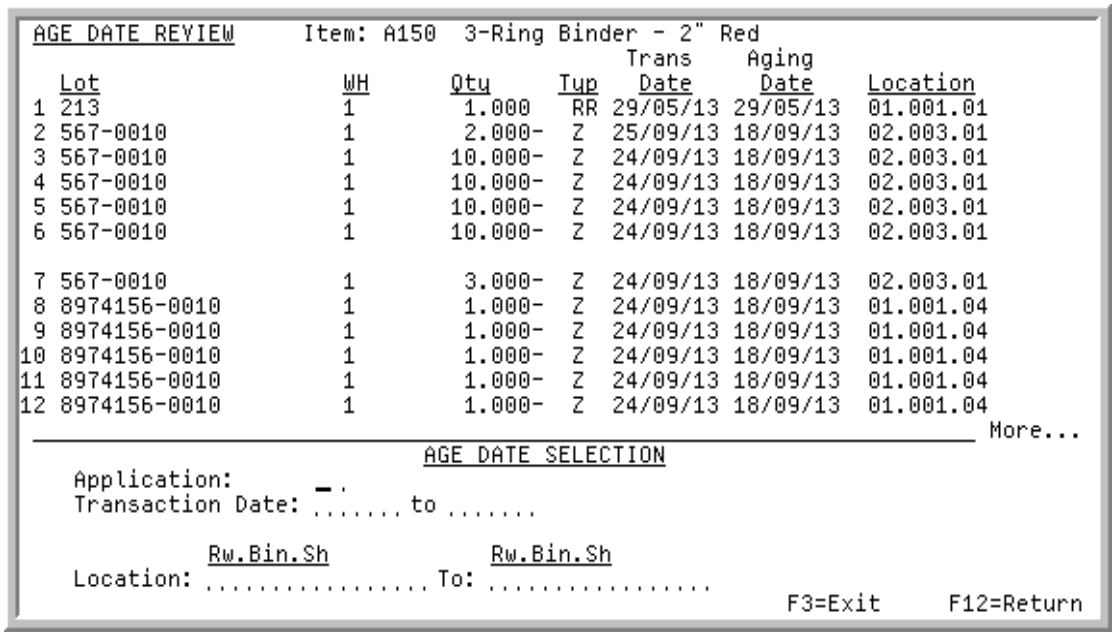
Age Date Review Screen Fields and Function Keys

Field/Function Key	Description
Trans Date / COO	This field displays the date the transaction was entered. You can toggle between displaying the transaction date and country of origin (COO), via the F4=COO / F4=DATE toggle key, only if the item tracks COO, as determined through Item Master Maintenance (MENU IAFILE). Display
Aging Date	The aging date of the lot item. Display
Location	The warehouse location number displayed in the warehouse location number format defined for W/M. Display
Sel	Key a reference number in this field to drill into details of how/if the aging date was affected by certain receipts, adjustments, moves, sales, and/or transfers and press ENTER. (N 2,0) Required
Lot	This field displays only if a lot number was selected in the **Lot No** field on the Lot/Serial/COO History Inquiry Screen (p. 9-3). The lot number for the item. Display
Appl	This field displays after limiting records on the Age Date Selection Screen (p. 9-14). The Application ID for which this screen is limited is shown in this field. Application IDs for which you can limit records are: OE, PO, IA, WM or RF. Display
Date	This field displays after limiting records on the Age Date Selection Screen (p. 9-14). The from/to range of Transaction Dates for which this screen is limited is shown in this field. Display
Location	This field displays after limiting records on the Age Date Selection Screen (p. 9-14). The from/to range of warehouse Locations for which this screen is limited is shown in this field. Display
F2=U/M / F2=Tr Type	Press F2=U/M / F2=TR TYPE to toggle the fields on the top portion of this screen to show either the transaction type or the unit of measure based on that transaction.

Age Date Review Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit from this option and return to the main menu.
F4=COO / F4=Date	The F4=COO / F4=DATE toggle function key displays only if the item selected tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Press F4=COO / F4=DATE to toggle the fields on the top portion of this screen to show either the transaction date or country of origin associated with the item.
F5=Selections	Press F5=SELECTIONS to limit specific records based on Application ID (associated with the transaction), a Transaction Date from/to range, and/or a Location from/to range. The Age Date Selection Screen (p. 9-14) will display.
F10=New Item	Press F10=NEW ITEM to end this record inquiry for the particular item and to select a new item on the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selection in the **Sel** field. The Detailed Age Date History Screen (p. 9-17) will appear.

Age Date Selection Screen



This screen displays after pressing F5=SELECTIONS from the Age Date Review Screen (p. 9-10). Use this screen (bottom portion) to limit specific records based on Application ID (associated with the transaction), a Transaction Date from/to range, and/or a Location from/to range.

The top portion of this screen is the Age Date Review Screen (p. 9-10).

Refer to the Cross Applications User Guide for the rules of using From and To ranges.

Age Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed lot for the item. Display
Lot	The lot number, displayed in alphabetic/numeric order. Display
WH	The number of the warehouse where the item is stocked. Display
Qty	The quantity according to the specific transaction. Display

Age Date Selection Screen Fields and Function Keys

Field/Function Key	Description

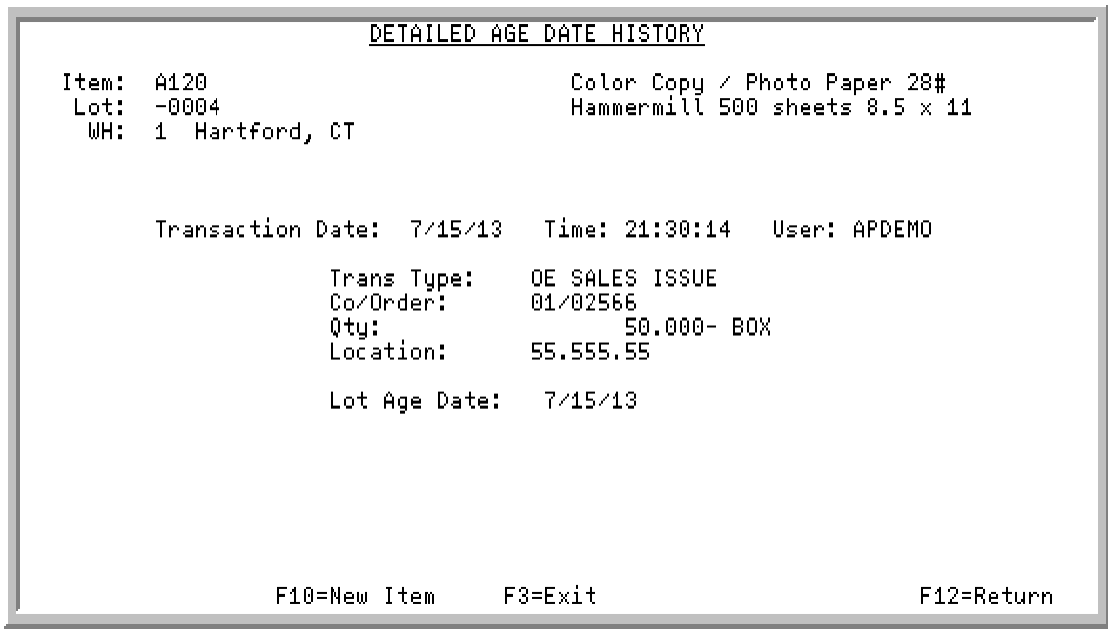
Typ / U/M	This field is toggled on the Age Date Review Screen (p. 9-10) with the F2=U/M / F2=Tr Type function key to show either the transaction type or the unit of measure based on that transaction.
	The following transaction codes are used to indicate the various types of transaction records that exist:
	• **A** – will indicate an IA Adjustment.
	• **E** – will indicate a "Manual" Edit of the lot age date. This can be done via:
	  • WM Location Information Screen.
	  • When performing a physical inventory count and overriding the lot age date (even if the quantity counted is not different from the system).
	• **I** – will indicate an IA Issue.
	• **M** – will indicate a WM Move Post.
	• **MI** – will indicate a WM/RF Immediate Move.
	• **P** – will indicate a Physical Inventory count transaction.
	• **R** – will indicate either a PO or IA receipt.
	• **RR** – will indicate a Return Receipt.
	• **RT** – will indicate a Receipt that was a result of a WH Transfer.
	• **T** – will indicate an IA Transfer.
	• **Z** – will indicate an OE/POS Sales Issue.
	• **ZT** – will indicate a WH Transfer Company OE Sales Issue.
	Display

Trans Date / COO	This field displays the date the transaction was entered. You can toggle between displaying the transaction date and country of origin (COO), on the Age Date Review Screen (p. 9-10) with the F4=COO / F4=Date toggle key, only if the item tracks COO, as determined through Item Master Maintenance (MENU IAFILE). Display
Aging Date	The aging date of the lot item. Display
Location	The warehouse location number displayed in the warehouse location number format defined for W/M. Display

Age Date Selection Screen Fields and Function Keys

Field/Function Key	Description
Application	Key the range of Application IDs for which you want to limit specific records. *Valid Values:* OE, PO, IA, WM or RF (2 @ A 2) Optional
Transaction Date	Key the range of transaction dates for which you want to limit specific records. (2 @ N 6,0) Optional
Location	Key the range of warehouse locations for which you want to limit specific records. An explanation of keying warehouse locations is explained in "W/M Keying Locations" on page A-1 of this user guide. (2 @ A 16) Optional
F3=Exit	Press F3=EXIT to exit from this option and return to the main menu.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. The Age Date Review Screen (p. 9-10) will appear and the records will be limited to the selections you keyed on this screen.

Detailed Age Date History Screen



This screen displays after making a selection and pressing ENTER on the Age Date Review Screen (p. 9-10). Use this screen to review detailed age date history information related to the particular transaction. This transaction may or may not have affected the aging date of the lot item.

All the fields on this screen are display only and cannot be changed.

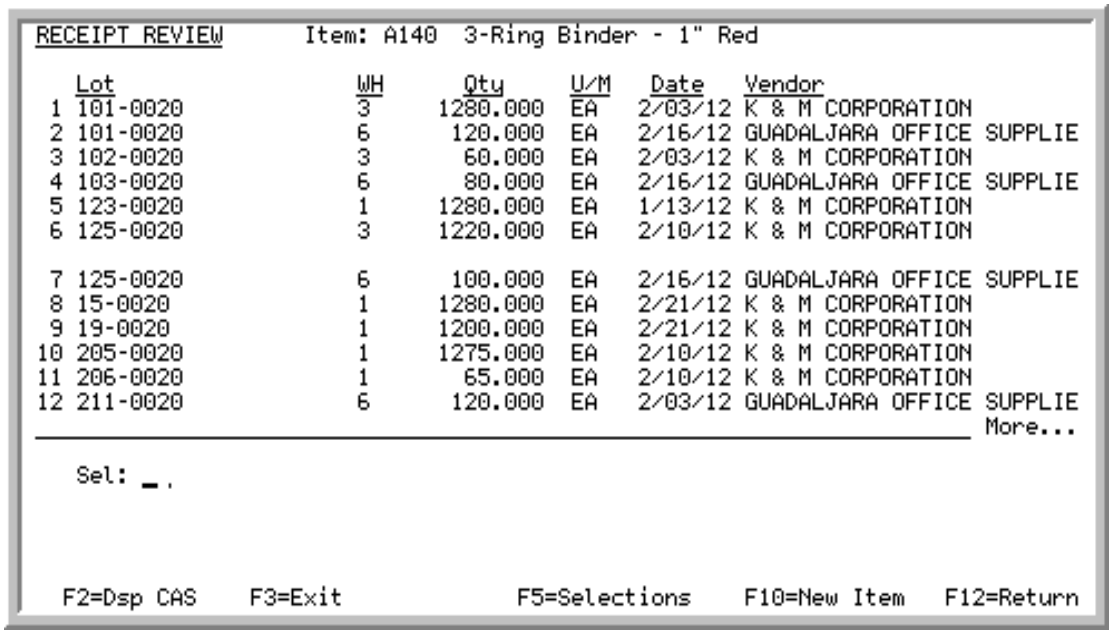
Detailed Age Date History Screen Fields and Function Keys

Field/Function Key	Description
Item	The item for which you are reviewing detailed age date history information.
Lot	The lot you selected on the Age Date Review Screen (p. 9-10) for which you are reviewing detailed age date history information.
WH	The warehouse for which you are reviewing detailed age date history information.
Transaction Date	The date the transaction was entered.
Time	The time the transaction was entered.
User	The user who entered the transaction.

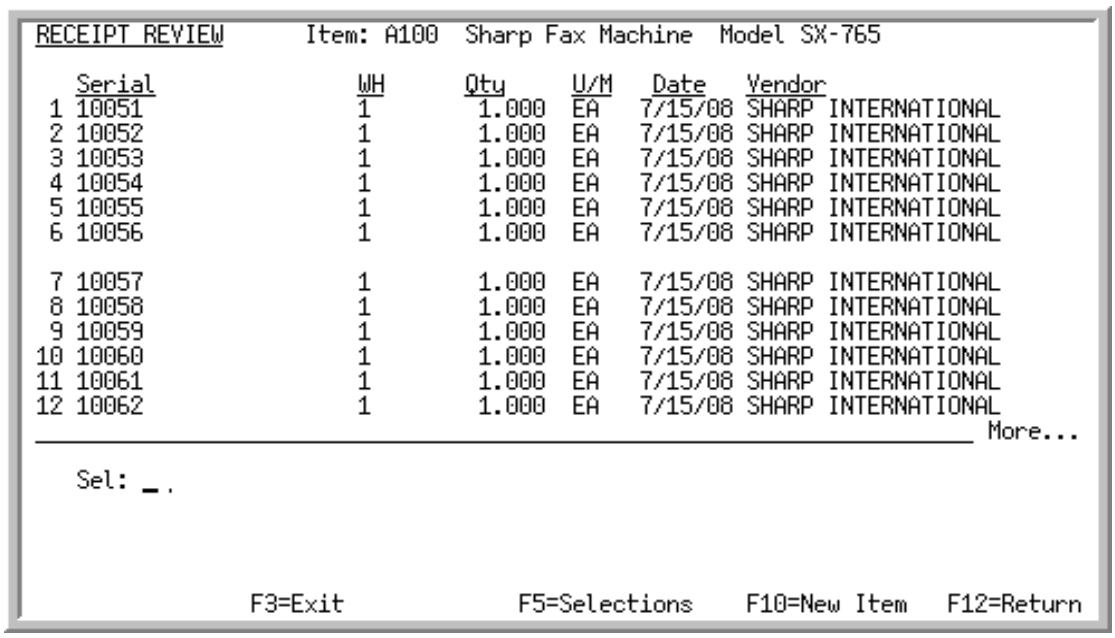
Detailed Age Date History Screen Fields and Function Keys

Field/Function Key	Description
Trans Type	The application in which the specific transaction occurred (OE, PO, IA, WM or RF) and the type of transaction that occurred for the item/lot number. Depending on the specific transaction, the field that displays directly below this field will change to reflect related information. For example, if the specific transaction occurred in PO, the **Co/PO No** field will appear below the Transaction Type. If the specific transaction occurred in OE, the **Co/Order** field will appear below the Transaction Type. If the specific transaction occurred in WM, the **Group ID** field will appear below the Transaction Type.
Qty	The quantity of the item shipped, including the unit of measure in which it was shipped, that was overridden by the transaction.
Location	The warehouse location from which the item was shipped that was overridden by the transaction.
Lot Age Date	The age date of the lot item that was overridden by the transaction.
Previous Date	This field displays only if an override had occurred based on the specified transaction. The age date that existed prior to the current Lot Age Date.
F3=Exit	Press F3=EXIT to exit from this option and return to the main menu.
F10=New Item	Press F10=NEW ITEM to end this record inquiry for the particular item and to select a new item on the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F12=Return	Press F12=RETURN to return to the previous screen.

Receipt Review for Lot Items Screen



Receipt Review for Serial Items Screen



This screen displays after pressing F5=RCPT HIST from the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8). Receipt history for the item selected is provided. Receipt history is a record of all inventory receipts that have been posted through inventory transaction processing, purchase order processing or receiver processing. This list will sort the receipts by lot/serial number, warehouse, company, purchase order number, PO line sequence, receipt date, and country of origin. Use this screen to select an item for detail inquiry.

This screen differs as follows depending on the type of item selected and if the item tracks country of origin:

- If a regular item was selected that tracks country of origin, the first column on this screen displays as Country of Origin (replacing the Lot/Serial column shown above).
- If a lot or serial item was selected and it does not track country of origin, the Lot/Serial column appears as the first column.
- If a lot or serial item was selected and it is set up to track country of origin, the version of the screen shown above applies and the F4=COO / F4=DATE toggle function key is available.

NOTE: For a case quantity item where the lot number contains only the case quantity, the country of origin is blank, and the expiration date is zero, receipt transaction history records will not be created.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Receipt Review for Lot Items Screen and Receipt Review for Serial Items Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed serial, lot, or country of origin for the item. Display
Lot Serial Country of Origin	This field displays for lot items, serial items, or items that track country of origin. The lot or serial numbers that have been received are displayed in alphabetic/numeric order. An item on a purchase order is not displayed until receipt of the order is posted. If this is a regular item that is tracking country of origin, the country of origin of the item received displays in this field on the initial display of the screen. It this is a lot or serial item that is tracking country of origin, the country of origin of the item received displays with the F4=COO / F4=DATE key. Display

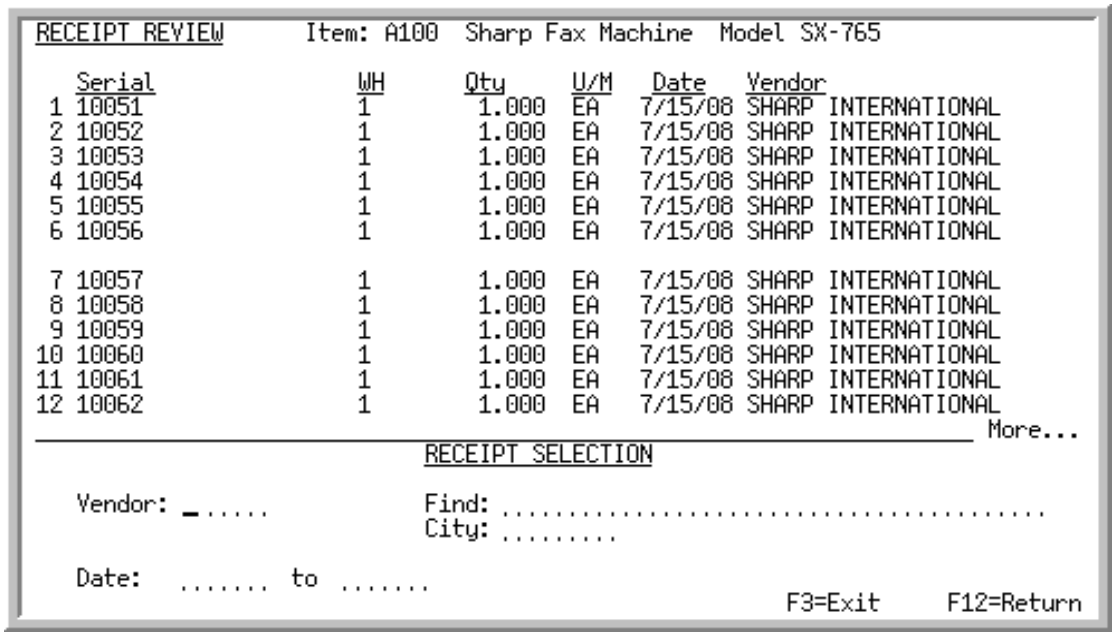
Receipt Review for Lot Items Screen and Receipt Review for Serial Items Screen Fields and Function Keys

Field/Function Key	Description
WH	The number of the warehouse into which this item was received. Display
Qty / U/M	The quantity and unit of measure of items received. For lot item and COO item receipts, the quantity of items in the lot; for serial number item receipts, the quantity is always 1. The U/M is usually the **Buy U/M** defined for the item and vendor through Vendor/Item Information Maintenance (MENU POFILE). For case quantity items, these fields may be toggled with the F2=DSP UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display
Date	The date that the item was received. This is the date specified as the receipt date when receiving inventory: • through Enter or Change PO Receipts (MENU POMAIN) for purchase order processing • for receiver processing through Receiver Entry/Maintenance (MENU POMAIN) or Warehouse Management (MENU WMMAIN) • for an inventory receipt entered through Enter/Update Transactions (MENU IAMAIN) The **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin. Display
COO	The country of origin assigned for the specific receipt. If country of origin is being tracked for the selected lot or serial item, the **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin. Display
Vendor	For purchasing receipts, the name of the vendor from whom the item was received. For work order receipts, the name of the work order vendor displays. Display
Sel	Key the **Reference Number** of the lot, serial, or country of origin to select for detail inquiry. When you press ENTER after keying a line number in this field, the Detailed Receipt History Screen (p. 9-27) will display. (N 2,0) Optional

Receipt Review for Lot Items Screen and Receipt Review for Serial Items Screen Fields and Function Keys

Field/Function Key	Description
F2=Dsp UOM	This function key displays only for case quantity items. Dsp UOM where UOM is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE). Press F2=DSP UOM to toggle between a display of quantities in the stocking unit of measure or in the case quantity unit of measure. NOTE: Values on the Detailed Receipt History Screen (p. 9-27) will display in the U/M you select through this key on this screen.
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F4=COO / F4=Date	The F4=COO / F4=DATE function key displays only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Press F4=COO / F4=DATE to toggle the fields on the top portion of this screen to show either the date or country of origin associated with the item's receipt.
F5=Selections	Press F5=SELECTIONS to display the items on this screen for specified vendors or receipt dates only. The Receipt Selection Screen (p. 9-23) will display.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F10=New Item	Press F10=NEW ITEM to run either the receipt history or shipment history inquiry for a new item. The Lot/Serial/COO History Inquiry Screen (p. 9-3) will display.
F12=Return	Press F12=RETURN to return to the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8).
Enter	Press ENTER to confirm your selection keyed in the **Sel** field. The Detailed Receipt History Screen (p. 9-27) will display.

Receipt Selection Screen



This screen is displayed after pressing F5=SELECTIONS on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19). Use this screen to limit the receipt history displayed on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) to a specified vendor, or range of receiving dates.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Receipt Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed serial, lot, or country of origin for the item. Display

Receipt Selection Screen Fields and Function Keys

Field/Function Key	Description
Lot Serial Country of Origin	This field displays for lot items, serial items, or items that track country of origin. The lot or serial numbers hat have been received are displayed in alphabetic/ numeric order. An item on a purchase order is not displayed until receipt of the order is posted. If this is a regular item that is tracking country of origin, the country of origin of the item received displays in this field on the initial display of the screen. It this is a lot or serial item that is tracking country of origin, the country of origin of the item received displays with the F4=COO / F4=DATE key. Display
WH	The number of the warehouse into which this item was received. Display
Qty / U/M	The quantity and unit of measure of items received. For lot item and COO item receipts, the quantity of items in the lot; for serial number item receipts, the quantity is always 1. The U/M is usually the **Buy U/M** defined for the item and vendor through Vendor/Item Information Maintenance (MENU POFILE). For case quantity items, these fields may be toggled with the F2=DSP UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display
Date	The date that the item was received. This is the date specified as the receipt date when receiving inventory: • through Enter or Change PO Receipts (MENU POMAIN) for purchase order processing • for receiver processing through Receiver Entry/Maintenance (MENU POMAIN) or Warehouse Management (MENU WMMAIN) • for an inventory receipt entered through Enter/Update Transactions (MENU IAMAIN) The **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin. Display
COO	The country of origin assigned for the specific receipt. If country of origin is being tracked for the selected lot or serial item, the **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin. Display

Receipt Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	For purchasing receipts, the name of the vendor from whom the item was received. For work order receipts, the name of the work order vendor displays. Display
Vendor	Key the number of the vendor for whom shipment history is displayed on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19). Receipt history will display for the vendor keyed in this field only. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields. After keying a vendor number, the number and name of the vendor specified is displayed in the bottom center of the screen, and the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) will redisplay. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number. Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen. To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well. For more information on using searches, refer to the Cross Applications User Guide. For more information on the Vendor Search, refer to the Purchasing User Guide. (A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field. If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field. For more information on using searches, refer to the Cross Applications User Guide. For more information on the Vendor Search, refer to the Purchasing User Guide. (A 8) Optional

Receipt Selection Screen Fields and Function Keys

Field/Function Key	Description
Date	Use these fields to key a range of receipt dates to limit the receipt history displayed. After keying a date range in this field, the dates selected are displayed in the bottom center of the screen, and the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) will redisplay. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F12=Return	Press F12=RETURN TO return to the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) without making any updates to this screen.
Enter	Press ENTER after selecting a vendor, receipt date range, or vendor search criteria. The Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19) will display after selecting a vendor and date range; the Vendor Search Screen will display after keying vendor search criteria (refer to this screen as described in the Purchasing User Guide).

Detailed Receipt History Screen

NOTE: Quantities on this screen will display in the U/M selected through the F2=DSP UOM function key on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19).

This screen displays detail information about the receipt selected on the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19). If the receipt was generated from purchasing, press F5=DISPLAY PO to display the purchase order associated with the receipt.

All the fields on this screen are display only and cannot be changed.

Detailed Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Item	This field displays the item number for which receipt information is displayed. The first and second description, if any, of the item displays to the right. NOTE: If Value Added Services is installed and you are working with a work order transaction, the work order parent item is displayed in this field.
WH	The number and name of the warehouse where the item was received.
Rec Dt	The receipt date of the item.
Lot/Serial	The serial or lot number of the received item(s); displays only if the item is a lot/serial.

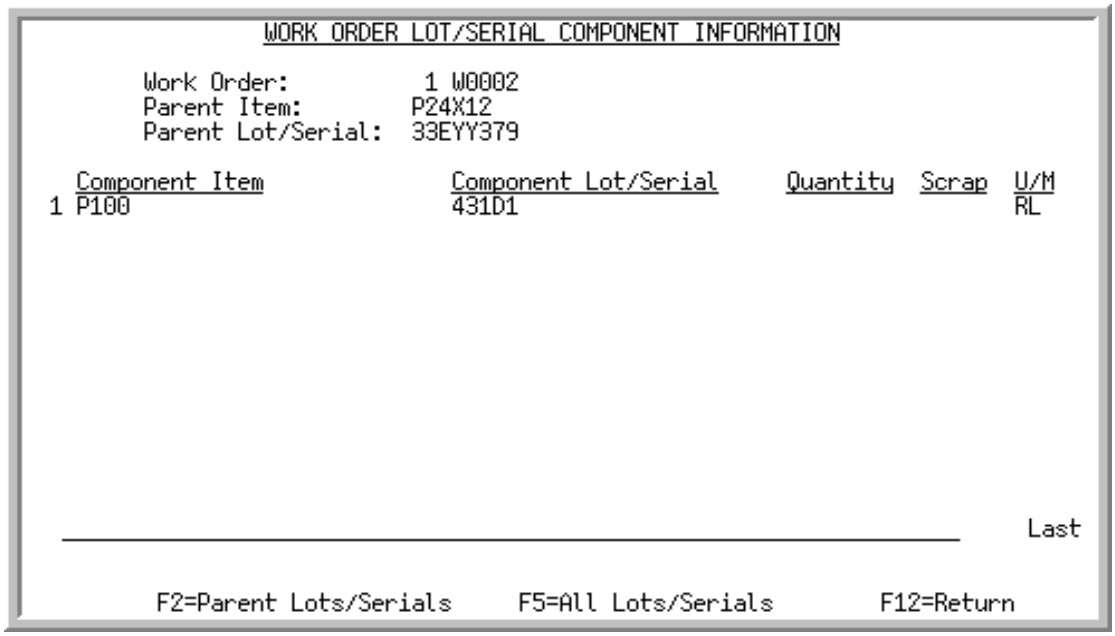
Detailed Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Qty	The quantity and unit of measure of items received.
Cost	The cost of the item, per unit or lot, when received. Authority to see Cost is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY).
COO	The country of origin, including its complete country name, if one exists for the receipt history.
Vendor	The number and name of the vendor from whom items were received; displays only if po receipt. NOTE: If Value Added Services is installed and you are working with a work order transaction, the work order vendor number is displayed in this field.
WO No	The company and work order number for which the items were received; displays only if Value Added Services is installed and the item is a work order parent item.
PO No	The company and purchase order number for which the items were received; displays only if po receipt.
Exp Dt	The expiration date of the lot of items received, if any (displays for lot items only).
Notes	Notes that were keyed when receiving the lot or serial number item on the Lot No. Assignments Screen (p. 5-87) or Serial No. Assignments Screen (p. 5-87)
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F5=Display PO	The F5=DISPLAY PO function key displays for purchasing transactions only. Press F5=DISPLAY PO to display purchase order information using the Vendor Order/Shipment Inquiry. Refer to the Vendor Order/Shipment Inquiry (MENU POMAIN) in the Purchasing User Guide for detailed information about this screen.
F5=Display WO	The F5=DISPLAY WO function key displays only if Value Added Services is installed and if a work order number exists either as an open work order or a work order in history. Additionally, this key will not display for any work order that has been purged. Press F5=DISPLAY WO to display work order information. The Work Order Display Screen will display. Refer to the Work Order Inquiry (MENU WOMAIN) in the Value Added Services User Guide for detailed information about this screen.

Detailed Receipt History Screen Fields and Function Keys

Field/Function Key	Description
F6=Display Component	The F6=DISPLAY COMPONENT function key displays only if Value Added Services is installed and for work order transactions only. Press F6=DISPLAY COMPONENT to review lot/serial component information for lot/serial parent. The Work Order Lot/Serial Component Information Screen (p. 9-30) will display.
F10=New Item	Press F10=NEW ITEM to end the receipt history inquiry and select a new item on the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F12=Return	Press F12=RETURN to return to the Receipt Review for Lot Items Screen (p. 9-19) or Receipt Review for Serial Items Screen (p. 9-19).

Work Order Lot/Serial Component Information Screen



This screen displays after pressing F6=DISPLAY COMPONENT on the Detailed Receipt History Screen (p. 9-27), if you have selected a work order transaction. Use this screen to review lot/serial component information for both open work orders and work orders in history.

NOTE: This screen may be displayed only if Value Added Services is installed on your system.

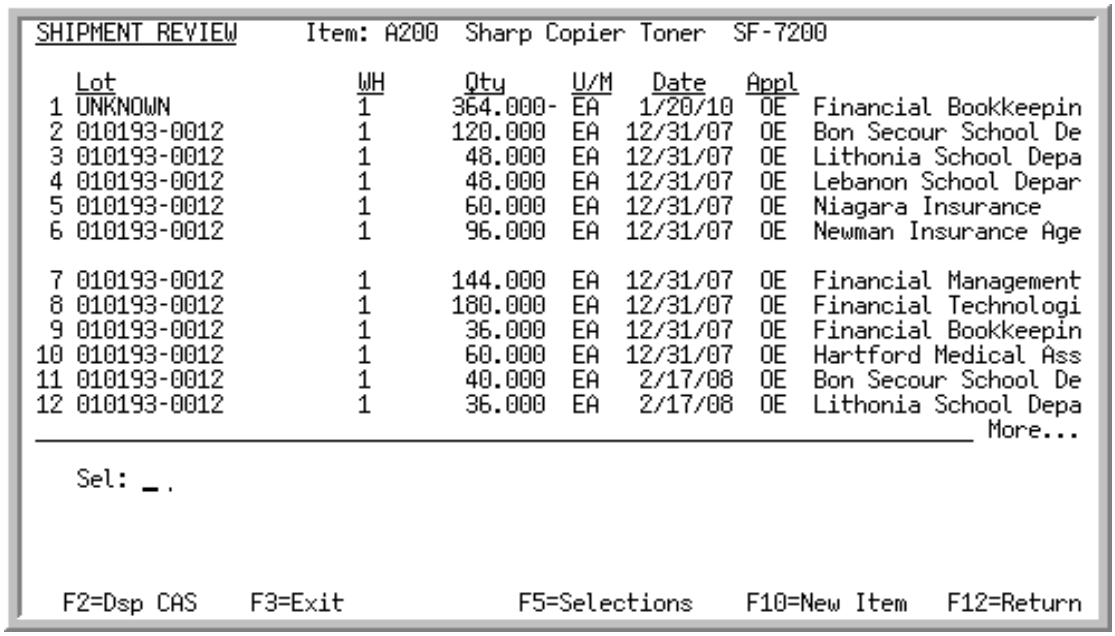
Work Order Lot/Serial Component Information Screen Fields and Function Keys

Field/Function Key	Description
Work Order	This field displays the work order associated with the component items for the parent item selected for this inquiry. Display
Parent Item	This field displays the parent item selected for this inquiry. Display
Parent Lot/Serial	This field displays either the lot/serial number associated with the parent item selected for this inquiry for this particular work order or all lot/serials associated with this parent item, depending upon the F5=ALL LOTS/SERIALS / F5=THIS LOTS/SERIALS function key. Display
(Reference Number)	This field displays the reference number of the component item displayed on this screen. This field is used as a reference only. Display

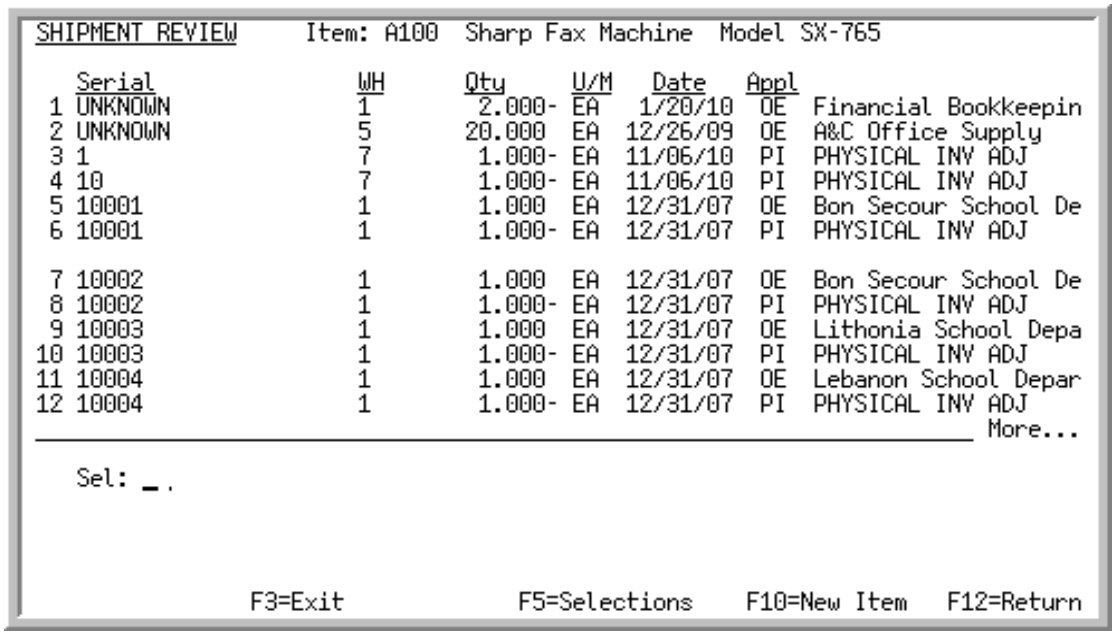
Work Order Lot/Serial Component Information Screen Fields and Function Keys

Field/Function Key	Description
Component Item	This field displays the component item associated with the parent item selected for this inquiry. Display
Component Lot/Serial	This field displays the lot/serial number associated with its corresponding component item displayed on this screen. Display
Quantity / Parent Lots/Serials	This field displays either the total quantity needed of this component to make up one parent item or the parent lot/serial number associated with this component item. This field is toggled with the F2=PARENT LOTS / F2=SERIALS / F2=QUANTITY function key. Display
Scrap	This field displays whether or not the component lot/serial item has been scrapped. If this field displays **Y**, the component lot/serial item has been scrapped. If this field displays **N**, the component lot/serial item has not been scrapped. Display
U/M	This field displays the unit of measure of each component item on this screen. Display
F2=Parent Lots/Serials / F2=Quantity	Press the F2=PARENT LOTS/SERIALS / F2=QUANTITY function key to toggle between the parent lot/serial number associated with the component item and the component quantity needed to make up one parent in the Parent Lots/ Serials / Quantity column displayed on this screen.
F5=All Lots/Serials / F5=This Lots/Serials	Press the F5=ALL LOTS/SERIALS / F5=THIS LOTS/SERIALS function key to toggle the screen between all lot and serials associated with the parent item and only the lot and serials associated with the parent item for this work order.
F12=Return	Press F12=RETURN to return to the Detailed Receipt History Screen (p. 9-27).

Shipment Review Lot Item Screen



Shipment Review Serial Item Screen



This screen displays after pressing F9=SHIP HIST from the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8). This screen shows history for all shipment transactions. If the transaction took the item out of inventory, a positive quantity will appear. If the transaction put the item into inventory (for example, a customer return or warehouse transfer), a negative quantity will appear. To select criteria to limit the search of shipment data, press F5=SELECTIONS.

This screen differs as follows depending on the type of item selected and if the item tracks country of origin:

- If a regular item was selected that tracks country of origin, the first column on this screen displays as Country of Origin (replacing the Lot/Serial column shown above).
- If a lot or serial item was selected and it is set up to track country of origin, the version of the screen shown above applies (the Lot/Serial column appears as the first column and an F4=COO toggle function key is available).
- If a lot or serial item was selected and it does not track country of origin, the Lot/Serial column appears as the first column and the F4=COO toggle function key does not display.

NOTE: For a case quantity item where the lot number contains only the case quantity, the country of origin is blank, and the expiration date is zero, shipment transaction history records will not be created.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Shipment Review Screen Fields and Function Keys

Field/Function Key	Description
Item Number	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed serial or lot number for the item or country of origin. Display
Lot Serial	This field displays for lot or serial items only. The lot or serial number displayed on this screen that has been shipped or had an Invoice printed through Order Entry is shown in this field. An item that has been ordered is not displayed until a shipment is performed through one of the applications listed in the **Appl** column. Display
Country of Origin	This field displays for regular items only (not lot/serial items) that track country of origin. The country of origin of the item received displays in this field. Display
WH	This field displays the number of the warehouse from which this item was shipped. Display

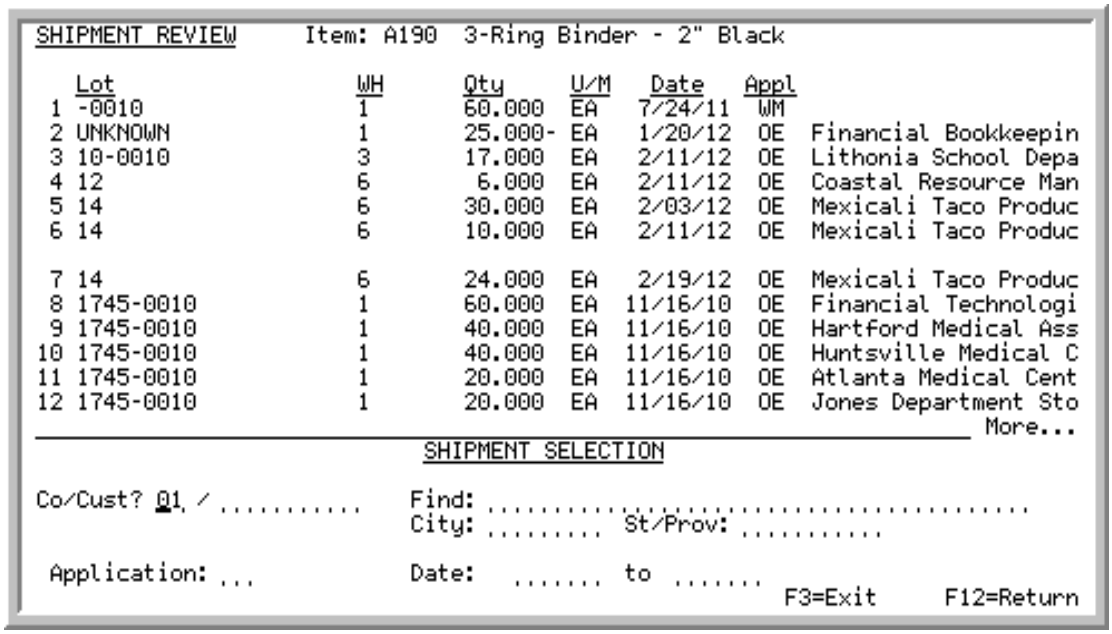
Shipment Review Screen Fields and Function Keys

Field/Function Key	Description
Qty/UM	These fields display the quantity and unit of measure of the items shipped. For lot items, this is the quantity of items in the lot. For serial number items, this quantity is always 1. Positive quantities display for transactions that take items out of inventory. Negative quantities display for transaction which put items into inventory (such as a customer return or warehouse transfer). For case quantity items, this field may be toggled with the F2=Dsp UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display
Date	This field displays the date the item transaction reduced the inventory balance. For sales orders, the invoice date is shown. You can toggle between displaying the date and country of origin, via the F4=COO / F4=Date toggle key, only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Display
COO	If country of origin is being tracked for the selected lot or serial item, the **Date** field may be toggled with the F4=COO / F4=Date toggle key to show the item's country of origin. Display
Appl	One of the following functions (applications) for items that performed the shipment and the dates specified at that time will display: • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **PO** - The transaction performed through Purchasing via a return to vendor. • **OB** - The transaction performed through Receive Manufactured Parts into Inventory (MENU OBMAIN). • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Display

Shipment Review Screen Fields and Function Keys

Field/Function Key	Description
Sel	Key the **Reference Number** of the lot, serial, or country of origin to select for detail inquiry and press ENTER. The Detailed Shipment History Screen (p. 9-41) will display. (N 2,0) Optional
F2=Dsp UOM	This function key displays only for case quantity items. Dsp UOM, where UOM is the stocking or case unit of measure selected as the default display U/M through Warehouse Management Options Maintenance (MENU WMFILE). Press the F2=DSP UOM function key to toggle between a display of quantities in the stocking unit of measure or in the case quantity unit of measure.
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F4=COO / F4=Date	The F4=COO / F4=DATE function key displays only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Press F4=COO / F4=DATE to toggle the fields on the top portion of this screen to show either the date or country of origin associated with the item.
F5=Selections	Press F5=SELECTIONS to display the items on this screen for specified customers or applications only. The Shipment Selection Screen (p. 9-36) will display.
F10=New Item	Press F10=NEW ITEM to run either the receipt history or shipment history inquiry for a new item. The Lot/Serial/COO History Inquiry Screen (p. 9-3) will display.
F12=Return	Press F12=RETURN to return to the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8).
Enter	Press ENTER TO confirm the selection keyed in the **Sel** field. The Detailed Shipment History Screen (p. 9-41) will display. Quantities on the Detailed Shipment History Screen (p. 9-41) will display in the U/M selected through the F2=DSP UOM function key on this screen.

Shipment Selection Screen



Use this screen to limit the shipment history displayed on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32) to a specified customer, application, or date range. This screen is displayed after pressing F5=SELECTIONS on the Shipment Review Lot Item Screen (p. 9-32) or Receipt Review for Serial Items Screen (p. 9-19).

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	The item number and both lines of the item description. Display
(Reference Number)	The reference number that corresponds to the displayed serial or lot number for the item or country of origin. Display
Lot	This field displays for lot or serial items only.
Serial	The lot or serial number displayed on this screen that has been shipped or had an Invoice printed through Order Entry is shown in this field. An item that has been ordered is not displayed until a shipment is performed through one of the applications listed in the **Appl** column. Display

Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Country of Origin	This field displays for regular items only (not lot/serial items) that track country of origin. The country of origin of the item received displays in this field. Display
WH	This field displays the number of the warehouse from which this item was shipped. Display
Qty/UM	These fields display the quantity and unit of measure of the items shipped. For lot items, this is the quantity of items in the lot. For serial number items, this quantity is always 1. Positive quantities display for transactions that take items out of inventory. Negative quantities display for transaction which put items into inventory (such as a customer return or warehouse transfer). For case quantity items, this field may be toggled with the F2=DSP UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display
Date	This field displays the date the item transaction reduced the inventory balance. For sales orders, the invoice date is shown. You can toggle between displaying the date and country of origin, via the F4=COO / F4=DATE toggle key, only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Display
COO	If country of origin is being tracked for the selected lot or serial item, the **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin. Display

Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Appl	One of the following functions (applications) for items that performed the shipment and the dates specified at that time will display: • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **OB** - The transaction performed through Receive Manufactured Parts into Inventory (MENU OBMAIN). • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **PO** - The transaction performed through Purchasing via a return to vendor. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Display
Co/Cust	The number of the company and customer for whom shipment history is displayed on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32). Shipment history will display only for the customer keyed in this field. If you do not know a customer's number, you can search for a customer using the **Find** / **City** / **State** search fields described below. After keying a customer number, the number and name of the customer specified is displayed in the bottom center of the screen. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0/N 10,0) Optional

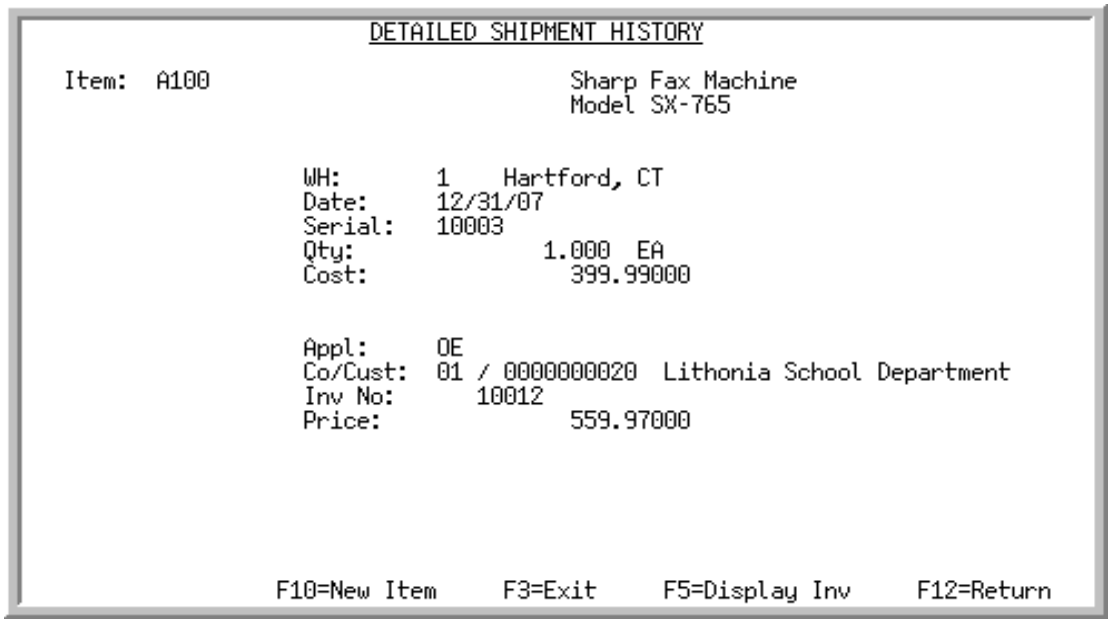
Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Either alone or with the **City** and **St/Prov** fields, allows you to search for a customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information about entering search criteria, refer to the A+ Searches topic in the Introduction section of the Cross Applications User Guide. (A 40) Optional
City	Either alone or with the **Find** and **St/Prov** fields, allows you to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information about entering search criteria, refer to the A+ Searches topic in the Introduction section of the Cross Applications User Guide. (A 8) Optional
St/Prov	Either alone or with the **Find** and **City** fields, allows you to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information about entering search criteria, refer to the A+ Searches topic in the Introduction section of the Cross Applications User Guide. (A 10) Optional
Application	The two character identifier of the application that created a shipment. Use this field to limit the shipment history displayed on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32) to one of the following functions: • **OE** - Order Entry • **PO** - Purchasing • **IA** - Inventory Accounting • **OB** - Bill of Materials • **PI** - W/M Physical Inventory • **WO** - Work Order Processing (Value Added Services) *Valid Values:* WO, OE, PO, IA, OB, or PI (A 2) Optional

Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Date	Use these fields to key a range of shipment dates to limit the history displayed. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. After keying a date range in this field, the selected dates are displayed in the bottom center of the screen. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F12=Return	Press F12=RETURN to return to the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32).
Enter	Press ENTER after selecting a customer, application, shipment date range, or customer search words. The Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32) will display after selecting a customer, application, or date range. The Customer/Ship-To Search - Customer Search Screen will display after keying customer search words. Refer to this screen as described in the Accounts Receivable User Guide.

Detailed Shipment History Screen



NOTE: Quantities on this screen will display in the unit of measure selected through the F2=DSP UOM function key on the Shipment Review Lot Item Screen (p. 9-32) or Shipment Review Serial Item Screen (p. 9-32).

This screen displays detail information about the shipment selected on the Shipment Review Lot Item Screen (p. 9-32) or Receipt Review for Serial Items Screen (p. 9-19). If this is an order entry transaction, pressing F5=DISPLAY INV will display the invoice from order history. Additionally, inventory-type transactions that reduced an item's on-hand quantity can also be displayed with the transaction specific fields.

All the fields on this screen are display only and cannot be changed.

Detailed Shipment History Screen Fields and Function Keys

Field/Function Key	Description
Item	This field displays the item number and description of the item for which detail shipment information is displayed. Display
WH	The number and name of the warehouse.
Date	The date the item's order was ship confirmed. or the date of the inventory-type transaction.
Lot / Serial	The lot or serial number of the shipped item(s); displays only if the item is a lot/serial.

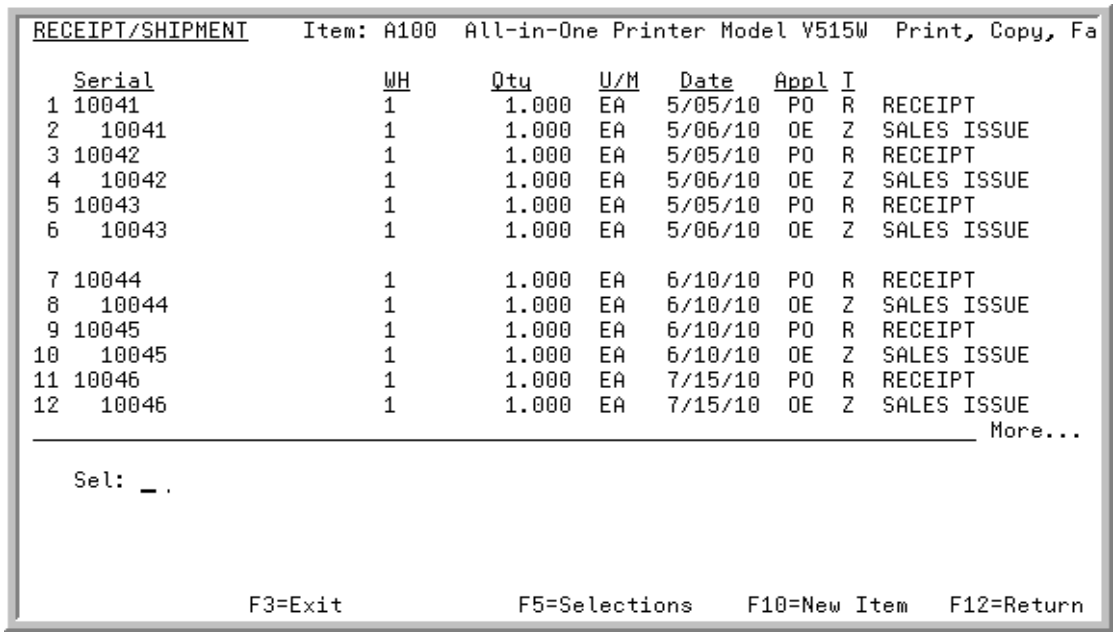
Detailed Shipment History Screen Fields and Function Keys

Field/Function Key	Description
Qty	The quantity and unit of measure of the items transaction.
Cost	The cost of the item(s). Authority to see Cost is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY).
COO	The country of origin, including its complete country name, if one exists for the shipment history.
Appl	The name of the application used to ship items. This may be: • **OE** - Order Entry • **PO** - Purchasing • **IA** - Inventory Accounting • **OB** - Bill of Materials • **PI** - Warehouse Management Physical Inventory • **WO** - Work Order Processing - Value Added Services
WO No	The work order number for which the items were shipped; displays if you have Value Added Services installed on your system and for work order transactions only.
Parent Item	The parent item of the selected component; displays if you have Value Added Services installed on your system and for work order transactions only. The parent item must also be defined as a lot item or a serial item for it to be identified here.
Parent Lot/Serials	The lot/serial number assigned to the parent item number (identified in the previous field) of the selected component; displays if you have Value Added Services installed on your system and for work order transactions only.
Co/Cust	The company and customer to whom the item was sold.
Inv No	The invoice number assigned to the sales order.
Price	The price of the item when sold for this order.
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F5=Display Inv	This function key is only active for O/E Transactions only. Press the F5=DISPLAY INV function key to display the invoice for this shipment using the Shipped Orders by Item Inquiry (MENU OEMAIN). Refer to the Order Entry User Guide for details about this inquiry.

Detailed Shipment History Screen Fields and Function Keys

Field/Function Key	Description
F6=Display WO	NOTE: This function key displays if you have Value Added Services installed on your system and for work order (WO) transactions only. Additionally, this key will not display for any work order that has been purged. Press F6=DISPLAY WO to display work order information. The Work Order Display Screen will display. Refer to the Work Order Inquiry (MENU WOMAIN) in the Value Added Services User Guide for detailed information about this screen.
F10=New Item	Press F10=NEW ITEM to end the shipment history inquiry and select a new item on the Lot/Serial/COO History Inquiry Screen (p. 9-3).
F12=Return	Press F12=RETURN to return to the Shipment Review Lot Item Screen (p. 9-32) or Shipment Selection Screen (p. 9-36).

Receipt/Shipment Screen



This screen displays after pressing F14=RCPT/SHIP HIST from the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8). Receipt and shipment history for the item selected is provided in a chronological list. This list will sort the receipts/shipments by lot/serial number, warehouse, receipt date/shipment date, receipt/shipment type, and country of origin. Other information, such as quantity, unit of measure, etc., will also be provided for either a lot/serial item or an item set up to track Country of Origin (COO).

The first column on this screen differs depending on the type of item selected and if the item tracks country of origin. The first column will display lot/serial if the item is a lot/serial item, or the COO description if the item simply tracks COO.

In addition to reviewing receipt/shipment history on this screen, you can specify a lot/serial number in the **Sel** field to drill down into detailed transaction history for this type of item. You can also press F5=SELECTIONS to select criteria to limit the search of receipt/shipment data on this screen, in order to isolate and review specific history records.

For visual ease, the lot/serial number on this screen is indented for "shipment" records, and will remain as left-justified for "receipt" records. In contrast, for items set up to track COO and are not lot/serial items, because the first column shows the COO description, the receipt/shipment records are not indented in this manner.

NOTE: Receipt/shipment transaction history records will not be created for a case quantity item, the country of origin is blank, where the lot number contains only the case quantity and the expiration date is zero, and there is no COO.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using

the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Receipt/Shipment Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and both lines of the item description for which receipt and shipment history is displayed. Display
(Reference Number)	The reference number that corresponds to the displayed lot, serial, or country of origin for the item. Key this number in the **Sel** field to select this lot, serial, or country of origin for the item. Display
Lot/Serial/Country of Origin	This column header changes depending on the type of item selected and if the item tracks country of origin. This column will display the receipts/shipments by lot/serial number for the selected item, or the Country of Origin (COO) the item is set up to track. The lot/serial number on this screen is indented for "shipment" records, and will remain as left-justified for "receipt" records for easy identification. For items set up to track COO and are not lot/serial items, because the first column shows the COO description, the receipt/shipment records are not indented in this manner. Display
WH	The number of the warehouse into which this item was received/shipped. Display
Qty / U/M	The quantity and unit of measure of items received/shipped. For lot item and COO item receipts, the quantity of items in the lot; for serial number item receipts, the quantity is always 1. The U/M is usually the **Buy U/M** defined for the item and vendor through Vendor/Item Information Maintenance (MENU POFILE). For case quantity items, these fields may be toggled with the F2=Dsp UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display

Receipt/Shipment Screen Fields and Function Keys

Field/Function Key	Description
Date	The date that the item was received/shipped. For receipts, this is the date specified as the receipt/ship date when receiving/ shipping inventory: • through Enter or Change PO Receipts (MENU POMAIN) for purchase order processing • for receiver processing through Receiver Entry/Maintenance (MENU POMAIN) or Warehouse Management (MENU WMMAIN) • for an inventory receipt entered through Enter/Update Transactions (MENU IAMAIN) For shipments, this is the date the item transaction reduced the inventory balance. For sales orders, the invoice date is shown. You can toggle between displaying the date and country of origin (COO), via the F4=COO / F4=DATE toggle key, only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Display
COO	The country of origin assigned for the specific receipt/shipment. This field only displays if the country of origin is being tracked for the selected lot/serial item. If so, then the **Date** field may be toggled with the F4=COO / F4=DATE toggle key to show the item's country of origin (COO) for the specific receipt/shipment. Display

Receipt/Shipment Screen Fields and Function Keys

Field/Function Key	Description
Appl	Receipt functions (applications) for items that performed the receipt/ shipment and the dates specified at that time will display: • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **PO** - The transaction performed through Purchasing via a return to vendor. • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Shipment functions (applications) for items that performed the shipment and the dates specified at that time will display: • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **OB** - The transaction performed through Receive Manufactured Parts into Inventory (MENU OBMAIN). • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **PO** - The transaction performed through Purchasing via a return to vendor. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Display

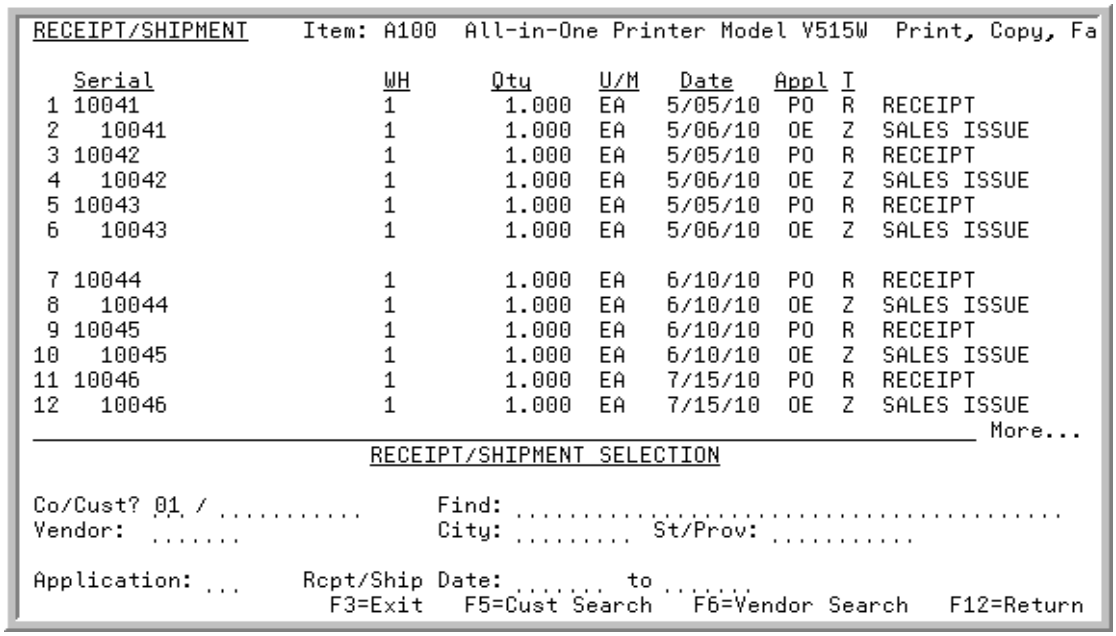
Receipt/Shipment Screen Fields and Function Keys

Field/Function Key	Description
T	The transaction codes associated with the receipt/shipment activity: • A=quantity adjustment • I=quantity issue (if application is either IA or WO) • P=physical inventory adjustment • R=return (when the ship quantity < 0), if application is OE • R=return (when a purchase order resides in the WMSHS file, it is a "PO return") • R=receipt (if application is IA, PO, or WO) • T=warehouse transfer • Z=sales issues (when the ship quantity > 0) Display
Sel	Key the **Reference Number** of the lot, serial, or country of origin to select for detail inquiry, and press ENTER. (N 2,0) Optional
F2=Dsp UOM	The F2=DSP UOM function key displays only for case quantity items. Press the F2=DSP UOM function key to toggle between a display of quantities in the stocking unit of measure or in the case quantity unit of measure. Note that UOM is the stocking or case unit of measure selected as the default display unit of measure through Warehouse Management Options Maintenance (MENU WMFILE).
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F4=COO / F4=Date	The F4=COO / F4=DATE function key displays only if the item selected is a lot or serial and it tracks country of origin, as determined through Item Master Maintenance (MENU IAFILE). Press F4=COO / F4=DATE to toggle the fields on the top portion of this screen to show either the date or country of origin associated with the item.
F5=Selections	Press F5=SELECTIONS to select criteria to limit the search of receipt/shipment data on this screen, in order to further isolate specific history records. The Receipt/Shipment Selection Screen (p. 9-50) will display.
F10=New Item	Press F10=NEW ITEM to run one of the history inquiries (receipt/shipment, receipt, or shipment) for a new item. The Lot/Serial/COO History Inquiry Screen (p. 9-3) will display.
F12=Return	Press F12=RETURN to return to the Lot/Serial/COO History Inquiry Selection Screen (p. 9-8).

Receipt/Shipment Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm the selection keyed in the **Sel** field. The Detailed Receipt History Screen (p. 9-27) or Detailed Shipment History Screen (p. 9-41) will display depending on the type of record (receipt or shipment) you selected.

Receipt/Shipment Selection Screen



This screen displays after pressing F5=SELECTIONS from the Receipt/Shipment Screen (p. 9-44).

Use this screen to select criteria to limit the search of receipt/shipment data displayed on the Receipt/Shipment Screen (p. 9-44), in order to further isolate specific history records. You can limit the data to a specific company/customer, vendor, application, or receipt/shipment date range.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Item	The item number and both lines of the item description for which receipt and shipment history is displayed. Display
(Reference Number)	The reference number that corresponds to the displayed lot, serial, or country of origin for the item. Display

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Lot/Serial/Country of Origin	This column header changes depending on the type of item selected and if the item tracks country of origin. This column will display the receipts/shipments by lot/serial number for the selected item, or the Country of Origin (COO) the item is set up to track. The lot/serial number on this screen is indented for "shipment" records, and will remain as left-justified for "receipt" records for easy identification. For items set up to track COO and are not lot/serial items, because the first column shows the COO description, the receipt/shipment records are not indented in this manner. Display
WH	The number of the warehouse into which this item was received/shipped. Display
Qty / U/M	The quantity and unit of measure of items received/shipped. For lot item and COO item receipts, the quantity of items in the lot; for serial number item receipts, the quantity is always 1. The U/M is usually the **Buy U/M** defined for the item and vendor through Vendor/Item Information Maintenance (MENU POFILE). For case quantity items, these fields may be toggled with the F2=DSP UOM function key to display the quantity in the stocking unit of measure or in the case quantity unit of measure. Display
Date	The date that the item was received/shipped. For receipts, this is the date specified as the receipt/ship date when receiving/ shipping inventory: • through Enter or Change PO Receipts (MENU POMAIN) for purchase order processing • for receiver processing through Receiver Entry/Maintenance (MENU POMAIN) or Warehouse Management (MENU WMMAIN) • for an inventory receipt entered through Enter/Update Transactions (MENU IAMAIN) For shipments, this is the date the item transaction reduced the inventory balance. For sales orders, the invoice date is shown. Display
COO	The country of origin assigned for the specific receipt/shipment. Display

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Appl	Receipt functions (applications) for items that performed the receipt/ shipment and the dates specified at that time will display: • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **PO** - The transaction performed through Purchasing via a return to vendor. • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Shipment functions (applications) for items that performed the shipment and the dates specified at that time will display: • **IA** - The transaction performed through I/A with a quantity adjustment, quantity issue, warehouse transfer, quantity move up, quantity move down, and physical inventory recount. • **OB** - The transaction performed through Receive Manufactured Parts into Inventory (MENU OBMAIN). • **OE** - The item shipped through Enter, Change & Ship Orders (MENU OEMAIN). The name of the customer is displayed. • **PI** -The transaction performed through I/A Enter/Update Transactions (MENU IAMAIN) with a physical inventory adjustment (type A). The words PHYSICAL INV ADJ display. • **PO** - The transaction performed through Purchasing via a return to vendor. • **WO** - The transaction performed through Receipt Entry (MENU WOMAIN). Display

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
T	The transaction codes associated with the receipt/shipment activity: • A=quantity adjustment • I=quantity issue (if application is either IA or WO) • P=physical inventory adjustment • R=return (when the ship quantity < 0), if application is OE • R=return (when a purchase order resides in the WMSHS file, it is a "PO return") • R=receipt (if application is IA, PO, or WO) • T=warehouse transfer • Z=sales issues (when the ship quantity > 0) Display
Co/Cust	Use this field to key the number of the company and customer for whom you want shipment history displayed on the Receipt/Shipment Screen (p. 9-44). Shipment history will display only for the customer keyed in this field. If you do not know a customer's number, you can search for a customer using the **Find**, **City**, **St/Prov** search fields. After keying a customer number and pressing ENTER, the number and name of the customer specified is displayed in the bottom center of the Receipt/Shipment Screen (p. 9-44). NOTE: The company number is directly associated with the customer number. This company/customer number selection is specifically related to shipment history records rather than receipt history records. Therefore, the records that display on the Receipt/Shipment Screen (p. 9-44) will not be validated by company number unless the customer number is also specified (not blank) in this field. The company number is ignored when the customer is blank. NOTE: You cannot enter both a customer and vendor number. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0/N 10,0) Optional

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Use this field to key the number of the vendor for whom you want receipt/shipment history displayed on the Receipt/Shipment Screen (p. 9-44). Receipt history will display for the vendor keyed in this field only. If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** field or the **Find** field and **City** field. A value cannot be entered in the **City** field only, and the **St/Prov** field must be blank for the vendor search. After keying a vendor number and pressing ENTER, the number and name of the vendor specified is displayed in the bottom center of the Receipt/Shipment Screen (p. 9-44). NOTE: You cannot enter both a customer and vendor number. *Valid Values:* Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE) (A 6) Optional
Find	Use this field to search for a customer or vendor by name, phone number, and zip/postal code, either alone or with the **City** and **St/Prov** fields. Note that for a customer search, you can enter values in the **Find** field and/or the **City** and **St/Prov** fields. For a vendor search, a value must exist in either the **Find** field or the **Find** field and **City** field; a value cannot be entered in the **City** field only. Also, the **St/Prov** field must be blank for the vendor search. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters. • up to 5 characters (the first 5) of the zip/postal code. For information about entering search criteria, refer to the *Searches* topic in the Introduction chapter of the Cross Applications User Guide. (A 40) Optional
City	Use this field to search for a customer or vendor in a particular city. Key up to 8 characters (the first 8) of the city. Note that for a customer search, you can enter values in the **Find** field and/or the **City** and **St/Prov** fields. For a vendor search, a value must exist in either the **Find** field or the **Find** field and **City** field; a value cannot be entered in the **City** field only. Also, the **St/Prov** field must be blank for the vendor search. For information about entering search criteria, refer to the *Searches* topic in the Introduction chapter of the Cross Applications User Guide. (A 8) Optional

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Use this field to search for a particular state or province when performing a customer search only; this field must be blank when performing a vendor search. Key up to 10 characters (the first 10) of the state or province code. Note that for a customer search, you can enter values in the **Find** field and/or the **City** and **St/Prov** fields. For a vendor search, a value must exist in either the **Find** field or the **Find** field and **City** field; a value cannot be entered in the **City** field only. Also, the **St/Prov** field must be blank for the vendor search. For information about entering search criteria, refer to the *Searches* topic in the Introduction chapter of the Cross Applications User Guide. (A 10) Optional
Application	Use this field to limit the data to the two character identifier of the application that created a receipt/shipment. The information displayed on the Receipt/Shipment Screen (p. 9-44) will be limited to one of the following functions: • **IA** - Inventory Accounting • **OB** - Bill of Material • **OE** - Order Entry • **PI** - W/M Physical Inventory • **PO** - Purchasing • **WO** - Work Order Processing (Value Added Services) *Valid Values:* IA, OB, OE, PI, PO, or WO (A 2) Optional
Rcpt/Ship Date	Use these from and to fields to key a range of receipt/shipment dates to limit the history displayed. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. After keying a date range in this field and pressing ENTER, the selected dates are displayed in the bottom center of the Receipt/Shipment Screen (p. 9-44). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
F3=Exit	Press F3=EXIT to exit from this option. MENU WMMAIN will display.
F5=Cust Search	After entering search criteria in the **Find**, **City**, and/or **St/Prov** fields, press F5=CUST SEARCH to display the Customer Search Screen, which lists customers that match all the search criteria.

Receipt/Shipment Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=Vendor Search	After entering search criteria in the **Find** field or the **Find** field and **City** field, press F6=VENDOR SEARCH to display the Vendor Search Screen, which lists customers that match all the search criteria.
F12=Return	Press F12=RETURN to return to the Receipt/Shipment Screen (p. 9-44), without making any selections.
Enter	Press ENTER to confirm the data you selected. You will be returned to the Receipt/Shipment Screen (p. 9-44), and receipt/shipment data will be limited to the details you entered.

CHAPTER 10

Item Inquiry

10

This option displays the Item Inquiry. Run this inquiry to determine the current status of any items used in Distribution A+. This inquiry may also be called from the Inventory Accounting Main Menu. Refer to the Inventory Accounting User Guide for detailed information.

CHAPTER 11

Suggested Move Report

11

Use this option to print or reprint the Suggested Move Report (p. 11-11), Move Lists and, if applicable, Move Labels. This report prints the permanent item locations for a warehouse or range of locations that are below their minimum stocking levels. Refer to the Cross Applications User Guide for details about rules for using ranges. For each of these locations, it suggests the quantity of items to move to the location, and the location(s) where the replenishing items should be moved from.

Items are suggested to be moved to a permanent item location for which the quantity available has fallen below (or is the same as) the restock level defined for the location. The quantity of items that is suggested to move is the quantity that is available in the suggested from location(s) that will replenish the to location to its defined restock quantity.

Any location from which items are suggested to be moved must have been defined to **Use for Replenishment** through Location Master Maintenance (MENU WMFILE). The first location suggested to replenish the under stocked location is the first location to which the item was assigned (to ensure FIFO inventory).

Each Suggested Move Report is assigned a run number. This number is used during Move Maintenance (MENU WMMAIN) and/or Move Post (MENU WMMAIN) to ensure that the inventory move is accurately recorded. Additionally, this run number can be used to display move data on the Move Management Screen (p. 5-136) accessed through Warehouse Management (MENU WMMAIN). After inventory is physically moved by the assigned person, you may update the suggested moves with the actual moves through Move Maintenance (MENU WMMAIN), if necessary. When you are satisfied with the results of the inventory move, use the Move Post (MENU WMMAIN) to update the location counts in W/M.

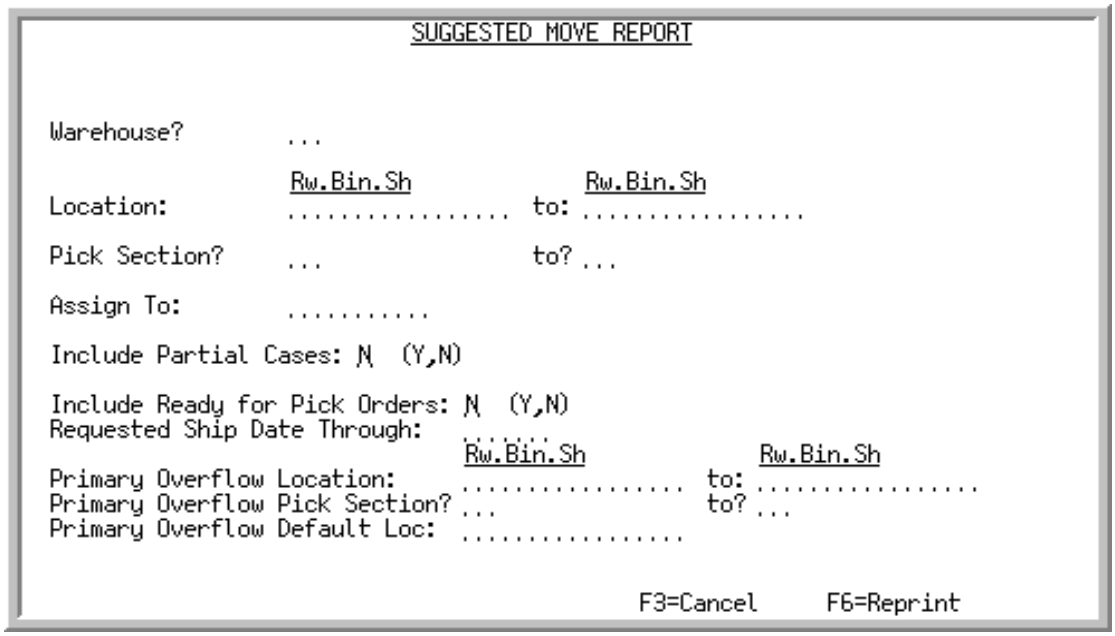
NOTE: The Move Management Screen (p. 5-136) may be used to review moves: those confirmed (completed), those yet to be confirmed, or all moves. Moves also may be confirmed from this screen.

Suggested Move Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Suggested Move Report Selection Screen	Used to select the warehouse and locations to print on the Suggested Move Report (p. 11-11).
Move Run List Screen	Lists the move runs awaiting completion.
Suggested Move Report	Prints the moves for the warehouse and locations chosen on the Suggested Move Report Selection Screen (p. 11-3) or for specific runs selected on the Move Run List Screen (p. 11-8).

Suggested Move Report Selection Screen



This screen appears after selecting option 15 - Suggested Move Report (MENU WMMAIN). Use this screen to select the warehouse and locations to print on the Suggested Move Report (p. 11-11). Additionally, you must identify the person assigned to perform any inventory moves which may be suggested. Function key access is provided to allow reprints of previously generated Suggested Move Reports, and, if applicable, Move Lists and Move Labels.

NOTE: An original Move List may be printed for any unconfirmed manual moves, including moves that were interactively suggested with the F6=REPRINT function key.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Suggested Move Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse for which the Suggested Move Report (p. 11-11) will print. *Valid Values:* Must be a valid warehouse defined through Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Required

Suggested Move Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Location	To print the Suggested Move Report for specific locations in the warehouse, key the range of warehouse locations in these fields. Any permanent locations in this range with current availability below their minimum stocking levels will print on this report. NOTE: To print the report for a single warehouse location, key that single location number in the first location range field. To print the report for all permanent locations in a warehouse with availability below their minimum stocking levels, leave both fields blank. (2 @ A 16) Optional
Pick Section	To print the Suggested Move Report for specific picking sections of your warehouse, key the range of picking section codes in these fields. NOTE: To print the report for all sections, leave both fields blank. To print the report for a single section, key the single section code in the first pick section field. *Valid Values:* Must be a valid picking section that has been defined through Picking Sections Maintenance (MENU WMFILE). (2 @ A 2) Optional
Assign To	Key the name or initials of the person who will be assigned to physically move the inventory as suggested on the Suggested Move Report. (A 10) Required

Suggested Move Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Include Ready for Pick Orders	Use this field to specify whether you want the system to include inventory for orders with a status of Pick List Ready when calculating suggested moves. NOTE: When considering orders with a status of Pick List Ready, the system will not only calculate/create moves for items and their permanent locations related to those open orders, but will in fact do a review of ALL permanent locations and, taking into considering any current 'used' quantities in those locations (e.g., pending IA adjust out transactions, pending moves, etc.), it may also suggest a move to fill those locations. This means, that even if there are no applicable open orders to pull a specific item from a specific permanent location, if the system determines that the specific permanent location is below its restock quantity, a move for that item/location will still be generated for it. Key Y to include inventory for orders with a status of Pick List Ready. The system will include the shippable quantity in the suggested move quantity, calculating the suggested move quantity as: **Accumulated Unreserved Quantity - Accumulated Primary Overflow Quantity - Primary Overflow Pending Move Quantity** where Accumulated Unreserved Quantity equals the Unreserved Inventory for O type orders that are allocated, ready to pick, meet the report selection criteria, and are not drop-ship or special orders and Accumulated Primary Overflow Quantity equals the Quantity On Hand minus the Quantity Picked. Key N to exclude inventory for orders with a status of Pick List Ready. *Default Value:* N (A 1) Required
Include Partial Cases	Use this field to specify whether you want to include partial cases to fill a suggested move quantity. Key Y to include partial case quantities when completing a suggested move. It is recommended that you try to complete the suggested move using full cases first. Suggested moves for partial cases will direct a move from the bulk location for the item to the primary location for the item. If you set this field to Y, the system will still attempt to use full cases before looking for partial cases. Key N to exclude partial case quantities when completing a suggested move. *Default Value:* N (A 1) Required

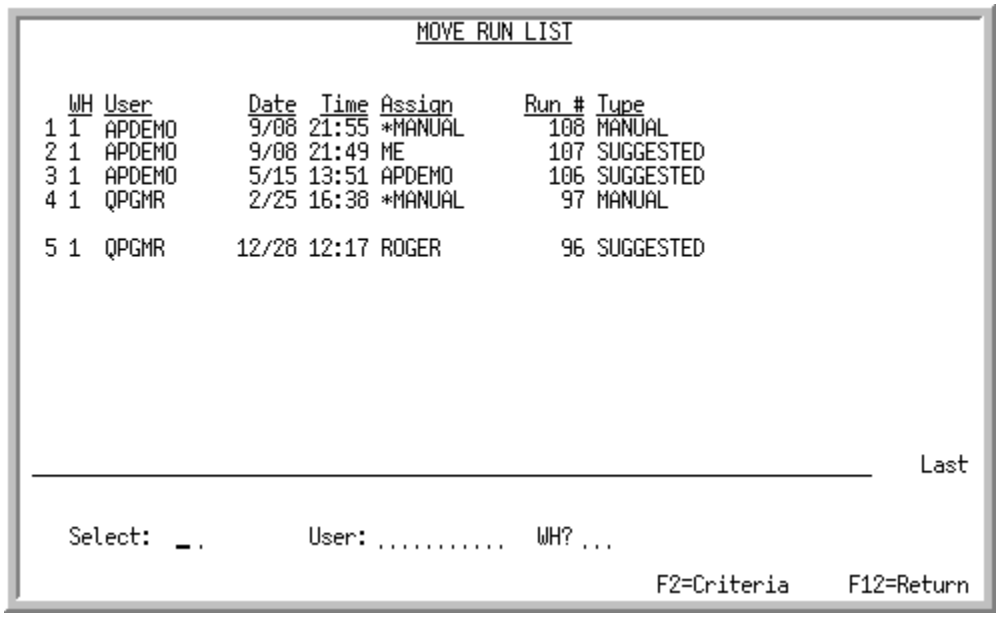
Suggested Move Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Primary Overflow Location	Use this field to limit the locations that the suggested move report can use to place primary location overflow quantity. This field is used in conjunction with the **Primary Overflow Pick Section** field. The system will direct overflow stock to locations that match the range and pick section specified. Excess stock that cannot be placed in the primary overflow locations will be directed to the location specified in the **Primary Overflow Default Loc** field. You must leave this field blank if the **Include Ready for Pick Orders** field is set to N. *Valid Values:* Locations defined through Location Master Maintenance (MENU WMFILE) with the Use for **Primary Ovrflw** field set to Y. (2 @ A 16) Optional
Primary Overflow Pick Section	Use this field to limit the locations that the suggested move report can use to place primary location overflow quantity. This field is used in conjunction with the **Primary Overflow Pick Section** field. The system will direct overflow stock to locations that match the range and pick section specified. Excess stock that cannot be placed in the primary overflow locations will be directed to the location specified in the **Primary Overflow Default Loc** field. You must leave this field blank if the **Include Ready for Pick Orders** field is set to N. *Valid Values:* Locations defined through Location Master Maintenance (MENU WMFILE) with the **Use for Primary Ovrflw** field set to Y. (2 @ A 2) Optional
Primary Overflow Default Loc	Enter the primary overflow location to which the system will assign replenishment inventory for this run of the suggested move report if no primary overflow locations could be found for the overstock quantity. Replenishment inventory will be assigned to this location if no primary location could be found or if not all overflow stock can be placed in the primary overflow locations. If you leave this field blank or if not all overflow stock will fit in this location, the excess overflow stock will be assigned to the primary location. If the **Include Ready for Pick Orders** field is set to N, you must leave this field blank. *Valid Values:* A location defined through Location Master Maintenance (MENU WMFILE) and with the **Use for Primary Ovrflw** field set to Y for the location in the same option. (A 16) Optional
F3=Cancel	Press F3=CANCEL to exit from this option. The calling menu will display.

Suggested Move Report Selection Screen Fields and Function Keys

Field/Function Key	Description
F6=Reprint	Press F6=REPRINT to reprint a previously generated Suggested Move Report, and, if applicable, Move Lists and/or Move Labels. NOTE: An original Move List may be printed for any unconfirmed manual moves, including moves that were interactively suggested with the F6=REPRINT function key. The Move Run List Screen (p. 11-8)will display and allow you to select a specific run for which the reprint will occur. Refer to the Move Run List Screen (p. 11-8) for details.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

Move Run List Screen



This screen displays after pressing F6=REPRINT from the Suggested Move Report Selection Screen (p. 11-3), F4=RUN LIST from the Move Maintenance Selection Screen (p. 12-2), or F4=RUN LIST from the Move Post Selection Screen (p. 13-2). Depending on which of these screens was used to access this screen, the function to be performed for a displayed move will be different.

This screen lists move runs awaiting completion. These runs have not yet been posted through Move Maintenance (MENU WMMAIN) or Move Post (MENU WMMAIN), nor have they been confirmed through Warehouse Management (MENU WMMAIN).

NOTE: This screen displays a list of move runs rather than individual moves. Use the Move Management Screen (p. 5-136) to view or confirm individual moves. Refer to Warehouse Management (MENU WMMAIN) for a description of the Move Management Screen (p. 5-136).

Move Run List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	A unique reference number displayed for each of the inventory move runs that is displayed on this screen. Each run represents any number of moves for a single Suggested Move Report, moves generated through an interactive move process, or manually generated moves. Key this number in the **Select** field to select a move for processing. Display
WH	The ID of the warehouse for which the inventory move has been generated. Display

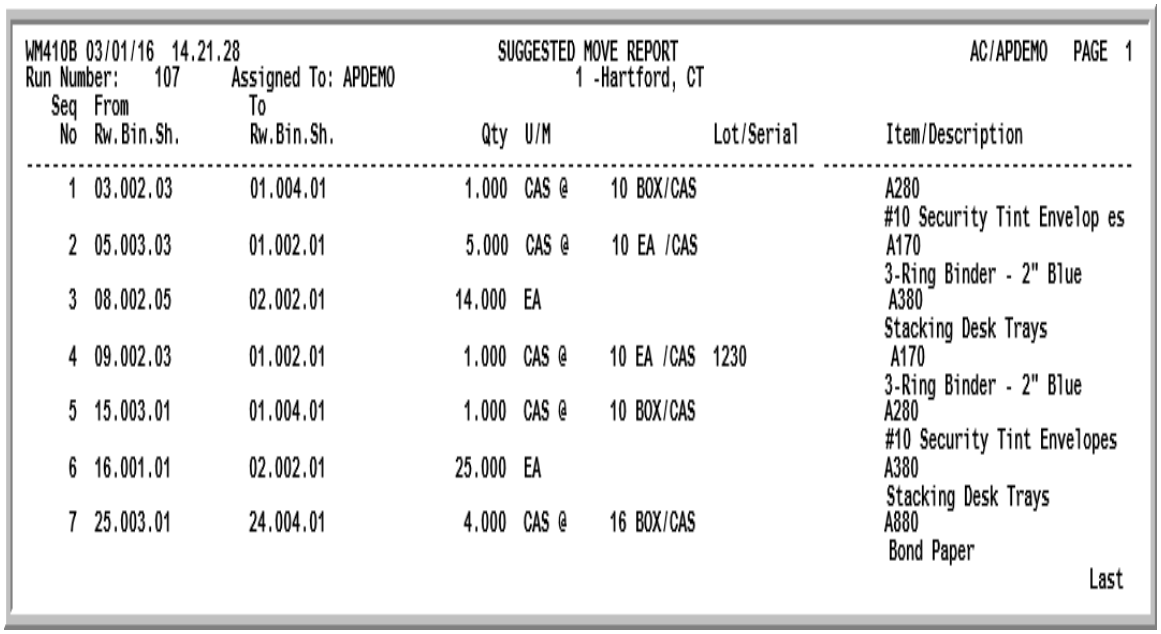
Move Run List Screen Fields and Function Keys

Field/Function Key	Description
Uer	The User ID of the person who generated the move. Display
Date/Time	The date and time when the move was generated. Display
Assign	The name of the person who was assigned to physically perform the move, if the move was generated through the Suggested Move Report; otherwise, ***MANUAL** displays. Display
Run #	This field only displays on the Run # View of this screen. The system-assigned run number associated with the move. Display
Type	This field only displays on the Run # View of this screen. The way the move was generated: either manually (including interactively suggested) or through the Suggested Move Report. Display
Pick Fr/To	These fields only displays on the Criteria View of this screen.
From Location/To Location	The range of picking locations selected for the move, if any; and the range of warehouse locations selected for the move if the move was generated through the Suggested Move Report, if any. Display
First Item	This field only displays on the Item View of this screen. The first item number in the move run and first line of description. Display
Select	Key the **Reference Number** of the move run displayed on this screen to select for reprint, edit, or post (depending on the previous screen). NOTE: If you select to reprint a manual move that has not yet been included in a Move List, that move will not be included in the reprint of a Move List. In order to be a reprint, an original print must first be accomplished. (N 2,0) Required
User	Use this field if you wish to limit the display of move runs to those generated by one person. Key that person's User ID in this field and press ENTER. (N 2,0) Optional

Move Run List Screen Fields and Function Keys

Field/Function Key	Description
WH	Use this field to display move runs for a warehouse other than the one selected on the previous screen, or for all warehouses. Key the two character ID of the warehouse for which move runs will display. Leave this field blank to display move groups for all warehouses. (A 2) Optional
F2=Criteria / F2=Item/ F2=Run #	Press F2=CRITERIA / F2=ITEM / F2=RUN # to toggle between displaying item number/description information, from/to location information, and run numbers. Press F2=CRITERIA to display the From/To pick locations and From/To warehouse locations if the move was generated through the Suggested Move Report. Press F2=ITEM to display the item number and the concatenated lines of item description. Press F2=RUN # to display the run number and type of move.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections. If you select a run to post or a run for which the Suggested Move Report (and optional Move Lists and/or Move Labels) will print, the Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. If you select a group to edit, the Move Header Screen (p. 12-3) will display. If you select a group to post, the Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

Suggested Move Report



WM410B 03/01/16 14.21.28 SUGGESTED MOVE REPORT AC/APDEMO PAGE 1
Run Number: 107 Assigned To: APDEMO 1 -Hartford, CT

Seq No	From Rw.Bin.Sh.	To Rw.Bin.Sh.	Qty	U/M	Lot/Serial	Item/Description
1	03.002.03	01.004.01	1.000	CAS @ 10 BOX/CAS		A280 #10 Security Tint Envelop es
2	05.003.03	01.002.01	5.000	CAS @ 10 EA /CAS		A170 3-Ring Binder - 2" Blue
3	08.002.05	02.002.01	14.000	EA		A380 Stacking Desk Trays
4	09.002.03	01.002.01	1.000	CAS @ 10 EA /CAS	1230	A170 3-Ring Binder - 2" Blue
5	15.003.01	01.004.01	1.000	CAS @ 10 BOX/CAS		A280 #10 Security Tint Envelopes
6	16.001.01	02.002.01	25.000	EA		A380 Stacking Desk Trays
7	25.003.01	24.004.01	4.000	CAS @ 16 BOX/CAS		A880 Bond Paper

Last

This report prints the moves for the warehouse and locations chosen on the Suggested Move Report Selection Screen (p. 11-3) or for specific runs selected on the Move Run List Screen (p. 11-8).

The inventory moves on the report are printed in sequence by the move to location.

NOTE: If no suggested moves are found, this report will not be generated.

Suggested Move Report

Report/Listing Field	Description
Run Number	The number assigned to this move group. Use this number to specify a move group from which moves can be modified and/or confirmed/posted through Move Maintenance (MENU WMMAIN), through the Move Management Screen (p. 5-136) accessed through Warehouse Management (MENU WMMAIN) or through Move Post (MENU WMMAIN), as applicable.
Assigned To	The name (or initials) of the person to whom the move is assigned. This is the person who is responsible to perform all inventory moves printed on this report.

Suggested Move Report

Report/Listing Field	Description
Suggested Moves	The following is printed for each inventory move on this report: • Seq No: The sequence number assigned to each inventory move printed on the Suggested Move Report. • From location: The number of the warehouse location that the indicated item should be moved from. • To location: The number of the warehouse location that the indicated item should be moved to. • Qty: The quantity of the corresponding item that should be moved. • U/M: The unit of measure associated with the quantity of items to move. • Lot/Serial: The lot or serial number of the corresponding item that should be moved, for lot and serial number items only. • Item/Description: The number and description of the item that should be moved for the locations printed.

CHAPTER 12

Move Maintenance

12

Use this option to review and maintain inventory moves that have been generated manually (including interactively suggested) or automatically via the Suggested Move Report (p. 11-11). Move modifications may be necessary to reflect actual inventory movements and to ensure that W/M is updated accurately.

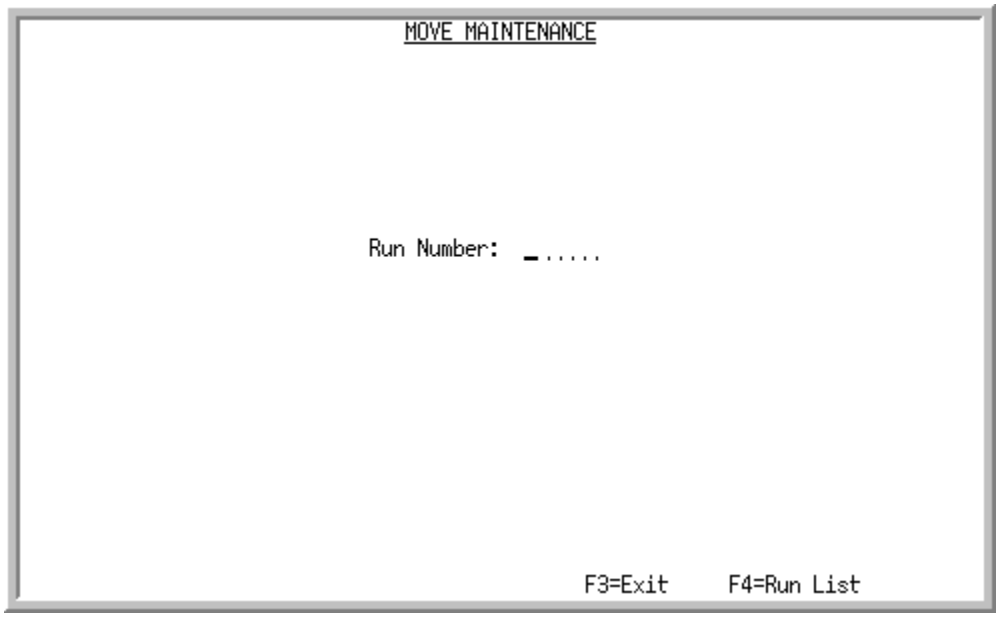
If all moves were performed as originally planned, you will not need to run this option; you may directly post the moves through Move Post (MENU WMMAIN) or simply confirm them through the Move Management Screen (p. 5-136). You also may post moves through this option by pressing F15 on the Move Header Screen (p. 12-3).

Move Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Move Maintenance Selection Screen	Use this screen to select, by run number, a group of inventory moves for review and/or modification.
Move Header Screen	From this screen, you may post the move run, delete it, or select it for move data modification.
Move Detail Screen	Using this screen you may select a move to change the quantity of items that were actually moved or to delete a move before posting the run.
Move Detail Modification Screen	allows you to modify or delete the move selected on the Move Detail Screen (p. 12-5).

Move Maintenance Selection Screen

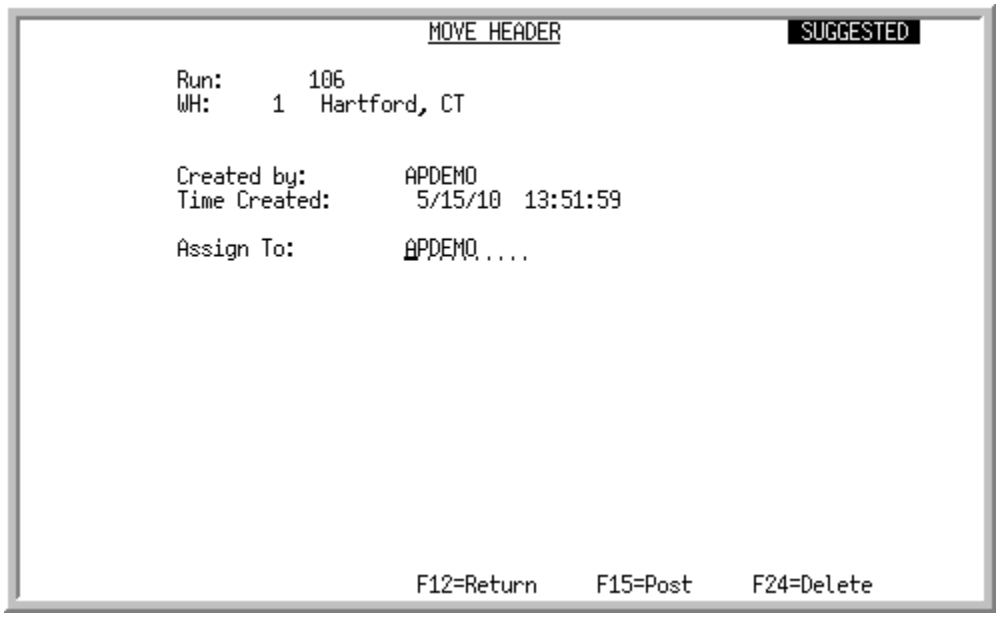


This screen displays after selecting option 16 from MENU WMMAIN. Use this screen to select, by run number, a group of inventory moves for review and/or modification. You may select moves automatically suggested through the Suggested Move Report (MENU WMMAIN), or moves interactively suggested or manually created through Warehouse Management (MENU WMMAIN).

Move Maintenance Selection Screen Field and Function Keys

Field/Function Key	Description
Run Number	Key the run number of a run for which inventory move data must be reviewed or modified. To display a list of pending run numbers, press F4 to display the Move Run List Screen (p. 11-8), which you may use to select a specific move run. *Valid Values:* Must be a run number for a pending move (i.e., moves not yet confirmed/posted) (N 6,0) Required
F3 = Exit	Press to exit from this option. The calling menu will display.
F4=Run List	Press to display a list of outstanding move runs. The Move Run List Screen (p. 11-8) will display. From this screen you may select the move run to review and/or modify through this option.
Enter	Press to confirm the run number selected. The Move Header Screen (p. 12-3) will display.

Move Header Screen



This screen displays the header information for the move run you selected on the Move Maintenance Selection Screen (p. 12-2). This information was created when the move run was generated.

From this screen, you may post the move run, delete it, or select it for move data modification.

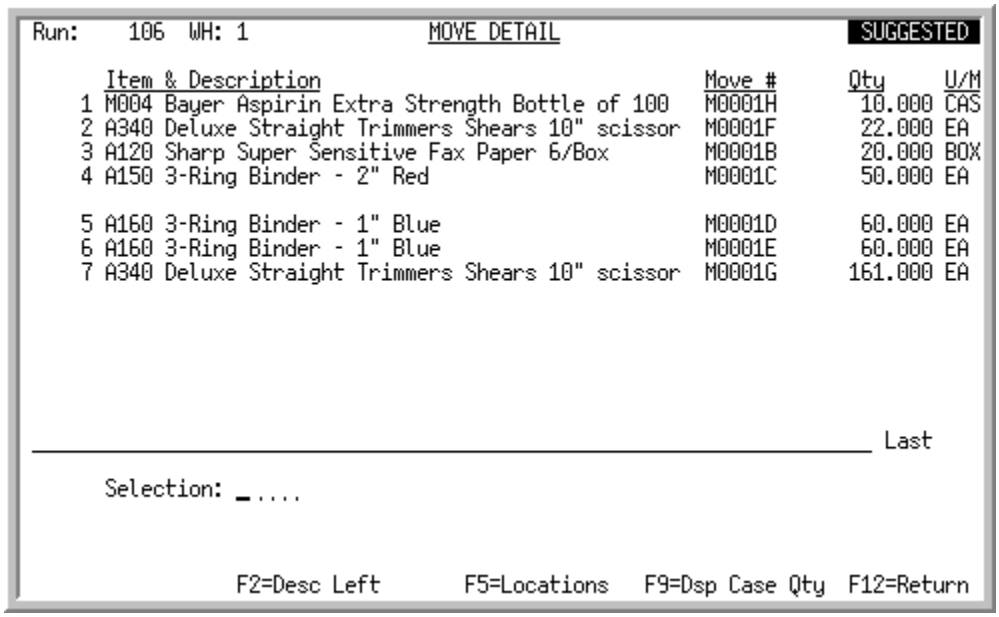
Move Header Screen Fields and Function Keys

Field/Function Key	Description
Move Run Header Information	The following information is displayed for this inventory move: • Run: The run number selected on the previous screen. • WH: The ID and name of the warehouse for which the inventory move has been generated. • Created By: The User ID of the person who generated the move. • Time Created: The date and time when the move was generated. • From Location/To Location: The range of warehouse location numbers and descriptions selected for the move, if any. • From Pick Section/To Pick Section: The range of picking section codes selected for the move, if any. NOTE: The *From Location/To Location* and *From Pick Section/To Pick Section* fields will display only if locations and pick sections were specified. Display

Move Header Screen Fields and Function Keys

Field/Function Key	Description
Assign To	This is the name or initials of the person who was assigned through the Suggested Move Report (MENU WMMAIN) to physically perform the moves. Key the name of the person who performed the move if it was someone other than the person originally assigned. *Default Value:* The name of the person who was assigned to perform the move if the move was generated through the Suggested Move Report (MENU WMMAIN). For moves created manually or through an interactive move process, *MANUAL will display and may not be modified. Required/Display
F12 = Return	Press to return to the Move Maintenance Selection Screen (p. 12-2).
F15 = Post	Press to post the move run, without having to select Move Post (MENU WMMAIN). After pressing this key, the Report Options Screen will display. (Refer to the Cross Applications User Guide for details about this screen.) The posting job will be submitted to the Transaction Processor. Refer to Move Post (MENU WMMAIN) for more information.
F24 = Delete	Press to delete the move run. All moves in this run will not be available for entry or posting. You must press F24 a second time to confirm the deletion. If moves automatically generated through Suggested Move Report (MENU WMMAIN) are deleted, they will re-appear on the Suggested Move Report when the criteria for the same warehouse and locations are selected. NOTE: To delete a single suggested move rather than an entire run, use F24 on the Move Detail Modification Screen (p. 12-8).
Enter	Press to display the Move Detail Screen (p. 12-5). From that screen, you can select a single move to change the quantity or delete it from the Move Detail Modification Screen (p. 12-8). When all of the moves entered are accurate, you may press F15 from this screen, or select Move Post (MENU WMMAIN) to post the moves entered.

Move Detail Screen



This screen displays the individual moves in the current run after you press ENTER from the Move Header Screen (p. 12-3).

Using this screen you may select a move to change the quantity of items that were actually moved or to delete a move before posting the run. You should do this for automatically generated moves if all of the moves suggested on the Suggested Move Report were not actually performed as indicated. This is to ensure that W/M is updated accurately. When you select a move for such a modification, the Move Detail Modification Screen (p. 12-8) will display.

NOTE: The Suggested Move Report is generated through Suggested Move Report (MENU WMMAIN).

Move Detail Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	The reference number of one of the inventory moves displayed on this screen. Key this number in the Select field to change the quantity moved, or delete the inventory move if it was not performed. Display

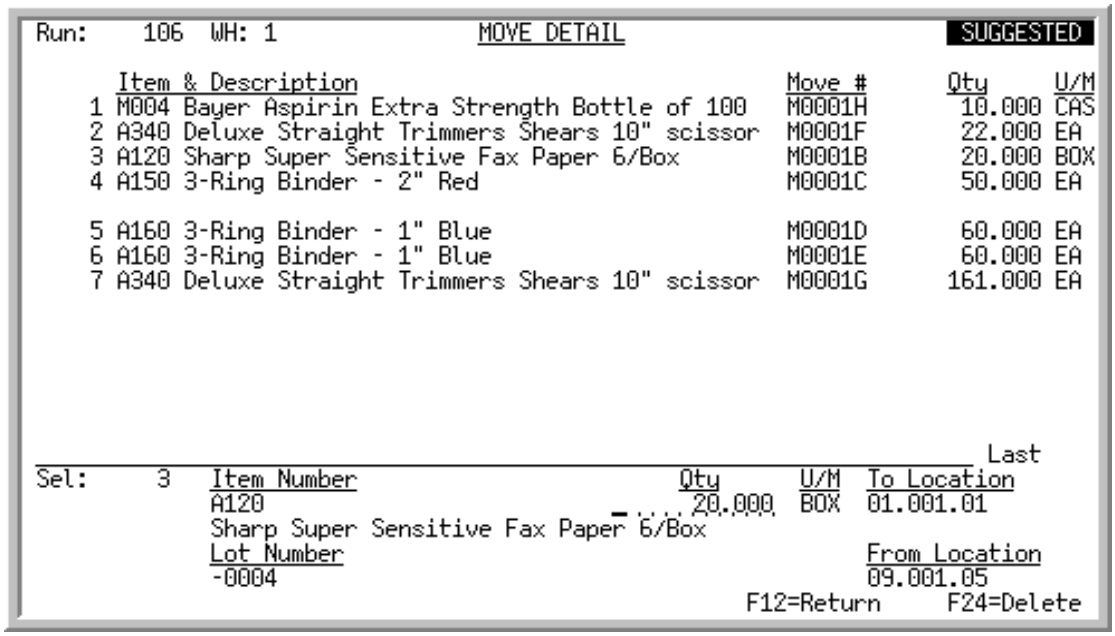
Move Detail Screen Fields and Function Keys

Field/Function Key	Description
Move Detail Information	The following information is displayed for each suggested inventory move: • Item/Description: The number and/or description of the item that was suggested to be moved, as toggled with the F2 function key. This information is toggled with the From/To Location and Lot/Serial information with the F5 function key. • From/To Location and Lot/Serial: The numbers of the locations that inventory is to be moved from and moved to. Also, if applicable, any lot or serial number identification is provided. This information is toggled with the item/description information with the F5 function key. • Move #: The move number assigned to the move during its creation. • Qty: The quantity of the item that was suggested to move. For case quantity items, this field may be toggled with the F9 function key to display quantities in either the stocking unit of measure or the case quantity unit of measure. • U/M: The unit of measure which corresponds to the quantity to move. For case quantity items, this field may be toggled with the F9 function key to display the stocking or case unit of measure. Display
Selection	Use this field to select a move. Key the Reference Number of the move you wish to select. After the move is selected and the Move Detail Modification Screen (p. 12-8) displays, you may change the quantity moved, or delete the move if it was not performed. (N 5,0) Required
F2 = Desc Left/Desc Right/Item & Desc	Press to toggle the display of item identification.
F2 = Desc Left	Press to show the “left window” of the item description starting with the left-most word in the description.
F2 = Desc Right	Press to show the “right window” of the description so the last word in the description will appear at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen.
F2 = Item & Desc	Press to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F5 = Locations/Item	Press to toggle the display between showing item information and location (and, if applicable, lot/serial) information.
F5 = Locations	Press to display the to and from locations affected by the move. Also, if applicable, any lot or serial identification is presented.

Move Detail Screen Fields and Function Keys

Field/Function Key	Description
F5 = Item	Press to show the complete item number and as much of the description as will fit (two blanks separate the fields). The item number is displayed in high intensity to distinguish it from the description.
F9 = Dsp Stk Qty/Dsp Case Qty	NOTE: This function key displays only for case quantity items. Press this key to toggle between a display of quantities in the stocking unit of measure or in the case quantity unit of measure.
F12 = Return	Press to return to the previous screen.
Enter	Press to confirm the move you wish to select. After the move is selected and the Move Detail Modification Screen (p. 12-8) displays, you may change the quantity moved, or delete the move if it was not performed. NOTE: For case quantity items, the quantities on the Move Detail Modification Screen (p. 12-8) will display in the unit of measure selected through the F9 function key on this screen.

Move Detail Modification Screen



This screen allows you to modify or delete the move selected on the Move Detail Screen (p. 12-5). All display data on this screen is derived from and described for the Move Detail Screen (p. 12-5). Only those fields available for modification and not on the Move Detail Screen are described here.

NOTE: For case quantity items, the quantities on this screen will display in the unit of measure selected through the F9 function key on the Move Detail Screen (p. 12-5).

Move Detail Modification Screen Fields and Function Keys

Field/Function Key	Description
Qty	Use this field to change the quantity moved if the quantity that was actually moved is different than the quantity that was planned. For case quantity items, this quantity is expressed in the unit of measure selected through the F9 toggle key on the Move Detail Screen (p. 12-5) and displayed on this screen in the *U/M* field to the right. NOTE: If an automatically suggested move was not performed (i.e., zero items were moved), you must use the F24 key to delete the move. You cannot key 0 in this field. *Default Value:* The quantity that was originally specified when the move was created (N 11,3) Optional

Move Detail Modification Screen Fields and Function Keys

Field/Function Key	Description
COO	This field displays only if the item you selected on the Move Detail Screen (p. 12-5) is set up to track country of origin, as determined through Item Master Maintenance (MENU IAFILE). This field displays the country of origin associated with the item you selected to move. Display
F12 = Return	Press to return to the Move Detail Screen (p. 12-5) if you have not yet pressed ENTER. If you have already pressed ENTER once, you may press this key to make a different selection.
F24 = Delete	Press to delete the displayed move. The move will not be posted with the current run. You must press F24 a second time to confirm the deletion. NOTE: To delete all moves in a run, use F24 on the Move Header Screen (p. 12-3).
Enter	Press to confirm your quantity modifications and to display the Move Detail Screen (p. 12-5).

CHAPTER 13

Move Post

13

Use this option to post inventory moves that were automatically suggested on the Suggested Move Report (p. 11-11), or moves that were manually created or interactively suggested.

For moves that were automatically created, run this option after the Suggested Move Report has been printed, and the inventory has been physically moved. If all of the moves suggested on the Suggested Move Report were actually performed as indicated on the report, you may select this option without having to select Move Maintenance (MENU WMMAIN).

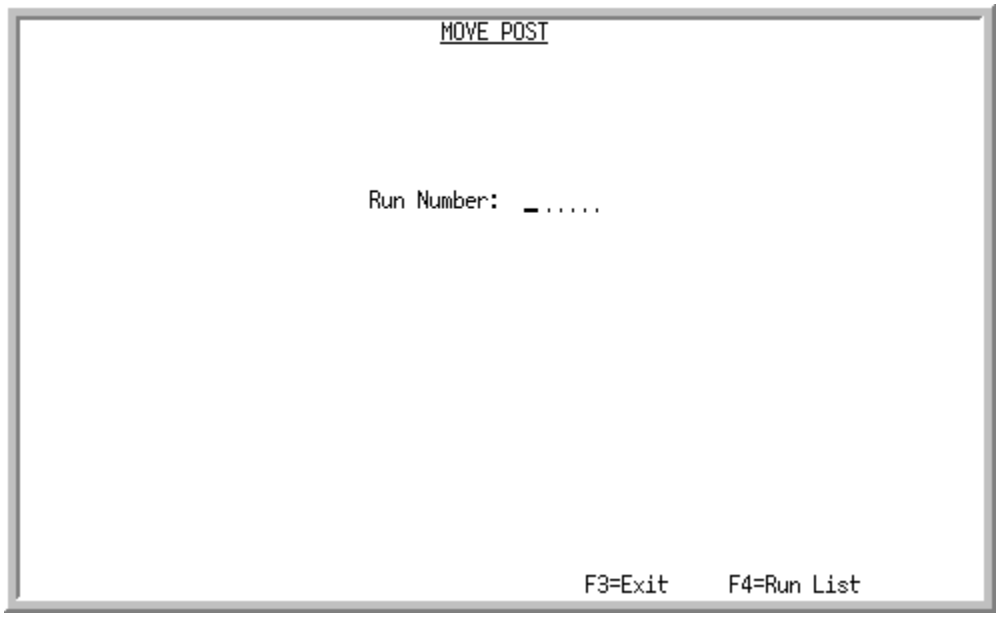
NOTE: If you entered the actual inventory moves through Move Maintenance (MENU WMMAIN), you may perform the post directly from that option.

Move Post

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Move Post Selection Screen	Used to select the run number of the move that will be posted.

Move Post Selection Screen



This screen displays after selecting option 17 from MENU WMMAIN. Use this screen to select the run number of the move that will be posted.

Move Post Selection Screen Field and Function Key

Field/Function Key	Description
Run Number	Key the run number of the move that will be posted through this option. When the move is posted, location counts are updated in W/M. To display a list of these outstanding move runs, press F4 to display the Move Run List Screen (p. 11-8). You may select one of these move groups to post. *Valid Values:* A run number for a move that has not yet been confirmed/posted. (N 6,0) Required
F3 = Exit	Press to exit from this option. MENU WMMAIN will display.
F4 = Run List	Press to display a list of outstanding move groups. These are moves that have not yet been confirmed/posted. The Move Run List Screen (p. 11-8) will display.
Enter	Press to confirm the run number selected. The job will be submitted immediately to the Transaction Processor. Press ENTER again to return to MENU WMMAIN.

CHAPTER 14

Maintaining the Move Queues

14

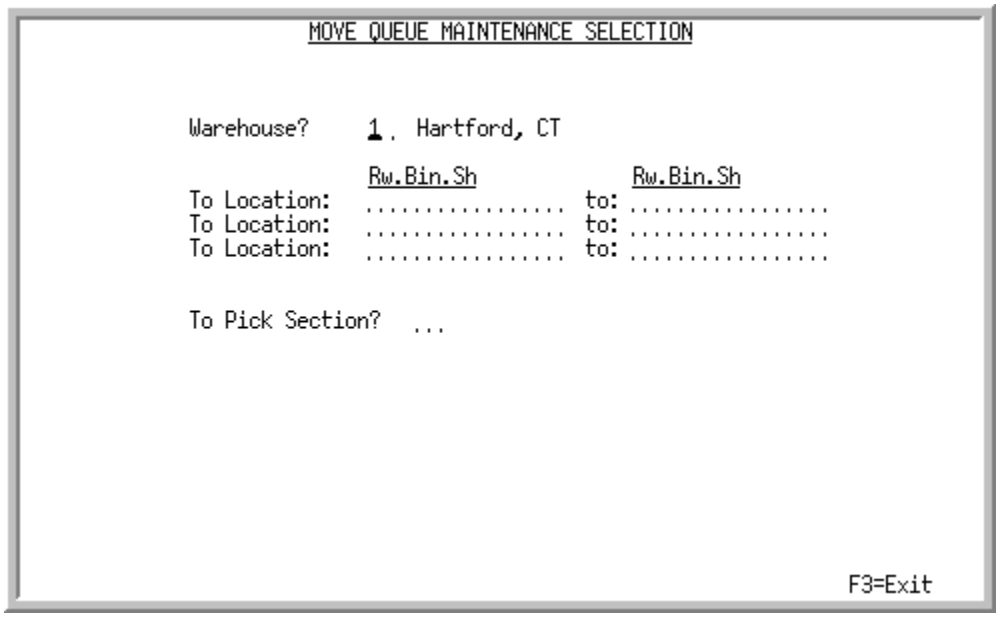
When a move is created, a priority is assigned to it. Through the Move Queue Maintenance option on the Warehouse Management Main Menu (MENU WMMAIN), you can re-prioritize the moves. For example, a move with a low priority can be assigned a higher priority if it is important that the move be performed sooner. In the Radio Frequency Transaction Manager moving task, the handler can be prompted to perform moves based on the move priority if moves are being performed by move queue sequence. This ensures that the handler is performing the most important moves first.

Move Queue Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Move Queue Maintenance Selection Screen	Used to specify the limiting criteria for the moves with which you want to work.
Move Queue Maintenance Screen	Lists moves that match your limiting criteria. Used to change the priority of a selected move.

Move Queue Maintenance Selection Screen



This screen appears after you select the Move Queue Maintenance option from the Warehouse Management Main Menu (MENU WMMAIN). Use this screen to limit the moves with which to work.

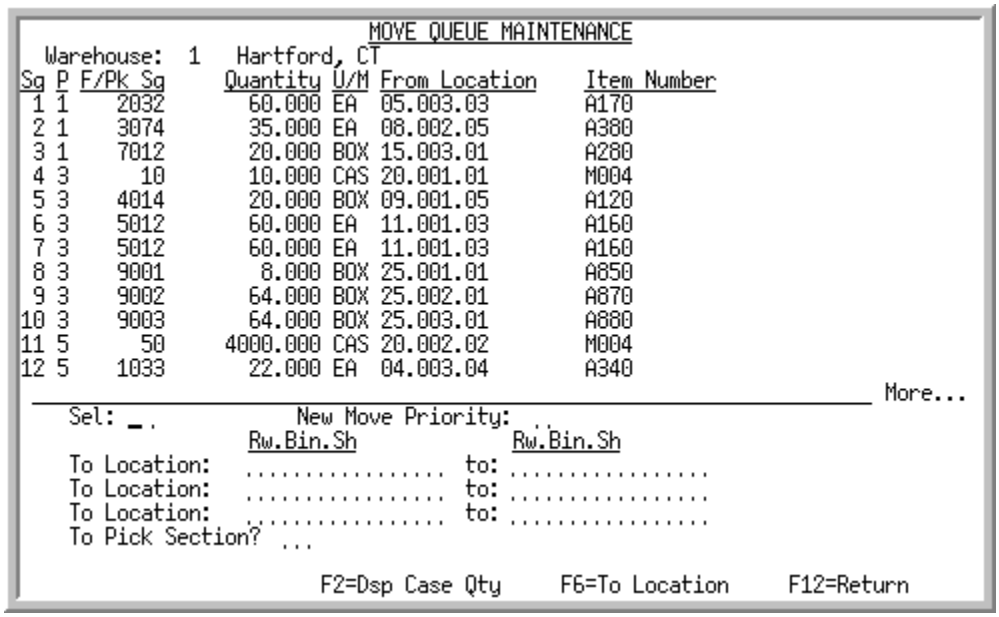
Move Queue Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to limit the moves you want to work with to those associated with a specific warehouse. *Default Value:* The default warehouse number specified for your user ID through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A warehouse number defined through Warehouse Number Maintenance (MENU IAFILE). (A 2) Required
To Location	Use these fields to specify up to three ranges of replenishment locations. The moves that you can work with will be limited to the locations you specify. If the system finds moves for more than one of the ranges you specify, only the first range of locations will appear on the Move Queue Maintenance Screen (p. 14-4). (6 @ A 15) Optional

Move Queue Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
To Pick Section	Use this field to limit the moves you want to work with to those associated with a specific pick section. *Valid Values:* A picking section defined through Picking Sections Maintenance (MENU WMFILE) or blank for all. (A 2) Optional
F3=Exit	Press this key to exit this option and return to the Warehouse Management Main Menu (MENU WMMAIN).
Enter	Press this key to confirm your entries and continue.

Move Queue Maintenance Screen



This screen displays the moves that match the selection criteria you entered on the Move Queue Maintenance Selection Screen (p. 14-2). Use this screen to change the priorities of these moves in the move queue.

For each move in the list, the column information that appears is based on your toggle selection with the F6=TO LOCATION key:

Limiting criteria is available on the bottom portion of this screen so that you can further limit the moves in the list.

Move Queue Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Sq	The selection number used to choose a move for a priority change. Display
P	The current priority of the move Display
F/Pk Sq	The "from location" pick sequence. Display

Move Queue Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quantity	The quantity of the item to be moved. This quantity can be expressed in either the case quantity or stocking unit of measure, based on your selection with the F2 toggle key. Display
U/M	*U/M*: The unit of measure of the item. The unit of measure can be the case quantity unit of measure or the stocking unit of measure, based on your selection with the F2 toggle key. Display
From Location	The location from which the item is being moved. Display
To Location	The location to which the item is being moved. Display
Item Number	The item being moved. Display
Item Description	The description of the item being moved. Display
Move #	The move ticket number. Display
Run #	The pick list run number. Display
Move Type:	The type of move being performed (either manual or suggested). Display
Lot/Serial	The lot/serial number of the item being moved. Display
Sel	Use this field in conjunction with the *New Move Priority* field to change the priority of a move in the list. Key the number in the *Sq* field that corresponds to the move you want to re-prioritize. (N 2,0) Required

Move Queue Maintenance Screen Fields and Function Keys

Field/Function Key	Description
New Move Priority	Use this field to specify a new move priority for the move you selected using the *Sel* field. Move priority is the priority that will be used for the move queue. 1 is the highest priority, 9 is the lowest priority, and 5 is a medium priority. *Valid Values:* A number between 1 and 9. (N 1,0) Required
To Location	Use these fields to specify up to three ranges of replenishment locations. The moves that you can work with will be limited to the locations you specify. If the system finds moves for more than one of the ranges you specify, only the first range of locations will appear on this screen. (6 @ A 15) Optional
To Pick Section	Use this field to limit the moves you want to work with to those associated with a specific pick section. *Valid Values:* A picking section defined through Picking Sections Maintenance (MENU WMFILE) or blank for all. (A 2) Optional
F2=Dsp Case Qty / Dsp Stk Qty	Press this key to toggle between displaying quantities in the item's case quantity unit of measure or stocking unit of measure.
F5=Desc Right / Desc Left	This function key appears only when the F6 toggle key appears as F6=MOVE NUM. Press this key to toggle between displaying the first line of the item's description (DESC LEFT) and the second line of the item's description (DESC RIGHT).
F6=To Location / Move Num / From Location	Press this key to toggle between displaying the • item's move from location and item number • item's move to location and item description • move number, run number, move type, and lot/serial numbers The columns on this screen will refresh according to your selection.
F12=Return	Press this key to return to the previous screen.
Enter	Press this key after selecting a move and keying a new move priority to confirm your entries and assign the new priority.

CHAPTER 15

Receiving List

15

This option is used to print the Receiving List, which prints the open items (i.e., items that have not yet been received) for up to 20 purchase orders or seven receivers. Use the list to write in quantities of items as they are received. The list then can be forwarded to the data entry workstation where they will be keyed through Purchasing (refer to the Purchasing User Guide for details).

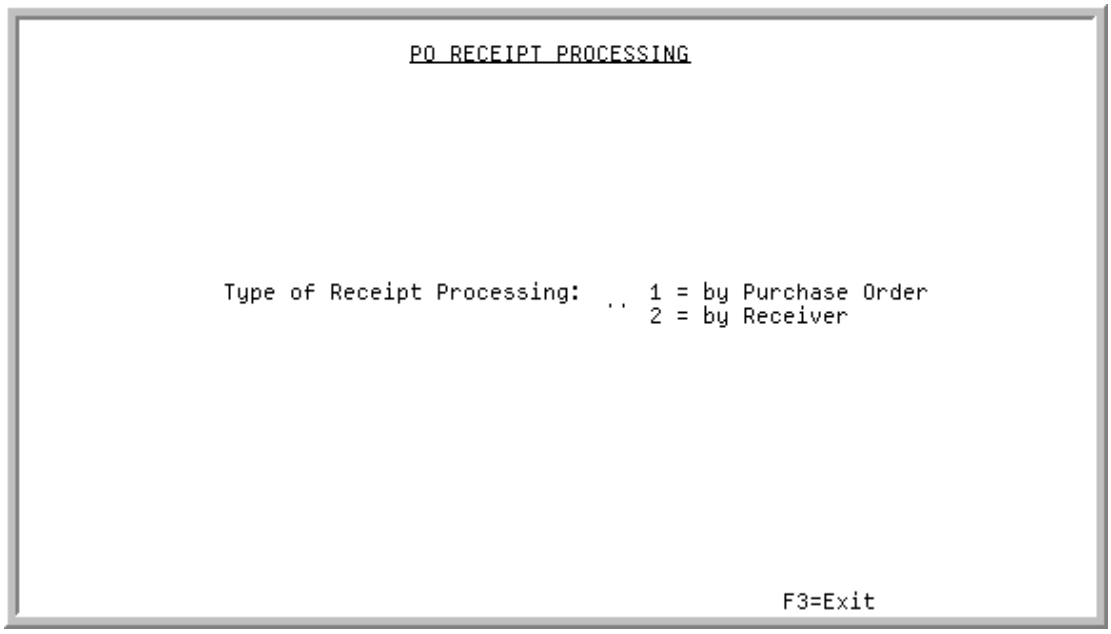
Receiving List

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
PO Receipt Processing Selection Screen	Used to determine the type of PO processing to be performed: either by purchase order, or receiver processing.
Receiving List by PO Number Selection Screen	Used to select the purchase orders for which open items will print on the Receiving List (MENU WMMAIN).
Receiving List by Receiver Number Selection Screen	Used to select the receivers for which open items will print on the Receiving List (MENU WMMAIN).
Receiving List by Receiver Number Selection Screen	Displays a list of existing receivers and provides access to receiver maintenance screens through which receivers can be created or modified. This screen is also included in the Purchasing User Guide and contains the same information. For a description of this screen, refer to CHAPTER 5: *Warehouse Management*.

Title	Purpose
Receiving List	Prints items that have not yet been received for the purchase order(s) or receiver(s) selected on the Receiving List by PO Number Selection Screen (p. 15-5) or on the Receiving List by Receiver Number Selection Screen (p. 15-6).

PO Receipt Processing Selection Screen



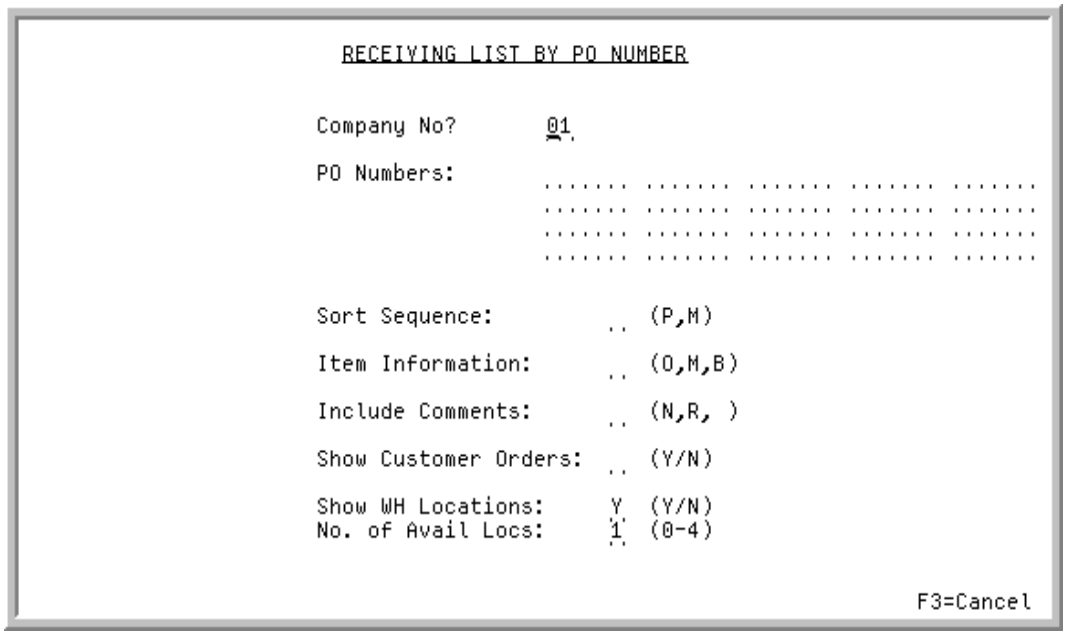
This screen displays after selecting option 20 - Receiving List from the Warehouse Management Main Menu (MENU WMMAIN). Use this screen to determine the type of PO processing to be performed: either by purchase order, or receiver processing.

This screen also displays from Enter or Change Receivers or PO Receipts on the Purchasing Main Menu (MENU POMAIN).

PO Receipt Processing Selection Screen Fields and Function Keys

Field/Function Key	Description
Type of Receipt Processing	Use this field to select which type of receipt processing you want to perform. Key 1 to process by purchase order (that is, manual receipt group processing). Key 2 to process by receiver. (N 1,0) Required
F3=Exit	Press F3=EXIT to exit from this option. The Warehouse Management Main Menu (MENU WMMAIN) will display.
Enter	Press ENTER to confirm your selections. If you select purchase order processing from here, the Receiving List by PO Number Selection Screen (p. 15-5) will display. If you select receiver processing, the Receiving List by Receiver Number Selection Screen (p. 15-6) will display.

Receiving List by PO Number Selection Screen

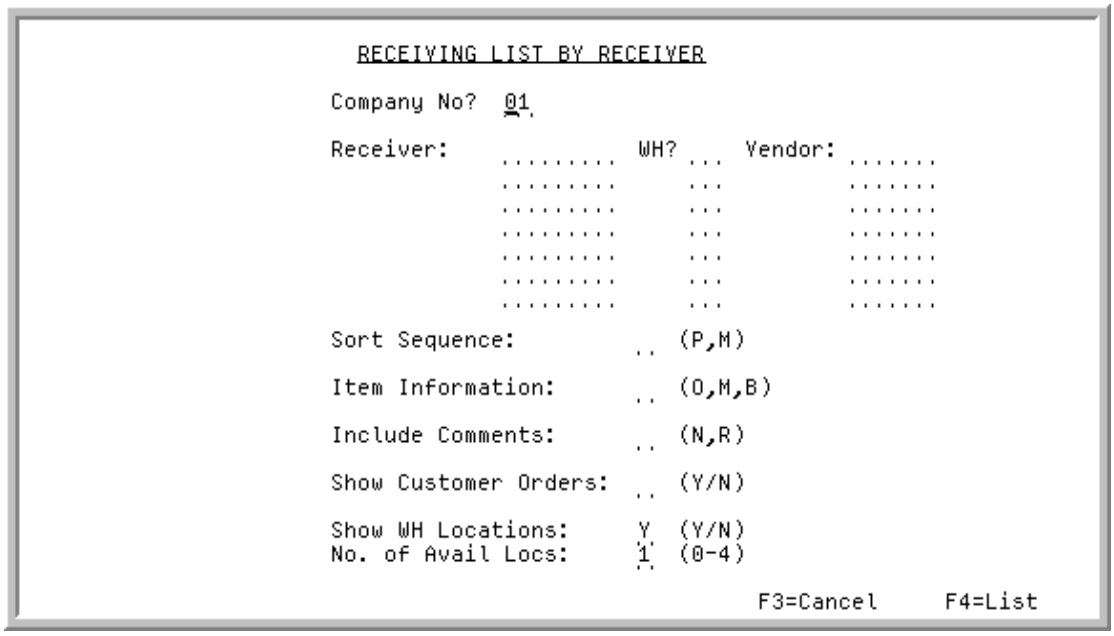


This screen is used to select the purchase orders for which open items will print on the Receiving List (MENU WMMAIN). This screen displays after selecting to process receipts by purchase orders from the PO Receipt Processing Selection Screen (p. 15-3).

This screen also displays from Enter or Change Receivers or PO Receipts on the Purchasing Main Menu (MENU POMAIN) and is explained in detail in the Purchasing User Guide.

Making selections on this screen and pressing ENTER will present the *Report Options Screen*. Following your responses on the *Report Options Screen*, the Receiving List (p. 15-7) is printed. Refer to the Cross Applications User Guide for details about this screen.

Receiving List by Receiver Number Selection Screen

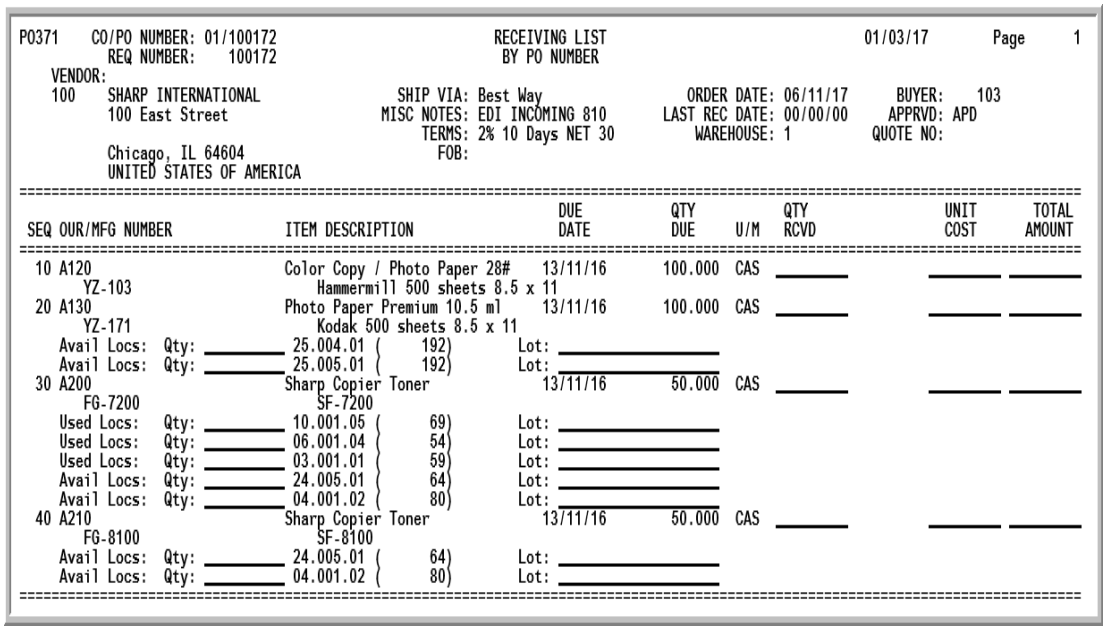


This screen is used to select the receivers for which open items will print on the Receiving List (MENU WMMAIN). This screen displays after selecting to process receipts by receivers from the PO Receipt Processing Selection Screen (p. 15-3).

This screen also displays from Enter or Change Receivers or PO Receipts on the Purchasing Main Menu (MENU POMAIN) and is explained in detail in the Purchasing User Guide.

Making selections on this screen and pressing ENTER will present the *Report Options Screen*. Following your responses on the *Report Options Screen*, the Receiving List (p. 15-7) is printed. Refer to the Cross Applications User Guide for details about this screen.

Receiving List



```
PO371    CO/PO NUMBER: 01/100172                    RECEIVING LIST                          01/03/17       Page      1
           REQ NUMBER:    100172                      BY PO NUMBER
    VENDOR:
    100    SHARP INTERNATIONAL              SHIP VIA: Best Way              ORDER DATE: 06/11/17     BUYER:    103
           100 East Street                MISC NOTES: EDI INCOMING 810    LAST REC DATE: 00/00/00    APPRVD: APD
                                              TERMS: 2% 10 Days NET 30       WAREHOUSE: 1         QUOTE NO:
           Chicago, IL 64604                    FOB:
           UNITED STATES OF AMERICA
=============================================================================================================================
                                                                  DUE          QTY          QTY                UNIT      TOTAL
 SEQ OUR/MFG NUMBER            ITEM DESCRIPTION                   DATE         DUE    U/M   RCVD               COST      AMOUNT
=============================================================================================================================
  10 A120                      Color Copy / Photo Paper 28#    13/11/16      100.000  CAS  _______          _______  _______
       YZ-103                     Hammermill 500 sheets 8.5 x 11
  20 A130                      Photo Paper Premium 10.5 ml     13/11/16      100.000  CAS  _______          _______  _______
       YZ-171                     Kodak 500 sheets 8.5 x 11
     Avail Locs:  Qty: _______  25.004.01 (     192)       Lot: ____________
     Avail Locs:  Qty: _______  25.005.01 (     192)       Lot: ____________
  30 A200                      Sharp Copier Toner              13/11/16       50.000  CAS  _______          _______  _______
       FG-7200                    SF-7200
     Used Locs:   Qty: _______  10.001.05 (      69)       Lot: ____________
     Used Locs:   Qty: _______  06.001.04 (      54)       Lot: ____________
     Used Locs:   Qty: _______  03.001.01 (      59)       Lot: ____________
     Avail Locs:  Qty: _______  24.005.01 (      64)       Lot: ____________
     Avail Locs:  Qty: _______  04.001.02 (      80)       Lot: ____________
  40 A210                      Sharp Copier Toner              13/11/16       50.000  CAS  _______          _______  _______
       FG-8100                    SF-8100
     Avail Locs:  Qty: _______  24.005.01 (      64)       Lot: ____________
     Avail Locs:  Qty: _______  04.001.02 (      80)       Lot: ____________
=============================================================================================================================
```

This list prints items that have not yet been received for the purchase order(s) or receiver(s) selected on the Receiving List by PO Number Selection Screen (p. 15-5) or on the Receiving List by Receiver Number Selection Screen (p. 15-6).

A separate report is printed for each purchase order/receiver selected. Blank spaces are provided on this report to write in the quantities and costs of items received. Use this information when keying receipts through Enter or Change Receivers or PO Receipts (MENU POMAIN).

This list and the fields presented are explained in detail in the Purchasing User Guide.

Important

Depending upon which selection screen was utilized to generate the Receiving List, the report will reflect different information (e.g., purchase order number versus receiver number), and thus the fields presented in the list would be different. Also, the selection criteria utilized on either of those selection screens will determine what types of data are included in this list. The displayed list provided here is just one example of what a Receiving List could look like. This example was generated from the Receiving List by PO Number Selection Screen (p. 15-5). The criteria utilized included a sort sequence of purchase order number, inclusion of both ours and the manufacturer's number, as well as all comments.

CHAPTER 16

Put-Away Labels

16

Use this option to print Put-Away Labels on demand for a purchase order. Put-Away Labels can be printed without barcoding (see Put-Away Labels (p. 16-9)) or with barcoding (see Barcoded Put-Away Labels (p. 16-9)), depending on the print selection made through Warehouse Management Options Maintenance (MENU WMFILE).

A label contains all of the put-away information for the item for which it was printed. Dimensions of the label are 5 3/4 x 2 15/16 (one wide continuous feed) if not barcoded, and 4 x 6 if barcoded. Either way, the form is PUTLAB.

NOTE: Put-Away Labels (p. 16-9) will print whenever Put-Away Lists are printed, if designated through Warehouse Management Options Maintenance (MENU WMFILE). You will not need to run this option in order to print labels.

Put-away labels will print for every item on a purchase order that is flagged as **Update Inventory** Y. Items that are flagged as **Update Inventory** N are not being received into the warehouse to be put on a shelf so no labels are printed.

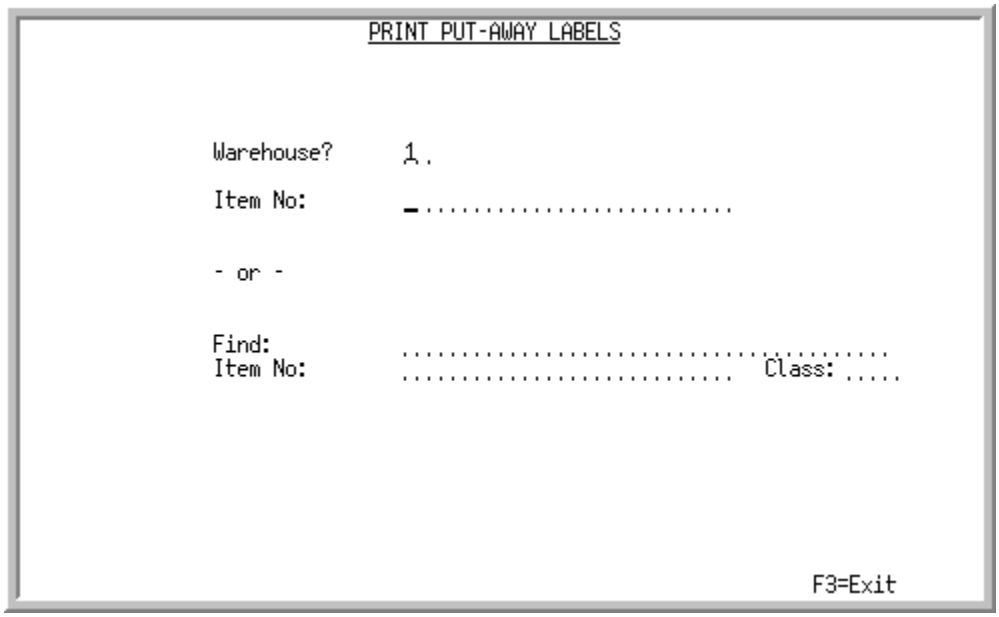
Put-Away Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print Put-Away Labels Item Selection Screen	Used to select the item for which Put-Away Labels will print.
Print Put-Away Labels Location Selection Screen	Used to specify the number of Put-Away Labels to print, and the date on which the item is received.
Put-Away Labels	Put-Away Labels print immediately after exiting from this option.

Title	Purpose
Barcoded Put-Away Labels	Barcoded version contains an additional data field identified as the Item Code.

Print Put-Away Labels Item Selection Screen



This screen displays after selecting option 21 - Put-Away Labels from the Warehouse Management Main Menu (MENU WMMAIN). Use this screen to select the item for which Put-Away Labels will print.

Print Put-Away Labels Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse containing the item(s) for which Put-Away Labels will print. The Put-Away Labels will print to the Put-Away Labels Output Queue defined for this warehouse through Warehouse Management Options Maintenance (MENU WMFILE). *Default Value:* The default warehouse of the default company *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY), also must be defined for use with W/M through Warehouse Management Options Maintenance (MENU WMFILE). (A 2)Required

Print Put-Away Labels Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Item No	Key the number of the item for which a Put-Away Label will print through this option. If you do not recall the number of the item, use the Find/Item No/Class search fields on this screen to activate the Item Search. *Valid Values:* A valid item number defined through Item Master Maintenance (MENU IAFILE) and stocked in the specified Warehouse, as defined through Item Balance Maintenance (MENU IAFILE) (A 27) Required
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

Print Put-Away Labels Item Selection Screen Fields and Function Keys

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F3=Exit	Press F3=EXIT to exit from this option. The calling menu will display.
Enter	Press ENTER to confirm the warehouse and item, or the item search criteria entered. If you keyed a warehouse and item, the Print Put-Away Labels Location Selection Screen (p. 16-6) will display. If you keyed item search word criteria, the Item Description Search Screen will display. Refer to this screen as described in the Inventory Accounting User Guide.

Print Put-Away Labels Location Selection Screen

This screen displays after selecting an item from the Print Put-Away Labels Item Selection Screen (p. 16-3), or Item Description Search Screen, and pressing ENTER. Use it to specify the number of Put-Away Labels to print, and the date on which the item is received.

Print Put-Away Labels Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Location	Use this field if you want to print the warehouse location for an item on the Put-Away Label. If you key a location, it will print on the label for the item. If you leave this field blank, the warehouse location will not print on the Put-Away Label. *Valid Values:* Must be a valid location that has been defined for this warehouse through Location Master Maintenance (MENU WMFILE) (N 15,0) Optional
Label Quantity	Key the quantity of labels to print for the specified item (and optional location). (N 6,0)Required

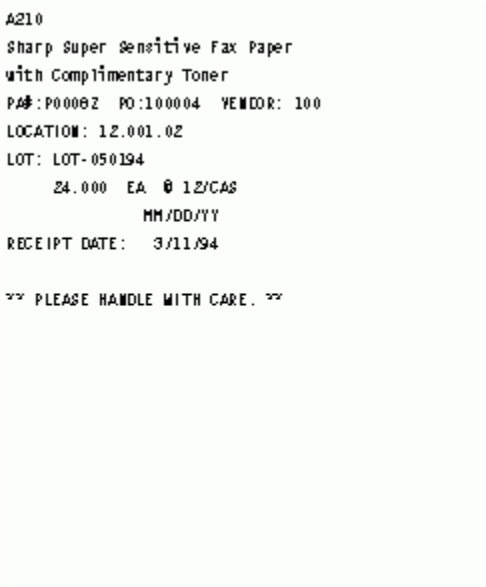
Print Put-Away Labels Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Receipt Date	Key the date the item, was received into warehouse. This date prints on the Put-Away Label for the item. If entered, these values will be included on the label. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0)Required
Co/PO No	Use these fields if you want to print the company number and purchase order number on the Put-Away Label. If you key a company number and purchase order number, the numbers will print on the label. If you leave the fields blank, the numbers will not print on the label. (N 2,0/N 6,0) Optional
Qty Received	Key the quantity of the items being put away. This is different from the quantity of labels to print, since you may print one label for a pallet containing a quantity of twelve items. (N 11,0) Required
U/M	The unit of measure for the Quantity of items for which Put-Away Labels are to print. *Default Value:* The default stocking unit of measure for the current item. *Valid Values:* Must be a valid stocking unit of measure for the selected item. (A 3) Required
COO	This field displays only if the selected item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). Use this field to specify the country of origin of the item. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required
Lot Number	This field displays only if the item is a lot item. If desired, key the lot number of the item to print on the Put-Away Label. (A 20) Optional

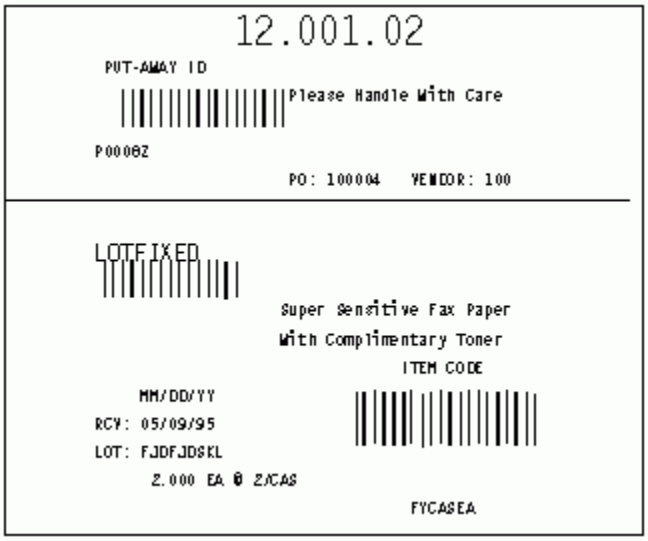
Print Put-Away Labels Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Case Quantity	This field displays only if the item selected is a case quantity item [any lot item may be defined as a case quantity item through Item Balance Maintenance (MENU IAFILE)]. If the item is a fixed case quantity item, you cannot change the quantity of items in the case. This quantity will print on the Put-Away Label. If the item is a variable case quantity item, you can change the quantity of items to print on the Put-Away Label using this field. Key the new case quantity. *Default Value:* The case quantity defined for this item through Item Balance Maintenance (N 4,0) Display/Optional
Put-Away No	This field appears only if Radio Frequency is being used for put-away. Key the system generated put-away number. If entered, this number will be included on the printed labels. (N 6,0) Display/Optional
F12=Return	Press F12=RETURN to return to the previous screen. A Put-Away Label will not print for this item.
Enter	Press ENTER to confirm your selections for the Put-Away Label selected on this screen. The Print Put-Away Labels Item Selection Screen (p. 16-3) will display. From there, you can select a new item for which you may print a Put-Away Label.

Put-Away Labels



Barcoded Put-Away Labels



Put-Away Labels print immediately after exiting from this option. A separate spool file is created each time a different warehouse is specified when selecting items for which to print Put-Away Labels through this option. For this reason, you should select items to print on Put-Away Labels in groups by warehouse when using this option.

The form type assigned to Put-Away Labels is PUTLAB.

Note, however, this barcoded version contains an additional data field identified as the Item Code. This is for future use only.

NOTE: If you select to do so through Warehouse Management Options Maintenance (MENU WMFILE), Put-Away Labels will print whenever Put-Away Lists are printed. You do not need to run this option in order to print labels.

Put-Away Labels

Report/Listing Fields	Description
Item Number/Description	This is the number of the item for which the Put-Away Label was printed. Directly below the item number, the item's description is printed.
COO	The country of origin, if any, associated with the item.
Put-Away Number	When put-aways are generated, if Radio Frequency is installed and is being used for put-away, a put-away number is created and associated with the specific run. NOTE: If an "R" type transaction was entered or a miscellaneous receipt was selected through Enter/Update Transactions, Edit Transactions, or Process Transactions on MENU IAMAIN, a put-away number will not print on the label.
PO Number	The purchase order number associated with the item receipt, or, if the transaction was entered through Process Transactions (MENU IAMAIN), the Inventory Accounting group ID.
Vendor	This field prints one of the following: • the number of the vendor from whom the item was purchased • WHMGMT if a miscellaneous receipt was processed through Enter/Update Transactions, Edit Transactions, or Process Transactions on MENU IAMAIN • If a receipt "R" type transaction was entered, the vendor number will not print on the label.
LOCATION	The warehouse location where the item(s) will be stored.
LOT/SERIAL	For lot or serial items, the lot/serial number prints here. The quantity and case quantity description (e.g., 12/CAS) print immediately after the lot/serial number.
(QUANTITY)	The quantity recorded for the receipt prints here. For case quantity items, the quantity per case will print also.

Put-Away Labels

Report/Listing Fields	Description
(Date Format)	The format of the RECEIPT DATE prints here. The format will reflect the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the format will reflect the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).
RECEIPT DATE	The date of the receipt or the Inventory Accounting transaction specified for the Put-Away Label prints here.
Put-Away Message	If a message has been specified for this item and warehouse in the **Put-Away Msg** field through Item Balance Maintenance (MENU IAFILE), it prints here.

CHAPTER 17

Shipping Case Labels

17

Use this option to print or reprint Shipping Case Labels. Shipping Case Labels may also be generated when the Summary Pick List is printed through Print Pick Lists (MENU OEMAIN) or from the *End Order Screen* through Enter, Change & Ship Orders (MENU OEMAIN). If labels are generated when a Summary Pick List prints, Shipping Case Labels will contain item information.

The dimensions of the Shipping Case Labels are 5 3/4 x 2 15/16 (one wide continuous feed) if you are not using barcoding. If you are using barcoding, the dimensions are 4 x 6.

If you are tracking box contents as determined through Warehouse Management Options Maintenance (MENU WMFILE) and you need to add a new box to an order, you also can use this option to access Box Maintenance (MENU WMMAIN). Box Maintenance allows you to maintain the contents of the new box and then return to this option to print the new labels.

For items defined as case quantity items through Item Balance Maintenance (MENU IAFILE), case labels will print automatically when the **Case Shipping Labels** field is set to Y for the selected warehouse as defined through Warehouse Management Options Maintenance (MENU WMFILE) and produce

- 1 label per full case of a case quantity item that can be pulled from same location

  OR

- 1 label for a full box quantity of a regular item that can be pulled from same location.

Fixed and variable case quantity items both function the same. Labels are not automatically printed for "broken" case or individual case pieces.

Example: Item with Case Quantity value of 50

Example 1. Item has on hand quantity of 150 in three (3) locations of full case 50 each. Customer orders quantity of 150.

There will be three (3) case labels printed, one for each full case selected in one location, and the pick list will not show any additional Box IDs.

Example: Item with Case Quantity value of 50
Example 2. Item has on-hand quantity of 150 in four (4) locations; two locations of full case 50 each and two locations of 25 each. Customer orders quantity of 150. There will be two (2) case labels printed, one for each full case selected from one location, and then another Box ID prints on the pick list for the picker to manually select a box, print a label for the generated Box ID, and then fill the box with the other individual case pieces. There is no automatic label print for individual case pieces.
Example 3. Item has on hand quantity of 150 in three (3) locations. Customer orders quantity of 125. There will be two (2) case labels printed, one for each full case selected from one location, and then another Box ID prints on the pick list for the picker to manually select a box, print a label for this generated Box ID, and then fill the box with the other 25 individual case pieces. There is no automatic label print for individual case pieces.

If an item is a case quantity item, and the **Box Qty** field is greater than zero through Item Master Maintenance (MENU IAFILE), the item is ignored for purposes of case label printing. For this type of item, when summary pick lists are generated for the location from which the item is being picked, for purposes of case/shipping labels, the item is treated as a case quantity item only if the item is found in that **Box Qty** field value in a single location, and a case/shipping label will be generated for it.

The **Calculate Box Sizes** field has no bearing on the generation of case/shipping labels as long as the option to print case/shipping labels is turned on and the criteria outlined above is met. The **Calculate Box Sizes** field displays:

- for the **Box ID** [Box Maintenance (MENU WMMAIN)]
- by **Picking Section** [Picking Sections Maintenance (MENU WMFILE)] when the **Select Box by Size** field is set to L for Location on the Warehouse Management Options Screen [Warehouse Management Options Maintenance (MENU WMFILE)]

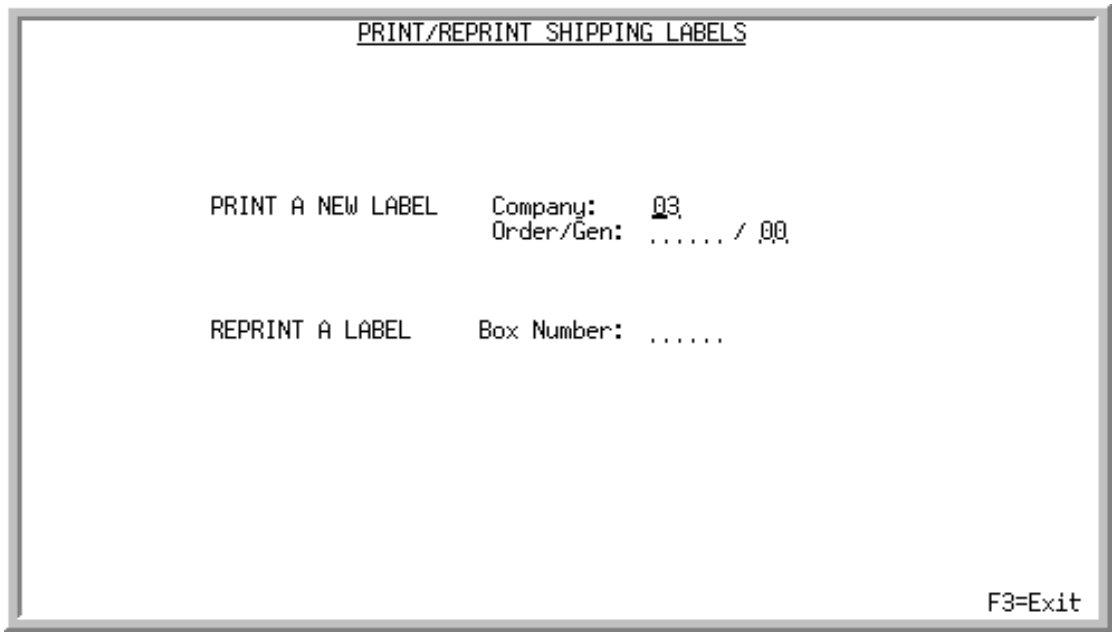
Shipping Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print/Reprint Case/Shipping Labels Selection Screen	Used to select the order number for which a new Case/ Shipping Label will print or the box number of a box for which a Case/Shipping Label will reprint.

Title	Purpose
Print/Reprint Labels Image Screen	Displays the image of the label as it will appear when it prints.
Shipping Case Labels	Prints Shipping Case Labels.
Barcode Shipping Case Labels	Prints Barcode Shipping Case Labels.

Print/Reprint Case/Shipping Labels Selection Screen



This screen displays after selecting option 22 - Shipping Labels from the Warehouse Maintenance Main Menu (MENU WMMAIN). Use this screen to select the order number for which a new Shipping Case Label will print or the box number of a box for which a Shipping Case Label will reprint.

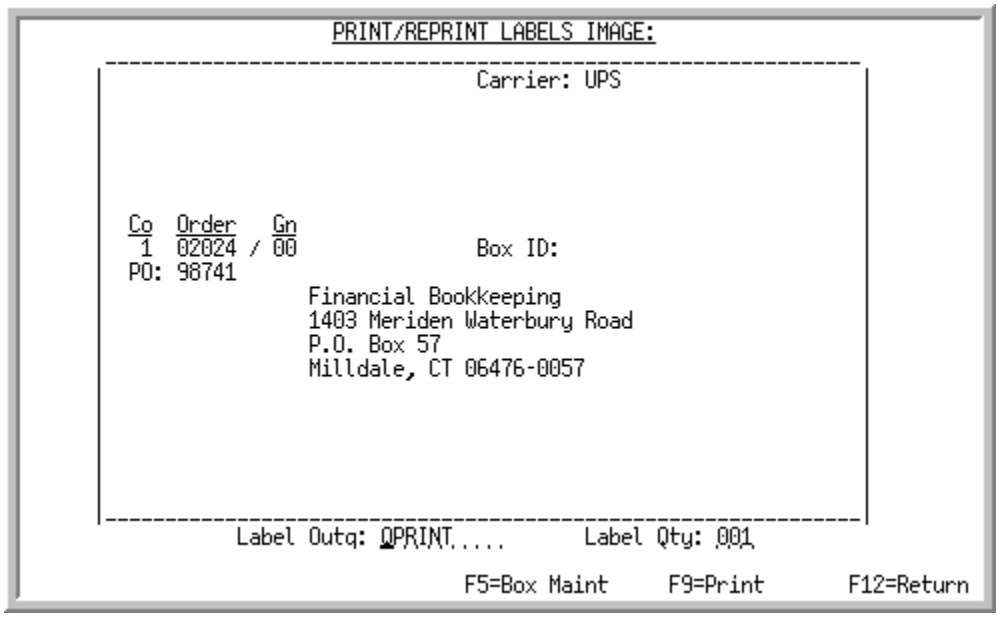
Print/Reprint Case Shipping Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
PRINT A NEW LABEL: Company and Order/Gen	To print a new label, use the **Company** and **Order/Gen** fields to print a new Case/Shipping Label for an existing order as described by the following: • If boxing is not being used, this new label could serve as a replacement for a previously generated label for this order. The only difference would be the lack of any item information which may have been included on the original label because it was generated as a result of being on a Summary Pick List. Labels generated through this option do not include item information. • If boxing is used, this new label cannot serve as a replacement for a previously generated label for this order because a new box number will be assigned to this new label. To get a label to serve as a replacement when boxing is being used, refer to the **Box Number** field description. Note that if in addition to using boxing, the contents of boxes are being tracked, you will be required to identify the contents of this new box ID. See the ENTER function key description for details. Key the company number, order number, and generation number (if any) of the order for which a Shipping Case Label will print. NOTE: The Company field does not display if Distribution A+ has not been tailored for more than one company. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); and a current open order that has been created through Enter, Change & Ship Orders (MENU OEMAIN) (N 2,0 / N 5,0 / N 2,0) Optional
REPRINT A LABEL: Box Number	The **Box Number** field must be blank if **Order/Gen** contains a value. Use this field to reprint an existing Shipping Case Label. Labels may be reprinted for a box if you have selected the W/M warehouse option to **Track Boxes** option on the Warehouse Management Boxing Options Screen (p. 31-45). Key the box ID of the label to reprint. NOTE: To replace a lost or damaged box label if you are not tracking boxes, print a new label using the **Company** and **Order/Gen** f fields. (N 5,0) Optional

Print/Reprint Case Shipping Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit from this option. The the Warehouse Maintenance Main Menu (MENU WMMAIN) will display.
Enter	Press ENTER to confirm the company/order/generation numbers, or the box number keyed. The Print/Reprint Labels Image Screen (p. 17-7) will display. If boxing is being used, box IDs are being tracked, and data was keyed in the **Company** and **Order/Gen** fields, when you are presented with the Print/Reprint Labels Image Screen (p. 17-7), you will be required to identify the contents of the new box ID that will be generated.

Print/Reprint Labels Image Screen



This screen displays after pressing ENTER on the Print/Reprint Case/Shipping Labels Selection Screen (p. 17-4). It displays the image of the label as it will appear when it prints.

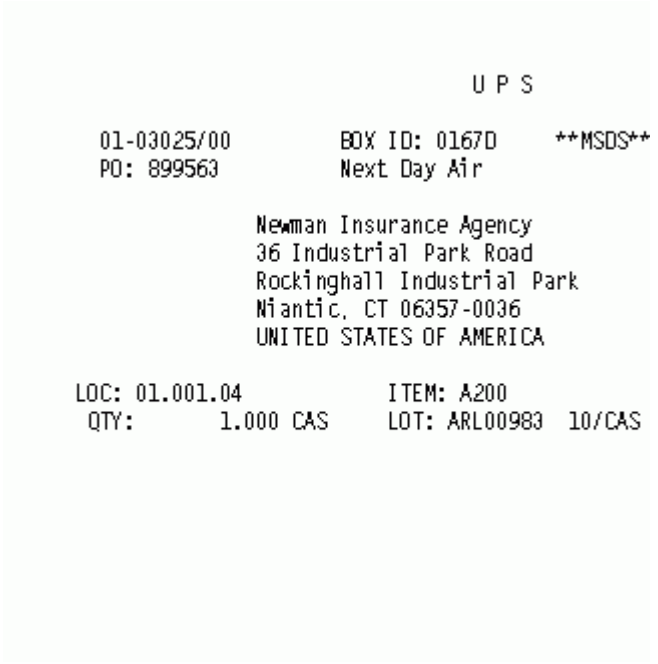
Print/Reprint Labels Image Screen Fields and Function Keys

Field/Function Key	Description
(Order Information)	The image area displays the following fields for the selected box or sales order: • Carrier • Company, Order/Generation • Box ID • Customer name and shipping address
Label Outq	This field contains the name of the output queue to which Shipping Case Labels will be sent to print. To direct the Shipping Case Labels to a different output queue, key the IBM i output queue name in this field. *Default Value:* The **Case Shipping Labels Default Output Queue** defined for this warehouse through Warehouse Management Options Maintenance (MENU WMFILE). *Valid Values:* Must be a valid system output queue (A 10) Required

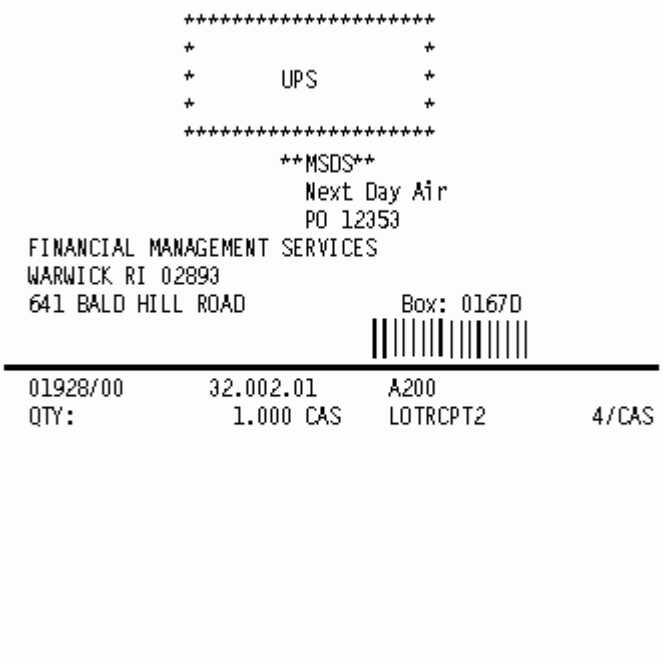
Print/Reprint Labels Image Screen Fields and Function Keys

Field/Function Key	Description
Label Qty	Key the quantity of labels to print for the specified order or to reprint for the specified box. *Valid Values:* Must be 1 if you have selected to **Track Boxes** for this warehouse through Warehouse Management Options Maintenance (MENU WMFILE) (N 6,0) Required
F5=Box Maint	F5=BOX MAINT displays only if the warehouse option to **Track Boxes** is Y, as defined through Warehouse Management Options Maintenance(MENU WMFILE). Press F5=BOX MAINT to access Box Maintenance (MENU WMMAIN). The Box Header Maintenance Screen (p. 7-3) will display. If you selected to print a new label by keying an order/gen number on the previous screen, a new box will be created and must be filled for that order. This key is used to access Box Maintenance (MENU WMMAIN) to identify the contents of this new box.
F9=Print	Press F9=PRINT to print one of the following: • Shipping Case Labels (p. 17-9) • Barcode Shipping Case Labels (p. 17-9) The Print/Reprint Case/Shipping Labels Selection Screen (p. 17-4) will display.
F12=Return	Press F12=RETURN to return to the previous screen.

Shipping Case Labels



Barcode Shipping Case Labels



NOTE: The barcode shown in the Barcode Shipping Case Labels format is only used with the boxing functionality.

Shipping Case Labels print after performing any of the following:

- After pressing F9=PRINT from the Print/Reprint Labels Image Screen (p. 17-7)
- After printing a Summary Pick List from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN) if Warehouse Management options have been set to do so
- After printing a Summary Pick List from Print Pick Lists (MENU OEMAIN) if Warehouse Management options have been set to do so.The form type assigned to shipping labels is SLxx, where xx indicates the company.

If labels have been generated for a Summary Pick List, item information will print on the label. If you are printing or reprinting labels from this option, item information will not print on the label.

MSDS Information

**** MSDS **** will print on Shipping Case Labels for any MSDS item the first time a customer orders an item (to a shipping address) or since an MSDS revision, if using the Material Safety Data Sheet feature and the following condition is met:

If you specified to be notified on a Pick List through Order Entry Options Maintenance (MENU XAFILE) and you are using Shipping Case Labels as determined through Warehouse Management Options Maintenance (MENU WMFILE).

If the MSDS is not specified to be printed, a pending MSDS request will be retained. This request will later be used to print the MSDS Picking Instructions on demand through or automatically during Day-end Processing, if indicated through Order Entry Options. Refer to Order Entry Options Maintenance (MENU XAFILE) for additional information on Material Safety Data Sheets.

Shipping Case Labels

Report/Listing Field	Description
Carrier Information	If information was defined for the carrier through Carrier Codes Maintenance (MENU OEFIL2) and was assigned to the order on the *Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN), it will print here.
Company-Order/ Generation Number	This field prints the number of the company, order, and order generation.
BOX ID	If boxing was used as determined through Warehouse Management Options Maintenance(MENU WMFILE), the box number will print.
MSDS	****MSDS**** will print here, if applicable. Refer to the Order Processing section in the Order Entry User Guide for information about Material Safety Data Sheet items.
PO	If a purchase order number was keyed on the *Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN), it will print here.

Shipping Case Labels

Report/Listing Field	Description
Ship Via	If data was entered in the **Shp Via** field on the *Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN), it will print here.
Ship-To or Sold-To Data	If data was entered in the **Ship To** field on the *Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN), it will print here. Otherwise, the data in the **Sold To** field on the *Order Header Screen* in Enter, Change & Ship Orders (MENU OEMAIN) will print.
Item/Pick Data	If the label was generated for a Summary Pick List, the following data will be included on the label; if the label was printed/reprinted through this option, the data below will not be included. • **Location**: The number of the warehouse location from which the item will be taken and shipped • **Item**: The number of the item for which the label was generated • **Qty**: The quantity being shipped, expressed in the ordering unit of measure • **Lot/Serial**: The lot or serial number of the item being shipped, if applicable (note that the lot number will be followed by the shipping quantity per case if the item is a case quantity lot item)

CHAPTER 18

Warehouse Contents by Location

18

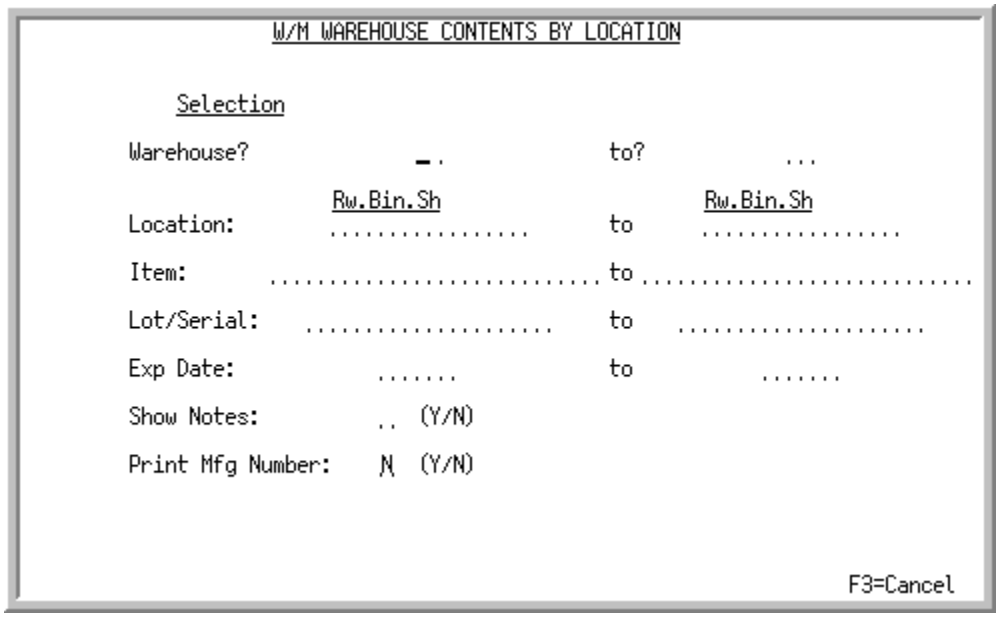
This option prints the Warehouse Contents By Location Report (p. 18-4). This report prints the contents of some or all locations in some or all of your warehouses. Print this report at any time to determine the exact content of your warehouse locations.

Warehouse Contents by Location

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Warehouse Contents By Location Selection Screen	Used to select the warehouses, locations, and items that will print on the Warehouse Contents By Location Report (p. 18-4).
Warehouse Contents By Location Report	Prints the selected warehouse locations and items. For each location, the selected items and their status are printed.

W/M Warehouse Contents By Location Selection Screen



This screen displays after selecting option 1 - Warehouse Contents by Location (MENU WMMAIN). Use this screen to select the warehouses, locations, and items that will print on the Warehouse Contents By Location Report (p. 18-4).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

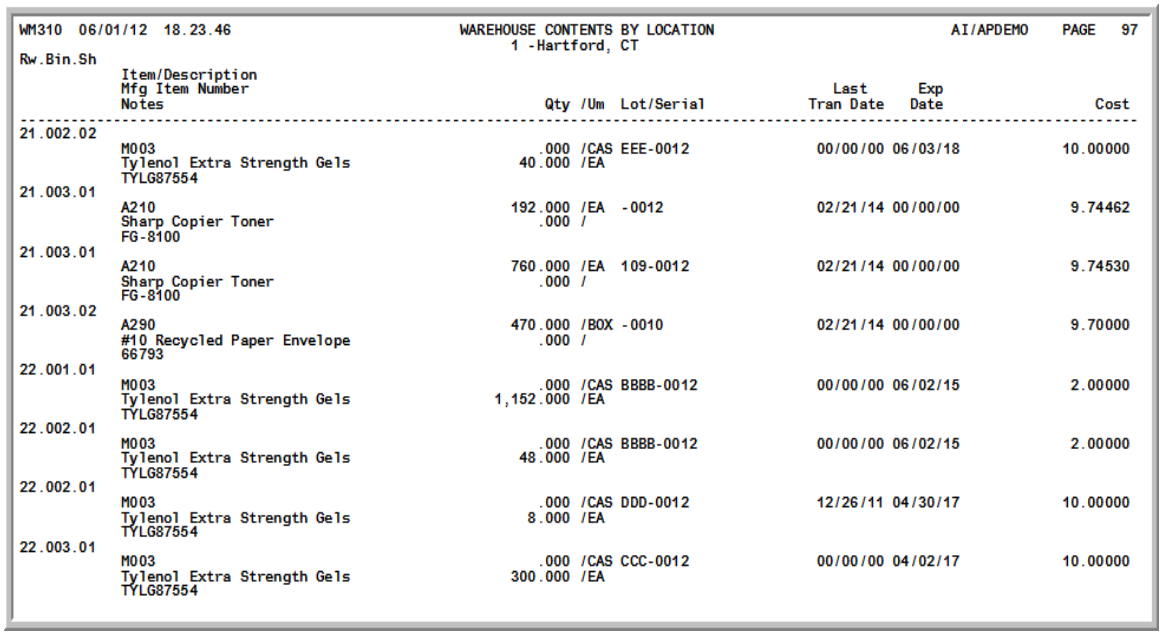
W/M Warehouse Contents By Location Selection Screen Fields/Function Keys

Field/Function Key	Description
Warehouse	Key a range of the two character Warehouse ID to print on the report. (2 @ A 2) Optional
Location	Key a range of warehouse location numbers in the warehouse location format defined (this format is displayed in the heading of these fields) to print on the report. Refer to the Appendix section of this user guide for information about keying the warehouse location. (2 @ A 15) Optional
Item	Key a range of item numbers to print on the report. (2 @ A 27) Optional
Lot/Serial	Key a range lot numbers or serial numbers of items to print on the report. Items are selected by either lot numbers or serial numbers. (2 @ A 20) Optional

W/M Warehouse Contents By Location Selection Screen Fields/Function Keys

Field/Function Key	Description
Exp Date	Key a range of lot expiration dates for lot items to print on the report. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Show Notes	Key Y to print the notes that have been keyed for all items on the report. Notes are keyed during Warehouse Management (MENU WMMAIN) on the Location Information Item Detail Screen (p. 5-25). Key N if you do not want the notes that have been keyed for items to print on the report. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Warehouse Contents By Location Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturer's item numbers to print on the report. *Default Value:* N (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After selecting report options, the Warehouse Contents By Location Report (p. 18-4) will print.

Warehouse Contents By Location Report



```
WM310  06/01/12  18.23.46                    WAREHOUSE CONTENTS BY LOCATION                    AI/APDEMO    PAGE   97
                                                   1 -Hartford, CT
Rw.Bin.Sh
           Item/Description
           Mfg Item Number                                                                  Last      Exp
           Notes                                          Qty /Um  Lot/Serial           Tran Date   Date                Cost
-------------------------------------------------------------------------------------------------------------------------------
21.002.02
           M003                                          .000 /CAS EEE-0012             00/00/00 06/03/18           10.00000
           Tylenol Extra Strength Gels                 40.000 /EA
           TYLG87554
21.003.01
           A210                                       192.000 /EA  -0012                02/21/14 00/00/00            9.74462
           Sharp Copier Toner                            .000 /
           FG-8100
21.003.01
           A210                                       760.000 /EA  109-0012             02/21/14 00/00/00            9.74530
           Sharp Copier Toner                            .000 /
           FG-8100
21.003.02
           A290                                       470.000 /BOX -0010                02/21/14 00/00/00            9.70000
           #10 Recycled Paper Envelope                   .000 /
           66793
22.001.01
           M003                                          .000 /CAS BBBB-0012            00/00/00 06/02/15            2.00000
           Tylenol Extra Strength Gels              1,152.000 /EA
           TYLG87554
22.002.01
           M003                                          .000 /CAS BBBB-0012            00/00/00 06/02/15            2.00000
           Tylenol Extra Strength Gels                 48.000 /EA
           TYLG87554
22.002.01
           M003                                          .000 /CAS DDD-0012             12/26/11 04/30/17           10.00000
           Tylenol Extra Strength Gels                  8.000 /EA
           TYLG87554
22.003.01
           M003                                          .000 /CAS CCC-0012             00/00/00 04/02/17           10.00000
           Tylenol Extra Strength Gels                300.000 /EA
           TYLG87554
```

This report prints the warehouse locations and items selected on the previous screen. For each location, the selected items and their status are printed.

Warehouse Contents By Location Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "* Data may have been omitted due to security considerations *" will print when the user that generated this report/ listing is not authorized to all the warehouse selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Warehouse Location	The warehouse location numbers selected for the report. For each warehouse, this report is sequenced by the warehouse location.
Item/Description	The item number and item description.
Mfg Item Number	The manufacturer's number for the item. NOTE: The manufacturer's item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE).

Warehouse Contents By Location Report

Report/Listing Fields	Description
Notes	The notes that were keyed for the item, if any, during Warehouse Management (MENU WMMAIN) on the Location Information Item Detail Screen (p. 5-25).
Qty/Um	The quantity of the item for each unit of measure in the indicated warehouse location.
Lot/Serial	For lot items, the lot number (if any) for the lot of the item in the indicated warehouse location. For serial numbered items, the item's serial number is printed.
Last Tran Date	The date on which the last transaction occurred for this item/location since the time that it was last received.
Exp Date	For lot items only, the expiration date of the lot.
Cost	The actual cost of each item expressed in the pricing unit of measure. The **Cost** field data only appears on the report when the item is a lot or serial item because the Warehouse Management Options Maintenance (MENU WMFILE) Miscellaneous Options Screen (p. 31-9) allows you to select to use average cost for lots, lot case quantity, and/or serial items. If you are not using average cost, individual transaction costs are captured in the WM Location Balance File (**WMBAL**) and printed. Authority to see Cost (that is, whether or not Cost is printed on this report) is determined by the **Display WM Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY).

CHAPTER 19

Warehouse Locations Audit

19

This option prints the Location Audit Report (p. 19-5). This report indicates items that are assigned to the W/M unknown location (all 9's are assigned to this location), or contain a negative quantity. Additionally, items that are in the shipping dock location (all 5's are assigned to this location) that have been made available (due to an order being deleted after it has been ship confirmed) will be included.

Items are assigned to the unknown location when there is a discrepancy between the frozen and the physical inventory count quantities when performing a partial physical inventory count through MENU WMPHYS. You must either move these items to their correct locations, or write-off the items through Enter/Update Transactions (MENU IAMAIN) using a Transaction Code of A for Quantity Adjustment.

Items have negative quantities when the quantity of items shipped exceeds the number of items believed to be on-hand.

Items are moved to the shipping dock location after shipping confirmation, if indicated through Warehouse Management Options Maintenance (MENU WMFILE). This report allows you to see any orders in the shipping dock location that have been made available (this occurs when an order is deleted after it has been ship confirmed).

When To Run This Option

This report is automatically printed during:

- Day-End Processing
- Update Inventory Counts (MENU WMPHYS) when updating inventory counts for a partial physical inventory.

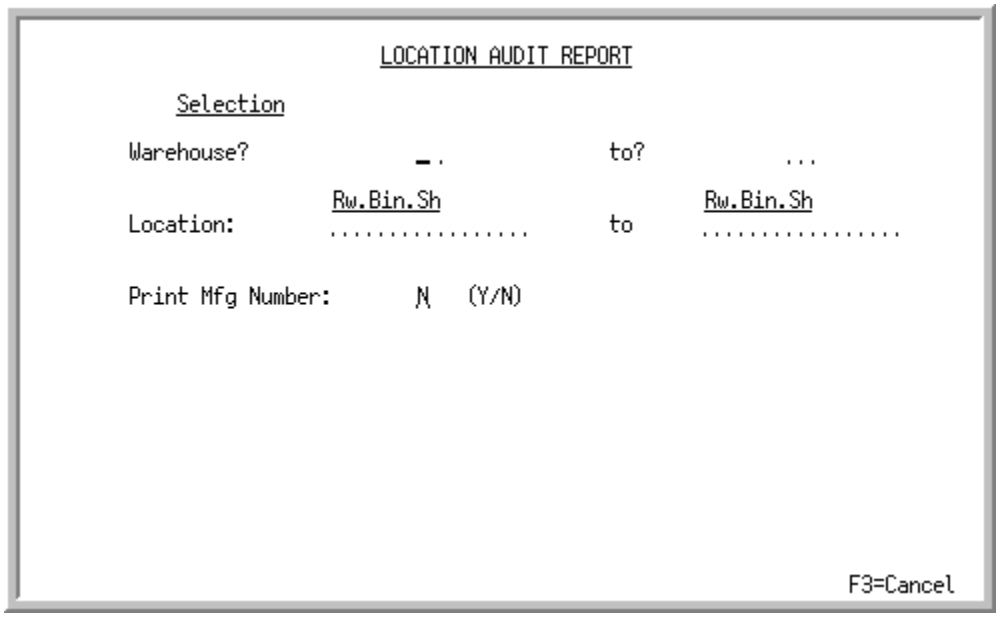
You may print this report when desired through this option.

Warehouse Location Audit Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Location Audit Report Selection Screen	Used to select the warehouses and locations for which the Location Audit Report (p. 19-5) will print.
Location Audit Report	Prints items that are assigned to the W/M unknown location (assigned the location of all 9's), or have a negative quantity.

Location Audit Report Selection Screen



This screen appears after selecting option 2 - Warehouse Location Audit Report (MENU WMREPT). Use this screen to select the warehouses and locations for which the Location Audit Report (p. 19-5) will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

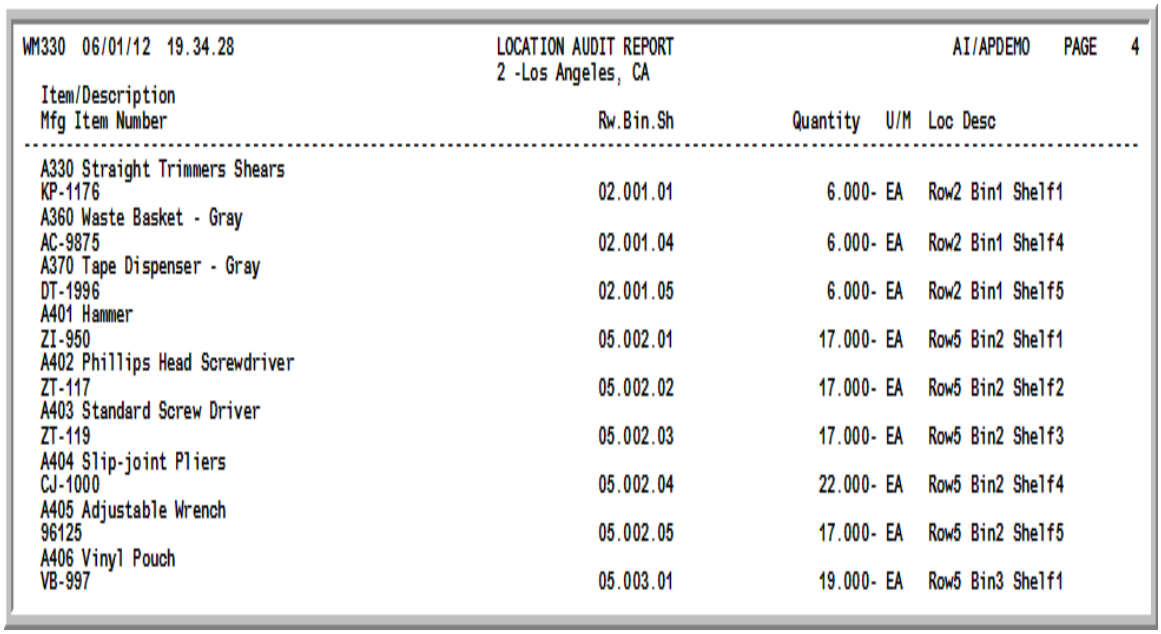
Location Audit Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouses for which the Location Audit Report (p. 19-5) will print. Key the range of warehouses to print. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Location	Use this field to select the warehouse location numbers to print. Key the range of warehouse location numbers in the format defined (this format is displayed by the heading of the warehouse location number). (2 @ A 16) Optional

Location Audit Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Location Audit Report. The manufacturers item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturer's item numbers to print on the report. *Default Value:* N (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
Enter	Press to confirm your selections. After selecting report options, the Location Audit Report (p. 19-5) will print.

Location Audit Report



WM330 06/01/12 19.34.28 — LOCATION AUDIT REPORT — 2 -Los Angeles, CA — AI/APDEMO — PAGE 4

Item/Description / Mfg Item Number	Rw.Bin.Sh	Quantity	U/M	Loc Desc
A330 Straight Trimmers Shears KP-1176	02.001.01	6.000-	EA	Row2 Bin1 Shelf1
A360 Waste Basket - Gray AC-9875	02.001.04	6.000-	EA	Row2 Bin1 Shelf4
A370 Tape Dispenser - Gray DT-1996	02.001.05	6.000-	EA	Row2 Bin1 Shelf5
A401 Hammer ZI-950	05.002.01	17.000-	EA	Row5 Bin2 Shelf1
A402 Phillips Head Screwdriver ZT-117	05.002.02	17.000-	EA	Row5 Bin2 Shelf2
A403 Standard Screw Driver ZT-119	05.002.03	17.000-	EA	Row5 Bin2 Shelf3
A404 Slip-joint Pliers CJ-1000	05.002.04	22.000-	EA	Row5 Bin2 Shelf4
A405 Adjustable Wrench 96125	05.002.05	17.000-	EA	Row5 Bin2 Shelf5
A406 Vinyl Pouch VB-997	05.003.01	19.000-	EA	Row5 Bin3 Shelf1

For the warehouse and location range selected, this report prints items that are assigned to the W/M unknown location (assigned the location of all 9's), or have a negative quantity. Additionally, this report will print any items that are in the shipping dock location (assigned the location of all 5's) that have been made available by an order being deleted after it has been ship confirmed.

NOTE: This report may also print, if applicable, after running Day-End Processing (MENU XAMAST).

Location Audit Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Item/Description	The item number and description of the item that is reported. This item is either stored in the unknown location (all 9's), has a negative quantity, or is in the shipping dock location (all 5's).

Location Audit Report

Report/Listing Fields	Description
Mfg Item Number	The manufacturer's number for the item. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). NOTE: Manufacturers' item numbers print on this report only if you selected Y in the **Print Mfg Number** field on the Location Audit Report Selection Screen (p. 19-3).
Location	The warehouse location where the item is stored. If the item has a negative quantity, its warehouse location is printed. If the item is stored in the unknown location, the unknown item location number is printed (all 9's in each digit of each segment of the number; e.g., 99.999.999). If the item is in the shipping dock location, the shipping dock location is printed (all 5's in each digit of each segment of the number; e.g., 55.555.555).
Quantity / U/M	If the item has a negative quantity, that quantity is printed; otherwise, this quantity is the number of items that are stored in the item location in the unit of measure shown. After a partial physical inventory, when the quantity in the item location is negative, this means that the physical inventory count was greater than the frozen inventory count (i.e., there are extra items). When the quantity in the location is positive, the frozen inventory count was greater than the physical inventory count (i.e., there are missing items).
Loc Desc	The description of why this item is printed on the report. This description may be one of the following: • Blank • Location (if negative quantity only) • Unknown Location • Shipping Dock

CHAPTER 20

Warehouse Planning Report

20

This option does either, or both, of the following for a specific warehouse:

- Prints the W/M Warehouse Planning Report
- Updates item cycle count codes for all items in the warehouse

The Warehouse Planning Report (p. 20-10) may be used to plan where specific items in your warehouse should be stored. Since it is suitable to store the best selling (fastest moving) items in your best warehouse locations, and the less active items in less favorable locations, this report ranks all items in a warehouse from the fastest to the slowest moving. You may select to print this ranking based on the unit quantity of items sold, or the number of times the item was picked in a given time period. You also specify this time period: either the current year-to-date values, or the values for the previous year.

In addition to printing the W/M Warehouse Planning Report, you may use this option to assign cycle count codes to all of the items in a warehouse.

Item cycle count codes are defined through Cycle Count Codes Maintenance (MENU IAFIL2) and assigned to items in a warehouse automatically through this option or manually through Item Balance Maintenance (MENU IAFILE). Location codes are also assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). If you assign the same cycle count code to a high selling item that you have assigned to your best warehouse locations' location codes, you can display the best locations to store the item when putting away items [during Warehouse Management (MENU WMMAIN) on the Available Locations Screen (p. 5-112)].

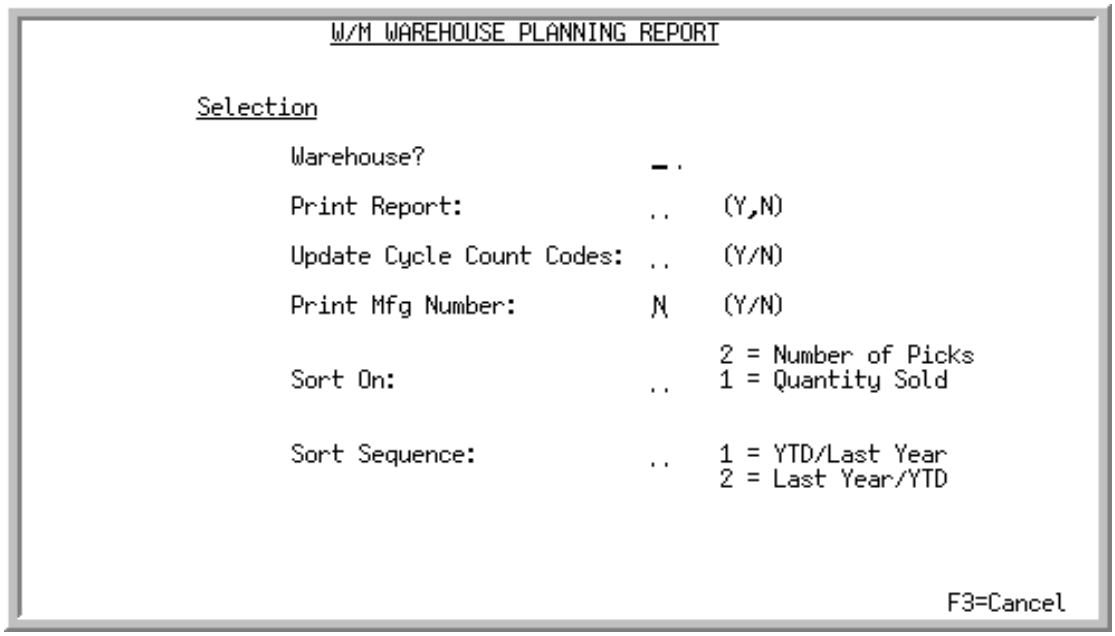
Using this option, you can assign cycle count codes to all items in a warehouse based on their relative ranking. You may select to rank items in the same manner that they can be printed on the W/M Warehouse Planning Report, and for the same time periods. Additionally, you specify the cycle count code, and the percentage of items in the ranking that are assigned each code.

Warehouse Planning Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Warehouse Planning Report Selection Screen	Used to select the warehouse and additional options used to print the W/M Warehouse Planning Report and/or used to update item cycle count codes for the selected warehouse.
Cycle Count Criteria Screen	Used to specify the codes, and associated criteria, assigned to the items in your warehouse.
Warehouse Planning Report	Prints all of the items in your warehouse in the sequence you selected on the W/M Warehouse Planning Report Selection Screen (p. 20-3).

W/M Warehouse Planning Report Selection Screen



This screen appears after selecting option 3 - Warehouse Planning Report (MENU WMREPT).

Use this screen to select the warehouse and additional options used to print the W/M Warehouse Planning Report and/or used to update item cycle count codes for the selected warehouse.

W/M Warehouse Planning Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the ID of the warehouse to print on the Warehouse Planning Report (p. 20-10), or the warehouse for which cycle count codes will be updated for all items. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

W/M Warehouse Planning Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Report	Use this field to indicate if you want the Warehouse Planning Report (p. 20-10) to print. Key Y if you want the report to print. It will print the items in the warehouse selected in the **Warehouse** field on this screen, in the sequence specified in the remaining fields. this field must be Y if the **Update Cycle Count Codes** is N. Key N if you do not want the report to print when using this option. If you are using this option for the sole purpose of updating item cycle count codes, you may not want to print the report. If this is the case, you must key Y in the **Update Cycle Count Codes** field on this screen. (A 1) Required
Update Cycle Count Codes	Use this field to indicate if you want to update the cycle count codes of the items in this warehouse. Key Y to update the cycle count codes of the items in this warehouse. If you do this, the Cycle Count Criteria Screen (p. 20-7) will display. On this screen you determine how cycle count codes are assigned. You must key Y if **Print Report** is N. Key N if you do not want to update the cycle count codes of the items in this warehouse. If this is the case, you must key Y in the **Print Report** field. (A 1) Required
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the W/M Warehouse Planning Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturer's item numbers to print on the report. *Default Value:* N (A 1) Required

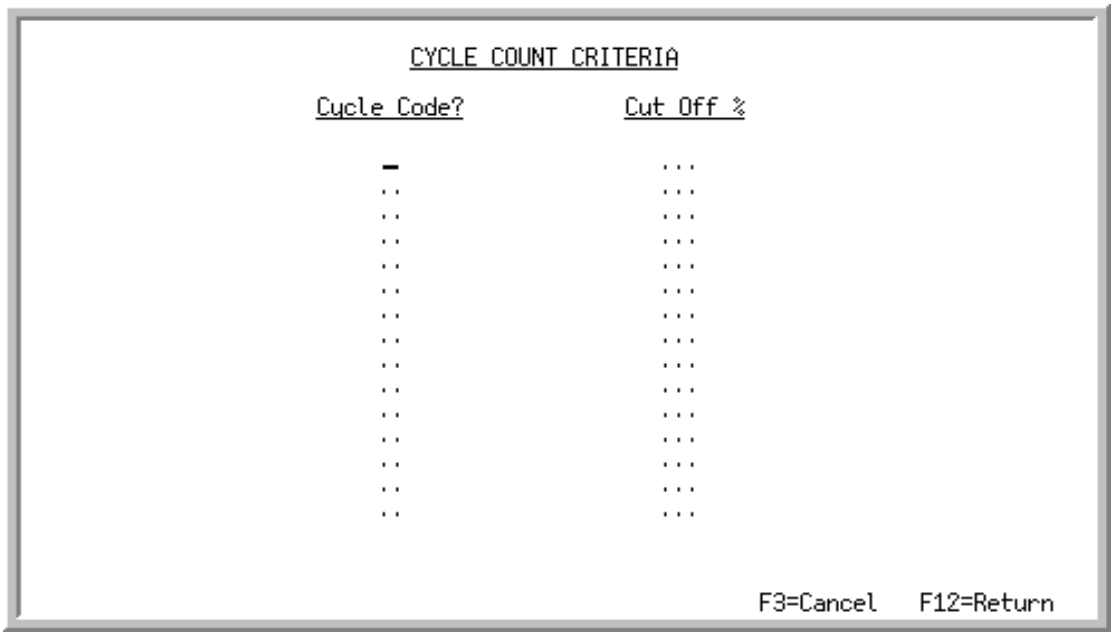
W/M Warehouse Planning Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Sort On	Use this field to indicate how items are rated on the W/M Warehouse Planning Report, and/or how items are rated when updating cycle count codes. This rating may be based on either the quantity of items sold, or the number of times that a quantity of an item is picked. Key 1 to print the report and/or update cycle count codes based on the quantity of items sold. The items with the highest order quantities will print first on the report, and will be assigned the most favorable cycle count codes. Items will print, and be assigned remaining cycle count codes, in descending order of the quantity of items sold in the specified time period (see Sort Sequence). Key 2 to print the report and/or update cycle count codes based on the number of items that are picked from the warehouse. Selecting 2, gives a more accurate measurement of where an item should be located in a warehouse than does the quantity of items sold. This is because the quantity of items sold considers the per unit item quantity, whereas, the number of picks shows how many different times an item was taken from the warehouse. For example, if a single customer order is for 1000 units of an item, that item will have a very high quantity sold (1000), but a very low number of picks (1). *Valid Values:* 1 or 2 (A 1) Required
Sort Sequence	Use this field to indicate the time period of the quantity sold or number of picks used to calculate the rating of items on the W/M Warehouse Planning Report, or when assigning cycle count codes. This data may be for the current year (from the start of the calendar year to date), or for the previous year. NOTE: Both year-to-date and the previous year's data are printed on the report. Key 1 to use sales and item picking data from the current year. Quantities sold and number of picks starting with the new calendar year through the current date are used. Key 2 to use sales and item picking data from the previous year. Quantities sold and number of picks for the previous calendar year are used to rate the items in a warehouse. This is very helpful when running this option near the beginning of a new calendar year. *Valid Values:* 1 or 2 (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.

W/M Warehouse Planning Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. If you selected Y in the **Update Cycle Count Codes** field, the Cycle Count Criteria Screen (p. 20-7) will display. If you selected Y in the **Print Report** field, the Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen), and the Warehouse Planning Report (p. 20-10) will print.

Cycle Count Criteria Screen



This screen displays if you have selected to update the cycle count codes for the items in this warehouse by keying Y in the **Update Cycle Count Codes** field on the W/M Warehouse Planning Report Selection Screen (p. 20-3).

Use this screen to specify the codes, and associated criteria, assigned to the items in your warehouse. When you do this, the cycle count codes of the items in this warehouse are automatically updated based on your specifications. Cycle count codes can be manually updated through Item Balance Maintenance (MENU IAFILE).

Example for Cut Off %:

Assume that cycle count codes have been selected to be assigned to items by number of picks and that a total of 100 items will be affected. You assign cycle count codes as follows:

Example for Cut Off %

Cycle Count Code	Cut Off %
1	90
2	75
3	60
4	40
5	0

This will yield the following results:

The top (that is, those with the highest number of picks) 10 items are assigned a cycle count code 1. This is calculated as:

- (100% - 90% Cut Off) of 100 (total number of items) =
- 10% of 100 = 10

The next 15 items are assigned a cycle count code of 2. This is calculated as:

- (90% Previous Cut Off - 75% Cut Off) of 100 (total number of items) =
- 15% of 100 = 15

The next 15 items are assigned a cycle count code of 3. This is calculated as:

- (75% Previous Cut Off - 60% Cut Off) of 100 (total number of items) =
- 15% of 100 = 15

The next 20 items are assigned a cycle count code of 4. This is calculated as:

- (60% Previous Cut Off - 40% Cut Off) of 100 (total number of items) =
- 20% of 100 = 20

The remaining 40 items are assigned a cycle count code of 5. This is calculated as:

- 100 (the total number of items) - 60 (those items falling within other Cut Off % and already assigned cycle count codes)
- 100 - 60 = 40

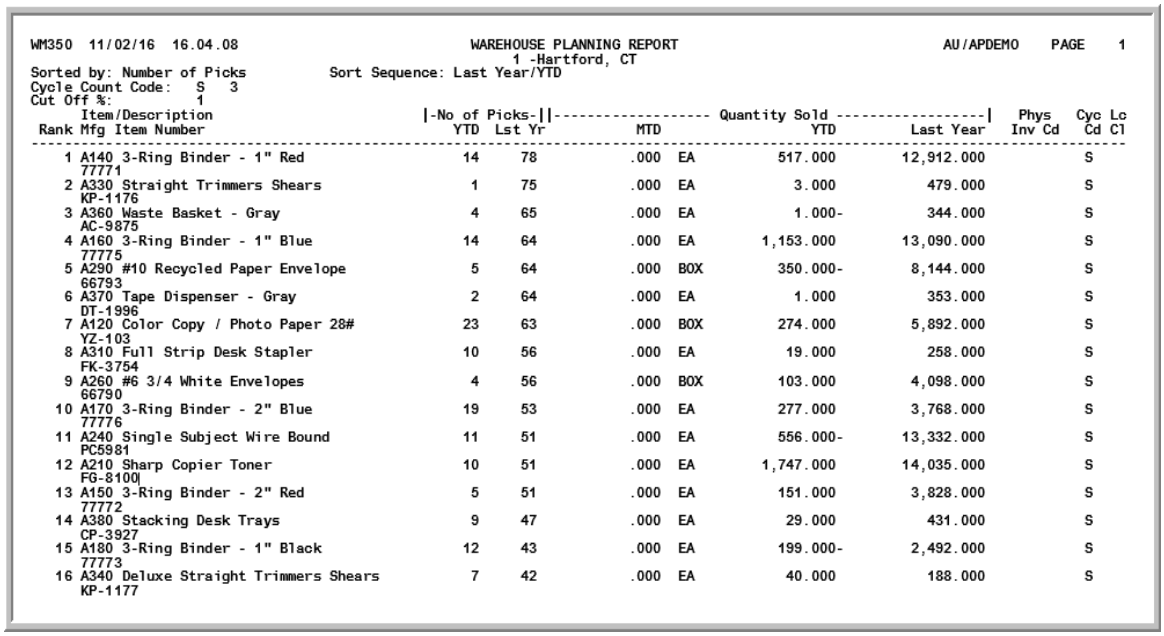
Cycle Count Criteria Screen Fields and Function Keys

Field/Function Key	Description
Cycle Code	Cycle count codes that will be assigned to items having the corresponding percentage of the total item rating. Since the values of the **Cut Off %** fields must be in descending order, key the cycle count codes used for your best items first. NOTE: You cannot key a cycle count code that has been defined as the **Special Ord/Drop Ship Count Cd** in Warehouse Management Options Maintenance (MENU WMFILE), since this cycle code will omit all items that are special ordered/drop shipped from being included on the Warehouse Planning Report (p. 20-10). *Valid Values:* You must key at least one cycle count code defined through Cycle Count Codes Maintenance (MENU IAFIL2), and it cannot be the **Special Ord/Drop Ship Count Cd** defined in Warehouse Management Options Maintenance. (15 @ A 1) Required

Cycle Count Criteria Screen Fields and Function Keys

Field/Function Key	Description
Cut Off %	The cut off percentage determines the number of items to receive the corresponding cycle count code (keyed in the **Cycle Code** field). The keyed cycle code will be assigned to the top (100% - this cut off %) of the items included in the report. In other words, if 100 items are in the report, and a 90% value is keyed here, the top 10 items will receive the associated cycle count code. *Valid Values:* You must key one cut off percent of 0. All percentages must be keyed in descending order (15 @ N 2,0) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
F12=Return	Press the F12=RETURN function key to return to the previous screen without updating cycle count codes with the criteria specified on this screen. The W/M Warehouse Planning Report Selection Screen (p. 20-3) will display.
Enter	Press ENTER to confirm your selections. If you have selected to print the W/M Warehouse Planning Report, the Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. If you did not select to print the report, cycle counts will be updated and MENU WMREPT will display.

Warehouse Planning Report



WM350 11/02/16 16.04.08 — WAREHOUSE PLANNING REPORT — AU/APDEMO PAGE 1
1 -Hartford, CT
Sorted by: Number of Picks — Sort Sequence: Last Year/YTD
Cycle Count Code: S 3
Cut Off %: 1

Rank	Item/Description / Mfg Item Number	No of Picks YTD	No of Picks Lst Yr	Quantity Sold MTD		Quantity Sold YTD	Quantity Sold Last Year	Phys Inv Cd	Cyc Lc Cd Cl
1	A140 3-Ring Binder - 1" Red 77771	14	78	.000	EA	517.000	12,912.000		S
2	A330 Straight Trimmers Shears KP-1176	1	75	.000	EA	3.000	479.000		S
3	A360 Waste Basket - Gray AC-9875	4	65	.000	EA	1.000-	344.000		S
4	A160 3-Ring Binder - 1" Blue 77775	14	64	.000	EA	1,153.000	13,090.000		S
5	A290 #10 Recycled Paper Envelope 66793	5	64	.000	BOX	350.000-	8,144.000		S
6	A370 Tape Dispenser - Gray DT-1996	2	64	.000	EA	1.000	353.000		S
7	A120 Color Copy / Photo Paper 28# YZ-103	23	63	.000	BOX	274.000	5,892.000		S
8	A310 Full Strip Desk Stapler FK-3754	10	56	.000	EA	19.000	258.000		S
9	A260 #6 3/4 White Envelopes 66790	4	56	.000	BOX	103.000	4,098.000		S
10	A170 3-Ring Binder - 2" Blue 77776	19	53	.000	EA	277.000	3,768.000		S
11	A240 Single Subject Wire Bound PC5981	11	51	.000	EA	556.000-	13,332.000		S
12	A210 Sharp Copier Toner FG-8100	10	51	.000	EA	1,747.000	14,035.000		S
13	A150 3-Ring Binder - 2" Red 77772	5	51	.000	EA	151.000	3,828.000		S
14	A380 Stacking Desk Trays CP-3927	9	47	.000	EA	29.000	431.000		S
15	A180 3-Ring Binder - 1" Black 77773	12	43	.000	EA	199.000-	2,492.000		S
16	A340 Deluxe Straight Trimmers Shears KP-1177	7	42	.000	EA	40.000	188.000		S

Important

Quantities on this report print in the unit of measure defined as the Reporting U/M for the items through Item Master Maintenance (MENU IAFILE). Quantities that are expressed as all 9's may be too large for display and may not reflect actual quantities. In such instances, a warning message will print at the bottom of the report. Changing the reporting U/M may resolve this situation.

This report prints items in your warehouse in the sequence you selected on the W/M Warehouse Planning Report Selection Screen (p. 20-3). It is used to determine the sales or picking activity of the items that you stock.

If you print this report in addition to assigning cycle count codes to items through this option, the new cycle count code assignments are printed on the report.

When this report is printed, note the following:

- Through Warehouse Management Options (MENU WMFILE), items are defined to be included or excluded from this report (as well as the Cycle Count Scheduler process) for special order and drop ship items, out of stock items, and suspended items with stock.
- A count code can be assigned to all special ordered/drop ship items, which will also exclude them from the report.
- Items can be set to bypass the report at both the Item Master and Item Balance levels.
- Items where **Update Inventory** = N will not be included on the report.

Warehouse Planning Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Rank	This field displays each item's ranking in the warehouse based on your selection of ranking criteria. This selection may be one of the following: • By quantity sold based on year-to-date sales • By quantity sold based on last year's sales • By number of picks based on the year-to-date number of picks • By number of picks based on last year's number of picks The number of picks and quantity sold, for year-to-date, and last year's data are also printed on the report in descending order. The ranking criteria that you selected for this report will print in descending order. This ranking indicates the relative activity of each item. For example, the item with ranking #1 has the most activity in your warehouse (for the selected ranking criteria); and there are 19 items having greater activity in the warehouse than the item with ranking #20, etc.
Item/Description	The item number and description of the item reported.
Mfg Item Number	The manufacturer's number for the item. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Note: Manufacturers' item numbers print on this report only if you selected Y in the **Print Mfg Number** field on the W/M Warehouse Planning Report Selection Screen (p. 20-3).

Warehouse Planning Report

Report/Listing Fields	Description
No of Picks	This column prints the number of times that each item was picked from the warehouse. This is not the quantity of items that were picked, but the number of times that any quantity of each item was picked. The number of picks are printed for two different time periods: • **YTD**: The number of picks year-to-date (i.e., from the beginning of the current calendar year to the present date) • **Lst Yr**: The number of picks for last year (i.e., the previous calendar year) NOTE: The ranking of items on this report may be determined using the number of picks year-to-date or the number of picks for last year. These values print in descending order (highest number of picks to lowest number of picks).
Quantity Sold	This column prints, in each item's reporting U/M, the quantity of each item that was sold. This is the quantity of each item ordered from your customers, less the quantity of items returned. The quantity of items sold is printed for three different time periods: • **MTD**: The quantity of items sold month-to-date (i.e., from the beginning of the current month through the present date) • **YTD**: The quantity of items sold year-to-date (i.e., from the beginning of the current calendar year to the present date) • **Last Year**: The quantity of items sold last year (i.e., the previous calendar year) NOTE: The ranking of items on this report may be determined using the item quantity sold year-to-date or the quantity sold for last year. These values print in descending order (highest number of picks to lowest number of picks). Month-to-date values cannot be used to rank the items on this report.
Phys Inv Cd	This column prints the physical inventory codes that have been defined through Physical Inventory Codes Maintenance (MENU IAFIL2) and assigned to each item through Item Balance Maintenance (MENU IAFILE), if any. Physical inventory codes may be used to perform a partial physical inventory of a warehouse.

Warehouse Planning Report

Report/Listing Fields	Description
Cyc Cd	This column prints the cycle count codes that have been assigned to each item. Cycle count codes are defined through Cycle Count Codes Maintenance (MENUIAFIL2) and may be assigned manually through Item Balance Maintenance (MENU IAFILE), or may be assigned automatically through this option. Cycle count codes are assigned automatically if you keyed Y in the **Update Cycle Count Codes** field on the W/M Warehouse Planning Report Selection Screen (p. 20-3), and selected the percentage of item to be assigned each cycle count code on the Cycle Count Criteria Screen (p. 20-7).
Lc Cl	The location class, if any, that has been assigned to this item through Item Master Maintenance (MENU IAFILE) or to the warehouse through Item Balance Maintenance (MENU IAFILE). Location classes are also assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). When moving or putting away an item, you will be warned if you attempt to store an item with one location class in a location having a different location class.

CHAPTER 21

Warehouse Utilization Report

21

Use this option to print the Warehouse Utilization Report - Summary (p. 21-5). This report indicates the efficiency of your warehouse. The efficiency of a location is determined by the total space in a warehouse location and the total amount of space available in that location. If the two are close, the location is efficient. The greater the difference between the two, the less efficient the location.

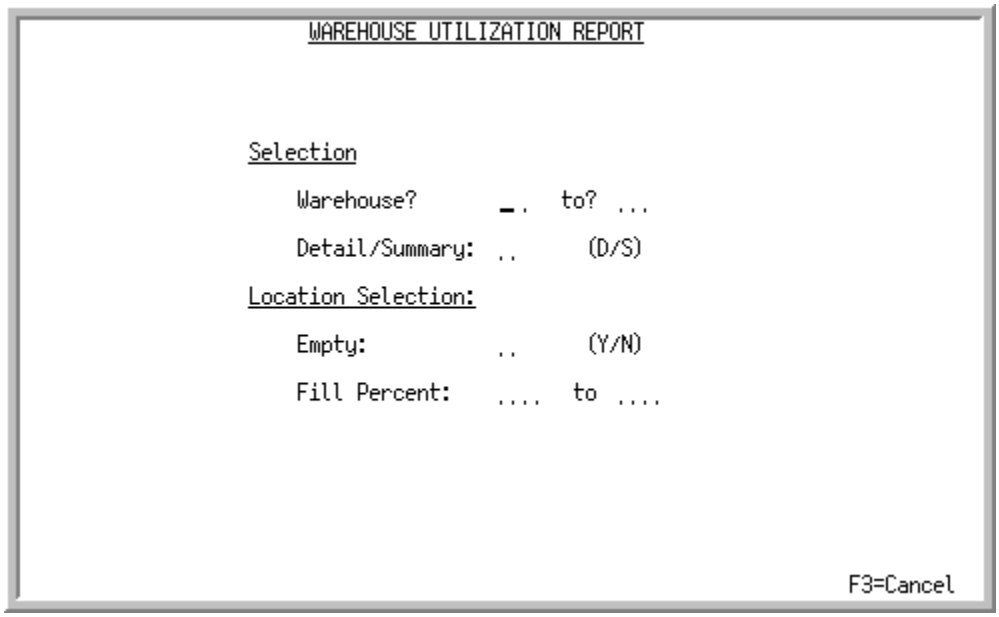
Each location is rated by a percentage of efficiency. Use this rating to help you determine which locations are not being used as efficiently as they should be.

Warehouse Utilization Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Warehouse Utilization Report Selection Screen	Used to select the warehouses, format, and additional options required to print the Warehouse Utilization Report.
Warehouse Utilization Report - Summary Warehouse Utilization Report - Detail	Prints the utilization of your warehouse locations based on the report criteria selected on the Warehouse Utilization Report Selection Screen (p. 21-2).

Warehouse Utilization Report Selection Screen



This screen displays after selecting option 4 - Warehouse Utilization Report (MENU WMREPT). Use this screen to select the warehouses, format, and additional options required to print the Warehouse Utilization Report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

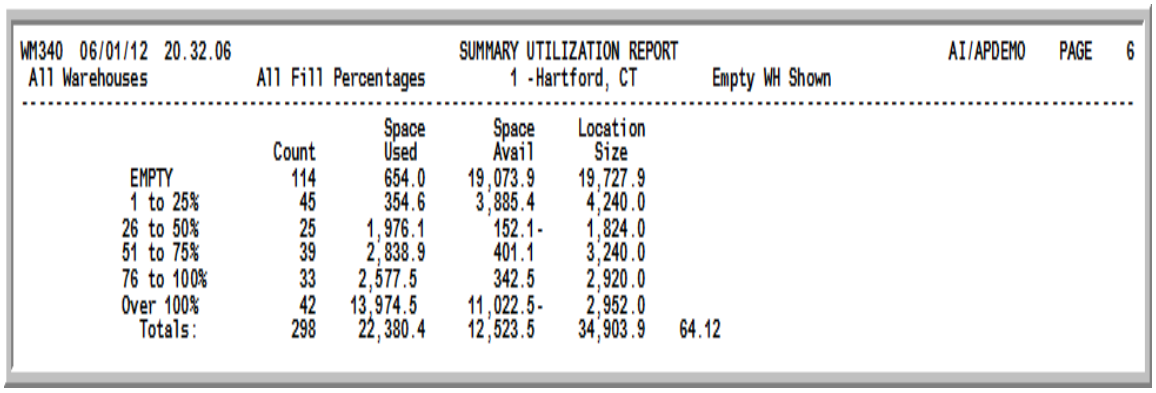
Warehouse Utilization Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses to print on the Warehouse Utilization Report - Summary (p. 21-5) or Warehouse Utilization Report - Detail (p. 21-5). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional

Warehouse Utilization Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Detail/Summary	Use this field to indicate if the report will print in detail or summary format. Key D to print the report in detail format. All warehouse locations, subject to your selections in the **Empty** and **Fill Percent** fields, will print on the report. For each location, the location size, space used, space available, percent filled, and permanent item (if any) will print. Summary information (in summary format) will print on a new page at the end of the report. Key S to print the report in summary format only. The summary format prints the item count, total space used, total space available, and location size, for each of the following categories: • EMPTY locations • Locations that are 1% to 25% full • Locations that are 26% to 50% full • Locations that are 51% to 75% full • Locations that are over 75% full • Totals for all locations *Valid Values:* D or S (A 1) Required
Empty	Use this field to indicate if empty warehouse locations should print on the report. Key Y to print empty warehouse locations on the report. Empty locations will be printed in addition to locations containing items. Key N to print only those locations that contain at least one item. Warehouse locations containing no items will not be reported. *Valid Values:* Y or N (A 1) Required
Fill Percent	Use this field to limit the warehouse locations that will print on the report based on their percentage of capacity. A location's percentage of capacity (or fill percent) indicates how full a location is, based on its size. It is calculated by dividing the amount of space used in the location by the location size. Key the range of fill percentages of the locations to print on the report. (2 @ N 3,0) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen.

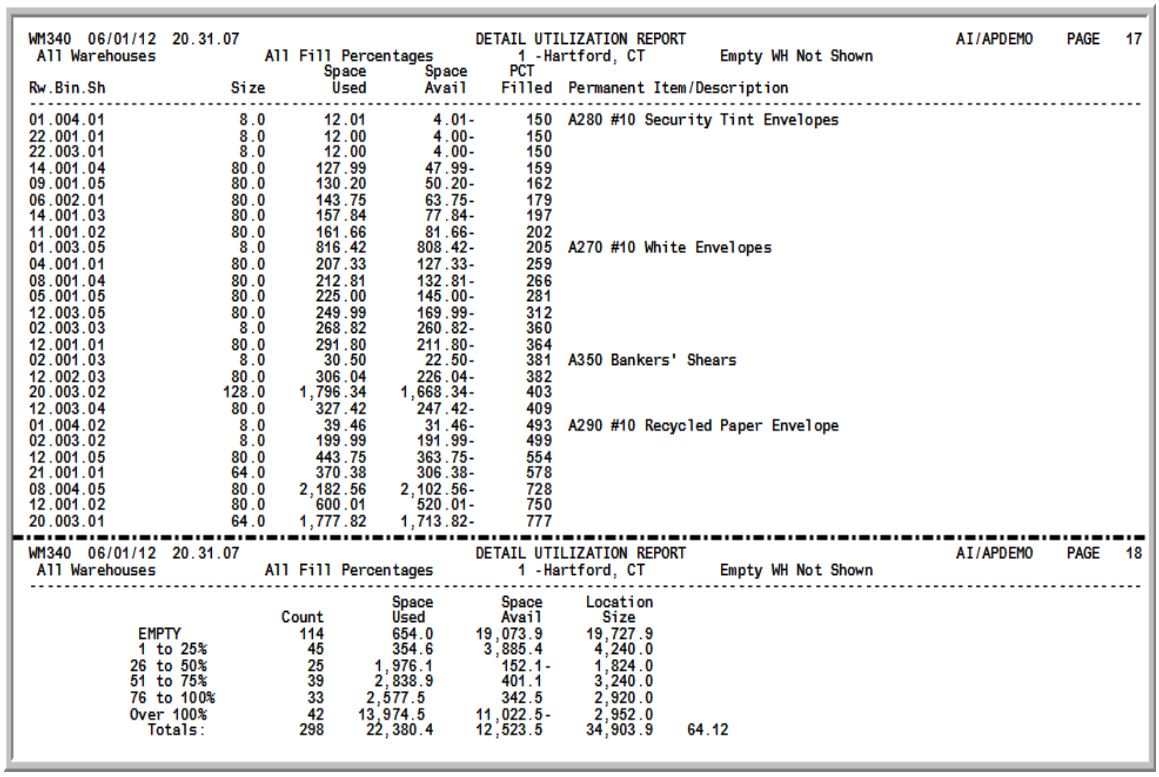
Warehouse Utilization Report - Summary



```
WM340  06/01/12  20.32.06                    SUMMARY UTILIZATION REPORT                    AI/APDEMO    PAGE    6
 All Warehouses            All Fill Percentages        1 -Hartford, CT        Empty WH Shown
-------------------------------------------------------------------------------------------------------------------------

                                    Space        Space     Location
                          Count      Used        Avail       Size
          EMPTY             114      654.0     19,073.9     19,727.9
          1 to 25%           45      354.6      3,885.4      4,240.0
         26 to 50%           25    1,976.1        152.1-     1,824.0
         51 to 75%           39    2,838.9        401.1      3,240.0
         76 to 100%          33    2,577.5        342.5      2,920.0
         Over 100%           42   13,974.5     11,022.5-     2,952.0
           Totals:          298   22,380.4     12,523.5     34,903.9    64.12
```

Warehouse Utilization Report - Detail



```
WM340  06/01/12  20.31.07                    DETAIL UTILIZATION REPORT                    AI/APDEMO    PAGE   17
 All Warehouses            All Fill Percentages        1 -Hartford, CT        Empty WH Not Shown
                                    Space        Space     PCT
Rw.Bin.Sh                Size       Used        Avail    Filled  Permanent Item/Description
-------------------------------------------------------------------------------------------------------------------------
01.004.01                 8.0      12.01         4.01-      150  A280 #10 Security Tint Envelopes
22.001.01                 8.0      12.00         4.00-      150
22.003.01                 8.0      12.00         4.00-      150
14.001.04                80.0     127.99        47.99-      159
09.001.05                80.0     130.20        50.20-      162
06.002.01                80.0     143.75        63.75-      179
14.001.03                80.0     157.84        77.84-      197
11.001.02                80.0     161.66        81.66-      202
01.003.05                 8.0     816.42       808.42-      205  A270 #10 White Envelopes
04.001.01                80.0     207.33       127.33-      259
08.001.04                80.0     212.81       132.81-      266
05.001.05                80.0     225.00       145.00-      281
12.003.05                80.0     249.99       169.99-      312
02.003.03                 8.0     268.82       260.82-      360
12.001.01                80.0     291.80       211.80-      364
02.001.03                 8.0      30.50        22.50-      381  A350 Bankers' Shears
12.002.03                80.0     306.04       226.04-      382
20.003.02               128.0   1,796.34     1,668.34-      403
12.003.04                80.0     327.42       247.42-      409
01.004.02                 8.0      39.46        31.46-      493  A290 #10 Recycled Paper Envelope
02.003.02                 8.0     199.99       191.99-      499
12.001.05                80.0     443.75       363.75-      554
21.001.01                64.0     370.38       306.38-      578
08.004.05                80.0   2,182.56     2,102.56-      728
12.001.02                80.0     600.01       520.01-      750
20.003.01                64.0   1,777.82     1,713.82-      777
-------------------------------------------------------------------------------------------------------------------------
WM340  06/01/12  20.31.07                    DETAIL UTILIZATION REPORT                    AI/APDEMO    PAGE   18
 All Warehouses            All Fill Percentages        1 -Hartford, CT        Empty WH Not Shown
-------------------------------------------------------------------------------------------------------------------------

                                    Space        Space     Location
                          Count      Used        Avail       Size
          EMPTY             114      654.0     19,073.9     19,727.9
          1 to 25%           45      354.6      3,885.4      4,240.0
         26 to 50%           25    1,976.1        152.1-     1,824.0
         51 to 75%           39    2,838.9        401.1      3,240.0
         76 to 100%          33    2,577.5        342.5      2,920.0
         Over 100%           42   13,974.5     11,022.5-     2,952.0
           Totals:          298   22,380.4     12,523.5     34,903.9    64.12
```

This report prints the utilization of your warehouse locations based on the report criteria selected on the Warehouse Utilization Report Selection Screen (p. 21-2).

NOTE: The report has two distinct formats to show warehouse utilization: detail and summary. If you selected to print the report in detail, both detail and summary information will print and the title of this report will show as DETAIL UTILIZATION REPORT. If you selected to print the report in summary, only summary information will print and the title of this report will show as SUMMARY UTILIZATION REPORT.

Warehouse Utilization Report Screen Fields and Function Keys

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Summary Format Information	Summary information is based on the percentage of capacity, also called percent filled, of the locations in your warehouse. Individual warehouse locations are not printed, rather, location information is summarized and printed for the following categories: • EMPTY: Those warehouse locations that do not contain any items (you may specify that empty warehouse locations do not print on the detail format of the report) • 1 to 25%: Warehouse locations that are being utilized up to 25% of their capacity. Except for empty locations, these locations are being used the least efficiently in your warehouse. • 26 to 50%: Warehouse locations that are being utilized from 26% to 50% of their capacity. At least half, and up to 75% of the space available in these locations is empty. • 51 to 75%: Warehouse locations that are being utilized from 51% to 75% of their capacity. More than half, and up to 75% of the total size of these locations contain items. • 76% to 100%: Warehouse locations that are being utilized from 76% to 100% of their capacity. These are the most efficient locations in your warehouse. • Over 100%: Warehouse locations where the space used is greater than the location size. • Totals: The totals of each of the above categories, which is the total of your entire warehouse.
Count	The number of items for each location category.
Space Used	The total amount of space used for each location category. The space used in a single location is the sum of the sizes of all items in the location.

Warehouse Utilization Report Screen Fields and Function Keys

Report/Listing Fields	Description
Space Avail	The total amount of space available for each location category. The space available for a single warehouse location is the difference between the total size of the location minus the space used.
Location Size	The sum of the sizes of each location for each category.
Detail Format Information	When you print the report in detail format, each location in the warehouse will print, based on the selection constraints in the **Empty** and **Fill Percent** fields, if any.The detail format shows the utilization, or efficiency, for individual locations. You may limit the number of locations printed by specifying a range of fill percentages on the Warehouse Utilization Report Selection Screen (p. 21-2).
(Warehouse Location)	The warehouse location number based on the qualifying locations from the criteria on the Warehouse Utilization Report Selection Screen (p. 21-2).
Size	The size of the location, as defined through Location Master Maintenance (MENU WMFILE).
Space Used	The total amount of space used in the location. This is the sum of the sizes of each item in the location (item sizes are defined for each item through Item Master Maintenance (MENU IAFILE).
Space Avail	The total amount of space available in the location, calculated by subtracting the space used from the total size.
PCT Filled	The percentage of capacity, also called percent filled, of the location. Higher percentages indicate locations being used with greater efficiency. This percentage is calculated as follows: **Calculation:** : (Space used / Size) * 100.
Permanent Item/ Description	If an item is permanently assigned to a location, the number of that item and its description is printed in this column. When this is the case, the size of the location is calculated using the restocking level of the location, as defined for permanent locations through Location Master Maintenance (MENU WMFILE).

CHAPTER 22

Unshipped Box Report

22

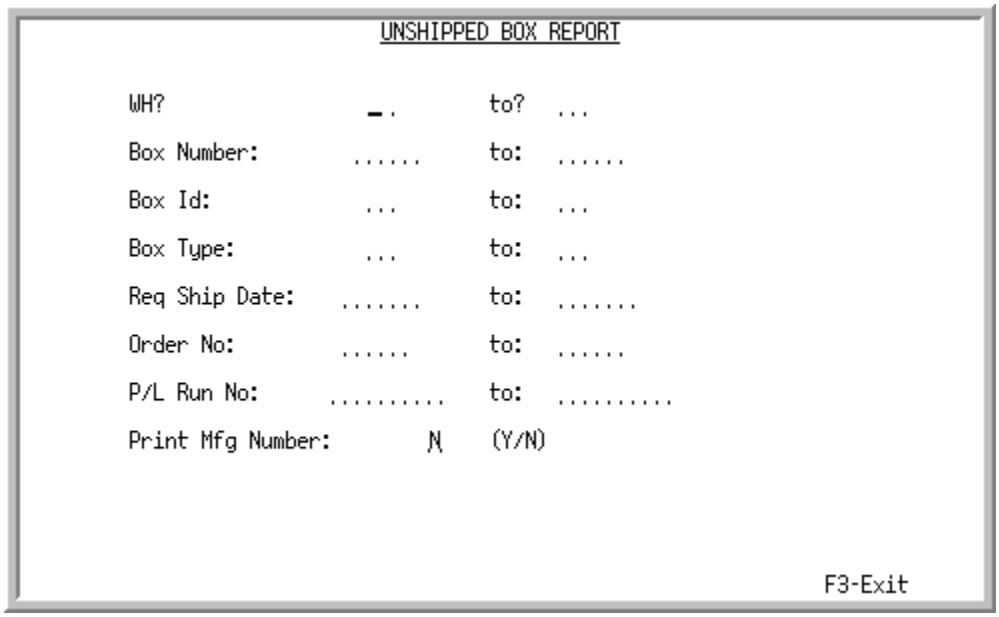
Use this option to print the Unshipped Box Report (p. 22-4). This report shows the shipping boxes that have been filled for an order, but the shipment of the box has not been recorded through Confirm Box Shipments (MENU WMMAIN). With this report, you can identify any boxes that have were “lost” between the time that the box was filled (i.e., a Shipping Label was printed), and the time that it should have been filled.

Unshipped Box Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Unshipped Box Report Selection Screen	Used to select the criteria for which unshipped boxes will print on the unshipped box report.
Unshipped Box Report	Prints boxes that have been filled, but not shipped, in sequence by warehouse number and box number.

Unshipped Box Report Selection Screen



This screen displays after selecting option 5 - Unshipped Box Report (MENU WMREPT). Use this screen to select the criteria for which unshipped boxes will print on the unshipped box report.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

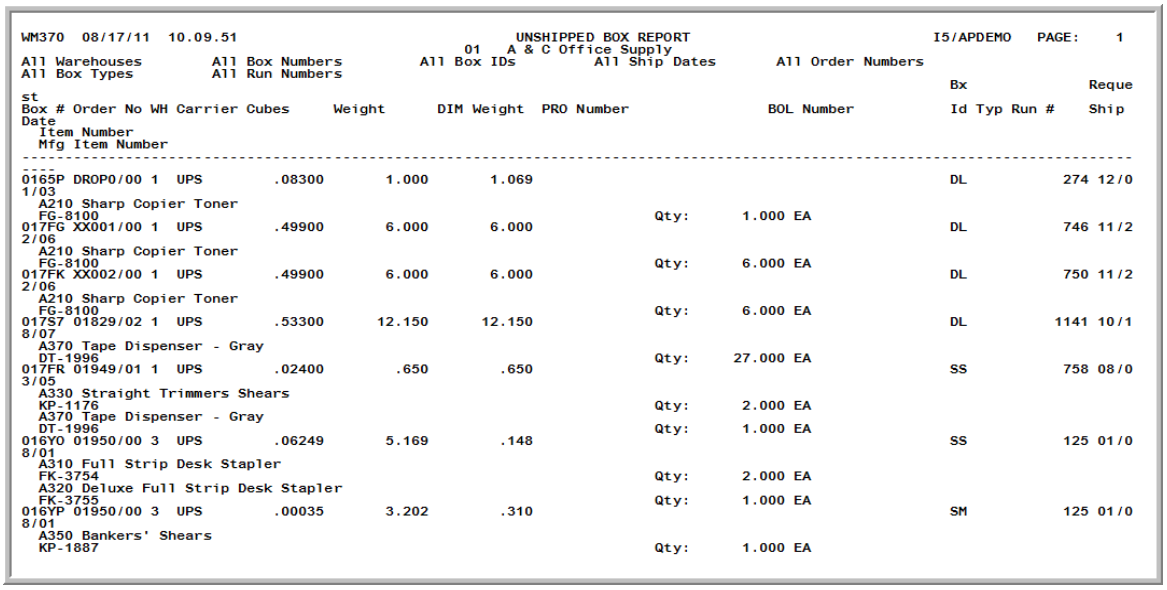
Unshipped Box Report Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	Key the range of warehouses to print on the report. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). Optional
Box Number	Key the range of box numbers to print on the report. Optional
Box ID	Key the range of Box ID codes of the boxes to print on the report. Optional
Box Type	Key the range of box type codes of the boxes to print on the report. Optional

Unshipped Box Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Req Ship Date	Key the range of requested ship dates for the orders having unshipped boxes. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Optional
Order No	Key the range of order numbers for the orders containing unshipped boxes. Optional
P/L	Key the range of pick list run numbers for Pick Lists that contain unshipped boxes. A pick list run number is assigned to each group of Pick Lists that are printed in Order Entry. This may be a single Pick List printed for an order during Enter, Change & Ship Orders (MENU OEMAIN), or an entire group of Pick Lists that are printed through Print Pick Lists (MENU OEMAIN). Through the Print Pick Lists menu option in Order Entry, you can inquire on, reprint, restart, or clear a group of Pick Lists. Refer to the Order Entry User Guide for more information. (N 9,0) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Unshipped Box Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. The calling menu will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display, and the Unshipped Box Report (p. 22-4) will print; refer to the Cross Applications User Guide for details about this screen.

Unshipped Box Report



```
WM370  08/17/11  10.09.51                          UNSHIPPED BOX REPORT                          I5/APDEMO   PAGE:    1
                                                      01   A & C Office Supply
All Warehouses        All Box Numbers        All Box IDs        All Ship Dates       All Order Numbers
All Box Types         All Run Numbers
                                                                                                    Bx              Reque
st
Box # Order No WH Carrier Cubes     Weight      DIM Weight  PRO Number              BOL Number          Id Typ Run #    Ship
Date
  Item Number
  Mfg Item Number
-------------------------------------------------------------------------------------------------------------------------
----
0165P DROPO/00 1  UPS        .08300       1.000       1.069                                          DL           274 12/0
1/03
  A210 Sharp Copier Toner
  FG-8100                                                                 Qty:      1.000 EA
017FG XX001/00 1  UPS        .49900       6.000       6.000                                          DL           746 11/2
2/06
  A210 Sharp Copier Toner
  FG-8100                                                                 Qty:      6.000 EA
017FK XX002/00 1  UPS        .49900       6.000       6.000                                          DL           750 11/2
2/06
  A210 Sharp Copier Toner
  FG-8100                                                                 Qty:      6.000 EA
017S7 01829/02 1  UPS        .53300      12.150      12.150                                          DL          1141 10/1
8/07
  A370 Tape Dispenser - Gray
  DT-1996                                                                 Qty:     27.000 EA
017FR 01949/01 1  UPS        .02400        .650        .650                                          SS           758 08/0
3/05
  A330 Straight Trimmers Shears
  KP-1176                                                                 Qty:      2.000 EA
  A370 Tape Dispenser - Gray
  DT-1996                                                                 Qty:      1.000 EA
016YO 01950/00 3  UPS        .06249       5.169        .148                                          SS           125 01/0
8/01
  A310 Full Strip Desk Stapler
  FK-3754                                                                 Qty:      2.000 EA
  A320 Deluxe Full Strip Desk Stapler
  FK-3755                                                                 Qty:      1.000 EA
016YP 01950/00 3  UPS        .00035       3.202        .310                                          SM           125 01/0
8/01
  A350 Bankers' Shears
  KP-1887                                                                 Qty:      1.000 EA
```

This report prints boxes that have been filled, but not shipped, in sequence by warehouse number and box number. Each unshipped box must contain at least one unshipped item. Items are printed below the boxing information.

Unshipped Box Report Screen Fields and Function Keys

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/listing is not authorized to all the [company -or- warehouse - or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Box #	The number of the unshipped box.
Order No	The number of the order from which the unshipped box was filled.
WH	The ID of the warehouse from which the box was filled.
Carrier	The name of the carrier specified on the order.
Cubes	The size in cubes of the unshipped box and items.
Weight	The weight of the unshipped box and items.

Unshipped Box Report Screen Fields and Function Keys

Report/Listing Field	Description
DIM Weight	The minimum dimension weight of the box; this weight is used if the box's actual weight is below this value.
PRO Number	The package tracking number, if any, assigned to the box.
BOL Number	The Bill of Lading (BOL) number associated with the box.
Box ID	The ID of the box containing the unshipped items.
Type	The type of box, if any. Box types are assigned to boxes and items to indicate the types of boxes that should be used for specific items.
Run #	The run number assigned to the Pick List group when the pick list and Shipping Label for this order were created. Refer to *P/L* field on the Unshipped Box Report Selection Screen (p. 22-2) for additional information.
Ship Date	The original shipping date for the box.
Item Number	Item number left in an unshipped box.
Mfg Item Number	The manufacturer's item number. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). NOTE: Manufacturers' item numbers print on this report only if you selected Y in the **Print Mfg Number** field on the Unshipped Box Report Selection Screen (p. 22-2).
Item description	The description keyed for the item through Item Master Maintenance (MENU IAFILE).
Qty	The quantity of the item in the unshipped box, expressed in the printed unit of measure.

CHAPTER 23

Location Movement History Report 23

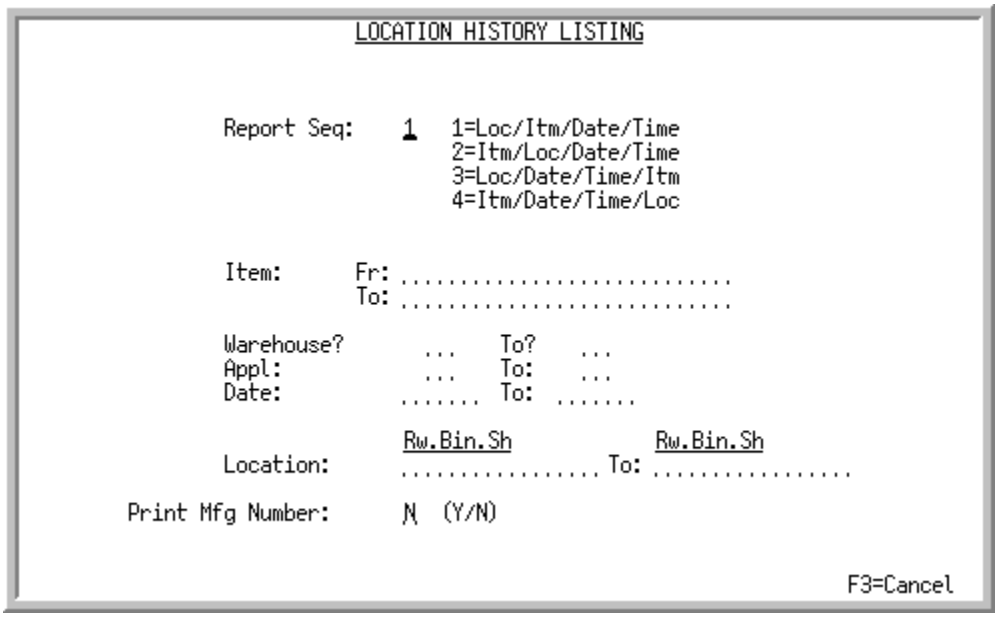
Use this option to print the Location Movement History Report (p. 23-5). This report shows the history of location movements, including not just the physical movement of items but all transactions which affect inventory movement.

Location Movement History Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Location Movement History Report Selection Screen	Used to select the criteria for which location movements will print on the Location Movement History Report (p. 23-5).
Location Movement History Report	Prints the history of location movements that met criteria keyed on the Location Movement History Report Selection Screen (p. 23-2).

Location Movement History Report Selection Screen



This screen displays after selecting option 6 - Location Movement History Report (MENU WMREPT). Use this screen to select the criteria for which location movements will print on the Location Movement History Report (p. 23-5).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Location Movement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Seq	A sequencing of the data to be included in the report must be established in this field. Key the number associated with the desired sequence: • 1 - location, item number, date/time stamp • 2 - item number, location, date/time stamp • 3 - location, date/time stamp, item number • 4 - item number, date/time stamp, location. (N 1,0) Required
Item: Fr/To	Key the item number or range of item numbers to print on the report. Leave this field blank to print all item numbers on the report. (2 @ A 27) Optional

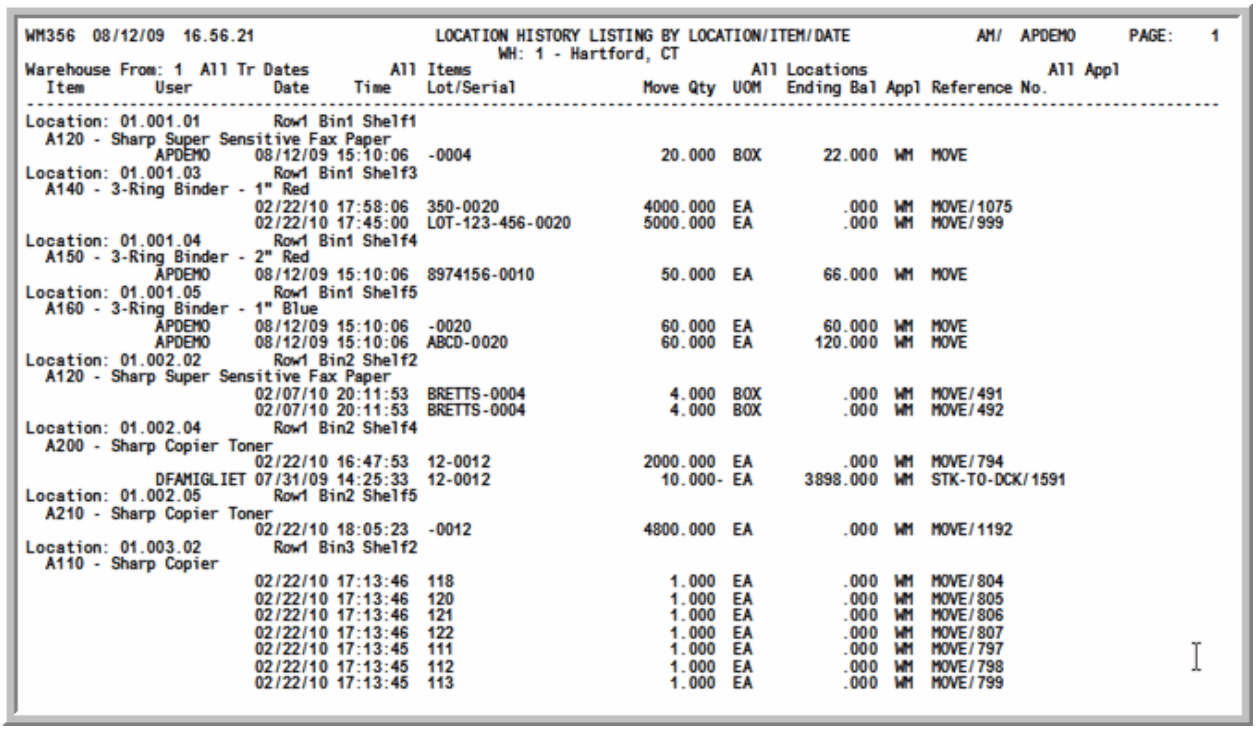
Location Movement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key warehouse number or the range of warehouse numbers to print on the report. Leave this field blank to include all warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Appl	Key the application ID or range of application ID's whose movements are to print on the report. The valid application ID's for Location Movement History are: • IA - Inventory Accounting • OE - Order Entry • PO - Purchasing • WM - Warehouse Management • WO - Value Added Services Leave this field blank to include all application ID's on the report. (2 @ A 2) Optional
Date	Key the date or range of dates on which movements occurred that are to print on the report. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Location	Key the location or the range of locations for which movements occurred that are to print on the report. Leave this field blank to include all locations on the report. (2 @ A 16) Optional
Print Mfg Number	This field determines whether or not manufacturers' item numbers will print on the Location Movement History Report. The manufacturers' item numbers that print on this report are defined through Item Master Maintenance (MENU IAFILE). Accept the default or key Y if you want manufacturers' item numbers to print on the report. *Default Value:* N (A 1) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and not print the report. Menu WMMAIN will display.

Location Movement History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display for you to print the Location Movement History Report (p. 23-5)); refer to the Cross Applications User Guide for details about this screen.

Location Movement History Report



```
WM356  08/12/09  16.56.21                    LOCATION HISTORY LISTING BY LOCATION/ITEM/DATE              AM/  APDEMO      PAGE:    1
                                                      WH: 1 - Hartford, CT
Warehouse From: 1  All Tr Dates         All Items                                  All Locations                    All Appl
  Item        User         Date     Time    Lot/Serial              Move Qty  UOM   Ending Bal Appl Reference No.
-------------------------------------------------------------------------------------------------------------------------------
Location: 01.001.01        Row1 Bin1 Shelf1
  A120 - Sharp Super Sensitive Fax Paper
              APDEMO     08/12/09 15:10:06  -0004                    20.000  BOX       22.000  WM  MOVE
Location: 01.001.03        Row1 Bin1 Shelf3
  A140 - 3-Ring Binder - 1" Red
                         02/22/10 17:58:06  350-0020               4000.000  EA          .000  WM  MOVE/1075
                         02/22/10 17:45:00  LOT-123-456-0020       5000.000  EA          .000  WM  MOVE/999
Location: 01.001.04        Row1 Bin1 Shelf4
  A150 - 3-Ring Binder - 2" Red
              APDEMO     08/12/09 15:10:06  8974156-0010             50.000  EA        66.000  WM  MOVE
Location: 01.001.05        Row1 Bin1 Shelf5
  A160 - 3-Ring Binder - 1" Blue
              APDEMO     08/12/09 15:10:06  -0020                    60.000  EA        60.000  WM  MOVE
              APDEMO     08/12/09 15:10:06  ABCD-0020                60.000  EA       120.000  WM  MOVE
Location: 01.002.02        Row1 Bin2 Shelf2
  A120 - Sharp Super Sensitive Fax Paper
                         02/07/10 20:11:53  BRETTS-0004               4.000  BOX         .000  WM  MOVE/491
                         02/07/10 20:11:53  BRETTS-0004               4.000  BOX         .000  WM  MOVE/492
Location: 01.002.04        Row1 Bin2 Shelf4
  A200 - Sharp Copier Toner
                         02/22/10 16:47:53  12-0012                2000.000  EA          .000  WM  MOVE/794
              DFAMIGLIET 07/31/09 14:25:33  12-0012                  10.000- EA      3898.000  WM  STK-TO-DCK/1591
Location: 01.002.05        Row1 Bin2 Shelf5
  A210 - Sharp Copier Toner
                         02/22/10 18:05:23  -0012                  4800.000  EA          .000  WM  MOVE/1192
Location: 01.003.02        Row1 Bin3 Shelf2
  A110 - Sharp Copier
                         02/22/10 17:13:46  118                       1.000  EA          .000  WM  MOVE/804
                         02/22/10 17:13:46  120                       1.000  EA          .000  WM  MOVE/805
                         02/22/10 17:13:46  121                       1.000  EA          .000  WM  MOVE/806
                         02/22/10 17:13:46  122                       1.000  EA          .000  WM  MOVE/807
                         02/22/10 17:13:45  111                       1.000  EA          .000  WM  MOVE/797
                         02/22/10 17:13:45  112                       1.000  EA          .000  WM  MOVE/798
                         02/22/10 17:13:45  113                       1.000  EA          .000  WM  MOVE/799
```

This report prints the history of location movements that met criteria keyed on the Location Movement History Report Selection Screen (p. 23-2). The data is sequenced according to the sequencing selection made on that same screen. This report will contain a variety of data based on the transaction.

NOTE: Since there are four different sequencing selections that can be made, there are four different resulting report formats. Only one format is shown here: sequencing option 1 (Loc/Itm/Date/Time).

NOTE: If you select Y in the **Print Mfg Number** field on the Location Movement History Report Selection Screen (p. 23-2), manufacturers' numbers defined for the items through Item Master Maintenance (MENU IAFILE) will print on this report, as well as "our" item number.

Location Movement History Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Location	The location number and the description of that description
Item	The item number and the item description that was moved.
Mfg Number	The manufacturers item number will print for **Report Seq** 1, 2, 3,when the **Print Mfg Number** field is set to Y on the Location Movement History Report Selection Screen (p. 23-2).
User	The user that was responsible for the transaction. A blank in this field indicates they were completed in the transaction processor.
Date / Time	The date and time stamp the move happened. Note that during day-end when multiple entries are being reduced from the same location, they will all have the same date/time stamp since the system has them happening all at the same time.
Wh	The warehouse in which the transaction occurred. The **Wh** field print on reports selected for **Report Seq** 2 and 4 on the Location Movement History Report Selection Screen (p. 23-2).
Lot/Serial	The lot number or serial number of the item moved into or out of the location.
Move Qty / UOM	They quantity and unit of measure of the item that was moved into or out of the location.

Location Movement History Report

Report/Listing Fields	Description
Ending Bal	The ending balance of the item as a result of this transaction. NOTE: The report may print multiple transactions for the exact same item/location/date/time. You may see several WM Location Movement History File (WMLMH) entries occurring at the same moment during day-end when the system relieves an item multiple times, for different orders, from the same dock location. Since these entries have the exact same date/time stamp, they may print in a different sequence than you would have expected. For example, you may have an entry showing a quantity of 4 of an item being relieved from the dock, leaving a balance of 6; you may also see, for the same item, an entry showing a quantity of 5 of the item being relieved from the dock, leaving a balance of 1. However, since the entries have the exact same item/location/date/time, the entries may actually print such that the quantity 5 transaction (with a balance of 1) appears before the quantity 4 transaction (with a balance of 6). If you note a series of entries that appear to have such 'out of order' balances, check the date/time and verify that they all in fact do have the same date/time stamp..
Appl	The application in which the transaction occurred. Valid values are: • **IA** - Inventory Accounting • **OE** - Order Entry • **PO** - Purchasing • **WM** - Warehouse Management • **WO** - Value Added Services.
Reference No.	The reference information relating to the specific move is a concatenation of different information and is unique to the transaction and application generating the transaction.

CHAPTER 24

Location Labels

24

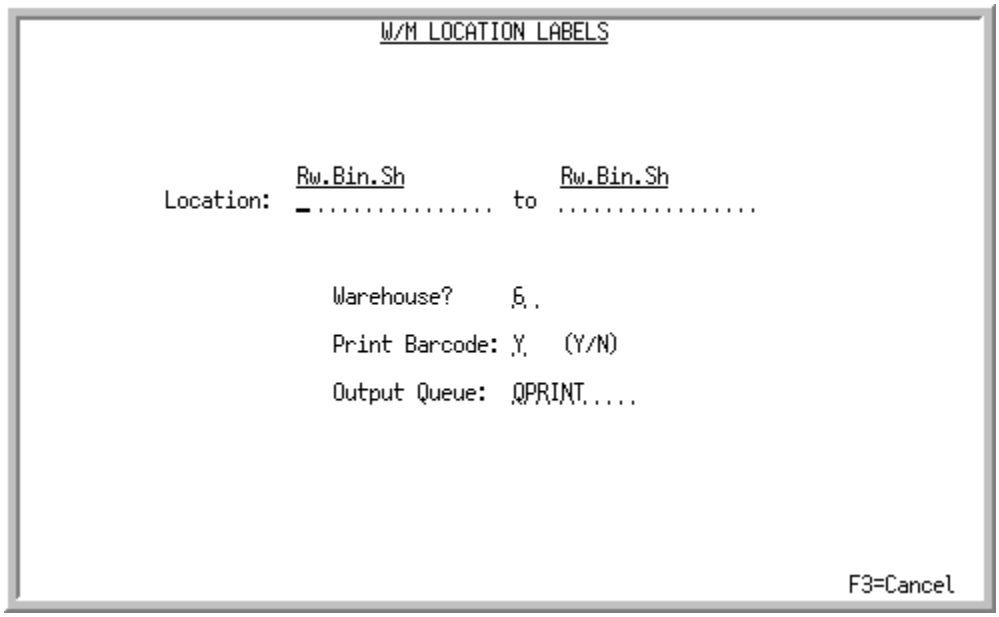
Use this option to print Location Labels (p. 24-4) for some or all locations in a warehouse. Location Labels are 5 x 1 7/16 (one wide continuous feed) if printed without barcoding. If barcoding is used, as determined by the label options keyed through Warehouse Management Options Maintenance (MENU WMFILE), the labels will be 4 x 6. The form for either label is WMLABELS.

Location Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Location Labels Selection Screen	Used to select the warehouses and locations for which Location Labels will print.
Location Labels	Prints Location Labels to physically identify the locations in your warehouse.
Barcode Location Labels	Prints Barcode Location Labels for the warehouse and locations selected on the W/M Location Labels Selection Screen (p. 24-2).

W/M Location Labels Selection Screen



This screen displays after selecting option 10 - Location Labels. Use this screen to select the warehouses and locations for which Location Labels will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

W/M Location Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
Location	Key the range of warehouse locations for which Location Labels will print. Warehouse locations may be keyed as explained in the appendix section of this manual. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. (2 @ A 16) Optional
Warehouse	Key the two character ID of the warehouse for which Location Labels will print. (A 2) Required
Print Barcode	Key a Y to have barcode Location Labels print. Key a N if you do not want barcode Location Labels to print. *Default Value:* The value keyed through Warehouse Management Options Maintenance (MENU WMFILE) (A 1) Required

W/M Location Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
Output Queue	Key the output queue to which the Location Labels will be sent. If you are using barcode labels, be sure to use an output queue that has been defined in T.L. Ashford Printer Types; otherwise, text labels will print. *Default Value:* The value keyed, if any, through Output Queue Overrides Maintenance (MENU XAFILE) (A 10) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
Enter	Press ENTER to confirm your selections on this screen. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. After making your selections, Location Labels will print without barcoding (Location Labels (p. 24-4) or with barcoding (Barcode Location Labels (p. 24-6). NOTE: On the Report Options Screen, the **Forms Type** is WMLABELS, and cannot be changed. This is done to give you the opportunity to load labels into your printer before submitting the print job.

Location Labels

Location Labels are printed for the warehouse and locations selected on the W/M Location Labels Selection Screen (p. 24-2). You can use these labels to physically identify the locations in your warehouse as defined through Location Master Maintenance (MENU WMFILE).

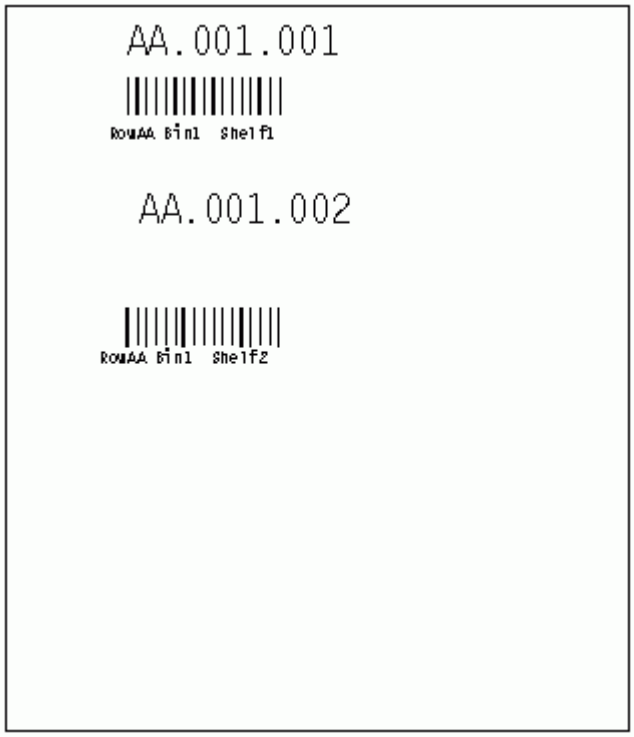
Location Labels

Report/Listing Fields	Description
Location Number	The number of the location in location number format.
Location Description	The description of the location.
(Type)	***SINGLE***: Prints if the location does not allow multiple items. ***MULTI***: Prints only if the location allows multiple items.
Sz	The size of the location in cubes, if any.
Loc Cd	The location code assigned to the location, if any.
Stock	If the location is permanently assigned for one item, the restock quantity is printed here.

Location Labels

Report/Listing Fields	Description
Item Information	If the location is permanently assigned to one item, the item number, stocking unit(s) of measure, item description, and whether or not it is a lot/serial item are printed.

Barcode Location Labels



Barcode Location Labels are printed for the warehouse and locations selected on the W/M Location Labels Selection Screen (p. 24-2) as defined through Location Master Maintenance (MENU WMFILE). A non-barcode version of the same label is provided on the Location Labels (p. 24-4) page. Note that item-specific information does not print on barcode labels.

Barcode Location Labels

Report/Listing Fields	Description
Location Number	The number of the location, in the location number format.
Barcode Location Number	The barcode number of the location, in the location number format.
Location Description	The description of the location.

CHAPTER 25

Item Labels

25

NOTE: To print Item Labels, the **Item Labels** field in the Item Balance File maintained through Item Balance Maintenance (MENU IAFILE) must be Y.

Use this option to print Item Labels (p. 25-12) for a specific item or for items in one or more specified locations. Item Labels are 5 x 1 7/16 (one wide continuous feed) if printed without barcoding. If barcoding is used, as determined by the label options keyed through Warehouse Management Options Maintenance (MENU WMFILE), the labels will be 4 x 6. The form for either label is ITLABEL.

Item Labels also can be printed automatically whenever a Put-Away List is printed through Warehouse Management or Radio Frequency; you do not need to run this option to print labels. If you want labels to print automatically, the **Item Labels** field in Item Balance Maintenance (MENU IAFILE) and the **Print Labels with Put Aways** field in Warehouse Management Options Maintenance (MENU WMFILE) must both be Y.

Item Labels

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Item Label Method Selection Screen	Used to determine the method by which items will be selected to have Item Labels printed for them.
Item Labels By Item Selection Screen	Used to select a specific item for which Item Labels will print.
Item Labels By Location Selection Screen	Prints Item Labels for items stored in the locations selected on this screen.
Item Labels	Prints Item Labels.

Title	Purpose
Barcode Item Labels	Prints Barcode Item Labels.

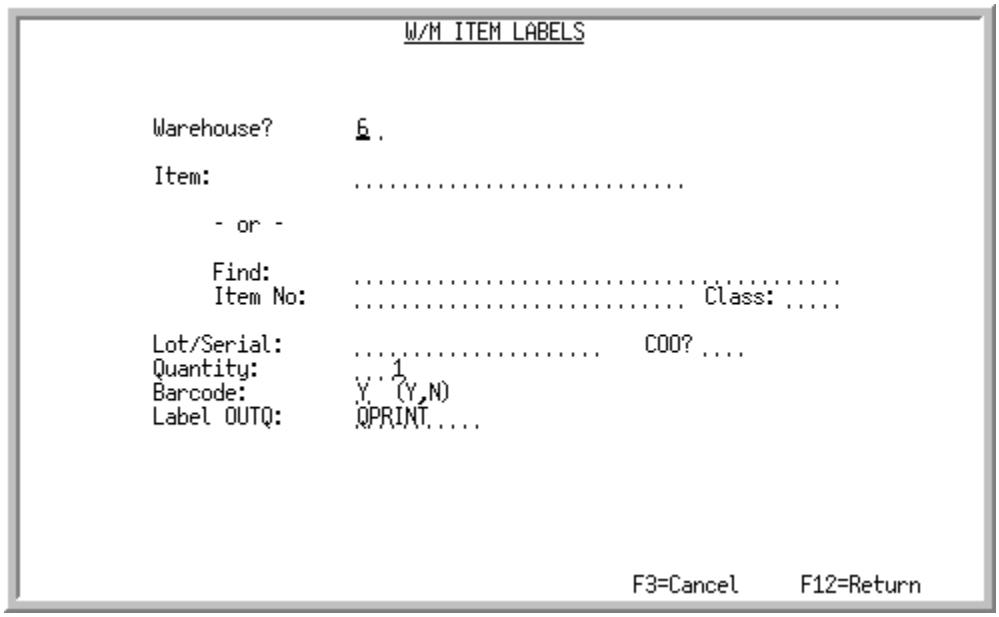
Item Label Method Selection Screen

This screen displays after selecting option 11 - Item Labels (MENU WMREPT). Use this screen to determine the method by which items will be selected to have Item Labels printed for them.

Item Label Method Selection Screen Field and Function Keys

Field/Function Key	Description
Select By	Key the number associated with the desired method of item selection to determine which Item Labels will print. Key 1 to select a single item by item number. Key 2 to select items depending upon their location. A range is available to include one or more locations. Keying 2, to print by location, is suggested for the first time you print Item Labels. After that initial print, printing by item (keying a 1) is recommended. (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
Enter	Press ENTER to confirm your selections on this screen. If you keyed a 1 in the **Select By** field, the Item Labels By Item Selection Screen (p. 25-5) will display. If you keyed a 2 in the **Select By** field, the Item Labels By Location Selection Screen (p. 25-9) will display.

Item Labels By Item Selection Screen



This screen displays after keying a 1 in the **Select By** field on the Item Label Method Selection Screen (p. 25-3). Use this screen to select a specific item for which Item Labels will print.

NOTE: Item Labels may be printed for only those items defined through Item Balance Maintenance (MENU IAFILE) with a Y in the **Item Labels** field.

Item Labels By Item Selection Screen Fields and Function Key

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse housing the item for which Item Labels will print. *Default Value:* he default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Item Labels By Item Selection Screen Fields and Function Key

Field/Function Key	Description
Item Number	Key the number of the item for which Item Labels will print. If you do not know the item number, refer to the **Find** field description. *Valid Values:* You must key a valid item for the specified Warehouse, as defined through Item Balance Maintenance (MENU IAFILE). Also, this item must be defined, through the same option, with a Y in the *Item Labels* field. (A 27) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

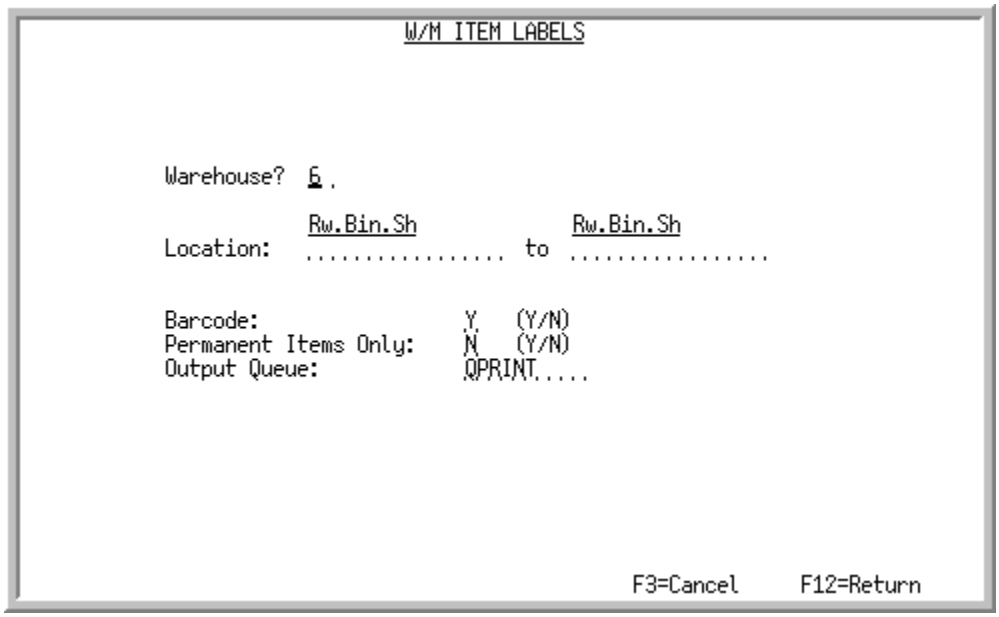
Item Labels By Item Selection Screen Fields and Function Key

Field/Function Key	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
Lot/Serial Number	This field is required only if the item keyed in the **Item** field is defined as lot or serial item through Item Master Maintenance (MENU IAFILE). Use this field to identify the lot or serial number of the item keyed in the **Item** field, if applicable. (A 20 / A 20) Required
COO	This field is required only if the item keyed in the **Item** field is set up to track country of origin, as determined through Item Master Maintenance (MENU IAFILE); otherwise, this field must be left blank. Use this field to specify the country of origin of the item. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required/Blank
Quantity	Use this field to identify the number of Item Labels to print for the item keyed in the **Item** field. This field must be 1 if printing labels for a serial item. *Default Value:* 1 (N 4,0) Required
Barcode	A Y in this field indicates that Item Labels will be generated using barcoding. An N in this field indicates that Item Labels will be generated without using barcoding. *Default Value:* Y or N, as defined for Item Labels through Warehouse Management Options Maintenance (MENU WMFILE) (A 1) Required

Item Labels By Item Selection Screen Fields and Function Key

Field/Function Key	Description
Label OUTQ	Key the name of the output queue for this warehouse to which Item Labels will be sent or accept the default queue name. *Default Value:* The output queue selected as the override through Output Queue Overrides Maintenance (MENU XAFILE), or, if an override was not selected, the default output queue as defined for Item Labels through Warehouse Management Options Maintenance (MENU WMFILE) (A 10) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.
F12=Return	Press the F12=RETURN function key to return to the Item Label Method Selection Screen (p. 25-3).
Enter	Press ENTER to confirm your selections on this screen. The Report Options Screen will display. After making your selections on that screen, Item Labels for those items meeting the criteria on this screen will print without barcoding (Item Labels (p. 25-12) or with barcoding (Barcode Item Labels (p. 25-14).

Item Labels By Location Selection Screen



This screen displays after keying a 2 in the **Select By** field on the Item Label Method Selection Screen (p. 25-3).

Item Labels will print for items stored in the locations selected on this screen.

NOTE: Item Labels may be printed for only those items defined through Item Balance Maintenance (MENU IAFILE) with a Y in the **Item Labels** field.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Item Labels By Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse housing the item for which Item Labels will print. *Default Value:* The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the **Default Warehouse** defined through Company Name Maintenance (MENU XAFILE) *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

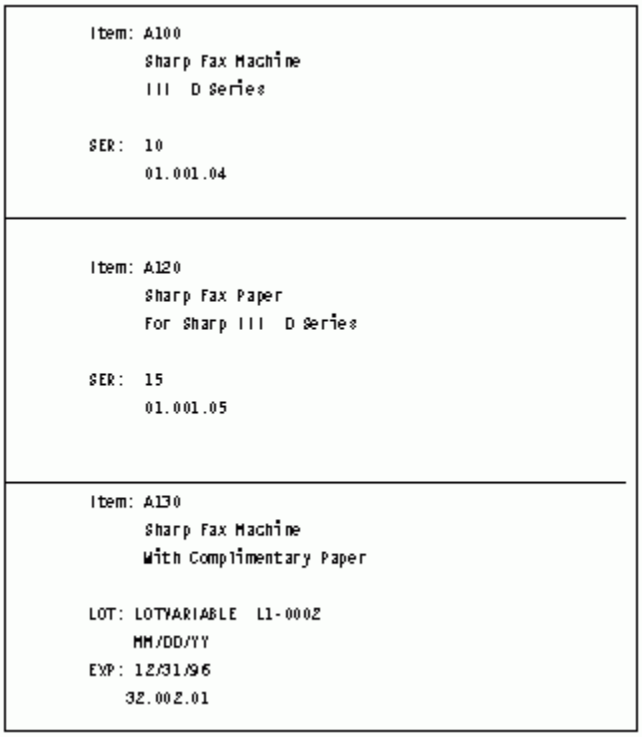
Item Labels By Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Location	Item Labels will print for the items stored in the location(s) keyed in these fields. Key a warehouse location or range of locations. The locations keyed here must be in warehouse location number format. This format (number, type, and length of segments) is defined through Warehouse Management Options Maintenance (MENU WMFILE). To select one location, key that location number in the from range field. To select all locations, leave these fields blank. To select specific locations, key the range of desired location numbers. Warehouse locations should be keyed as explained in the appendix section of this manual. (2 @ A 16) Optional
Barcode	A Y in this field indicates that Item Labels will be generated using barcoding. An N in this field indicates that Item Labels will be generated without using barcoding. Override or accept the default. *Default Value:* Y or N, as defined for Item Labels through Warehouse Management Options Maintenance (MENU WMFILE). (A 1) Required
Permanent Items Only	Use this field to determine if Item Labels will print for only those permanent item locations, as defined through Location Master Maintenance (MENU WMFILE). A Y in this field indicates that Item Labels will only print for those items, selected by criteria on this screen, which reside in permanent item locations. One label per item/location will print. An N in this field indicates that Item Labels will print for those items stored in any of the locations selected by criteria on this screen. A label will print for each location multiplied by the shelf quantity. *Default Value:* N (A 1) Required
Output Queue	Key the name of the output queue for this warehouse to which Item Labels will be sent or accept the default queue name. *Default Value:* The output queue selected as the override through Output Queue Overrides Maintenance (MENU XAFILE), or, if an override was not selected, the default output queue as defined for Item Labels through Warehouse Management Options Maintenance (MENU WMFILE) (A 10) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMREPT will display.

Item Labels By Location Selection Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Item Label Method Selection Screen (p. 25-3).
Enter	Press ENTER to confirm your selections on this screen. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After making your selections on that screen, Item Labels for those items meeting the criteria on this screen will print without barcoding (Item Labels (p. 25-12)) or with barcoding (Barcode Item Labels (p. 25-14)).

Item Labels



This is a non-barcode Item Label. A barcode version of the label is provided in Barcode Item Labels (p. 25-14).

Item Labels are printed for the criteria selected on either the Item Labels By Item Selection Screen (p. 25-5) or the Item Labels By Location Selection Screen (p. 25-9).

Item Labels can also be printed automatically with Put-Away Lists, if so determined through Warehouse Management Options Maintenance (MENU WMFILE).

You can use these labels to physically identify the items in your warehouse.

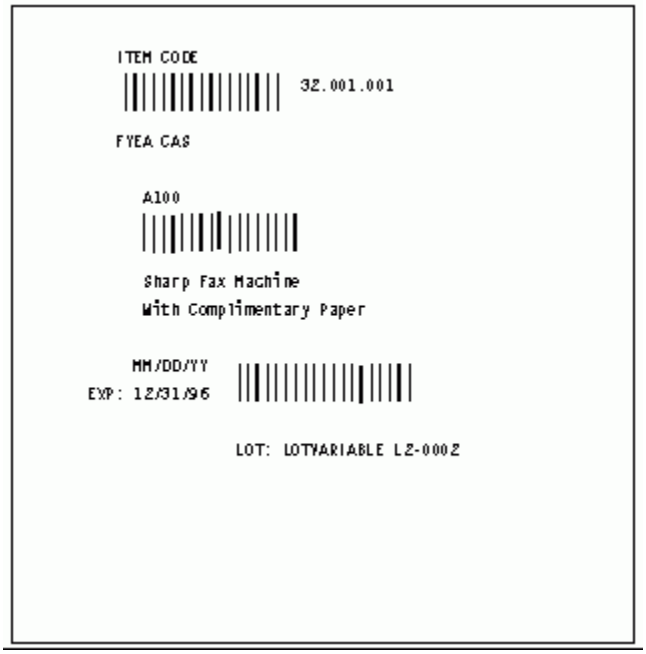
Item Labels

Report/Listing Fields	Description
Item	The item number Up to two lines of description will print.
(Country of Origin)	The Country of Origin of the item, if the item is set up to track country of origin as determined through Item Master Maintenance (MENU IAFILE).

Item Labels

Report/Listing Fields	Description
SER	The serial number or the lot number and expiration date, if applicable.
LOT	Serial/lot information prints only for items defined as lot or serial items. This information will not print on item labels if you selected to print them by location and with the **Permanent Items Only** field set to Y on the Item Labels By Location Selection Screen (p. 25-9). When an expiration date is printed, the date format will print above the expiration date. The date format will reflect the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date format will reflect the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Location	Location information will print on item labels only if you selected to print them by location from the Item Labels By Location Selection Screen (p. 25-9).

Barcode Item Labels



This is a barcode Item Label. A non-barcode version of an Item Label is provided on the Item Labels (p. 25-12) page.

Barcode Item Labels

Report/Listing Fields	Description
Item	The item number Up to two lines of description will print.
(Country of Origin)	The Country of Origin of the item, if the item is set up to track country of origin as determined through Item Master Maintenance (MENU IAFILE).
SER LOT	The serial number or the lot number and expiration date, if applicable. Serial/lot information prints only for items defined as lot or serial items. This information will not print on item labels if you selected to print them by location and with the **Permanent Items Only** field set to Y on the Item Labels By Location Selection Screen (p. 25-9). When an expiration date is printed, the date format will print above the expiration date. The date format will reflect the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date format will reflect the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Barcode Item Labels

Report/Listing Fields	Description
Location	Location information will print on item labels only if you selected to print them by location from the Item Labels By Location Selection Screen (p. 25-9).

CHAPTER 26

Location Master

26

This option is used to add, change or delete locations for each of the warehouses that you use in W/M. Locations are where items are stored in a physical warehouse. The location definitions specified through this option indicate the manner in which each location is used in a warehouse.

NOTE: A copy feature is also provided to assist you in defining multiple locations that are similar.

If Customer Consignment is installed, you can create only one warehouse location for a customer consignment warehouse.

Before adding warehouse locations to W/M for the first time, be certain that you have done the following:

- Set up your W/M system and warehouse options through Warehouse Management Options Maintenance (MENU WMFILE). You must do this to determine the format of your warehouse location numbers, and to define a warehouse for use in W/M.
- If used, set up valid segment values for edited segments through Segment Values Maintenance (MENU WMFILE). This ensures that you will define only valid locations through this option.
- If used, define valid location classes through Location Class Maintenance (MENU WMFILE).
- If used, define valid pallet classes through Pallet Classes Maintenance (MENU WMFILE).
- If used, define picking sections through Picking Sections Maintenance (MENU WMFILE).

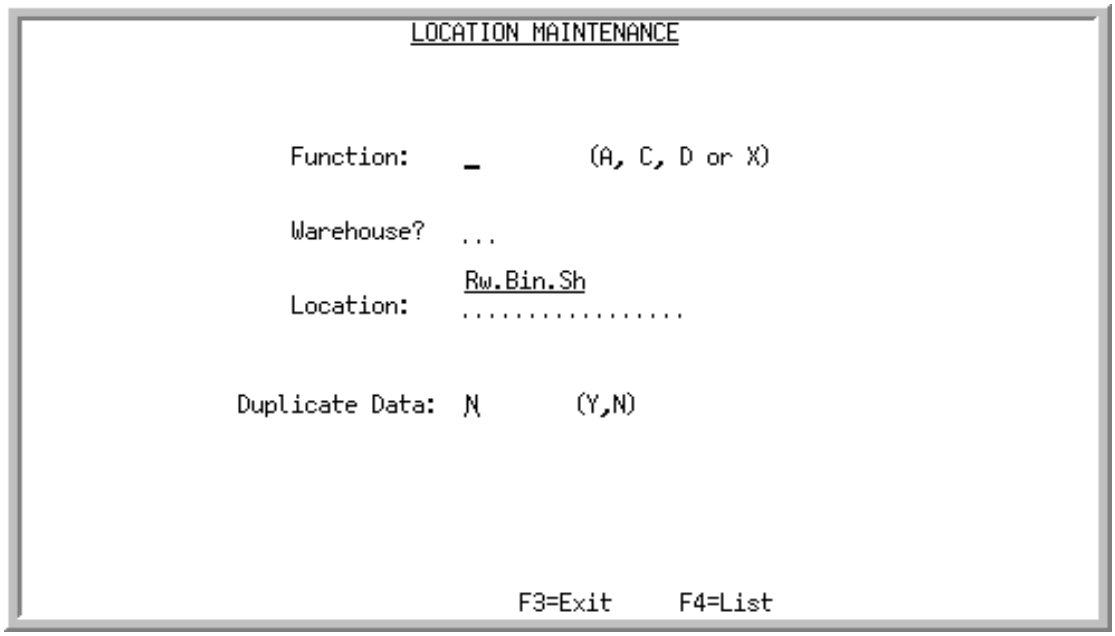
Location Master Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Location Maintenance Selection Screen	Used to add, change or delete a warehouse location.

Title	Purpose
Location Maintenance Screen	Used to define the detailed attributes of a warehouse location.
Copy Locations - Display 1 Screen	Used to select the criteria for generating the locations from the Copy From Location.
Copy Locations - Display 2 Screen	Used to copy a warehouse location to a new warehouse location(s). This makes the process of adding new locations much easier and faster.

Location Maintenance Selection Screen



This screen displays after selecting option 1 - Location Master Maintenance (MENU WMFILE). Use this screen to add, change or delete a warehouse location.

NOTE: If Customer Consignment is installed, you can create only one warehouse location for a customer consignment warehouse.

Location Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new location to a warehouse. Key C to change the information for an existing location in a warehouse. Key D to delete a location from a warehouse. You cannot delete a warehouse location if: • There are currently any items stored in the location • There is a current receipt for the location • There is a current reservation for the location • If the location is an override location for an item • If a physical inventory is in process for the warehouse Key X to copy a warehouse location to a new warehouse location. (A 1) Required

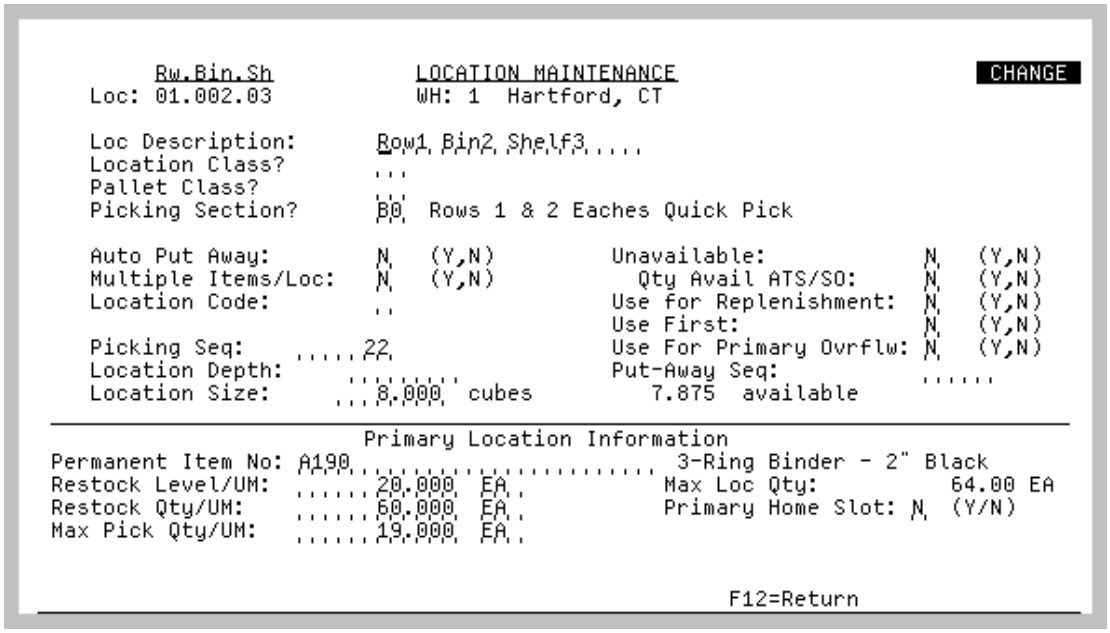
Location Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse for which locations will be added, changed, or deleted through this option. *Valid Values:* Must be a valid W/M warehouse that has been defined through Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Required
Location	Key the warehouse location to maintain in the warehouse location number format. This format (number, type, and length of segments) is defined through Warehouse Management Options Maintenance (MENU WMFILE). Key the warehouse location as explained in the W/M Keying Locations Appendix of this User Guide. NOTE: If you are creating new locations using the copy function (**Function** is X), enter the **Copy From** location. Additionally, you cannot select a warehouse location with 4's, 5's, 7's, 8's or 9's in every position of every segment (for example, 77.777.777). These warehouse locations are reserved by W/M for the receiving dock, shipping dock, returns, backorder staging and the unknown location, respectively. Required
Duplicate Data	After adding a warehouse location through this option (**Function** is A), you may use this field to indicate that the data keyed for the previous location may be copied into the definition of the next location to add. Your response in this field is ignored if the Function is C or D. Key Y to copy the definition of the previously entered location to the definition of the next location to add, specified in the **Location** field. The fields displayed on the Location Maintenance Screen (p. 26-6) are filled with the same values as the location that was just added. This is a keying aid to decrease the number of fields to key for the next warehouse location. Key N when adding a location if you do not want to copy the definition of the previous location to the new location being added. The fields for the new location definition will display as blanks on the Location Maintenance Screen (p. 26-6). *Default Value:* N Required
F3=Exit	Press F3=EXIT to exit from this option. MENU WMFILE will display.
F4=List	Press F4=LIST to display a list of the existing warehouse locations on the Location Search Screen (p. 5-14). From this screen you may select one of these locations to update. After selecting a location to update, the Location Maintenance Screen (p. 26-6) will display.

Location Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F10=Next Loc	Press F10=NEXT LOC to change the next location that has been defined for the same warehouse. After pressing F10=NEXT LOC, the Function code is changed to C, and the Location is replaced with the next sequential location number that has been defined for the same Warehouse. The Location Maintenance Screen (p. 26-6) will display for that location. NOTE: Since a location is needed for this function, this function key is not available the first time the program is executed.
Enter	Press ENTER to confirm your selections. The Location Maintenance Screen (p. 26-6) will display. NOTE: If you are copying locations, the Copy Locations - Display 1 Screen (p. 26-19) will display instead.

Location Maintenance Screen



This screen displays after selecting a warehouse location and pressing ENTER on the Location Maintenance Selection Screen (p. 26-3).

Use this screen to define the detailed attributes of a warehouse location.

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Loc	The warehouse location being added or maintained shown in the warehouse location number format. Display
Warehouse	The selected Warehouse and Description for which locations are being added or maintained. Display
Loc Description	Key the description or name of this warehouse location. This will display on W/M screens and print on W/M reports. (A 20) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Location Class	This optional location class code is used to categorize warehouse locations. Location classes may also be assigned to individual items in Inventory Accounting through Item Master Maintenance (MENU IAFILE), or to warehouses (for items) through Item Balance Maintenance (MENU IAFILE). Assigning a location class to a warehouse is useful if different warehouses have different storage requirements. If a location exists in the Item Balance File, will use that location class instead of the one entered in the Item Master File (if any); otherwise the one in the Item Master File will be used. When putting away inventory, if you attempt to put away an item in a location that is not assigned the same location class, a warning message is displayed. Location classes may also be used as a filter to display available warehouse locations of a single location class when putting away inventory [see Available Locations Screen (p. 5-112)]. Example: If a section of your warehouse contains freezers for frozen foods, you may assign all locations in that section to the location class freezer [this location class must have first been defined through Location Class Maintenance (MENU WMFILE)]. Through Item Master Maintenance (MENU IAFILE), you may also assign the location class freezer to your frozen food products, such as ice cream. If you attempt to put away ice cream in a location class other than freezer, a warning message will display. Key the two character code of the location class to which this location is assigned. Leave this field blank if you do not wish to classify this location with a location class code. *Valid Values:* Must be a valid location class that has been defined through Location Class Maintenance (MENU WMFILE). (A 2) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pallet Class	Pallet classes are assigned to a location to distinguish pallets of a particular size to this location. Pallet classes are used with the W/M auto put-away function. Through Item Balance Maintenance (MENU IAFILE), an item may be assigned to a specific pallet that has been defined through Pallet Master Maintenance (MENU WMFILE). When pallets are defined, they may be assigned to a pallet class. When pre-receiving items using the auto put-away function, items received on a pallet of a certain pallet class will be stored only in locations that are assigned a matching pallet class. Key the two character pallet class code to assign to this location. During auto put-away, this location will be considered for items assigned to a pallet in the same pallet class that you key in this field. Leave this field blank if you do not wish to assign a pallet class to this location. This location will be considered to store any pallet, regardless of the pallet class. *Valid Values:* Must be a pallet class that has been defined through Pallet Classes Maintenance (MENU WMFILE). (A 2) Optional
Picking Section	Picking sections are used to define how items should be picked from a section of a warehouse. The definition of each picking section indicates if the items picked from that section should print on the Pick List, Summary Pick List, or both, and whether box sizes should be calculated for items in the warehouse. Use this field to assign this location to a picking section of this warehouse. Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists. Refer to the CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. Key the two character ID of the picking section to which this warehouse location is assigned. The attributes defined for the picking section will apply to this location. Leave this field blank if you do not want to assign this warehouse location to a picking section in the warehouse. *Valid Values:* Must be a picking section that has been defined for this warehouse through Picking Sections Maintenance (MENU WMFILE) and cannot be the ‘all’ picking section defined through Radio Frequency Options (MENU RFFILE). (A 2) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Auto Put Away	NOTE: This field displays only if you specified to Allow Auto Put-Away for this warehouse through Warehouse Management Maintenance (MENU WMFILE). Automatic (Auto) put-away is an optional feature of W/M which reviews warehouse locations during the W/M pre-receiving process (see CHAPTER 1: *Warehouse Management Overview*). Auto put-away selects where items should be stored based on your custom specifications. These specifications are defined on the Warehouse Management Put-Away Options Screen (p. 31-32) during Warehouse Management Maintenance (MENU WMFILE). Key Y if the W/M auto put-away feature should consider this warehouse location when pre-receiving inventory. Auto put-away stores items in full case quantities. NOTE: For case quantity items, cases will not be broken and stored in multiple locations. If the receipt quantity includes a partial case, auto put-away will select a location for the partial case. Additionally, to prevent over-stacking crushable items, you can designate a maximum put-away quantity to an item through Item Balance Maintenance (MENU IAFILE). The auto put-away function will never put more than this maximum put away quantity in a single location. Also, the item may be assigned a put-away message that will print on the Put-Away List to inform warehouse personnel how to properly store the item. Refer to CHAPTER 1: *Warehouse Management Overview* for details about Put-Away Lists. NOTE: If Customer Consignment is installed, key Y to allow the W/M auto put-away feature to use this warehouse location when pre-receiving items. Key N to have the W/M auto put-away feature bypass this warehouse location when pre-receiving inventory. You may want to do this for front-line picking locations that should be replenished from overflow locations only. *Default Value:* Y (A 1) Required

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unavailable	Use this field to designate if you want the system to ignore or use the W/M "auto-reserve (removal)" function for items in this warehouse location. This function (if used) will automatically select the locations, and lot and serial number items to be picked before the Pick List for an order is printed. These locations will print on the order's Pick List. To activate the auto-reserve function for regular, serial, or lot items, the appropriate **Auto Reserve before Picking** field must be set to Y on the Warehouse Management Options Screen (p. 31-18) for a warehouse. NOTE: Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists. Key Y to have the auto-reserve function ignore this warehouse location when reserving items to print on Pick Lists. The auto-reserve function will operate as if this location does not exist in the warehouse. Key N to allow the location to be used for automatic reservation (removal) of the item. You may want to do this for your regular picking locations. If an item is permanently assigned to a small, front-line picking location (see **Permanent Item No** field), you can force the auto-reserve function to pick from a bulk location using the **Max Pick Qty** field for the small location, and key N in this field for the bulk location (so the bulk location will be considered by the auto-reserve function). NOTE: If Customer Consignment is installed, key N to allow this location to be used for automatic reservation (removal) of the item. *Default Value:* N (A 1) Required
Multiple Items/Loc	Used to determine if more than one item may be stored in this warehouse location at one time. Key Y if more than one item may be stored in this warehouse location at one time. NOTE: If Customer Consignment is installed and you are defining a customer consignment warehouse, you must set this field to Y to house all customer consigned inventory in the customer consignment warehouse location. Key N if only one item may be stored in this warehouse location at one time. *Default Value:* The default for this warehouse specified in the **Allow Multiple Items Per Location** field on the Warehouse Management Options Screen (p. 31-18). (A 1) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Qty Avail ATS/SO	This field only pertains to unavailable locations. This field determines if item quantities in unavailable locations will be counted as available in the Available to Sell (ATS) Inquiry (MENU IAMAIN) and for Suggested Orders in Purchasing. Key Y to have inventory for an unavailable location included in the quantity on-hand calculation so that the quantities are considered and counted as available in the ATS Inquiry and for Suggested Orders in Purchasing. Key N to have quantities in unavailable locations counted as unavailable quantities. *Default Value:* N (A 1) Optional
Location Code	Location codes are used to classify sections of a warehouse on a performance basis (e.g., "good" locations, "bad" locations, etc.). They can be used to select locations to be counted, or may be used in the put-away process. This code can be used in conjunction with an item's cycle count code that is assigned through Item Balance Maintenance (MENU IAFILE), or calculated by the Warehouse Planning Report (MENU WMREPT). When putting away an item having a specific cycle count code, warehouse locations having the same or lower location codes are displayed on the Available Locations Screen (p. 5-112) in Warehouse Management (MENU WMMAIN). NOTE: Cycle count codes are defined through Cycle Count Codes Maintenance (MENU IAFIL2). For example, assume that you have assigned three cycle count codes to your items: "1" for high volume items, "2" for medium volume items, and "3" for low volume items. You also have assigned one of three location codes to your warehouse locations: "1" for the best locations, "2" for average locations, and "3" for poor locations. When putting away a "2" item (item cycle code) in Warehouse Management, the available locations initially displayed are those that have a "2" or "3" location class code. See the CHAPTER 20: *Warehouse Planning Report* for additional information. (A 1) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Use for Replenishment	The W/M suggested moves feature shows warehouse locations that require additional inventory. Locations that are assigned a Permanent Item No, and have an on-hand quantity that is below the location's Restock Qty, are suggested to replenish on the Suggested Move Report (MENU WMMAIN). Additionally, locations where inventory is replenished from are suggested. After physically performing these inventory moves, W/M is updated through Move Confirmation Screen (p. 5-145) and/or Move Post (MENU WMMAIN). Use this field to indicate if this location may be suggested to replenish permanent item locations that are printed on the Suggested Move Report. Key Y to use items from this location to replenish locations which require additional items, as determined by W/M suggested moves processing. This location may be suggested to move inventory from during suggested move processing. Key N if items stored in this location should not be suggested as a source of replenishment for permanent item locations which are suggested through W/M suggested move processing. This location will never print as a possible location that inventory can be moved from on the Suggested Move Report. *Default Value:* Y (A 1) Required

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Use First	This field is used to determine if this warehouse location should be amongst the first locations displayed on the Used Locations Screen (p. 5-102) when locations are being selected for processing. Locations listed on the Used Locations Screen (p. 5-102) usually display in assignment or FIFO sequence. This means that the first location displayed at the top of the used location list is usually the first location into which the item was assigned, and so on. Because picking locations are replenished frequently, they will not always display on the top of the screen. If this location is a picking location that should be picked from before some other locations are considered, use this field to indicate that this location should be displayed and used first instead of last on the list. Normally, auto-reservations are made using the sequence of the locations on the Used Locations Screen (p. 5-102) (overflow and permanent locations will always be used before other locations are reviewed) so the **Use First** flag allows you to help position a specific location to the top of that list. Key Y if this warehouse location should be positioned first when the W/M auto-reserve function automatically selects locations from which the items for an order are picked. Because this location must be the first location in the list on the Used Locations Screen (p. 5-102) for this feature to work, you may need to manually change the sequence number assigned to the location to move it to the top of the list. You will need to do this only if this location is already listed on the Used Locations Screen (p. 5-102) with a higher sequence number. NOTE: If Customer Consignment is installed and you are defining a customer consignment warehouse, key Y to allow the W/M auto-reserve function to automatically select this warehouse location from which the items of an order will be picked. Key N if the W/M auto-reserve function should not give this location any preference when it automatically selects locations. Locations are selected for picking based on their availability and assignment sequence. This location will display in assignment sequence on the Used Locations Screen (p. 5-102). *Default Value:* N (A 1) Required

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Use For Primary Ovrflw	Primary Overflow Location is a location that can be utilized to place goods into for replenishment moves that would otherwise overfill (above the restock quantity of a Primary Location) during the creation of Suggested Moves. Key Y to use this location as the automatic overflow location during the creation of suggested moves. The quantity over what can be moved into the primary location for items permanently assigned to pick sections. This value cannot be Y if this location has an item permanently assigned to it. Key N to not consider this location for overflow to restock picking locations for automatic suggested moves before picking. *Default Value:* N (A 1) Required
Picking Seq	The picking sequence is used to determine the sequence that items are printed on Pick Lists. Assign picking sequences to locations so that a location listing sorted by picking sequence will direct you through the warehouse in the most efficient travel path. Picking sequence numbers are relative to the entire warehouse. Therefore, no two locations in a warehouse should have the same picking sequence. This also holds true if you are using picking sections, since some orders will require that items be picked from more than one picking section. Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists. Key the unique picking sequence for this warehouse location. (N 7,0) Optional
Put-Away Seq	This field is used with the automatic put-away function to determine which location will be chosen to store an item. For example, if an item may be stored in three possible locations and all three locations have the same amount of space available, this sequence determines which location will be chosen. The location with the lowest put-away sequence will be used before those with higher put-away sequences. Key a number of one to five digits. Leave this field blank if you do not want to create a put-away sequence for this location. (N 5,0) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Location Depth	Key the depth of the location in the dimension unit of measure. Location depth is examined when pre-receiving a pallet of items during the auto put-away process. If the depth of the location is greater than or equal to the length of the pallet, and can accommodate the number of pallets deep [see Pallet Information Screen (p. 5-52)], the location will be considered to store the pallet. NOTE: The number of pallets deep that can fit in a location is the quotient of the location depth (this field) divided by the length of the pallet to receive. If this amount of space is available in a location, the location may be selected by auto put-away. (N 7,4) Optional
Location Size	Key the size of this warehouse location in cubes in the **Cubes Unit of Measure** defined on the Miscellaneous Options Screen (p. 31-9) of Warehouse Management Options Maintenance (MENU WMFILE). This is used, with item cube size, to determine a location's capacity when putting away inventory. Item cube sizes are specified through Item Master Maintenance (MENU IAFILE). **Calculation:** The system calculates the space available as: Location size less the amount of space used by the items in that location. NOTE: If you leave this field blank, and you have defined item sizes, you cannot store any items in this location. When adding a new location, the available quantity (displayed to the right of the value that you key), is updated by the value that you key in this field. NOTE: If Customer Consignment is installed and you are defining a customer consignment warehouse, you cannot leave this field blank. You must key the approximate value of this warehouse location in order to store items in this location. (N 7,3) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Permanent Item No	If you plan to assign one item to this warehouse location permanently, key the item number in this field. Permanent item locations may contain only this item. These are usually the smaller, easily accessible picking locations in your warehouse (unlike the larger bulk locations). The W/M suggested moves function may be used to determine permanent item locations that require replenishment. Suggested movements are determined by the Restock Level and Restock Qty that are required on this screen for permanent item locations. Suggested moves are displayed on the Suggested Movements Screen (p. 5-132) in Warehouse Management (MENU WMMAIN), or printed on the Suggested Move Report (MENU WMMAIN) during suggested moves processing. NOTE: If Customer Consignment is installed and you are defining a customer consignment warehouse, you must leave this field blank. You will store all of your items in this warehouse location. NOTE: If you have one warehouse location in which you want to have several permanent items, it is recommended that you divide that location into several smaller permanent item locations. (A 27) Optional
Restock Level/U/M	This field contains the quantity of permanently assigned items in this location that is used by the W/M suggested moves function to determine if the location requires replenishment. When the on-hand quantity of items in this location falls below this quantity, an inventory move is suggested. Key the lowest desired on-hand quantity of the permanent item stored in this warehouse location. The restock level is expressed in the item's default stocking unit of measure defined in the Item Master File. The restock level may be changed by keying a new quantity and the default stocking U/M, or, for case quantity items, either the default stocking U/M or the case quantity U/M. If a case quantity U/M is identified, regardless of which valid unit of measure you key in this field, will convert the keyed quantity and that case quantity unit of measure back a quantity in the default stocking unit of measure. *Valid Values:* Must be zero if you did not key a permanent item number in the *Permanent Item No* field. (N 11,3 / A 3) Optional

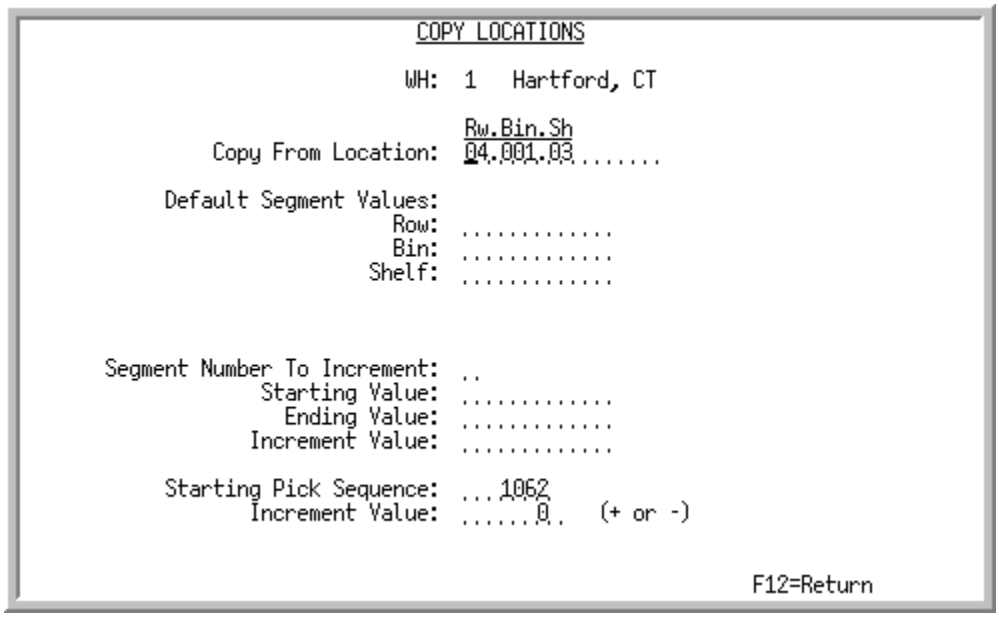
Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Restock Qty / U/M	This is the quantity that a location is restocked to (i.e., maximum quantity) when a suggested inventory movement is made in Warehouse Management (MENU WMMAIN). This quantity usually indicates the maximum capacity of a permanent item location. When moving or putting away inventory in permanent item locations, the quantity displayed as the capacity of the warehouse location is the quantity keyed in this field. For example, if an item has a restocking level of 100, a restock quantity of 500, and the current on-hand quantity is 75 (falling below the restock level of 100), then the system will recommend that you restock this location with 425 items. [It will take 425 items to replenish this location from 75 items (on-hand) to 500 items (restock quantity)]. Key the quantity that this location will be stocked to when W/M makes recommended suggested movement quantities. The restock quantity is expressed in the item's default stocking unit of measure defined in the Item Master File. The restock level may be changed by keying a new quantity and the default stocking U/M, or, for case quantity items, either the default stocking U/M or the case quantity U/M. If a case quantity U/M is identified, regardless of which valid unit of measure you key in this field, will convert the keyed quantity and that case quantity unit of measure back a quantity in the default stocking unit of measure. *Valid Values:* Must be zero if you did not key a permanent item number in the **Permanent Item No** field (N 11,3 / A 3) Optional

Location Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Max Pick Qty / U/M	NOTE: Use this field only if you have keyed a permanent item number in the **Permanent Item No** field. The maximum pick quantity is used to limit the number of units of an item that can be picked from this location. This is helpful if you want to defer the picking of a large quantity of the item to the bulk storage section of the warehouse. Key the maximum quantity of the permanent item stored in this location that can be picked from this location at any one time in the item's default stocking U/M defined in the Item Master File. The maximum pick quantity may be changed by keying a new quantity and the default stocking U/M, or, for case quantity items, either the default stocking U/M or the case quantity U/M. If a case quantity U/M is identified, regardless of which valid unit of measure you key in this field, will convert the keyed quantity and that case quantity unit of measure back a quantity in the default stocking unit of measure. Leave this field blank if there is no maximum picking quantity for the item stored in this location. *Default Value:* The maximum pick quantity assigned to the item selected in the **Permanent Item No** field through Item Balance Maintenance (MENU IAFILE), if any (N 11,3 / A 3) Optional
Primary Home Slot	Use this field to identify this location as the home slot location for the item permanently assigned to it. If home slot auto put away is activated through Warehouse Management Options (MENU WMFILE), during auto put away, the system will attempt to put the item away in a location close to this home slot location. NOTE: While an item can be permanently assigned to more than one location, it can have only one home slot location. Key Y if this is the home location for the permanently assigned item. Key N if this is not the home location for the permanently assigned item. (A 1) Required
F12=Return	Press F12=RETURN to return to the previous screen without storing any updates made on this screen.
F24=Delete	The F24=DELETE only displays only when in delete mode. Press F24=DELETE to delete the warehouse location.
Enter	Press ENTER to confirm your selections. The Location Maintenance Selection Screen (p. 26-3) will display.

Copy Locations - Display 1 Screen



This screen displays if the copy function (**Function** is X) was chosen on the Location Maintenance Selection Screen (p. 26-3). Use this screen to select the criteria for generating the locations from the Copy From Location. First identify which segment value will change for each location generated. Then specify the fixed or default segment values for all of the other segments in the **Copy From Location** field. Lastly, select the Starting Value, Ending Value, and Increment Value of the segment that will be changed.

Example:

If your location field is "Rw.Bin.Sh" and you wish to generate bin locations for row 10, shelf 3, and the bin locations are to range from 50 to 150 and increment by 10, then fill in the screen as follows:

Default Segment Values:

- Row: 10
- Bin: (blank)
- Shelf: 3

Segment No. To Increment: 2

- Starting Value: 50
- Ending Value: 150
- Increment Value: 10

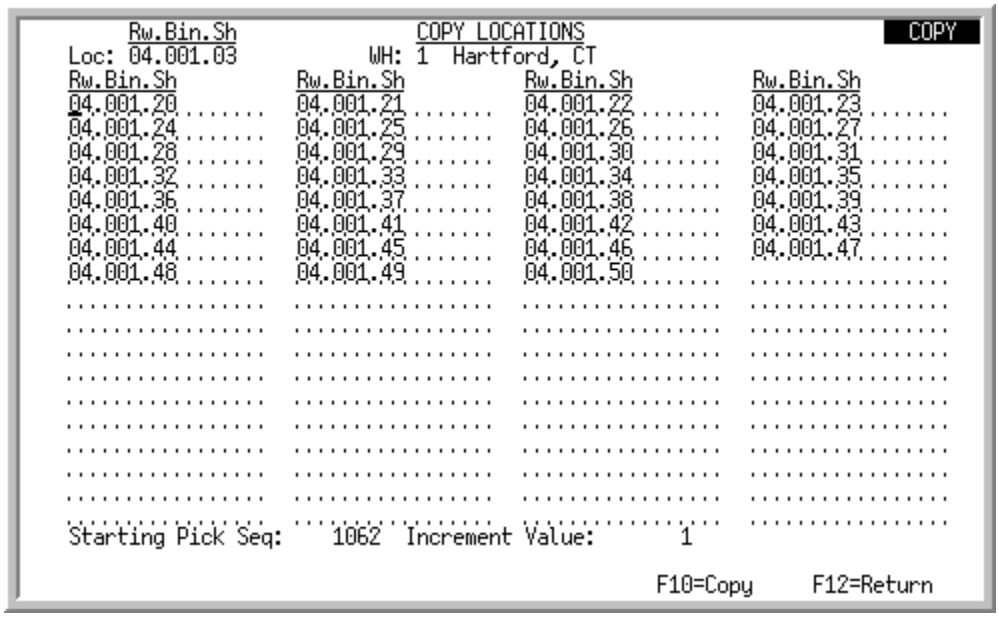
Copy Locations - Display 1 Screen Fields and Function Keys

Field/Function Key	Description
Copy From Location	Use this field to select the location to be copied. All information in this location will be copied to the new location except for the following: permanent item number, restock quantity, restock level, and maximum pick quantity. Key the location from which information will be copied to the new location. (A 16) Required
Default Segment Values	This field is used to select the fixed or default segment values for the locations to be generated. A fixed segment value cannot be specified for the segment to increment. Key the appropriate default segment values. (3 @ A 12) Required
Segment Number To Increment	This is the number representing the segment number that is to change in the generated locations. (N 1,0) Required
Starting Value	This is the starting segment value for the segment that you are going to change. Key the starting value. (N 12,0) Required
Ending Value	This is the ending value for the segment that you are going to change. Key the ending value. (N 12,0) Required
Increment Value	This is the value that will be added to the Starting Value for each location that is generated. The increment value will be added to the starting value until the segment exceeds the value specified in the **Ending Value** field. Key the increment value. (N 12,0) Required
Starting Pick Sequence	Use this optional field to select the pick sequence for the first generated location. Key the starting pick sequence. (N 7,0) Optional

Copy Locations - Display 1 Screen Fields and Function Keys

Field/Function Key	Description
(Pick) Increment Value	The value (positive or negative) to be added to the Starting Pick Sequence for each location that is added. If the Starting Pick Sequence is 100 and the Increment Value is 10, then the generated locations will have pick sequences as follows: • 100, 110, 120, 130, 140, 150 ... NOTE: This field is a required field only if a starting pick sequence is entered. (N 7,0) Required/Optional
F12=Return	Press F12=RETURN to return to the Location Maintenance Selection Screen (p. 26-3) without saving any changes made to this screen.
Enter	Press ENTER to confirm your selections and display the locations that are to be generated. The Copy Locations - Display 2 Screen (p. 26-22) will display.

Copy Locations - Display 2 Screen



This screen displays after pressing ENTER on the Copy Locations - Display 1 Screen (p. 26-19). Use this screen to copy a warehouse location to a new warehouse location(s). This makes the process of adding new locations much easier and faster. You should use this function to create new locations that are identical to another location you have already created.

Copy Locations - Display 2 Screen Field and Function Keys

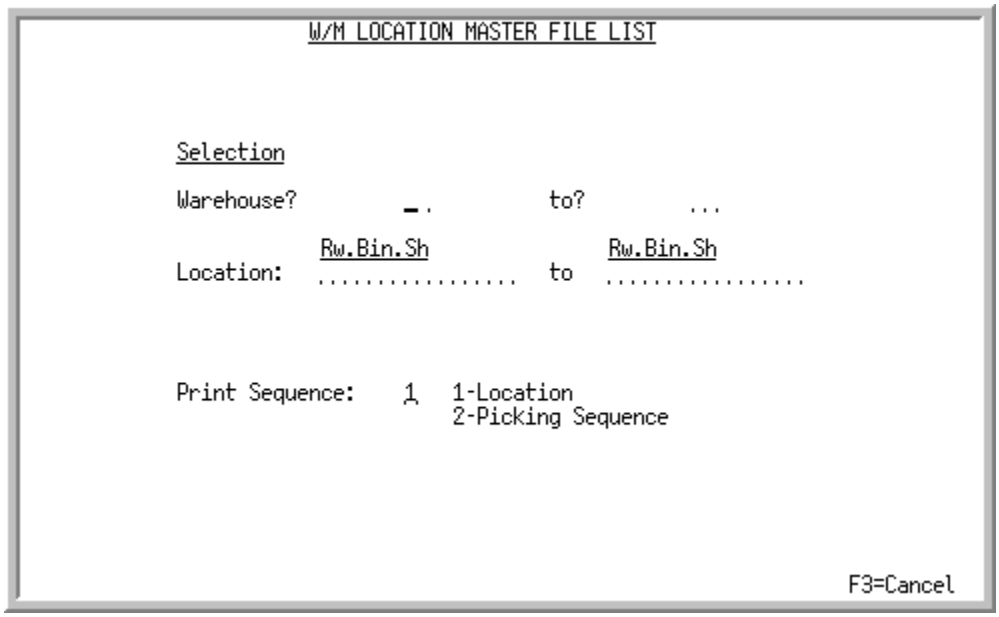
Field/Function Key	Description
Location	The system will display all of the locations it is going to create based on the information keyed on the previous screen. You may change or delete any of the locations listed or you can add new locations. Use these fields to select the new locations that you wish to have created from the location selected. NOTE: These locations cannot already exist on file. (72 @ A 16) Optional
F10=Copy	Press F10=COPY to copy the selected location to the new locations entered on this screen.
F12=Return	Press F12=RETURN to return to the Copy Locations - Display 1 Screen (p. 26-19).
Enter	Press ENTER to edit the locations entered on this screen.

Location Master Maintenance Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Location Master File List Screen	Used to select the warehouses and locations to print on the W/M Location Master File Listing (p. 26-26).
W/M Location Master File Listing	Prints the contents of the W/M Location Master File for the range of locations selected on the W/M Location Master File Listing (p. 26-26).

W/M Location Master File List Screen



This screen is used to select the warehouses and locations to print on the W/M Location Master File Listing (p. 26-26).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

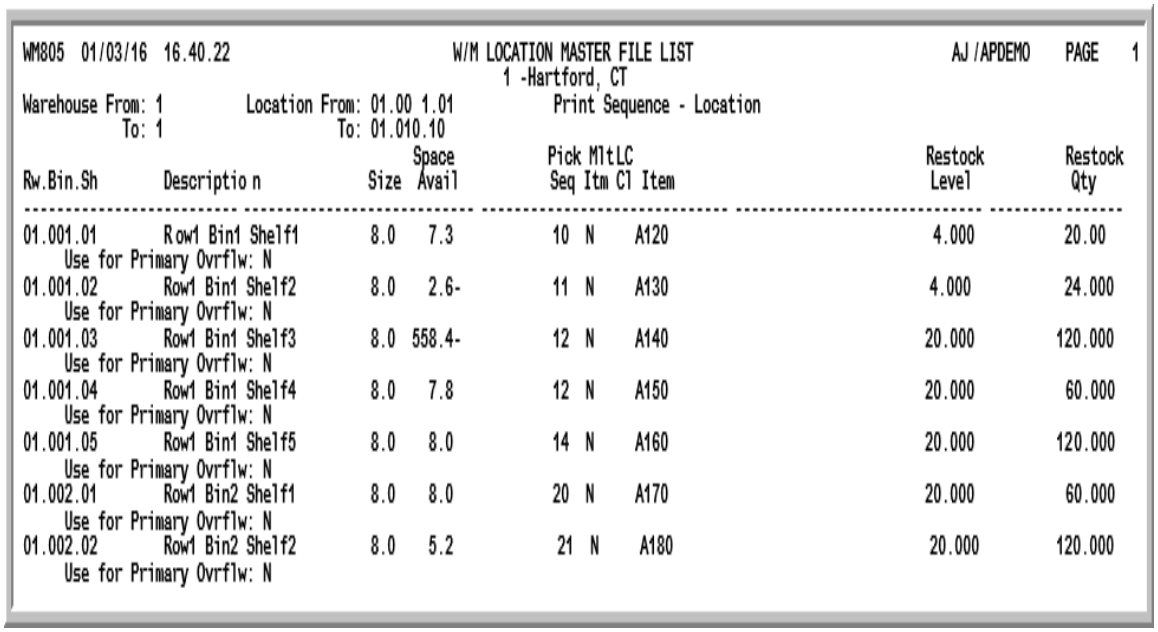
W/M Location Master File List Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses that will print on the listing. (2 @ A 2) Optional
Location	Key the range of warehouse locations that will print on the listing; an explanation of keying warehouse locations is explained in APPENDIX A: *W/M Keying Locations*. (2 @ A 16) Optional
Print Sequence	The sequence in which locations are printed on the listing. Key 1 to print the listing sequentially by the location number. Locations are printed in ascending order alphabetically and numerically. Key 2 to print the listing in order by the picking sequence assigned to each location. Picking sequences are assigned to a warehouse location through Location Master Maintenance (MENU WMFILE). (N 1,0) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. The calling menu will display.

W/M Location Master File List Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

W/M Location Master File Listing



```
WM805  01/03/16  16.40.22                    W/M LOCATION MASTER FILE LIST                    AJ /APDEMO    PAGE    1
                                                    1 -Hartford, CT
Warehouse From: 1          Location From: 01.00 1.01          Print Sequence - Location
          To: 1                       To: 01.010.10
                                          Space          Pick MltLC                          Restock        Restock
Rw.Bin.Sh       Descriptio n            Size  Avail        Seq Itm Cl Item                      Level          Qty
-------------------- ------------------------ ------ ------------ --- -- ---------------------- -------- --------
01.001.01       Row1 Bin1 Shelf1        8.0    7.3          10  N     A120                     4.000         20.00
    Use for Primary Ovrflw: N
01.001.02       Row1 Bin1 Shelf2        8.0    2.6-         11  N     A130                     4.000         24.000
    Use for Primary Ovrflw: N
01.001.03       Row1 Bin1 Shelf3        8.0  558.4-         12  N     A140                    20.000        120.000
    Use for Primary Ovrflw: N
01.001.04       Row1 Bin1 Shelf4        8.0    7.8          12  N     A150                    20.000         60.000
    Use for Primary Ovrflw: N
01.001.05       Row1 Bin1 Shelf5        8.0    8.0          14  N     A160                    20.000        120.000
    Use for Primary Ovrflw: N
01.002.01       Row1 Bin2 Shelf1        8.0    8.0          20  N     A170                    20.000         60.000
    Use for Primary Ovrflw: N
01.002.02       Row1 Bin2 Shelf2        8.0    5.2          21  N     A180                    20.000        120.000
    Use for Primary Ovrflw: N
```

This listing prints the contents of the W/M Location Master File for the range of locations selected on the W/M Location Master File List Screen (p. 26-24).

W/M Location Master File Listing

Report/Listing Field	Description
Warehouse Location Information	This listing shows warehouse locations and definitions keyed through option 1 of this menu. Location information for each new warehouse is printed on a new page. Location information includes: • Warehouse location: Printed in the format defined through Warehouse Management Options Maintenance (MENU WMFILE) • Description • Size: Location size in cubes • Space Avail: Space available in the location • Pick Seq: Pick slip sequence of the location • Mlt Itm: Indicates (by Y=Yes or N=No) if multiple items are stored in this location at one time • LC Cl: The location class assigned to this location • Item: The item number of a permanent item assigned to this location • Restock Level: The restock level for permanent items • Restock Qty: The restock quantity for permanent items

CHAPTER 27

Segment Values

27

Use this option to define the valid values of the segments which comprise your warehouse location numbers. The warehouse location number format is defined through Warehouse Management Options Maintenance (MENU WMFILE). Each segment of the warehouse location may be either edited or non-edited.

An edited segment allows only specified values when keying warehouse locations throughout W/M. You must use this option to specify these valid values for all edited segments.

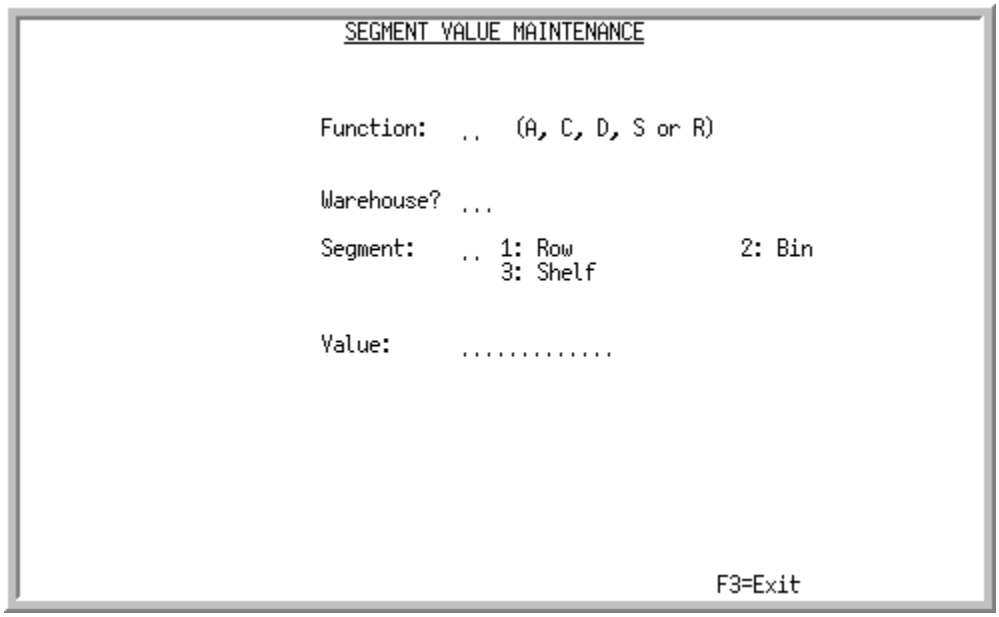
A non-edited segment allows any values when keying warehouse locations. You may define non-edited segments through this option to display segment descriptions throughout W/M.

Segment Values Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Segment Value Maintenance Selection Screen	Used to add, update, or delete the values of warehouse location segments used in W/M.
Segment Value Maintenance Screen	Used to enter the description of the segment specified on the previous screen.

Segment Value Maintenance Selection Screen



This screen displays after selecting option 2 - Segment Values Maintenance from the Warehouse Management File Maintenance Menu (MENU WMFILE). This screen is used to add, update, or delete the values of warehouse location segments used in W/M.

Segment Value Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new warehouse location segment value. Key C to change an existing warehouse location segment value. Key D to delete an existing warehouse location segment value. Key S to suspend a warehouse location segment value. The value may not be used for an edited location segment unless it is reinstated. Key R to reinstate a suspended warehouse location segment value. (A 1) Required
Warehouse	Key the two character Warehouse ID for which segment values will be maintained. *Valid Values:* Must be a valid warehouse that has been defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2)Required

Segment Value Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Segment	The segment numbers and names displayed are those that you have defined for warehouse locations through Warehouse Management Options Maintenance (MENU WMFILE). Key the segment number for which segment values will be defined through this option. (N 1,0) Required
Value	Key the value of the segment to maintain. On the following screen, you will be required to key a description of the segment. The length of the value keyed cannot exceed the length of the segment. (A 12) Required
F3=Exit	Press F3=EXIT to exit from this option and return to MENU WMMAIN.
Enter	Press ENTER to confirm your selections. The Segment Value Maintenance Screen (p. 27-4) will display.

Segment Value Maintenance Screen

This screen is used to enter the description of the segment specified on the previous screen.

Segment Value Maintenance Screen Field and Function Keys

Field/Function Key	Description
Warehouse	The Warehouse ID for which segment values will be maintained. Display
Segment	The segment number and name selected for additional values. Display
Value	The value of the segment being maintained. Display
Description	Key the description of the segment value (i.e., what the segment represents). The segment value description is used in inquiries and reports. You cannot change this field if you are in delete, suspend, or reinstate mode. (A 15) Required
F5=Reinstate	The F5=REINSTATE key displays in reinstate mode only. Press F5=REINSTATE to reinstate a previously suspended segment value.
F12=Return	Press F12=RETURN to return to the previous screen without updating any changes made on this screen.

Segment Value Maintenance Screen Field and Function Keys

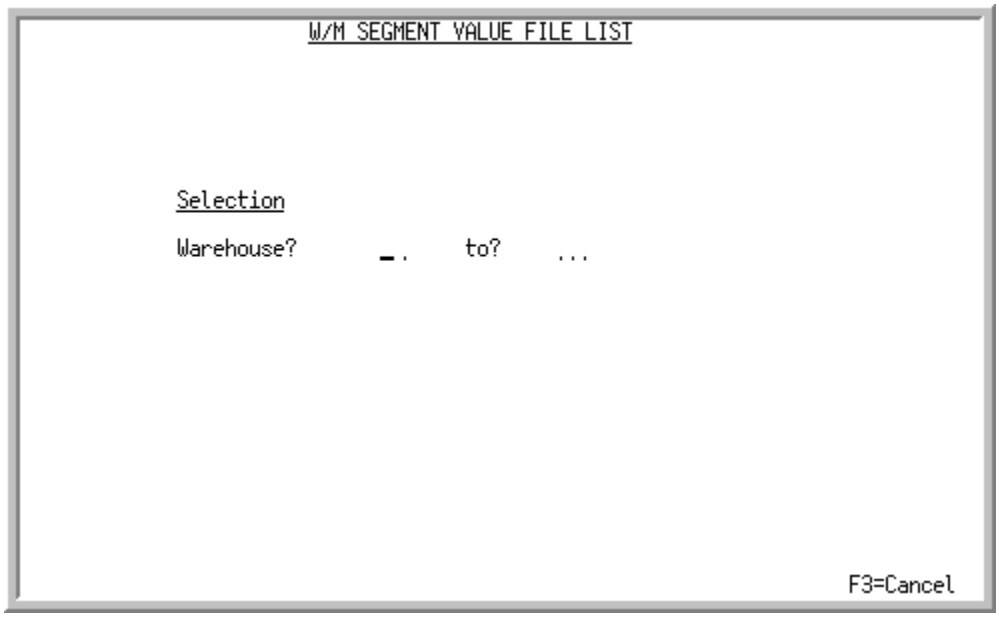
Field/Function Key	Description
F24=Delete / F24=Suspend	These keys only display when in delete or suspend mode. Press F24=DELETE / F24=SUSPEND to delete or suspend the selected segment value.
Enter	Press to confirm your selection. The Segment Value Maintenance Selection Screen (p. 27-2) will display.

Segment Values Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Segment Value File List Screen	Used to select the warehouses that will print on the listing.
W/M Segment Value File List	Prints the contents of the W/M Segment Value File for the warehouses selected on the W/M Segment Value File List Screen (p. 27-6).

W/M Segment Value File List Screen



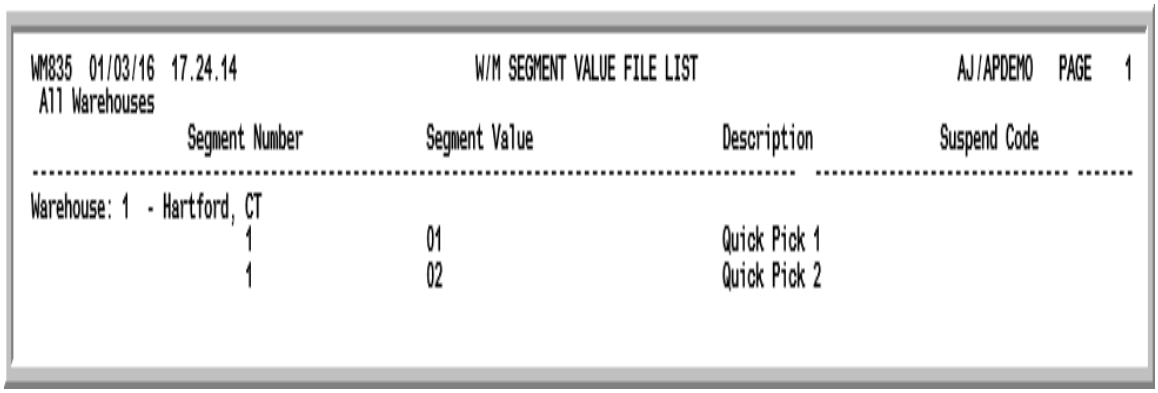
Used to select the warehouses that will print on the listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

W/M Segment Value File List Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses that will print on the listing. Refer to the Cross Applications User Guide for an explanation of the uses of From and To ranges. (2 @ A 2) Optional
F3=Cancel	Press F3=CANCEL to exit from this option. The calling menu will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

W/M Segment Value File List



```
WM835  01/03/16  17.24.14                    W/M SEGMENT VALUE FILE LIST                    AJ/APDEMO   PAGE   1
 All Warehouses
                Segment Number          Segment Value                Description          Suspend Code
-------------------------------------------------------------------------------------------------------------------
Warehouse: 1  - Hartford, CT
                     1                  01                           Quick Pick 1
                     1                  02                           Quick Pick 2
```

This listing prints the contents of the W/M Segment Value File for the warehouses selected on the W/M Segment Value File List Screen (p. 27-6).

W/M Segment Value File List

Report/Listing Field	Description
Segment Value Information	For each warehouse, the following segment value information is printed: • Segment Number • Segment Value • Description • Suspend Code: If a segment value is suspended, “S” prints in this field. Otherwise, this field is blank.

CHAPTER 28

Location Classes

28

Use this option to define location classes to be used in W/M. Location classes help categorize your warehouse locations and may be used when putting away inventory. For example, you may set up a location class representing a certain storage condition. Once a location class is defined through this menu option, you may use Location Master Maintenance (MENU WMFILE) to assign individual locations to their appropriate location classes.

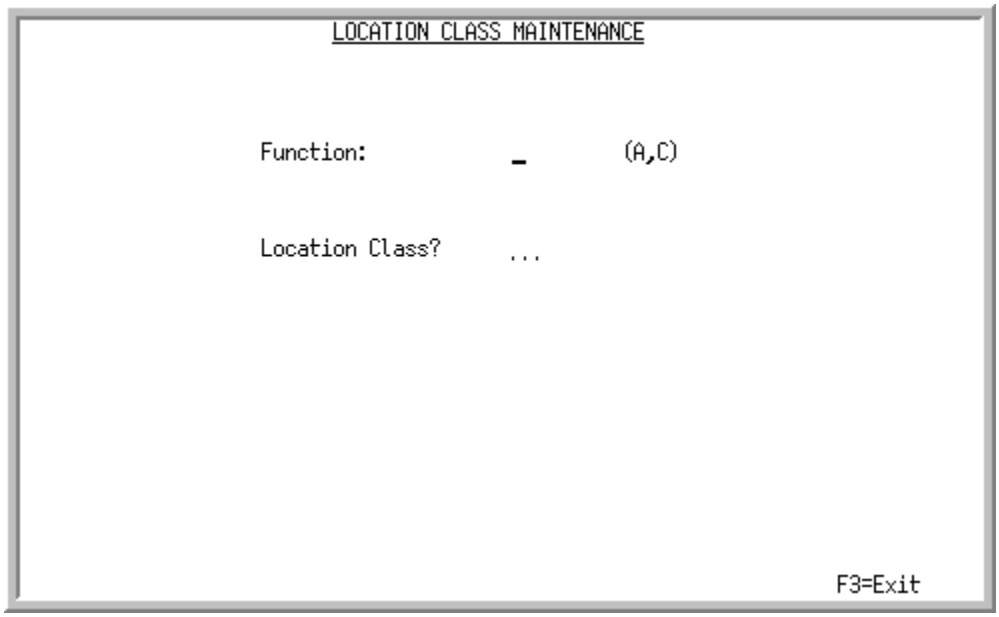
Additionally, you may assign location classes to individual items in Inventory Accounting through Item Master Maintenance (MENU IAFILE). If you attempt to put away an item in a location that is not the same location class, a warning message will be displayed.

Location Classes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Location Class Maintenance Selection Screen	Used to add or change a location class used in W/M.
Location Class Maintenance Screen	Used to enter the description of the location class selected on the previous screen.

Location Class Maintenance Selection Screen

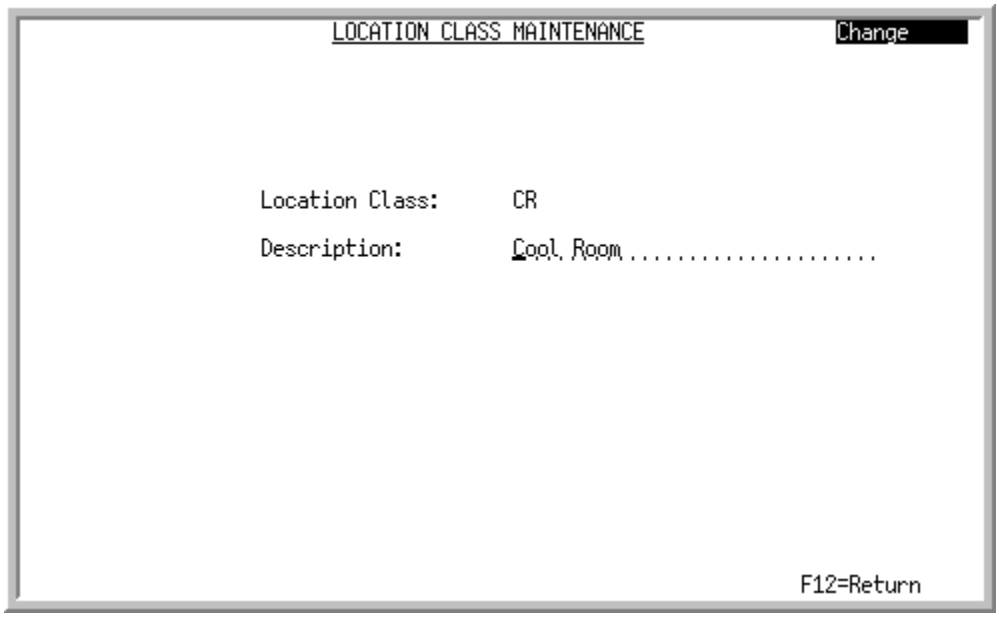


This screen is used to add or change a location class used in W/M.

Location Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new location class to W/M. Key C to change the description of an existing location class. (A 1) Required
Location Class	Location classes may be used to define certain storage conditions such as water-proof, refrigerated, etc. Key the two character location class code. You must key a description of this location class on the following screen. *Valid Values:* When the Function is C, this must be a valid location class code that has been defined through this option. (A 2)Required
F3=Exit	Press F3=EXIT to exit from this option. The calling menu will display.
Enter	Press ENTER to confirm your selections. The Location Class Maintenance Screen (p. 28-3) will display.

Location Class Maintenance Screen



This screen is used to enter the description of the location class selected on the previous screen.

Location Class Maintenance Screen Filed and Function Keys

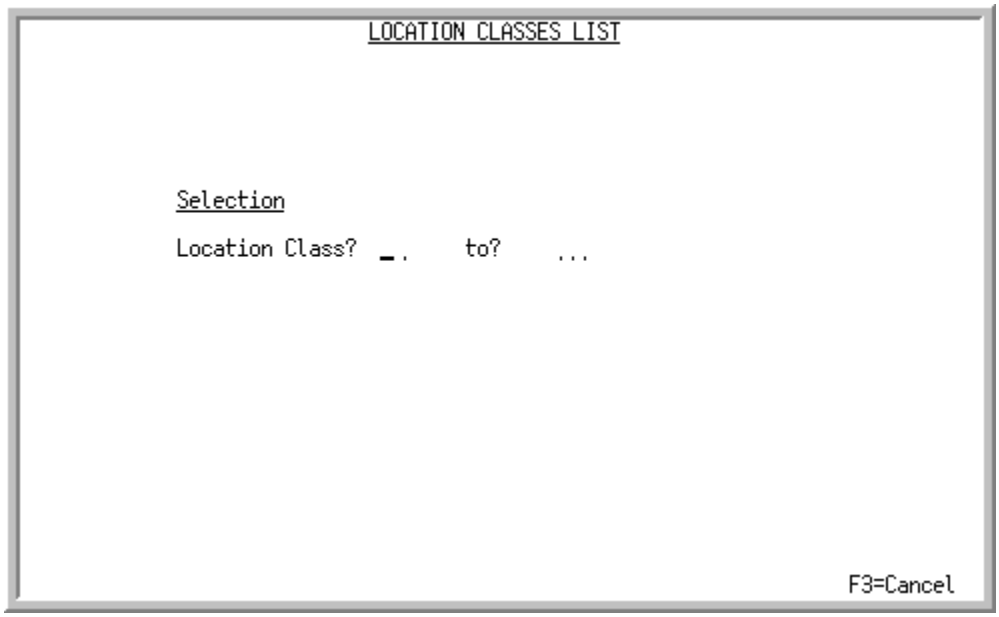
Field/Function Key	Description
Description	Key the description of the location class. This description is used throughout W/M, when applicable. (A 30) Required
F12=Return	Press F12=RETURN to return to the previous screen without updating any changes made on this screen.
Enter	Press ENTER to confirm your selection. The Location Class Maintenance Selection Screen (p. 28-2) will display.

Location Classes Maintenance Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Location Classes List Screen	Used to select the location classes that will print on the W/M Location Classes List (p. 28-6).
W/M Location Classes List	Prints the W/M location classes that have been defined for the range of location classes selected on the Location Classes List Screen (p. 28-5).

Location Classes List Screen



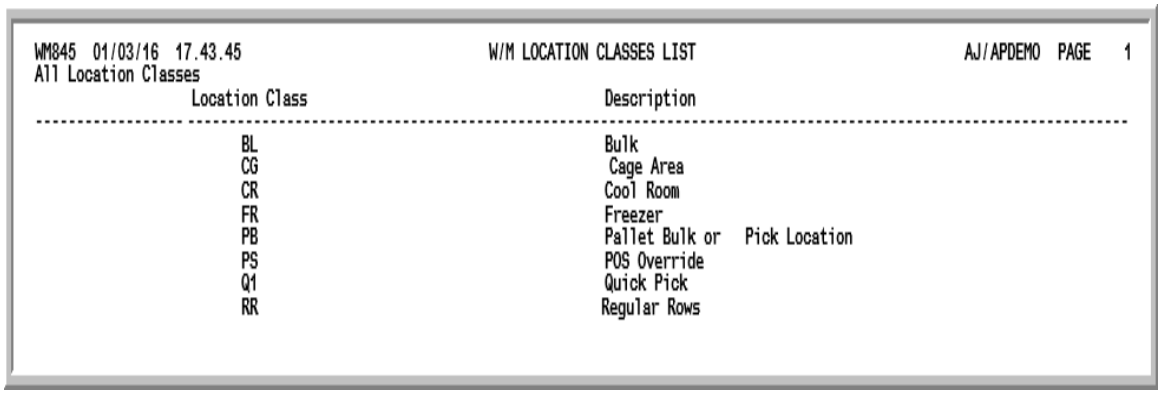
This screen displays after selecting option 13 - Location Classes Maintenance (MENU WMFILE) and is used to select the location classes that will print on the W/M Location Classes List (p. 28-6).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Location Class List Screen Field and Function Key

Field/Function Key	Description
Location Class	Key the range of location classes that will print on the listing. (2 @ A 2) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. The calling menu will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

W/M Location Classes List



```
WM845  01/03/16  17.43.45                    W/M LOCATION CLASSES LIST                    AJ/APDEMO  PAGE    1
All Location Classes
                  Location Class                          Description
-------------------------------------------------------------------------------------------------------------------
                       BL                                 Bulk
                       CG                                  Cage Area
                       CR                                 Cool Room
                       FR                                 Freezer
                       PB                                 Pallet Bulk or   Pick Location
                       PS                                 POS Override
                       Q1                                 Quick Pick
                       RR                                Regular Rows
```

This listing prints the W/M location classes that have been defined for the range of location classes selected on the Location Classes List Screen (p. 28-5).

W/M Location Classes List

Report/Listing Fields	Description
Location Class Information	For each location class defined, the following will print: • Location Class • Description

CHAPTER 29

Box Master

29

This option is used to add, change, suspend, or reinstate information about the shipping boxes that are used in a W/M warehouse. You need to define shipping boxes through this option only if you are using the W/M boxing function.

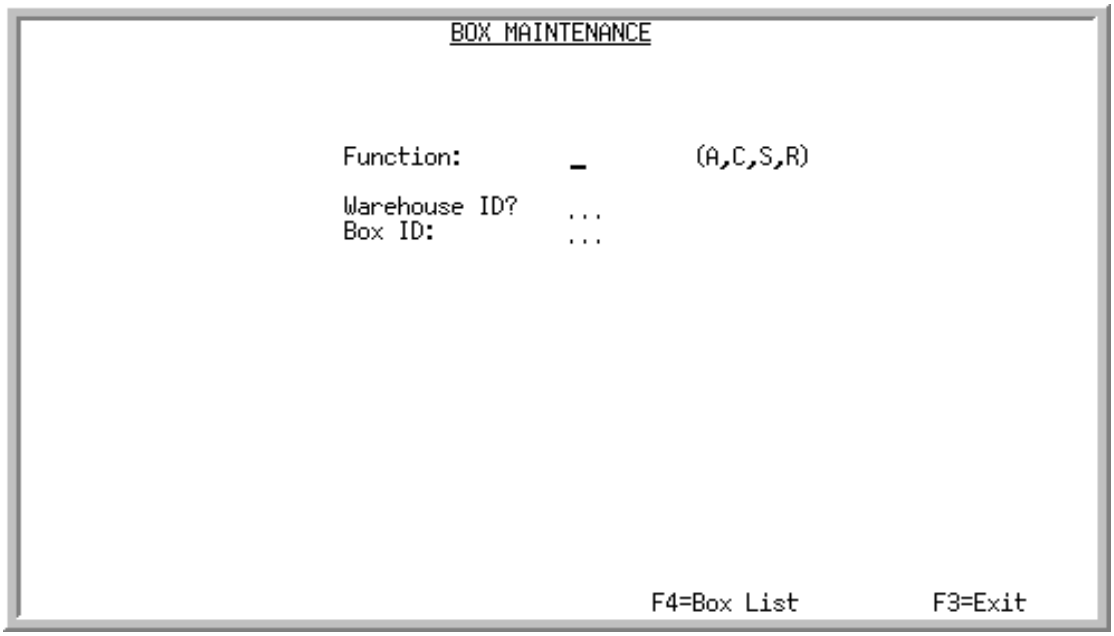
If you have selected the W/M option to Maintain Product Dimensions as Y, and Track Boxes for a warehouse, boxes are used in Order Entry when printing a Pick List. W/M determines which boxes are best to ship an order. You can control whether boxes sizes are calculated and filled for a picking section of your warehouse [see Picking Sections Maintenance (MENU WMFILE)].

Box Master Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Box Maintenance Selection Screen	Used to select the warehouse and shipping box that you wish to add, change, suspend, or reinstate.
Box List Selection Screen	Used to select a shipping box to change, suspend, or reinstate through this option.
Box Maintenance Screen	Used to specify the detail definition of each shipping box used in W/M.

Box Maintenance Selection Screen



This screen displays after selecting option 4 - Box Master Maintenance on MENU WMFILE. Use this screen to select the warehouse and shipping box that you wish to add, change, suspend, or reinstate. Shipping boxes defined through this option are used throughout W/M.

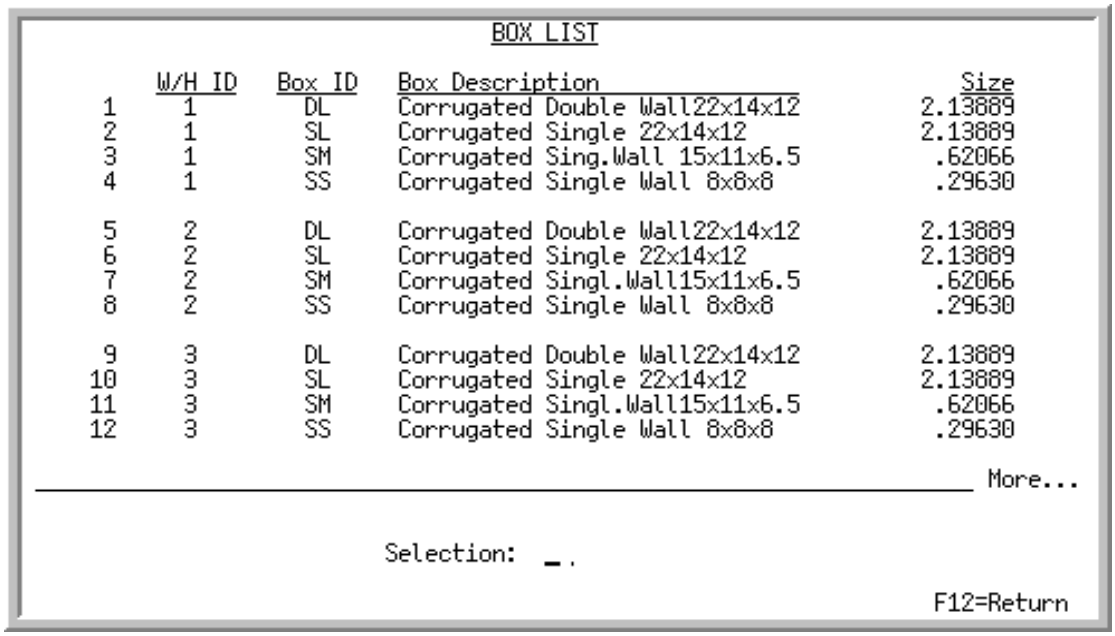
Box Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new shipping box to use in W/M. Key C to change the information for an existing shipping box. Key S to suspend a shipping box that will no longer be used in W/M. Suspended boxes are not considered when W/M performs the automatic box size calculations (suspended boxes may be reinstated using function type R). Key R to reinstate a box that has previously been suspended with function type S. The box will be considered when W/M performs the automatic box size calculations. (A 1) Required
Warehouse ID	Shipping boxes are defined for each of your warehouses. Key the two character ID of the warehouse for which shipping boxes will be added, changed, suspended, or reinstated through this option. *Valid Values:* Must be a valid warehouse that has been defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required

Box Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Box ID	Each shipping box used in a warehouse must be assigned a unique two character box identification code. Key the two character code of the box that you are adding, changing, or deleting through this option. *Valid Values:* Cannot be 99 (reserved for system use) (A 2) Required
F4=Box List	Press F4=BOX LIST to display the Box List Selection Screen (p. 29-4), which displays shipping boxes that have been defined through this option. Key a **Warehouse ID** on this screen to display shipping boxes that have been defined for only the specified warehouse. If you leave the **Warehouse ID** field blank, shipping boxes defined for all warehouses will display.
F3=Exit	Press F3=EXIT to exit from this option. MENU WMFILE will display.
Enter	Press ENTER to confirm your selections. The Box Maintenance Screen (p. 29-6) will display.

Box List Selection Screen



This screen displays after pressing F4=Box List from the Box Maintenance Selection Screen (p. 29-2). It displays all shipping boxes that have been defined, or shipping boxes for a specific warehouse. You may select a shipping box to change, suspend, or reinstate through this option.

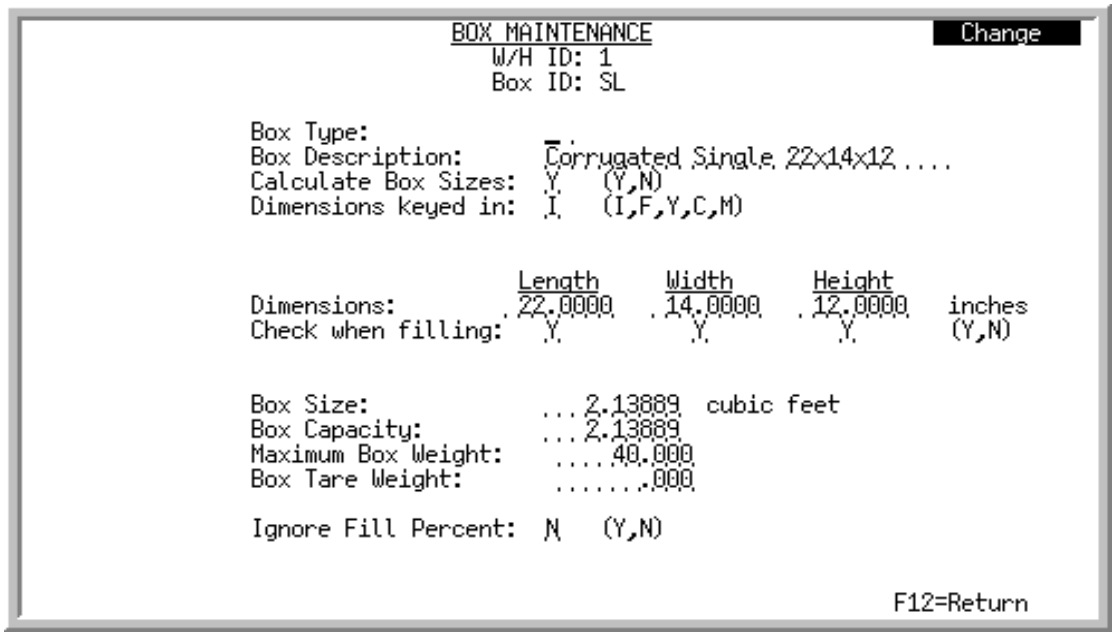
Box List Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Up to 12 reference numbers display in this column. Each refers to the box displayed in the Box Information columns displayed on this screen. To select a box for change or deletion, key this reference number in the **Selection** field. Display
W/H ID	The two character ID of the warehouse for which each shipping box has been defined. Display
Box ID	The two character ID of each shipping box displayed. Display
Box Description	The description of each box displayed. Display
Size	The size of each box, as defined through this option. Display

Box List Selection Screen Fields and Function Keys

Field/Function Key	Description
Selection	Key the **Reference Number** of the shipping box that you wish to maintain through this option. After you press ENTER, the Box Maintenance Screen (p. 29-6) for the shipping box selected in this field will display. (N 2,0) Required
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Box Maintenance Selection Screen (p. 29-2) without selecting a shipping box to change, suspend, or reinstate.
Enter	Press ENTER after keying a **Reference Number** in the **Selection** field. The Box Maintenance Screen (p. 29-6) will display for the selected box.

Box Maintenance Screen



Use this screen to specify the detail definition of each shipping box used in W/M.

Example: **Dimensions keyed in**

Assume that the W/M Dimension Unit of Measure has been defined as inches through Warehouse Management Options Maintenance (MENU WMFILE). You wish to enter the dimensions of a box that is 6 feet long, by 6 feet wide, by 6 feet high.

Using feet (indicating that you wish to specify the box's dimensions in feet, not inches) and keying 6 in each of the **Dimensions** fields (**Length**, **Width**, and **Height**), after you press ENTER, W/M will convert the 6 in each of the Dimensions fields to 72 (72 inches equals 6 feet).

Using yards (indicating that you wish to specify the box's dimensions in yards, not inches) and keying 2 in each of the **Dimensions** fields (**Length**, **Width**, and **Height**), after you press ENTER, W/M will convert the 2 in each of the Dimensions fields to 72 (72 inches equals 2 yards).

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Box Type	Boxes may be categorized to correspond to items that should be shipped in the designated type of box. This is done by assigning a two character box type code in this field. Box types are also assigned to items through Item Master Maintenance (MENU IAFILE) in the **Special Box Type** field. The W/M auto-reserve function will not select a box for an item if the box type of the box is different from the item's box type. Also, if you attempt to ship an item in a box with a different box type, a warning message will display through Confirm Box Shipments (MENU WMMAIN). (A 2)Optional

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Box Description	Key a description of this box, using up to 30 characters. Box descriptions will print on the Pick Lists. (A 30) Required
Calculate Box Sizes	The **Box Size** and **Box Capacity** fields on this screen may be calculated by Distribution A+, or may be keyed. Use this field to indicate if these fields should be calculated by Distribution A+, or if you will manually supply these values. NOTE: For unusual or round shaped boxes (for example, shipping tubes), the box size and capacity cannot be calculated. A special Box Type should be used. Key Y if you want W/M to calculate the values of the **Box Size** and **Box Capacity** fields displayed on this screen. Box sizes are calculated by multiplying all of the box's Dimensions (Length x Width x Height). Therefore, you must specify all three of the box's Dimensions if you key Y in this field. Also, the values calculated for the **Box Size** and **Box Capacity** are the same. If you want the box size and box capacity to be different, you must key N in this field. Key N if you do not want W/M to calculate the values of the **Box Size** and **Box Capacity** fields on this screen. You must key the individual values for the box size and box capacity. (A 1) Required
Dimensions Keyed In	Use this field to indicate the unit of measure in which the box's dimensions will be keyed in the **Dimensions** field on this screen. This is not the unit of measure in which the dimensions of the box are expressed. All dimensions are expressed in the unit of measure defined through Warehouse Management Options Maintenance (MENU WMFILE) as the Dimension Unit of Measure. However, by changing the default shown in this field, you can key the dimensions in the specified unit of measure and W/M will convert the value keyed from the unit of measure keyed in this field to the unit of measure used as the Dimension Unit of Measure. Key F to specify the Dimensions of this box in feet. Key I to specify the Dimensions of this box in inches. Key F to specify the Dimensions of this box in feet. Key Y to specify the Dimensions of this box in yards. Key C to specify the Dimensions of this box in centimeters. Key M to specify the Dimensions of this box in meters. *Default Value:* The Dimension Unit of Measure that has been defined for W/M through Warehouse Management Options Maintenance (MENU WMFILE) (A 1) Required

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Dimensions	Use these fields to specify the dimensions of the box. The dimensions that you must specify are Length, Width, and Height. The unit of measure in which these dimensions are defined is the Dimension Unit of Measure that has been defined for W/M through Warehouse Management Options Maintenance (MENU WMFILE). This unit of measure displays to the right of the Height column. NOTE: Although the dimensions of the box are defined in the Dimension Unit of Measure, you may key the dimensions of the box in the unit of measure specified in the **Dimensions Keyed In** field on this screen. If the box that you are defining is not shaped like a cube, you cannot express the dimensions using all three of the Length, Width, and Height columns. In this scenario, do the following: 1. Change the **Calculate Box Sizes** field on this screen to N. 2. Specify dimensions (Length, Width, or Height) to be checked when W/M is selecting a box for shipment. 3. Change the Check when filling code for the unspecified dimensions to ignore the corresponding dimension when W/M selects a box for shipment. For example, when posters are shipped, they are rolled and slipped into a mailing canister. The only dimension that should be considered when selecting a tube is the length of the tube. A 24" by 36" poster can be rolled to fit into a 24" mailing canister. *Valid Values:* Length must be greater than Width Width must be greater than the Height Length, Width, and Height must be greater than zero if **Calculate Box Sizes** is Y (3 @ N 7,4)Required

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Check when filling	These fields are used to indicate which of the corresponding Dimensions (Length, Width, and Height) should be used to determine if an item should be shipped in this box. Key Y if the corresponding Dimension should be used to determine if an item can be shipped in this box. If the same dimension of the item (Length, Width, or Height) is greater than the dimension of the box, the item cannot be shipped in this box. Key N if the corresponding dimension should not be used to determine if an item can be shipped in this box. This may be applicable if a box is not a cubic shape; in this scenario, one or two of the box's dimensions may be checked when selecting a box for shipment.0 For example, if you are creating a box definition for the mailing canister used in the previous example, key Y in this field under the Length column, and N under the Width and Height columns. *Default Value:* Y (3 @ N 7,4) Required
Box Size	This is the cubic size of the box or container, expressed in cubic units of the Dimensions unit of measure. This size is considered when W/M selects the boxes to be filled for an order when Pick Lists are printed. The dimensions of the box are compared to the dimensions of the item to determine if the box can be used. If you have specified to have W/M calculate this value (i.e., you keyed Y in the **Calculate Box Sizes** field), the box size is calculated as the Length x Width x Height dimensions. You must key the box size in this field if you specified that W/M should not calculate the box size (i.e., you keyed N in the **Calculate Box Sizes** field). This condition may exist if the box cannot be defined using all three of the Dimensions values. *Default Value:* If you keyed Y in the **Calculate Box Sizes** field, the value displayed in this field is calculated from the Dimensions fields. (N 9,5) Required

Box Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Box Capacity	The box capacity is the total capacity of items that can fit in the box. For unusually shaped boxes and items, the capacity of the box may be different from the total box size. If you have specified to have W/M calculate this value (i.e., you keyed Y in the **Calculate Box Sizes** field), the box capacity is calculated as the Length x Width x Height dimensions. You must key the box size in this field if you specified that W/M should not calculate the box capacity (i.e., you keyed N in the **Calculate Box Sizes** field). This condition may exist if the box cannot be defined using all three of the Dimensions values. If you want the box capacity to be different from the Box Size, you must key the box capacity in this field. However, you must key N in the **Calculate Box Sizes** field to do this, since W/M calculates both the Box Size and the value in this field, if specified. *Default Value:* If you keyed Y in the **Calculate Box Sizes** field, the value displayed in this field is calculated from the Dimensions fields. (N 9,5) Required
Maximum Box Weight	Boxes used for shipment usually have a designated maximum weight capacity which should not be exceeded to ensure safe shipment. You may optionally specify the maximum weight capacity of the box in this field. When W/M selects the shipping boxes for an item, it compares the total weight of the items in the box [defined for an item through Item Master Maintenance (MENU IAFILE)] plus the Box Tare Weight to this value. If it exceeds this value, either a different box will be selected, or the appropriate items will not be assigned to this box. Key the maximum weight that can be stored and shipped in this box. This box weight must be in the same unit used to define item weights through Item Master Maintenance. If you do not want to assign a maximum weight capacity to this box, key 0 in this field. (N 9,5) Optional
Box Tare Weight	The box tare weight is the weight of the box when it is empty. This is added to the weight of the contents of the box and the dunnage required to fill the box to estimate the total box weight. Key the tare weight of the box (in the same unit used to define Maximum Box Weight and item weight) in this field. Leave this field as 0 if you do not wish the weight of the box to be considered in the total box weight calculation. (N 9,5) Optional

Box Maintenance Screen Fields and Function Keys

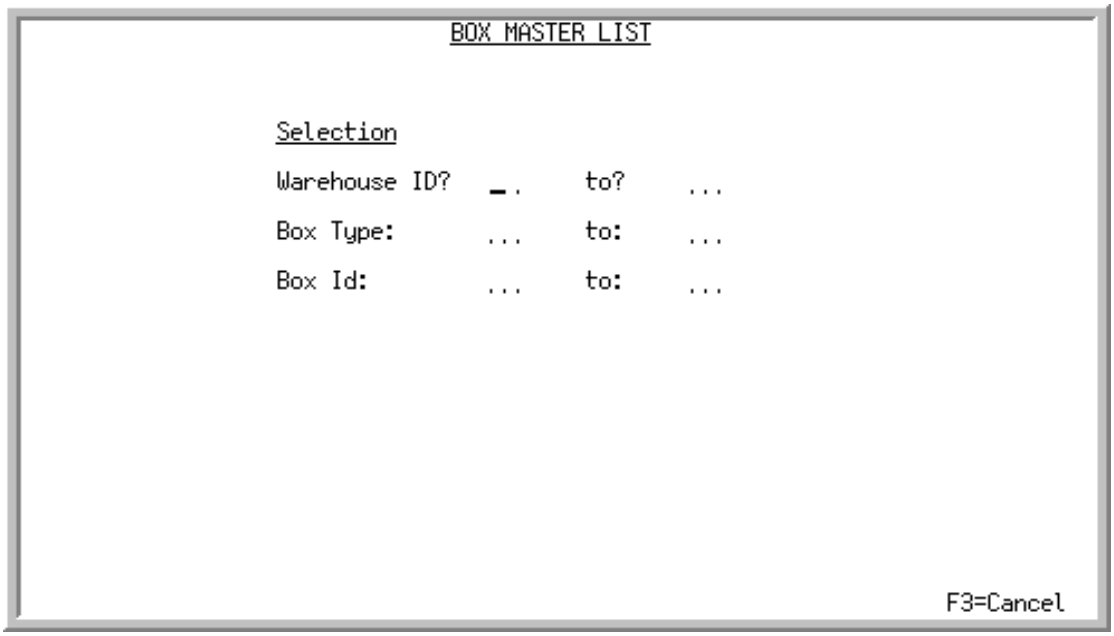
Field/Function Key	Description
Ignore Fill Percent	For each warehouse, a Minimum Fill Percent is defined through Warehouse Management Options Maintenance (MENU WMFILE). The minimum fill percent is used when considering a box to be filled for a shipment. If the box is not filled to at least the minimum fill percent, the box is rejected for that shipment. Using this field, you specify whether that Minimum Fill Percent is considered when filling boxes in W/M. Key Y if a box will be selected even if it is filled below the specified minimum fill percent. You may wish to do this for unusually shaped boxes (such as mailing tubes or canisters). Key N to reject a box that is not filled at least to the minimum fill percent. For cube shaped boxes (i.e., boxes that use all three Dimensions), you should use this option. *Default Value:* N (A 1) Required
F5=Suspend/Reinstate	F5=SUSPEND / F5=REINSTATE displays only when in suspend or reinstate mode. Refer to the *Function* field description on the Box Maintenance Selection Screen (p. 29-2). F5=SUSPEND: When in suspend mode, press F5=SUSPEND to suspend the specified box. Once it is suspended, it will not be considered in the W/M automatic box calculations. Suspended boxes may be reinstated through this option. F5=REINSTATE: When in reinstate mode, press F5=REINSTATE to reinstate the specified box, which has previously been suspended. The box will become available for selection by the W/M automatic box calculations.
F12=Return	Press F12=RETURN to return to the Box Maintenance Selection Screen (p. 29-2) without updating the selected box.
Enter	Press ENTER after keying the required fields. The Box Maintenance Selection Screen (p. 29-2) will display.

Box Master Listing

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Box Master List Selection Screen	Use to specify the warehouse and box selection criteria to print on the listing.
W/M Box Master List	Prints a list of Box master codes for the warehouses specified.

Box Master List Selection Screen



This screen displays after selecting option 14 - Box Master Listing on MENU WMFILE. Use it to select the boxes that will print on the W/M Box Master List.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

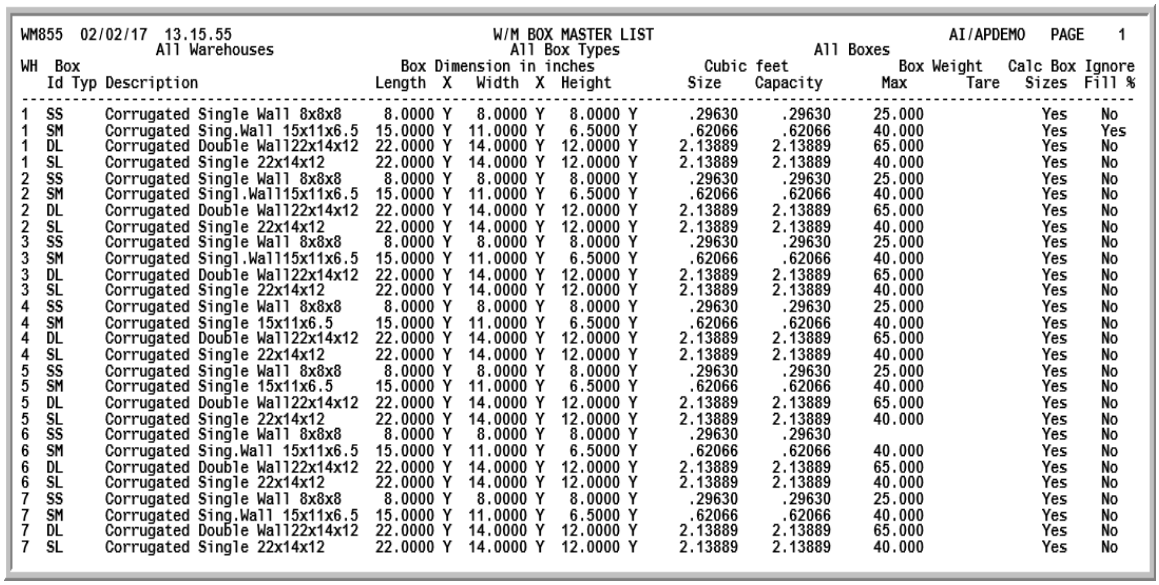
Box Master List Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	You may select to print boxes that have been defined for a single, a range, or all warehouses. Key the range of warehouses for which boxes have been defined to print on the listing. (2 @ A 2)Optional
Box Type	During Box Master Maintenance (MENU WMFILE), you may optionally assign a box type to a box. Use these fields to print a range of boxes that have been assigned the specified box types. (2 @ A 2) Optional
Box ID	Use this field to select the boxes to print on the listing based on their two character Box ID code. Key the range of Box IDs for which the corresponding box definitions will print. (2 @ A 2) Optional
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU WMFILE without printing the listing.

Box Master List Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After making your selections and pressing ENTER from the Report Options Screen, the W/M Box Master List (p. 29-15) will print.

W/M Box Master List



WM855 02/02/17 13.15.55 W/M BOX MASTER LIST AI/APDEMO PAGE 1
All Warehouses All Box Types All Boxes

WH	Box Id	Typ	Description	Box Dimension in inches Length	X	Width	X	Height	Cubic feet Size	Capacity	Box Weight Max	Tare	Calc Box Sizes	Ignore Fill %
1	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
1	SM		Corrugated Sing.Wall 15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	Yes
1	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
1	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
2	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
2	SM		Corrugated Singl.Wall15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
2	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
2	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
3	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
3	SM		Corrugated Singl.Wall15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
3	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
3	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
4	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
4	SM		Corrugated Single 15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
4	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
4	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
5	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
5	SM		Corrugated Single 15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
5	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
5	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
6	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630			Yes	No
6	SM		Corrugated Sing.Wall 15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
6	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
6	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No
7	SS		Corrugated Single Wall 8x8x8	8.0000	Y	8.0000	Y	8.0000	.29630	.29630	25.000		Yes	No
7	SM		Corrugated Sing.Wall 15x11x6.5	15.0000	Y	11.0000	Y	6.5000	.62066	.62066	40.000		Yes	No
7	DL		Corrugated Double Wall22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	65.000		Yes	No
7	SL		Corrugated Single 22x14x12	22.0000	Y	14.0000	Y	12.0000	2.13889	2.13889	40.000		Yes	No

This listing prints after making your selections on the Box Master List Selection Screen (p. 29-13) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). It prints the definitions of each of the boxes selected.

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
WH	The warehouse for which the corresponding box has been defined.
Box ID	The two character code used to identify a box.
Typ	The optional box type that may be assigned to a box.
Description	The description of the box.

Report/Listing Fields	Description
Box Dimensions	The length, width, and height of the box expressed in the W/M Dimension Unit of Measure [as defined through Warehouse Management Options Maintenance (MENU WMFILE)]. **Y** is printed to the right of a dimension if that dimension is to be considered by W/M when performing the calculations to fill the box; otherwise, **N** is printed.
Size	The size of the box expressed in the cubic dimension unit of measure.
Capacity	The capacity of the box expressed in the cubic dimension unit of measure.
Box Max	The maximum weight capacity of the box, if any.
Weight Tare	The tare weight of the box (i.e., the weight of the box when it is empty).
Calculate Box Sizes	**Yes** prints if W/M has calculated the box Size and Capacity based on the Box Dimensions; **No** prints if the box Size and Capacity were assigned manually
Ignore Fill %	**Yes** prints if the Minimum Fill Percent [defined through Warehouse Management Options Maintenance (MENU WMFILE) for each warehouse] is ignored when W/M selects a box for shipment; **No** prints if the Minimum Fill Percent is considered when W/M selects a box for shipment.

CHAPTER 30

Picking Sections

30

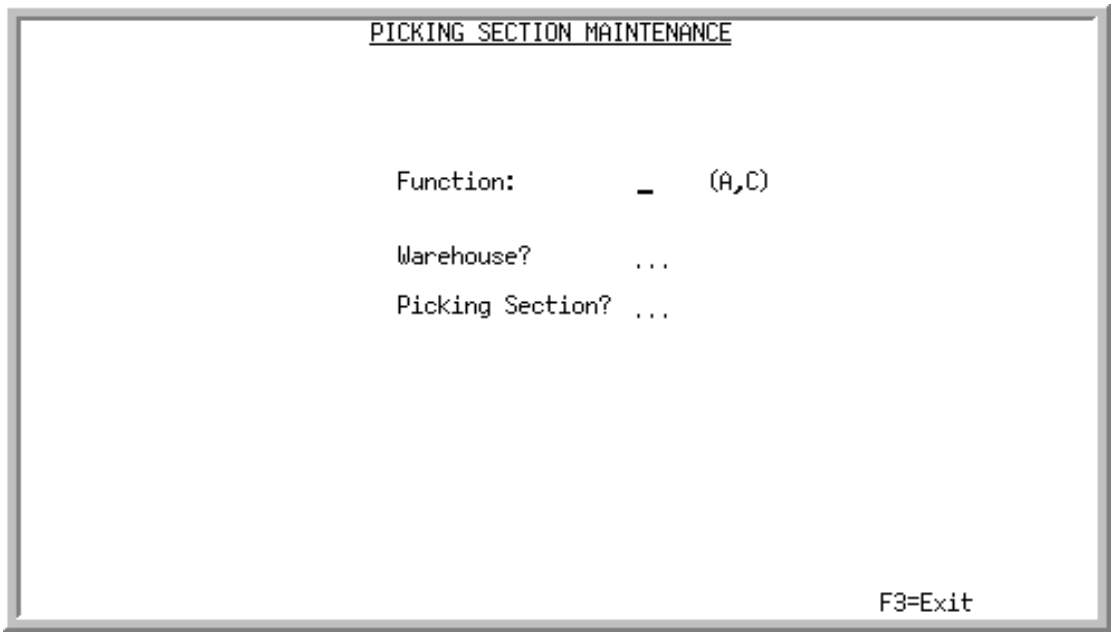
Use this option to maintain the picking section definitions for a warehouse. At least one picking section must be defined for each warehouse. A picking section is a group of warehouse locations that are used in a similar manner. Locations are assigned to their respective picking sections through Location Master Maintenance (MENU WMFILE).

Picking Sections Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Picking Section Maintenance Selection Screen	Used to select the picking section to add or maintain in W/M.
Picking Section Maintenance Screen	Used to maintain the description and control values for a picking section.
Picking Section Maintenance Screen 2	Used to maintain pick section control values for RF Directed Picking.

Picking Section Maintenance Selection Screen



This screen displays after selecting option 5 - Picking Sections Maintenance on the Warehouse Management File Maintenance Menu (MNENU WMFILE). Use this screen to select the picking section to add or maintain in W/M.

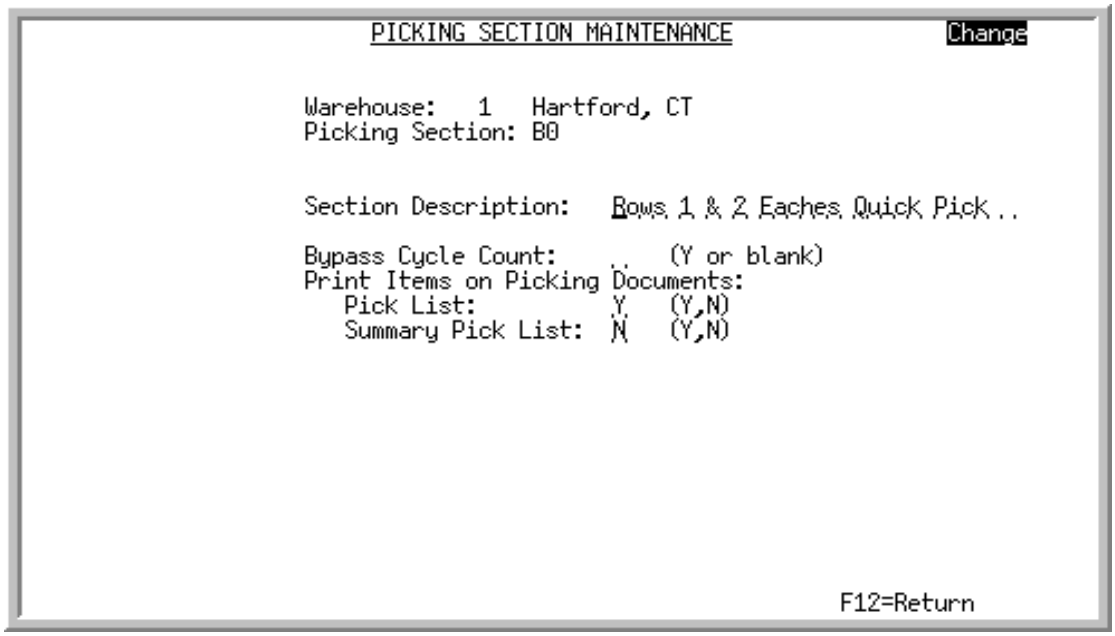
Picking Section Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new picking section to a W/M warehouse. Key C to change the definition of an existing picking section in a warehouse. (A 1) Required
Warehouse	Key the two character ID of the warehouse for which the picking section is defined. Picking sections must be defined for an individual warehouse. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY) (A 2) Required
Picking Section	Each picking section is assigned a two character code that is used in W/M. Key the code of the picking section that you are adding or changing. NOTE: Pick section 99 is reserved for use by Radio Frequency picking as a "no pick" code for the system assigned locations of 4, 5, 6, 7, 8, and 9. (A 2) Required

Picking Section Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit from this option. The Warehouse Management File Maintenance Menu (MNENU WMFILE) will display.
Enter	Press ENTER to confirm your selections. The Picking Section Maintenance Screen (p. 30-4) will display.

Picking Section Maintenance Screen



This screen displays after selecting a **Picking Section** on the Picking Section Maintenance Selection Screen (p. 30-2) and is used to maintain the description and control values for a picking section.

Picking Section Maintenance Screen Field and Function Keys

Field/Function Key	Description
Section Description	Key the description of the picking section. (A 30) Required
Bypass Cycle Count	Key Y to cause the system to ignore selection of the locations in this pick section for cycle counting. *Valid Values:* Y or blank (A 1) Optional

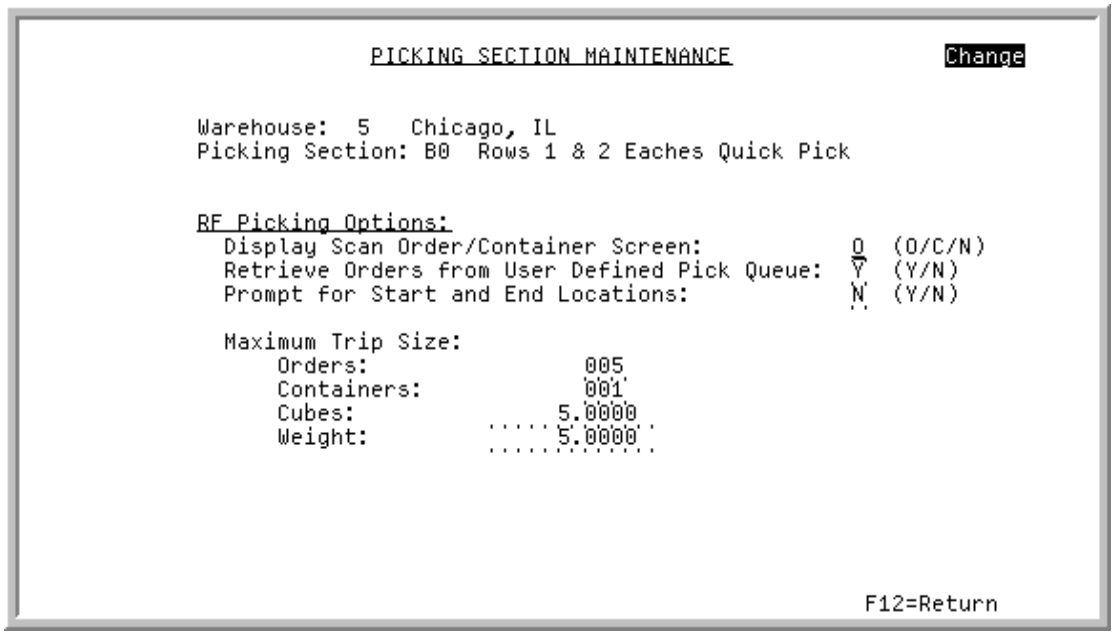
Picking Section Maintenance Screen Field and Function Keys

Field/Function Key	Description
Pick List	NOTE: This field displays only if the **Print Summary Pick Lists** option for this warehouse is defined as L through Warehouse Management Options Maintenance (MENU WMFILE). This field is used to indicate if the items picked from this section of the warehouse should print on Pick Lists for an individual order that has been entered in Order Entry, and printed from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN) or through Print Pick Lists (MENU OEMAIN). Refer to the Order Entry User Guide for details. Key Y if the items in this picking section of the warehouse should print on Pick Lists that are created for individual orders. Key N if the items in this section of the warehouse should not print on the Pick Lists for individual orders, but on a Summary Pick List (see Summary Pick List). *Valid Values:* Cannot be N if the Summary Pick List field is also N (A 1) Required
Summary Pick List	NOTE: This field displays only if the **Print Summary Pick Lists** option for this warehouse is defined as L through Warehouse Management Options Maintenance (MENU WMFILE). This field is used to indicate if the items picked from this section of the warehouse should print on Summary Pick Lists. Summary Pick Lists are printed in Order Entry from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN) or through Print Pick Lists (MENU OEMAIN) by keying Y in the Print Summary Pick field. Refer to the Order Entry User Guide for details. Key Y if the items in this picking section of the warehouse should print on Summary Pick Lists. Key N if the items in this section of the warehouse should not print on Summary Pick Lists. These items will print on the Pick Lists created for individual orders (see Pick List). *Valid Values:* Cannot be N if the Pick List field is also N (A 1) Required

Picking Section Maintenance Screen Field and Function Keys

Field/Function Key	Description
Calculate Box Size	NOTE: This field displays only if the **Select Box by Size** option is L, as defined through Warehouse Management Options Maintenance (MENU WMFILE). This field is used to determine if W/M should automatically calculate the box size and assign a box number for items shipped from this picking location. The box number is assigned and prints on the Pick List when the Pick List is printed. Key Y to include the items picked from this section of the warehouse when W/M calculates the number and size of boxes required for an order. Key N if these items should not be considered by W/M when it calculates the number and size of boxes required to ship an order. Do this if the items in this picking section do not require a box for shipment. NOTE: N should be keyed in this field if the items in this pick section are case quantity items and you print summary pick lists for this pick section. The summary pick label will assign the case quantity item's box numbers and will prevent the box numbers from being assigned on both the Pick List and the case quantity labels. (A 1) Required
F12=Return	Press F12=RETURN to return to the Picking Section Maintenance Selection Screen (p. 30-2) without making any changes or additions made on this screen.
Enter	Press ENTER to confirm your selections after keying values in the required fields. The Picking Section Maintenance Selection Screen (p. 30-2) will display. NOTE: If Radio Frequency is installed on your system and you have defined RF options for this warehouse through Radio Frequency Options (MENU RFFILE), the Picking Section Maintenance Screen 2 (p. 30-7) will display when you press ENTER.

Picking Section Maintenance Screen 2



This screen displays after pressing ENTER on the Picking Section Maintenance Screen (p. 30-4), if Radio Frequency is installed on your system and you have defined RF options for this warehouse through Radio Frequency Options (MENU RFFILE). Use this screen to maintain pick section control values for RF Directed Picking.

Picking Section Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Display Scan Order/ Container Screen	Use this field to set the default setting for how you wish handlers in this picking section to retrieve orders. The value you key here will be used as the default value for the **Scn Lbl** field on the *Picking Section Selection Screen* of the Transaction Manager (MENU RFMAIN) for this picking section. Key O if you wish handlers to scan orders for picking. Key C if you wish handlers to scan containers for picking. Key N if you wish Distribution A+ to automatically determine and display to the handler which items to pick from this picking section based upon the pick queue sequence of fields established in Pick Queue View Maintenance (MENU RFFILE). NOTE: You cannot key N in this field if the **Retrieve Orders from User Defined Pick Queue** field on this screen is also set to N. (A 1) Required

Picking Section Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Retrieve Orders from User Defined Pick Queue	Use this field to set whether you wish handlers to retrieve orders from the user defined pick queue. Key Y if you wish new picks to be served to the handler without the handler requesting specific orders or containers. The handlers may still choose to request or not to request orders from the pick queue. Key N if you wish the handler to initiate all picks by scanning a container or order number. The handlers in this pick section will never get orders from the pick queue. NOTE: You cannot key N in this field if the *Display Scan Order/ Container Screen* field on this screen is also set to N. *Default Value:* N (A 1) Required
Prompt for Start and End Locations	Use this field to define whether or not you wish handlers to be prompted for Start and End locations for this pick section on the *Picking Section Selection Screen* of the Transaction Manager (MENU RFMAIN). Key Y if you wish handlers to be prompted for Start and End locations for this pick section. Key N if you wish to omit any prompt for Start and End locations for this pick section. *Default Value:* N (A 1) Required
Orders	When **Retrieve Orders from User Defined Pick Queue** set to Y, use this field to set the maximum number of orders the handler may fill in any one trip. The directed picking field selection and sequence is defined in Pick Queue View Maintenance (MENU RFFILE). Key the appropriate maximum number of orders to be picked in this pick section. If not using directed picking, leave the default value of 999. When picking by orders or containers, these maximum values are not used. *Default Value:* 999 (N 3,0) Required

Picking Section Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Containers	When **Retrieve Orders from User Defined Pick Queue** set to Y, use this field to set the maximum number of containers the handler may fill in any one trip. The directed picking field selection and sequence is defined in Pick Queue View Maintenance (MENU RFFILE). Key the appropriate maximum number of containers to be picked in this pick section. If not using directed picking, leave the default value of 999. When picking by orders or containers, these maximum values are not used. *Default Value:* 999 (N 3,0) Required
Cubes	When **Retrieve Orders from User Defined Pick Queue** set to Y, use this field to set the maximum number of cubes a handler can pick in any one trip. The directed picking field selection and sequence is defined in Pick Queue View Maintenance (MENU RFFILE). Key the appropriate maximum number of cubes to be picked in this pick section. If not using directed picking, leave the default value of 999999.9999. When picking by orders or containers, these maximum values are not used. *Default Value:* 999999.9999 (N 10,4) Required
Weight	When **Retrieve Orders from User Defined Pick Queue** set to Y, use this field to set the maximum weight a handler may pick in any one trip. The directed picking field selection and sequence is defined in Pick Queue View Maintenance (MENU RFFILE). Key the appropriate maximum weight to be picked in this pick section. If not using directed picking, leave the default value of 999999.9999. When picking by orders or containers, these maximum values are not used. *Default Value:* 999999.9999 (N 10,4) Required
F12=Return	Press F12=RETURN to return to the Picking Section Maintenance Screen (p. 30-4) without making any changes or additions to this screen.
Enter	Press ENTER to confirm your selections after keying values in the required fields. The Picking Section Maintenance Selection Screen (p. 30-2) will display.

Picking Sections Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Picking Sections List Screen	Used to select the warehouses for which picking sections will print on the W/M Picking Sections List
W/M Picking Sections List	Prints the picking sections for the warehouse(s) selected on the Picking Sections List Screen (p. 30-11).

Picking Sections List Screen

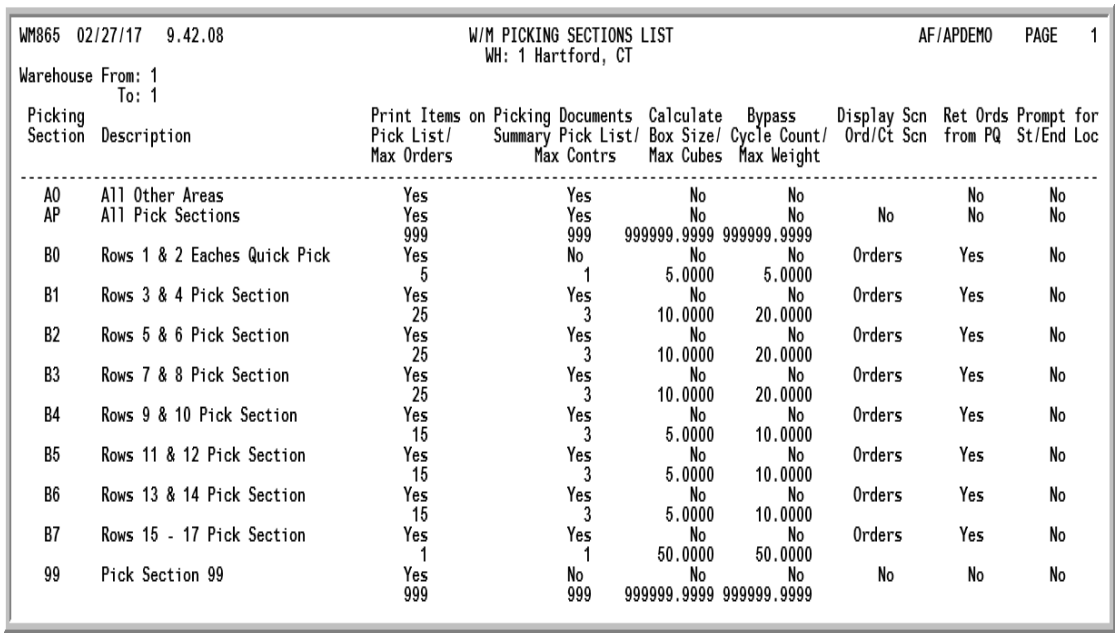
This screen displays after selecting option 15 - Picking Sections Listing from Warehouse Management File Maintenance Menu (MENU WMFILE). Use this screen to select the warehouses for which picking sections will print on the W/M Picking Sections List (p. 30-12).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Picking Sections List Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses which contain the picking sections to print on the listing. (2 @ A 2) Optional
F3=Cancel	Press F3=CANCEL to return to MENU WMFILE without saving any changes made to this screen.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for a detailed explanation of this screen. After making your selections and pressing ENTER from the Report Options Screen, the W/M Picking Sections List will print.

W/M Picking Sections List



WM865 02/27/17 9.42.08 — W/M PICKING SECTIONS LIST — AF/APDEMO PAGE 1
WH: 1 Hartford, CT

Warehouse From: 1
To: 1

Picking Section	Description	Print Items on Picking Documents: Pick List/ Max Orders	Summary Pick List/ Max Contrs	Calculate Box Size/ Max Cubes	Bypass Cycle Count/ Max Weight	Display Scn Ord/Ct Scn	Ret Ords from PQ	Prompt for St/End Loc
AO	All Other Areas	Yes	Yes	No	No		No	No
AP	All Pick Sections	Yes	Yes	No	No	No	No	No
		999	999	999999.9999	999999.9999			
B0	Rows 1 & 2 Eaches Quick Pick	Yes	No	No	No	Orders	Yes	No
		5	1	5.0000	5.0000			
B1	Rows 3 & 4 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		25	3	10.0000	20.0000			
B2	Rows 5 & 6 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		25	3	10.0000	20.0000			
B3	Rows 7 & 8 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		25	3	10.0000	20.0000			
B4	Rows 9 & 10 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		15	3	5.0000	10.0000			
B5	Rows 11 & 12 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		15	3	5.0000	10.0000			
B6	Rows 13 & 14 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		15	3	5.0000	10.0000			
B7	Rows 15 - 17 Pick Section	Yes	Yes	No	No	Orders	Yes	No
		1	1	50.0000	50.0000			
99	Pick Section 99	Yes	No	No	No	No	No	No
		999	999	999999.9999	999999.9999			

This listing prints after making your selections on the Picking Sections List Screen (p. 30-11) and the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen. It prints the picking sections for the warehouse(s) selected on the Picking Sections List Screen (p. 30-11).

W/M Picking Sections List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Picking Section and Description	The two character identification code used for the picking section of the warehouse and the description of the picking section.
Print Items on Picking Documents	Two columns, one for the Pick List and one for the Summary Pick List will print either **Yes** or **No** for each picking section. **Yes** indicates that items in the picking section will print on the corresponding document; **No** indicates that they will not be printed.

W/M Picking Sections List

Report/Listing Fields	Description
Calculate Box Size	**Yes** indicates that the size of the box(es) required for items picked from this picking section will be calculated when items are picked; **No** indicates that box sizes will not be calculated for the items picked from this picking section.
Bypass Cycle Count	This field prints whether or not the system is set to ignore selection of the locations in this pick section for cycle counting. If **Yes** prints, the system is set to ignore selection of this pick section's locations. If **No** prints, the system will not ignore selection of this pick section's locations.
Display Scn Ord/Ct Scn	This field prints the default setting for how handlers in this picking section are to retrieve orders. If **Orders** prints, handlers are to scan orders for picking. If **Contrs** prints, handlers are to scan containers for picking. If **No** prints, Distribution A+ will automatically determine and display to the handler which items to pick from this picking section based upon the pick queue. This field only prints if Radio Frequency is installed on your system.
Ret Ords from PQ	This field represents whether or not handlers are to retrieve orders from the user defined pick queue. If **Yes** prints, new picks are to be served to the handler without the handler requesting specific orders or containers. The handlers may still choose to request or not to request orders from the pick queue. If **No** prints, the handler is to initiate all picks by scanning a container or order number. The handlers in this pick section will never get orders from the pick queue. This field only prints if Radio Frequency is installed on your system.
Prompt for St/End Loc	This field represents whether or not handlers will be prompted for Start and End locations for this pick section. If **Yes** prints, you are to be prompted for Start and End locations for this pick section. If **No** prints, any prompts for Start and End locations for this pick section are to be omitted. This field only prints if Radio Frequency is installed on your system.
Maximum Trip Size	The following maximum trip size fields print for each picking section, if Radio Frequency is installed on your system. • **Max Orders**: The maximum number of orders the handler may fill in any one trip. • **Max Contrs**: The maximum number of containers the handler may fill in any one trip. • **Max Cubes**: The maximum number of cubes a handler can pick in any one trip. • **Max Weight**: The maximum weight a handler may pick in any one trip.

CHAPTER 31

Warehouse Management Options 31

Important

Run this option BEFORE any other option in Warehouse Management. A warehouse cannot be used in W/M until all its warehouse management options have been defined through this option.

Use this option to maintain system and warehouse options for Warehouse Management.

System options are used to define the warehouse location number format, and to set the global definitions for ALL warehouses using W/M.

Warehouse options are used to specify the tailoring selections for each warehouse used in W/M. A warehouse must be defined through this option before it may be used in W/M.

Warehouse Management Options Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Warehouse Management Options Selection Screen	Used to select system options or the individual warehouse for which warehouse options will be maintained.
Location Definition Screen	Used to define the format of the warehouse location number used in W/M.

Title	Purpose
Miscellaneous Options Screen	Used to select additional W/M system options.
Warehouse Management Options Screen	Used to define the options specific to each W/M warehouse.
Warehouse Management Put-Away Options Screen	Used to define how the W/M Auto Put-Away feature is used for this warehouse when pre-receiving an order through Warehouse Management (MENU WMMAIN).
Home Slot Put Away Rules Screen	Used to define how the W/M Auto Put-Away Home Slot feature is used for this warehouse when pre-receiving an order through Warehouse Management (MENU WMMAIN).
Warehouse Management Pick List Options Screen	Used to specify the Pick List and Summary Pick List options for this warehouse.
Warehouse Management Boxing Options Screen	Used to select options for filling and tracking boxes for this warehouse in W/M.
Warehouse Management Label Options Screen	Used to identify which labels will be created using bar coding.
Warehouse Management Cycle Counting/ Misc Options Screen	Used to specify the parameters to be used by the cycle counting process and to select miscellaneous W/M options.

Warehouse Management Options Selection Screen

This screen displays after selecting option 6 - Warehouse Management Options Maintenance from the Warehouse Management File Maintenance Menu (MENU WMFILE). Use this screen to select system options or the individual warehouse for which warehouse options will be maintained.

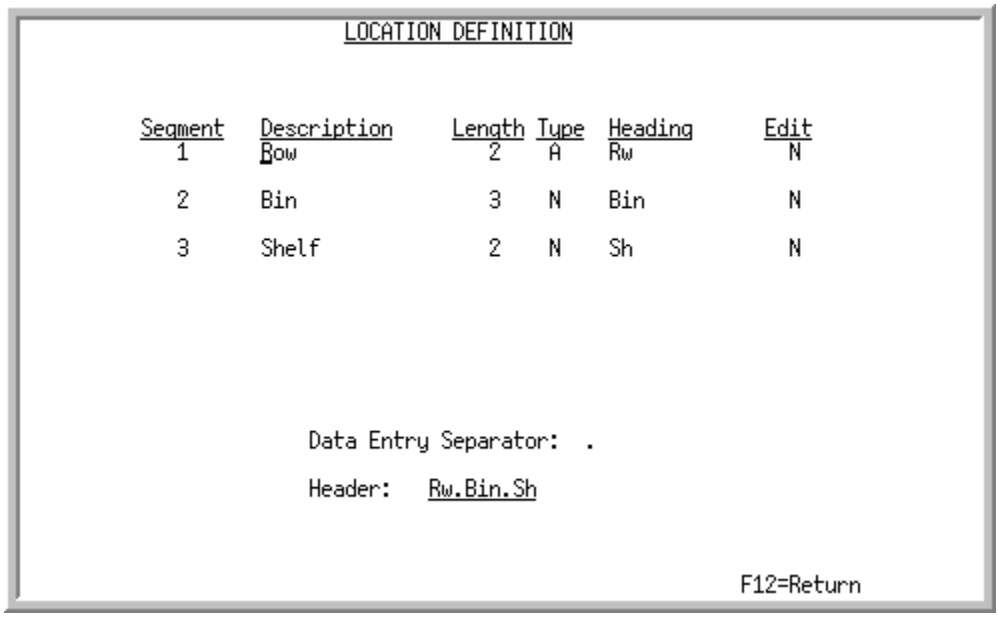
Warehouse Management Options Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	This field is used to select the type of options you wish to maintain: system or warehouse. Leave this field blank to define system options. System options are used to tailor W/M, and apply to ALL warehouses. Key the two character Warehouse ID of the warehouse for which warehouse options will be added or maintained. Warehouse options are used to tailor each warehouse used in W/M. *Valid Values:* Blank for location definition (system options) A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Optional
F3=Exit	Press the F3=EXIT function key to exit from this option. MENU WMFILE will display.

Warehouse Management Options Selection Screen Field and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selection. The appropriate screen is displayed based on your selection in the **Warehouse** field. The Location Definition Screen (p. 31-5) will display if the **Warehouse** field is blank. The Warehouse Management Options Screen (p. 31-18) will display if you keyed a valid Warehouse ID in the **Warehouse** field.

Location Definition Screen



This screen displays if you are defining system options and left the **Warehouse** field blank on the Warehouse Management Options Selection Screen (p. 31-3). Use this screen to define the format of the warehouse location number used in W/M. The warehouse location number may be broken down into segments that represent your warehouse layout. On this screen you determine the number, length, and type of segments of the warehouse location number used throughout W/M.

Important

The definition (number, length, and type of segments) of warehouse locations cannot be changed after you create locations through Location Master Maintenance (MENU WMFILE). MAKE ABSOLUTELY CERTAIN THE NUMBER AND LENGTH OF SEGMENTS ARE CORRECT BEFORE PERFORMING ANY OTHER W/M FUNCTIONS.

Location Definition Screen Fields and Function Keys

Field/Function Key	Description
Segment	The number of the location segment. You may have up to five segments in the number. For example, if storage in your warehouse is classified by row, shelf, bin, and level, you would assign four segments in your location as follows: Segment 1 = Row Segment 2 = Bin Segment 3 = Shelf Segment 4 = Level *Default Value:* 1 through 5, assigned sequentially *Valid Values:* 1 through 5 (N 1,0) Required
Description	A description of the location segment. Key up to 15 characters that describe each location segment. (A 15) Required
Length	The length of each segment of the location number. The length of each segment cannot exceed 12 characters. The total length of the location number (all segments) cannot exceed 12 characters. Therefore, if you create a segment with a length of 12, your location number contains only one segment. For example, if the warehouse has (and will have) fewer than 99 rows, 999 bins per row, 999 shelves per bin, and 999 levels per shelf, assign segment lengths as follows: Row: Length = 2 (will not exceed 99 rows) Bin: Length = 3 (will not exceed 999 bins per row) Shelf: Length = 3 (will not exceed 999 shelves per bin) Level: Length = 3 (will not exceed 999 levels per shelf) *Valid Values:* 1 through 12 (N 2,0) Required

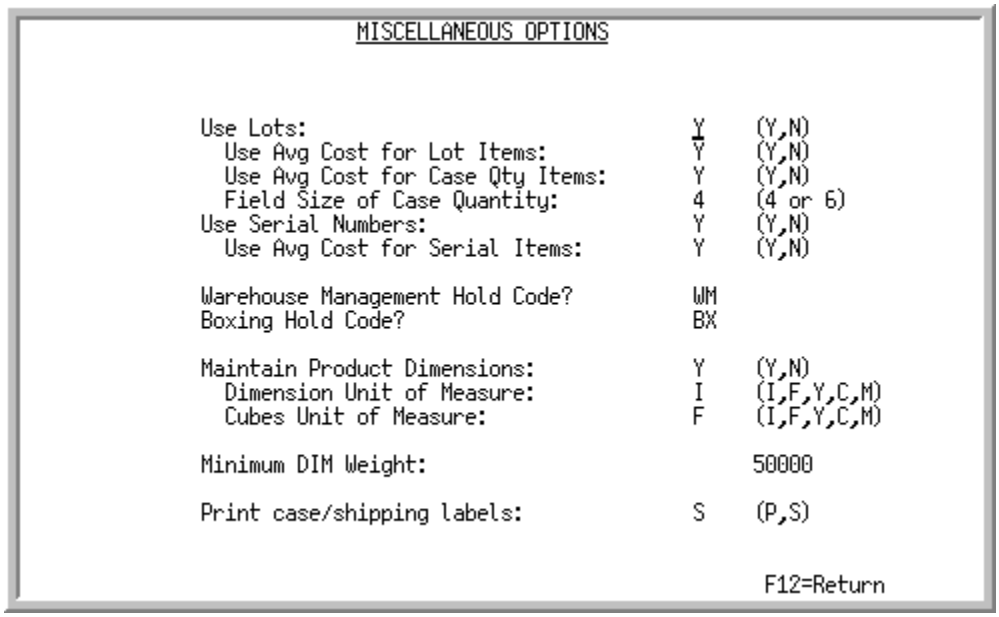
Location Definition Screen Fields and Function Keys

Field/Function Key	Description
Type	Key N if the segment is a numeric segment. The segment may be assigned numeric values (0-9) only. When keying numeric segments, segment values are padded to the left with zeros. Additionally, you cannot have a segment value of all zeros. For example, if the Row segment (2 positions) is a numeric segment, when you key 1, the segment is replaced with **01** after you press ENTER. Key A if the segment is an alphanumeric segment. The segment may be assigned alphabetic and numeric characters. When keying alphanumeric segments, segment values are padded to the right with blanks. For example, if the Row segment (2 positions) is an alphanumeric segment, when you key X, the segment is replaced with **X** and a space before the data entry separator after you press ENTER. *Valid Values:* A or N; segment types may be numeric (N) or alphanumeric (A). (A 1) Required
Heading	The segment heading is a keying aid. When keying location numbers throughout W/M, the heading displays the format of the location number. Segment headings may be changed at any time. Key a heading for each segment. The heading must have the same number or fewer characters as the Length of the segment. For example, for the segments, row, shelf, and bin which have been assigned the lengths of 2, 3, 3, and 3 respectively, the following segment headings are appropriate: • Rw for row • Shf for shelf • Bin for bin • Shf for bin NOTE: Be careful not to use periods or other characters used as the data entry separator in the segment heading. The data entry separator (the character used to separate segments) is usually a period. Periods in the headings will cause the warehouse location to appear to have more segments than are defined. (A 12) Required

Location Definition Screen Fields and Function Keys

Field/Function Key	Description
Edit	Editing segments may be used to reduce keying errors. For each segment, you must specify if it should be edited or not. Key Y to define a segment as edited. Only specified values may be keyed for this segment throughout W/M. These valid segment values are defined through Segment Values Maintenance (MENU WMFILE). When you define segment values, you also assign a description to the segment. For example, if you have 20 rows in a warehouse, you may edit the row segment so you can key only 01 through 20 as valid rows. Key N to permit any values to be keyed in a warehouse location number segment throughout W/M. You may not want to edit segments that have a large number of values. For example, the bin segments may contain hundreds of values. If you choose to edit the bin segment, you will need to define each bin location through Segment Values Maintenance (MENU WMFILE) before you may add the bin location through Location Master Maintenance (MENU WMFILE). *Valid Values:* Y or N (A 1) Required
Data Entry Separator	The segment separator used when keying warehouse locations in W/M. You may accept the default, or key a different data entry separator. *Default Value:* "." *Valid Values:* Any character except letters, numbers, or blanks. (A 1) Required
Header	The format of the warehouse location heading is shown as it will display on W/M screens, and print on W/M reports. Display
F12=Return	Press the F12=RETURN function key to return to the Warehouse Management Options Selection Screen (p. 31-3). W/M system options are not updated.
Enter	Press ENTER to confirm your selections. The Miscellaneous Options Screen (p. 31-9)will display.

Miscellaneous Options Screen



This screen displays after pressing ENTER on the Location Definition Screen (p. 31-5). Use this screen to select additional W/M system options. Your responses to the definitions on this screen are used throughout W/M.

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Use Lots	This field determines if you will use lot items in W/M. All items defined with warehouse management code L (lot) in Item Master Maintenance (MENU IAFILE) are lot items. Lots are groups of lot items that are received, stored, and often shipped together. They are used to maintain a continuous monitoring process of items from the manufacturer to the customer. Key Y if you plan to use lot items in W/M. Key N if you will not be using lot items in W/M. (A 1) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Use Avg Cost for Lot Items	This field determines if the average cost for all your lot items or the individual cost of each lot item will be used. Key Y to use overall average costing for lot items. If you select Y, cost maintenance transactions against specific lot item numbers will not be allowed when performing inventory transactions. Any average cost maintenance transaction will update the Item Balance File and apply to all of the lot items. The day-end inventory and cost of goods sold transactions to the General Ledger will use the current average cost of the item as the basis for its calculated value. NOTE: This field must be Y if a costing method (F for FIFO or L for LIFO) is being used, as determined through Inventory Accounting System Options (MENU XAFILE). Key N if you want the individual lot item's cost used. If you select N, cost maintenance transactions against specific lot item numbers will be allowed when performing inventory transactions. The day-end inventory and cost of good sold transactions to the General Ledger will use the receipt cost of each individual lot item as the basis for its calculated value. (A 1) Required
Use Avg Cost for Case Qty Items	This field determines if the average cost for all your case quantity items or the individual cost of each case quantity item will be used. Key Y to use overall average costing for case quantity items. If you select Y, cost maintenance transactions against specific case quantity items will not be allowed when performing inventory transactions. Any average cost maintenance transaction will update the Item Balance File and apply to all of the case quantity items. The day-end inventory and cost of goods sold transactions to the General Ledger will use the current average cost of the item as the basis for its calculated value. NOTE: This field must be Y if a costing method (F for FIFO or L for LIFO) is being used, as determined through Inventory Accounting System Options (MENU XAFILE). Key N if you want the individual case quantity item's cost used. If you select N, cost maintenance transactions against specific case quantity items will be allowed when performing inventory transactions. The day-end inventory and cost of good sold transactions to the General Ledger will use the receipt cost of each individual case quantity item as the basis for its calculated value. (A 1) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Field Size for Case Qty Items	This field is used to identify the length to be used throughout for case quantities. Case quantity values are attached to the respective lot identification for clear and easy recognition. Note that the length of this case quantity field impacts the length of the lot identification portion of the entire lot number since the entire lot number has a length of 20. Refer to the following example for the implications of the value in this field: For example, a case of yarn skeins is identified as being a lot quantity item with a fixed case quantity of 1200 skeins per case. If this field indicates case quantities are to be a length of 4, the following would be allowed as a lot number to reflect the item: 030796BLUTHNFRY-1200 where the lot number keyed would be 030796BLUTHNFRY and the case quantity of 1200 would be attached. If this field indicates case quantities are to be a length of 6, the following would be allowed as a lot number to reflect the item: 030796BLUTHNF-001200 where the lot number keyed would be 030796BLUTHNF and the case quantity of 001200 would be attached. Once case quantity items have been processed in, this value becomes display only. However, a one time change from 4 to 6 may be accomplished once case quantity items have been processed, but this involves ensuring all files containing case quantity data are updated accurately. Therefore, after keying a 6 in this field, a conversion must be run to update all files accordingly. Refer to the Convert Case Quantities in Lot Numbers (MENU WMMAST) option for details about changing case quantity values from 4 to 6. This value may not be changed from 6 to 4 once case quantities are processed with that length. *Default Value:* 4 *Valid Values:* 4, 6 (N 1,0) Required
Use Serial Numbers	This field determines if you will use serial number items. All items defined with warehouse management code S (standard serial number items) or T (tracked serial number items) will be used as serial number items in W/M. NOTE: The serial numbers of standard serial number items are recorded when the item is received and when the item is shipped; serial numbers of tracked serial number items are recorded only when the item is shipped. Key Y if you plan to use serial numbers in W/M. Key N if you will not be using serial numbers in W/M. (A 1) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Use Avg Cost for Serial Items	This field determines if the average cost for all your serial items or the individual cost of each serial item will be used. Key Y to use overall average costing for serial items. If you select Y, cost maintenance transactions against specific serial items will not be allowed when performing inventory transactions. Any average cost maintenance transaction will update the Item Balance File and apply to all of the serial items. The day-end inventory and cost of goods sold transactions to the General Ledger will use the current average cost of the item as the basis for its calculated value. NOTE: This field must be Y if a costing method (F for FIFO or L for LIFO) is being used, as determined through Inventory Accounting System Options (MENU XAFILE). Key N if you want the individual serial item's cost used. If you select N, cost maintenance transactions against specific serial items will be allowed when performing inventory transactions. The day-end inventory and cost of good sold transactions to the General Ledger will use the receipt cost of each individual serialized item as the basis for its calculated value. (A 1) Required
Warehouse Management Hold Code	This is the default hold code used on an order when the location assignments have not been entered and the order has a status of "ready to invoice" (an order has this status after a shipping confirmation is entered). Key the two character hold code that will be used to hold orders when assignments are not specified on an order when the order is "ready to invoice." *Valid Values:* Must be a hold code that has been defined through Order Hold Codes Maintenance (MENU OEFILE) (A 2) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Boxing Hold Code	A boxing hold code ensures accuracy of quantities of items in the boxing files. If the quantity shipped of any line item on the order does not match the quantity for that item as boxed, the sales order will be put on "box hold." For example, a quantity of 10 item are ordered, and during ship confirmation, all 10 items are boxed. However, a dock handler realizes the box is too difficult to manage and decides to split the quantity between 2 boxes. Through Box Maintenance, the quantity of the original box is then reduced, but the creation of a new box to include the remaining 5 is not performed. Therefore, the ship value of the line will now equal 10 but the box value will be 5. This occurrence then forces the box hold. NOTE: Only orders and line items that are allocated (not drop shipped), and their quantity ship value is greater than zero, will be applicable for this type of hold. Additionally, if no boxes are generated, the box hold feature will be bypassed. For example, will bypass this feature if you did not box an order for invoice only orders which you chose not to box. To activate this feature, key the two-character hold code that will be used to hold orders when the quantity shipped of any line item on the order does not match the quantity for that item that is boxed. Leave this field blank if you do not wish to activate this feature. Also, if you have already entered a hold code in this field but no longer wish to use it, remove it by clearing the field. This action deactivates the hold code. If you select to enter a hold code, during Enter, Change & Ship Orders (MENU OEMAIN) and Release Held Orders, Quotes, Backorders & Futures (MENU OEMAIN) (if applicable) the order will either be put on boxing hold or removed from hold once boxes match the order. Note that credit and/or warehouse management holds take precedence over box holds. Confirm Box Shipments (MENU WMMAIN) also will put an order on boxing hold, if applicable. This will occur only if the **Confirm Box Shipments** and **Chg Order Status After Last Box** fields are defined as Y. Note that a warehouse management hold takes precedence over a box hold put on an order during confirm box shipments. (A 2) Optional

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Maintain Product Dimensions	For each item defined in, you have the option to specify the dimensions (length, width, and height) of the item. These dimensions are used in W/M to determine the appropriate box size used to ship an item. This field indicates if the dimensions of an item are required when defining the item through Item Master Maintenance (MENU IAFILE). Key Y to require that item dimensions be defined for each item defined for through Item Master Maintenance. The *Warehouse Management Information Screen* will display when maintaining an item and will automatically calculate an item's cubic size from its dimensions. Key N if item dimensions cannot be specified when an item is defined for through Item Master Maintenance (MENU IAFILE). You may optionally specify an item's cubic size during Item Master Maintenance on the first *Item Maintenance Screen* in the **Size** column. NOTE: If you key N, you will not be able to use the W/M Box Selection feature. Therefore, you should only key Y to **Maintain Product Dimensions** if you plan to use the W/M Box Selection feature. Item sizes (cubes) can be retained without maintaining the product dimensions. (A 1) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Dimension Unit of Measure	**Important** Give careful attention to this field; you CANNOT change this value once it has been defined. All linear dimensions (length, width, and height) used in W/M are expressed in a single unit of measure, specified in this field. This unit of measure is used when defining the dimensions of an item through Item Master Maintenance (MENU IAFILE), the dimensions of a box through Box Master Maintenance (MENU WMFILE), and the dimensions of a pallet through Pallet Master Maintenance (MENU WMFILE). These dimensions are used to determine if a combination of items, boxes, or pallets are compatible (for example, if an item can fit on a pallet to put away, or if an item can fit in a shipping box), and may be used to calculate the cubic size of each. NOTE: When defining dimensions through the respective maintenance, you may use a different unit of measure which will be converted to this unit of measure. Key I to specify the dimensions used throughout W/M in inches. Key F to specify dimensions in feet. Key Y to specify dimensions in yards. Key C to specify dimensions in centimeters. Key M to specify dimensions in meters. (A 1) Required

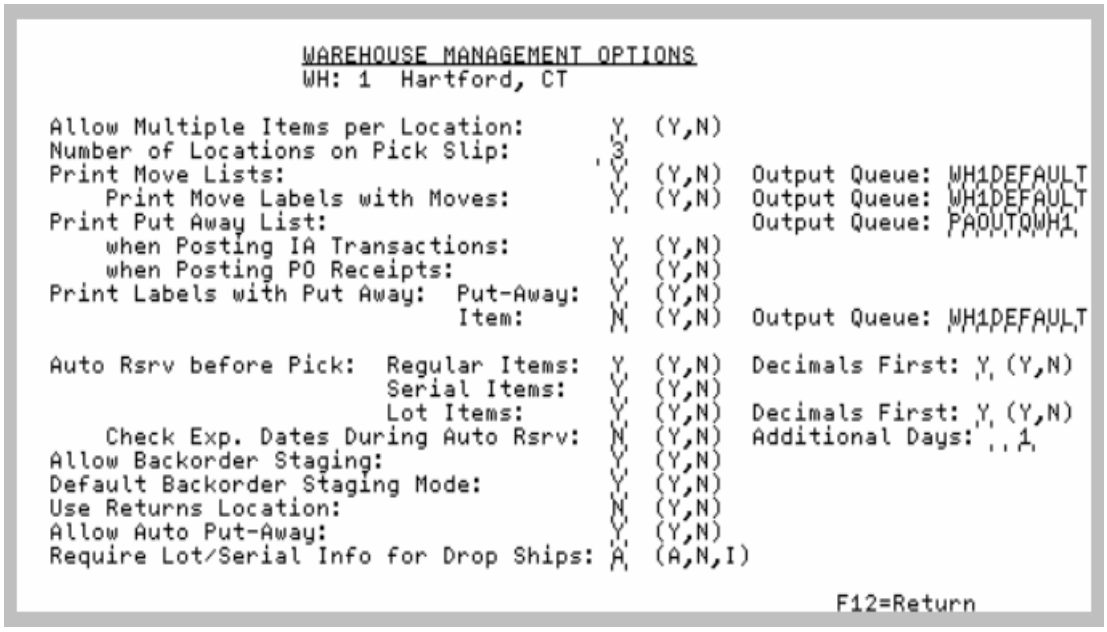
Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Cubes Unit of Measure	**Important** Give careful attention to this field; you CANNOT change this value once it has been defined. All cubic dimensions used in W/M are expressed in a single unit of measure, specified in this field. Cubic sizes may be automatically calculated or manually defined through Item Master Maintenance (MENU IAFILE) for items, through Box Master Maintenance MENU WMFILE) for boxes, and through Pallet Master Maintenance (MENU WMFILE) for pallets. Cubic dimensions are also used to specify the size of each warehouse location, and are used when putting away items to determine if an item or pallet can fit in a location, and when shipping items to determine if a box can accommodate an item. NOTE: When defining dimensions through the respective maintenance, you may use a different unit of measure which will be converted to this unit of measure. Key I to specify the cubic dimensions used throughout W/M in inches. Key F to specify cubic dimensions in cubic feet. Key Y to specify cubic dimensions in cubic yards. Key C to specify cubic dimensions in cubic centimeters. Key M to specify cubic dimensions in cubic meters. NOTE: Typically, the cubic dimension should be larger than the linear dimension (see **Dimension Unit of Measure**) since cubic measurements are much larger than linear measurements. For example, an area defined as 12 inches by 12 inches by 12 inches is easier defined as 1 cubic foot than 1728 cubic inches. (A 1) Required

Miscellaneous Options Screen Fields and Function Keys

Field/Function Key	Description
Minimum DIM Weight	NOTE: Use this field only if you plan to use the W/M Box Selection feature. Use this field to record the minimum shipping weight per cube that will be allowed by W/M. W/M calculates each box's DIM (dimensional) weight as: • The actual weight of the box if it is greater than the minimum dimensional weight, or, • This value if the actual weight of the box is less than this value. A box's DIM weight is stored in the Box History File, if you are tracking box history. For example, assume that the value keyed in this field is 10 pounds per cube. The minimum shipping weight for a two cube box is 20 pounds (2 x 10). If a package weighs 25 pounds, the box's dimensional (DIM) weight is 25 pounds. If the package weighs 17 pounds, the box's DIM weight is 20 pounds. (N 9,5) Optional
Print case/shipping labels	Use this field to determine when case/shipping labels should be printed for an order. Key P if you want case/shipping labels to be printed when the pick list is printed for the order. Key S only if EDI is installed and you are sending Advanced Ship Notices (ASN's) through EDI and you want case/shipping labels to be printed when the order is ship confirmed. You must also then have either keyed Y in the **Track Boxes** field on the Warehouse Management Boxing Options Screen (p. 31-45) or keyed Y in the **EDI Advance Ship Notice** field or the **ASN Pack(s) Req** field on the *Customer Maintenance Screen 4* in Customer/Ship to Master Maintenance (MENU ARFILE). (A 1) Required
F12=Return	Press the F12=RETURN function key to return to the Location Definition Screen (p. 31-5). W/M miscellaneous system options are not updated.
Enter	Press ENTER this key to confirm your selections. The Warehouse Management Options Selection Screen (p. 31-3) will display.

Warehouse Management Options Screen



This screen displays if you are defining warehouse options and keyed a warehouse in the **Warehouse** field on the Warehouse Management Options Selection Screen (p. 31-3). Use this screen to define the options specific to each W/M warehouse. Warehouses cannot be used in W/M until their options are defined on this screen and the screens that follow.

The warehouse selected has already been established for W/M in the Inventory Accounting module through Warehouse Numbers Maintenance (MENU IAFILE). The options selected on this and the following screens are specific to the use of the warehouse in the W/M module.

Auto-Reserve Inventory During Pick List Printing

If, during the auto-reserve process of Print Pick Lists (MENU OEMAIN), the quantity ship value on a sales order could not be reserved to match the quantity to ship, the auto-reserve process will adjust the quantity ship value and backordered value for a line item. It will first reserve the line item and, if the quantity ship value cannot be fully reserved, will then adjust the quantity shipped value to the amount reserved; the quantity backordered value will be increased by the difference between what was originally shipped on the order and what was reserved to ship. The quantity reserved will then become the quantity shipped in the sales order. This feature only applies for items whose warehouse definition has been set to allow for the auto-reserve before pick for regular items, serial item, and lot items. Bill of Material Kit items are excluded from this feature.

For example, if you enter an order with an item for a quantity of 10 and the quantity ship value equals 10 and the backorder quantity equals 0, the following occurs when the auto-reserve feature is active:

- The warehouse locations are searched to reserve the desired quantity, but only 5 of the 10 are found
- The printed Pick List then identifies that only 5 of the item is available for reservation by indicating 5 in the **Quantity Ship** field

- The Pick List also identifies that the additional requested 5 of the item is on backorder by indicating 5 in the **B/O** field

Therefore, the quantity on backorder reflects the difference between the original ship quantity on the order and what was reserved through auto-reserve.

For more information about Pick Lists, refer to Print Pick Lists (MENU OEMAIN) as explained in the Order Entry User Guide.

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Allow Multiple Items per Location	Used to determine if you may store multiple items in a warehouse location. The value keyed here is the default used when adding warehouse locations through Location Master Maintenance (MENU WMFILE). You may override or accept this value for each location. Key Y if you want the default for this warehouse to allow more than one item in a single warehouse location. **Important** If Customer Consignment is installed and this is a consignment warehouse, you must key Y in this field to allow more than one item to be stored in a customer consignment warehouse. Key N if you want the default for this warehouse to store only one item per location. (A 1) Required
Number of Locations on Pick Slip	Key a value from 01 through 99 to indicate the maximum number of locations to print for each item on a Pick Slip (also known as Pick List). If you select more than 1 location, the additional ones inform the handler of additional locations from which the item may be picked. Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists. If you are planning to use the W/M Auto-Reserve function, this value will be used only if auto-reserve was not able to select any warehouse locations from which an item should be picked. Auto-reserve will select the location(s) required to ship an order regardless of this value. Only the locations selected will print on the Pick List. (N 2,0) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Print Move Lists	The default used to determine if inventory moves should print on a Move List after items are moved between warehouse locations through Warehouse Management (MENU WMMAIN). This default may be changed on the Move Item Screen (p. 5-122) as described for Warehouse Management (MENU WMMAIN). (A 1) Required
Move Lists Output Queue	Key the name of the output queue for this warehouse to which Move Lists will be sent. This must be a valid system output queue. (A 10) Required
Print Move Labels with Moves	The default used to determine if Move Labels should be printed when you print a Move List. Refer to Warehouse Management (MENU WMMAIN) for details about Move Labels and Move Lists. Note that if you are using Radio Frequency when performing Moves, making this option Y will ensure that Move Labels are printed, thus serving as a source document for recording move transactions. (A 1) Required
Move Labels Output Queue	Key the name of the output queue for this warehouse to which Move Labels will be sent. This must be a valid system output queue. NOTE: If you are printing barcoded labels, you must use an output queue that has been defined in T.L. Ashford Printer Types; otherwise, text labels will print. Refer to the Appendix section for details about barcoding. (A 10) Required
Put-Away List Output Queue	Key the name of the output queue for this warehouse to which Put-Away Lists will be sent. This must be a valid system output queue. All put-away lists for this warehouse will be sent to this output queue. Job Template Maintenance (MENU XAFILE) will allow default values for the number of copies, the form type and if the WM305 Put-Away List should be held in the output queue; but the output queue cannot be overridden. (A 10) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Print Put-Away List: When Posting IA Transactions	The Put-Away List prints the locations where quantities of inventory should be put away. You may print this list on demand through Warehouse Management (MENU WMMAIN) when pre-receiving inventory. Using this field, you may determine if the Put-Away List will also print when posting inventory receipt transactions through the Inventory Accounting module. Key Y if the Put-Away List should be printed automatically when posting inventory transactions through Process Transactions (MENU IAMAIN). You may want to do this if you do not have Purchasing installed and cannot pre-receive inventory. Key N if you do not want the Put-Away List to print when inventory transactions are posted. Refer to Warehouse Management (MENU WMMAIN) for details about Put-Away Lists. (A 1) Required
Print Put-Away List: When Posting PO Receipts	Key Y if the Put-Away List should be printed automatically when posting purchase order receipts when printing the PO Receipts Register (MENU POMAIN). You may want to do this if your warehouse has a rule stating that inventory cannot be put away in the warehouse until the receipt of an order is posted. Key N if you do not want the Put-Away List to print when posting purchase order receipts, since the Put-Away List can be printed on demand when pre-receiving an order in Warehouse Management (MENU WMMAIN). Refer to this option for details about Put-Away Lists. (A 1) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Print Labels with Put-Away: Put-Away/Item	These fields determine if Put-Away Labels and Item Labels will print when printing the Put-Away List through Warehouse Management (MENU WMMAIN). Key Y in the **Put-Away** field if you want Put-Away Labels to print when the Put-Away List is printed. Key Y in the **Item** field if you want Item Labels to print when the Put-Away List is printed. Note that Item Labels will only print for those items identified with a Y in the **Item Labels** field in the Item Balance File as maintained through to Item Balance Maintenance (MENU IAFILE). Refer to the Inventory Accounting User Guide for details about maintaining the Item Balance File. NOTE: In order to use the RF Put-Away process, Y must be entered in one of these fields, so that the appropriate fields display in Radio Frequency during the RF Put-Away process. Key N in the **Put-Away** field if you do not want Put-Away Labels to print when the Put-Away List is printed. Refer to Put-Away Labels (MENU WMMAIN) for more details. Key N in the **Item** field if you do not want Item Labels to print when the Put-Away List is printed. Refer to Item Labels (MENU WMREPT) for more details. Refer to Warehouse Management (MENU WMMAIN) for details about Put-Away Lists. (2 @ A1) Required
Put-Away/Item Labels Output Queue	Key the name of the output queue for this warehouse to which Put-Away Labels and Item Labels will be sent. This must be a valid system output queue. NOTE: If you are printing barcoded labels, you must use an output queue that has been defined in T.L. Ashford Printer Types; otherwise, text labels will print. Refer to the Appendix section of this user guide for details about barcoding. Refer to Put-Away Labels (MENU WMMAIN) for more details about Put-Away Labels. Refer to Item Labels (MENU WMREPT) for more details about Item Labels. (A 10) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Rsrv before Pick: Regular Items	The W/M Auto-Reserve function can automatically select the regular items to be reserved during the Pick List printing process. Use this field to indicate if you want W/M to perform this Auto-Reserve function for regular items. Key Y if you want the Auto-Reserve function activated for regular items. The next available location for an item number(s) will be automatically reserved for orders with positive order quantities. The regular item numbers and locations will print on the Pick List. Keying Y adds a **Max Pick Qty** field to the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE) for regular items. Key N if you do not want to activate the Auto-Reserve function for regular items. The next available location for an item number(s) will not be automatically reserved. Blank lines will print on the Pick List so the person picking the items can write in the quantity picked. NOTE: Items that are defined with a warehouse management code of T (serial number tracking item) through Item Master Maintenance (MENU IAFILE) are considered to be regular items by the Auto-Reserve function. (A 1) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Decimals First (Regular Items)	This is used only if the **Auto Rsrv before Pick:** field for regular items is set to Y. This field determines, for the regular items, if the entire available quantity in a location, including decimal quantities, should be reserved first (during the initial pass of the auto-reservation process), or, if only quantities in whole numbers should be reserved first. Depending on the type of item being processed and the best practice for your organization, you may want to try to reduce the instances of partial quantities being left in a location, or you may want to try to limit the number of locations to which the picker is sent. For example, if you have -6 of an item in location A.1.1 -5.6 of an item in location A.1.2 -5.6 of an item in location A.1.3 -5.6 of an item in location A.1.4 An order quantity of 12 would be reserved as follows: • If **Decimals First** is Y, the picker will be sent to four locations, but three of them will be completely emptied during the pick, leaving no residual quantities: -6 is reserved in location A.1.1, which will empty this location -5.6 is reserved in location A.1.2, which will empty this location -5.6 is reserved in location A.1.3, which will empty this location -2 is reserved in location A.1.4, which will leave a partial quantity in this location • If **Decimals First** is N, the picker will be sent to only three locations, but partial quantities will be left in each of those locations -6 is skipped in location A.1.1 since it is less than a whole number so this partial quantity will remain unreserved in this location -5 is reserved in location A.1.2, which will leave a partial quantity of .6 in this location -5 is reserved in location A.1.3, which will leave a partial quantity of .6 in this location -2 is reserved in location A.1.4, which will leave a partial quantity in this location

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Auto Rsrv before Pick: Serial Items	Like regular items, the W/M Auto-Reserve function can automatically select the serial numbers and locations of the items to be reserved for an order during the Pick List printing process. Use this field to indicate if you want W/M to perform this Auto-Reserve function for serial number items. Key Y to activate auto-reserve for serial number items. W/M will automatically reserve the next available location for item(s) by serial number(s) for orders with positive order quantities. The serial numbers and locations will print on the Pick List. Keying Y adds a **Max Pick Qty /U/M** field to the *Balance File Maintenance Screen* of the Item Balance Maintenance (MENU IAFILE) for serial number items. Key N if you do not want to activate auto-reserve for serial number items. W/M will not reserve the next available location for item(s) by serial number(s). Blank lines will print on the Pick List so the person picking the items can write in the serial number(s) of the item(s) picked. (A 1) Required
Auto Rsrv before Pick: Lot Items	The W/M Auto-Reserve function can automatically select the lots and locations of the items to be reserved for an order during the Pick List printing process. Use this field to indicate if you want W/M to perform this Auto-Reserve function for lot items. Key Y to activate auto-reserve for lot items. W/M will automatically reserve the next available location for item(s) by lot number(s) for orders with positive order quantities. The lot numbers and locations will print on the Pick List. Keying Y adds a **Max Pick Qty / U/M** field to the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE) for lot items. Key N if you do not want W/M to automatically reserve the next available location for item(s) by lot number(s). Blank lines will print on the Pick List so the person picking the items can write in the lot number(s) of the item(s) picked. (A 1) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Decimals First (Lot Items)	This is used only if the **Auto Rsrv before Pick:** field for lot items is set to Y. This field determines, for the lot items, if the entire available quantity in a location, including decimal quantities, should be reserved first (during the initial pass of the auto-reservation process), or, if only quantities in whole numbers should be reserved first. Depending on the type of item being processed and the best practice for your organization, you may want to try to reduce the instances of partial quantities being left in a location, or you may want to try to limit the number of locations to which the picker is sent. For example, if you have -6 of an item in location A.1.1 -5.6 of an item in location A.1.2 -5.6 of an item in location A.1.3 -5.6 of an item in location A.1.4 An order quantity of 12 would be reserved as follows: • If **Decimals First** is Y, the picker will be sent to four locations, but three of them will be completely emptied during the pick, leaving no residual quantities: -6 is reserved in location A.1.1, which will empty this location -5.6 is reserved in location A.1.2, which will empty this location -5.6 is reserved in location A.1.3, which will empty this location -2 is reserved in location A.1.4, which will leave a partial quantity in this location • If **Decimals First** is N, the picker will be sent to only three locations, but partial quantities will be left in each of those locations -6 is skipped in location A.1.1 since it is less than a whole number so this partial quantity will remain unreserved in this location -5 is reserved in location A.1.2, which will leave a partial quantity of .6 in this location -5 is reserved in location A.1.3, which will leave a partial quantity of .6 in this location -2 is reserved in location A.1.4, which will leave a partial quantity in this location NOTE: To prevent pickers from having to break open full cases, unique logic is usually used for case quantity items to ensure whole cases are auto-reserved first. Only if there is a leftover quantity (a partial case) to be reserved, will the system then follow the reservation logic noted above, using the **Decimal First** option. There are, however, some purposeful exceptions to this 'full case first' reservation logic during some specific Return to Vendor (RTV) and/or backorder staging processes whose functionality does not require full cases to be reserved first. Also, if using manufactured bills with the Production Control module, the individual bill's field **Allow Decimal Qtys** will supersede this **Decimals First** value.

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Check Exp. Dates During Auto Rsrv	This field is applicable only if lot expiration dates are required, as determined through Item Master Maintenance (MENU IAFILE). Used to determine if will check a lot's expiration date to ensure it is greater or equal to the current date. If you identify that the dates are to be checked, and a date has expired, the lot item will not be used for auto-reserve. Note, however, that the lot item may still be selected manually (although a warning is provided) when entering an order through Enter, Change & Ship Orders (MENU OEMAIN). Key Y to have check the expiration date of the lot item to determine if that lot should be used with the auto-reserve feature. Key N if you do not want to have check the expiration date of the lot item to determine if that lot should be used with the auto-reserve feature. (A 1) Required
Additional Days	This field is applicable only if a Y is keyed in the **Check Exp. Dates During Auto Rsrv** field. Used to include extra days in the calculation of whether or not a lot's expiration date has sufficiently passed, so as to prevent that item from being used with the auto-reserve feature. These extra days will be added to today's date to create a future date. The expiration date is then checked against that future date. For example, assume no days are entered in this field and the lot expiration date of an item is November 13. If you are doing auto-reserve on November 12, that lot item will be selected since November 13 is greater than the current date of November 12. If however, you key a 2 in this field, (only for this calculation) two days will be added to today's date of November 12 resulting in November 14 prior to its check against the expiration date. Since the expiration date of November 13 is less than the future date of November 14 the item will not be used in auto-reserve. (N 3,0) Optional

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Allow Backorder Staging	To minimize product handling, items that are received to fill backorders can be staged in an area near the shipping dock. During the W/M put-away process, W/M can automatically store any quantity of items that are used to fill backorders in the backorder staging location. The location number of the backorder staging area is all 8's. Use this field to indicate if you wish to use this W/M function. Key Y to have the option to request the staging of backordered items when pre-receiving inventory through Warehouse Management (MENU WMMAIN). The **Stage Back Orders** field will display on the PO Selection Screen (p. 5-41). Key N if you do not want to have the option to request the staging of backordered items during the W/M put-away process. The **Stage Back Orders** field will not display on the PO Selection Screen (p. 5-41) in Warehouse Management (MENU WMMAIN). (A 1) Required
Default Backorder Staging Mode	If backorder staging is allowed (i.e., Y in the **Allow Backorder Staging** field), use this option to determine the default value of the **Stage Back Orders** field on the PO Selection Screen (p. 5-41), displayed when you select to pre-receive inventory through Warehouse Management (MENU WMMAIN). You can override this default at that time. Key Y if you want backorder staging to be active when you pre-receive items on order. Key N if you do not want backorder staging to be active when you pre-receive items on order. *Valid Values:* Can be Y only if Allow Backorder Staging is Y (A 1) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Use Returns Location	If desired, you may set up a location in your warehouse where returned items will be automatically assigned. The W/M returns location contains all 7's in each position of the location number (e.g., 77.777.777). For items being returned to stock, if a warehouse/return location record has been defined through Return Reason Codes Maintenance (MENU OEFIL2), then that return location will be automatically assigned to store the returned items based on the return reason code selected and what warehouse/return location record has been defined for the reason code. Therefore, overriding any other auto pick locations that might have qualified (that is, overriding the use of this field). You will have the option to change the auto-selected location assignment during Order Entry Item Review, if desired. Key Y to use the W/M automatic returns location. When an item is returned through Enter, Change & Ship Orders (MENU OEMAIN), the item is automatically assigned to the W/M returns location (this is done by pressing F5=Loc to assign locations). Key N if you do not wish to use the W/M returns location. When a returned item is processed through Enter, Change & Ship Orders (MENU OEMAIN), you must select the location where the returned item will be stored after pressing F5=Loc to assign locations. NOTE: If the return order is created through the credit and rebill process, assignments are not made in the off-line Order Entry process that is used. (A 1) Required

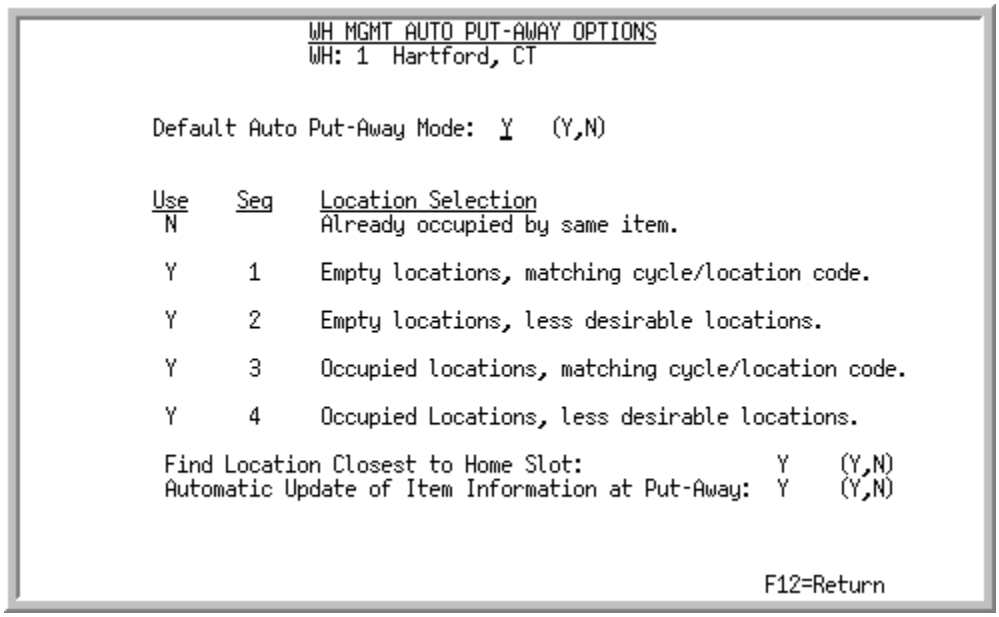
Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Allow Auto Put-Away	The Automatic Put-Away feature is an optional function of W/M which reviews warehouse locations when pre-receiving items on order and selects where items should be stored based on your custom definitions. These definitions are specified on the Warehouse Management Put-Away Options Screen (p. 31-32). If you select to use auto put-away, W/M will indicate where you should store items in a warehouse; if you do not select to use auto put-away, you indicate to W/M where items have been, or will be, stored in the warehouse. Key Y if you want to use the W/M Auto Put-Away feature for this warehouse. Also, if Radio Frequency is installed and you want to use R/F auto put-away, this field must be Y. The Warehouse Management Put-Away Options Screen (p. 31-32) will display in sequence after pressing ENTER on this screen. When maintaining warehouse locations through Location Master Maintenance (MENU WMFILE), you specify whether or not the location will be considered for auto put-away. The **Auto Put-Away** field on the PO Selection Screen (p. 5-41) will display when pre-receiving inventory through Warehouse Management (MENU WMMAIN). Keying Y adds two fields, **Min Put-Away Qty / U/M** and **Max Put-Away Qty / U/M**, to the *Balance File Maintenance Screen* of Item Balance Maintenance (MENU IAFILE) for regular items. **Important** If Customer Consignment is installed, you must key Y in this field to allow the Automatic Put-Away feature to indicate where you should store items in a customer consignment warehouse. Key N if you do not want to use the Auto Put-Away feature for this warehouse. The Warehouse Management Put-Away Options Screen (p. 31-32) will not display. When maintaining locations in this warehouse through Location Master Maintenance, the **Auto Put-Away** field will not display. Also, the Auto Put-Away field on the PO Selection Screen (p. 5-41) will not display when pre-receiving inventory through Warehouse Management (MENU WMMAIN). (A 1) Required

Warehouse Management Options Screen Fields and Function Keys

Field/Function Key	Description
Require Lot/Serial Info for Drop Ships	Use this field to specify whether lot/serial information is required during PO Receipt Entry for drop shipments. Key A to always require lot/serial information to be entered for lot or serial items during PO Receipt Entry. Key N to never require lot/serial information to be entered for lot or serial items during PO Receipt Entry. Key I to require lot/serial information for drop shipments based on the item. If the item is set up in Item Master Maintenance (MENU IAFILE) to print lots and serials on the invoice, then lot/serial information will be required during PO Receipt Entry. NOTE: Lot/Serial Information cannot be entered for items defined as fixed case quantity in Item Balance Maintenance (MENU IAFILE). *Default Value:* N (A1) Required
F12=Return	Press the F12=RETURN function key to return to the Miscellaneous Options Screen (p. 31-9). warehouse options are not updated.
Enter	Press ENTER to confirm your selections. If you keyed Y in the **Allow Auto Put-Away** field, the Warehouse Management Put-Away Options Screen (p. 31-32) will display; otherwise, the Warehouse Management Pick List Options Screen (p. 31-39) will display.

Warehouse Management Put-Away Options Screen



This screen displays from the Warehouse Management Options Screen (p. 31-18) if you keyed Y in the **Allow Auto Put-Away** field. Use this screen to define how the W/M Auto Put-Away feature is used for this warehouse when pre-receiving an order through Warehouse Management (MENU WMMAIN). If Radio Frequency is installed and you want to use R/F auto put-away, your selections on this screen will apply to R/F auto put-away, as well. You select up to five different location selection methods that can be used to determine where an item will be stored; this constitutes the hierarchy that is used by auto put-away. If the entire quantity cannot be put away automatically, you must manually put away the items.

Location Selection Methods

These are the methods of location selection that may be used during W/M auto put-away. Each of these methods adheres to the following rules:

1. W/M attempts to store the entire receipt quantity in a single location.
2. If a single location is not large enough to store the entire receipt quantity, W/M will select the location with the most space available. Once items are stored in the largest location, steps 1 and this step are repeated until the entire receipt quantity has been stored.
3. Any locations that are selected during auto put-away will be held.
4. Held locations are not considered during location selection.
5. A location is rejected by auto put-away if its location class is not the same as the item's (Item Master Maintenance) or warehouse's (Item Balance Maintenance) location class.
6. A location is rejected by auto put-away if it cannot hold at least the location's Minimum put-away quantity (unless the location can hold the entire quantity remaining to be stored).
7. When W/M determines that there are no more qualifying locations, the Location Selection method is ended, and selection using the next sequential method is used.

8. If all selection methods are exhausted before storing the entire item receipt quantity, you must manually complete the put-away process.
9. When comparing location codes with item cycle count codes, the system will consider a blank location code as a match to any cycle count code.

You may opt to use, in the selected sequence, each of the following location selection methods:

- Already occupied by same item: Auto put-away attempts to store the item receipt quantity in locations that are occupied by the same item.
- Empty locations, matching cycle/location code: Auto put-away will select only empty locations with the same (or better) location code as the item's cycle count code.
- Empty locations, less desirable locations: Auto Put-Away will select only empty locations having a location code that is less preferable than the item's cycle count code.
- Occupied locations, matching cycle/location code: Auto Put-Away will consider only locations that are occupied by items other than the one being put away, and have the same (or better) location code than the item's cycle count code. Locations that do not allow multiple items are bypassed.
- Occupied locations, less desirable locations: Auto Put-Away considers only locations occupied by items other than the item being received that have a location code less preferable than the item's cycle count code. Locations that do not allow multiple items are bypassed.

Warehouse Management Put-Away Options Screen Fields and Function Keys

Field/Function Key	Description
Default Auto Put-Away Mode	Use this field to determine if auto put-away will be active when pre-receiving inventory through Warehouse Management (MENU WMMAIN). The value that you specify in this field is the default for the **Auto Put-Away** field on the PO Selection Screen (p. 5-41). You may accept or override this default on that screen. Key Y if you want auto put-away to be active when you pre-receive items on order. Key N if you do not want auto put-away to be active when you pre-receive items on order. (A 1) Required
Use	This column corresponds with the **Seq** and **Location Selection** columns. Use it to determine which of the Location Selection methods will be used. Key Y if the corresponding **Location Selection** method should be used for the W/M auto put-away process. Key N if the corresponding L**ocation Selection** method should not be used for the W/M auto put-away process. *Valid Values:* Y or N (5 @ A 1) Required

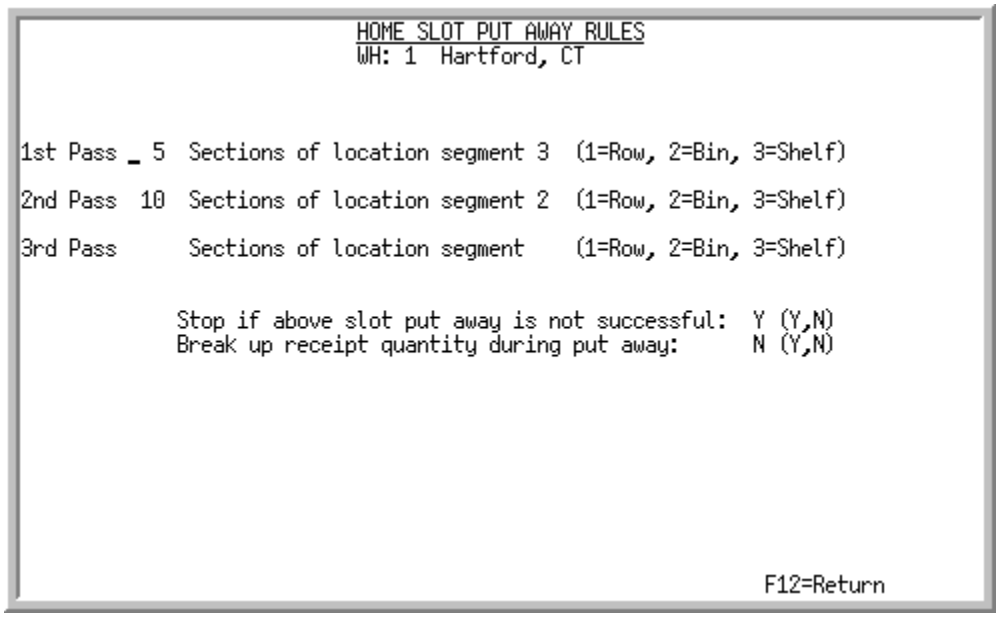
Warehouse Management Put-Away Options Screen Fields and Function Keys

Field/Function Key	Description
Seq	This column determines the sequence in which each of the selected **Location Selection** methods will be used with auto put-away. NOTE: You may press ENTER to automatically assign the values in this column in the sequence of the **Location Selection** methods displayed, for only those fields that have been assigned Y in the **Use** column. You may change the sequence if desired. **Location Selection** methods that have not been selected for use (i.e., N in the **Use** column) are ignored, and the sequence numbers will be assigned accordingly. Key the sequence number, 1 through 5 of each of the **Location Selection** methods that will be used (Y in the **Use** field). You may press ENTER without keying any sequence numbers to automatically assign sequence numbers to the used **Location Selection** methods in the sequence that they are displayed. *Valid Values:* Must be blank if the corresponding value of the Use column is N; otherwise, W/M will automatically blank out this field. (5 @ N 1,0) Optional
Find Location Closest to Home Slot	Use this field to specify whether or not home slot logic should be evoked during auto put-away prior to using the rules defined in the **Location Selection** field on this screen. Home slot auto put-away will attempt to put an item away in the location closest to its home location. NOTE: In order to use home slot auto put-away for an item, the item must be assigned a permanent location and that location must be flagged as the item's home slot through Location Master Maintenance (MENU WMFILE). Key Y to have the system attempt to put the item away in the closest available location to the item's home location. Key N if you do not want the system to attempt to put the item away in the closest location to the home location. Normal put-away logic will be used. (A 1) Required

Warehouse Management Put-Away Options Screen Fields and Function Keys

Field/Function Key	Description
Automatic Update of Item Information at Put-Away	NOTE: This field pertains to items pre-received on pallets using auto put-away. When using auto put-away to pre-receive a pallet item through Warehouse Management (MENU WMMAIN), the pallet information for the item can be updated automatically depending on your selection in this field. An item's pallet information includes the item's Pallet ID, quantity of items per pallet, maximum put-away quantity, and minimum put-away quantity. (If the new maximum put-away quantity is less than the minimum put-away quantity, the minimum put-away quantity will be set to the same value as the maximum put-away quantity.) NOTE: Any item that is assigned a **Pallet ID** through Item Balance Maintenance (MENU IAFILE) is a pallet item. Key Y to update the pallet information of pallet items automatically when the item is pre-received. If the pallet information specified on the Pallet Information Screen (p. 5-52) is different than the pallet information defined for the item, that information is automatically changed for the item. Key N if you do not wish to automatically update an item's pallet information when a pallet of the items is pre-received using auto put-away. You may, however, select F6=UPD ITM from the Pallet Information Screen (p. 5-52) to update the item's pallet information. *Default Value:* Y Required (A 1)
F12=Return	Press F12=RETURN to return to the Warehouse Management Options Screen (p. 31-18). W/M put-away options are not updated.
Enter	Press ENTER after keying your selections. If you did not key any sequence numbers in the **Seq** column, they will be assigned automatically. You must press ENTER a second time to confirm. W/M put-away options are updated. If you entered Y in the **Find Location Closest to Home Slot** field, the Home Slot Put Away Rules Screen (p. 31-36) will display. If you entered N in the **Find Location Closest to Home Slot** field, the Warehouse Management Pick List Options Screen (p. 31-39) will display.

Home Slot Put Away Rules Screen



This screen displays from the Warehouse Management Put-Away Options Screen (p. 31-32) if you keyed Y in the **Find Location Closest to Home Slot** field. Use this screen to define how the W/M Auto Put-Away Home Slot feature is used for this warehouse when pre-receiving an order through Warehouse Management (MENU WMMAIN). If Radio Frequency is installed and you want to use R/F auto put-away, your selections on this screen will apply to R/F auto put-away, as well.

Home slot auto put-away takes place before regular auto put-away. Up to three passes are set up which define how locations will be chosen for home slot auto put-away. For each pass, you define the number of sections to look for valid put-away locations. All valid locations including unavailable locations and locations not flagged for auto put-away are included in counting the total number of locations to be reviewed by a particular pass. In addition, you define which segment of the location definition (i.e., row.bin.shelf) will be used to count the sections.

For example, assume that the locations in our warehouse are defined as row.bin.shelf. Also assume that the first pass is defined as 2 sections of segment 3 and the second pass is defined as 5 sections of segment 2. Home slot auto put-away will first identify the home slot location for the item and then look for space in the 2 shelves (within the same bin) on either side of the home slot location for a valid put-away location. Failing that, it will look in the 5 bins (within the same row) on either side of the home slot location (any shelf within any bin that is within 5 of the home slot) for a valid put-away location. Home slot auto put-away will only attempt to put items away in empty locations.

Home slot auto put-away will be executed if the item does not have an **Override Warehouse Location** defined through Item Balance Maintenance (MENU IAFILE) and the item has a home slot location defined through Location Master Maintenance (MENU WMFILE).

Below is a summary of how home slot auto put-away attempts to find a location for an item:

- Check for available space in the home slot for the entire put-away quantity.

- Check to see if the max put-away quantity for the home slot will be exceeded.
- If there is not enough space or it will exceed the max put-away quantity, get the first pass rule.
- Identify the appropriate number of locations in either direction of the home slot according to the first pass rule.
- Examine each of the identified locations and skip if any of the following is true:
  - The location is not empty.
  - The location has pending reservations (moves/receipts).
  - The location is a reserved location (4's, 5's, 6's, 7's, 8's, 9's).
  - The pallet class assigned to the location doesn't match the pallet class defined for the item.
  - The location class assigned to the location doesn't match the location class defined for the item.
  - The location code assigned to the location (if not blank) doesn't match the cycle count code defined for the item.
  - The **Auto Put Away** field on the location is set to N.
  - A permanent item (other than the item being put away) is assigned to the location.
  - There is not adequate space for the entire put away quantity.
- The remaining locations will be sorted by space available and the location with the closest space available to the space required for the put away quantity will be used.
- If there is more than one location with the same space available, the location with the lowest put away sequence will be used.
- If no locations meet the criteria, repeat the above steps using the second pass rule.
- If still no locations meet the criteria, repeat once again using the third pass rule.
- If all three passes fail to find a put-away location, and the **Break up receipt quantity during put away** field is set to Y, then all three passes will be repeated a second time in an attempt to split up the receipt quantity across multiple locations.

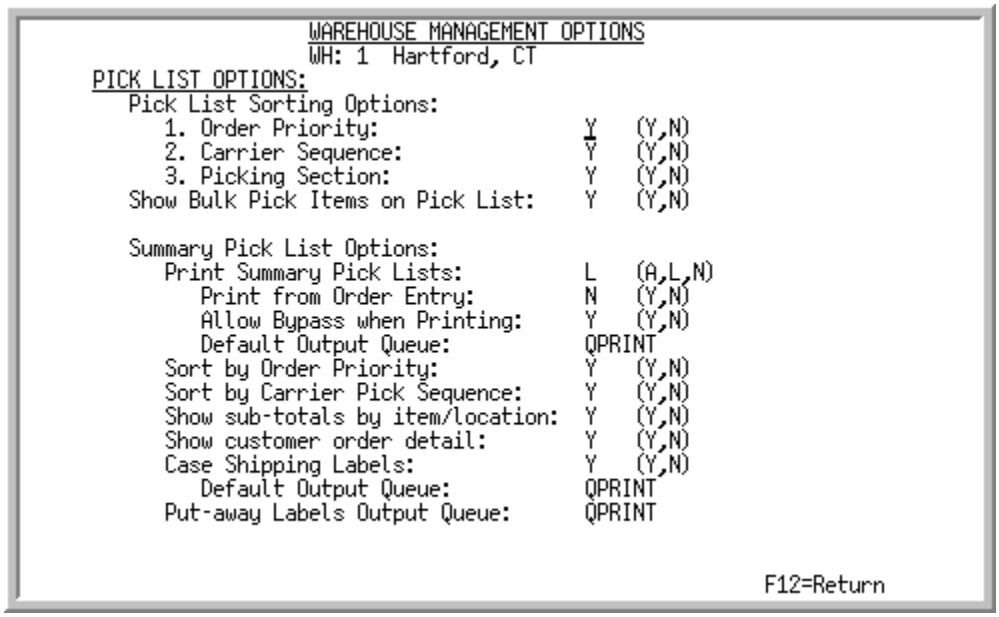
Home Slot Put Away Rules Screen Fields and Function Keys

Field/Function Key	Description
1st, 2nd, 3rd Pass number of Sections	Use these fields to define the number of sections on either side of the home slot to look for valid put away locations. An item is assigned to a home slot through Location Master Maintenance (MENU WMFILE). Note: All valid locations including unavailable locations and locations not flagged for auto put-away will be included in counting the total number of locations to be reviewed by a particular pass. *Valid Values:* Cannot be blank if the pass following it has been defined. (3 @ N 3, 0) Optional

Home Slot Put Away Rules Screen Fields and Function Keys

Field/Function Key	Description
1st, 2nd, 3rd Pass Segment Value	Use these fields to define which segment of the location definition should be counted when determining the number of sections to review for a particular pass. For example, the WM location is defined as Row.Bin.Shelf and the number of sections to review for a Pass is 10 and the segment value is 2 for Bin. During home slot put away, the system will only look at locations 10 bins in either direction of the home slot bin (within the same Row). *Valid Values:* 1 through 5; cannot be blank if the pass following it has been defined or if the corresponding number of sections field has been entered. (3 @ 1,0) Optional
Stop if above slot put away is not successful	Use this field to define whether or not the regular auto put-away rules should be used when home slot put away is not able to find a valid location for an item. Key Y to force manual put-away for the item. Key N to allow the regular auto put-away rules to attempt to find a location for the item. (A 1) Required
Break up receipt quantity during put away	Use this field to define whether or not an attempt should be made to split up the receipt quantity when home slot rules do not find a valid location for the entire quantity of an item in any of the three passes. The system will go through each of the three passes a second time trying to break up the receipt quantity into multiple locations. Key Y to allow the receipt quantity to be broken up into multiple empty locations. Key N if you do not want home slot put-away to break up the receipt quantity. (A 1) Required
F12=Return	Press F12=RETURN to return to the Warehouse Management Put-Away Options Screen (p. 31-32) without updating the home slot put-away rules.
Enter	Press ENTER after keying your selections. Home slot put-away rules are updated, and the Warehouse Management Pick List Options Screen (p. 31-39) will display.

Warehouse Management Pick List Options Screen



This screen displays after pressing ENTER from the:

- Warehouse Management Options Screen (p. 31-18) if you have not selected to use Auto Put-Away
- Warehouse Management Put-Away Options Screen (p. 31-32) if you have selected to use Auto Put-Away but not use Home Slotting
- Home Slot Put Away Rules Screen (p. 31-36) if you have selected to use Auto Put-Away and Home Slotting.

Use this screen to specify the Pick List and Summary Pick List options for this warehouse. These options are used when the pick lists are printed through Order Entry. Refer to Print Pick Lists (MENU OEMAIN) in the Order Entry User Guide for details about Pick Lists and Summary Pick Lists.

Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Pick List Sorting Options: 1. Order Priority	Use this field to indicate if order priority should be considered for the sequence in which the Pick List will print. Key Y if you would like the pick list documents to be sorted by order priority above all other sort criteria. The priority of an order is specified on the *Second Order Header Screen* when creating an order through Enter, Change & Ship Orders (MENU OEMAIN). Key N if order priority should be ignored when sorting Pick Lists for printing. *Default Value:* N (A 1) Required

Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Pick List Sorting Options: 2. Carrier Sequence	Key Y to print Pick Lists in the order that you expect carriers to arrive; Pick Lists for the same carrier will print together. The carrier pick sequence is defined through Carrier Code Maintenance (MENU OEFIL2). Key N if carrier sequence should be ignored when sorting Pick Lists for printing. *Default Value:* N (A 1) Required
Pick List Sorting Options: 3. Picking Section	Individual locations may be assigned to a picking section through Location Master Maintenance (MENU WMFILE) for warehouse picking sections that have been defined through Picking Sections Maintenance (MENU WMFILE). Key Y if you want to print Pick Lists in sequence by the sections from which they are picked. All orders to be picked from a single section of the warehouse will print together. If an order is to be picked from locations in multiple sections, then the pick will be grouped with similar orders. Key N if picking sections should be ignored when sorting Pick Lists for printing. *Default Value:* N (A 1) Required
Show Bulk Pick Items on Pick List	This field is used to specify whether you want to show bulk items (items that appear on the Summary Pick List only) on the Pick List in a separate section labeled Separate Packages. Key Y to show bulk items on the Pick List. Key N if you do not want bulk items shown on the Pick List. Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists, and refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. (A 1) Required

Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Print Summary Pick Lists	Use this field to indicate if, and for which locations, Summary Pick Lists will print. Summary Pick Lists can be printed when Pick Lists are selected to print through Print Pick Lists (MENU OEMAIN) or from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN). Refer to the Order Entry User Guide for details about these options. The Summary Pick List can combine items for several orders and are most useful for summary or wave picking from bulk storage locations. If you print a Summary Pick List from the *End Order Screen* in Enter, Change & Ship Orders (MENU OEMAIN), however, the list will print for a single order only. Key A to print Summary Pick Lists for all locations. Key L to print Summary Pick Lists for locations in specific picking sections only. These locations are selected based on whether the definition of each picking section indicates that Summary Pick Lists should print, as defined through Picking Sections Maintenance (MENU WMFILE). Key N if you do not wish to use Summary Pick Lists in W/M. Refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. NOTE: When Summary Pick Lists are generated, you have the option to print Case/Shipping Labels simultaneously). If you select to, item information will be included on the labels. Refer to Shipping Labels (MENU WMMAIN) for more information. *Default Value:* N (A 1) Required
Print from Order Entry	This field is used to indicate if Summary Pick Lists should print when you print a Pick List from the *End Order Screen* during Enter, Change & Ship Orders (MENU OEMAIN). Key Y if Summary Pick Lists should print in addition to regular Pick Lists which may be selected to print from the *End Order Screen* during Enter, Change & Ship Orders (MENU OEMAIN). Key **N** if Summary Pick Lists should not print when printing a Pick List for an order during Enter, Change & Ship Orders (MENU OEMAIN). Refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. *Default Value:* N (A 1) Required

Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Allow Bypass when Printing	Key Y to allow the requester of Pick Lists to override the printing of Summary Pick Lists on the Print Picks Screen. Key N if the requester cannot override the printing of Summary Pick Lists; they will always print when Pick Lists are printed. (A 1) Required
Default Output Queue	Key the name of the IBM i default output queue to which Summary Pick Lists will be sent. This default may be accepted or overridden when Pick Lists are printed through Print Pick Lists (MENU OEMAIN). *Valid Values:* Must be the name of a valid IBM i output queue. (A 10) Required
Sort by Order Priority	An order priority may be assigned to each order created in Order Entry. Use this field to determine if orders should be sorted by their order priority when printed on the Summary Pick List. Key Y to sort the items printed on the Summary Pick List by order priority. This ensures that the most important orders are shipped first. Key N if you do not want the line items printed on the Summary Pick List to be sorted by order priority. Refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. *Default Value:* N (A 1) Required
Sort by Carrier Pick Sequence	Key Y to sort Summary Pick Lists by carrier. For each carrier, the Summary Pick List prints in picking location sequence. This will help you to pick items in the same sequence that they will be picked up by the carrier. Key N if you want Summary Pick List items to be printed in picking location sequence, regardless of the carrier. Refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. *Default Value:* N (A 1) Required

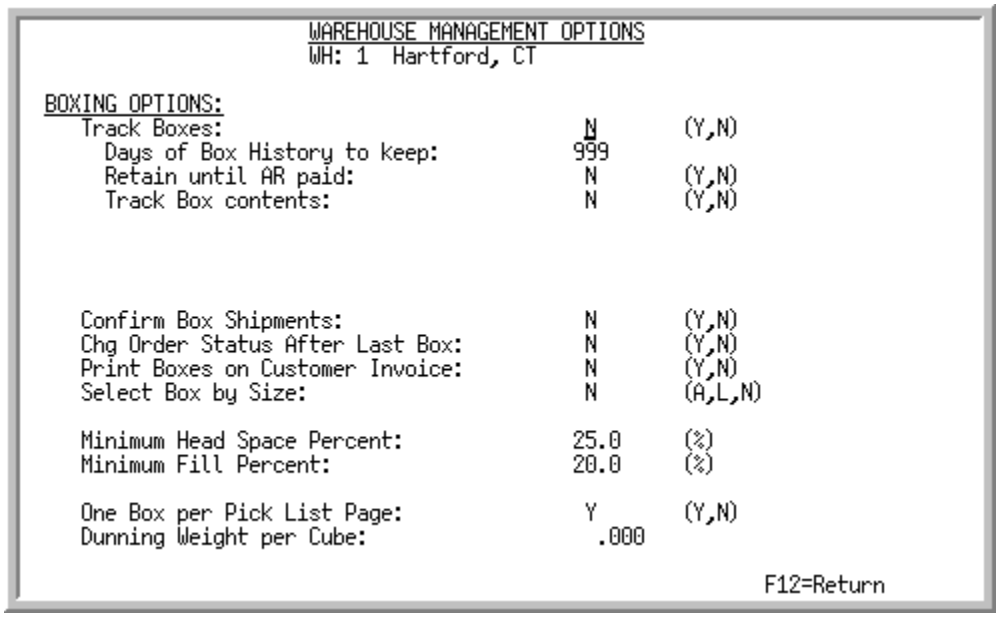
Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Show sub-totals by item/location	Use this field to determine if only subtotals should display for each item and location printed on the Summary Pick List, or if the individual lines from customers' orders should print. Key Y if you want a total quantity to print for each item/location being picked. You may still print a line for each item ordered by keying Y in the **Show customer order detail** field. For example, if one unit is being picked for three different customers, the Pick List prints a total pick quantity of three for that item and location. Key N if you do not want a subtotal to print on the Summary Pick List for each item/location. One line will print on the Summary Pick List for each item on an order being picked, and a subtotal for the item or location will not print. *Default Value:* N *Valid Values:* Cannot be N if Show customer order detail field is also N (A 1) Required
Show customer order detail	If you have selected to **Show sub-totals by item/location**, use this field to determine if the individual line items from a customer's order should print in addition to the subtotal for each item/location. Key Y to print each line item being picked on the Summary Pick List. Each line refers to the customer's order for the item. For example, if one unit is being picked for three different customers, the Summary Pick List contains three lines for this item and location. Each line refers to the customer's order. Key N if you do not want customer order details to print. Only subtotals by item and location will print on the Summary Pick List. Refer to CHAPTER 4: *Distribution A+ Modules Affected by W/M* for details about Summary Pick Lists. *Default Value:* Y *Valid Values:* Cannot be N if Show sub-totals by item/location field is also N (A 1) Required

Warehouse Management Pick List Options Screen Fields and Function Keys

Field/Function Key	Description
Case Shipping Labels	When Summary Pick Lists are printed, you may also print Case/Shipping Labels. For items that are printed on a regular Pick List rather than a Summary Pick List, Case/Shipping Labels will not contain item information. Key Y to print Case/Shipping Labels when Summary Pick Lists are printed. W/M will calculate the number of labels to print based on the pick quantity. Key N if you do not want Case/Shipping Labels to print when Summary Pick Lists are printed. Refer to Shipping Labels (MENU WMMAIN) for details about Case/Shipping Labels. *Default Value:* N (A 1) Required
Default Output Queue	Key the name of the default output queue to which Case/Shipping Labels will be sent for this warehouse. This is the default when printing Case/Shipping Labels through Shipping Labels (MENU WMMAIN) and Print Pick Lists (MENU OEMAIN) and may be accepted or overridden at that time. NOTE: If you are printing barcoded labels, you must use an output queue that has been defined in T.L. Ashford Printer Types; otherwise, text labels will print. Refer to the Appendix section of this User Guide for details about barcoding. *Valid Values:* Must be the name of a valid IBM i output queue if you keyed Y in the Case Shipping Labels field (A 10) Required
Put-Away Labels Output Queue	Key the name of the IBM i output queue that will be used as the default when printing Put-Away Labels. NOTE: If you are printing barcoded labels, you must use an output queue that has been defined in T.L. Ashford Printer Types; otherwise, text labels will print. Refer to the Appendix section of this User Guide for details about barcoding. (A 10) Required
F12=Return	Press F12=RETURN to return to the previous screen. W/M picking options are not updated.
Enter	Press ENTER after keying your selections. The Warehouse Management Boxing Options Screen (p. 31-45) will display.

Warehouse Management Boxing Options Screen



This screen displays after pressing ENTER on the Warehouse Management Pick List Options Screen (p. 31-39). Use this screen to select options for filling and tracking boxes for this warehouse in W/M. When the Pick List for an order is printed, the box(es) and item(s) to put in the box are also printed. The boxes should be filled as indicated.

Case/Shipping Labels also may be printed for boxes. When boxes are shipped, the shipment of each box can be confirmed, and when the final box for an order is shipped, the entire order can be ship confirmed.

Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists, and refer to Shipping Labels (MENU WMMAIN) for details about Case/Shipping Labels.

Important

If Customer Consignment is installed, it is recommended that you do not fill or track boxes for a customer consignment warehouse.

Warehouse Management Boxing Options Screen Fields and Function Keys

Field/Function Key	Description
Track Boxes	Key Y to track boxes. Each box filled for an order is assigned a unique box identification code (**Box ID**) for the order, and will be tracked in box history. W/M can calculate the box contents, or you can specify the box contents through Box Maintenance (MENU WMMAIN) or when printing Case/ Shipping Labels through Shipping Labels (MENU WMMAIN). Key N if you do not want to track boxes. You will not be able to confirm box shipments through Confirm Box Shipments (MENU WMMAIN). *Default Value:* N (A 1) Required
Days of Box History to keep	Use this field to indicate how long to keep box history before it is purged. Box history consists of the box shipments that you have made from this number of days ago through the present date. Box history that is older than this number of days is automatically removed during Day-End Processing (MENU XAMAST). (N 3,0) Required
Retain until A/R paid	Key Y if you do not want to purge box history that is older than the **Days of Box History to keep** until the invoice is fully paid through Accounts Receivable. Key N if you do not want to consider an invoice's payment status when box history is purged from W/M. *Default Value:* N (A 1)Required
Track Box contents	Key Y to track the contents of boxes. The individual items and quantities that were shipped in each box are retained in box history. Key N if you do not want to track the contents of boxes for this warehouse. Box history will not include the individual items and quantities shipped in each box. *Default Value:* N (A 1) Required

Warehouse Management Boxing Options Screen Fields and Function Keys

Field/Function Key	Description
Confirm Box Shipments	Key Y if you want to confirm box shipments for your orders. As each box is shipped, you can verify the date and time (and other optional information) of the shipment from a workstation in your shipping area. If you also key Y in the **Chg Order Status After Last Box** field, you will not need to perform a shipping confirmation for an order. Box shipments are confirmed through Confirm Box Shipments (MENU WMMAIN), which may also be accessed directly through Enter, Change & Ship Orders (MENU OEMAIN) in Order Entry. Key N if you do not want to confirm box shipments through W/M. *Default Value:* N (A 1) Required
Chg Order Status After Last Box	If you have selected to **Confirm Box Shipments**, use this field to determine if the status of an order will automatically change to "Ready for Invoice Print" after the last box of an order is confirmed through Confirm Box Shipments (MENU WMMAIN). Key Y if you want the status of an order to automatically change after the last box is confirmed for shipment. If you key Y, you will not need to ship confirm the entire order. Key N if you do not want the confirmation of box shipments to have any affect on the status of an order. You will still be required to ship confirm the order. *Default Value:* N *Valid Values:* This field must be N if Radio Frequency is installed on your system and the Ship Confirm after last pick field is set to Y through Radio Frequency Options Maintenance (MENU RFFILE). Additionally, this field must be set to N if you want to ship confirm orders through Ship Confirm Multiple Orders (MENU OEMAIN). (A 1) Required
Print Boxes on Customer Invoice	Key Y to print box information (including box number, shipping date and time) at the bottom of the customer's Invoice. Key N if you do not wish to print box information on customer Invoices. Refer to Print Invoices (MENU OEMAIN), as explained in the Order Entry User Guide for details about Invoices. *Default Value:* N (A 1) Required

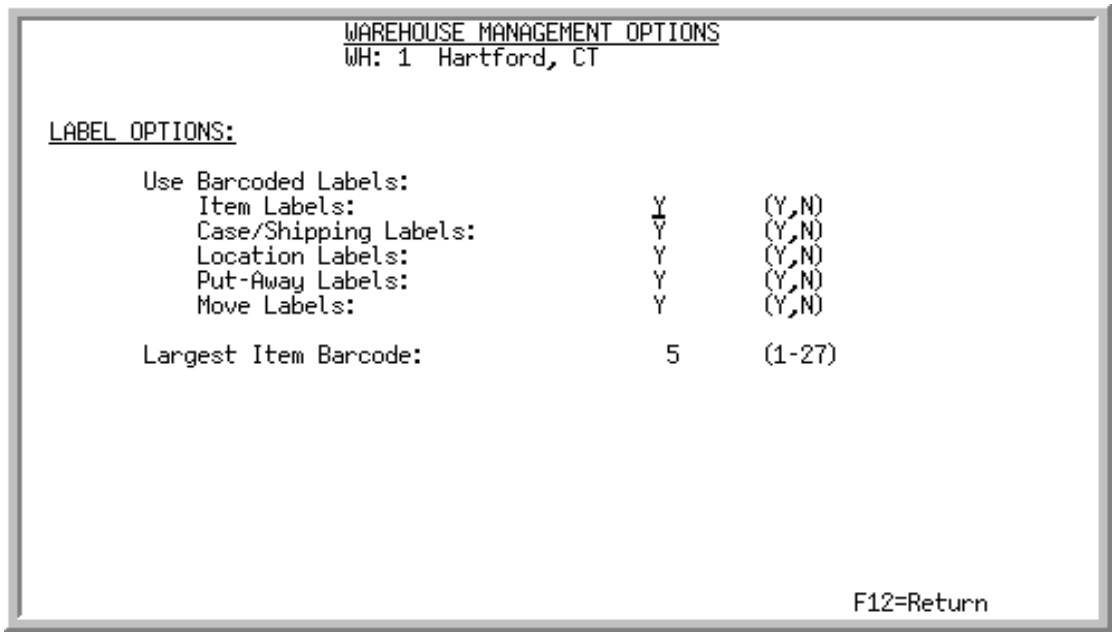
Warehouse Management Boxing Options Screen Fields and Function Keys

Field/Function Key	Description
Select Box by Size	W/M can automatically calculate box sizes and assign a box number based on the items in a customer's order. The calculation considers the size of the item in cubes, the item's dimensions, and the item's weight. Box sizes are calculated and box numbers assigned when Pick Lists are printed. Key A to calculate box sizes for all items on an order, regardless of the picking location. Key L to box line items based on their picking section. For each picking section defined through Picking Sections Maintenance (MENU WMFILE), the picking section definition will be checked to see if the item should be boxed. Key N if you do not want W/M to calculate any box sizes, or fill boxes. NOTE: Enter N in this field and Y in the **Track Box Contents** field in order to allow you to manually specify box contents through Box Maintenance (MENU WMMAIN) or when printing case/shipping labels through Shipping Labels (MENU WMMAIN). *Default Value:* N (A 1) Required
Minimum Head Space Percent	This percent is used to specify the minimum amount of empty (head) space in a box. If an item cannot fit in a box without consuming the head space, W/M will either select another box or close the box and start loading a new one. If this percentage is too low, the system may select boxes that are too small to hold its contents. If the head space percent is too high, then boxes may not be sufficiently filled. You may need to experiment with this value to produce satisfactory results from the boxing calculations. Key the percentage of the box's total capacity that should be empty. (N 3,1) Required
Minimum Fill Percent	A box's minimum fill percent is the percentage of the box's total capacity that should be filled. If a box cannot be filled to at least this level, a smaller box will be selected. Key the minimum fill percent. If a box is not filled to at least the percentage keyed in this field, it will be rejected. NOTE: When defining boxes through Box Master Maintenance (MENU WMFILE), you may select to ignore this fill percent for an individual shipping box. (N 3,1) Required

Warehouse Management Boxing Options Screen Fields and Function Keys

Field/Function Key	Description
One Box per Pick List Page	This field is protected when the **Default Pick List Sequence** in Order Entry Options (MENU XAFILE) is not set for warehouse location. Key Y if a new page should print on the Pick List for each new box to fill. The **Box ID** and type of box will show at the top of each Pick List page. Key N if you do not want the page to advance for each new box on the Pick List. A complete box summary will print at the top of the first Pick List page. Refer to Print Pick Lists (MENU OEMAIN), as explained in the Order Entry User Guide for details about Pick Lists. *Default Value:* N (A 1) Required
Dunning Weight per Cube	Key the weight per cube of the packing material used to fill and close a box. The dunnage weight is estimated based on the empty space in the box plus the item weight and box tare weight. (N 5,3) Required
F12=Return	Press F12=RETURN to return to the Warehouse Management Pick List Options Screen (p. 31-39). W/M boxing options are not updated.
Enter	Press ENTER after keying your selections. The Warehouse Management Label Options Screen (p. 31-50) will display.

Warehouse Management Label Options Screen



This screen displays after pressing ENTER on the Warehouse Management Boxing Options Screen (p. 31-45). Use this screen to identify which labels will be created using barcoding.

Important

If Customer Consignment is installed, it is recommended that you do not identify labels to be created for customer consignment warehouses.

NOTE: In order to utilize barcoding, you MUST have T.L. Ashford software installed. If you plan to use barcoded labels, refer to the Appendix section of this User Guide for important information.

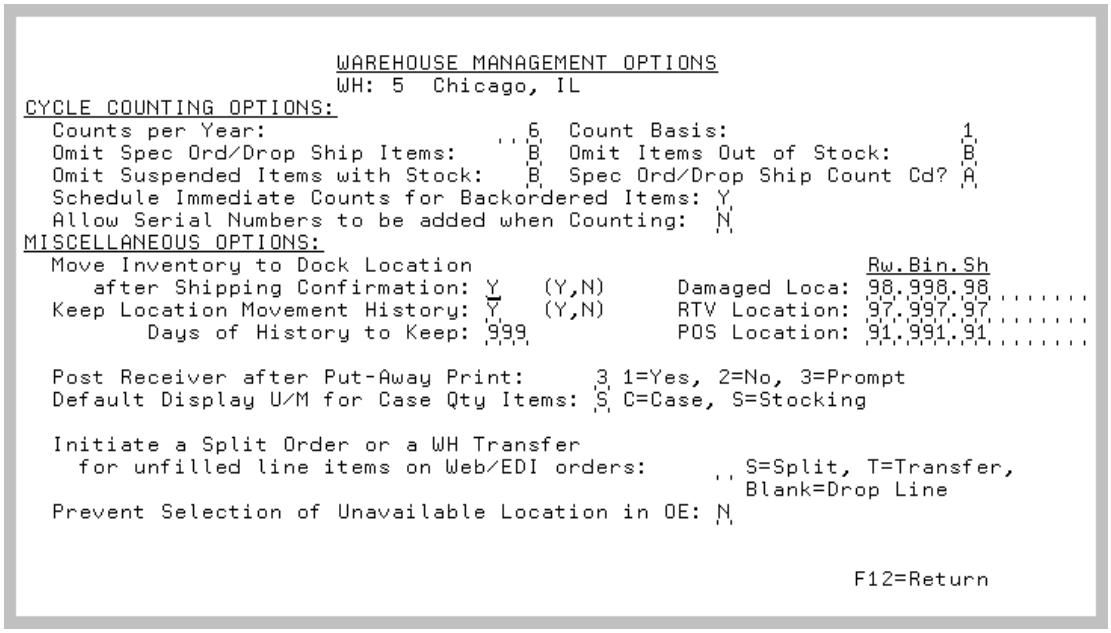
Warehouse Management Label Options Screen Fields and Function Keys

Field/Function Key	Description
Item Labels	Use this field to identify whether or not barcoding will be used in the generation of Item Labels. This value will be the default when printing the labels through Item Labels (MENU WMREPT), although it may be changed at that time. Key Y to indicate that Item Labels will be generated using barcoding. Key N to indicate that Item Labels will be generated without using barcoding. Refer to Item Labels (MENU WMREPT) for a description of Item Labels. NOTE: Item Labels will print automatically with Put-Away Lists if the option to do so is selected on the Warehouse Management Options Screen (p. 31-18) and the **Item Labels** field in the Item Balance File is Y. Refer to the Inventory Accounting User Guide for details about maintaining the Item Balance File. (A 1) Required
Case/Shipping Labels	Use this field to identify whether or not barcoding will be used in the generation of Case/Shipping Labels. Key Y to indicate that Case/Shipping Labels will be generated using barcoding. Key N to indicate that Case/Shipping Labels will be generated without using barcoding. Refer to Shipping Labels (MENU WMMAIN) for a description of Case/Shipping Labels. (A 1) Required
Location Labels	Use this field to identify whether or not barcoding will be used in the generation of Location Labels. Key Y to indicate that Location Labels will be generated using barcoding. Key N to indicate that Location Labels will be generated without using barcoding. Refer to Location Labels (MENU WMREPT) for a description of Location Labels. (A 1) Required

Warehouse Management Label Options Screen Fields and Function Keys

Field/Function Key	Description
Put-Away Labels	Use this field to identify whether or not barcoding will be used in the generation of Put-Away Labels. Key Y to indicate that Put-Away Labels will be generated using barcoding. Key N to indicate that Put-Away Labels will be generated without using barcoding. Refer to Put-Away Labels (MENU WMMAIN) for details about Put-Away Labels. (A 1) Required
Move Labels	Use this field to identify whether or not barcoding will be used in the generation of Move Labels. Key Y to indicate that Move Labels will be generated using barcoding. Key N to indicate that Move Labels will be generated without using barcoding. Refer to Warehouse Management (MENU WMMAIN) for details about Move Labels. (A 1) Required
Largest Item Barcode	NOTE: This field is obsolete as of Version 3.0 of Warehouse Management. It still will display, however, unless you clear the value in it. After you blank out this field, it will not display on this screen again. Key the desired barcode length. (N 2,0) Required
F12=Return	Press F12=RETURN to return to the previous screen. W/M label options are not updated.
Enter	Press ENTER after keying your selections. The Warehouse Management Cycle Counting/Misc Options Screen (p. 31-53) will display.

Warehouse Management Cycle Counting/Misc Options Screen



This screen displays after pressing ENTER on the Warehouse Management Label Options Screen (p. 31-50). Use this screen to specify the parameters to be used by the cycle counting process and to select miscellaneous W/M options.

Important

If Customer Consignment is installed, it is recommended that you do not specify parameters to be used by the cycle counting process or warehouse options for customer consignment warehouses.

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Counts per Year	Use this field to specify how many counts will be done in a year for the indicated warehouse. For example, if a count is performed every Friday, this field would be 52. (N 3,0) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Count Basis	Use this field to define whether the counts should be based on the item's cycle count code, or on the item's physical inventory code. Key 1 to perform counting based on the item's cycle count code. Key 2 to perform counting based on the item's physical inventory code. (A 1) Required
Omit Spec Ord/Drop Ship Items	Use this field to define whether special order and drop ship items should be omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). Key C to bypass/omit special order and drop ship items from the Cycle Count Scheduler (MENU WMPHYS) process. Key B to bypass/omit special order and drop ship items from both the Cycle Count Scheduler (MENU WMPHYS) process and the Warehouse Planning Report (MENU WMREPT). Key P to bypass/omit special order and drop ship items from the Warehouse Planning Report (MENU WMREPT). Leave blank if you do not want special order and drop ship items bypassed/ omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). *Default Value:* Blank *Valid Values:* C, B, P, or Blank (A 1) Optional
Omit Items Out of Stock	Use this field to define whether items out of stock should be omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. Key C to bypass/omit items out of stock from the Cycle Count Scheduler (MENU WMPHYS) process. Key B to bypass/omit items out of stock from both the Cycle Count Scheduler (MENU WMPHYS) process and the Warehouse Planning Report (MENU WMREPT). Key P to bypass/omit items out of stock from the Warehouse Planning Report (MENU WMREPT). Leave blank if you do not want items out of stock bypassed/omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). *Default Value:* Blank *Valid Values:* C, B, P, or Blank (A 1) Optional

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Omit Suspended Items with Stock	Use this field to define whether suspended items with stock should be omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. Key C to bypass/omit suspended items with stock from the Cycle Count Scheduler (MENU WMPHYS) process. Key B to bypass/omit suspended items with stock from both the Cycle Count Scheduler (MENU WMPHYS) process and the Warehouse Planning Report (MENU WMREPT). Key P to bypass/omit suspended items with stock from the Warehouse Planning Report (MENU WMREPT). Leave blank if you do not want suspended items with stock bypassed/omitted from the Cycle Count Scheduler (MENU WMPHYS) process and/or the Warehouse Planning Report (MENU WMREPT). *Default Value:* Blank *Valid Values:* C, B, P, or Blank (A 1) Optional
Spec Ord/Drop Ship Count Cd	Use this field to define whether you want to assign a cycle count code to all items that are special ordered/drop shipped in the Warehouse Planning Report (MENU WMREPT). Key a valid cycle count code to be used for the Warehouse Planning Report (MENU WMREPT) cycle count code assignment to special ordered/drop shipped items. If you assign a cycle count code, special ordered/drop shipped items will be omitted from the report. Leave blank if you do not want to assign a cycle count code to all special ordered/drop shipped items. *Default Value:* Blank *Valid Values:* Blank or a previously defined Cycle Count Code (A 1) Optional
Schedule Immediate Counts for Backordered Items	Use this field to define whether an immediate count will be triggered for a backordered item. Key Y to have the system automatically trigger an immediate count for an item that is backordered due to there not being enough stock in the selected location (when it was picked) and the system thought there was. Key N if you do not want the system to automatically trigger an immediate count for a backordered item. (A 1) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Allow Serial Numbers to be added when Counting	This option will be used in Enter/Change Inventory Count Sheets (MENU WMPHYS), but not for a full physical count. Key Y to allow serial numbers be added for items that are being cycle counted without issuing a message to the user that the serial number does not exist. This option will allow for bypass of message **Serial number must exist in warehouse for partial recounts.** when entering counts for a cycle count. Key N to prevent adding serial numbers that do not already exist in a location that is being cycle counted. A message will be issued to the user explaining **Serial number must exist in warehouse for partial recounts**. (A 1) Required
Move Inventory to Dock Location after Shipping Confirmation	After an order has been ship confirmed, you may optionally determine if you want to move the inventory that has been assigned to this order to a location known as the Shipping Dock Location; all 5's will be assumed for this location (i.e. 55.555.555). You will be able to see any items that are in this location that have been made available (when an order is deleted after it has been shipped confirmed) by running the Warehouse Location Audit Report. This report will identify those locations (by assigning all 5's) that are available for put-away. Since the system maintains such locations as being "held" until day-end is run, this is useful to see locations (emptied via picking) which are available before day-end. Run this report on demand through Warehouse Location Audit Report (MENU WMREPT), or automatically during Day-End Processing (MENU XAMAST). Key Y to have automatically move inventory from its warehouse location to the Shipping Dock Location after it has been shipped confirmed. Key N if you do not wish for inventory to be automatically moved to the Shipping Dock Location. (A 1) Required
Keep Location Movement History	Distribution A+ allows you to keep detail location movement history for all transactions that affect the movement of inventory in and out of warehouse locations. Use this field to determine if you want to maintain the location movement history. Key Y if you want to maintain the location movement history (including transactions that affect inventory) in the Location Movement History File. If you select Y, you must select the number of days to keep history in the next field. Key N if you do not wish to maintain location movement history. The **Days of History to Keep** field will be ignored. (A 1) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Days of History to Keep	NOTE: If you selected not to **Keep Location Movement History**, this field will be ignored. If you are retaining location movement history, use this field to select the number of days that you wish to keep the location movement history. Key the number of desired days (from 1 to 999). When you run Day-End Processing (MENU XAMAST), any records in the Location Movement History File that have been retained longer than this number of days will be purged. *Valid Values:* 1 through 999 (N 3,0) Required/Blank

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Post Receiver After Put-Away Print	NOTE: You must key a 2 in this field if Radio Frequency is not installed since the receiving dock location is applicable only to Radio Frequency. Use this field to determine whether or not the "receiving dock" location in will be used. This receiving dock is defined in as all 4's (e.g., 44.444.44)). This location provides a means of decreasing the time between the receipt of inventory and the availability of that inventory. The process by which this occurs is as follows: • Post the receipt of all items in a receiver to the receiver dock location prior to the physical act of storing each and every item in its (pre-received) destined location. This posting will occur immediately upon the completion of the Put-Away List print (not re-print). • This posting allows one transaction processor job to create a file, identified by a put-away number and containing all the line item information, which will, virtually unseen, identify the location for all those line items as the receiving dock (e.g., 44.444.44). Note that the originally selected (pre-received) locations are retained in this file as well. • Use the transaction manager to select the put-away task and identify the put-away number generated when the Put-Away List was printed. Optionally, use the system-generated travel path which will indicate the originally selected (pre-received) locations. • As each item is physically put-away by keying or scanning the location and using the Store function key, an immediate behind-the-scene "move" occurs from location 44.444.44 to the originally selected location. Since the time consuming transaction processor posting job has already occurred, the inventory becomes immediately available. If you wish to automatically post receivers to the receiving dock when the Put-Away List is printed, key a 1 in this field. If you do not want to post receivers to the receiving dock when the Put-Away List is printed, or if you do not have Radio Frequency installed, key a 2 in this field. If you wish to be prompted to determine if receivers are to be posted to the receiving dock each time a Put-Away List is to be printed, key a 3 in this field. A pop-up window will display a Yes/No prompt for your response when the Put-Away List is printed. *Valid Values:* 1, 2, 3 (A 1) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Default Display U/M for Case Qty Items	This field determines the default that will be used for the applicable case quantity toggle function keys used throughout W/M for lot items defined as case quantity items. You will be able to select to show and enter, if applicable, quantities by default in the case quantity unit of measure (C) or the stocking unit of measure (S). Accordingly, the case quantity toggle function key's description on the affected screens will initially be the description of the case or stocking unit of measure, as determined with this field. You may then toggle between quantities in their case quantity and stocking unit of measure. In some instances, you also will be able to enter quantities, where applicable, in the case quantity or stocking unit of measure. For example, if you select "S" in this field, the quantities on the applicable screens will be shown in the items' stocking unit of measure and the function key's description will be shown in the case quantity unit of measure description. You may then press the case quantity toggle key to show or enter, if available, quantities in their case quantity unit of measure. Key C if you want the case quantity unit of measure to be used as the default unit of measure. Key S if you want the items' default stocking units of measure to be used as the default U/M. NOTE: The stocking unit of measure will be assumed as the default until this option is maintained. *Valid Values:* C, S (A 1) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Damaged Location	Use this field to enter the warehouse location to be used to store damaged inventory. Key the damaged inventory warehouse location using the warehouse location number format defined on the Location Definition Screen (p. 31-5). If you leave this field blank, the unknown location (99.999.99) will be used for damaged inventory. *Valid Values:* An unavailable warehouse location (a location where the Unavailable field is set to Y) defined through Location Master Maintenance (MENU WMFILE), excluding all of the following locations, which are system-defined for specific purposes: • 44.444.44 (Receiving Dock) • 55.555.55 (Shipping Dock) • 66.666.66 (Manual Put-Away) • 77.777.77 (Returns) • 88.888.88 (Backorder Staging Area) • 99.999.99 (Unknown Location) (A 16) Optional
RTV Location	Use this field to specify the warehouse location used to store inventory that is being returned to the vendor. Key the Return to Vendor warehouse location using the warehouse location number format defined on the Location Definition Screen (p. 31-5). *Valid Values:* An unavailable warehouse location (i.e., it contains a Y in the Unavailable field) defined through Location Master Maintenance (MENU WMFILE), excluding the following locations, which are system-defined for special purposes: • 44.444.44Receiving Dock • 55.555.55 Shipping Dock • 66.666.66 Manual Put-Away • 77.777.77 Returns • 88.888.88 Backorder Staging Area • 99.999.99 Unknown Location (A 16) Optional

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
POS Location	This field appears only if Point of Sale is installed. Use this field to specify the default warehouse location in the selected warehouse to be used for your point of sale stores. When items are purchased from a store, the system first checks to see if there is an override POS location defined for the item and warehouse through Item Balance Maintenance (MENU IAFILE). If no override POS location is defined there, the system then uses the override POS location defined here. *Valid Values:* A location defined through Location Master Maintenance (MENU WMFILE). (A 16) Required

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

Field/Function Key	Description
Initiate a Split Order or a WH Transfer for unfilled line items on Web/EDI orders	This field allows for a split order to be created or a warehouse transfer to be initiated for items where the quantity ordered on an incoming Storefront/EDI order exceeds the quantity available in the originating warehouse. When offline Order Entry (for Storefront/EDI orders only) encounters an item where the quantity ordered exceeds the quantity available in the originating warehouse, then based on the value you key in this field, the item could be split to a new order or could have a transfer order initiated for it. If the value keyed in this field indicates a split or transfer order should be created for unfilled line items, then alternate warehouses will be searched to determine if any one warehouse can fill the entire ordered quantity; if so, a split order or a warehouse transfer will be initiated according to the value you enter in this field. If none of the alternate warehouses have sufficient quantity to fill the entire ordered quantity, this option will be ignored since only one order split or warehouse transfer can be initiated per line item. If the value in this field is left blank, then a split or transfer order will not be created, but rather the item will simply be backordered on the originating order created (if the Item Master allows backorders) or will be dropped from the originating order created (if the Item Master does not allow backorders). Note that normal rules such as 'suspended items cannot be ordered' could also cause dropped items, regardless of the value entered in this field. To assist you in tracking line items that have been dropped, a separate report will be generated containing only dropped lines and it will contain an indication as to why the item was dropped (e.g., 800: Backorders are not allowed for this item, or 801: This item is suspended - cannot be ordered, etc.). See Offline Order Entry (MENU OEMAIN) for the Offline OE Dropped Lines Report. Key S to initiate a split order and have the item reassigned to the alternate warehouse. Key T to initiate a warehouse transfer and have the item flagged as a special order from the alternate warehouse vendor. Leave this field blank to utilize normal backorder processing if item allows backorders, or to drop the item if it does not allow backorders. (A 1) Optional

Warehouse Management Cycle Counting/Misc Options Screen Fields and Function Keys

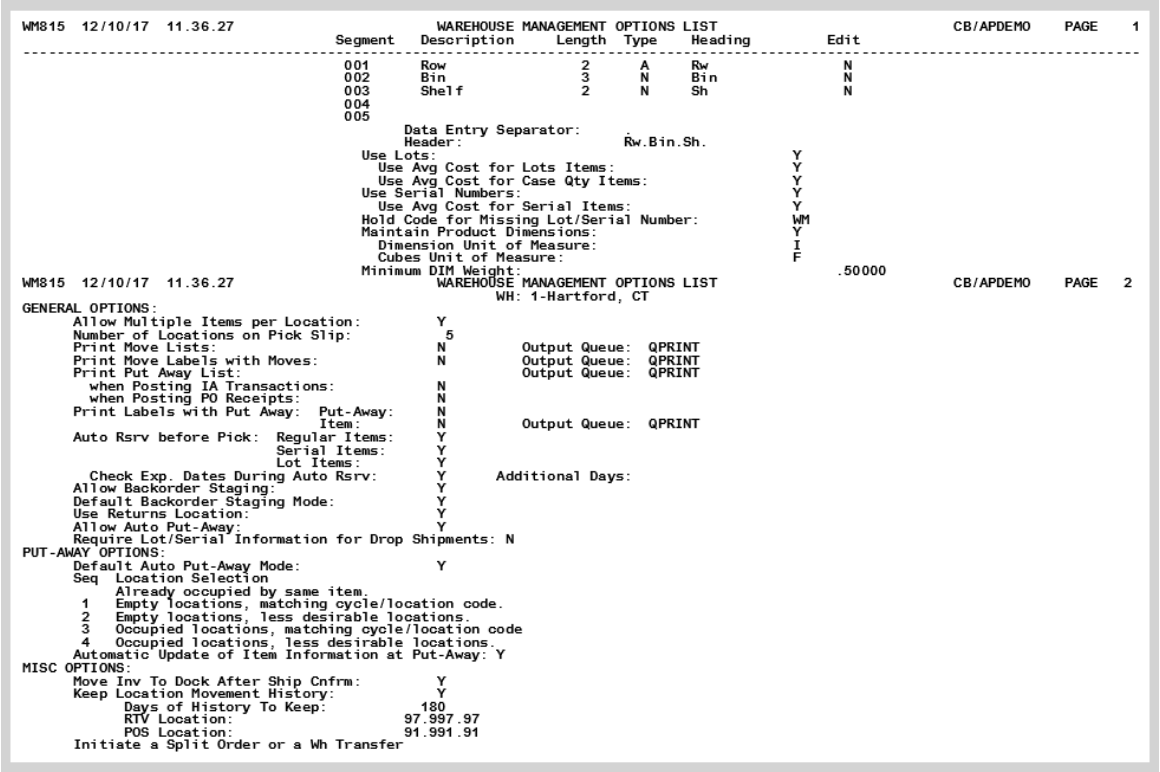
Field/Function Key	Description
Prevent Selection of Unavailable Location in OE	Placing items in the damaged or other unavailable locations is a useful method to prevent inadvertently shipping these items. Additionally, most quality systems (ISO, QS9000, etc.) require a quarantined or damaged area for nonconforming goods. This field allows you to select whether or not you want to be able to manually assign a warehouse location, that is defined as unavailable, to a sales order during Enter, Change & Ship Orders (MENU OEMAIN). Key Y to prevent items in unavailable locations from being assigned to orders in Order Entry. When the *Order Location Selection Screen* is displayed from Enter, Change & Ship Orders (MENU OEMAIN) (via F5=LOC from the *Item Review Screen*), or when the *Location Reservations Entry Screen* is displayed from the *Order Location Selection Screen* (via F9=ORD ASSIGN), a message will appear (when you select a warehouse location that has been marked as an unavailable location) informing you that the "**Location must be an available location**". Warehouses are marked as unavailable through Location Master Maintenance (MENU WMFILE). Key N to allow items in unavailable locations to be assigned to orders in Order Entry. *Default Value:* N *Valid Values:* Y or N (A 1) Required
F12=Return	Press F12=RETURN to return to the Warehouse Management Label Options Screen (p. 31-50) without updating this screen.
Enter	Press ENTER to update this screen and return to the Warehouse Management Options Selection Screen (p. 31-3).

Warehouse Management Options Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Warehouse Management Options Listing	Prints the system and warehouse options that have been set up for W/M.

Warehouse Management Options Listing



```
WM815  12/10/17  11.36.27                  WAREHOUSE MANAGEMENT OPTIONS LIST                    CB/APDEMO    PAGE    1
                                  Segment   Description     Length  Type    Heading         Edit
-------------------------------------------------------------------------------------------------------------------
                                  001       Row                2      A     Rw              N
                                  002       Bin                3      N     Bin             N
                                  003       Shelf              2      N     Sh              N
                                  004
                                  005
                                        Data Entry Separator:
                                        Header:                    Rw.Bin.Sh.
                                    Use Lots:                                      Y
                                      Use Avg Cost for Lots Items:                 Y
                                      Use Avg Cost for Case Qty Items:             Y
                                    Use Serial Numbers:                            Y
                                      Use Avg Cost for Serial Items:               Y
                                    Hold Code for Missing Lot/Serial Number:       WM
                                    Maintain Product Dimensions:                   Y
                                      Dimension Unit of Measure:                   I
                                      Cubes Unit of Measure:                       F
                                    Minimum DIM Weight:                                .50000
WM815  12/10/17  11.36.27                  WAREHOUSE MANAGEMENT OPTIONS LIST                    CB/APDEMO    PAGE    2
                                                 WH: 1-Hartford, CT
GENERAL OPTIONS:
      Allow Multiple Items per Location:         Y
      Number of Locations on Pick Slip:           5
      Print Move Lists:                          N         Output Queue:  QPRINT
      Print Move Labels with Moves:              N         Output Queue:  QPRINT
      Print Put Away List:                                 Output Queue:  QPRINT
        when Posting IA Transactions:            N
        when Posting PO Receipts:                N
      Print Labels with Put Away:  Put-Away:     N
                                   Item:         N         Output Queue:  QPRINT
      Auto Rsrv before Pick:  Regular Items:     Y
                              Serial Items:      Y
                              Lot Items:         Y
        Check Exp. Dates During Auto Rsrv:       Y      Additional Days:
      Allow Backorder Staging:                   Y
      Default Backorder Staging Mode:            Y
      Use Returns Location:                      Y
      Allow Auto Put-Away:                       Y
      Require Lot/Serial Information for Drop Shipments: N
PUT-AWAY OPTIONS:
      Default Auto Put-Away Mode:                Y
      Seq  Location Selection
           Already occupied by same item.
       1   Empty locations, matching cycle/location code.
       2   Empty locations, less desirable locations.
       3   Occupied locations, matching cycle/location code
       4   Occupied locations, less desirable locations.
      Automatic Update of Item Information at Put-Away: Y
MISC OPTIONS:
      Move Inv To Dock After Ship Cnfrm:         Y
      Keep Location Movement History:            Y
            Days of History To Keep:           180
            RTV Location:                   97.997.97
            POS Location:                   91.991.91
      Initiate a Split Order or a Wh Transfer
```

This listing prints after pressing ENTER from the Report Options Screen, which displays after selecting option 16 - Warehouse Management Options Listing from Warehouse Management File Maintenance Menu (MENU WMFILE). Refer to the Cross Applications User Guide for details about the Report Options Screen.

This listing prints the system and warehouse options that have been set up for W/M through Warehouse Management Options Maintenance (MENU WMFILE). Note that although this figure displays only two pages of the report, all options are printed.

Warehouse Management Options List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
System Options	This listing prints the format of W/M warehouse locations and other system options that you have set up in W/M. Each of the system options printed are explained on the previous pages [within Warehouse Management Options Maintenance (MENU WMFILE)].
Warehouse Options	Each warehouse option that you have set up for W/M is printed on each line of the report. Each of the warehouse options printed are explained on the previous pages [within Warehouse Management Options Maintenance (MENU WMFILE)].

CHAPTER 32

Pallet Master

32

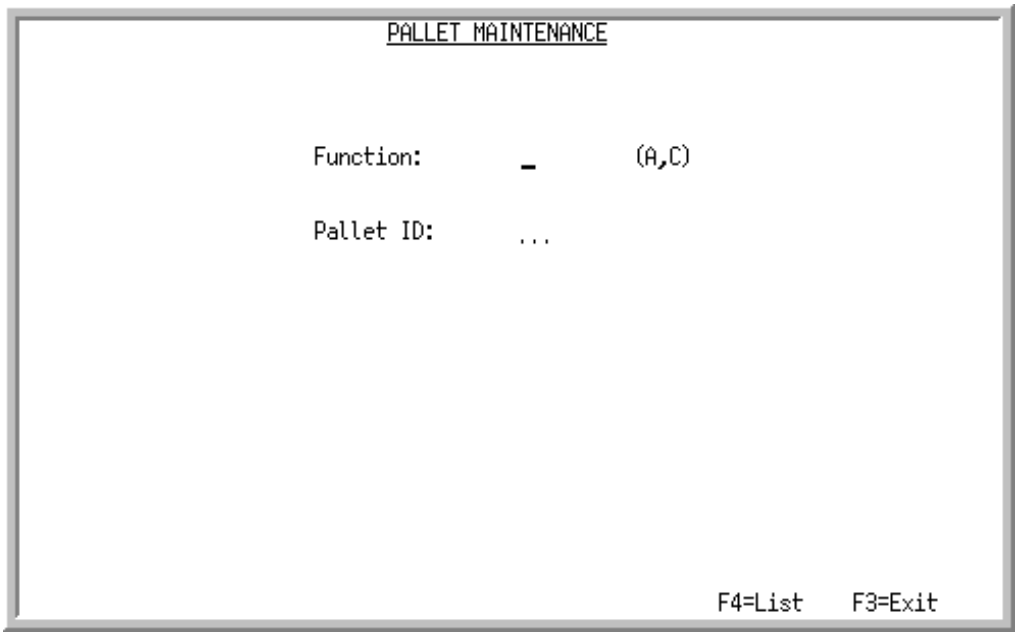
This option is used to define pallet IDs to be used in W/M, and the information relating to the different pallets on which items are received into your warehouse. You define such information as what unit of measure the pallet's dimension will be keyed in, the dimensions of the pallet (length, width, height), etc.

Pallet Master Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Pallet Maintenance Selection Screen	Used to select the pallet that you wish to add or maintain through this option.
Pallet List Selection Screen	Used to select a pallet to change through this option.
Pallet Maintenance Screen	Used to specify the detail definition of each pallet used in W/M.

Pallet Maintenance Selection Screen



This screen displays after selecting option 7 - Pallet Master Maintenance from Warehouse Management File Maintenance Menu (MENU WMIFILE).

Use this screen to select the pallet that you wish to add or maintain through this option.

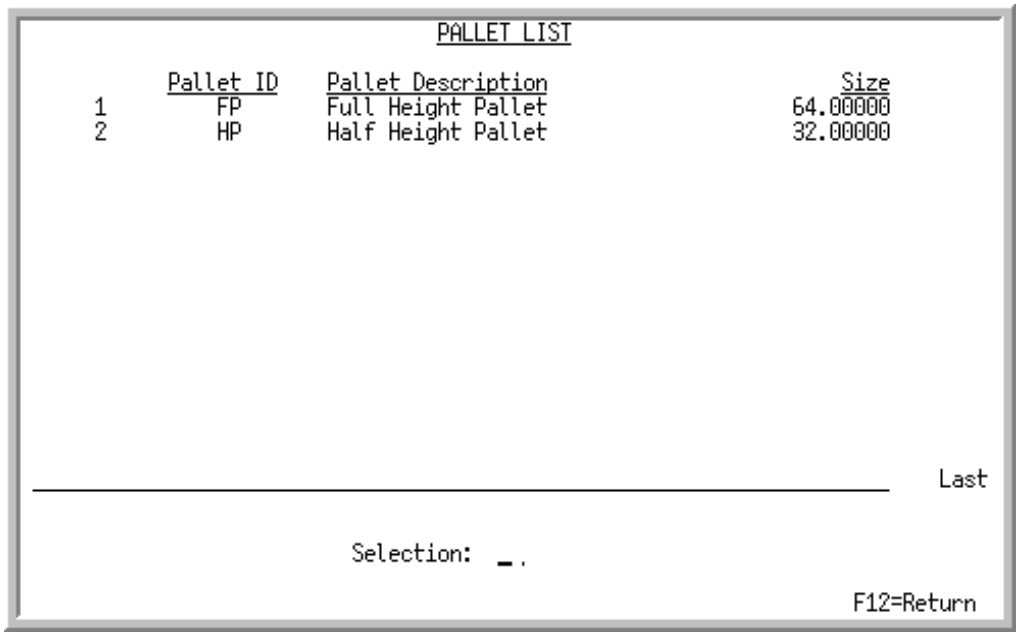
Pallet Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new pallet definition to be used in W/M. Key C to change the information for an existing pallet definition. To display a list of existing pallet definitions on the Pallet List Selection Screen (p. 32-4), press F4=LIST. (A 1) Required
Pallet ID	Each pallet used in W/M must be assigned a unique two character pallet identification code. Key the two character code of the pallet to add or change through this option. (A 2) Required
F4=List	Press F4=LIST to display the Pallet List Selection Screen (p. 32-4), which displays pallets that have been defined through this option.
F3=Exit	Press F3=EXIT to exit from this option. The Warehouse Management File Maintenance Menu (MENU WMIFILE) will display.

Pallet Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Pallet Maintenance Screen (p. 32-6) will display.

Pallet List Selection Screen



This screen displays after pressing F4=LIST from the Pallet Maintenance Selection Screen (p. 32-2). It displays all pallets that have been defined for W/M. You may select a pallet to change through this option.

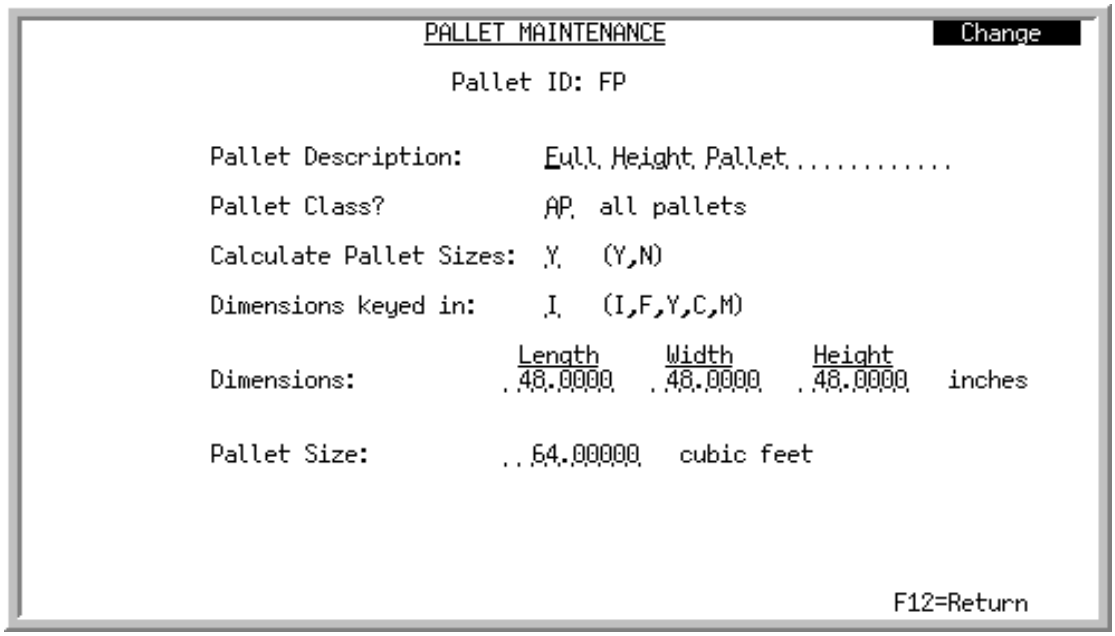
Pallet List Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Up to 12 reference numbers display in this column. Each refers to the pallet displayed in the Pallet Information columns on this screen. To select a pallet for change, key this reference number in the **Selection** field. Display
Pallet ID	The two character ID of each pallet that has been defined. Display
Pallet Description	The description of each pallet. Display
Pallet Information	The cubic size of each pallet, as defined through this option. Display
Selection	Key the **Reference Number** of the pallet that you wish to maintain through this option. After you press ENTER, the Pallet Maintenance Screen (p. 32-6) will display for the pallet selected in this field. *Valid Values:* Any of the **Reference Numbers** displayed on this screen (N 2,0) Required

Pallet List Selection Screen Fields and Function Keys

Field/Function Key	Description
F12= Return	Press F12= RETURN to return to the Pallet Maintenance Selection Screen (p. 32-2) without selecting a pallet to change.
Enter	Press ENTER after keying a **Reference Number** in the **Selection** field. The Pallet Maintenance Screen (p. 32-6) will display for the selected pallet.

Pallet Maintenance Screen



This screen displays after selecting to add or maintain a pallet on the Pallet Maintenance Selection Screen (p. 32-2) or by selecting a pallet on the Pallet List Selection Screen (p. 32-4). Use this screen to specify the detail definition of each pallet used in W/M.

Pallet Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pallet Description	Key a description of this pallet, using up to 30 characters. Pallet descriptions will display on the Pallet List Selection Screen (p. 32-4). (A 30) Required
Pallet Class	If desired, you may assign this pallet to a W/M pallet class. A pallet class is a classification of a group of pallets used when pre-receiving items into a location, when the auto put-away feature is active. Through Location Master Maintenance (MENU WMFILE), a pallet class may be assigned to a warehouse location. A location having a pallet class different from the pallet class of the pallet being received will not be considered when the auto put-away function selects locations. Key the two character Pallet Class ID to which this pallet is assigned. This is the only method to assign a pallet to a pallet class. Leave this field blank if you do not wish to assign this pallet to a pallet class. *Valid Values:* Must be a pallet class that has been defined through Pallet Classes Maintenance (MENU WMFILE). (A 2) Optional

Pallet Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Calculate Pallet Sizes	The **Pallet Size** field on this screen may be calculated by Distribution A+, or may be keyed. Use this field to indicate if the **Pallet Size** field on this screen will be calculated, or if you will key the pallet size for this pallet. Key Y if you want W/M to calculate the values of the **Pallet Size** field on this screen. Pallet sizes are calculated by multiplying all of the pallet's Dimensions (Length x Width x Height). Therefore, you must specify all three of the pallet's dimensions if you key Y in this field. Key N if you do not want W/M to calculate the values of the **Pallet Size** field on this screen. You must key the value of the pallet size. (A 1) Required
Dimensions Keyed In	Use this field to indicate the unit of measure in which the pallet's dimensions will be keyed in the **Dimensions** fields on this screen. This is not the unit of measure in which the dimensions of the pallet are expressed. All dimensions are expressed in the unit of measure defined through Warehouse Management Options Maintenance (MENU WMFILE) as the Dimension Unit of Measure. However, by changing the default shown in this field, you can key the dimensions in the desired unit of measure, and W/M will convert the value keyed from the unit of measure keyed in this field to the unit of measure used as the Dimension Unit of Measure. For example, assume that the W/M Dimension Unit of Measure has been defined as I (inches) through Warehouse Management Options Maintenance (MENU WMFILE). You wish to enter the dimensions of a pallet that is 6 cubic feet. Key F in this field (indicating that you wish to specify the pallet's dimensions in feet, not inches), and key 6 in each of the **Dimensions** fields (Length, Width, and Height). After you press ENTER, W/M will convert the 6 in each of the **Dimensions** fields to 72 (72 inches equals 6 feet). Key I to specify the dimensions of this pallet in inches. Key F to specify the dimensions of this pallet in feet. Key Y to specify the dimensions of this pallet in yards. Key C to specify the dimensions of this pallet in centimeters. Key M to specify the dimensions of this pallet in meters. *Default Value:* The Dimension Unit of Measure that has been defined for W/M through Warehouse Management Options Maintenance (MENU WMFILE) (A 1) Required

Pallet Maintenance Screen Fields and Function Keys

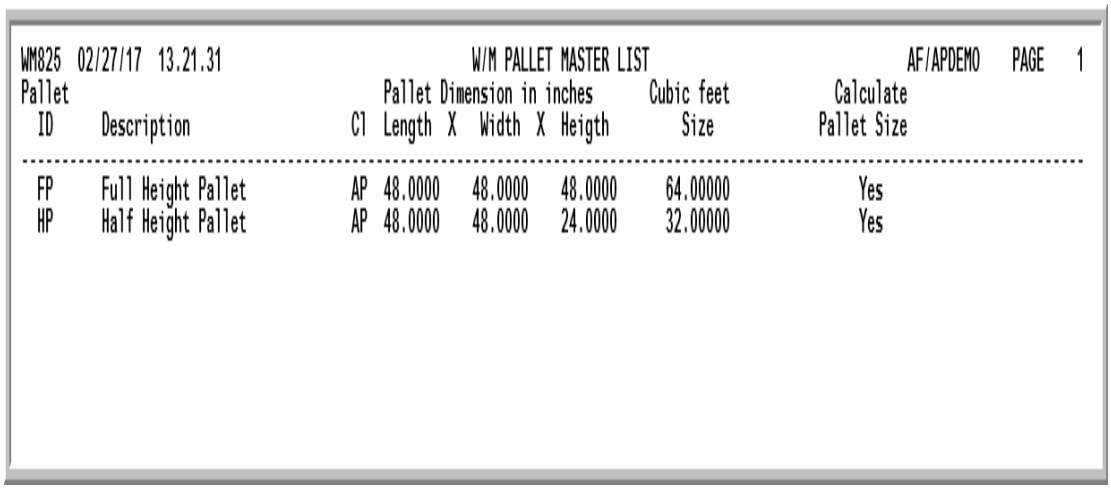
Field/Function Key	Description
Dimensions	Use these fields to specify the dimensions of the pallet including the items stored on the pallet. The dimensions that you must specify are: • **Length** of pallet when full • **Width** of pallet when full • **Height** of pallet when full The unit of measure in which these dimensions are defined is the Dimension Unit of Measure that has been defined for W/M through Warehouse Management Options Maintenance (MENU WMFILE). This unit of measure displays to the right of the **Height** column. NOTE: Although the dimensions of the pallet are defined in the Dimension Unit of Measure, you may key the dimensions of the pallet in the unit of measure specified in the **Dimensions Keyed In** field on this screen. (3 @ N 7,4) Required
Pallet Size	This is the cubic size of the pallet when it is received with all items, expressed in cubic units of the Dimensions unit of measure. This is used by the W/M auto put-away function when pre-receiving a pallet item to select the locations where the pallet or items can be stored. If you have specified that W/M calculate this value (you keyed Y in the **Calculate Pallet Sizes** field), the pallet size is calculated as the Length x Width x Height dimensions. You must key the pallet size in this field if you specified that W/M should not calculate the pallet size (you keyed N in the **Calculate Pallet Sizes** field). Remember that the cubic size that you key is the size of the pallet plus the sizes of the items received on the pallet. *Default Value:* If you keyed Y in the Calculate Pallet Sizes field, the value displayed in this field is calculated from the Dimensions fields. (N 9,5) Required
F12=Return	Press F12=RETURN to return to the Pallet Maintenance Selection Screen (p. 32-2) without updating the selected pallet.
Enter	Press ENTER after keying the required fields. The Pallet Maintenance Selection Screen (p. 32-2) will display.

Pallet Master Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
W/M Pallet Master Listing	Prints the definitions of each of the pallets that you have defined for use in W/M through Pallet Master Maintenance (MENU WMFILE).

W/M Pallet Master Listing



```
WM825  02/27/17  13.21.31                          W/M PALLET MASTER LIST                          AF/APDEMO    PAGE    1
Pallet                                   Pallet Dimension in inches      Cubic feet          Calculate
  ID     Description                 Cl  Length  X   Width  X  Heigth        Size           Pallet Size
-------------------------------------------------------------------------------------------------------------------------------
  FP     Full Height Pallet          AP  48.0000    48.0000    48.0000     64.00000              Yes
  HP     Half Height Pallet          AP  48.0000    48.0000    24.0000     32.00000              Yes
```

This listing prints after making your selections on the Report Options Screen. Refer to the Cross Applications User Guide for details about this screen. It prints the definitions of each of the pallets that you have defined for use in W/M through Pallet Master Maintenance (MENU WMFILE).

W/M Pallet Master Listing

Field Key	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Pallet ID	The two character code used to identify each pallet.
Description	The description of the pallet.
Pallet Dimensions	The **Length**, **Width**, and **Height** of the pallet expressed in the W/M Dimension Unit of Measure as defined through Warehouse Management Options Maintenance (MENU WMFILE).
Cubic Size	The size of the pallet expressed in the cubic dimension unit of measure.
Calculate Pallet Size	**Yes** prints if W/M has calculated the pallet **Cubic Size** based on its dimensions; **No** prints if the pallet **Cubic Size** were assigned manually.

CHAPTER 33

Pallet Classes

33

Use this option to define pallet classes to be used in W/M. Pallet classes help categorize the pallets [defined through Pallet Master Maintenance (MENU WMFILE)] used to receive your items.

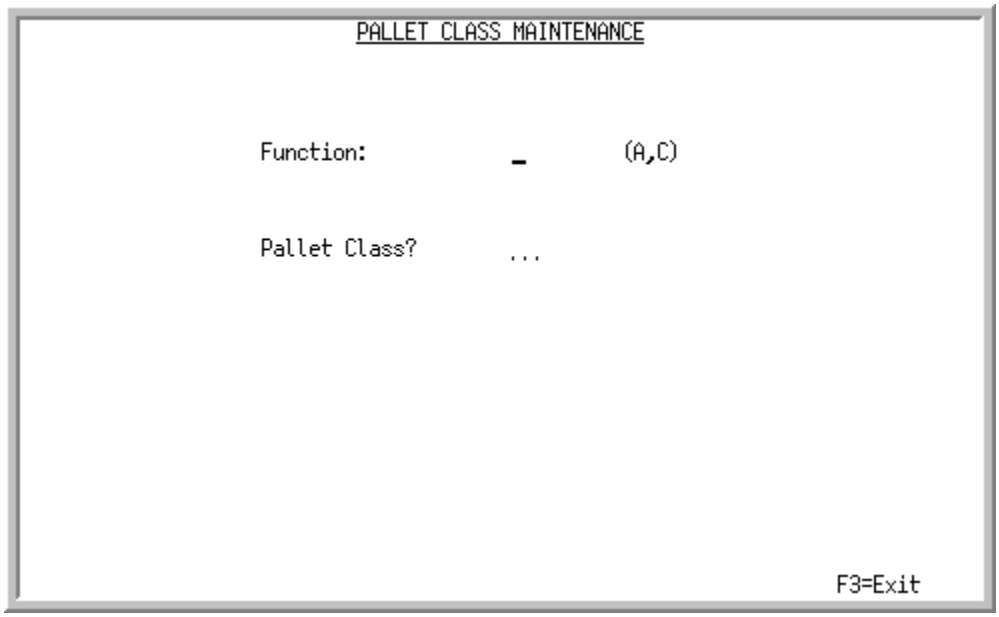
A pallet class also may be assigned to a warehouse location through Location Master Maintenance (MENU WMFILE). When pre-receiving an item using the W/M “auto put-away” feature, locations are considered to receive a pallet only if the pallet class of the pallet is the same as the pallet class of the location.

Pallet Classes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Pallet Class Maintenance Selection Screen	Used to add or update a pallet class used in W/M.
Pallet Class Maintenance Screen	Used to enter the description of the pallet class selected on the previous screen.

Pallet Class Maintenance Selection Screen

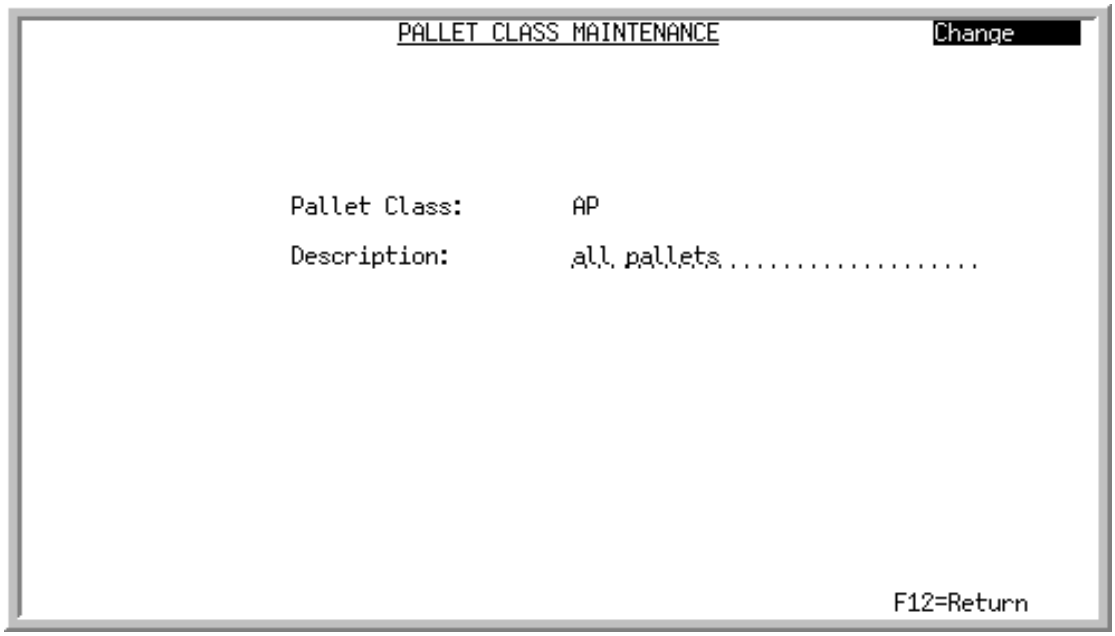


This screen displays after selecting option 8 - Pallet Classes Maintenance from Warehouse Management File Maintenance Menu (MENU WMIFILE). This screen is used to add or update a pallet class used in W/M.

Pallet Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new pallet class to W/M. Key C to change the description of an existing pallet class. (A 1) Required
Pallet Class	Key the two character Pallet Class ID. You must key a description of this pallet class on the following screen. Pallets are assigned to a pallet class through Pallet Master Maintenance (MENU WMFILE). Locations are assigned to a pallet class through Location Master Maintenance (MENU WMFILE). *Valid Values:* When the Function is C, this must be a valid pallet class that has been defined through this option. (A 2) Required
F3=Exit	Press F3=EXIT to exit from this option. The Warehouse Management File Maintenance Menu (MENU WMIFILE) will display.
Enter	Press ENTER to confirm your selections. The Pallet Class Maintenance Screen (p. 33-4) will display.

Pallet Class Maintenance Screen



This screen is used to enter the description of the pallet class selected on the Pallet Class Maintenance Selection Screen (p. 33-2).

Pallet Class Maintenance Screen Field and Function Keys

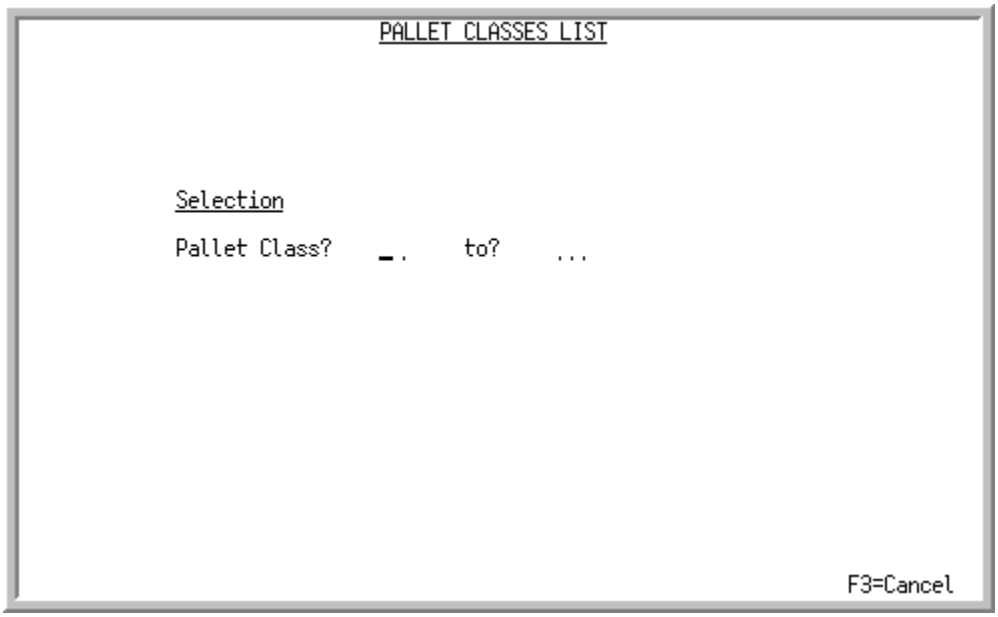
Field/Function Key	Description
Description	Key the description of the pallet class. (A 30) Required
F12=Return	Press F12=RETURN to return to the Pallet Class Maintenance Selection Screen (p. 33-2) without updating any changes made on this screen.
Enter	Press ENTER to confirm your selections. The Pallet Class Maintenance Selection Screen (p. 33-2) will display.

Pallet Class Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Pallet Classes List Screen	Used to select the pallet classes that will print on the Pallet Classes Listing.
Pallet Classes Listing	Prints the W/M pallet classes that have been defined for the range of pallet classes selected on the Pallet Classes List Screen (p. 33-6).

Pallet Classes List Screen



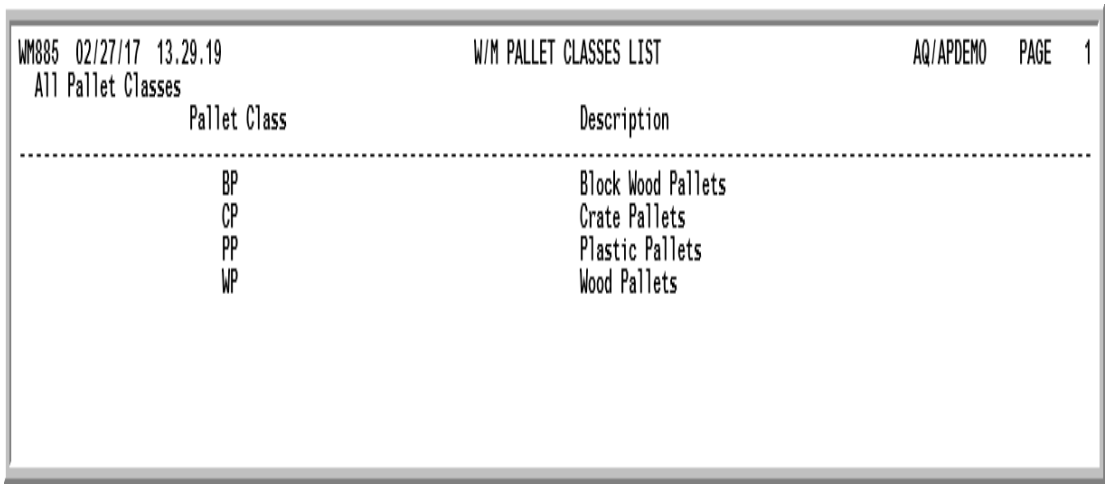
This screen displays after selecting option 18 - Pallet Class Listing from Warehouse Management File Maintenance Menu (MENU WMFILE). Use this screen to select the pallet classes that will print on the Pallet Classes Listing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Pallet Classes List Screen Field and Function Keys

Field/Function Key	Description
Pallet Class	Key the range of pallet classes that will print on the listing. Pallet classes are defined through Pallet Classes Maintenance (MENU WMILE). (2 @ A 2) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. The Warehouse Management File Maintenance Menu (MENU WMFILE) will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

Pallet Classes Listing



```
WM885  02/27/17  13.29.19                    W/M PALLET CLASSES LIST                    AQ/APDEMO    PAGE    1
  All Pallet Classes
                  Pallet Class                          Description
-------------------------------------------------------------------------------------------------------------------
                     BP                                 Block Wood Pallets
                     CP                                 Crate Pallets
                     PP                                 Plastic Pallets
                     WP                                 Wood Pallets
```

This listing prints the W/M pallet classes that have been defined for the range of pallet classes selected on the Pallet Classes List Screen (p. 33-6).

Pallet Classes Listing

Report/Listing Field	Description
Pallet Class Information	For each pallet class defined, the following will print: • **Pallet Class**: The two character identification for the pallet class. • **Description**: The description of the pallet class.

CHAPTER 34

Reset Warehouse Management Files

34

This option resets the amount of space available in the WM Location Master File (WMLOC) due to a power failure or other hardware interruption.

The WM Location Balance File (WMBAL) is examined to determine the amount of space in each warehouse location. From this, the amount of space available for each warehouse location is calculated in the WM Location Master File (WMLOC). This will ensure that the amount available equals the amount currently used for each item stored in a location.

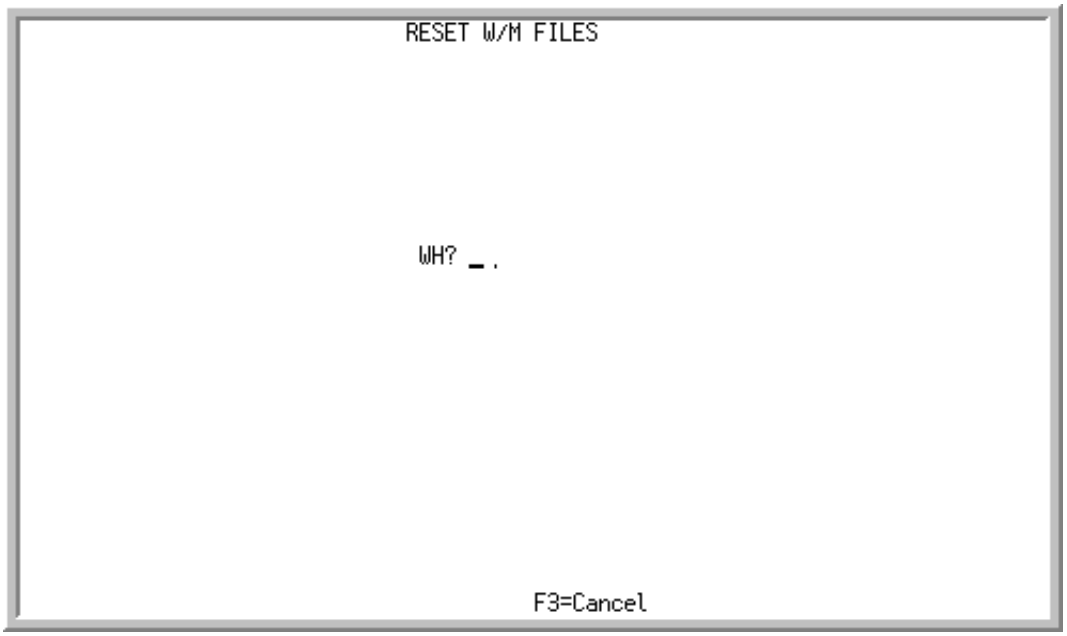
It is sometimes necessary to run this option after a power failure. If you believe that the available quantities are not correct, check the available quantity of a location using the location inquiry in Warehouse Management (MENU WMMAIN).

Reset Warehouse Management Files

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Reset W/M Files Screen	Use to select the warehouse that needs to be reset.

Reset W/M Files Screen



This screen displays after you select option 1 - Reset Warehouse Management Files from the Warehouse Management Master Menu (MENU WMMAST). Use this screen to select the warehouse for which warehouse location space will be recalculated.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is WM7XXFM_GETWH.

Reset W/M Files Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse for which warehouse location space will be recalculated. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. The Warehouse Management Master Menu (MENU WMMAST) will display.
Enter	Press ENTER to confirm your selection. The reset will process and when completed, the Warehouse Management Master Menu (MENU WMMAST) will display.

CHAPTER 35

Activate Warehouse Management 35

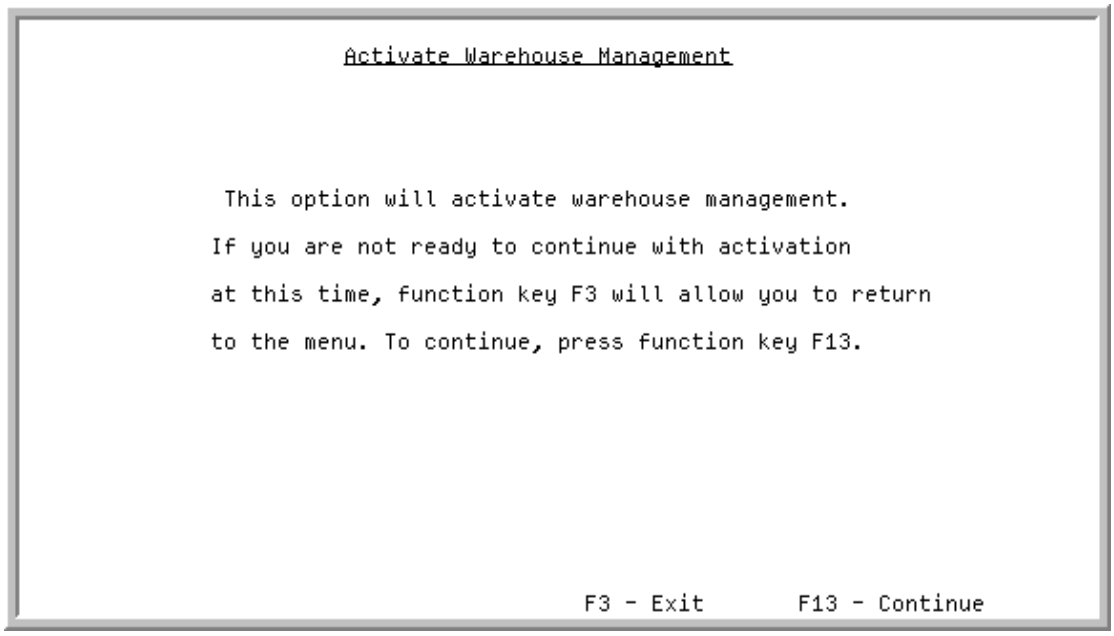
This option activates W/M, and makes it available for use in your day-to-day use of Distribution A+. Prior to selecting this option, you should have performed the W/M setup steps as explained in the Installation and Setup section of the Cross Applications User Guide.

Activate Warehouse Management

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Activate Warehouse Management Screen	Used to determine if Item Balance File records are missing matching Item/WH Information File records.
Warehouse Management Activation Error Screen	Used to determine if Item Balance File records are missing matching Item/WH Information File records.
Item Balance Records Missing Item/ Warehouse Record Report	Prints when you attempt to activate Warehouse Management and Item Balance File records are missing Item/WH Information File records. Use this report to identifyItem Balance File records that need matching Item/WH Information File records.

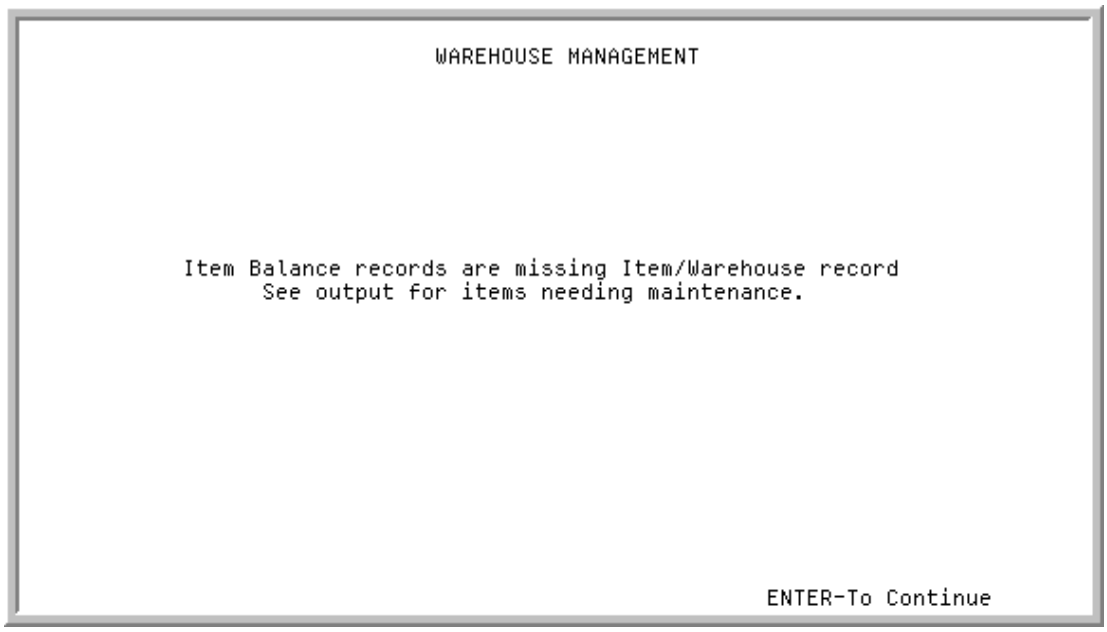
Activate Warehouse Management Screen



This screen appears after selecting option 2 - Activate Warehouse Management from the Warehouse Management Master Menu (MENU WMMAST).

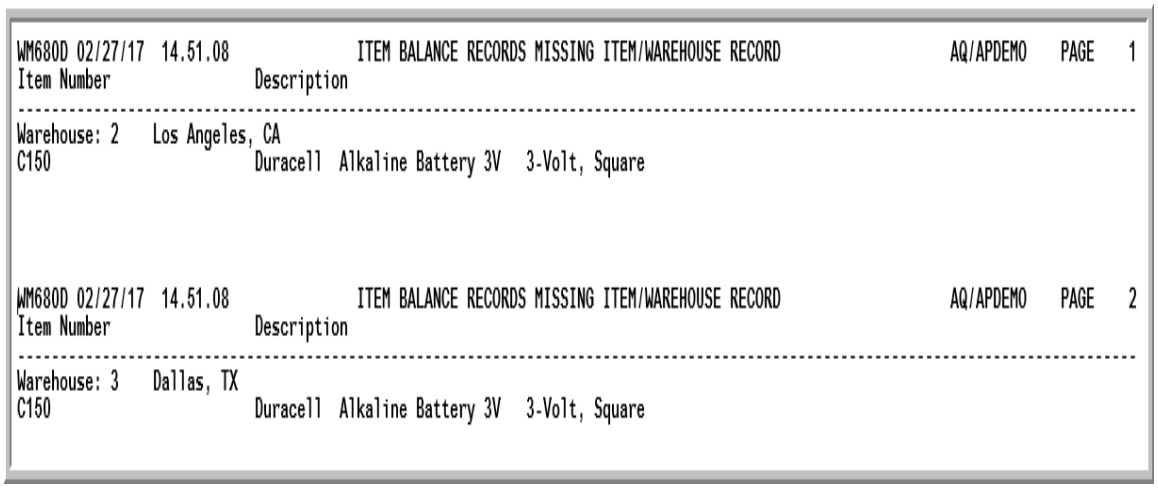
If all the setup for Warehouse Management has been completed as described in the Installation and Setup section of the Cross Applications User Guide, press F13=CONTINUE. Else press F3=EXIT and return to the Warehouse Management Master Menu (MENU WMMAST).

Warehouse Management Activation Error Screen



This screen appears after you select to activate Warehouse Management if Item Balance File records are missing matching Item/WH Information File records. The Item Balance Records Missing Item/Warehouse Record Report (p. 35-4) will print listing the Item Balance File records that are in error. You must update Item Balance File records with Warehouse Management information for each item through Item Balance Maintenance (MENU IAFILE) before Warehouse Management can be activated.

Item Balance Records Missing Item/Warehouse Record Report



```
WM680D 02/27/17  14.51.08            ITEM BALANCE RECORDS MISSING ITEM/WAREHOUSE RECORD                AQ/APDEMO    PAGE    1
Item Number              Description
-------------------------------------------------------------------------------------------------------------------------------
Warehouse: 2    Los Angeles, CA
C150                     Duracell  Alkaline Battery 3V   3-Volt, Square




WM680D 02/27/17  14.51.08            ITEM BALANCE RECORDS MISSING ITEM/WAREHOUSE RECORD                AQ/APDEMO    PAGE    2
Item Number              Description
-------------------------------------------------------------------------------------------------------------------------------
Warehouse: 3    Dallas, TX
C150                     Duracell  Alkaline Battery 3V   3-Volt, Square
```

This report prints when you attempt to activate Warehouse Management and Item Balance File (ITBAL) records are missing the corresponding Item/WH Information File (ITWHM) records. Use this report to identify Item Balance File records that need matching Item/WH Information File records. You must update Item Balance File records with Warehouse Management information for each item through Item Balance Maintenance (MENU IAFILE) before Warehouse Management can be activated.

CHAPTER 36

Global Location Size Adjustments

36

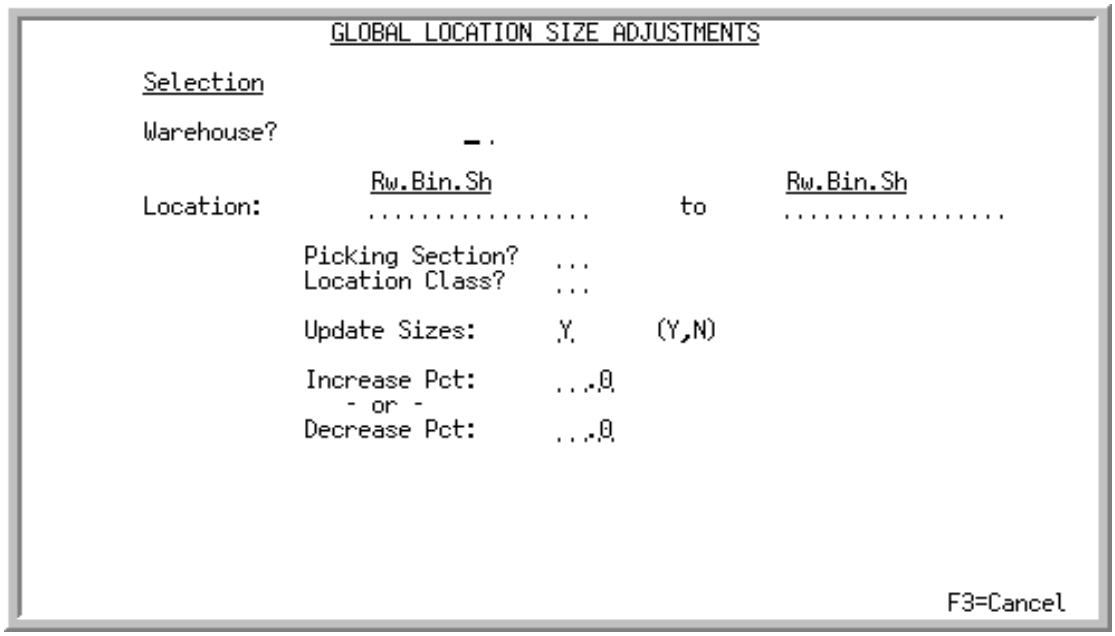
Use this option to change the size of a group of warehouse locations by a specified percentage. Location sizes may be changed for a range of location numbers, for all locations having the same location class, or for all locations in the same picking section. Also, you may print a report which shows what the location sizes would be changed to for the specified percentage, without actually updating the location size.

Global Location Size Adjustments

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Global Location Size Adjustments Selection Screen	Used to select the warehouse locations to change, the percent increase or decrease of the change, and whether locations will be updated in W/M.
Global Location Size Adjustments Report	Use to determine the size adjustments that will occur when location sizes are actually adjusted, or as a record of the size adjustments that were made through this option.

Global Location Size Adjustments Selection Screen



This screen displays after selecting option 3 - Global Location Size Adjustments from the Warehouse Management Master Menu (MENU WMMAST). Use this screen to select the warehouse locations to change, the percent increase or decrease of the change, and whether locations will be updated in W/M.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Global Location Size Adjustments Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse for which sizes of warehouse locations will be adjusted through this option. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); also must be a valid W/M warehouse that has been defined through Warehouse Management Options Maintenance (MENU WMFILE). (A 2) Required
Location	Key the range of warehouse locations for which their sizes will be changed through this option. Warehouse locations may be keyed as explained in the APPENDIX A: *W/M Keying Locations*. (2 @ A 16) Optional

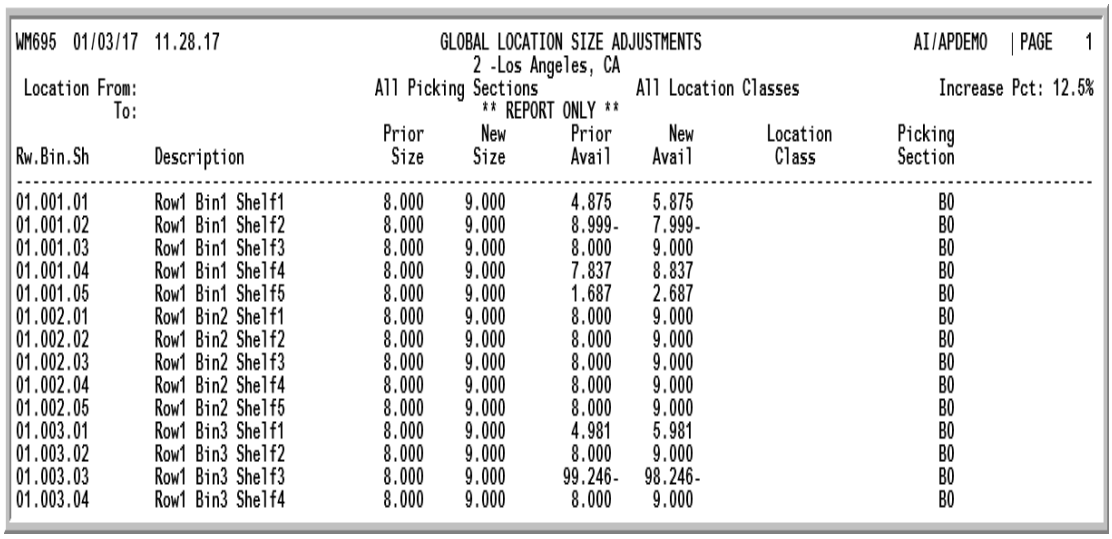
Global Location Size Adjustments Selection Screen Fields and Function Keys

Field/Function Key	Description
Picking Section	Key the ID of the picking section for which assigned locations will be changed. The size of all locations assigned to this picking section will be changed as specified. Leave this field blank to change location sizes regardless of the picking section to which the location is assigned. *Valid Values:* Must be a picking section that has been defined for this warehouse through Picking Sections Maintenance (MENU WMFILE). (A 2) Optional
Location Class	Key the two character ID of the location class for which assigned locations will be changed. The size of all locations assigned to this location class will be changed as specified. Leave this field blank to change location sizes regardless of the location class to which the location is assigned. *Valid Values:* Must be a valid location class that has been defined through Location Classes Maintenance (MENU WMFILE). (A 2) Optional
Update Sizes	Use this field to indicate if the size adjustment made to the selected locations will actually change the location sizes, or will print on the Global Location Size Adjustments Report (p. 36-5) only, without updating the location sizes. Key Y to update the location sizes for the selected locations by the specified **Increase Pct** or **Decrease Pct**. The Global Location Size Adjustments Report (p. 36-5) will print as a record of the locations that were updated. Key N to print the Global Location Size Adjustments Report (p. 36-5) only, without actually updating the location sizes. You may wish to do this until you are satisfied with the new warehouse location sizes, before actually updating the location sizes. *Default Value:* Y (A 1) Required

Global Location Size Adjustments Selection Screen Fields and Function Keys

Field/Function Key	Description
Increase Pct	To increase the selected location sizes, use this field to key the percentage by which the locations will be increased. To decrease location sizes by a percent value, leave this field blank and use the **Decrease Pct** field. Key the percentage of the current location size by which the selected locations will be increased. All of the selected locations will be increased by this percentage if you keyed Y in the **Update Sizes** field. If you keyed N in the **Update Sizes** field, the increased locations sizes will print on the Global Location Size Adjustments Report (p. 36-5) only. For example, if you selected a group of locations having a location size of 100 cubes, and have keyed 10.0 in this field, and Y in the **Update Sizes** field, all of those locations will be increased to the new size of 110 cubes. *Valid Values:* Must be blank if Decrease Pct contains a value (N 3,1) Optional
Decrease Pct	To decrease the selected location sizes, use this field to key the percentage by which the locations will be decreased. To increase location sizes by a percent value, leave this field blank and use the **Increase Pct** field. Key the percentage of the current location size by which the selected locations will be decreased. All of the selected locations will be decreased by this percentage if you keyed Y in the **Update Sizes** field. If you keyed N in the **Update Sizes** field, the increased locations sizes will print on the Global Location Size Adjustments Report (p. 36-5) only. For example, if you selected a group of locations having a location size of 100 cubes, and you keyed 10.0 in this field, and Y in the **Update Sizes** field, all of those locations will be decreased to the new size of 90 cubes. *Valid Values:* Must be blank if Increase Pct contains a value (N 3,1) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. The Warehouse Management Master Menu (MENU WMMAST) will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. After making your selections on this screen, the Global Location Size Adjustments Report will print. Location sizes will be updated for the selected locations only if you keyed Y in the **Update Sizes** field.

Global Location Size Adjustments Report



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2 -Los Angeles, CA

Location From: All Picking Sections All Location Classes Increase Pct: 12.5%

To: ** REPORT ONLY **

Rw.Bin.Sh	Description	Prior Size	New Size	Prior Avail	New Avail	Location Class	Picking Section
01.001.01	Row1 Bin1 Shelf1	8.000	9.000	4.875	5.875		BO
01.001.02	Row1 Bin1 Shelf2	8.000	9.000	8.999-	7.999-		BO
01.001.03	Row1 Bin1 Shelf3	8.000	9.000	8.000	9.000		BO
01.001.04	Row1 Bin1 Shelf4	8.000	9.000	7.837	8.837		BO
01.001.05	Row1 Bin1 Shelf5	8.000	9.000	1.687	2.687		BO
01.002.01	Row1 Bin2 Shelf1	8.000	9.000	8.000	9.000		BO
01.002.02	Row1 Bin2 Shelf2	8.000	9.000	8.000	9.000		BO
01.002.03	Row1 Bin2 Shelf3	8.000	9.000	8.000	9.000		BO
01.002.04	Row1 Bin2 Shelf4	8.000	9.000	8.000	9.000		BO
01.002.05	Row1 Bin2 Shelf5	8.000	9.000	8.000	9.000		BO
01.003.01	Row1 Bin3 Shelf1	8.000	9.000	4.981	5.981		BO
01.003.02	Row1 Bin3 Shelf2	8.000	9.000	8.000	9.000		BO
01.003.03	Row1 Bin3 Shelf3	8.000	9.000	99.246-	98.246-		BO
01.003.04	Row1 Bin3 Shelf4	8.000	9.000	8.000	9.000		BO

This report prints the warehouse locations and size adjustment (increase or decrease) selected on the Global Location Size Adjustments Selection Screen (p. 36-2). Use it to determine the size adjustments that will occur when location sizes are actually adjusted, or as a record of the size adjustments that were made through this option.

Global Location Size Adjustments Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
** REPORT ONLY **	This message prints on the report only if you selected not to update the location sizes by keying N in the **Update Sizes** field on the Global Location Size Adjustments Selection Screen (p. 36-2). If this is the case, this report indicates what the locations sizes would be changed to had you selected to update the sizes. If this message does not display, the locations printed on this report were updated as indicated.

Global Location Size Adjustments Report

Report/Listing Field	Description
Location	This column prints the numbers of the warehouse locations, in the W/M location number format, that have been selected for the adjustments shown on this report.
Description	The description of each location printed on the report.
Prior Size	This is the size of the location, in cubes, prior to adjusting the size as specified through this option.
New Size	This is the new size of the location, after being applied the percent increase or decrease specified on the Global Location Size Adjustments Selection Screen (p. 36-2) in the **Increase Pct** or **Decrease Pct** fields, respectively.
Prior Avail	This is the amount of space available in the location, in cubes, prior to adjusting the size as specified through this option. The amount of space available is the difference between the total size and the amount of space currently used in the location.
New Avail	This is the space available in the location after being applied the corresponding size adjustment. If the size was increased, more space will be available; if the size was decreased, less space will be available.
Location Class	The location class to which the corresponding location is assigned, if any. When assigning global size changes, you may select all locations assigned to a single location class.
Picking Section	The picking section to which the corresponding location is assigned, if any. When assigning global size changes, you may select all locations assigned to a single picking section of the warehouse.

CHAPTER 37

Global Pallet ID Changes

37

Use this option to change the Pallet ID codes for pallet items in a range of warehouses, location classes, item classes, items, or for a single vendor. A pallet item is any item that is received on a pallet. Pallets are pre-received when using the Auto Put-Away function through Warehouse Management (MENU WMMAIN).

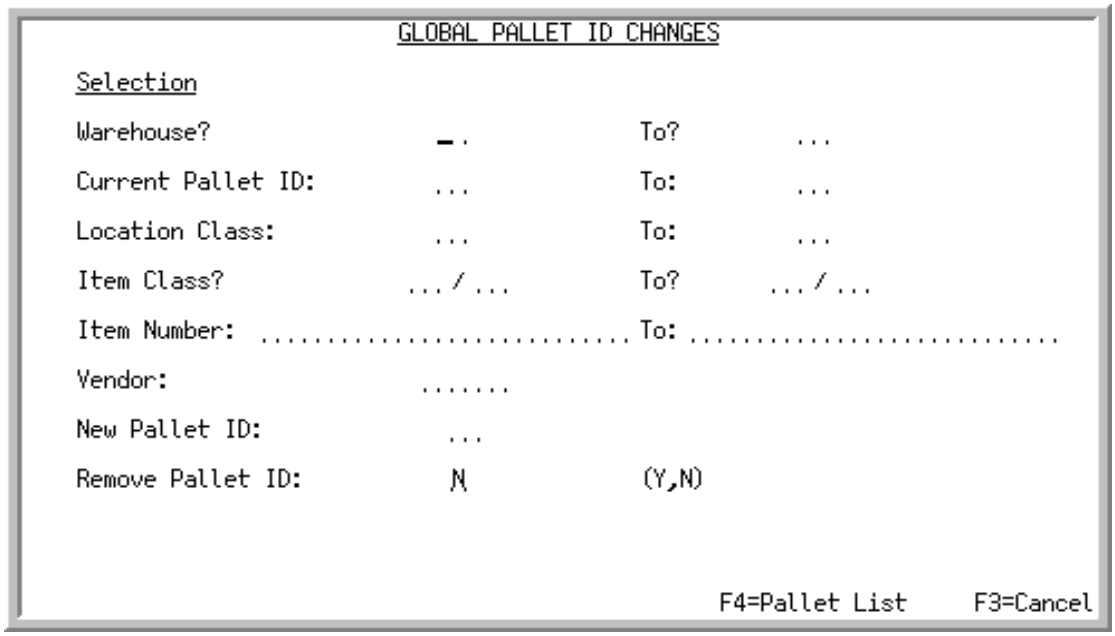
You may need to use this option if the pallet assigned to a group of items changes. By using this global update, you do not have to select the affected items individually through Item Balance Maintenance (MENU IAFILE). All items will be updated once through this option.

Global Pallet ID Changes

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Global Pallet ID Changes Selection Screen	Used to select the range of items for which Pallet IDs will be changed, and the new Pallet ID.
Global Pallet ID Change Report	Prints the pallets that have been changed, according to your specifications on the Global Pallet ID Changes Selection Screen (p. 37-2).

Global Pallet ID Changes Selection Screen



This screen displays after selecting option 4 - Global Pallet ID Changes from the Warehouse Management Master Menu (MENU WMMAST). Use this screen to select the range of items for which Pallet IDs will be changed, and the new Pallet ID.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

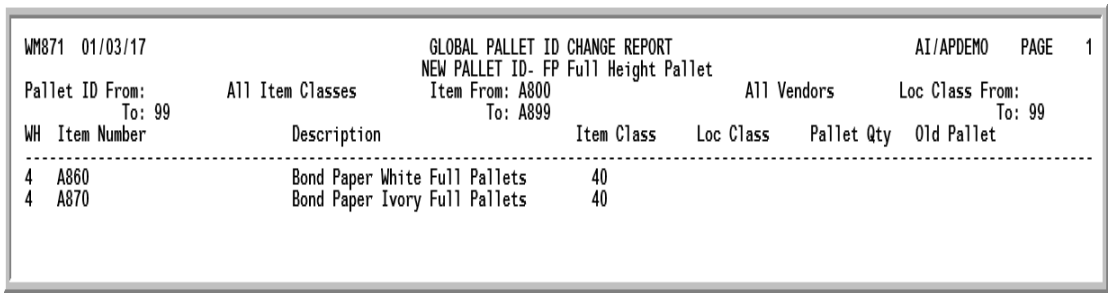
Global Pallet Changes Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the range of warehouses containing the items for which pallets will be changed through this option. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2) Optional
Current Pallet ID	Key the range of the Pallet IDs currently assigned to the items to change. These items will be changed for items in the corresponding Warehouse, Location Class, Item Class, Item Number, and/or Vendor specified on this screen to the Pallet ID keyed in the **New Pallet ID** field. (2 @ A 2) Optional
Location Class	Key the range of location classes assigned to the items for which the Pallet ID will be changed. (2 @ A 2) Optional

Global Pallet Changes Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Class	Key the range of item classes containing the items for which the Pallet ID will be changed. Any item assigned to this range of item classes will be assigned the **New Pallet ID** specified on this screen. (2 @ A 2) Optional
Item Number	Key the range of items for which the Pallet ID will be changed. Any item specified in this range will be assigned the **New Pallet ID** specified on this screen. (2 @ A 27) Optional
Vendor	Key the number of the primary vendor assigned to the items for which Pallet IDs will be changed to the **New Pallet ID**. (A 6) Optional
New Pallet ID	Key the new Pallet ID that will replace the current Pallet ID assigned to the items selected on this screen. To display a list of valid pallets, press F4. *Valid Values:* Must be an existing Pallet ID that has been defined through Pallet Master Maintenance (MENU WMFILE) (A 2) Required
Remove Pallet ID	Use this field to indicate if the current Pallet ID should be retained or deleted from the Pallet Master File, which is maintained through Pallet Master Maintenance (MENU WMFILE). Key Y to remove the Pallet ID being changed for the selected items from the Pallet Master File. Key N to retain the Pallet ID being changed in the Pallet Master File. *Default Value:* Y (A 2) Required
F3=Cancel	Press F3=CANCEL to cancel this option. The Warehouse Management Master Menu (MENU WMMAST) will display.
F4=Pallet List	Press F4=PALLET LIST to display a list of valid Pallet IDs. The Pallet List Selection Screen (p. 32-4) will display. The first Pallet ID that you select from this screen will display in the **New Pallet ID** field. The second Pallet ID and the third Pallet ID that you select will show in the **Current Pallet ID** fields.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. After making your selections on this screen, the Global Pallet ID Change Report (p. 37-4) will print.

Global Pallet ID Change Report



```
WM871  01/03/17                                GLOBAL PALLET ID CHANGE REPORT                          AI/APDEMO    PAGE    1
                                              NEW PALLET ID- FP Full Height Pallet
Pallet ID From:          All Item Classes       Item From: A800                    All Vendors       Loc Class From:
            To: 99                                    To: A899                                                    To: 99
WH  Item Number                Description                      Item Class    Loc Class    Pallet Qty   Old Pallet
-------------------------------------------------------------------------------------------------------------------------
4   A860                       Bond Paper White Full Pallets       40
4   A870                       Bond Paper Ivory Full Pallets       40
```

This report prints the pallets that have been changed, according to your specifications on the Global Pallet ID Changes Selection Screen (p. 37-2).

Global Pallet ID Change Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).
Pallet Changes	The items listed in this section of the report are those for which the Pallet ID has been changed. For each item meeting the selection criteria, the following are printed: • WH • Item Number • Description • Item Class • Loc Class • Pallet Qty • Old Pallet (this is the previous Pallet ID assigned to this item)

CHAPTER 38

Review Locations for Replenishment

38

Use this option to determine if any of the permanent item locations defined in a warehouse require replenishment. A location requires replenishment if the current quantity of the item in that location falls below the restock level defined for the item/location.

If it is determined that replenishment is required for a location, a suggested move is created for that location. The suggested move is stored in the Suggested Move File, which is modified by pressing the F9=SUGGESTED MOVES key through Warehouse Management (MENU WMMAIN). Through the suggested moves function (F9=SUGGESTED MOVES), you can select a location from which to replenish the item by performing an immediate move or, by printing the item on a Move List, if you do not know which locations have quantities of the item available to move.

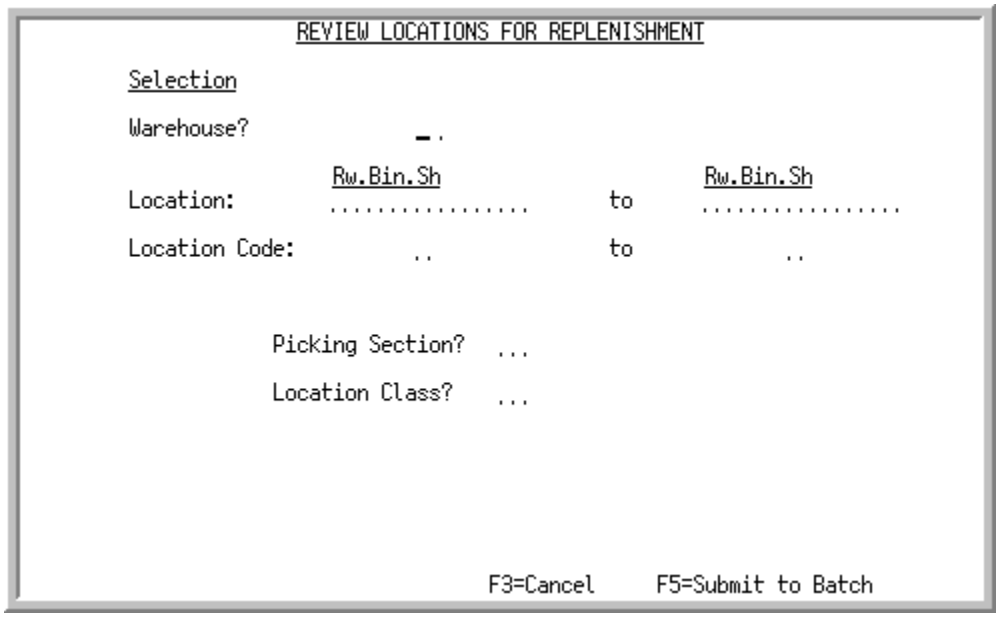
NOTE: No items will be processed through this option if the **Replenishment Trigger** field is set to R through Radio Frequency Options Maintenance (MENU RFFILE).

Review Locations for Replenishment

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Review Locations for Replenishment Screen	Used to select the warehouse locations to evaluate for replenishment.

Review Locations for Replenishment Screen



Use this screen to select the warehouse locations to evaluate for replenishment.

Review Locations for Replenishment Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the ID of the warehouse in which locations will be evaluated for replenishment. *Valid Values:* Must be a valid W/M warehouse that has been defined through Warehouse Management Options Maintenance (MENU WMFILE). (2 @ A 2) Required
Location	Key the range of warehouse locations in the selected warehouse to evaluate for replenishment. Warehouse locations may be keyed as explained in the Appendix of this manual. Use the rules for From and To ranges as explained in the Cross Applications User Guide. (2 @ A 16) Optional
Location Code	Key the range of warehouse location codes containing the locations in the selected warehouse to evaluate for replenishment. Location codes are assigned to warehouse locations through Location Master Maintenance (MENU WMFILE). (2 @ A 1) Optional

Review Locations for Replenishment Screen Fields and Function Keys

Field/Function Key	Description
Picking Section	Key the two character code of the picking section containing the locations to evaluate for replenishment. *Valid Values:* Must be a valid W/M picking section that has been defined through Picking Sections Maintenance (MENU WMFILE). (A 2) Optional
Location Class	Key the two character code of the location class containing the locations to evaluate for replenishment. *Valid Values:* Must be a valid W/M location class that has been defined through Location Class Maintenance (MENU WMFILE). (A 2) Optional
F3 = Cancel	Press to cancel this option. The calling menu will display.
F5 = Submit to Batch	Press to submit the location review to batch. The job will be submitted to the appropriate AS/400 job queue.
Enter	Press to confirm your selections. The location review and update of the Suggested Move File will be performed interactively.

CHAPTER 39

Global Item Label Print Code Maintenance

39

Use this option to globally define the item label print code in the Item Balance File.

NOTE: Item Labels can be set, through Warehouse Management Options Maintenance (MENU WMFILE), to print automatically with Put-Away Lists, or may be printed through Item Labels (MENU WMREPT).

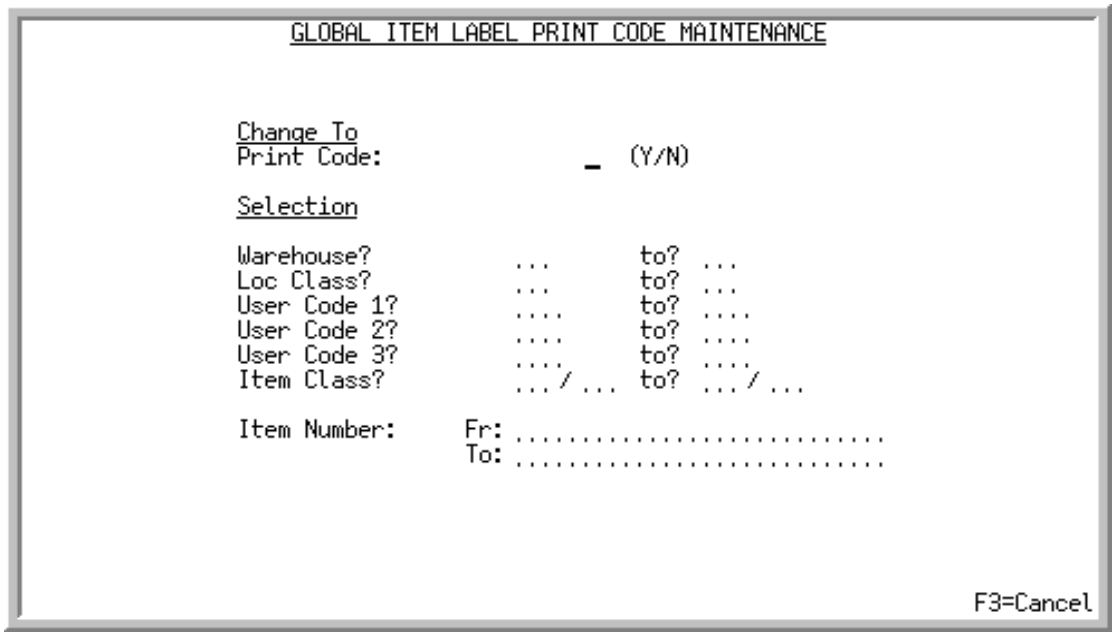
Also note that in order for Item Labels to be used at all, a Y must be keyed in the **Item Label** field in the Item Balance File for the item. The Item Balance File is updated through Item Balance Maintenance (MENU IAFILE). Refer to the description of that option as provided in the Inventory Accounting User Guide.

Global Item Label Print Code Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Global Item Print Code Maintenance Selection Screen	Used to select the items for which item print codes will be modified.
Global Item Label Print Report	Prints the items which were affected by the global update according to any criteria keyed on the Global Item Print Code Maintenance Selection Screen.

Global Item Print Code Maintenance Selection Screen



This screen displays after selecting option 6 - Global Item Label Print Code Maintenance from the Warehouse Management Master Menu (MENU WMMAST). Use this screen to select the items for which item print codes will be modified.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Global Item Print Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Code	Key the value to be inserted in the **Item Labels** field in the Warehouse Management Item/Warehouse file for the selected items. Note that this field is normally maintained through Item Balance Maintenance (MENU IAFILE). Key Y to have the item label code changed to Y for the selected items. Key N to have the item label code changed to N for the selected items. (A 1) Required

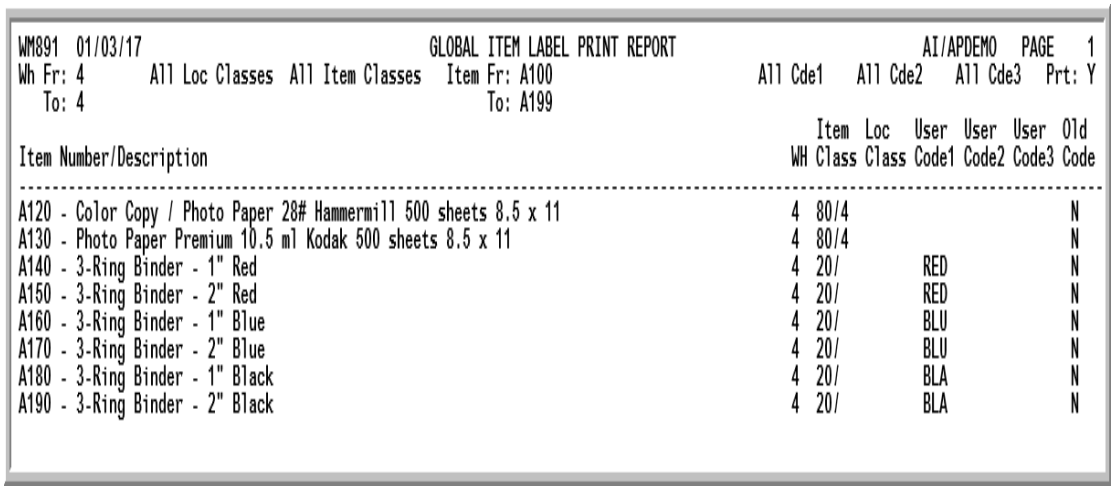
Global Item Print Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key a range of Warehouse IDs to limit the global update to items in particular warehouses. Leave these fields blank if you do not want to limit the update to particular warehouses. *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (2 @ A 2)Optional
Loc Class	Key a range of location classes to limit the global update to items defined with those particular location classes. Leave these fields blank if you do not want to limit the update to particular location classes. *Valid Values:* Any valid location class code that has been defined through Location Classes Maintenance (MENU WMFILE) (2 @ A 2) Optional
User Code 1/User Code 2/User Code 3	Key a range of **User Code 1**, **User Code 2**, and/or **User Code 3** values to limit the global update to items defined with those particular user codes. Leave these fields blank if you do not want to limit the update to particular user codes. *Valid Values:* Any valid user codes defined through Item User Codes Maintenance (MENU IAFILE) (6 @ A 3) Optional
Item Class	Key a range of item classes/sub-classes to limit the global update to items defined with those particular item classes/sub-classes. Leave these fields blank if you do not want to limit the update to particular item classes/sub-classes. *Valid Values:* Any valid item classes/sub-classes defined through Item Class/ Sub Class Maintenance (MENU IAFILE) and assigned to items through Item Master Maintenance (MENU IAFILE) (2 @ A 2 / A 2) Optional
Item No	Key a range of item numbers to limit the global update to particular items. Leave these fields blank if you do not want to limit the update to particular items. (2 @ A 27) Optional
F3=Cancel	Press F3=CANCEL to cancel this option. The Warehouse Management Master Menu (MENU WMMAST) will display.

Global Item Print Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen. After making your selections, the Global Item Label Print Report (p. 39-5) will print.

Global Item Label Print Report



```
WM891  01/03/17                                GLOBAL ITEM LABEL PRINT REPORT                          AI/APDEMO   PAGE    1
Wh Fr: 4       All Loc Classes  All Item Classes   Item Fr: A100                    All Cde1    All Cde2    All Cde3   Prt: Y
   To: 4                                                To: A199
                                                                                          Item  Loc   User  User  User  Old
Item Number/Description                                                                 WH Class Class Code1 Code2 Code3 Code
-----------------------------------------------------------------------------------------------------------------------------
A120 - Color Copy / Photo Paper 28# Hammermill 500 sheets 8.5 x 11                      4  80/4                          N
A130 - Photo Paper Premium 10.5 ml Kodak 500 sheets 8.5 x 11                            4  80/4                          N
A140 - 3-Ring Binder - 1" Red                                                           4  20/         RED              N
A150 - 3-Ring Binder - 2" Red                                                           4  20/         RED              N
A160 - 3-Ring Binder - 1" Blue                                                          4  20/         BLU              N
A170 - 3-Ring Binder - 2" Blue                                                          4  20/         BLU              N
A180 - 3-Ring Binder - 1" Black                                                         4  20/         BLA              N
A190 - 3-Ring Binder - 2" Black                                                         4  20/         BLA              N
```

This listing prints after making your selections on the Report Options Screen. Refer to the Cross Applications User Guide for details about this screen. The report prints the items which were affected by the global update according to any criteria keyed on the Global Item Print Code Maintenance Selection Screen (p. 39-2).

Global Item Label Print Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings. The message "*** Data may have been omitted due to security considerations ***" will print when the user that generated this report/ listing is not authorized to all the [company -or- warehouse -or -company and warehouse] selected data as determined through Authority Profile Maintenance (MENU XASCTY).

Global Item Label Print Report

Report/Listing Field	Description
(Affected Items)	For each item whose item label print code was updated by through this option, the following data prints: • Item Number and description • Warehouse • Item Class and sub-class • Location Class • User Codes • The value of the item label print code immediately prior to the update performed through this option Display

CHAPTER 40

Convert Case Quantities in Lot Numbers

40

Use this option to convert the length of the case quantity portion of case quantity lot numbers in all files and programs. This conversion may only occur once, and may only occur to change the field length from 4 to 6. [Therefore, in order to run this option, you must have already indicated that a case quantity length of 6 is desired through Warehouse Management Options Maintenance (MENU WMFILE)]. Because of the file and program changes required, an edit must first be passed to ensure the conversion will occur accurately and as expected.

The case quantity field length is defined through Warehouse Management Options Maintenance (MENU WMFILE). The value identified (4 or 6) determines the length to be used throughout Distribution A+ for case quantities. Case quantity values are attached to the respective lot identification for clear and easy recognition. Note that the length of this case quantity impacts the length of the lot identification portion of the entire lot number since the entire lot number has a length of 20. Refer to the following example for the implications of the 4 or 6 determination for case quantity length:

Example: :

A case of yarn skeins is identified as being a lot quantity item with a fixed case quantity of 1200 skeins per case.

If the field size for case quantity items indicates a desired length of 4, the following would be allowed as a lot number to reflect the item:

030796BLUTHNFRY-1200

where the lot number keyed would be 030796BLUTHNFRY and the case quantity of 1200 would be attached.

If the field size for case quantity items indicates a desired length of 6, the following would be allowed as a lot number to reflect the item:

030796BLUTHNF-001200

where the lot number keyed would be 030796BLUTHNF and the case quantity of 001200 would be attached.

Once case quantity items have been processed in Distribution A+, you can not manually change the case quantity length. Note however, through this WMMAST option, a one time change from 4 to 6

may be accomplished even if case quantity items have been processed. This requires an update to all files (and associated programs) containing case quantity data. This value may not be changed from 6 to 4 once case quantities are processed with that length.

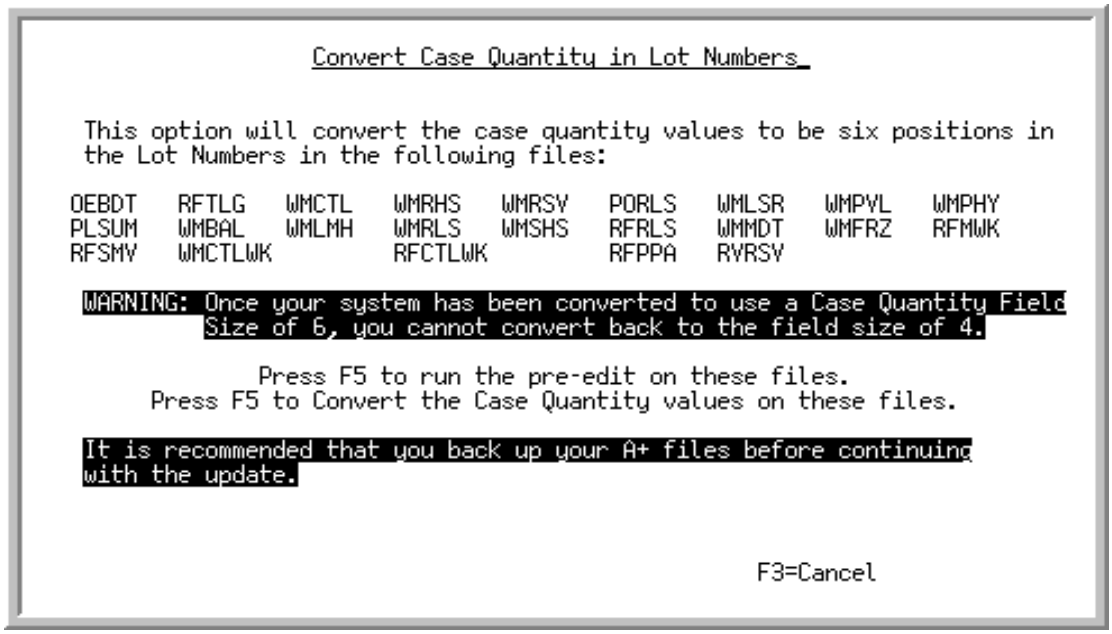
NOTE: If you have Radio Frequency installed, there cannot be any radio frequency transactions pending when you select this option. Be sure all radio frequency transactions are complete before selecting this option.

Convert Case Quantities in Lot Numbers

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Convert Case Quantities in Lot Numbers Screen	Used to submit the Lot Number Conversion Edit Report and to submit the conversion. All files which will be updated are presented for review.
Lot Number Conversion Edit Report	Prints any errors which would prevent a successful, accurate conversion.

Convert Case Quantities in Lot Numbers Screen



This screen displays after selecting option 7 - Convert Case Quantities in Lot Numbers from the Warehouse Management Master Menu (MENU WMMAST). This screen is used to submit the Lot Number Conversion Edit Report (p. 40-5) and to submit the conversion. All files which will be updated are presented for review.

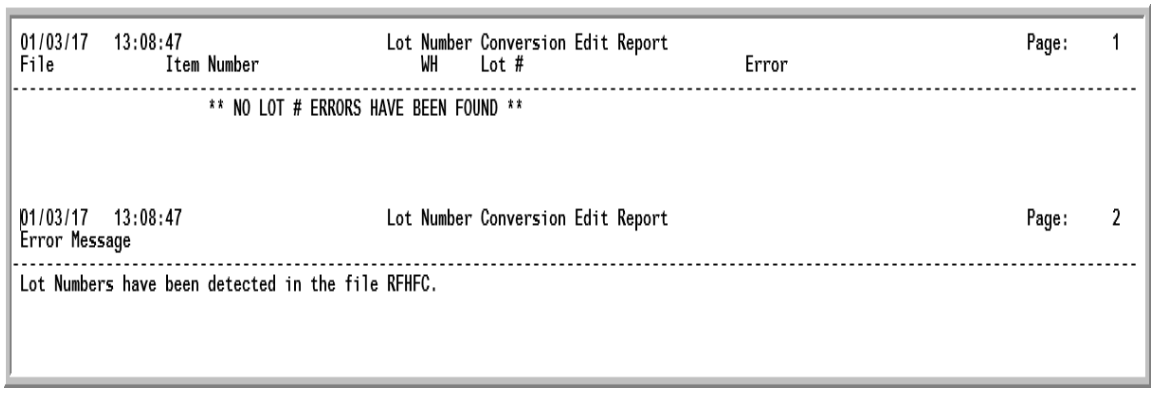
Convert Case Quantities in Lot Numbers Screen Fields and Function Keys

Field/Function Key	Description
(File Identification)	The file identification portion of this screen reflects all the files which will be affected by the conversion. The required edit will review each of these files to ensure no conditions exist which would prevent an accurate conversion (e.g., a physical inventory can not be in process at the time). Display

Convert Case Quantities in Lot Numbers Screen Fields and Function Keys

Field/Function Key	Description
(Process Identification)	The process identification portion of this screen directs the user to perform a specific task. If an edit has not yet successfully been run, this section will instruct the user to press F5=PROCESS to run the edit. The Lot Number Conversion Edit Report (p. 40-5) will print. If an edit has already successfully been run, this section will instruct the user to press F5=PROCESS to run the conversion. **Important** It is highly recommended that you back up your files prior to performing this update. Once files are updated through this option, there is no possibility of returning the files to their previous state. Required
F3=Cancel	Press F3=EXIT to cancel this option. MENU WMMAST will display.
F5=Process	Although not a displayed function key, the F5=PROCESS key must be used to submit the Lot Number Conversion Edit Report (p. 40-5) or the conversion of the data. Which task will occur depends on what is presented in the process identification section of this screen. Refer to that field description for details.

Lot Number Conversion Edit Report



```
01/03/17   13:08:47                    Lot Number Conversion Edit Report                                    Page:     1
File            Item Number                WH     Lot #                        Error
-------------------------------------------------------------------------------------------------------------------------
                    ** NO LOT # ERRORS HAVE BEEN FOUND **



01/03/17   13:08:47                    Lot Number Conversion Edit Report                                    Page:     2
Error Message
-------------------------------------------------------------------------------------------------------------------------
Lot Numbers have been detected in the file RFHFC.
```

This report prints after being submitted from the Convert Case Quantities in Lot Numbers Screen (p. 40-3). Any errors which would prevent a successful, accurate conversion will be identified and must be resolved prior to running the conversion. The information for each error is provided as follows. If no errors are found, the report will indicate so.

Lot Number Conversion Edit Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number. Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
File	The name of the file in which the error was found.
Item Number	The number of the item for which the error exists.
WH	The warehouse affiliated with the item in error.
Lot #	The lot number affiliated with the item in error.

Lot Number Conversion Edit Report

Report/Listing Fields	Description
Error	The error which prevents a successful conversion. The errors which could possibly print are: • Unposted Receiver Receipts have been detected in the file PORLS • RF Moves have been detected in the file RFCTLWK • RF Moves have been detected in the file RFMWK • RF Pending Put-aways have been detected in the file RFPPA • RF Receipts have been detected in the file RFRLS • WM Receipts have been detected in the file WMLSR • Lot Numbers have been detected in the file RFHFC • U/M Conversions have been detected in the file UMSCVT • Pending W/M Moves have been detected in the file WMCTL • Pending W/M Moves have been detected in the file WMCTLWK • Pending W/M Moves have been detected in the file WMMDT • W/M Physical Inventory has been detected in the file WMPHY • W/M Physical Inventory has been detected in the file WMFRZ • W/M Physical Inventory has been detected in the file WMPVL • A Portable Physical Inventory has been detected in the file WMPDT • Put away Label Records have been detected in the file WM305IL • Put away Label Records have been detected in the file WM505TL • Put away Label Records have been detected in the file WM506TL • Put away Label Records have been detected in the file WM382TL • WM Move Label Records have been detected in the file WM530TL

CHAPTER 41

Adjust Inventory in Unknown Location

41

When you conduct a partial physical inventory, the process of posting the count sheets through Update Inventory Counts (MENU WMPHYS) updates the on-hand balance in each warehouse location with the count for that item, unit of measure, and location. If there is a variance between the original on-hand quantity for that location in the Warehouse Management Balance File and the quantity posted, the variance is assigned to the unknown (all 9's) location. You must then enter Inventory Accounting (IA) quantity adjustments for these variances to make the quantities in the Item Balance File agree with those in the Warehouse Management Balance File.

This option automatically creates an IA transaction group that contains 1 quantity adjustment for each item, unit of measure, and, if applicable, country of origin with a positive or negative quantity in the unknown location. You can then edit and post the transaction group using the options on the Inventory Accounting Main Menu (MENU IAMAIN).

With this option, you can select to create inventory adjustments for all items in the unknown location, or only those items with an extended cost less than or equal to an amount you specify. For more information about how the extended cost is calculated and used, refer to the description of the **Adjust items valued less than or equal to** field.

When this option creates quantity adjustments, it does not combine negative and positive quantities of the same item. If an item has both a negative and a positive quantity for the same unit of measure in the unknown location, this option will create 2 separate quantity adjustments in the IA transaction group.

Example:

The 9's location contains the following quantities for item A400:

- + 3 EA
- + 2 BOX
- - 3 BOX

The Adjust Inventory in Unknown Location option will create 3 separate quantity adjustments in the IA transaction group.

For lot items, the lot numbers for positive IA quantity adjustments are the lot numbers posted with the count. The lot numbers for negative adjustments are the lot numbers assigned to that warehouse location and not posted with the count.

For serial items, the serial numbers assigned to the warehouse location and not posted with the count are used as the serial numbers for items to write off (negative adjustments).

The IA transaction group that this option creates is automatically assigned a group ID. The **Transaction Comments** field in the transaction group contains an entry indicating that this transaction group was created automatically through the Warehouse Management module.

For items that track country of origin, inventory transactions will be segregated by country of origin. For example, if several country of origins for an item exist in the unknown location, they will be grouped into one IA Inventory Transactions record. Each separate country of origin will have a separate adjustment from the unknown location when the IA transaction group is created.

When to Run This Option

Run this option after you have completed a partial physical inventory and posted the inventory counts through Update Inventory Counts (MENU WMPHYS). There are 2 restrictions on the use of this option:

- Only 1 user at a time can use this option. If another user is currently using this option, when you select it you will see the message, **Adjust inventory in unknown location is currently in use at another workstation**. Press ENTER to return to the Warehouse Management Master Menu (MENU WMMAST).
- If you have run this option previously to create an IA transaction group, and you have not yet edited and posted that transaction group in Inventory Accounting, you will not be allowed to run this option. When you select this option, you will see the message, **Group already exists. This option is already in process**. Press F3=CANCEL to return to the Warehouse Management Master Menu (MENU WMMAST).

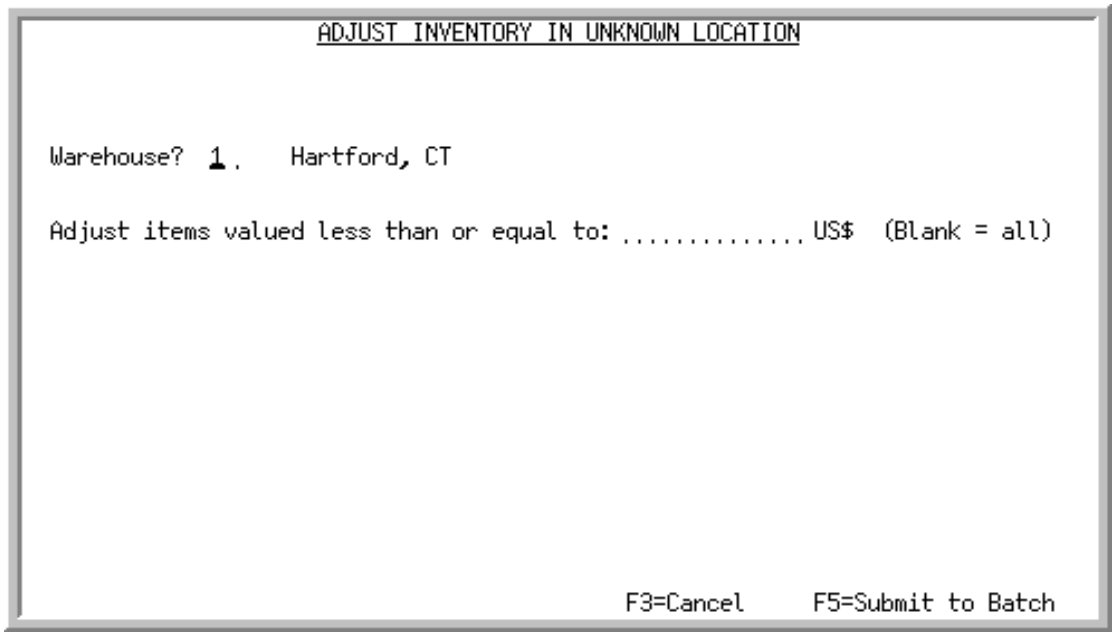
  Before you can create a new transaction group, you must edit the existing group through Edit Transactions (MENU IAMAIN) and post the transactions through Process Transactions (MENU IAMAIN).

Adjust Inventory in Unknown Location

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Adjust Inventory in Unknown Location Screen	Used to limit the items for which quantity adjustments will be created in the IA transaction group.

Adjust Inventory in Unknown Location Screen



This screen appears after selecting option 8 -Adjust Inventory in Unknown Location from the Warehouse Management Master Menu (MENU WMMAST).

Use this screen to limit the items for which quantity adjustments will be created in the IA transaction group.

Adjust Inventory in Unknown Location Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Key the warehouse number of the warehouse for which you want to generate quantity adjustments. Quantity adjustment transactions will be created for items in the unknown location of this warehouse, only. *Default Value:* The default warehouse for this user defined through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required

Adjust Inventory in Unknown Location Screen Fields and Function Keys

Field/Function Key	Description
Adjust items valued less than or equal to	Use this field to limit the transactions that will be created automatically in IA, based on the total monetary value of the items. If you make an entry in this field, only those items with an extended cost less than or equal to the amount you enter will be included in the transaction group. The extended cost is calculated as follows: 1. Item quantities are converted to the pricing unit of measure. 2. Positive and negative quantities are combined (netted out). 3. The absolute value of the net quantity is multiplied by the cost for 1 item in the pricing unit of measure For regular items, the cost specified in the **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE) is used to calculate the extended cost. For lot, serial, or case quantity items, if the associated **Use Avg Cost** field in Warehouse Management Options (MENU WMFILE) is set to Y, the average cost is used. If the associated **Use Avg Cost** field is set to N, the unit cost in the Warehouse Management Balance File is used. When International Currency is installed, the currency symbol for the company that owns the warehouse displays to the right of this field. The extended cost of each item in the unknown location will be converted to this currency prior to comparison with the value you enter in this field. **Example:** : You entered 100.00 in the **Adjust items valued less than or equal to** field. The unknown location in warehouse 1 contains the following quantities and units of measure for item A100: - 4 EA - 1 BOX + 6 EA The pricing unit of measure is EA, and there are 10 EA per BOX. The **Cost to be Used for GL** field in Order Entry Options Maintenance (MENU XAFILE) contains an A (average cost), and the average cost of item A100 is $5.00 per EA.

Adjust Inventory in Unknown Location Screen Fields and Function Keys

Field/Function Key	Description
	CALCULATION: The extended cost for item A100 is calculated as follows: - 4 EA + (-1 x 10 EA) = -14 EA -14 EA + 6 EA = - 8 EA The absolute value of - 8 = 8 (taking the absolute value always removes the negative sign). 8 x $5.00 = $40.00 Because $40.00 is less than $100.00, quantity adjustments will be created for the quantities of item A100. Additionally, because quantity adjustments are created for each positive or negative quantity and unit of measure, 3 IA transactions will be created for item A100. (N 13,0) Optional
F3=Cancel	Press F3=CANCEL this key to cancel this option and return to the Warehouse Management Master Menu (MENU WMMAST).
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to submit your request for batch processing. When processing is complete, if there was at least one item in the unknown location that met the selection criteria, you will see the message, **The Inventory Group Created - XX**, where XX is the transaction group ID.
Enter	If you did not change the entry in the **Warehouse** field, pressing ENTER submits your request for interactive processing. When processing is complete, if there was at least one item in the unknown location that met the selection criteria, you will see the message, **The Inventory Group Created - XX**, where XX is the transaction group ID. If you changed the entry in the Warehouse field, pressing ENTER refreshes the screen and displays the new warehouse number and warehouse name. Press ENTER again to submit your request for interactive processing.

CHAPTER 42

Refreshing the Move Queue

42

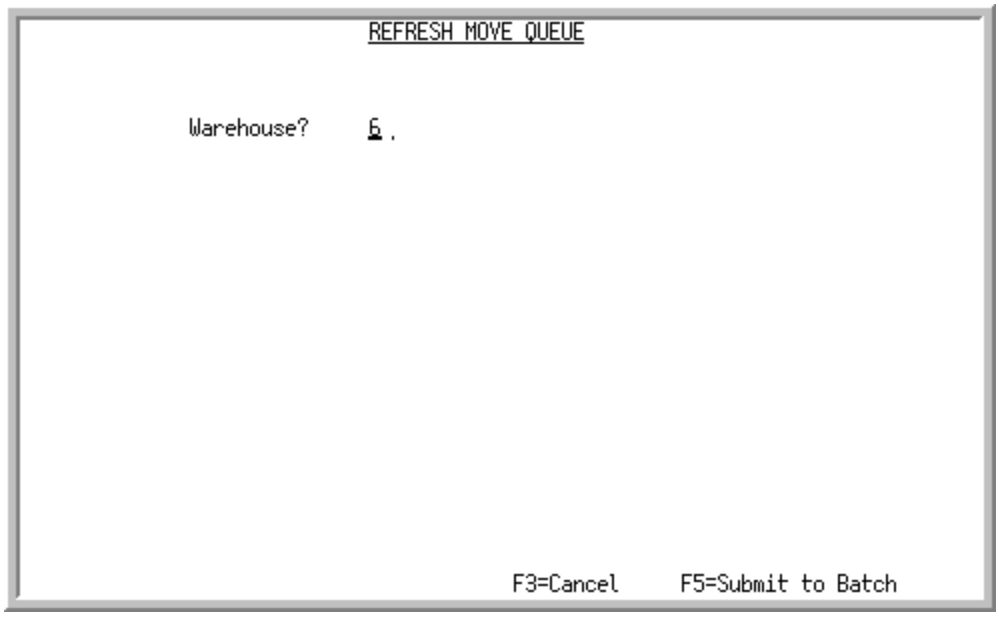
The Refresh Move Queue option on the Warehouse Management Master Menu (MENU WMMAST) is used to ensure data integrity in the Move Queue File (RFMVQ). If the Move Queue File (RFMVQ) and the WM Move Control File (WMCTL) fall out of sync when records are added, updated, and deleted, you can run this option to correct the discrepancies.

Refresh Move Queue

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Refresh Move Queue Screen	Used to specify the warehouse for which to correct files and submit the job, either interactively or by batch.

Refresh Move Queue Screen



This screen appears after selecting option 9 - Refresh Move Queue from the Warehouse Management Master Menu (MENU WMMAST). Use this screen to specify the warehouse for which you would like to synchronize the Move Queue File (RFMVQ) and WM Move Control File (WMCTL).

Refresh Move Queue Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to specify the warehouse for which you want to synchronize the Move Queue File (RFMVQ) and WM Move Control File (WMCTL). *Default Value:* The default warehouse number specified for your user ID through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (A 2) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the Warehouse Management Master Menu (MENU WMMAST).
F5=Submit to Batch	Press F5=SUBMIT TO BATCH to submit this job to a batch queue.
Enter	Press ENTER to run this job interactively (not in the batch queue).

CHAPTER 43

Print Count Sheets

43

Use this option to print the required Count Sheets to record physical inventory counts. You may print Count Sheets for a partial physical inventory count (i.e., some, not all, warehouse locations) or a complete physical inventory count (i.e., all locations).

You have the option to print all items in a location or just selected items. You may initiate a cycle count by selecting one of the following:

- a range of items
- a list of items
- a scheduled count
- an immediate count

When creating Count Sheets through this option, the item numbers that you select for the warehouse (if you choose not to count all items in a location) will be stored in the WMISL file. This file drives the selection process of item numbers through the entire physical inventory.

Completion of this option indicates that a physical inventory is active for the specified warehouse. You cannot select this option again for the same warehouse while the physical inventory is active. You must either update inventory through Update Inventory Counts (MENU WMPHYS) or cancel the physical inventory through Cancel Count Sheets (MENU WMPHYS) for the selected warehouse before you re-select this option for the same warehouse.

When you print Count Sheets through this option, a freeze of the inventory quantities in the AS400 database for the identified items/locations is performed. These frozen values will be compared to the actual counts entered through Enter/Change Inventory Counts (MENU WMPHYS) to determine if any variances exist. However, you do have the option to Refreeze Physical Inventory Counts (MENU WMPHYS) before you begin the physical count and after you print out the Count Sheets. When you refreeze the inventory, you ensure that you account for all such inventory transactions. Refer to the Refreeze Physical Inventory Counts (MENU WMPHYS) description for details.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

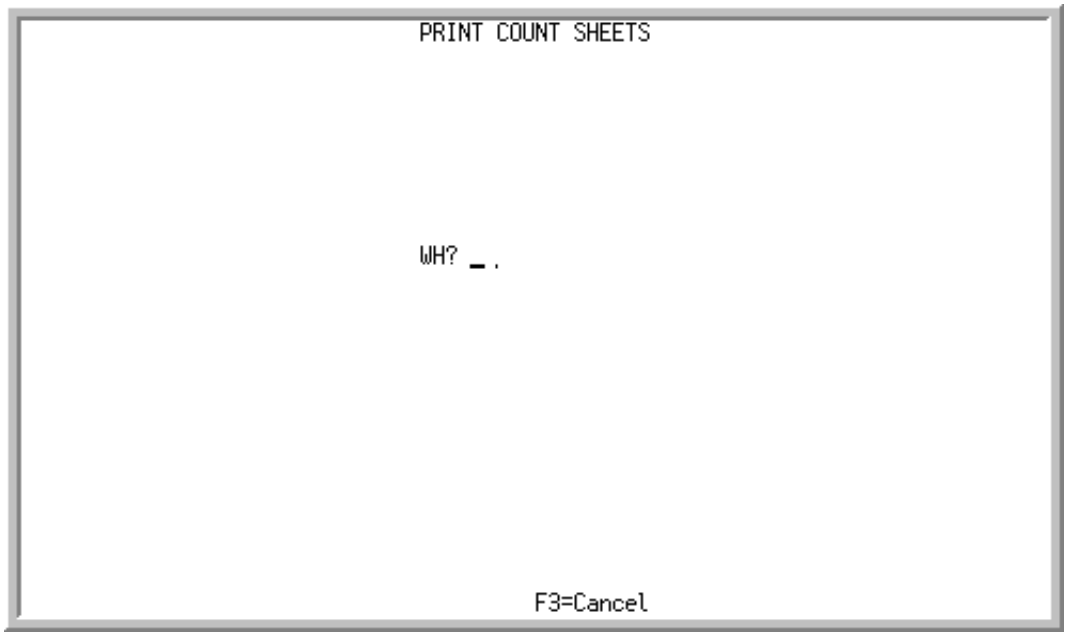
Important

When performing a physical inventory, it is very important to physically count your inventory before you ship or receive items. Even if you do not immediately enter the physical inventory counts through Enter/Change Inventory Counts (MENU WMPHYS), you may resume processing daily transactions after you complete physically counting your items.

Print Count Sheets

Title	Purpose
Print Count Sheets Selection Screen	Use to select the warehouse for which Count Sheets will be printed.
Print Count Sheets Screen	Use to select the warehouse locations and define the format of the Count Sheets that print through this option.
Select Items to Count Screen	Use to select a range or a list of items to be counted.
Count Sheets	Prints count sheets.

Print Count Sheets Selection Screen

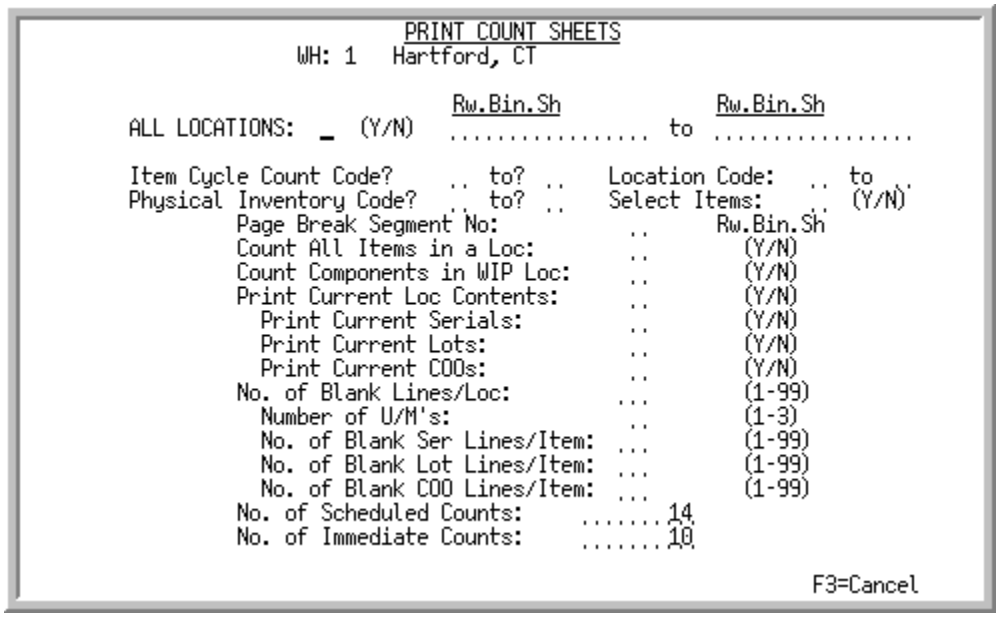


This screen displays after you select option 1 - Print Count Sheets from MENU WMPHYS. Use this screen to select the warehouse for which Count Sheets will be printed.

Print Count Sheets Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse for which Count Sheets will be printed. You cannot key the Warehouse ID of a warehouse that has an active physical inventory. A physical inventory is active if Count Sheets have been printed through this option, and inventory counts have not been updated through Update Inventory Counts (MENU WMPHYS) or canceled through Cancel Count Sheets (MENU WMPHYS). *Valid Values:* You must key a warehouse that has been created through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Print Count Sheets Screen (p. 43-4) will display.

Print Count Sheets Screen



This screen displays after you press ENTER from the Print Count Sheets Selection Screen (p. 43-3). Use this screen to select the warehouse locations and define the format of the Count Sheets that print through this option.

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
ALL LOCATIONS	Use this field to indicate if you wish to print Count Sheets for all locations in this warehouse, or for selected locations. Your response in this field determines if you will perform a partial or complete physical inventory count. Key Y to print Count Sheets for all locations in this warehouse. You will not be able to key any values in the *Warehouse Location Range, Item Cycle Count Code, Physical Inventory Code,* and/or *Location Code* fields (fields 2, 3, 4, and 5). This allows you to perform a complete physical inventory for this warehouse. NOTE: You must key Y in this field the first time that you perform a physical inventory using W/M for the selected warehouse; locations or items may be used as selection criteria. Also, when you key Y in this field, you must key a Y in the *Count All Items in Loc* field. (Refer to the *Count All Items in a Loc* field description for further explanation.) Key N to print Count Sheets for selected locations only, allowing you to perform a partial physical inventory for this warehouse. If you key N, you must specify a range in at least one of fields 2, 3, 4, or 5. If you instead key Y, you will not be able to specify a range in any of these fields. Also, if you key N, the *Select Items* field must be Y. (A 1) Required
Warehouse Location Range	The range of warehouse locations for which Count Sheets are printed if you are performing a partial physical inventory count (i.e., not printing Count Sheets for all warehouse locations). Leave the location ranges blank if you are not selecting locations to count based on warehouse Locations. Key the warehouse location in the format defined (number, type, and length of segments) using the data entry separator setup through MENU WMFILE. Refer to the appendix for additional information about keying warehouse locations; for the rules of keying FROM/TO ranges, refer to the Cross Applications User Guide. *Valid Values:* Must be blank if the ALL LOCATIONS field is Y. (2 @ A 16) Optional

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Item Cycle Count Code	The range of item cycle count codes for which Count Sheets will print when performing a partial physical inventory count (i.e., you are not printing Count Sheets for all warehouse locations). Item cycle count codes may also be calculated by the Warehouse Planning Report (MENU WMREPT). Use item cycle count codes to perform a partial physical inventory for only locations that contain the items that have the desired cycle count codes. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. *Valid Values:* Must be blank if the *ALL LOCATIONS* field is Y. If not blank, must be an item cycle count code created through Cycle Count Codes Maintenance (MENU IAFIL2) and assigned to an item through Item Balance Maintenance (MENU IAFILE). (2 @ A 1) Optional
Physical Inventory Code	Must be blank if the *ALL LOCATIONS* field is Y. If not blank, must be a physical inventory code created through Physical Inventory Codes Maintenance (MENU IAFIL2) and assigned to an item through Item Balance Maintenance (MENU IAFILE) The range of physical inventory codes for which Count Sheets will print when performing a partial physical inventory count (i.e., you are not printing Count Sheets for all warehouse locations). Use physical inventory codes to perform a partial physical inventory for only locations that contain the items that have the desired physical inventory codes. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. (2 @ A 1) Optional
Location Code	If the *ALL LOCATIONS* field is N, must be a valid location code that has been defined and assigned to individual warehouse locations through Location Master Maintenance (MENU WMFILE). The range of location codes for which Count Sheets will print when performing a partial physical inventory count (i.e., you are not printing Count Sheets for all warehouse locations). Use location codes to perform a partial physical inventory for only the locations that have the desired location codes. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. *Valid Values:* Must be blank if the *ALL LOCATIONS* field is Y. (2 @ A 1) Optional

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Select Items	Key Y to print Count Sheets for a range or list of items when performing a partial physical inventory count. If Y is keyed, the Select Items to Count Screen (p. 43-12) will display, where you may key a range or list of items to count. All locations which contain the selected items will be included, regardless of the location ranges entered on this screen. Key N if you do not want to print Count Sheets for a range or list of items when performing a partial physical inventory count. All items in all locations will print. *Valid Values:* Must be N if the *ALL LOCATIONS* field is Y. (2 @ A 1) Required
Page Break Segment No	The warehouse location segment number is used to indicate page breaks for your Count Sheets. When the value of the segment specified in this field changes, the location is printed on a new page. For example, if your warehouse location format is Row-Shelf-Bin, and you key 2 in this field, this means that the Count Sheet will print on a new page when the value of the Shelf changes. Row 1 - Shelf 01 will print on one Count Sheet, Row 1 - Shelf 02 will print on a new Count Sheet, etc. This allows you to hand out separate Count Sheets for each shelf in your warehouse. *Valid Values:* 1 through 5 (depending on how many segments you have defined in your warehouse location number). (A 1) Required
Count All Items in a Loc	Use this field to indicate whether or not you want all items to be counted in the selected locations or just specific ones. Key Y if you want all items in the selected locations counted. NOTE: This field must be Y if the *ALL LOCATIONS* field is Y. Also, this field must be Y if no scheduled or immediate counts were selected and no items were selected (either by range or by list). Key N if you do not want all items in a location counted and instead want to select specific items for counting in selected locations. You can select the specific items on the Select Items to Count Screen (p. 43-12). Only the selected items appear on the Count Sheets. NOTE: If you key N in this field, you cannot print additional Count Sheets. If you try to print additional Count Sheets through Print Additional Count Sheets (MENU WMPHYS), a prompt displays explaining why you cannot print these sheets. (A 1) Required

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Count Components in WIP Loc	This field will display only if Value Added Services is installed and a Work In Process Location has been defined through Work Order Options Maintenance (MENU WOFILE). Use this field to specify whether or not to count components in the work in process location. Key Y to count components in the work in process location. You must key Y for scheduled and immediate counts. Key N to not count components in the work in process location. (A 1) Required
Print Current Loc Contents	Use this field to indicate if item numbers for the items currently in a warehouse location are to be printed on the Count Sheet. Key Y to print item numbers for all items currently in each warehouse location. For each item number, blank line(s) will print to write in the item's count for each of the item's units of measure (depending on the selections you make for the number of blank lines/locations and number of unit of measure fields). Key N if you do not want to print the items that are currently in each warehouse location. (A 1) Required
Print Current Serials	This field displays only if **Use Serials** is Y for system options defined through Warehouse Management Options Maintenance (MENU WMFILE). If you are printing the current items in each location (i.e., **Print Current Loc Contents** = Y), and you use serial numbers in W/M, use this field to indicate if the serial numbers for each serial item (defined as type "S") in a warehouse location should print on the Count Sheet. Printing current serial numbers will reduce the writing required when performing the count. Serial numbers located during the count can be circled. Missing serials can be crossed out. Key Y to print the serial numbers for serial items currently in each warehouse location. Key N if you do not want to print serial numbers for serial items currently in each warehouse location. For each serial item, blank lines are provided for you to write the serial numbers. *Valid Values:* Must be N if the **Print Current Loc Contents** field is N. (A 1) Required

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Print Current Lots	This field displays only if *Use Lots* is Y for system options defined through Warehouse Management Options Maintenance (MENU WMFILE). If you are printing the current items in each location (i.e., Print Current Loc Contents = Y), and you use lots in W/M, use this field to indicate if lot numbers for each should print on the Count Sheet. Key Y to print the current lot numbers for each warehouse location. The lot number will be followed by blanks to record count quantity for each of the item's units of measure. Key N if you do not want to print the current lot numbers for items that are in a warehouse location. For each item, at least two blank lines are provided: one to write in the lot number of the item, and one to write in the number of items in that lot (whether the item number is printed or not). *Valid Values:* Must be N if the *Print Current Loc Contents* field is N. (A 1) Required
Print Current COOs	This field displays only if an item is flagged to track country of origin, as determined through Item Master Maintenance (MENU IAFILE). Use this field to indicate if country of origins will print on the Count Sheet. Note that the current country of origins are retrieved from the Frozen Balance File (WMFRZ). Key Y to print current country of origins. For *regular* items, the country of origins will each print with their own lines for counting. For *lot* items, the country of origin will print after the lot number. For *serial* items, the country of origin will print with each serial number with a slash in between (e.g., if the serial number is 20633 and the country of origin is USA, 20633/USA will print on the serials/COO line.) NOTE: If you select Y, lot and/or serial items that track country of origin will print on the Count Sheet regardless if you selected not to print them by keying N in the *Print Current Serials* field and/or *Print Current Lots* field. Key N if you do not want current country of origins to print. *Valid Values:* Must be N if the *Print Current Loc Contents* field is N. (A 1) Required
No. of Blank Lines/Loc	Key the number of blank lines that will print for each warehouse location. These lines are used to write in additional item numbers and counts in a location. If you have selected to print current item numbers for each warehouse location (i.e., Print Current Loc Contents = Y), the number of blank lines specified in this field are printed in addition to the count lines printed for current items. (N 2,0) Required

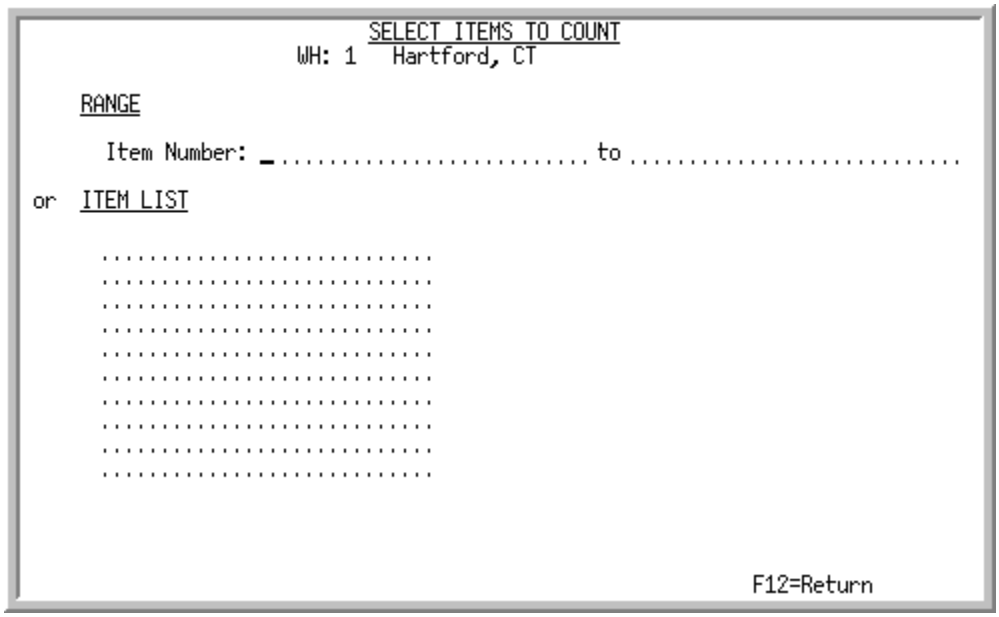
Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Number of U/M's	For blank count lines, the system can provide up to three blanks for recording count quantities by unit of measure. Key the highest number of units of measure for all your items. For example, if none of your items have multiple units of measure, key 1. If some items have 2 units (and none have 3), then key 2. If any have 3 units, then key 3. (N 1,0) Required
No. of Blank Ser Lines/ Item	This field displays only if *Use Serials* is Y for system options defined through Warehouse Management Options Maintenance (MENU WMFILE). If you use serial numbers in W/M, key the number of blank lines that should print on the Count Sheet to write in serial numbers for each item. For example, if each warehouse location stores an average of 10 serial numbered items, key 10 in this field. Ten blank lines for each item will print on the Count Sheets. Use these lines to write in serial numbers for each item in this location. (N 1,0) Required
No. of Blank Lot Lines/Item	This field displays only if *Use Lots* is Y for system options defined through Warehouse Management Options Maintenance (MENU WMFILE). If you use lot numbers in W/M, key the number of blank lines that should print on the Count Sheet to write in lot numbers for each item. For example, if the average number of lots for each item in your warehouse is 10, key 10 in this field. Ten blank lines for each item will print on the Count Sheets. Use these lines to write in lot numbers and counts for each lot for each item. (N 1,0) Required
No. of Blank COO Lines/Item	This field displays only if an item is flagged to track country of origin, as determined through Item Master Maintenance (MENU IAFILE). Key the number of blank country of origin/quantity lines that should print on the Count Sheet to write in country of origins for each item. NOTE: The number of blank lines that will print for the blank item lines is the maximum of blank lines/lot, blank lines/serial, and blank lines/country of origin. *Default Value:* 0 *Valid Values:* 1 to 99 (N 1,0) Required

Print Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
No. of Scheduled Counts	NOTE: This field displays only if you have previously scheduled counts for items in your warehouse. Use this field to select the number of items that should be counted on this run of the cycle count. The default reflects the total number of items to count in a day, as identified through Cycle Count Scheduler (MENU WMPHYS). The number of scheduled counts only includes cycle count codes from the Cycle Count Scheduler that have not been bypassed, as determined by the bypass value from the WM Cycle Count Schedule File (WMCYC). (N 9,0) Display/Optional
No. of Immediate Counts	This field appears only if you have previously selected items for immediate counting. Use this field to enter the number of items to select for immediate counting. The default value is the total number of items that have been flagged for immediate cycle count. An item will be flagged for an immediate count when • a user presses the function key for immediate count for an item through Warehouse Management (MENU WMMAIN). • the ship quantity is decreased after an item is ship confirmed through Order Entry (if the option to do this is Y). • a warehouse transfer purchase order is closed and the *Mark Item for Cycle Count when Closing PO* field is set to Y through Purchasing Options Maintenance (MENU XAFILE) for the receiving warehouse and/or the shipping warehouse and the quantity received for the item was less than the quantity shipped. (N 9,0) Display/Optional
F3=Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. If the Select Items field contains a value of N, the Report Options Screen will display. If the Select Items field contains a value of Y, the Select Items to Count Screen (p. 43-12) will display.

Select Items to Count Screen



This screen displays after you press ENTER on the Print Count Sheets Screen (p. 43-4) if the *Select Items* field had a value of Y. Use this screen to select a range or a list of items to be counted.

Select Items to Count Screen Fields and Function Keys

Field/Function Key	Description
RANGE: Item Number	Use this field to enter a range of items to be counted. Key a range of item numbers. Refer to the Cross Applications User Guide for information about entering ranges. Leave these fields blank if you want to specify a list of items to be counted. (2 @ A 27) Optional
ITEM LIST	Use this field to enter a list of items to be counted. Key one or more item numbers. Leave these fields blank if you want to specify a range of items to be counted. NOTE: Count Sheets will print for all locations that contain the selected items and also fall within the location range entered will be selected. (10 @ A 27) Optional
F12 = Return	Press this key to return to the Print Count Sheets Screen (p. 43-4).

Select Items to Count Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key to accept your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for an explanation of this screen).

Count Sheets

```
 COUNT SHEET                    WH: 1    Sheet: 1 Page:    1
#################### MM.001.02  MM.001.02 ##################################
ITEM: REGC
    Full Strip Desk Stapler-abcdefg  1/2" staples-testtesttesttestxx
    COO/Qtys: ENG              _______ EA
          FRA                  _______ EA
          USA                  _______ EA
               _____________________________ EA
               _____________________________ EA
               _____________________________ EA
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
      Counted by: _____________________________________ Last
 COUNT SHEET                    WH: 1    Sheet: 2 Page:    1
#################### MM.001.03  MM.001.03 ##################################
ITEM: LOTVC                    * EXPIRATION DATE REQUIRED ON LOTS *
   3-Ring Binder - 1" Black    Model xyz-124
 Lot/COO/Qtys: QAFFW233        CAN _______ CCC _______ EA       3/CCC
          Exp:  4/08/06
          43ZVMMRW             USA _______ CCC _______ EA       3/CCC
          Exp:  8/08/07
               _____________________________ CCC _______ EA _______/CCC
               _____________________________ CCC _______ EA _______/CCC
               _____________________________ CCC _______ EA _______/CCC
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
ITEM: _____________________________Qt/um:_____________________________
 Lot/COOs: _____________________________________________________
           _____________________________________________________
           _____________________________________________________
      Counted by: _____________________________ Last
```

You can print Count Sheets after you select the count sheet format and press ENTER on the Report Options Screen (refer to the Appendix section in the Cross Applications User Guide for details about this screen). The appearance of Count Sheets will vary based on the format definition of the Count Sheets. Count Sheets are intended to print on 8.5" by 11" paper.

If, for a lot item, the *Exp Date Reqd* field is set to Y on the *Item File Maintenance* Screen 2 through Item Master Maintenance (MENU IAFILE), a message will print on the Count Sheet beside the item number stating that the expiration date is required on lot items.

Count Sheets

Report/Listing Field	Description
WH	The warehouse for which this Count Sheet is printed.
Sheet	The number assigned to this Count Sheet. Based on your count sheet definition, a new sheet is printed when the value of one of the warehouse location segments changes. One sheet may print on more than one page. For example, if your warehouse location format is Row-Shelf-Bin, and you selected to have page breaks when the Shelf segment changes (segment #2), a new sheet number is assigned (and the Count Sheet will print on a new page) when the value of the Shelf changes. Row 1 - Shelf 01 will print on one Count Sheet, Row 1 - Shelf 02 will print on a new Count Sheet, etc.
Page	The page number within this Count Sheet. Page numbers start at page number 1 for each new Count Sheet printed (refer to the *Sheet* field). If a Count Sheet contains more than one page, the word More... prints at the bottom of the first page, and the word (continued) prints at the top of the subsequent pages. The final page within a sheet number prints the word Last at the bottom of the page.
Warehouse Location	The warehouse location number and description that is counted using this Count Sheet.
Lot/Qtys	A blank line is provided to record lot and serial numbers that have been counted.
Exp	This field appears only if an expiration date was keyed for a lot item. This field displays a lot item's expiration date.
ITM	The item being counted. Based on your count sheet definition, this may be blank, or may contain the item that is currently in that location according to W/M. If it is blank, you write in the item numbers in this location; it if contains an item number, write in the count of the item in the *Qt/um* field (which displays only if you do not print current items).
Available Units of Measure	The quantity for each unit of measure. NOTE: The units of measure may be different than those printed on this example of the report. EA/CAS is just an example.
Counted by	A blank is provided to record the name or initials of the counter.

CHAPTER 44 Print Additional Count Sheets

44

Use this option to print blank Count Sheets for this warehouse. Blank Count Sheets may be used if you need to print them for selected locations to accommodate more/fewer items. When printing these blank Count Sheets, you may specify the number of lines that will print for each warehouse location. These lines may then be used to record the item numbers and counts.

To receive Count Sheets (that is, sheets in which blank lines are printed for each location instead of items), you may run this option as many times as you desire for any location(s).

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

When To Run This Option

Print additional Count Sheets if you need more blank Count Sheets for locations being counted.

You cannot print additional Count Sheets if performing a partial inventory and you entered an N in the *Count All Items in Loc* field on the Print Count Sheets Screen (p. 43-4). If you do try to print additional Count Sheets, a screen displays to explain why you cannot proceed to print the sheets.

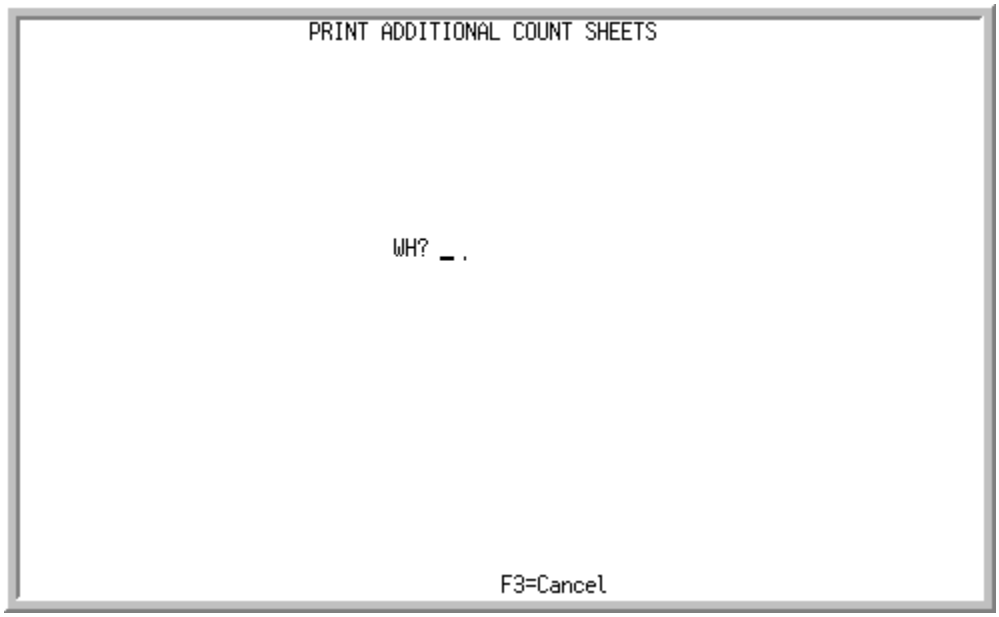
Print Additional Count Sheets

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print Additional Count Sheets Selection Screen	Used to select the warehouse for which additional Count Sheets will be printed.

Title	Purpose
Print Additional Count Sheets Screen	Used to define the locations, and number of blank lines to print on additional Count Sheets.

Print Additional Count Sheets Selection Screen

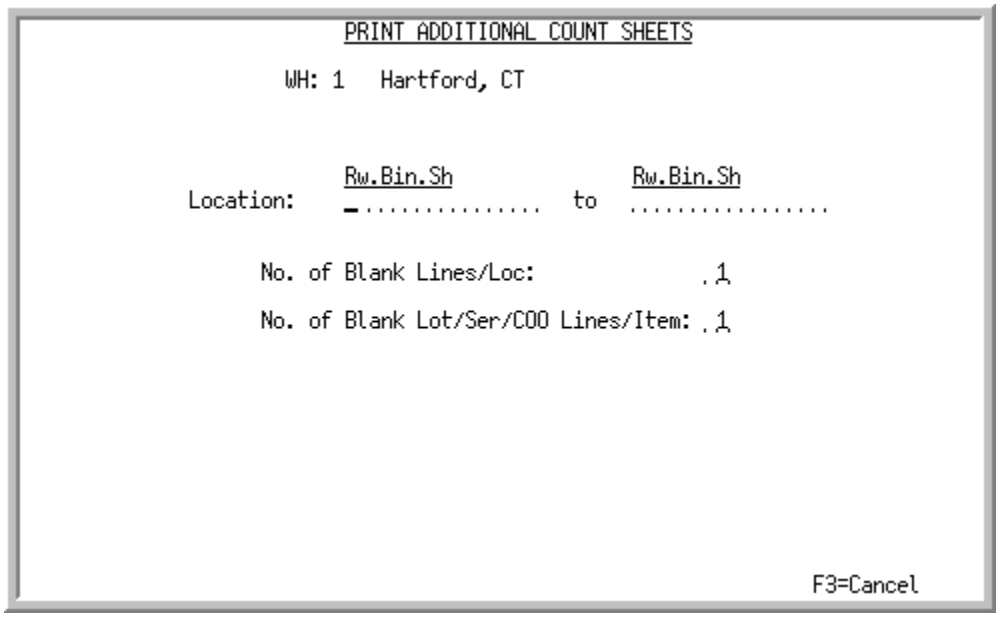


This screen displays after selecting option 2 - Print Additional Count Sheets from MENU WMPHYS. Use this screen to select the warehouse for which additional Count Sheets will be printed.

Print Additional Count Sheets Selection Screen Field and Function Keys

Field/Function Keys	Description
Warehouse	Key the two character ID of a warehouse that has an active physical inventory. (A 2) Required
F3 = Cancel	Press to cancel this option MENU WMPHYS will display.
Enter	Press to confirm your selection. The Print Additional Count Sheets Screen (p. 44-4) will display.

Print Additional Count Sheets Screen



This screen displays after pressing ENTER on the Print Additional Count Sheets (p. 44-1). Use this screen to define the locations, and number of blank lines to print on additional Count Sheets.

Print Additional Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
Location	The range of warehouse locations for which Count Sheets will be reprinted. You must specify warehouse locations for previously printed Count Sheets in this field. Additional Count Sheets will be printed for this range of locations. Key the warehouse location in the format defined (number, type, and length of segments) using the data entry separator. Refer to the appendix section in this User Guide for additional information about keying warehouse locations. When keying the range of warehouses on this screen, you must key a FROM and a TO value. The FROM value must be “less than” the TO value (numerically or alphabetically). Refer to the Cross Applications User Guide for details about entering ranges. Additionally, edited segment values are validated, so be certain to key segment values that have been defined through Segment Values Maintenance (MENU WMFILE). *Valid Values:* The location range cannot be blank Valid segment values defined through Segment Values Maintenance (MENU WMFILE) (2 @ A 16) Optional

Print Additional Count Sheets Screen Fields and Function Keys

Field/Function Key	Description
No. of Blank Lines/Loc	Key the number of blank lines that will print for each warehouse location. These lines are used to record the item numbers and counts. (N 2,0) Required
No. of Blank Lot/Ser/ COO Lines/Item	This field displays only if lot or serial numbers are being used, or if country of origin is being tracked for an item. If lot and/or serial numbers are being used in Warehouse Management, key the number of blank lines to be used to record lot or serial numbers for each item. If *Use Lots* and/or *Use Serials* is N in Warehouse Management Options Maintenance (MENU WMFILE), Lot and/or Serial will not be included in the description of this field. If tracking country of origin for an item (as determined through Item Master Maintenance), the value you key here will also be used as the number of blank lines that will print on the Count Sheet for you to record the country of origin for each item. If country of origin is not being tracked, COO Lines will not be included in the description of this field. For example, if each warehouse location stores an average of 10 serial numbered items, key 10 in this field. If the average number of lots for each item in your location is 10, key 10 in this field. *Default Value:* The greatest valued keyed of the following 3 fields in Print Count Sheets: No. of Blank Ser Lines/Items, No. of Blank Lot Lines/Items and No. of Blank COO Lines. For example, if Blank Ser Lines/Items is 5, No. of Blank Lot Lines/Items is 10, and No. of Blank COO Lines fields is 6, 10 would be used as the default value in this field. *Valid Values:* 1 to 99 (N 1,0) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. The Report Options Screen will display. After selecting report options, the Count Sheets are reprinted. Refer to “Count Sheets” on page 43-14 for a detailed explanation of the Count Sheets.

CHAPTER 45

Enter/Change Inventory Counts

45

Use this option to enter the results of your physical inventory into Warehouse Management (W/M). From the Count Sheets created through Print Count Sheets (MENU WMPHYS), you key the item counts for each warehouse location. You may also use this option to "verify" counts by location or by sheet.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

Counts, serial numbers, and lot numbers are keyed on screens that appear throughout this option. W/M automatically provided blank lines on the Count Sheets for items in stock. Additional items can be added and existing items can be removed. Note that when manually entering additional items to the Count Sheet, the system will perform a check to see if the item status is active or suspended. If the item status is currently suspended, a warning message will be issued prior to adding the item to the count.

When keying lot or serial numbers, you can press a function key to display existing lot or serial number items that were in stock when the Count Sheets were printed. Keying time and errors can be reduced by selecting the displayed lot or serial number items.

Regular Items

Physical inventory counts for regular items are keyed for each unit of measure of the regular item. After keying the item counts, you can select the item for which you want to change the counts.

Lot Items

When counting a lot item, you must enter the physical inventory count for each lot. First, select the item to change (each unique lot of the item in the location will be displayed), then change the count for each lot, delete an existing lot for the item, or add a lot for this item.

Serial Number Items

You may add or delete serial numbers for each serial number item. Counts are not entered for serial items, the serial numbers are entered (since serial numbers are assigned to a single item).

NOTE: You cannot add serial numbers during a “partial” physical inventory.

Current Locations

For either lot or serial number items, you may display their current locations. Current locations show where lots and serial numbers are stored according to W/M. This is useful to validate an existing lot or serial number for a location. Additionally, you may display serial numbers or lot numbers for one item in all warehouse locations.

When To Run This Option

You can only select this option if a physical inventory is active. This means that you previously printed Count Sheets through Print Count Sheets (MENU WMPHYS), and did not update inventory through Update Inventory Counts (MENU WMPHYS), or cancel the physical inventory through Cancel Count Sheets (MENU WMPHYS).

Before you can update inventory, you must key the results of all of the printed Count Sheets through this option and print the Count Sheet Status Reports - Original and Verification through Count Sheet Status Report (MENU WMPHYS). If these reports indicate that there are still outstanding Count Sheets, you must use this option to key those count sheet counts and perform verification, if needed.

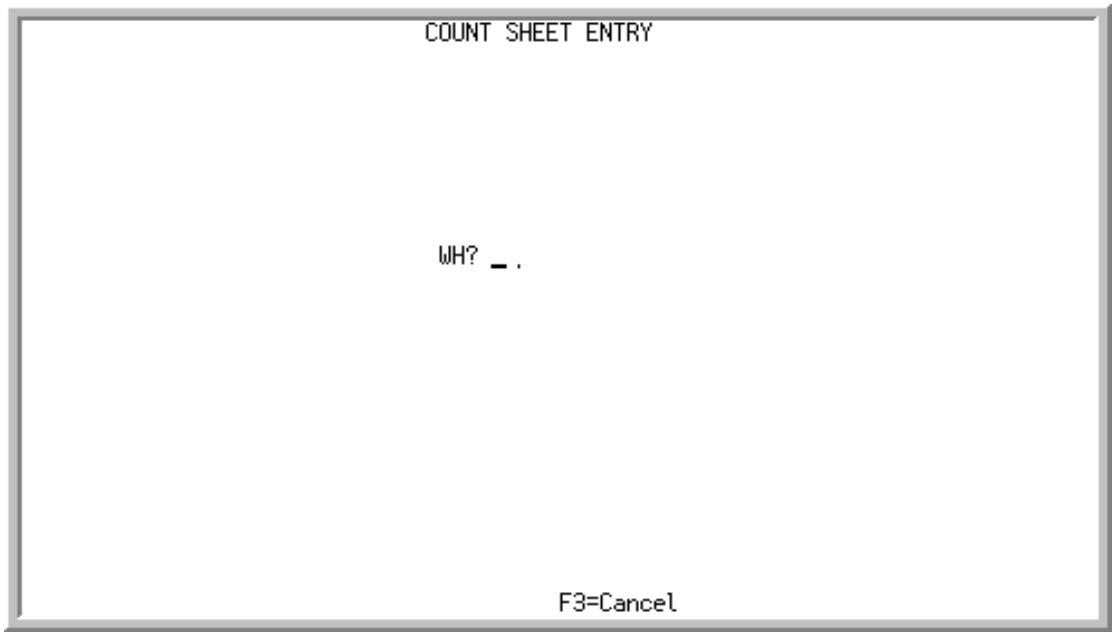
Enter/Change Inventory Count Sheets

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Count Sheet Entry - Warehouse Selection Screen	Used to select the warehouse for which completed Count Sheets will be entered into W/M.
Count Sheet Entry Selection Screen	Used to select the count sheet and/or specific warehouse location for which inventory counts will be entered into W/M.
Location Selection Screen	Used to select the warehouse location for which physical inventory counts will be entered.
Count Entry Screen	Used to enter the physical inventory counts for regular items that do not track country of origin.

Title	Purpose
Count Update Screen	Used to enter the physical inventory counts for regular items added to this warehouse location; or to change the physical inventory counts for regular items selected for change on the Count Entry Screen (p. 45-12).
Inventory Counts Detail Screen - COO Item	Used to enter the physical inventory counts for multiple countries of origin for an item in this location, or to change the physical inventory counts for the country of origin items selected for change on the Count Entry Screen (p. 45-12).
Inventory Counts Detail Screen - Lot Item	Used to enter the physical inventory counts for lot items added to this warehouse location, or to change the physical inventory counts for lot items selected for change on the Count Entry Screen (p. 45-12).
Inventory Counts Detail Screen - Serial Item	Used to enter the physical inventory counts for serial number items added to this warehouse location; or to change the physical inventory counts for serial number items selected for change on the Count Entry Screen (p. 45-12).
Current Locations Screen - Lot Item	Used to enter lots for this warehouse location simply by selecting the lot displayed from its current location.
Current Locations Screen - Serial Number Item	Used to enter serial numbers for this warehouse location by selecting the serial number displayed in its current location.
Current Locations Screen - COO Item	Used to select the entry for the specific country of origin you are counting.
Verification Counts Screen	Used to review the verification counts that have been entered for this item in a warehouse location.
Verification Counts Review Screen	Used to view the verification counts for each item at the selected level.

Count Sheet Entry - Warehouse Selection Screen

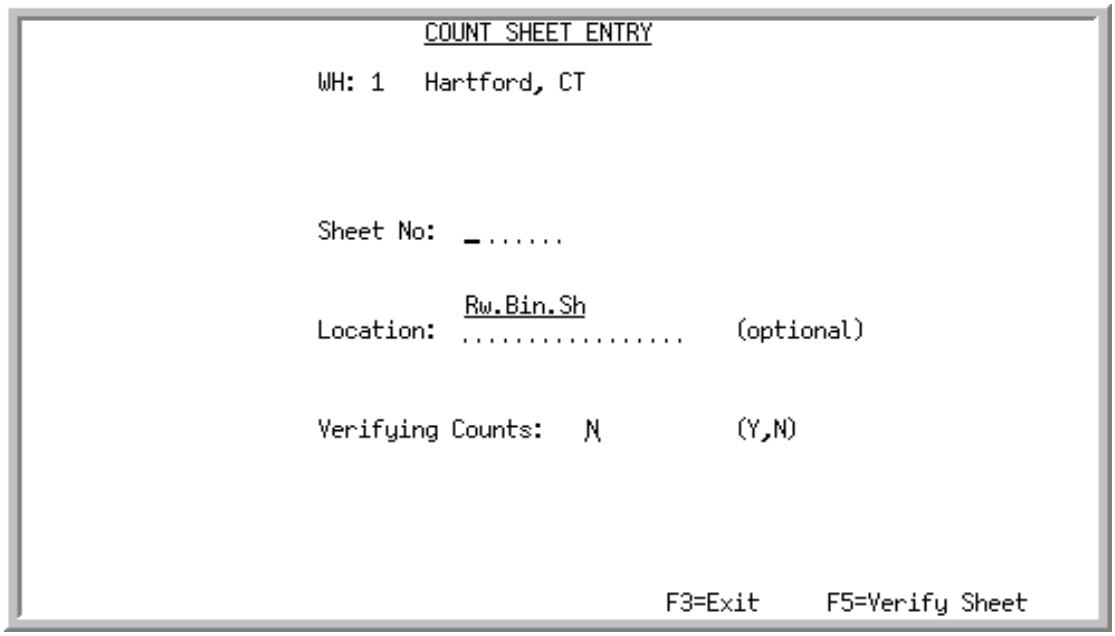


This screen displays after selecting option 3 - Enter/Change Inventory Count Sheets from MENU WMPHYS. Use this screen to select the warehouse for which completed Count Sheets will be entered into W/M.

Count Sheet Entry-Warehouse Selection Screen Field and Function Keys

Field/Function Key	Description
WH	Key the two character Warehouse ID that has an active physical inventory for which you will enter your physical inventory counts. NOTE: If you select a warehouse for which inventory Count Sheets have not been printed, this option will be canceled. (A 2) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU WMPHYS will display.
Enter	Press the ENTER function key to confirm your selection. The Count Sheet Entry Selection Screen (p. 45-5) will display.

Count Sheet Entry Selection Screen



This screen displays after pressing ENTER on the Count Sheet Entry - Warehouse Selection Screen (p. 45-4). Use this screen to select the count sheet and/or specific warehouse location for which inventory counts will be entered into W/M. You may also use this screen to select count verifications by specific or all locations on this Count Sheet.

Count Sheet Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected for inventory count entry on the Count Sheet Entry - Warehouse Selection Screen (p. 45-4). Display

Count Sheet Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Sheet No	NOTE: This field is required if the **Location** field is left blank, and optional if the **Location** field contains a value. This field represents the number of the count sheet. This number is printed on each Count Sheet in the **Sheet** field. Key the number of the Count Sheet for which you will enter physical inventory counts. If you also specify a warehouse location in the **Location** field, you may key counts for that single location. If you do not specify a warehouse location (**Location** field is left blank), use the Location Selection Screen (p. 45-9) to select any of the locations that were printed on the Count Sheet selected in this field. Leave this field blank and key a location in the **Location** field if you have a location counted but do not know the sheet number. By keying a location, the Count Entry Screen (p. 45-12) will display. (N 7,0) Required/Optional
Location	This field is the warehouse location for which physical inventory counts are entered. Use this field to advance directly to the Count Entry Screen (p. 45-12) without having to select a warehouse location from the Location Selection Screen (p. 45-9). Leave this field blank to display all warehouse locations for the selected Count Sheet, from which you may select the desired warehouse location. The Location Selection Screen (p. 45-9) will display. (A 14) Optional

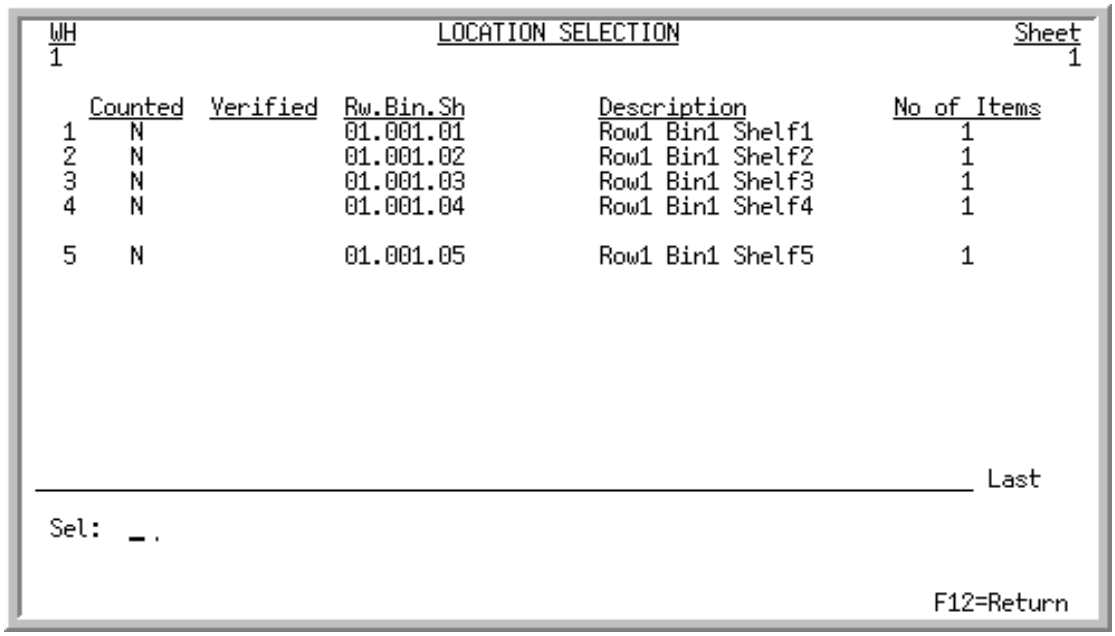
Count Sheet Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Verifying Counts	There are two ways in which you may verify counts: • By **Sheet No** (F5=VERIFY SHEET), eliminating the need to verify each location individually • By **Location** (ENTER) Use this field to specify if you want to verify counts. You only need to verify a location if a Count Verification Sheet has been printed for the location; a location cannot be verified unless original counts have been reported for this location and the Count Verification Sheets (MENU WMPHYS) have been printed. Key Y and press F5=VERIFY SHEET to verify the counts for ALL locations on this Count Sheet. This field must be Y in order to use the F5=VERIFY SHEET function key. If counts need to be changed, make the appropriate changes on the Count Entry Screen (p. 45-12). When you press F12=RETURN or F10=NEXT LOC (for the next location) from that screen, the location will then be flagged as "verified" [a Y will display in the **Verified** field on the Location Selection Screen (p. 45-9)]. This ensures that all locations that appear on the Count Sheet have been counted. Key N if you do not want to verify the counts either by location or by sheet; this field should be N if you are entering original counts instead of verifying the counts reported on the Count Sheet. (A 1) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU WMPHYS will display.
F5=Verify Sheet	NOTE: Use this function key if a Count Verification Sheet (MENU WMPHYS) has been reviewed and no counts on this sheet need to be rekeyed. If the VERIFYING COUNTS field is Y, and counts have been entered for ALL locations on this Count Sheet (through this option), press F5=VERIFY SHEET to verify that the counts have been entered correctly. This eliminates the need to verify each location individually. After pressing F5=VERIFY SHEET, processing will begin. When processing has finished, the screen will be refreshed and the locations will be flagged as "verified" on the Location Selection Screen (p. 45-9). If counts have not been entered for ALL locations, when you press F5=VERIFY SHEET you will receive the message: "**Cannot Verify Entire Sheet Until Entire Sheet has been Counted**." You can view which locations have been counted and verified on the Location Selection Screen (p. 45-9).

Count Sheet Entry Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Location Selection Screen (p. 45-9) will display if a value is not keyed in the **Location** field. Otherwise, the Count Entry Screen (p. 45-12) will display.

Location Selection Screen



This screen displays after entering a sheet number pressing ENTER on the Count Sheet Entry Selection Screen (p. 45-5). All warehouse locations that are printed on the selected Count Sheet are displayed.

Use this screen to select the warehouse location for which physical inventory counts will be entered. Additionally, this screen indicates the counted and verified status of each warehouse location.

Location Selection Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected for inventory count entry on the Count Sheet Entry - Warehouse Selection Screen (p. 45-4). Display
Sheet	The count sheet number selected for inventory count entry/change on the Count Sheet Entry Selection Screen (p. 45-5). Display
(Reference Number)	This field displays the reference number of the warehouse location displayed. Key this number in the **Sel** field to select the warehouse location for which physical inventory counts will be entered or changed. Display

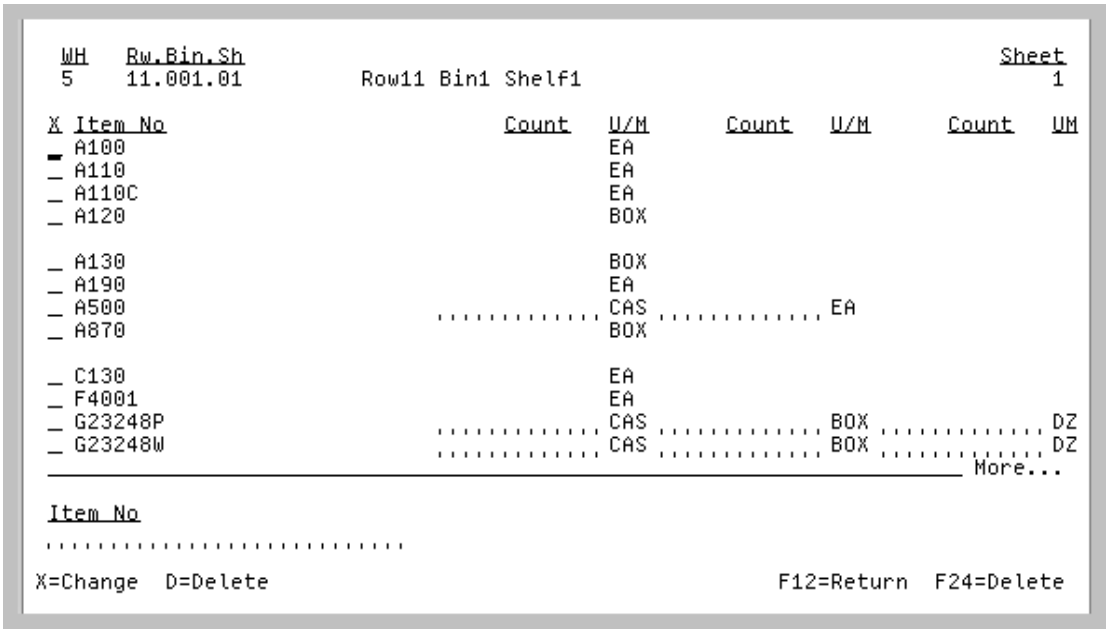
Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Counted	This field indicates if the physical inventory count for the corresponding warehouse location has been completely entered through this option. **Y** displays in this field when the count for each item in that warehouse location has been keyed on the appropriate screen: • Count Update Screen (p. 45-18) for regular items; • Inventory Counts Detail Screen - COO Item (p. 45-20); • Inventory Counts Detail Screen - Lot Item (p. 45-20) for lot items; • Inventory Counts Detail Screen - Serial Item (p. 45-21) for serial number items. **N** displays if a physical inventory count for a warehouse location has not been completely entered. Display
Verified	This field indicates if the physical inventory count for the corresponding warehouse location has been verified through this option. **Y** displays if counts for all items in the warehouse location have been verified. **N** displays if counts for all items in the warehouse location have not been verified and therefore must be verified. No value displays (this field is blank) if this location does not need to be verified. NOTE: In order to run Update Inventory Counts (MENU WMPHYS), all unverified locations must be verified. Only locations that print on the Count Verification Sheet need to be verified; if a location does not print, it does not need to be verified. Run Count Sheet Status Report (MENU WMPHYS) to determine which counts need to be verified for which locations. Display
(Warehouse Location)	The warehouse location for which the physical inventory count will be entered on the Count Entry Screen (p. 45-12). Display
Description	The description of each warehouse location that has been defined through Location Master Maintenance (MENU WMFILE). Display
No of Items	The number of items that currently reside in this warehouse location. Display

Location Selection Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select a warehouse location. Key the **Reference Number** of the warehouse location to be selected. You will be able to enter the physical inventory counts for the selected warehouse location on the Count Entry Screen (p. 45-12). (N 2,0) Required
F12=Return	Press the F12=RETURN function key to return to the Count Sheet Entry Selection Screen (p. 45-5) without selecting a warehouse location.
Enter	Press the ENTER key to confirm your selections. The Count Entry Screen (p. 45-12) will display for the selected warehouse location.

Count Entry Screen



This screen displays after pressing ENTER from the Count Sheet Entry Selection Screen (p. 45-5), if you entered a location, or from the Location Selection Screen (p. 45-9), if you did not enter a location.

Use this screen to enter the physical inventory counts for regular items that do not track country of origin. The item numbers displayed on this screen represent the items that are currently stored in this warehouse location. You can also use this screen to:

- Select an item number to change counts already keyed for this warehouse location
- Add items to this warehouse location
    - When adding items to this warehouse location in this process, the system will perform a check to see if the item status is active or suspended. If the item status is currently suspended, a warning message will be issued prior to adding the item to the count.

NOTE: You cannot add an item to a location if you did not select all items for counting or if you did not select to count all items in the location and the item was not previously selected through Print Count Sheets (MENU WMPHYS).

- Delete items from this warehouse location

Counts used in Warehouse Management are entered differently for each type of item (regular items that do not track country of origin, regular items that do track country of origin, lot items, and serial items). The way in which you enter counts for each type of item is as follows:

- Regular item inventory counts (not tracking country of origin) are keyed on this screen. After keying the counts in the **Count** field(s) and pressing ENTER, the count entry fields becomes display fields. To add a regular item found in the warehouse location while counting, key the item number in the **Item No** field and press ENTER; the Count Update Screen (p. 45-18) will display.
- Regular item inventory counts (tracking country of origin) are keyed on the Inventory Counts Detail Screen - COO Item (p. 45-20).

- Lot item counts are keyed on the Inventory Counts Detail Screen - Lot Item (p. 45-20), which displays when you select a lot item for change (using the **X** field.). To add a lot control item found in the warehouse location while counting, key the item number in the **Item No** field on this screen and press ENTER. The counts, lot number, expiration date, COO, and lot aging date will then be entered on the Inventory Counts Detail Screen - Lot Item (p. 45-20).
- Serial Number item counts are keyed on the Inventory Counts Detail Screen - Serial Item (p. 45-21), which displays when you select a serial number item for change (using the **X** field.) To add serial items found in the warehouse location while counting, key the item number in the **Item No** and press ENTER. The serial number and COO will be entered on the Inventory Counts Detail Screen - Serial Item (p. 45-21).

Count Entry Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected for inventory count entry on the Count Sheet Entry - Warehouse Selection Screen (p. 45-4). Display
(Warehouse Location)	The warehouse location number and location description for the warehouse location for which you are entering the physical inventory count on this screen display in these fields. Display
Sheet	The count sheet number selected for inventory count entry/change on the Count Sheet Entry Selection Screen (p. 45-5). Display

Count Entry Screen Fields and Function Keys

Field/Function Key	Description
X	Use this field to select an item for which you want to change its physical inventory count (X), delete from its location (D), or view (V) its counts. X: For regular items, use this field to select an item for which you want to change its previously entered count. You cannot key X in this field if you are entering the physical inventory count for a regular item for the first time. After keying X in the field corresponding to the desired item and pressing ENTER, the Count Update Screen (p. 45-18) will display. If you select a regular item that tracks country of origin, the Inventory Counts Detail Screen - COO Item (p. 45-20) will display instead. On this Inventory Counts Detail Screen - COO Item (p. 45-20), you will be allowed to enter counts for multiple countries of origin for the item. For lot items, use this field to select the item for which you want to enter the counts for each lot of this item in this warehouse location. After keying X in the field corresponding to the desired item and pressing ENTER, the Inventory Counts Detail Screen - Lot Item (p. 45-20) will display. For serial number items, use this field to select the item for which you want to enter the counts for each serial number for this item in this warehouse location. After keying X in the field corresponding to the desired item and pressing ENTER, the Inventory Counts Detail Screen - Serial Item (p. 45-21) will display. D: To delete an item from its location, key D in the field corresponding to the item you want deleted from its location and press ENTER. You will be prompted to press F24=DELETE to confirm deletion. You may also key the item number in the **Item No** field and press F24=DELETE; you will be prompted to press F24=DELETE to confirm deletion. V: This value only appears after verifying counts have been performed through this option. To review the verification counts that have been entered for a specific item in a warehouse location, use this field to select the item for which counts will display. After keying V in the field corresponding to the desired item and pressing ENTER, the Verification Counts Screen (p. 45-34) will display. *Valid Values:* X, D, or V (A 1) Optional
Item No	This field displays the item numbers currently residing in this warehouse location. For regular items, the **Count** field(s) display for entry (if you have not yet keyed the physical count for that item). For country of origin tracking, serial number and lot items, you must key an X in the item's selection field to enter the count for those items. The respective screen will display for the COO, serial, or lot item. Display

Count Entry Screen Fields and Function Keys

Field/Function Key	Description
Count	These fields are required when you have not yet keyed the physical inventory counts for regular items. Key the counts that have been written on the Count Sheets. There are three **Count** fields, one for each unit of measure defined for the indicated item. If an item has one unit of measure, one **Count** field is displayed; if an item has two units of measure, two **Count** fields are displayed; and if an item has three units of measure, three **Count** fields are displayed. After keying the counts and pressing ENTER, these fields become display fields. These fields are display fields for COO, serial number, and lot items. The counts for COO, serial number, and lot items are entered on the Inventory Counts Detail Screen - COO Item (p. 45-20), the Inventory Counts Detail Screen - Serial Item (p. 45-21), and Inventory Counts Detail Screen - Lot Item (p. 45-20), respectively. To change the count for COO, serial number, or lot items, key X in the **X** field for the desired item. (N 11,3) Required/Display
U/M	For each item, up to three units of measure may be defined through Item Master Maintenance (MENU IAFILE). One **Count** field is displayed for each unit of measure. Therefore, the number of units of measure you have for an item determines how many different counts may be keyed for that item. When entering the results of the physical inventory on this screen, enter the item counts for the appropriate unit(s) of measure. Display

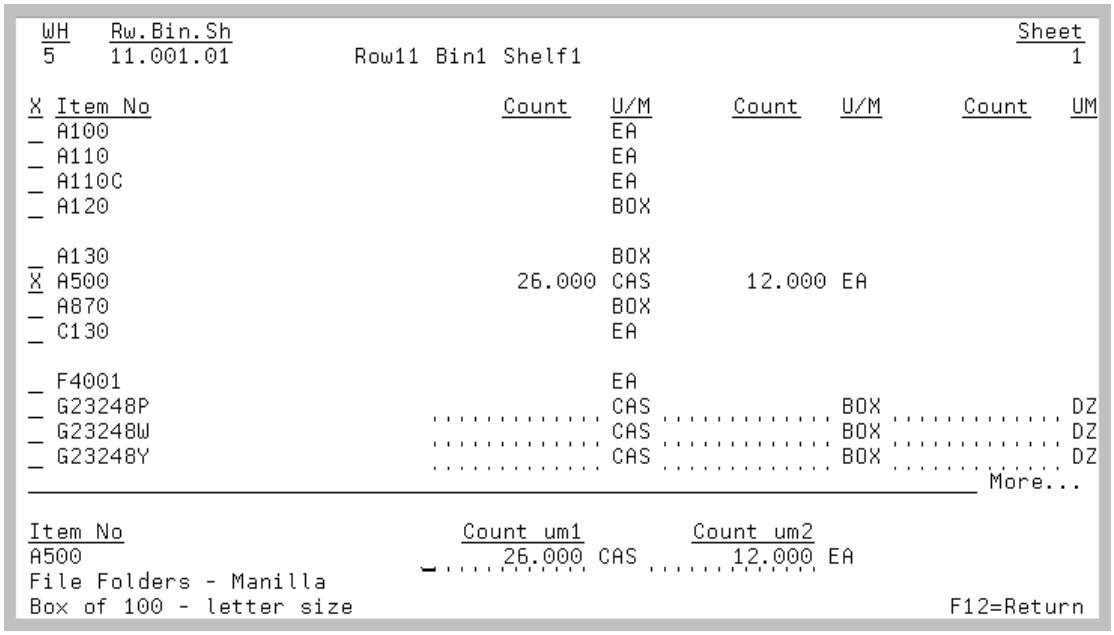
Count Entry Screen Fields and Function Keys

Field/Function Key	Description
Item No	Use this field to add an item to this warehouse location, or delete an item from this warehouse location. NOTE: You cannot add an item to a location count if you keyed an N in the **Count All Items in a Loc** field on the Print Count Sheets Screen (p. 43-4) and the item was not already selected during Print Count Sheets (MENU WMPHYS). If you do try to add an item in this field, a message displays as follows: **Can't add item to location. Not all items selected for counting.** Key the number of the item to add to this warehouse location. After you press ENTER, the appropriate update screen will display for the type of item selected: • Regular Item that does not track country of origin: Count Update Screen (p. 45-18) • Regular Item that tracks country of origin: Inventory Counts Detail Screen - COO Item (p. 45-20) • Lot Item: Inventory Counts Detail Screen - Lot Item (p. 45-20) • Serial Number Item: Inventory Counts Detail Screen - Serial Item (p. 45-21) If an item (displayed for this warehouse location) was not found during the physical inventory count, you may delete that item from this warehouse location. To delete an item from this location, key the item number in this field and press F24=DELETE. You may also key a D in the **X** field. When adding items to the Count Sheet, the system will perform a check to see if the item status is active or suspended. If the item status is currently suspended, a warning message will be issued prior to adding the item to the count. *Valid Values:* Any valid item number that does not already exist in this warehouse location; item must be stocked in the selected warehouse [Item/Warehouse record exists as created through Item Balance Maintenance (MENU IAFILE)]. (A 27) Optional
F10=Next Loc	NOTE: The F10=NEXT LOC key only displays if there are more locations that need to be counted greater than the current location. In other words, more than one location displays on the Location Selection Screen (p. 45-9). Press the F10=NEXT LOC function key counts for the next location on this sheet. If this is the last location on this sheet, press the F10=NEXT LOC function key to enter counts for the first location on the next sheet. Continue pressing F10=NEXT LOC to scroll through each location.

Count Entry Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the previous screen [either the Count Sheet Entry Selection Screen (p. 45-5) or Location Selection Screen (p. 45-9)] after the counts for this warehouse location have been entered. NOTE: Be sure to first press ENTER to update the counts for regular items. Failure to do this will result in loss of the counts entered.
F24=Delete	Press the F24=DELETE function key to delete the item keyed in the **Item No** field from this warehouse location; or the item for which a D displays in the **X** field. You will be prompted to press F24=DELETE again to confirm deletion.
Enter	For regular items, press ENTER to update the value(s) keyed in the **Count** field(s). After doing this, the **Count** fields becomes a display field. This means that you cannot change the count on this screen after pressing ENTER. The item must be selected for change using the **X** field. If you select an item for deletion using the **X** field, you will be asked to confirm the deletion after pressing this key. If you select an item for change (X) or view (V) in the **X** field, or key an item number in the **Item No** field to add, press the ENTER key to display the appropriate screen: • An X for regular items displays the Count Update Screen (p. 45-18) • An X for regular items that track country of origin displays the Inventory Counts Detail Screen - COO Item (p. 45-20) • An X for lot items displays the Inventory Counts Detail Screen - Lot Item (p. 45-20) • An X for serial items displays the Inventory Counts Detail Screen - Serial Item (p. 45-21) • A V to view any item displays the Verification Counts Screen (p. 45-34).

Count Update Screen



This screen displays after selecting a regular item that does not track country of origin from the Count Entry Screen (p. 45-12). Use this screen to enter the physical inventory counts for regular items added to this warehouse location; or to change the physical inventory counts for regular items selected for change on the Count Entry Screen (p. 45-12).

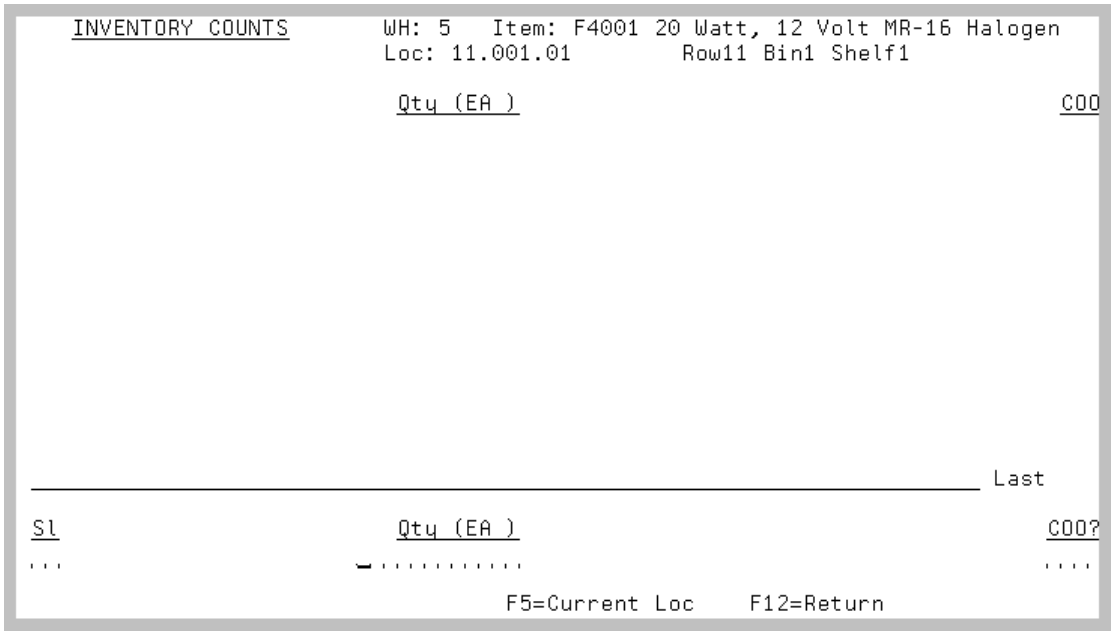
Count Update Screen Fields and Function Keys

Field/Function Key	Description
WH	The warehouse selected for inventory count entry on the Count Sheet Entry - Warehouse Selection Screen (p. 45-4). Display
(Warehouse Location)	The warehouse location number and location description for the warehouse location for which you are entering the physical inventory count on this screen display in these fields. Display
Sheet	The count sheet number selected for inventory count entry/change on the Count Sheet Entry Selection Screen (p. 45-5). Display
X	The selection column for the items in the selected warehouse location. The selected item will have an **X** value in this column: Display

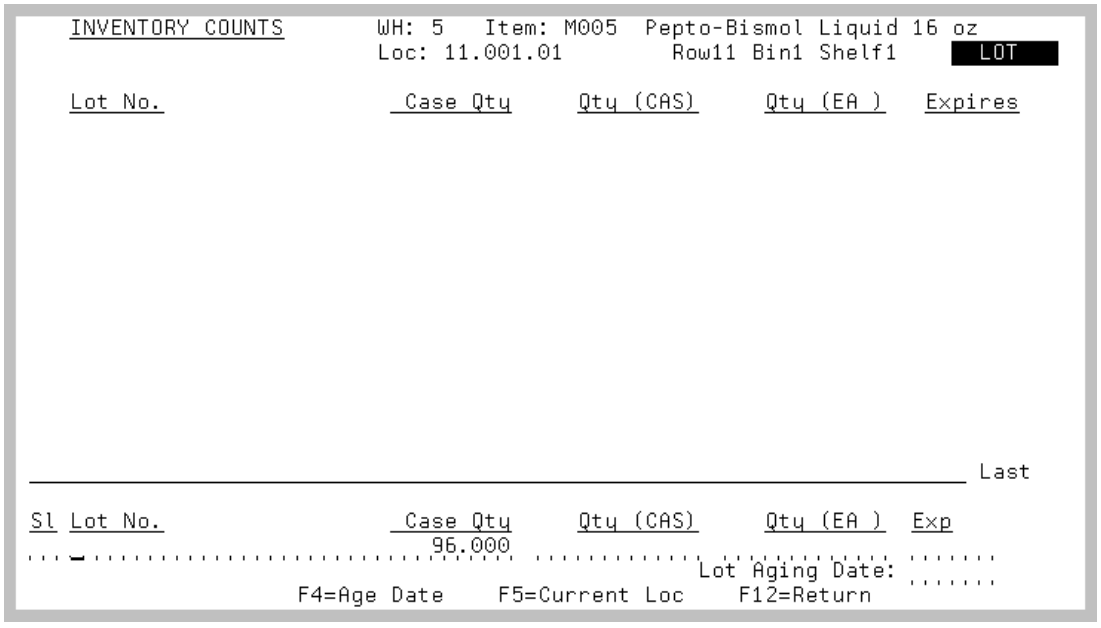
Count Update Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item numbers currently residing in this warehouse location. Display
Count U/M	There are three **Count** and **U/M** fields, one for each available unit of measure defined for the items in this location. These fields contain values for regular items only. Display
Item No	This field displays the selected item number and item description of the regular item being added or changed in this warehouse location. This number displays after keying X in the **X** field and pressing ENTER on the Count Entry Screen (p. 45-12). Display
Count um1 / Count um2 / Count um3	Key inventory counts for up to three units of measure for the selected item. The number of units of measure displayed for entry is the number of units of measure defined for the item through Item Master Maintenance (MENU IAFILE). (3 @ N 11,3) Required
F12=Return	Press the F12=RETURN function key to return to the Count Entry Screen (p. 45-12) without entering/changing the counts for this item.
Enter	Press ENTER to confirm the counts entered for this item and return to the Count Entry Screen (p. 45-12).

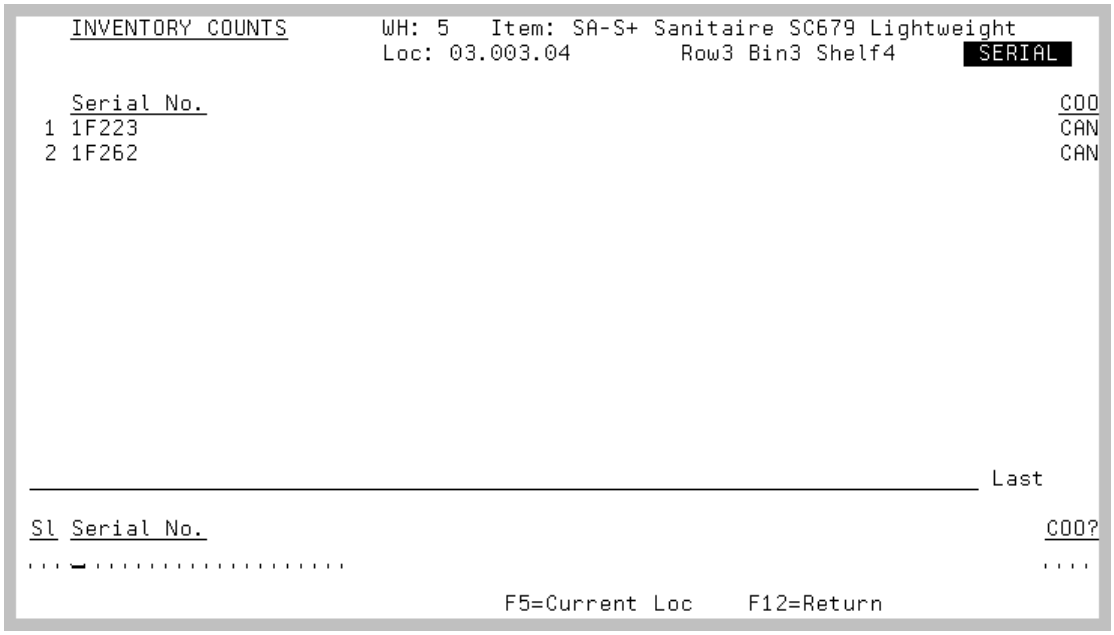
Inventory Counts Detail Screen - COO Item



Inventory Counts Detail Screen - Lot Item



Inventory Counts Detail Screen - Serial Item



The Inventory Counts Detail Screen - COO Item displays after selecting a regular item that tracks country of origin on the Count Entry Screen (p. 45-12). Use this screen to enter the physical inventory counts for multiple countries of origin for the item. You will be allowed to enter counts for multiple countries of origin for the item. For any type of item that tracks country of origin, the Inventory Counts Detail Screen - COO Item will include the country of origin.

The Inventory Counts Detail Screen - Lot Item displays after adding or selecting a lot item on the Count Entry Screen (p. 45-12). Use this screen to enter the physical inventory counts for lot items added to this warehouse location, or to enter the physical inventory counts for lot items selected for change on the Count Entry Screen (p. 45-12). You may also add/change the lot number, case quantity, quantities for 3 units of measure, expiration date, COO, and lot aging date of an existing lot control item on this screen.

The Inventory Counts Detail Screen - Serial Item displays after adding or selecting a serial number item on the Count Entry Screen (p. 45-12). Use this screen to enter the serial numbers for the physical inventory counts of the serial number items in this warehouse location or recording the serial numbers for serial item number being added so this location. Key the serial number and country of origin to record the inventory counts. For partial inventory counts, serial numbers can only be added to a location when the **Allow Serial Numbers to be added when Counting** option on the Warehouse Management Cycle Counting/Misc Options Screen (p. 31-53) in Warehouse Management Options Maintenance (MENU WMFILE) is set to Y. Serial numbers can always be added to a location during a full physical inventory.

Inventory Counts Detail Screen Fields and Function Keys

Field/Function Key	Description
Item Information	The following information about the selected item is displayed: • **WH**: Warehouse number • **Item**: The item number and description • **Loc**: The warehouse location number and description that contains the selected item Display
(Reference Number)	This field displays the reference number of the count being recorded. Key this number in the **Sl** field to select the physical inventory count to be changed. When adding serial numbers for this item and location, the next sequential reference number will be assigned Display
Serial No.	This field only displays for items that are identified as Serial items. The serial numbers recorded for this item in this warehouse location. Display
Lot No.	This field only displays for items that are identified as Lot items. The current lot numbers recorded for this item in this warehouse location. Display
Qty (U/M) Qty (U/M) Qty (U/M) Case Qty	The quantity fields do not display for items that are identified as Serial items. The **Qty** fields display the quantities of the item for the indicated unit of measure for the warehouse location being updated. **Regular Item** For regular items tracking country of origin, the quantity of the item in each unit of measure (U/M) for each country of origin displays. There may be up to three units of measure quantities displayed. **Lot Item** For regular lot items, the quantity of the item in each lot for the indicated unit of measure (U/M) will display for the item. There may be up to three units of measure quantities displayed per lot. **Lot Case Quantity Items** For lot case quantity items, the column data is different. The **Case Qty** field shows the fixed or variable case quantity for this item in this location. The first **Qty (U/M)** field is the quantity of the item expressed in the case quantity. The second **Qty (U/M)** field is the quantity of the item expressed in the stocking unit of measure. Display

Inventory Counts Detail Screen Fields and Function Keys

Field/Function Key	Description
Expires / Age Dte	This column only displays for items that are identified as Lot items. This column displays either the expiration date or age date of the lot item, as toggle with the F4=EXPIRE / F4=AGE DATE function key. The expiration date may be blank if expiration dates are not required for this lot, as determined through Item Master Maintenance (MENU IAFILE). Display
COO	This field only displays if the item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). This field displays the country of origin of the regular, serial, or lot item recorded during inventory counts.
Sl	Use this field to select an item for which you wish to change physical inventory counts. Key the **Reference Number** of the item you wish to select and press ENTER. **Regular Item** You may update only the quantity field(s). For an incorrect country of origin, delete the record and re-enter the inventory count. **Lot Item** You may update the quantity field(s), expiration date, and lot aging date fields. For an incorrect lot number or country of origin, delete the record and re-enter the inventory count. **Serial Item** The selected serial number and country of origin will display at the bottom of the screen. After selecting an incorrect serial number, you may delete it from this location, if desired, by pressing F24=DELETE. (N 2,0) Required
Serial No.	This field only displays for items that are identified as Serial items. This field is used to add a serial number item to this warehouse location. Key the serial number to add. This field is display only if you selected the reference number of an existing serial number in the **Sl** field. (A 20) Required/Display
Lot No.	This field only displays for items that are identified as Lot items. This field is used to add a lot number for this item. Key the lot number to add for this item in this warehouse location. If you selected one of the existing lots for update (using the **Sl** field), this field is display only. (A 20) Required/Display

Inventory Counts Detail Screen Fields and Function Keys

Field/Function Key	Description
Qty (U/M) / Qty (U/M) / Qty (U/M) / Case Qty	The **Qty (U/M)** fields are used to key the count quantity of the item (for the indicated unit of measure) for the warehouse location being updated. **Regular Item** For regular items tracking country of origin, key the count quantity of the item in each unit of measure (U/M) for each country of origin displays. There may be quantities keyed for up to three units of measure. **Lot Item** If this is a regular lot item, key the count quantity of the item in this lot for the indicated units of measure (U/M) when adding or updating a lot count. There may be quantities keyed for up to three units of measure for each lot. **Lot Case Quantity Items** If this is a case quantity item [as defined in Item Master Maintenance (MENU IAFILE)], key the case quantity of the item in each lot for the case or stocking units of measure. Inventory counts can be keyed by the case and/or units. The **Case Qty** field shows the fixed or variable case quantity for this item in this location. This field is protected if the item is defined with a fixed case quantity. If this is a variable case quantity item be sure the case quantity is correct. The next quantity field is used to key case counts. If you key a count here the system will calculate the number of units for you when the inventory is posted. The last quantity field is used to key unit counts. The unit counts will be added to the number of units calculated from the case counts. (3 @ N 8.3) Required
Exp	This field only displays for items that are identified as Lot items. This is the expiration date for this lot. This date is required if you have defined this item to have a required expiration date, as determined through Item Master Maintenance (MENU IAFILE). If an expiration date is not required for this item, this field is optional. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Required

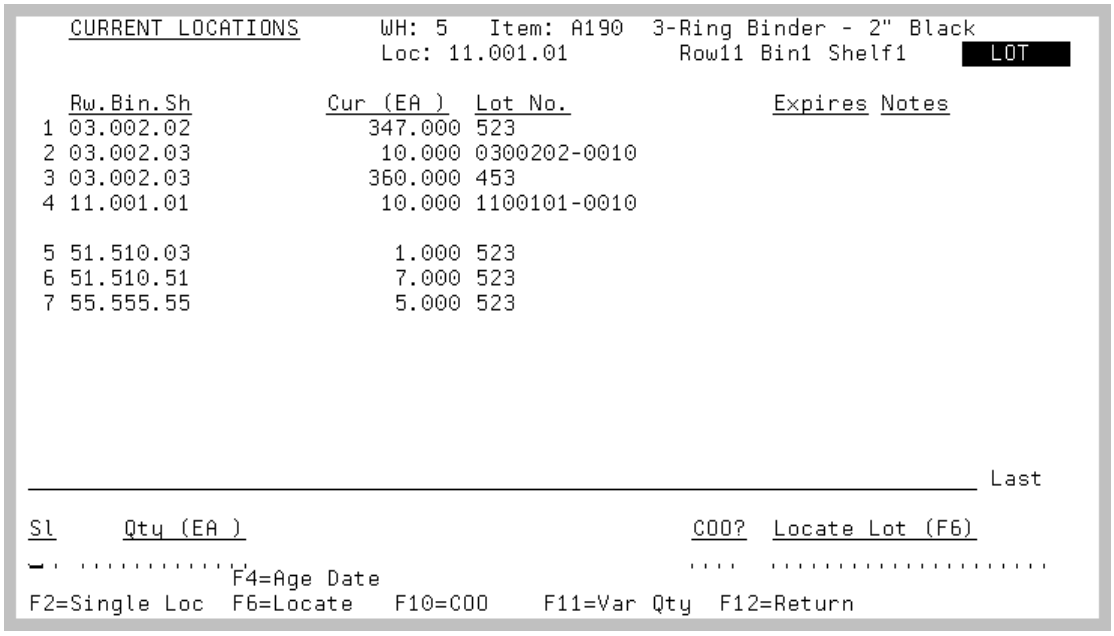
Inventory Counts Detail Screen Fields and Function Keys

Field/Function Key	Description
COO	This field only displays if the item is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE). Use this field to specify the country of origin of the item for which this count is being entered. When selecting an existing count for changes (you keyed a reference number in the **SI** field on this screen), this field will be protected. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required
Lot Aging Date	This field only displays for items that are identified as Lot items. If you are authorized to edit the Lot Aging Date, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY), you can use this field to manually edit the aging date for a lot item, if needed. If you are not authorized to edit the Lot Aging Date, this field will still appear on this screen for a lot item but will be protected. Key the Lot Aging Date. Any add/update to this field will be reflected in the WM Physical Inventory Count File (WMPHY) for this location. *Valid Values:* a valid calendar date in the **Default Date Format** for this user, as specified through Register A+ User IDs (MENU XACFIG); or if that field is blank, the date keyed must be in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional/Display
F4=Age Date / F4=Expires	The F4=AGE DATE / F4=EXPIRES function key only displays for items that are identified as Lot items. Press the F4=AGE DATE / F4=EXPIRES function key to toggle between showing the date the lot expires or the aging date of the lot item. The **Expires** and **Age Dte** column will change accordingly.
F5=Current Loc	Press the F5=CURRENT LOC function key to display the item's current locations according to Warehouse Management. **Regular Item - COO** The Current Locations Screen - COO Item (p. 45-28) will display. **Lot Item** The Current Locations Screen - Lot Item (p. 45-27) will display. **Serial Item** The Current Locations Screen - Serial Number Item (p. 45-27) will display.
F12=Return	Press the F12=RETURN function key to return to the Count Entry Screen (p. 45-12).

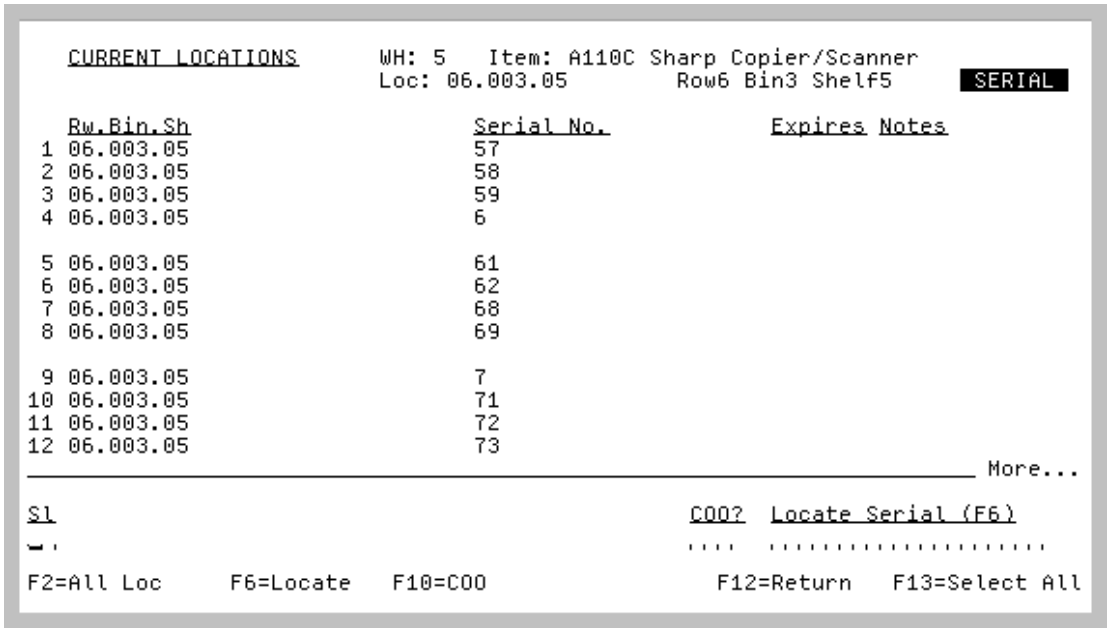
Inventory Counts Detail Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key displays after selecting an item using the **SI** field. Press the F24=DELETE function key to delete the selected item count. You will be required to press the F24=DELETE function key a second time to confirm deletion.
Enter	Press ENTER to confirm the Reference Number keyed in the **SI** field to: • select a regular country of origin item to update • confirm the item inventory counts and country of origin being counted in this location • select a serial number to update • confirm the serial numbers and country of origin being counted in this location • select a lot number to update • confirm the lot numbers, quantities, lot expiration date, lot aging date and country of origin of lots being counted in this location Press F12=RETURN to return to the Count Entry Screen (p. 45-12).

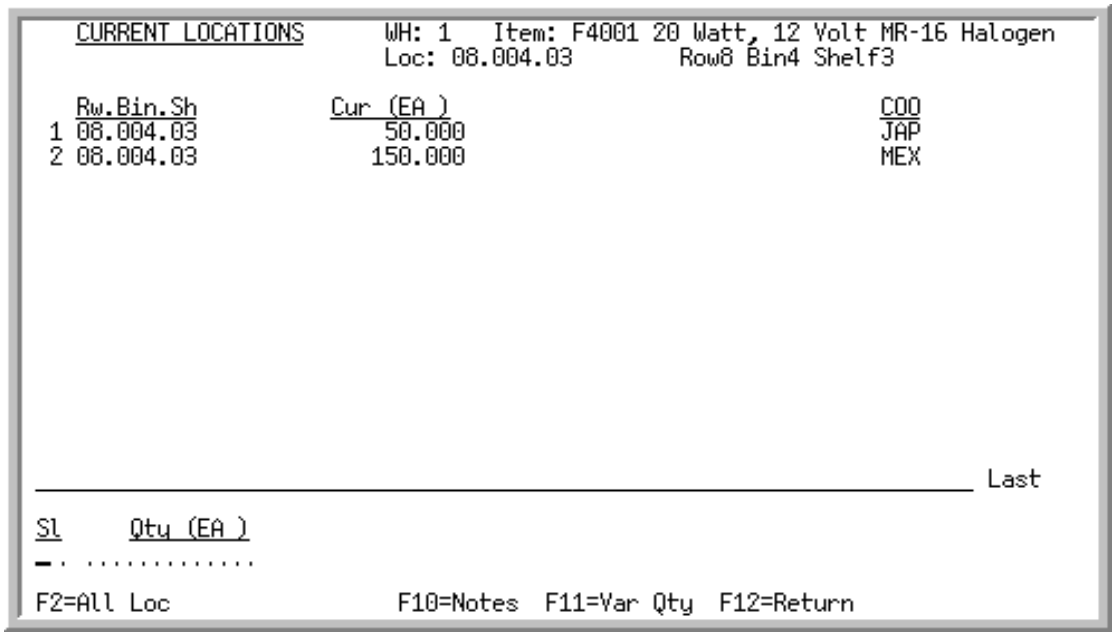
Current Locations Screen - Lot Item



Current Locations Screen - Serial Number Item



Current Locations Screen - COO Item



This screen displays after pressing F5=CURRENT LOC from the Inventory Counts Detail Screen - Lot Item (p. 45-20), the Inventory Counts Detail Screen - Serial Item (p. 45-21), or the Inventory Counts Detail Screen - COO Item (p. 45-20) for the indicated item and location. The current locations of the lot, serial number or COO item by country of origin (where the item is stored) according to Warehouse Management are displayed. This is useful to validate an existing item number for location lot number, serial number or country of origin details. Additionally, you may display lot numbers or serial numbers for one item in all warehouse locations.

Use this screen to enter lot numbers or serial numbers for this warehouse location simply by selecting the lot number or serial number displayed in its current location; or to select the entry for the specific country of origin you are counting.

Note that when keying numbers during a physical inventory for a country of origin item (lot or serial item), from this screen, if you

- select an entry and press ENTER, the line you selected will be added to the previous Inventory Counts Detail Screen - COO Item with the indicated country of origin; the selection number on this screen is removed so that you can no longer select that particular entry again.
- select an entry and key a different country of origin than what was indicated, the value you key will be added to the previous Inventory Counts Detail Screen - COO Item once you press ENTER; the selection number remains on this screen so that you can select that particular entry again.
- select the same entry repeatedly and key the same country of origin and press ENTER, the quantities for the selected lot and country of origin on the previous Inventory Counts Detail Screen - COO Item will be updated since they match a lot and country of origin you previously entered.

Current Locations Screen - COO Item Fields and Function Keys

Field/Function Key	Description
Item Information	The following information about this lot item or serial number item is displayed: • **WH**: Warehouse number • **Item**: The item number and description • **Loc**: The warehouse location number and description that contains this lot item Display
(Reference Number)	This field displays the reference number of the lot number/location, serial number/location, or COO item/location. Key this number in the **Sl** field to select the location and lot for which physical inventory counts will be entered. A reference number will not display (hence may not be selected) if the corresponding location/lot item, location/serial item, or item number/country of origin has already had counts entered. For lot control items, you may update the lot control information on the Inventory Counts Detail Screen - Lot Item if counts have already been entered. Display
(Warehouse Location)	The current location of this lot item, serial number item, or COO item (displayed in the warehouse location number format). You may toggle between displaying all warehouse locations, or current location being counted using the F2=All Loc / F2=Single Loc function key. Display
Cur / Var (U/M)	This field only displays for items that are identified as Lot items or COO items. When displaying this screen initially, this field displays the current (Cur) on-hand quantity for the indicated unit of measure (U/M). This field may be toggled with the F11=Var Qty / F11=Cur Qty function key to display the variance quantity (the variance between the current on-hand quantity for the indicated unit of measure and the quantity entered for a lot keyed in the **Qty (U/M)** field). The variance quantity will display only for lots/locations that have been changed in the **Qty (U/M)** field or for COO items that have been counted. This field may be toggled with the F11=Var Qty / F11=Cur Qty function key to display the variance quantity (the variance between the current on-hand quantity for the indicated unit of measure and the quantity entered for the count. Display

Current Locations Screen - COO Item Fields and Function Keys

Field/Function Key	Description
Lot No.	This field only displays for items that are identified as Lot items. The lot number of the item that is contained in the corresponding location. Display
Expires / Age Dte	This column only displays for items that are identified as Lot items. This column displays either the expiration date or age date of the lot item, as toggle with the F4=EXPIRES / F4=AGE DATE function key. The expiration date may be blank if expiration dates are not required for this lot, as determined through Item Master Maintenance (MENU IAFILE). NOTE: When the lot age date is entered/changed during the inventory count process (for a lot item only), it will be stored in the WM Physical Inventory Count File (WMPHY). This file will be accessed later by the system during the update inventory cost post. Display
Serial No.	This field only displays for items that are identified as Serial Number items. The serial number of the item assigned to the corresponding warehouse location. Display
Receipt	This field only displays for items that are identified as Serial Number items. The date on which this serial number item was received into inventory. Display
Notes / COO	This column may be toggled with the F10=NOTES / F10=COO function key to display one of the following: **Notes** Any notes regarding the warehouse location or item. Up to 20 characters of notes may be keyed through Warehouse Management (MENU WMMAIN). **COO** If a country of origin exists for the specified item in a warehouse location, the origin is displayed in this column. This field only displays if the item is set up to track country of origin. Display

Current Locations Screen - COO Item Fields and Function Keys

Field/Function Key	Description
Sl	Use this field to select an item's lot number/location, serial number/location, or COO/location. **Lot Item** Key the **Reference Number** of the item lot/location to select. The selected lot number is displayed at the bottom of the screen. You may update the quantity (**Qty (U/M)**) and **COO** fields of the selected lot. Use this field as an alternative to keying the lot information fields on the Inventory Counts Detail Screen - Lot Item (p. 45-20). **Serial Number Item** Key the **Reference Number** of the serial number item to enter for the warehouse location being counted (i.e., the warehouse location displayed in the **Item Information** field). You may update the **COO** field of the selected serial number. Use this field as an alternative to keying the entire serial number on the Inventory Counts Detail Screen - Serial Item (p. 45-21). **COO Item** Key the **Reference Number** of the item/country of origin to enter for the warehouse location being counted (i.e., the warehouse location displayed in the **Item Information** field). Use this field as an alternative to keying the various country of origins on the Inventory Counts Detail Screen - COO Item (p. 45-20). (N 2,0) Required
QTY (U/M)	**Lot Item** This field is used to key the quantity of items (for the indicated unit of measure) in the selected lot for the warehouse location being counted (i.e., the location displayed in the **Item Information** field). You must have selected an existing location/lot in the **Sl** field. **COO Item** This field is used to key the quantity of items (for the indicated unit of measure) for the country of origin in the warehouse location being counted (i.e., the location displayed in the **Item Information** field). (N 9,3) Required

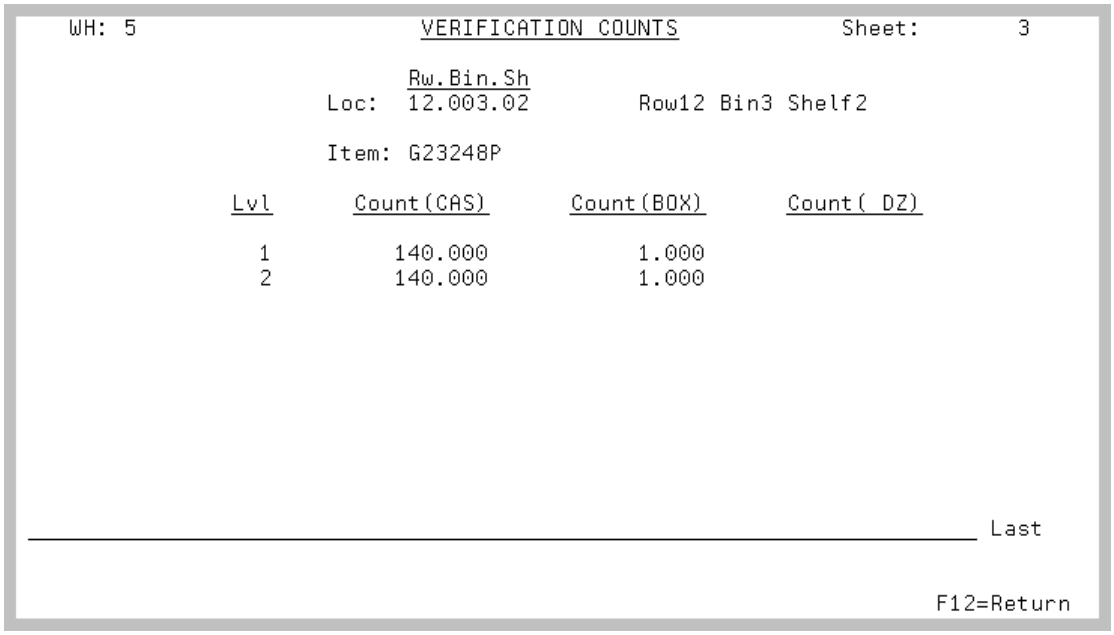
Current Locations Screen - COO Item Fields and Function Keys

Field/Function Key	Description
COO	This field only displays for lot or serial items that track country of origin, as defined through Item Master Maintenance (MENU IAFILE). This field does not display for tracked serial items. Use this field to specify the country of origin of the item to be used for this count. If a selection was made using the **Reference Number,** the country of origin from the WM Location Balance File (WMBAL) will be used as the default value. You can override this default value, if necessary by keying a selection number and different country of origin. *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required/Display
Locate Lot (F6) Locate Serial (F6)	Use this field to locate an existing lot number or serial number by keying the partial or complete lot number or serial number and pressing F6=LOCATE. The specified lot number or serial number will display at the top of this screen. (A 20) Optional
F2 =All Loc / F2=Single Loc	The F2 =ALL LOC / F2=SINGLE LOC function key may be used to toggle between showing the selected lot item, serial item, or COO item in a single location, or in all warehouse locations. When the screen displays this item for a single location, press the F2 =ALL LOC function key to display this item for all lots, serials, or COO's and warehouse locations that it is currently assigned to. When the screen displays this item for all locations, press the F2=SINGLE LOC function key to display this lot item for the location currently being counted as displayed in the **Item Information** fields.
F4=Age Date / F4=Expires	The F4=AGE DATE / F4=EXPIRES function key only displays for items that are identified as Lot items. Press the F4=AGE DATE / F4=EXPIRES function key to toggle between showing the date the lot expires or the aging date of the lot item. The **Expires** and **Age Dte** column will change accordingly.
F6=Locate	Press the F6=LOCATE function key to position the complete or partial lot number keyed in the **Locate Lot** field or partial serial number keyed in the **Locate Serial** field to the top of this screen.
F10=Notes / F10=COO	Press the F10=NOTES / F10=COO toggle function key to show the following information on the top portion of this screen: • Notes regarding the warehouse location or serial number item, lot item, or COO item if any exist • Country of origin, if one exists for the item in the warehouse location displayed for items tracking country of origin.

Current Locations Screen - COO Item Fields and Function Keys

Field/Function Key	Description
F11=Var Qty / F11=Cur Qty	Press the F11=VAR QTY / F11=CUR QTY function key to toggle between the variance quantity and the current quantity of this item for each lot/location or COO/location displayed. When the screen displays the current quantity for each COO location or each location/lot, press the F11=VAR QTY function key to display the variance between the current quantity and the quantity entered. The **Cur/Var** field displays the variance. When the screen displays the variance quantity for each COO location or location /lot, press the F11=CUR QTY function key to display the current quantity. The **Cur/Var** field displays the current quantity.
F12=Return	Press the F12=RETURN function key to return to the Inventory Counts Detail Screen - Lot Item (p. 45-20), the Inventory Counts Detail Screen - Serial Item (p. 45-21), or the Inventory Counts Detail Screen - COO Item (p. 45-20).
F13=Select All	This field only displays for items that are identified as Serial Number items. To flag all serial numbers displayed in this location as being counted, press the F13=SELECT ALL function key. All serial numbers will be selected.
Enter	**Lot Item** Press ENTER to confirm the Reference Number keyed in the **Sl** field, and the quantity keyed in the **Qty (U/M)** and **COO** fields to update a lot count. You must press F12=RETURN to return to the Inventory Counts Detail Screen - Lot Item (p. 45-20). **Serial Item** Press ENTER to confirm the Reference Number keyed in the **Sl** field and the **COO**. You must press F12=RETURN to return to the Inventory Counts Detail Screen - Serial Item (p. 45-21). **COO Item** Press ENTER to confirm the Reference Number keyed in the **Sl** field. You must press F12=RETURN to return to the Inventory Counts Detail Screen - COO Item (p. 45-20).

Verification Counts Screen



This screen displays after selecting an item on the Count Entry Screen (p. 45-12) for which you want to view (V) verification counts. Use this screen to review the verification counts that have been entered for this item in a warehouse location. The first verification level will always be the most current count that was entered. Each additional verification level is generated when Count Verification Sheets are printed. If a location prints on a verification sheet, all counts for every item in the location are "rolled" up to the next level.

Tracking the verification levels of counts when verification sheets are printed provides you with a document for the warehouse personnel to recount a location. Verification sheets provide a means to verify those locations whose counts differ from any other count previously recorded, or from the counts in the W/M Frozen Balance File (WMFRZ).

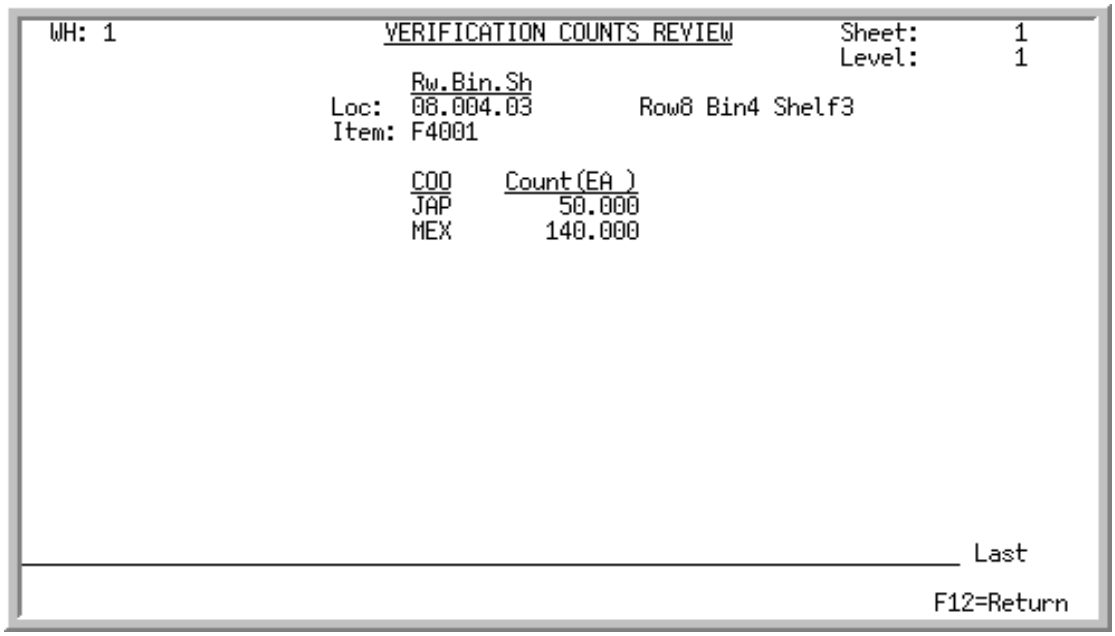
NOTE: Up to five verification levels can be generated, if necessary.

For lot, serial, and COO items, this screen will display totals of all the lots, serials, and COO's at each level. To view the lot, serial, and COO detail at a specific verification level, select the level in the **Sel** field and press ENTER. The Verification Counts Review Screen (p. 45-36) will display.

Verification Counts Screen Fields and Function Keys

Field/Function Key	Description
Item Information	The following information about this item is displayed: • **WH**: Warehouse number where counting is in process • **Sheet**: The number of the Count Sheet; which is printed on each Count Sheet in the **Sheet** field • **Loc**: The warehouse location number and description that contains this item • **Item**: The item number selected for verification Display
(Reference Number)	The reference number of the verification level. Key this number in the **Sel** field to select an item at a specific verification level and press ENTER. The Verification Counts Review Screen (p. 45-36) will display. Display
Lvl	This field displays the verification level(s) for the item(s) in this warehouse location. For lot, serial and COO items, you may view counts at a specific verification level. Display
Count (U/M)	These fields display the total count of the item in its units of measure at the given verification level. Display
Sel	The **Sel** field only displays for items that have more information to be displayed: lot control items, serial number items and COO tracking items. Use this field to select the verification level of the item you want to view in detail. Key the **Reference Number** of the desired verification level. (N 2,0) Required
F12=Return	Press the F12=RETURN function key to return to the Count Entry Screen (p. 45-12).
Enter	After selecting a level with the **Reference Number** in the **Sel** field to view the item at a specific verification level, press the ENTER key. The Verification Counts Review Screen (p. 45-36) will display.

Verification Counts Review Screen



This screen displays after keying a reference number in the SEL field on the Verification Counts Screen (p. 45-34). Use this screen to view the verification counts for each item at the level selected on the previous screen.

Verification Counts Review Screen Fields and Function Keys

Field/Function Key	Description
Item Information	The following information about this item is displayed: • **WH**: Warehouse number where counting is in process • **Sheet**: The number of the Count Sheet; which is printed on each Count Sheet in the **Sheet** field • **Level**: The level selected on the previous screen • **Loc**: The warehouse location number and description that contains this item • **Item**: The item number selected for verification Display
Lot	The **Lot** field only displays for lot control items. This field displays the verification counts for each lot control item at this level. Up to three units of measure may be displayed. Display

Verification Counts Review Screen Fields and Function Keys

Field/Function Key	Description
Serial	The **Serial** field only displays for serial number items. Each serial number entered in the physical inventory will be listed. Display
COO	The **COO** field only displays for selected when viewing verification counts for an item that tracks country of origin. This field displays the country of origin of the item being counted in this location. Display
Count (U/M1) Count (U/M2) Count (U/M3)	These fields display the verification counts for each item at this level. Up to three units of measure may be displayed. For serial numbered items, each serial number entered in the physical inventory will be listed. Since a serial number is for a single item, the count value will be 1 for each serial number shown. Display
F12=Return	After viewing the verification counts, press the F12=RETURN function key to return to the Verification Counts Screen (p. 45-34).

CHAPTER 46

Count Sheet Status Report

46

Use this option to print the Original Count Sheet Status Report and/or optionally the Verification Count Sheet Status Report. These reports indicate the following:

- Locations that have not yet been counted (original report).
- Locations that have not yet been counted and locations that have been counted but not yet verified through Enter/Change Inventory Counts (MENU WMPHYS), if Count Verification Sheets were printed (verification report).

Since all Count Sheets must be accounted for before you can update inventory counts through Update Inventory Counts (MENU WMPHYS), use these reports to determine which Count Sheets are outstanding.

This is a required step. You cannot update inventory counts (MENU WMPHYS) if you have not selected this option, or, if you have selected this option but Count Sheets are outstanding (i.e., printed on these reports).

NOTE: If you do not print Count Verification Sheets (through MENU WMPHYS), you do not have to verify counts and therefore do not need to print the Verification Count Sheet Status Report. Once you print Count Verification Sheets, you are then required to complete the verification process.

If you do print Count Verification Sheets, a location is considered “unverified” when it prints on Count Verification Sheets. To verify counts for locations, refer to Enter/Change Inventory Counts (MENU WMPHYS).

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

When To Run This Option

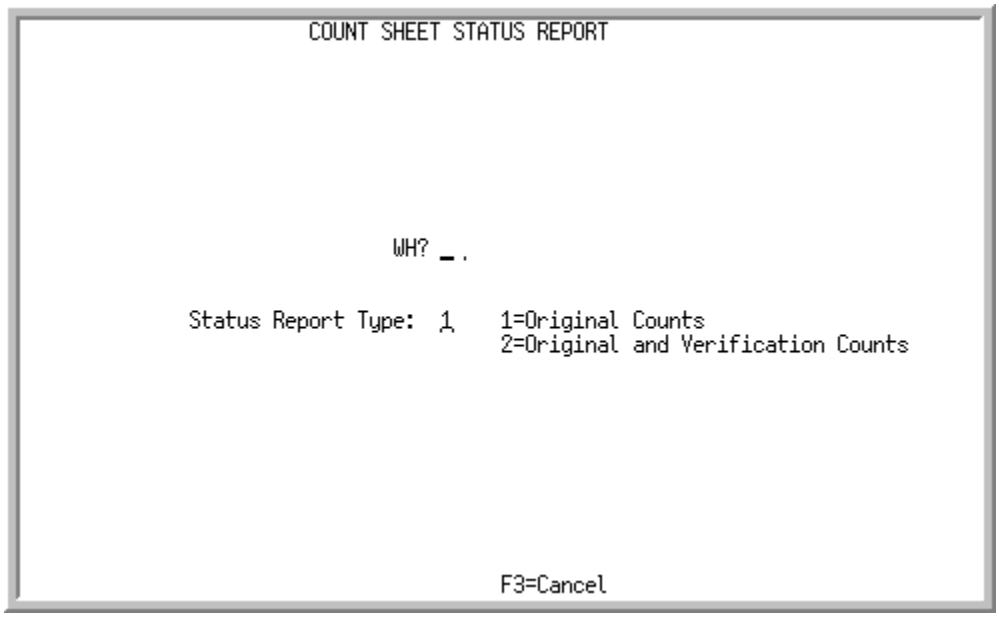
This option may be selected only if a physical inventory is active. This means that you have previously printed Count Sheets through Print Count Sheets (MENU WMPHYS), and have not updated inventory through Update Inventory Counts (MENU WMPHYS), or canceled the physical inventory through Cancel Count Sheets (MENU WMPHYS).

Count Sheet Status Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Count Sheet Status Report Selection Screen	Used to select the warehouse for which the selected type of report will print.
Original Count Sheet Status Report	Used to determine which Count Sheets are outstanding; that is, which locations where the original counts have NOT yet been entered.
Verification Count Sheet Status Report	Used to determine which locations' counts have not been verified; you only need to print this report if you choose to print Count Verification Sheets (through).

Count Sheet Status Report Selection Screen



This screen displays after selecting option 4 from MENU WMPHYS. Use this screen to select the warehouse for which the selected type of report will print.

Count Sheet Status Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to select the warehouse for which the designated report will print (as determined in the next field). Key the desired two character Warehouse ID. *Valid Values:* Valid warehouse with an active physical inventory (A 2) Required

Count Sheet Status Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Status Report Type	This field determines the type of report to print. Key 1 if you want to print the Original Count Sheet Status Report (p. 46-5). This report will show locations whose counts have not yet been entered into W/M [through Enter/Change Inventory Counts (MENU WMPHYS)]. Key 2 if you want to print the Verification Count Sheet Status Report (p. 46-6). This report will show any locations that have not yet been counted and any locations that have been counted but not yet verified [through Enter/Change Inventory Counts (MENU WMPHYS)]. NOTE: If no Count Verification Sheets have been printed, you only need to run type 1. If Count Verification Sheets have been printed, run options 1 and 2. *Default Value:* 1 (A 1) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Original Count Sheet Status Report (p. 46-5) or Verification Count Sheet Status Report (p. 46-6) will print.

Original Count Sheet Status Report

WM730 7/13/93 14.49.58 * ORIGINAL * COUNT SHEET STATUS REPORT AG/CINDYJ PAGE 1
2 -Texas

The following locations' counts have not been recorded:

Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh
1	01.001.01	1	01.001.02	1	01.001.03	1	01.001.04
1	01.001.05	1	01.002.01	1	01.002.02	1	01.002.03
1	01.002.04	1	01.002.05	1	01.003.01	1	01.003.03
1	01.003.04	1	01.003.05	1	01.004.01	1	01.004.02
1	01.004.03	1	01.004.04	1	01.004.05	2	02.001.01
2	02.001.02	2	02.001.03	2	02.001.04	2	02.001.05
2	02.002.01	2	02.002.02	2	02.002.03	2	02.002.04
2	02.002.05	2	02.003.01	2	02.003.02	2	02.003.03
2	02.003.04	3	03.001.01	3	03.001.02	3	03.001.03
3	03.001.04	3	03.001.05	3	03.002.01	3	03.002.02
3	03.002.03	3	03.002.04	3	03.002.05	3	03.003.01
3	03.003.02	3	03.003.03	3	03.003.04	3	03.003.05
4	04.001.01	4	04.001.02	4	04.001.03	4	04.001.04
4	04.001.05	4	04.002.01	4	04.002.02	4	04.002.03
4	04.002.04	4	04.002.05	4	04.003.01	4	04.003.02
4	04.003.03	4	04.003.04	4			

This report prints if you selected 1 as the Status Report Type on the Count Sheet Status Report Selection Screen (p. 46-3). Use this report to determine which Count Sheets are outstanding; that is, which locations where the original counts have NOT yet been entered. All printed Count Sheets must be entered before inventory counts may be updated through Update Inventory Counts (MENU WMPHYS).

When there are not any outstanding Count Sheets for this warehouse, the message: “ALL LOCATIONS FOR THIS WAREHOUSE HAVE BEEN COUNTED” is printed on this report. You may proceed to update the inventory counts through Update Inventory Counts (MENU WMPHYS).

Original Count Sheet Status Report

Report/Listing Field	Description
Sheet No.	These columns print the sheet number that is printed on the Count Sheets. The physical inventory counts for the locations on this sheet have not yet been entered.
Warehouse Location	These columns print the warehouse locations that have not yet been recorded. The warehouse location is printed on the Count Sheet indicated in the *Sheet No.* field.

Verification Count Sheet Status Report

WM730 7/13/93 14.50.11 * VERIFICATION * COUNT SHEET STATUS REPORT AG/CINDYJ PAGE 1
2 -Texas

The following locations' counts have not been verified:

Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh	Sheet No.	Rw.Bin.Sh
1	01.001.01	1	01.001.02	1	01.001.03	1	01.001.04
1	01.001.05	1	01.002.01	1	01.002.02	1	01.002.03
1	01.002.04	1	01.002.05	1	01.003.01	1	01.003.02
1	01.003.03	1	01.003.04	1	01.003.05	1	01.004.01
1	01.004.02	1	01.004.03	1	01.004.04	1	01.004.05
2	02.001.01	2	02.001.02	2	02.001.03	2	02.001.04
2	02.001.05	2	02.002.01	2	02.002.02	2	02.002.03
2	02.002.04	2	02.002.05	2	02.003.01	2	02.003.02
2	02.003.03	2	02.003.04	3	03.001.01	3	03.001.02
3	03.001.03	3	03.001.04	3	03.001.05	3	03.002.01
3	03.002.02	3	03.002.03	3	03.002.04	3	03.002.05
3	03.003.01	3	03.003.02	3	03.003.03	3	03.003.04
3	03.003.05	4	04.001.01	4	04.001.02	4	04.001.03
4	04.001.04	4	04.001.05	4	04.002.01	4	04.002.02
4	04.002.03	4	04.002.04	4	04.002.05	4	04.003.01
4	04.003.02	4	04.003.03	4	04.003.04	4	04.003.05
5	05.001.01	5	05.001.02	5	05.001.03	5	05.001.04
5	05.001.05	5	05.002.01	5	05.002.02	5	05.002.03
5	05.002.04	5	05.002.05	5	05.003.01	5	05.003.02
5	05.003.03	5	05.003.04	5	05.003.05	6	06.001.01

This report prints if you selected 2 as the Status Report Type on the Count Sheet Status Report Selection Screen (p. 46-3). Any locations that have not yet been counted and any locations that have been counted but not yet verified will be shown.

Use this report to determine which locations' counts have not been verified; you only need to print this report if you choose to print Count Verification Sheets (through). Physical inventory cannot be posted until ALL unverified locations have been verified.

When there are not any outstanding Count Sheets for this warehouse, the message: "ALL LOCATIONS FOR THIS WAREHOUSE HAVE BEEN COUNTED" is printed on this report. You may proceed to update the inventory counts through Update Inventory Counts (MENU WMPHYS).

Verification Count Sheet Status Report

Report/Listing Field	Description
Sheet No.	These columns print the sheet number that is printed on the Count Sheets. The physical inventory counts for the locations on this sheet have not yet been entered or verified.
Warehouse Location	These columns print the warehouse locations that have not yet been verified. The warehouse location is printed on the Count Sheet indicated in the *Sheet No.* field.

CHAPTER 47

Item Variance Report

47

This option prints the Item Variance Report, either in detail or summary. Use this option to print the Detailed Item Variance Report when you want to view detailed item information (including or excluding lot/serial numbers); or the Summary Item Variance Report when you want to see the variance between the value of the frozen on-hand quantity minus the physical inventory. The frozen on-hand inventory is according to Distribution A+ prior to beginning the physical inventory. The physical inventory is according to the physical counts entered through Enter/Change Inventory Counts (MENU WMPHYS) for selected or all items and by item sequence or dollar variance sequence.

If tracking country of origins for items (as determined through Item Master Maintenance), variances will print for each country of origin.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

When To Run This Option

This option may be selected only if a physical inventory is active for a warehouse. This means that you have previously printed Count Sheets through Print Count Sheets (MENU WMPHYS), and have not updated inventory through Update Inventory Counts (MENU WMPHYS) or canceled the physical inventory through Cancel Count Sheets (MENU WMPHYS).

Item Variance Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Item Variance Warehouse Selection Screen	Used to select the warehouse for which the indicated type of report will print.
Detail or Summary Selection Screen	Used to select the format of the report to print (i.e., detail or summary.)
Item Variance Detail Selection Screen	Used to select the items to print on the Detailed Item Variance Report (p. 47-12).
Item List Screen	Used to enter up to 15 items to be included on the report.
Item Variance Summary Selection Screen	Used to select the report sequence and items to print on the Summary Item Variance Report - By Item Number (p. 47-14) or Summary Item Variance Report - By Dollar Variance (p. 47-16).
Detailed Item Variance Report	Used to view detailed item information for those items with variances.
Summary Item Variance Report - By Item Number	Prints the variance, if any, between the frozen on-hand inventory count and the physical inventory count for the selected items.
Summary Item Variance Report - By Dollar Variance	Prints the variance, if any, between the frozen on-hand inventory count and the physical inventory count for the selected items.

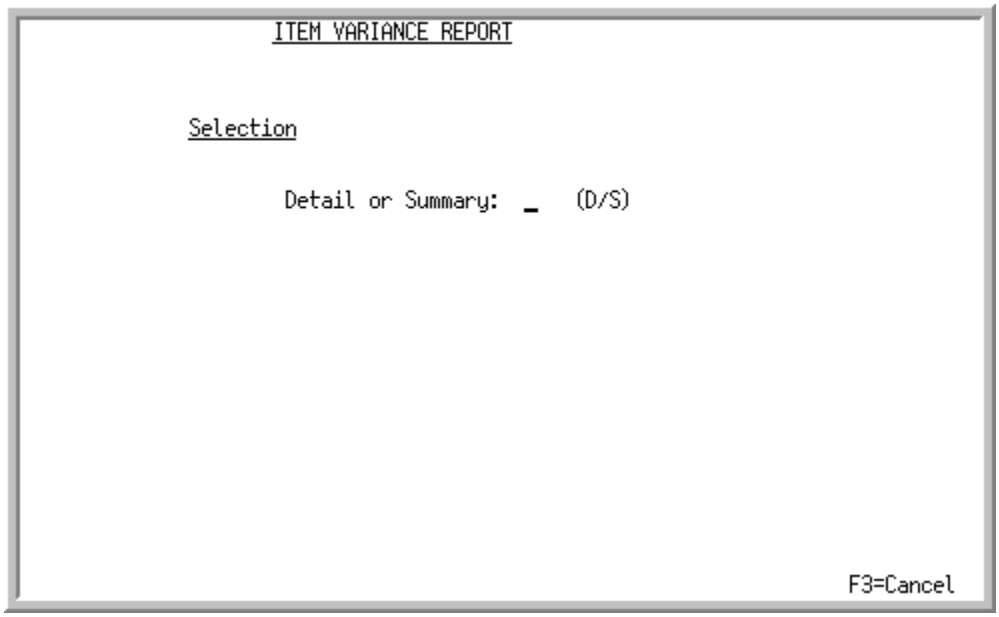
Item Variance Warehouse Selection Screen

This screen displays after selecting option 5 from MENU WMPHYS. Use this screen to select the warehouse for which the indicated type of report will print.

Item Variance Warehouse Selection Screen Field and Function Keys

Field/Function Key	Description
WH	Key the two character Warehouse ID for which the report will print. *Valid Values:* A valid warehouse with an active physical inventory (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Detail or Summary Selection Screen (p. 47-4) will display.

Detail or Summary Selection Screen

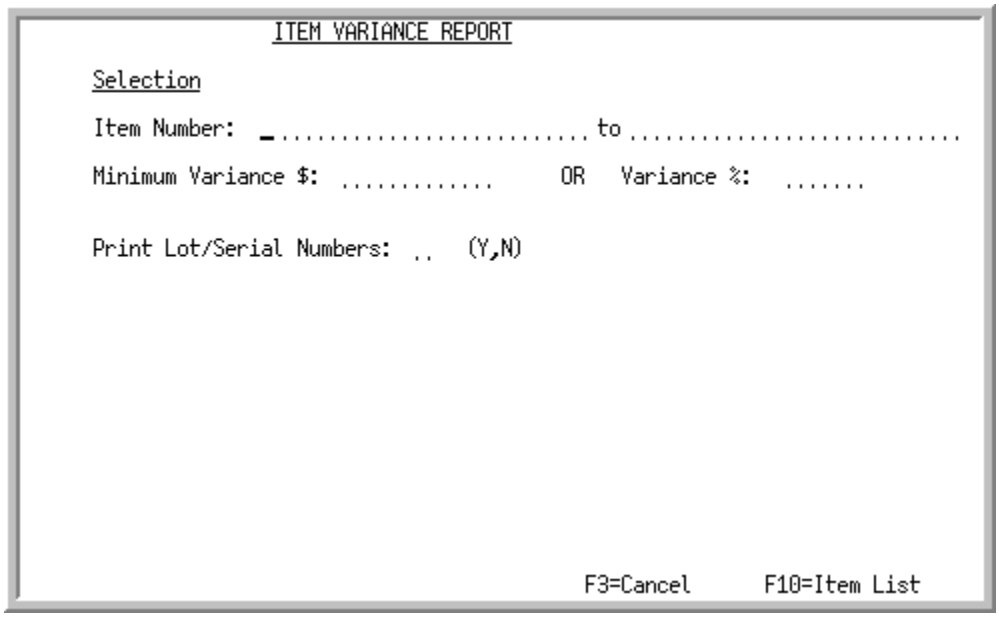


This screen displays after pressing ENTER on the Item Variance Warehouse Selection Screen (p. 47-3). Use this screen to select the format of the report to print (i.e., detail or summary.)

Detail or Summary Selection Screen Field and Function Key

Field/Function Key	Description
Detail or Summary	Use this field to select the report format you wish to print. Key D to print the report in detail. Item numbers, locations, sheet numbers, quantities before, quantities after, and if specified, lot/serial numbers are included. The Item Variance Detail Selection Screen (p. 47-5) will display. Key S to print the report in summary. The variance, if any, between the frozen on-hand inventory count and the physical inventory count for selected items is printed on the summary report. The Item Variance Summary Selection Screen (p. 47-9) will display. (A 1) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. If you selected to print the report in detail, the Item Variance Detail Selection Screen (p. 47-5) will display. If you selected to print the report in summary, the Item Variance Summary Selection Screen (p. 47-9) will display.

Item Variance Detail Selection Screen



This screen displays after pressing ENTER on the Detail or Summary Selection Screen (p. 47-4), if you selected to print the report in detail. Use this screen to select the items to print on the Detailed Item Variance Report (p. 47-12). You can select a range of items or list of items (via F10), a minimum dollar or percent variance which limits the items to print to only those that meet the minimum variance selected, and whether or not you want lot/serial numbers to be included.

Item Variance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers to print on the report. To enter a list of up to 15 items to print, leave this field blank and press F10 (see F10). NOTE: If you specify a list of item numbers on the Item List Screen (p. 47-8) and then return to this screen, the Item Number range fields will not display. You can key a range of items or a list of items, not both. (2 @ A 27) Optional

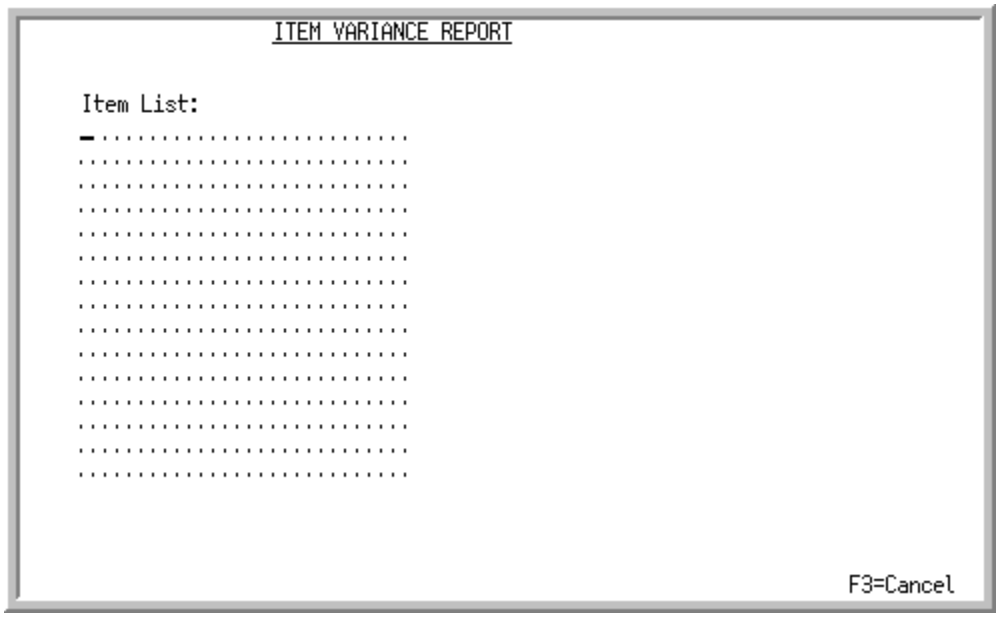
Item Variance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Minimum Variance $ OR Minimum Variance %	Minimum Variance $: Use this field to enter the minimum variance dollar amount that will print on the report. The dollar variance is the variance between the value of the frozen on-hand quantity minus the value of the physical inventory. The frozen on-hand inventory is according to the system as of the time that the physical inventory was started; the physical inventory is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS). Any variance dollar values with an absolute value below the amount keyed in this field will not print on the report. If you leave this field blank, items with any dollar variance will print on the report. NOTE: If you key a value in this field and the *Minimum Variance %* field, items meeting either of the conditions will print on the report. -OR- Minimum Variance %: Key the minimum percentage of frozen on-hand inventory to physical inventory that will print on the report. The frozen inventory is according to the system as of the time that the physical inventory started; the physical inventory is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS). Variance percentages with an absolute value higher than the value keyed here will print on the report; percentages lower are not printed on the report. If you leave this field blank, items with any percent variance will print on the report. For example, if the frozen on-hand count (pre-physical inventory count according to Distribution A+) of an item is 100, and the count made through the physical inventory is 80, the percentage of the current to physical inventory is 20%. If you keyed 25% in this field (Minimum Variance %), this item will NOT print on the report.
	NOTE: If you key a value in this field and the *Minimum Variance $* field (above), items meeting either of the conditions will print on the report. (N 12,2 or N 6,2) Optional

Item Variance Detail Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Lot/Serial Numbers	This field determines if lot and serial numbers will print for the items designated to print on the report. Key Y to include lot and serial numbers. Key N to exclude lot and serial numbers. NOTE: If case quantity items are to be included on the report, key Y in this field to print the frozen and entered quantities converted to the case quantity. (A 1) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
F10 = Item List	Press to select a list of up to 15 items (instead of entering a range of items) to be included on the report. The Item List Screen (p. 47-8) will display.
Enter	Press to confirm your selections. The Report Options Screen will display.

Item List Screen

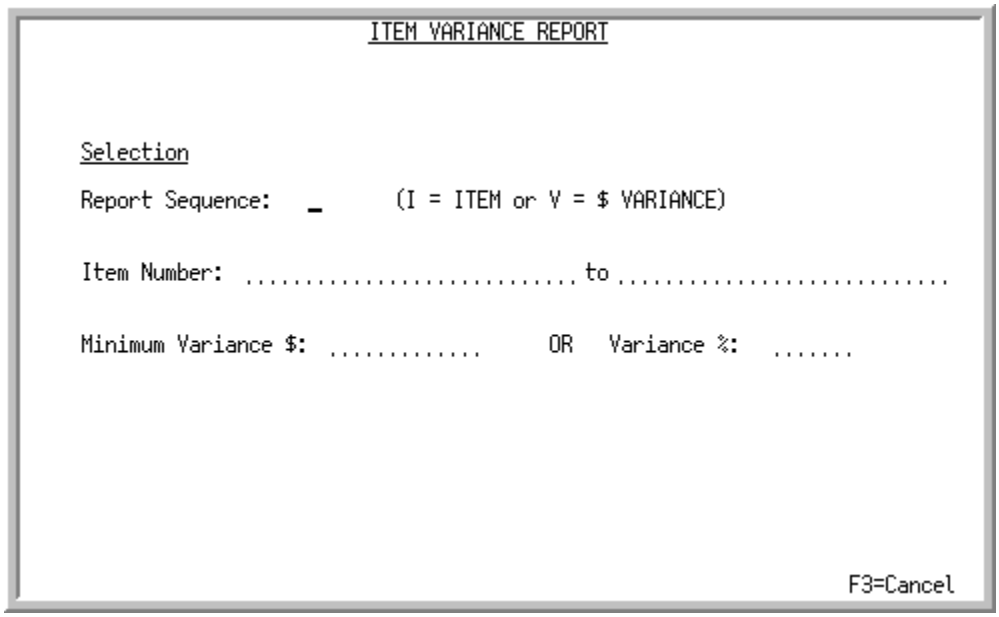


This screen displays after pressing F10 on the Item Variance Detail Selection Screen (p. 47-5). Use this screen (instead of entering item ranges) to enter up to 15 items to be included on the report.

Item List Screen Field and Function Keys

Field/Function Key	Description
Item List	Use this field to designate an item list containing up to 15 items to be included on the report. Use this method instead of entering item ranges on the previous screen. Key the desired item number(s). After pressing ENTER, you will view: the items description, or <====Invalid Item Number (if the item is not defined in Item Master Maintenance (MENU IAFILE). Only the item numbers entered in this list will print on the report. (15 @ A 27) Optional
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections and return to the Item Variance Detail Selection Screen (p. 47-5).

Item Variance Summary Selection Screen



This screen displays after pressing ENTER on the Detail or Summary Selection Screen (p. 47-4), if you selected to print the report in summary. Use this screen to select the report sequence and items to print on the Summary Item Variance Report - By Item Number (p. 47-14) or Summary Item Variance Report - By Dollar Variance (p. 47-16). You may additionally select a minimum dollar or percent variance which limits the items to print to only those that meet the minimum variance selected.

Item Variance Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	The sequence, either item number or dollar variance, in which the Summary Item Variance Report - By Item Number (p. 47-14) or Summary Item Variance Report - By Dollar Variance (p. 47-16) will print. Key I to print the report in sequence by item number. The selected items (as determined in the next fields) are printed numerically/alphabetically by item number on the Summary Item Variance Report - By Item Number. Key V to print the report in descending dollar variance sequence. Dollar variance is the difference between the value of the frozen on-hand quantity and the value of the physical inventory count for the selected items (as determined in the next fields). The selected items are printed in order of the items' absolute value dollar variance on the Summary Item Variance Report - By Dollar Variance (note: negative signs are printed but not used when sorting.) (A 1) Required

Item Variance Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of item numbers to print on the Summary Item Variance Report - By Item Number (p. 47-14) or Summary Item Variance Report - By Dollar Variance (p. 47-16). Refer to the Cross Applications User Guide for the rules of entering FROM/TO ranges. (2 @ A 27) Optional
Minimum Variance $ OR Minimum Variance %	Minimum Variance $: Use this field to enter the minimum variance dollar amount that will print on the report. The dollar variance is the variance between the value of the frozen on-hand quantity minus the value of the physical inventory. The frozen on-hand inventory is according to the system as of the time that the physical inventory was started; the physical inventory is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS). Any variance dollar values with an absolute value below the amount keyed in this field will not print on the report. If you leave this field blank, items with any dollar variance will print on the report. NOTE: If you key a value in this field and the *Minimum Variance %* field, items meeting either of the conditions will print on the report. -OR- Minimum Variance %: Key the minimum percentage of frozen on-hand inventory to physical inventory that will print on the report. The frozen inventory is according to the system as of the time that the physical inventory started; the physical inventory is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS). Variance percentages with an absolute value higher than the value keyed here will print on the report; percentages lower are not printed on the report. If you leave this field blank, items with any percent variance will print on the report. For example, if the frozen on-hand count (pre-physical inventory count according to Distribution A+) of an item is 100, and the count made through the physical inventory is 80, the percentage of the current to physical inventory is 20%. If you keyed 25% in this field (Minimum Variance %), this item will NOT print on the report.
	NOTE: If you key a value in this field and the *Minimum Variance $* field (above), items meeting either of the conditions will print on the report. (N 12,2 or N 6,2) Optional

Item Variance Summary Selection Screen Fields and Function Keys

Field/Function Key	Description
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. After selecting report options, the Summary Item Variance Report - By Item Number (p. 47-14) or Summary Item Variance Report - By Dollar Variance (p. 47-16) will print.

Detailed Item Variance Report

WM755 09/14/05 10.31.50 DETAILED ITEM VARIANCE REPORT AF/CLANE PAGE 1
$ Variance Allowed .00 1 -Hartford, CT All Items
% Variance Allowed .00

Item Number	Rw.Bin.Sh	Sheet #	Qty Before	Qty After	Lot/Serial Number	COO
ALITEM	88.888.88	1	.000 EA	1.000 EA		
A220	88.888.88	1	14.000 EA	.000 EA		
A401	88.888.88	1	.000 EA	1.000 EA		
A850	88.888.88	1	2.000 BOX	1.000 BOX		
KMOE091A	88.888.88	1	.000 EA	.000 EA		
KMOE091D	88.888.88	1	26.000 EA	.000 EA		

This report prints after selecting report options on the Report Options Screen, and if you chose to print the report in detail. Use this report to view detailed item information for those items with variances.

Note that for items that track country of origin, variances will print on this report for each country of origin.

For example, assume you have a location that currently has 8 USA items and 5 CAN items. If the 5 CAN items were incorrectly reported and should have a country of origin of FRA, and the 8 USA items should be 7 USA items, on the report three lines would print for this item in the location:

Before: 8 After: 7 COO: USA

Before: 5 After: 0 COO: CAN

Before: 0 After: 5 COO: FRA

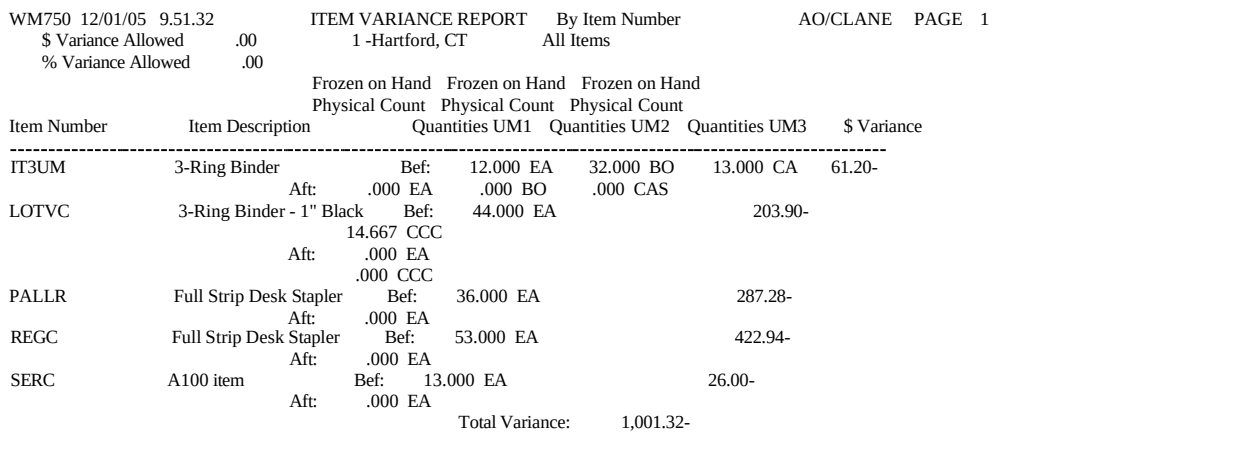
Detailed Item Variance Report

Report/Listing Field	Description
Item Number	The number of the item for which quantities are reported.
Location	The location of the item (where the item is stored).
Sheet #	The sheet number in which this item resides.
Qty Before	The quantity of the item prior to beginning the physical inventory (i.e., the frozen on-hand quantity.) If you keyed Y in the *Print Lot/Serial Numbers* field on the Item Variance Detail Selection Screen (p. 47-5), for each case quantity item, the quantity will be represented in the item's case quantity unit of measure below the item's stocking unit of measure.

Detailed Item Variance Report

Report/Listing Field	Description
Qty After	The quantity of the item after entering the physical inventory through Enter/Change Inventory Counts (MENU WMPHYS). If you keyed Y in the *Print Lot/Serial Numbers* field on the Item Variance Detail Selection Screen (p. 47-5), for each case quantity item, the quantity will be represented in the item's case quantity unit of measure below the item's stocking unit of measure.
Lot/Serial Number	Lot and serial numbers are printed, if you selected to print them on the Item Variance Detail Selection Screen (p. 47-5).
COO	The country of origin associated with the item, if applicable. If you chose not to specify each lot/serial item on this report and multiple country of origins exist for these lot/serial items, then *M will show for the country of origin.

Summary Item Variance Report - By Item Number



WM750 12/01/05 9.51.32 ITEM VARIANCE REPORT By Item Number AO/CLANE PAGE 1
$ Variance Allowed .00 1 -Hartford, CT All Items
% Variance Allowed .00

Item Number	Item Description		Frozen on Hand Physical Count Quantities UM1	Frozen on Hand Physical Count Quantities UM2	Frozen on Hand Physical Count Quantities UM3	$ Variance
IT3UM	3-Ring Binder	Bef:	12.000 EA	32.000 BO	13.000 CA	61.20-
		Aft:	.000 EA	.000 BO	.000 CAS	
LOTVC	3-Ring Binder - 1" Black	Bef:	44.000 EA			203.90-
			14.667 CCC			
		Aft:	.000 EA			
			.000 CCC			
PALLR	Full Strip Desk Stapler	Bef:	36.000 EA			287.28-
		Aft:	.000 EA			
REGC	Full Strip Desk Stapler	Bef:	53.000 EA			422.94-
		Aft:	.000 EA			
SERC	A100 item	Bef:	13.000 EA			26.00-
		Aft:	.000 EA			
			Total Variance:	1,001.32-		

This report prints after selecting report options on the Report Options Screen, and if you chose to print the report in summary by item number sequence (numerically/alphabetically by item number). The variance, if any, between the frozen on-hand inventory count and the physical inventory count for the selected items is printed. The frozen inventory count is according to Distribution A+ as of the time that the physical inventory started; the physical inventory count is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS).

Summary Item Variance Report - By Item Number

Report/Listing Field	Description
Item Number / Description	The number and description of the item for which variances are reported.
Frozen on Hand	The frozen quantity on hand of the item. This is the quantity on hand of this item according to Distribution A+ prior to starting the physical inventory for this warehouse. This quantity is printed for up to three units of measure. For each case quantity item, the quantity will be represented in the item's case quantity unit of measure below the item's stocking unit of measure.
Physical Count	The physical count of the item. This is the quantity of the item that was counted during the physical inventory and keyed through Enter/Change Inventory Counts (MENU WMPHYS).

Summary Item Variance Report - By Item Number

Report/Listing Field	Description
$ Variance	The difference in dollars between the frozen count and the physical inventory count. Items are valued based on the cost you select in the **Cost to be Used for GL** field on the Maintain O/E Options - Price Settings Screen 1 in Order Entry Options Maintenance (MENU XAFILE): either standard, user or average. A negative dollar variance is printed when the physical inventory count exceeds the frozen inventory count.

Summary Item Variance Report - By Dollar Variance

```
WM750  12/01/05  10.01.06              ITEM VARIANCE REPORT      By $ Variance                    AO/CLANE    PAGE   1
     $ Variance Allowed          .00              1 -Hartford, CT              All Items
     % Variance Allowed          .00
                                          Frozen on Hand   Frozen on Hand   Frozen on Hand
                                          Physical Count   Physical Count   Physical Count
Item Number            Item Description                Quantities UM1   Quantities UM2   Quantities UM3      $ Variance
-------------------------------------------------------------------------------------------------------------------------
REGC                 Full Strip Desk Stapler        Bef:       53.000  EA                                  422.94-
                                          Aft:        .000  EA
PALLR                Full Strip Desk Stapler        Bef:       36.000  EA                                  287.28-
                                          Aft:        .000  EA
LOTVC                 3-Ring Binder - 1" Black      Bef:       44.000  EA                                  203.90-
                                                   14.667  CCC
                                          Aft:        .000  EA
                                                    .000  CCC
IT3UM                 3-Ring Binder                  Bef:       12.000  EA       32.000  BO       13.000  CA       61.20-
                                          Aft:        .000  EA        .000  BO        .000  CAS
SERC                 A100 item                      Bef:       13.000  EA                                   26.00-
                                          Aft:        .000  EA
                                                                  Total Variance:          1,001.32-
```

This report prints after selecting report options on the Report Options Screen, and if you chose to print the report in summary by dollar variance (descending) sequence. The variance, if any, between the frozen on-hand inventory count and the physical inventory count for the selected items is printed. The frozen inventory count is according to Distribution A+ as of the time that the physical inventory started; the physical inventory count is according to the physical inventory counts that you have keyed through Enter/Change Inventory Counts (MENU WMPHYS).

For an explanation of the fields on this report, refer to Summary Item Variance Report - By Item Number (p. 47-14).

CHAPTER 48 Update Inventory Counts

48

This option updates the physical inventory counts that have been entered through Enter/Change Inventory Counts (MENU WMPHYS) for a warehouse or, if applicable, through Radio Frequency. The current inventory counts maintained by W/M are updated with the physical inventory counts keyed. This removes the active status from the physical inventory for the warehouse and replaces the previous counts of the warehouse's inventory with the counts determined through the physical inventory. The only other way to remove the active status from a physical inventory is to cancel the inventory count through Cancel Count Sheets (MENU WMPHYS). When Count Sheets are canceled, however, inventory counts are not updated.

Additionally, this option produces an Inventory Transaction Update Register or Location Audit Report depending on whether you are posting a partial or full physical inventory. Posting a partial or full physical inventory is determined by your response in the **Location** field in Print Count Sheets (MENU WMPHYS). If you keyed a Y in the **Location** field, you are posting a full physical inventory through this menu option. If you selected only certain locations and did not print sheets for all locations, you are posting a partial physical inventory through this menu option.

For a Lot Item, if the inventory transaction changes only the Lot Aging Date and the count quantity matches the frozen quantity, the WM Lot Date History File (WMLDH) will reflect this change in aging dates as a manual edit. When the inventory transaction changes both the Lot Aging Date and the count quantity, the original Lot Aging Date will be used for the quantity of the item moved to the unknown location (9's) during this update inventory process.The WM Lot Date History File (WMLDH) will track the lot aging date and will store both the original and new aging date for audit purposes. If a Lot Aging Date was not changed during the enter/change inventory count process, the original Lot Aging Date in the WM Location Balance File (WMBAL) remains unchanged.

For all counts, the Inventory Count History File (IACNTH) will be updated for every item included in that cycle count or complete inventory count to indicate that it was included in an inventory count and the details of that specific counting. This audit trail of inventory counts may be reviewed through the Item Inquiry (MENU IAMAIN) on the Item Count Transaction History Screen.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

Important

Related posting to general ledger does NOT occur until Day End Processing (MENU XAMAST) or Post IA Transactions to GL (MENU IAMAST) is run. Once the related general ledger posting has occurred, general ledger information will be incorporated into all applicable item files. In other words, posting occurs in two steps:

1. First, you update inventory and item files using this option to submit the transactions to the Transaction Processor; information required to update General Ledger for each transaction is automatically copied to a work file.

2. Then, when desired, using Post IA Transactions to GL (MENU IAMAST), or automatically at day end using Day-End Processing (MENU XAMAST), you can update general ledger with the information.

When To Run This Option

This option may be selected only if a physical inventory is active. This means that you have previously printed Count Sheets through Print Count Sheets (MENU WMPHYS), and have not canceled Count Sheets through Cancel Count Sheets (MENU WMPHYS) for the same warehouse.

Additionally, you must have printed the Count Sheet Status Reports (MENU WMPHYS) until they print "**ALL LOCATIONS FOR THIS WAREHOUSE HAVE BEEN COUNTED**." If outstanding Count Sheets exist since the last time you entered or changed count sheet entries through Enter/Change Inventory Counts (MENU WMPHYS), you cannot proceed with this option.

Partial Physical Count Update

When updating a partial inventory count, items that are "missing" (i.e., the frozen quantity is greater than the physical inventory count) and items that are "extra" (i.e., the physical inventory count is greater than the frozen inventory quantity) are stored in the unknown location. This location, assigned the value 9 for each digit of each segment, is used as a holding area until you determine what should be done with these items.

The Location Audit Report (p. 48-12) prints the items that have been assigned to the unknown item location, or items that have a negative quantity. To complete the physical inventory count, you must determine whether to move or write-off the items printed on this report.

NOTE: This report will also print any items that have been moved to the shipping dock location (assigned all 5's), if indicated through Warehouse Management Options Maintenance (MENU WMFILE).

Unlike a complete physical inventory, updating a partial physical inventory count does not generate any inventory or general ledger transactions. Updating the count only changes the information in the Warehouse Management Balance File. To make the quantities in the Item Balance File agree with the new totals in the Warehouse Management Balance File, you must enter, edit, and post IA quantity adjustments. You can create these quantity adjustments automatically through the Adjust Inventory in Unknown Location option (MENU WMMAST), or enter them manually through Enter/Update Transactions (MENU IAMAIN).

Complete Physical Count Update

When updating a complete physical inventory count, your inventory is updated accordingly for discrepancies between the frozen inventory count and the physical inventory count. The Inventory Transaction Update Register (p. 48-11) is printed to show how your inventory is updated. This is the same report that prints when you Process Transactions (MENU IAMAIN).

If discrepancies do exist and you are using the G/L Interface when updating inventory transactions, the needed information will be copied to a work file to later be posted to general ledger. When this posting occurs, the following accounts will be updated:

- Inventory
- Recount Write-off

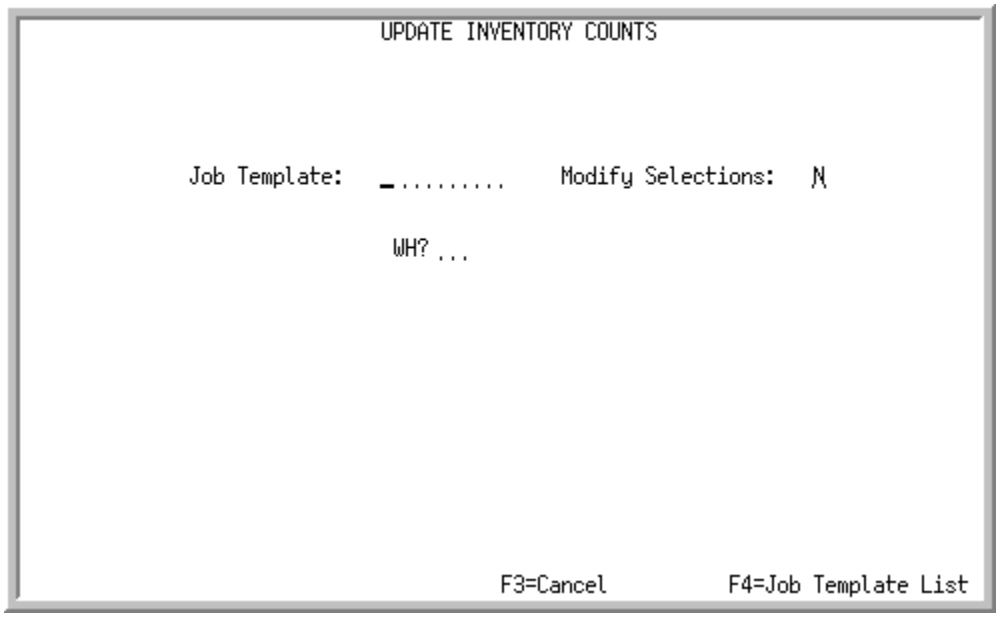
Update Inventory Counts

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Update Inventory Counts Selection Screen	Used to select the warehouse that will be updated with the counts keyed from the physical inventory performed.
G/L Posting Date Selection Screen	Used to select a G/L posting date for the activities being performed.
Inventory Transaction Update Register	Prints when updating a complete physical inventory count. The quantities and costs before and after the physical inventory, as well as the physical inventory adjustments are printed for each item.

Title	Purpose
Location Audit Report	Prints when updating a partial physical inventory. It contains items that have been assigned to the unknown location (the location number is all “9’s”), and items with negative quantities.

Update Inventory Counts Selection Screen



This screen displays after selecting option 6 from MENU WMPHYS. Use this screen to select the warehouse that will be updated with the counts keyed from the physical inventory performed.

You also have the option to select the job template to be used for the Update Physical Inventory job.

Update Inventory Counts Selection Screen Field and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the *Modify Selections* field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the *Modify Selections* field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Update Physical Inventory (WM) job, press F4=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Update Physical Inventory (WM) (that is, WM780P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

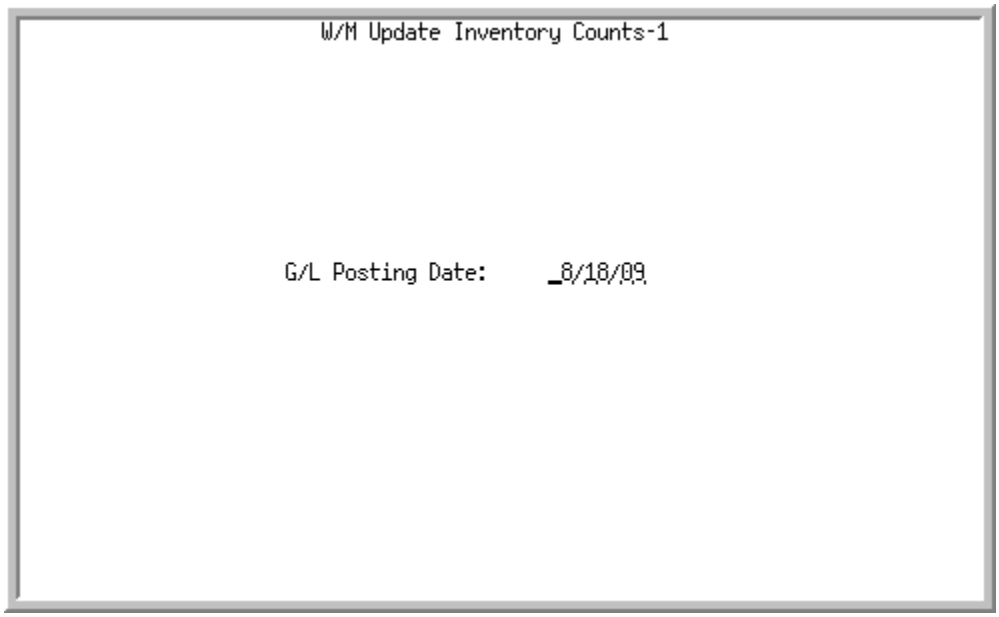
Update Inventory Counts Selection Screen Field and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the *Job Template* field on this screen or select one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the *Job Template* field is blank. (A 1) Optional
WH	Key the two character Warehouse ID for which the current W/M inventory will be updated by the physical inventory keyed through Enter/Change Inventory Counts (MENU WMPHYS). You must have successfully printed the Count Sheet Status Reports (MENU WMPHYS) for this warehouse. If you have not, this option will be canceled. *Valid Values:* • A valid warehouse with an active physical inventory. • A warehouse for which original Count Sheets have been printed through MENU WMPHYS - Option 1, but not canceled through MENU WMPHYS - Option 7. (A 2) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU WMPHYS will display.
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Update Physical Inventory (WM). Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Update Inventory Counts Selection Screen Field and Function Keys

Field/Function Key	Description
Enter	Once your selection is made, the job is submitted through the Report Options Screen (refer to the Cross Applications User Guide for details about this screen) to the Transaction Processor to update item and inventory files.Note that the Submit to Batch value on the Report Options Screen will display as N and cannot be changed since the job is submitted to the Transaction Processor. If the interface is on between General Ledger and Inventory, you will be presented with the G/L Posting Date Selection Screen (p. 48-9) after pressing ENTER from the Report Options Screen. Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display one you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. After submission to the Transaction Processor, the appropriate report will print depending on whether you are posting a partial or complete physical inventory [as determined by your response in the **Location** field in Print Count Sheets (entry keyed through Enter/Change Inventory Counts (MENU WMPHYS)].

G/L Posting Date Selection Screen



NOTE: This screen displays only if the interface is on between General Ledger and Inventory.

This screen displays after pressing ENTER from the Report Options Screen. The Report Options screen, explained in the Cross Applications User Guide, displays after pressing ENTER from the Update Inventory Counts Selection Screen (p. 48-5).

Use this screen to select a G/L posting date for the activities being performed.

G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
W/M UPDATE INVENTORY COUNTS	This header information indicates the function being performed and will therefore vary. Display

G/L Posting Date Selection Screen Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to modify the default system date to accurately reflect the true G/L posting date of a transaction. For example, if you are posting an inventory transaction for August 30,1992 on September 1, 1992, you can change the default G/L posting date from the current system date of September 1, 1992 to the correct date of August 30,1992. *Default Value:* The current AS/400 system date. *Valid Values:* A valid G/L date, as created via General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F3=Cancel	Press F3=CANCEL to cancel this option.
Enter	Press ENTER to confirm your selection and submit your job to the Transaction Processor. For additional information about the Transaction Processor, refer to the Cross Applications User Guide.

Inventory Transaction Update Register

```
IA602  6/25/91  9.45.54  INVENTORY TRANSACTION UPDATE REGISTER                    BB/JEFFP    PAGE   1
 Item Number/   Tran        UM1         UM2         UM3       Average   Standard         Last        User
 Description     Date  WH  On Hand     On Hand     On Hand      Cost       Cost          Cost        Cost
 ---------------------------------------------------------------------------------------------------------
 WM-LOT              W2  EA                                .00000     .00000     .00000    .00000  Before
 Lot Control Item          14.000
            6/25/91      9.000-                                                          PhyAdj
                    -----                          -----      -----     -----     -----
                    5.000                          .00000     .00000     .00000    .00000   After
 WM-REG              W2    CAS         EA                  .00000     .00000     .00000    .00000  Before
 Regular Item            112.000        .000
            6/25/91     89.000-                                                          PhyAdj
            6/25/91                2.000-                                                PhyAdj
                    ----        ----              ----      ----     ----     ----
                    23.000      2.000-              .00000      .00000    .00000    .00000 After
 WM-SER              W2    EA                                .00000      .00000    .00000    .00000 Before
 Serial Number Item          4.000
            6/25/91      3.000-                                                          PhyAdj
                    -----                          -----      -----     -----     -----
                    1.000                          .00000      .00000     .00000    .00000 After
```

```
IA602   6/25/91   9.45.54              INVENTORY TRANSACTION UPDATE REGISTER RECAP                BB/JEFFP     PAGE    2
                                 Number
                                   Of      Transaction Type
-------------------------------------------------------
                                   0     Quantity Adjustment
                                   0     Cost Adjustment
                                   0     User Cost Maint.
                                   0     Average Cost Maint.
                                   0     Quantity Issue
                                   0     Last Cost Maint.
                                   0     Qty Move/Cnvrt Down
                                   0     Qty On Order (P.O.)
                                   4     Phys Inv Adjustment
                                   0     Inventory Receipt
                                   0     Standard Cost Maint.
                                   0     Warehouse Transfer
                                   0     Quantity Move Up
                                    0     Inventory Recount
                                   0     Sales Issue
                                 -----   --------
                                   4*    Transaction(s) were successfully Processed.
```

This report prints when updating a complete physical inventory count. The quantities and costs before and after the physical inventory, as well as the physical inventory adjustments are printed for each item. This report is also printed when inventory transactions are posted through Process Transactions (MENU IAMAIN) to update item and inventory files.

Refer to the Inventory Accounting User Guide for detailed information.

Location Audit Report

```
WM330   6/25/91   9.32.26          LOCATION AUDIT REPORT                BB/JEFFP   PAGE   1
                          W2-Warehouse Number 2

 Warehouse From: W2       Location From:
        To: W2            To: 99.999.999

 Item/Description                          Rw.Bin.Shf        Quantity   U/M  Loc Desc
 ------------------------------------------------------------------------------WM-LOT  Lot Control Item
                  LOT: A100          99.999.999          10.000- EA  Unknown Location
 WM-LOT  Lot Control Item
                  LOT: A200          99.999.999           8.000- EA  Unknown Location
 WM-LOT  Lot Control Item
                  LOT: 1200          99.999.999           2.000  EA  Unknown Location
 WM-LOT  Lot Control Item
                  LOT: 1201          99.999.999           2.000  EA  Unknown Location
 WM-LOT  Lot Control Item
                  LOT: 1203          99.999.999          10.000  EA  Unknown Location
 WM-REG  Regular Item
                                 99.999.999          99.000  CAS  Unknown Location
                                 99.999.999           9.000  EA  Unknown Location
```

This report prints when updating a partial physical inventory. It contains items that have been assigned to the unknown location (the location number is all “9’s”), and items with negative quantities. Additionally, items that are in the shipping dock location (all 5’s) that have been made available (by an order being deleted after it has been ship confirmed) will be printed.

This report prints automatically during Day-End Processing (MENU XAMAST), and may be printed on demand through Warehouse Location Audit (MENU WMREPT). Refer to MENU WMREPT for a detailed explanation.

CHAPTER 49

Cancel Count Sheets

49

This option cancels the physical inventory count for a warehouse. When a physical inventory is canceled, outstanding Count sheets generated through Print Count Sheets (MENU WMPHYS) are disregarded, and inventory counts that have been entered through Enter/Change Inventory Counts (MENU WMPHYS) are deleted. W/M information reverts back to the status prior to when the physical inventory was initiated.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

After a physical inventory becomes active (i.e., you have printed Count sheets), there are only two ways to remove the active status of the inventory count:

1. Update inventory counts through Update Inventory Counts (MENU WMPHYS) to complete your physical inventory (the physical inventory is no longer active); or,
2. Cancel the inventory count through this option.

When To Run This Option

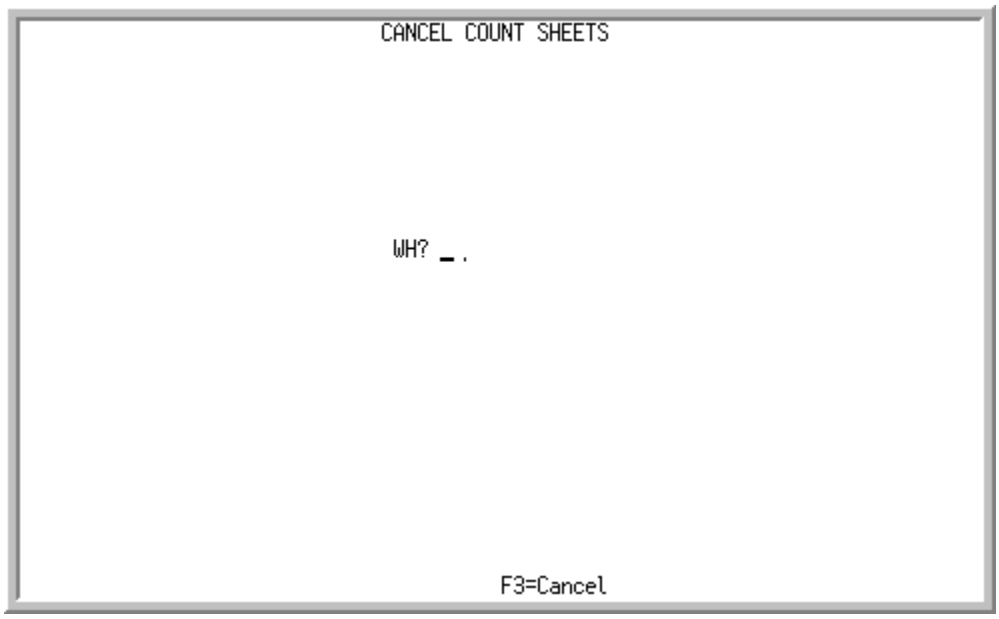
You may only select this option if a physical inventory is active. This means that you previously printed Count sheets (MENU WMPHYS), and did not update inventory through Update Inventory Counts (MENU WMPHYS) for the same warehouse.

Cancel Count Sheets

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Cancel Count Sheet Selection Screen	Used to select the warehouse for which a physical inventory will be canceled.
Cancel Count Sheets Confirmation Screen	Used to confirm that you want to cancel the physical inventory that has been initiated for this warehouse.

Cancel Count Sheet Selection Screen

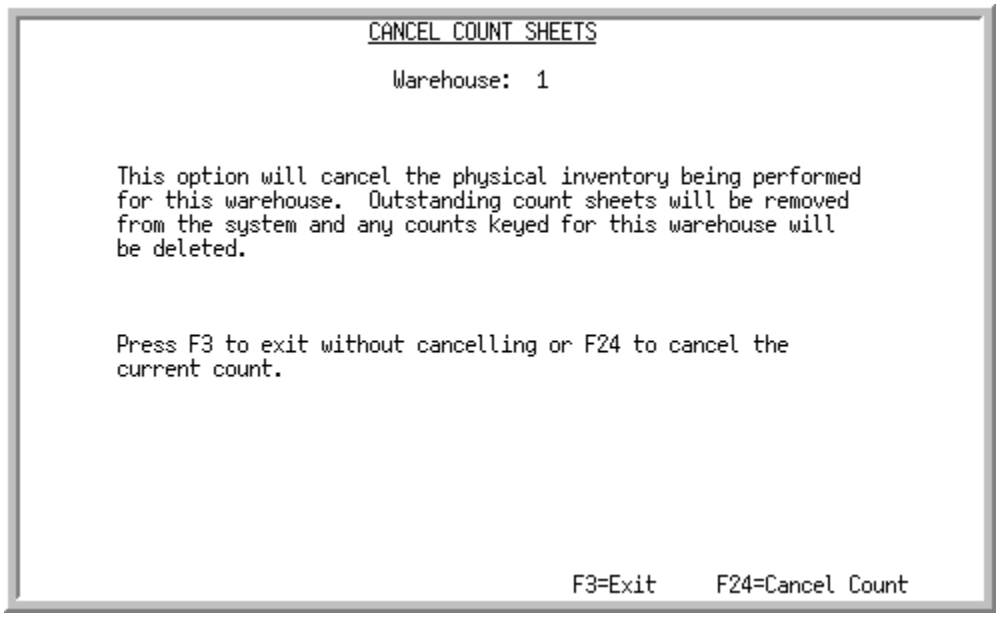


This screen displays after selecting option 7 from MENU WMPHYS. Use this screen to select the warehouse for which a physical inventory will be canceled.

Cancel Count Sheet Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse that has an active physical inventory that will be canceled. A physical inventory is active if original Count sheets have been printed through Print Count Sheets (MENU WMPHYS), and inventory counts have not been updated through Update Inventory Counts (MENU WMPHYS). (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Cancel Count Sheets Confirmation Screen (p. 49-4) will display.

Cancel Count Sheets Confirmation Screen



This screen displays after pressing ENTER on the Cancel Count Sheets Confirmation Screen (p. 49-4). Use this screen to confirm that you want to cancel the physical inventory that has been initiated for this warehouse. You may exit from this option without canceling the physical inventory by pressing F3.

Cancel Count Sheets Confirmation Screen Function Keys

Function Key	Description
F3 = Exit	Press to exit from this option without canceling the current physical inventory. MENU WMPHYS will display.
F24 = Cancel Count	Press to confirm cancellation of the physical inventory count. MENU WMPHYS will display when the cancellation procedure is complete.

CHAPTER 50

Refreeze Physical Inventory Counts

50

This option refreezes physical inventory counts. Counts are originally frozen when Count Sheets are printed through Print Count Sheets (MENU WMPHYS). If any valid inventory transactions occur after Counts Sheets were printed and the before you actually start counting, this option will refreeze the inventory counts to ensure that all such inventory transactions are accounted for. This alleviates the problem of valid transactions causing variances between frozen counts and actual counts.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

NOTE: This refreeze option runs for all items/locations that you printed Count Sheets for, not just the items that had inventory transactions against them.

WARNING!WARNING:

WARNING!This option should not be run once inventory counting begins. Failure to ensure counting did not begin prior to refreezing may lead to invalid discrepancies or variances in the results of the physical inventory.

Refer to the following example:

Assumption:

- Count Sheets for warehouse 1 are printed on 1/10/94 at 7:00 AM. The inventory is automatically frozen, indicating a quantity of 50 for item A100.
- A shipment consisting of a quantity of 10 A100 items is properly received and put-away on 1/10/94 at 10:00 AM.
- Actual counting of inventory begins at 1/10/94 at 1:00 PM with no other physical inventory transactions allowed.

Result without using this refreeze option:

- Variance of 10, since the frozen quantity was 50 when the Count Sheets were printed but the physical count found a quantity of 60.

Result using this refreeze option immediately prior to the commencement of the physical count:

- No variance, since the original frozen quantity of 50 was recalculated to include the new 10 items, resulting in a frozen quantity of 60. This quantity matches that found as a result of performing the physical count.

When To Run This Option

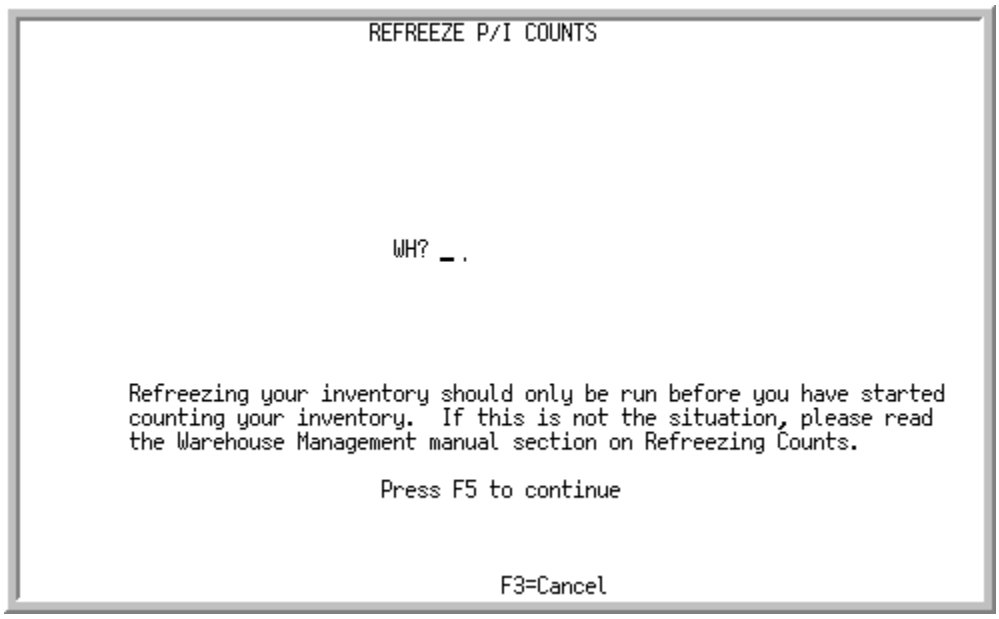
This option should be selected after Count Sheets have been printed and before the physical counting of any inventory begins, if any inventory transactions have occurred since the printing of those sheets.

Refreeze Physical Inventory Counts

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Refreeze Warehouse Selection Screen	Used to select the warehouse for which physical inventory counts will be recalculated resulting in a “refreeze” of the quantities.

Refreeze Warehouse Selection Screen



This screen displays after selecting option 8 from MENU WMPHYS. Use this screen to select the warehouse for which physical inventory counts will be recalculated resulting in a “refreeze” of the quantities.

Refreeze Warehouse Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the two character Warehouse ID of the warehouse for which physical inventory counts will be recalculated, resulting in re-frozen count values. (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection and return to MENU WMPHYS. The following message displays to indicate that the counts have been refrozen: “Refreeze Physical Inventory Counts submitted to job queue for warehouse X.” (X indicates the Warehouse ID identified on this screen.)

CHAPTER 51

Physical Inventory Valuation Report 51

NOTE: This option should be executed prior to running Update Inventory Counts (MENU WMPHYS).

Use this option to print the Physical Inventory Valuation Report for a warehouse with an active physical inventory [i.e., Count Sheets have been printed through Print Count Sheets (MENU WMPHYS)]. This report shows the variation in inventory valuation between location counts according to Distribution A+ before the physical inventory count is performed, and the location counts as entered through the physical inventory count.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

Physical Inventory Valuation Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Phy/Inv Valuation Report Selection Screen	Use this screen to select the warehouse for which the Physical Inventory Valuation Report (p. 51-7) will print.
Physical Inventory Valuation Report Screen	Use this screen to select the items and additional report options for the Physical Inventory Valuation Report (p. 51-7).
Item List Screen	Use this screen (instead of entering item ranges) to enter up to 15 items to be included on the report.
Physical Inventory Valuation Report	

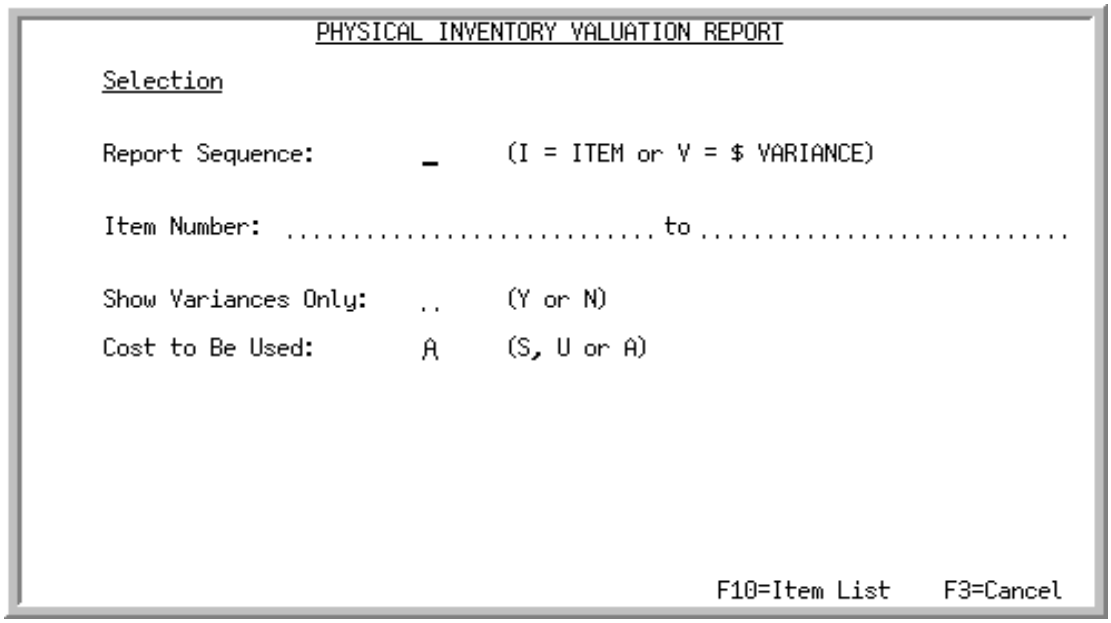
Phy/Inv Valuation Report Selection Screen

This screen displays after selecting option 9 from MENU WMPHYS. Use this screen to select the warehouse for which the Physical Inventory Valuation Report (p. 51-7) will print.

PHY/INV Valuation Report Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of a warehouse that has an active physical inventory. The Physical Inventory Valuation Report (p. 51-7) will print for this warehouse only. (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Physical Inventory Valuation Report Screen (p. 51-3) will display.

Physical Inventory Valuation Report Screen



This screen displays after pressing ENTER on the Phy/Inv Valuation Report Selection Screen (p. 51-2). Use this screen to select the items and additional report options for the Physical Inventory Valuation Report (p. 51-7).

Physical Inventory Valuation Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	The sequence in which the report will print. You may print the report by item number, or by the dollar variance of items. Key I to print the report in sequence by item number. All of the items selected (see Item Number) will print in numeric/alphabetic sequence. Key V to print the report in descending dollar variance sequence. The variance is the difference between the value of the items before the physical inventory count was performed, and the value of the items after the physical inventory count is performed. The greatest dollar variance will print at the top of the report, followed in descending order by the remaining dollar variance of items' values. *Valid Values:* I or V (A 1) Required

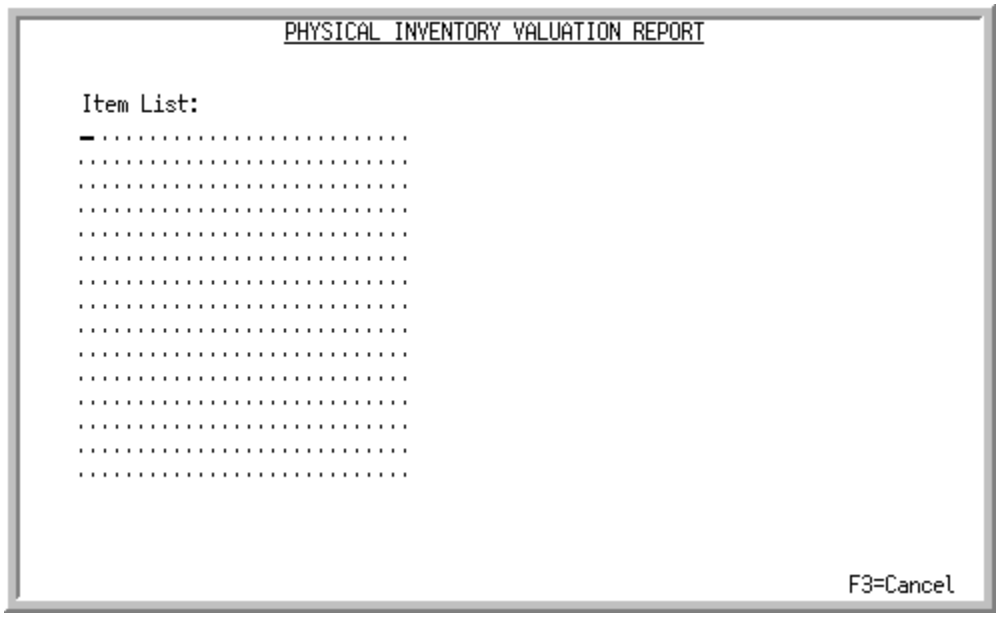
Physical Inventory Valuation Report Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Key the range of items to print on the report. Refer to the Cross Applications User Guide for the rules of keying FROM/TO ranges. If you would rather print the report for only some items, and cannot use a range in this field, press F10 to display the Item List Screen (p. 51-6). There, you will be able to key up to fifteen individual item numbers to print on the report. (2 @ A 27) Optional
Show Variances Only	Use this field to determine if only the variance of item values will print, or if the value before, after, and the variance should print on the report. Key Y to print only the variance of item values. Key N to print the value before, after, and the variance. *Valid Values:* Y or N (A 1) Required
Cost to Be Used	This field is used to determine on what cost the value of each item is determined. This may be the item's standard, user, or average cost, as specified and maintained through Item Balance Maintenance (MENU IAFILE). Key S to print the value of items on this report based on the standard cost of each item. Key A to print the value of items on this report based on the average cost of each item. Key U to print the value of items on this report based on the user cost of each item. NOTE: Authorization will occur to see if the user is authorized to the cost selected in this field. >Authority to see Standard Cost is determined by the **Display Standard Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). >Authority to see Average Cost is determined by the **Display Average Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). >Authority to see User Cost is determined by the **Display User Cost** application action defined through Application Action Authority Maintenance (MENU XASCTY). *Default Value:* The **Cost to Be Used for GL** that has been defined for this warehouse's company through Order Entry Options Maintenance (MENU XAFILE) *Valid Values:* S, U, or A (A 1) Required

Physical Inventory Valuation Report Screen Fields and Function Keys

Field/Function Key	Description
F10 = Item List	Press to enter up to fifteen separate items that will print on the Physical Inventory Valuation Report (p. 51-7), instead of keying item ranges on this screen. The Item List Screen (p. 51-6) will display.
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After selecting report options, the Physical Inventory Valuation Report (p. 51-7) will print.

Item List Screen



This screen displays after pressing F10 on the Physical Inventory Valuation Report Screen (p. 51-3). Use this screen (instead of entering item ranges) to enter up to 15 items to be included on the report.

Item List Screen Field and Function Keys

Field/Function Key	Description
Item List	Use this field to designate an item list containing up to 15 items to be included on the report. Use this method instead of entering item ranges on the previous screen. Key the desired item number(s). After pressing ENTER, you will view: • the items description, or • <====Invalid Item Number [if the item is not defined in Item Master Maintenance (MENU IAFILE)]; you cannot print the report if any invalid item numbers exist. Only the item numbers entered in this list will print on the report. (15 @ A 27) Optional
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections and return to the Physical Inventory Valuation Report Screen (p. 51-3).

Physical Inventory Valuation Report

```
WM790  12/10/91  13.58.22        PHYSICAL INVENTORY VALUATION REPORT   By Item Number    AH/JEFFP   PAGE   1
 Variances Only: Y   Cost Used: S        5 -Warehouse 5                All Items


                    | ------ Before -----|    |---- After     ----|   |---  Variance       ---|
 Item/Description          On-Hand U/M     Value     On-Hand U/M       Value    On-Hand  U/M     Value
 ---------------          -------  ---    ----       -------  ---    ----      -------  ---    ----                                    I1500 Screwdriver        896.000 CAS    87,736.32    .000   CAS
.00         896.000-CAS    87,736.32-
                    9.000   DOZ        73.44    .000   DOZ    .00          9.000-DOZ        73.44-
                    5008.000EA      3,405.44    .000   EA     .00        5008.000-EA     3,405.44-
```

This report prints the quantities and values of items in your warehouse before a physical inventory count was performed, and the quantities and associated values of the items in your warehouse after a physical inventory count is performed. You may print the report for all, a range, or up to fifteen separate items, as specified on the Physical Inventory Valuation Report Screen (p. 51-3). Refer to the Cross Applications User Guide for details about rules for entering ranges.

Physical Inventory Valuation Report

Report/Listing Field	Description
Item/Description	The number and description of the items that were selected to print on this report. If you keyed I in the *Report Sequence* field on the Physical Inventory Valuation Report Screen (p. 51-3), items are printed in item number sequence. If you keyed V in the *Report Sequence* field, items are printed in descending dollar variance sequence.
Before On-Hand U/M Value	The inventory count and associated dollar value of each item in the warehouse before the current physical inventory count was started. Counts and values for each of the stocking units of measure for each item are printed. The value used for the on-hand quantity of all items is either the standard, average, or user cost, based on your selection in the **Cost to Be Used** field on the Physical Inventory Valuation Report Screen (p. 51-3). The default value will be the Cost to Be Used for GL that has been defined for this warehouse's company through Order Entry Options Maintenance (MENU XAFILE).
After On-Hand U/M Value	Like the Before column, this column prints the same information for the inventory counts made after performing the physical inventory count.

Physical Inventory Valuation Report

Report/Listing Field	Description
Variance On-Hand U/M Value	This column prints the differences between the inventory status before the current inventory count was performed, and the inventory status results from the current physical inventory count. The Before quantities are subtracted from the After quantities and the results are printed in this column. Variances are printed for each unit of measure for each item.

CHAPTER 52

Count Verification Sheets

52

This option allows you to print Count Verification Sheets for a specific warehouse. Use these sheets to review the counts that were entered through Enter Inventory Counts Sheets (MENU WMPHYS).

Count Verification Sheets can be printed for all locations or only those locations with a variance in count; you will only be able to print verification sheets once all items in a location are *completely* counted. Variances may be selected by a minimum quantity percentage, dollar amount percentage, or dollar amount. These report parameters, however, will only be considered when printing NEW sheets; new sheets are generated after verification sheets have been printed for all locations. By selecting report parameters, you will be able to cause recounts of those locations having significant variances either in dollar amount or quantity. Any locations containing items with variances above the selection criteria entered will print. Items may also be entered to limit the sheets to only those locations containing the selected items.

If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

NOTE: Any locations that print on the Count Verification Sheets will become "Unverified" and must be "Verified" through Enter/Change Inventory Counts (MENU WMPHYS). Once the locations are verified, the Count Sheet Status Reports (MENU WMPHYS) must be run before Update Inventory Counts (MENU WMPHYS) can be run.

When To Run This Option

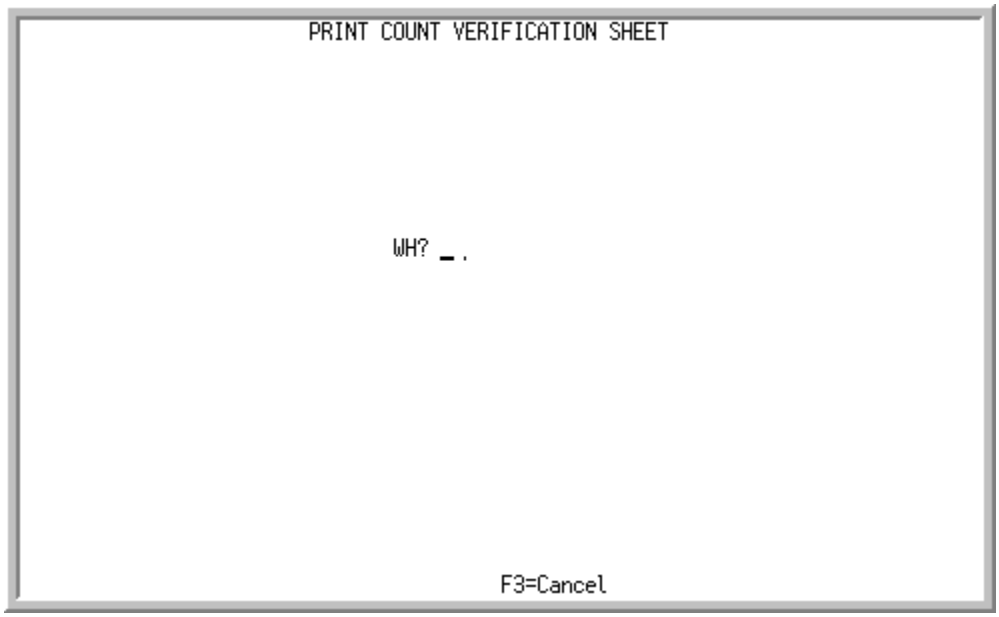
This option may be selected only if a physical inventory is active. This means that you have previously printed Count Sheets through Print Count Sheets (MENU WMPHYS), have entered counts for an entire sheet, and have not updated inventory through Update Inventory Counts (MENU WMPHYS), or canceled the physical inventory through Cancel Count Sheets (MENU WMPHYS).

Count Verification Sheets

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Print Count Verification Sheet Selection Screen	Used to select the warehouse for which Count Verification Sheets will print.
Print Count Verification Sheets Screen	Used to select the warehouse locations and other criteria for which Count Verification Sheet (p. 52-8) will print.
Count Verification Sheet	Prints the quantities entered through Enter Inventory Counts Sheets (MENU WMPHYS).

Print Count Verification Sheet Selection Screen

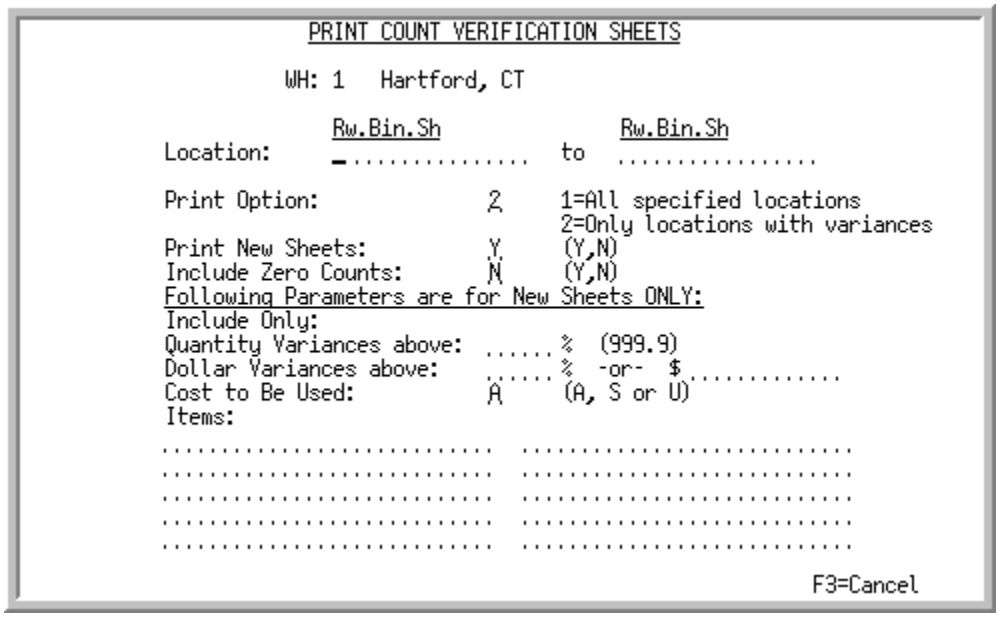


This screen displays after selecting option 10 from MENU WMPHYS. Use this screen to select the warehouse for which Count Verification Sheets will print.

Print Count Verification Sheet Selection Screen Field and Function Keys

Field/Function Key	Description
Warehouse	A warehouse with an active physical inventory Key the two character ID of the warehouse for which Count Verification Sheets will print. The warehouse keyed must have an active physical inventory; that is, Count Sheets have been printed through Print Count Sheets (MENU WMPHYS), and inventory counts have not been updated through Update Inventory Counts (MENU WMPHYS), or canceled through Cancel Count Sheets (MENU WMPHYS). *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) (A 2) Required
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Print Count Verification Sheets Screen (p. 52-4) will display.

Print Count Verification Sheets Screen



This screen displays after pressing ENTER on the Print Count Verification Sheet Selection Screen (p. 52-3). Use this screen to select the warehouse locations and other criteria for which Count Verification Sheet (p. 52-8) will print. Use these sheets to verify the quantities entered in a physical inventory count.

Print Count Verification Sheets Screen Fields and Function Keys

Field/Function Key	Description
Location	Use this field to select the range of warehouse locations for which Count Verification Sheets will print. Key the warehouse location in the format defined (number, type, and length of segments) using the data entry separator. Refer to the Appendix section of this User Guide for additional information about keying warehouse locations. Refer to the Cross Applications User Guide for the rules of keying from/to ranges. (2 @ A 16) Optional

Print Count Verification Sheets Screen Fields and Function Keys

Field/Function Key	Description
Print Option	This field indicates the type of information that will print on the Count Verification Sheets. Key 1 if you want all locations within the Location from/to range to print, regardless if there is a variance in count. Key 2 if you want only those locations (within the Location from/to range) with a variance in count to print. A "variance" occurs when the current count does not match the frozen count or any other count previously entered. *Default Value:* 2 (N 1,0) Required
Print New Sheets	Use this field to indicate if you want to print NEW sheets only, or only those sheets that have been previously printed. Key Y to print only those Count Verification Sheets that have not yet been printed, and/or print sheets for those locations that have been previously printed, recounted, and changed through Enter/Change Inventory Counts (MENU WMPHYS). Key N to reprint all Count Verification Sheets that have already been printed but not yet changed through Enter/Change Inventory Counts (MENU WMPHYS). **Important** If all locations are selected and this field is N, a message will display warning you that all locations meeting the selection criteria entered will be "Unverified" and will need to be "Verified" through Enter/Change Inventory Counts (MENU WMPHYS) before inventory can be posted. *Default Value:* Y (A 1) Required
Include Zero Counts	Use this field to indicate if you want to include all item counts (including those items with zero counts) on the sheets. Key Y to have those items (regular, lot, or serials) with a count of zero (either by being deleted from the count sheet or not yet counted) included on the Count Verification Sheets. Key N to exclude having items with a count of zero on the Count Verification Sheets. Only those items with a count will be included. *Default Value:* N (A 1) Required

Print Count Verification Sheets Screen Fields and Function Keys

Field/Function Key	Description
(Include Only) Quantity Variances above %	NOTE: This field is considered for NEW sheets only. Use this field to limit the locations to print on the sheets to only those locations with items that have quantity variances above the percentage you enter in this field. Key the desired percentage. Count Verification Sheets will print showing only those locations containing items with quantity variances above this percentage; any location containing a variance above this amount will print. (N 3,1) Optional
(Include Only) Dollar Variances above % OR $	NOTE: This field is considered for NEW sheets only. Use this field to limit the locations to print on the sheets to only those locations with items that have dollar variances above the percentage OR dollar amount you enter in this field. Key the desired percentage OR dollar amount. Count Verification Sheets will print showing only those locations containing items with dollar variances above this percentage or dollar amount; any location containing a variance above this percentage or dollar amount will print. (N 3,1/N 9,2) Optional
Cost to be Used	NOTE: This field is considered for NEW sheets only. This field determines the cost to be used when calculating dollar variances. This may be the item's average, standard, or user cost as defined through Item Balance Maintenance (MENU IAFILE) Key A if you want the average cost used when calculating dollar variances. Key U if you want the user cost used when calculating dollar variances. Key S if you want the standard cost used when calculating dollar variances. *Default Value:* The **Cost to Be Used for GL** that has been defined for this warehouse's company through Order Entry Options Maintenance (MENU XAFILE) (A 1) Required

Print Count Verification Sheets Screen Fields and Function Keys

Field/Function Key	Description
Items	Use this field to limit the locations to print on the sheets to only those locations containing the item numbers keyed in this field and that match the other selection criteria entered. Up to ten item numbers may be selected. Key the desired item numbers. This is useful to provide a document that shows all the locations where the selected items exist that need to be recounted. **Example:** : Assume counts have been entered, and the Item Variance Report (MENU WMPHYS) has been printed. There may be some items with significant variances where there will be a need to recount all locations where the items exist. *Valid Values:* Any valid items defined through Item Master Maintenance (MENU IAFILE) (10 @ A 27) Optional
F3 = Cancel	Press to cancel this option. MENU WMPHYS will display.
Enter	Press to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen).

Count Verification Sheet

```
COUNT VERIFICATION SHEET  *VARIANCES ONLY* WH: 1    Sheet:     1 Page:   1
#################### KM.001.12  COO test ###################################
ITEM: A110
     Sharp Copier                  Model Z-57
      Serials:   ADHF5DSF  A3S4DF  A5S4DF64  A578SE4  A6SSSE4
ITEM: A120
     Sharp Super Sensitive Fax Paper   6/Box
  Lot/Qtys:                        1.250 CAS       5.000 BOX    4/CAS
ITEM: A500                            10.000 CAS      10.000 EA
     File Folders - Manilla          Box of 100 - letter
ITEM: A810                            10.000 BOX
     3M Super 77 Spray Adhesive       All purpose fast drying 12/box
ITEM: KMOE091A
Ctry of Origin Item     36 x 13 x 5.5
     COO/Qtys: AUS                     1.000 EA
     COO/Qtys: FRA                     1.000 EA
     COO/Qtys: GER                     8.000 EA
     COO/Qtys: USA                     2.000 EA
ITEM: KMOE091D
Ctry of Origin Item      36 x 13 x 5.5
     COO/Qtys: IRL                    6.000 EA
     COO/Qtys: ITA                   15.000 EA
ITEM: KMOE091LOT
     Ctry of Origin Lot Item KMM      36 x 13 x 5.5
Lot/COO/Qt: KRISTEN2           FRA       1.000 EA
ITEM: KMOE091SER
     Ctry of Origin Serial Item KMM   36 x 13 x 5.5
   Serials/COO:   USA13/USA  USA14/USA  USA15/USA
ITEM: R200
Sharp Copier Toner      SF-7200
     COO/Qtys: CAN                     2.000 EA
       Verified by: _____                    Last
```

Count Verification Sheets print after confirming your selections on the Report Options Screen. The quantities entered through Enter Inventory Counts Sheets (MENU WMPHYS) are printed. If expiration dates were entered for items through that option, the expiration dates will print on this sheet. Also, for items that track country of origin, the origin will print, and variances will be checked for each specific country of origin. For lot items that track country of origin, the text that prints is *Lot/COO/Qt*. For lot items that do not track country of origin, the text that prints is *Lot/Qtys*.

With Count Verification Sheets, you may verify those locations whose quantities differ from any other quantity previously recorded, or from the quantities in the Frozen File (WMFRZ).

Any locations that print on the Count Verification Sheets will become “Unverified” and must be “Verified” through Enter/Change Inventory Counts (MENU WMPHYS). Once the locations are verified, the Count Sheet Status Reports (MENU WMPHYS) must be run before Update Inventory Counts (MENU WMPHYS) can be run.

NOTE: The layout of this report is identical to the Count Sheets generated through Print Count Sheets (MENU WMPHYS).
After Count Verification Sheets have been printed, you must “Verify” the counts for the locations that have printed. You may also view the verification levels of counts. This provides you with a document for the warehouse personnel to recount a location. To perform verification and view verification levels, use Enter Inventory Counts Sheets.

CHAPTER 53

Cycle Count Scheduler

53

Use this option to specify how many times in a year, items with the same cycle count code should be counted. The number of cycle counts per year for a designated warehouse can also be specified through this option. Using both these specifications, the number of items that should be counted during each warehouse cycle count is calculated to ensure that at the end of the year all inventory has been counted the desired number of times.

Through this option you:

- Select the warehouse for which the cycle count schedules will be maintained.
- Update the cycle count item statistics.
- Review if the rebuild of the cycle count item statistics and reset of yearly counts has been submitted to batch.
- Override the number of counts per year and bypass cycle count for a given count code, if needed.
- Change the number of times a year cycle counting is performed in a warehouse.

If you utilize the Cycle Count Scheduler, when Count Sheets are selected for print [from Print Count Sheets (MENU WMPHYS)], the number of items per count will default into the **No. of Scheduled Counts** field. This way, the system can generate Count Sheets for the number of items that need to be counted.

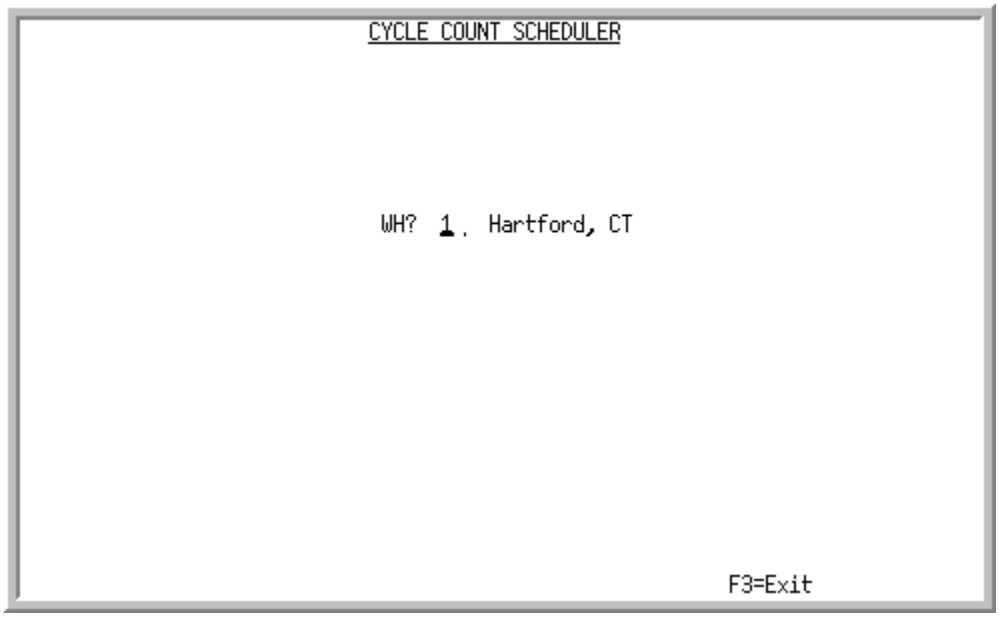
If Customer Consignment is installed, physical inventories are not performed in consignment warehouses.

Cycle Count Scheduler

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Cycle Count Scheduler Selection Screen	Used to select the warehouse for which the cycle count schedules will be maintained.
Cycle Count Scheduler Screen	Used to update the cycle count item statistics.
Cycle Count Scheduler Display Screen	Used to inform you that the rebuild of the cycle count item statistics and reset of yearly counts has been submitted to batch.
Count Code List Screen	Used to view the cycle count codes for the items that are in the selected warehouse.
Change # of Counts/Year Screen	Used to change the number of times a year cycle counting is performed in the selected warehouse.
Count Code Maintenance Screen	Used to maintain the selected cycle count code in the indicated warehouse.

Cycle Count Scheduler Selection Screen

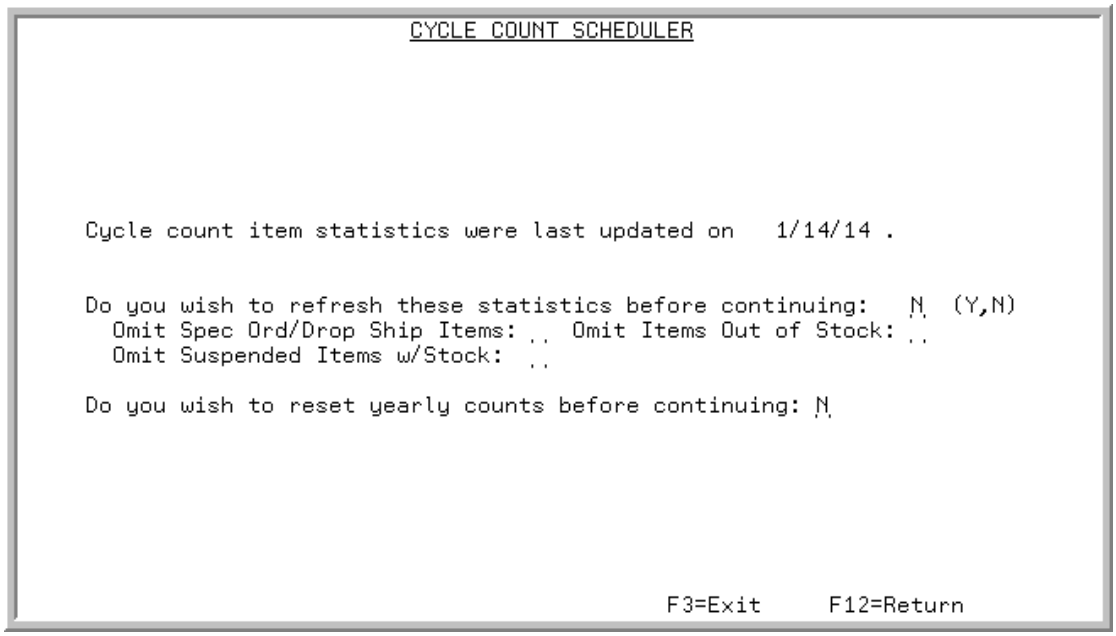


This screen is displayed after selecting option 11 - Cycle Count Scheduler from MENU WMPHYS. Use this screen to select the warehouse for which the cycle count schedules will be maintained.

Cycle Count Scheduler Selection Screen Field and Function Keys

Field/Function Key	Description
WH	Key the two character Warehouse ID for which you will maintain the Cycle Count Schedule. (A 2) Required
F3 = Exit	Press to exit this option. MENU WMPHYS will display.
Enter	Press to confirm your selection. The Cycle Count Scheduler Screen (p. 53-4) will display.

Cycle Count Scheduler Screen



This screen displays after pressing ENTER from the Cycle Count Scheduler Selection Screen (p. 53-3). This screen displays the last date in which cycle count item statistics were updated.

Use this screen to update the cycle count item statistics, and select which items to omit. You also have the option to reset yearly counts before continuing.

NOTE: If the last date in which cycle count item statistics were updated is zero, the refresh will be submitted and the job will end, and this screen will be bypassed.

Cycle Count Scheduler Screen Fields and Function Keys

Field/Function Key	Description
Cycle count item statistics were last updated on	This line shows the last date that the cycle count item statistics were updated. Display
Do you wish to refresh these statistics before continuing	This refresh function needs to be performed only if new items have been added, or if the cycle count codes have been changed for the items. Key Y if you wish to update the statistics. Key N if you do not wish to refresh the statistics. *Default Value:* N *Valid Values:* Y or N (A 1) Required

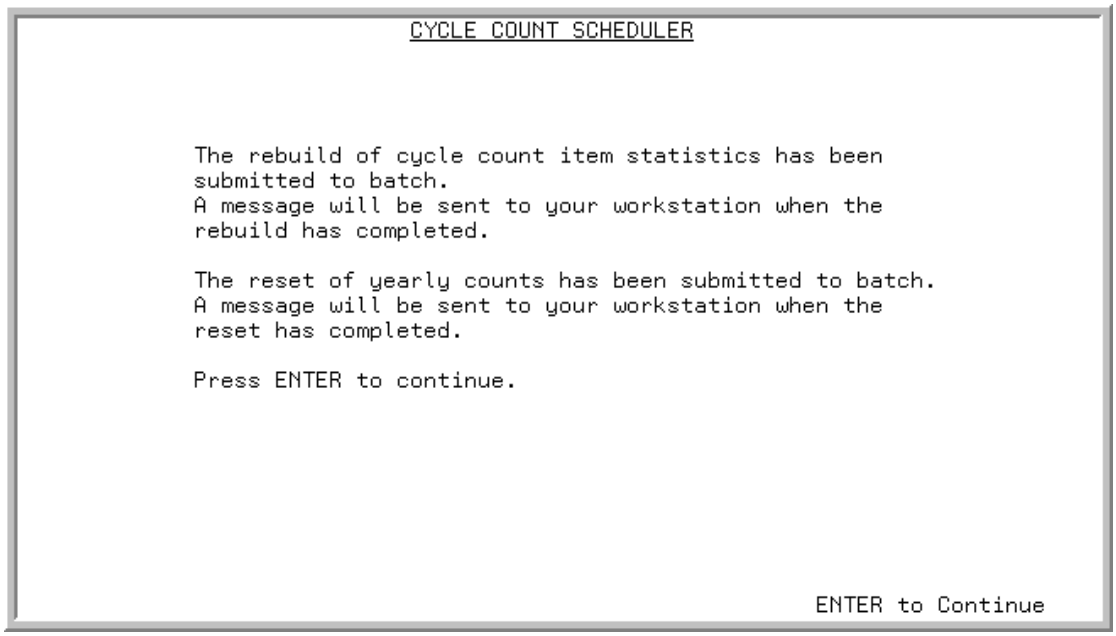
Cycle Count Scheduler Screen Fields and Function Keys

Field/Function Key	Description
Omit Spec Ord/Drop Ship Items	Use this field to define whether special order and drop ship items should be omitted from the Cycle Count Scheduler process. Key C to bypass/omit special order and drop ship items from the Cycle Count Scheduler process. Key B to bypass/omit special order and drop ship items from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). Key P to bypass/omit special order and drop ship items from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). Leave blank if you do not want special order and drop ship items bypassed/ omitted from the Cycle Count Scheduler process. NOTE: Changing this field will have no effect on the Count Code List Screen (p. 53-8), unless the **Do you wish to refresh these statistics before continuing** field on this screen is set to Y. *Default Value:* The value defined in Warehouse Management Options Maintenance (MENU WMFILE) *Valid Values:* C, B, P, or Blank (A 1) Optional
Omit Items Out of Stock	Use this field to define whether items out of stock should be omitted from the Cycle Count Scheduler process. Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. Key C to bypass/omit items out of stock from the Cycle Count Scheduler process. Key B to bypass/omit items out of stock from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). Key P to bypass/omit items out of stock from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). Leave blank if you do not want items out of stock bypassed/omitted from the Cycle Count Scheduler process. NOTE: Changing this field will have no effect on the Count Code List Screen (p. 53-8), unless the **Do you wish to refresh these statistics before continuing** field on this screen is set to Y. *Default Value:* The value defined in Warehouse Management Options Maintenance (MENU WMFILE) *Valid Values:* C, B, P, or Blank (A 1) Optional

Cycle Count Scheduler Screen Fields and Function Keys

Field/Function Key	Description
Omit Suspended Items with Stock	Use this field to define whether suspended items with stock should be omitted from the Cycle Count Scheduler process. Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. Key C to bypass/omit suspended items with stock from the Cycle Count Scheduler process. Key B to bypass/omit suspended items with stock from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). Key P to bypass/omit suspended items with stock from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). Leave blank if you do not want suspended items with stock bypassed/omitted from the Cycle Count Scheduler process. NOTE: Changing this field will have no effect on the Count Code List Screen (p. 53-8), unless the **Do you wish to refresh these statistics before continuing** field on this screen is set to Y. *Default Value:* The value defined in Warehouse Management Options Maintenance (MENU WMFILE) *Valid Values:* C, B, P, or Blank (A 1) Optional
Do you wish to reset yearly counts before continuing	This reset function needs to be performed only if you want to reset the number of times an item in the warehouse has been cycle counted. Key Y if you wish to reset the yearly counts before continuing. Key N if you do not wish to reset the yearly counts before continuing. *Default Value:* N *Valid Values:* Y or N (A 1) Required
F3 = Exit	Press to exit this option. MENU WMPHYS will display.
F12 = Return	Press to return to the previous screen.
Enter	Press to confirm your selections. The Count Code List Screen (p. 53-8) will display if you keyed N in the **Do you wish to refresh these statistics before continuing** field and **Do you wish to reset yearly counts before continuing** field. If either or both of those fields is Y, the Cycle Count Scheduler Display Screen (p. 53-7) will display instead.

Cycle Count Scheduler Display Screen



This screen is displayed if you keyed Y in either or both the **Do you wish to refresh these statistics before continuing** field and **Do you wish to reset yearly counts before continuing** field on the Cycle Count Scheduler Screen (p. 53-4).

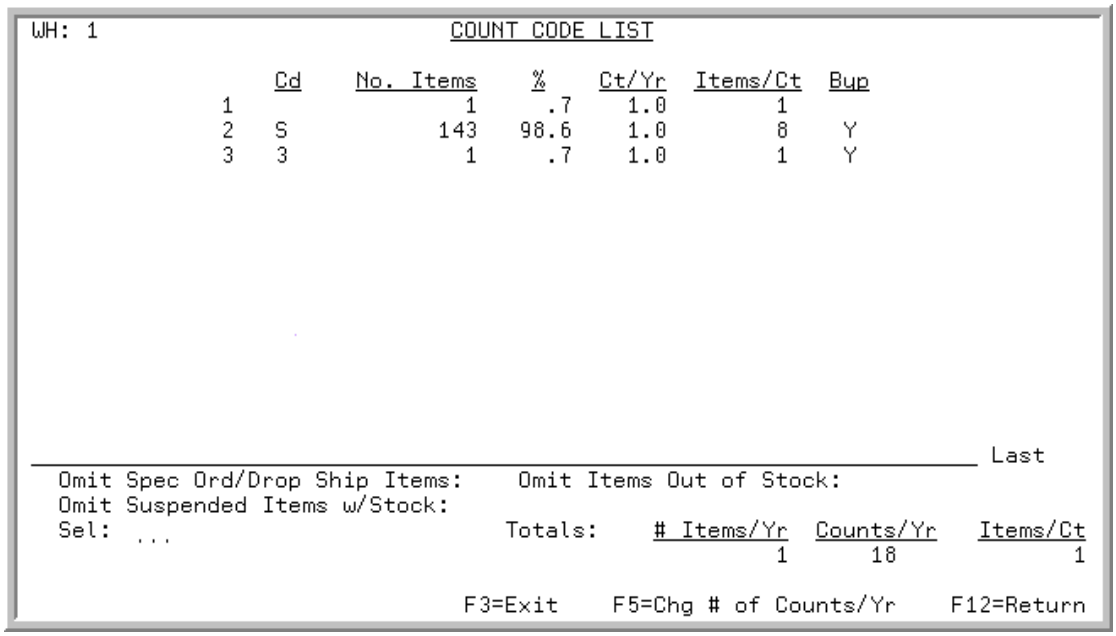
This screen will inform you that the rebuild of the cycle count item statistics and reset of yearly counts has been submitted to batch. You will receive a message to your workstation when the rebuild and reset have completed for the indicated warehouse.

NOTE: The display of each message shown on this screen is conditional based on if Y is keyed in the **Do you wish to refresh these statistics before continuing** field and **Do you wish to reset yearly counts before continuing** field on the Cycle Count Scheduler Screen (p. 53-4). If either field is N, the corresponding message will not appear on this screen. If both fields are N, this screen is bypassed altogether.

Cycle Count Scheduler Display Screen Function Key

Field/Function Key	Description
Enter to Continue	Press Enter to return to MENU WMPHYS.

Count Code List Screen



This screen displays after keying N in both the **Do you wish to refresh these statistics before continuing** field and **Do you wish to reset yearly counts before continuing** field on the Cycle Count Scheduler Screen (p. 53-4).

Use this screen to select a count code to override the number of counts per year or to maintain the **Bypass Cycle Count** on the Count Code Maintenance Screen (p. 53-16).

F5=CHG# OF COUNTS/YR allows you to change the number of cycle counts per year (# of Counts/Yr) for the selected warehouse (the number of times you count your entire warehouse in a year).

Count Code List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the cycle count code (**Cd**). Key this number in the **Sel** field to select the cycle count code you want to maintain. Display
Cd	This field displays the cycle count code that was created through Cycle Count Codes Maintenance (MENU IAFIL2) and manually assigned through Item Balance Maintenance (MENU IAFILE) or automatically assigned by running the Warehouse Planning Report (MENU WMREPT). This field is blank for all items that have not been assigned a cycle count code. Display

Count Code List Screen Fields and Function Keys

Field/Function Key	Description
No. Items	This field displays the number of items in a warehouse that have been assigned the corresponding cycle count code. The displayed values are system calculated values based on the number of times per year items in a cycle count group code should be counted. NOTE: Suspended items assigned to the cycle count group will not be included in the number of items to be counted for that group and warehouse. Display
%	This field displays the percentage of total items in the warehouse corresponding to a cycle count code. The displayed values are system calculated values based on the number of times per year items in a cycle count group code should be counted. Display
Ct/Yr	This field displays the number of times per year items in a cycle count code group should be counted. Display
Items/Ct	This field displays the number of items that need to be counted during each warehouse cycle count in order to count your entire warehouse in a year. **Calculation:** Items/Ct = No. Items * Ct/Yr / counts per year **Example:** If there are 20 items with cycle count code A in warehouse 1. Code A requires that these items be counted twice a year and warehouse 1 is counted five times a year. Then, in order to count all items with cycle count code A twice during the five times that the warehouse is counted in a year, you will need to count 8 items per count. Display
Byp	This field displays Y (yes) or is blank (no) indicating if the cycle count code is being bypassed or not in the Cycle Count Scheduler process. This value is from the WM Cycle Count Schedule File (WMCYC). Display

Count Code List Screen Fields and Function Keys

Field/Function Key	Description
Omit Spec Ord/Drop Ship Items	This field indicates whether special order and drop ship items are omitted from the Cycle Count Scheduler process. C indicates special order and drop ship items are bypassed/omitted from the Cycle Count Scheduler process. B indicates special order and drop ship items are bypassed/omitted from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). P indicates special order and drop ship items are bypassed/omitted from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). If blank, special order and drop ship items are included in the Cycle Count Scheduler process. The value displayed in this field is from the WM Cycle Count Schedule File (WMCYC) for the warehouse. Display
Omit Items Out of Stock	This field indicates whether items out of stock are omitted from the Cycle Count Scheduler process. Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. C indicates items out of stock are bypassed/omitted from the Cycle Count Scheduler process. B indicates items out of stock are bypassed/omitted from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). P indicates items out of stock are bypassed/omitted from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). If blank, items out of stock are included in the Cycle Count Scheduler process. The value displayed in this field is from the WM Cycle Count Schedule File (WMCYC) for the warehouse. Display

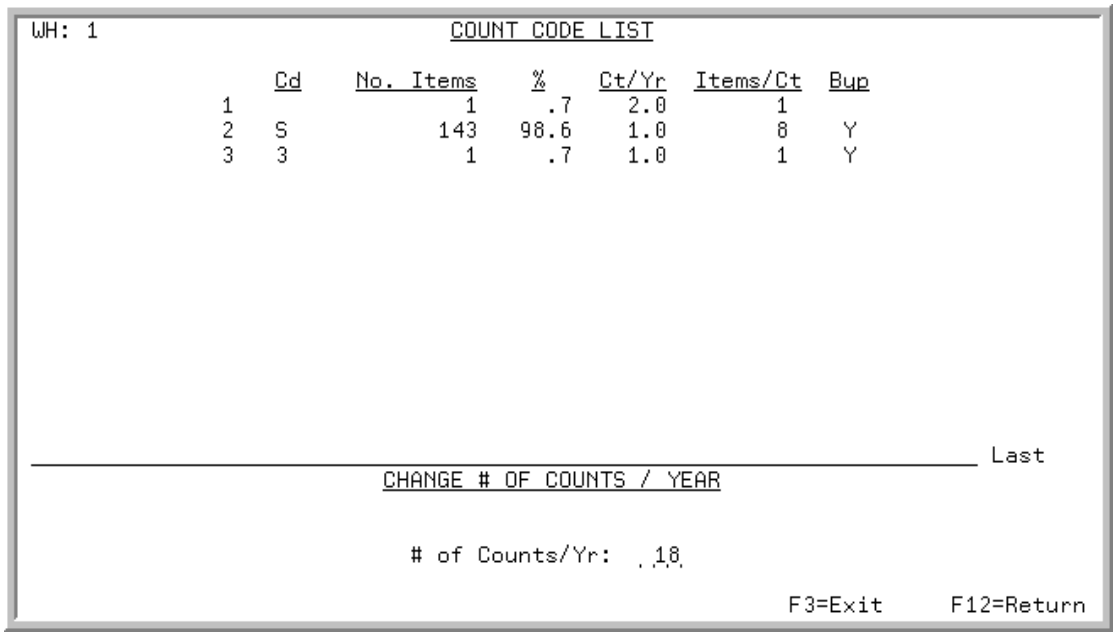
Count Code List Screen Fields and Function Keys

Field/Function Key	Description
Omit Suspended Items with Stock	This field indicates whether suspended items with stock are omitted from the Cycle Count Scheduler process. Refer to Countable Inventory (p. GL-3) of the Glossary for additional information. C indicates suspended items with stock are bypassed/omitted from the Cycle Count Scheduler process. B indicates suspended items with stock are bypassed/omitted from both the Cycle Count Scheduler process and the Warehouse Planning Report (p. 20-10). P indicates suspended items with stock are bypassed/omitted from the Warehouse Planning Report (p. 20-10). Note that in this menu option P has no affect but is listed here since the default can be set in Warehouse Management Options Maintenance (MENU WMFILE). If blank, suspended items with stock are included in the Cycle Count Scheduler process. The value displayed in this field is from the WM Cycle Count Schedule File (WMCYC) for the warehouse. Display
Sel	Use this field to key the reference number corresponding to the Cycle Count Code that you want to maintain and press ENTER. (A 1) Required
# Items/Yr	This field displays the calculated total number of items that should be counted during the year in the selected warehouse. This value reflects only those codes on the list that are not set to bypass (**Byp** = blank). **Calculation:** # Items/Yr = No. Items * Ct/Yr Display
Counts/Yr	This field displays the number of cycle counts that take place during the year for the selected warehouse. The value in this field can be changed using the F5=CHG # OF COUNTS/YR function key. Display
Items/Ct	This field displays the total number of items that must be counted per warehouse cycle count. This value reflects only those codes on the list that are not set to bypass (**Byp** = blank). **Calculation:** Items/Ct = total of values in Items/Ct fields Display
F3=Exit	Press F3=EXIT to exit this option. MENU WMPHYS will display.
F5=Chg # of Counts/Yr	Press F5=CHG # OF COUNTS/YR to change the number of cycle counts per warehouse during a year. After pressing this key, the Change # of Counts/ Year Screen (p. 53-13) will display.

Count Code List Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the Cycle Count Scheduler Selection Screen (p. 53-3).
Enter	After keying a Reference Number in the **Sel** field, press ENTER to display the Count Code Maintenance Screen (p. 53-16).

Change # of Counts/Year Screen



This screen is displayed after pressing F5=CHG # OF COUNTS/YR from the Count Code List Screen (p. 53-8). This screen allows you to change the number of times a year cycle counting is performed in the selected warehouse.

Change # of Counts/Year Screen Field and Function Keys

Field/Function Key	Description
Reference Number	This field displays the reference number of the cycle count code (Cd). Key this number in the *Sel* field to select the Cycle Count Code for which you want to override the number of counts per year (Counts/Yr). Display
Cd	This field displays the cycle count code that was created through Cycle Count Codes Maintenance (MENU IAFIL2) and manually assigned through Item Balance Maintenance (MENU IAFILE) or automatically assigned by running the Warehouse Planning Report (MENU WMREPT). This field is blank for all items that have not been assigned a cycle count code. Display

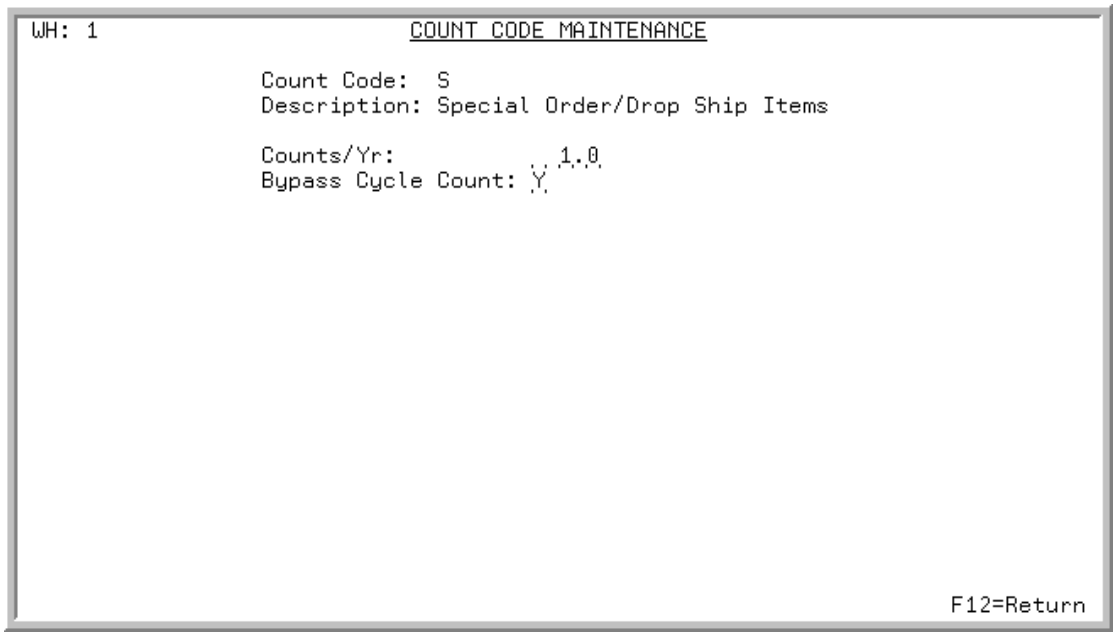
Change # of Counts/Year Screen Field and Function Keys

Field/Function Key	Description
No. Items	This field displays the number of items in a warehouse that have been assigned the corresponding cycle count code. The displayed values are system calculated values based on the number of times per year items in a cycle count group code should be counted. NOTE: Suspended items assigned to the cycle count group will not be included in the number of items to be counted for that group and warehouse. Display
%	This field displays the percentage of total items in the warehouse corresponding to a cycle count code. The displayed values are system calculated values based on the number of times per year items in a cycle count group code should be counted. Display
Ct/Yr	This field displays the number of times per year items in a cycle count code group should be counted. Display
Items/Ct	This field displays the number of items that need to be counted during each warehouse cycle count in order to count your entire warehouse in a year. CALCULATION: Items/Ct = No. Items * Ct/Yr / counts per year. For example, if there are 20 items with cycle count code A in warehouse 1. Code A requires that these items be counted twice a year and warehouse 1 is counted five times a year. Then, in order to count all items with cycle count code A twice during the five times that the warehouse is counted in a year, you will need to count 8 items per count. Display
Byp	This field displays Y (yes) or is blank (no) indicating if the cycle count code is being bypassed or not in the Cycle Count Scheduler process. This value is from the WM Cycle Count Schedule File (WMCYC). Display
# of Counts/Yr	The current number of counts per year for the selected warehouse is displayed. Use this field to key the new number of counts per year. (N 3,0) Required
F3 = Exit	Press to exit this option. MENU WMPHYS will display.
F12 = Return	Press to return to the Cycle Count Scheduler Selection Screen (p. 53-3).

Change # of Counts/Year Screen Field and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selection and return to the Count Code List Screen (p. 53-8).

Count Code Maintenance Screen



This screen is displayed after pressing ENTER from the Count Code List Screen (p. 53-8). This screen allows you to maintain the selected cycle count code in the indicated warehouse.

Count Code Maintenance Screen Field and Function Keys

Field/Function Key	Description
WH	This field displays the warehouse for which you are maintaining the selected cycle count code. Display
Count Code	This field displays the cycle count code you are maintaining. Display
Description	This field displays the description of the cycle count code. Display
Counts/Yr	This field displays the number of times per year items in a cycle count code group should be counted. Accept the current value, if any, or key the number of times that items with the selected cycle count code should be counted during the year. (N 4,1) Required

Count Code Maintenance Screen Field and Function Keys

Field/Function Key	Description
Bypass Cycle Count	This field displays Y (yes) or is blank (no) indicating if the cycle count code is being bypassed or not in the Cycle Count Scheduler process. This value is from the WM Cycle Count Schedule File (WMCYC). Accept the current value, if any, or key Y to bypass the scheduler process for this cycle count code or leave blank if you do not want the scheduler process bypassed for this cycle count code. *Valid Values:* Blank and Y (A 1) Optional
F12 = Return	Press to return to the Count Code List Screen (p. 53-8), without saving this screen.
Enter	Press to confirm your selection and return to the Count Code List Screen (p. 53-8).

APPENDIX A

W/M Keying Locations

A

Keying Warehouse Location Numbers

Warehouse location numbers are keyed throughout W/M. After you defined the format (number, type, and length of segments) of the warehouse location through System Options Maintenance (MENU XAFILE), you may enter a warehouse location number as explained below.

NOTE: The example in this section assumes a three segment warehouse location set up with three segments: Row, Bin, and Shelf. The Row segment is two alphanumeric characters, and the Bin and Shelf segments are each three-digit numeric segments. The data entry separator assumed is a period.

Enter the entire warehouse location using the Data Entry Separator (usually a period) to separate segments. Leading zeros for any numeric segment do not need to be keyed; trailing blanks for alphanumeric segments do not need to be keyed.

For example, to enter warehouse location A .001.002, key A.2.3. After you press ENTER, the following will display:

	Rw.Bin.Sh
Acct No:	A .002.003

NOTE: If you are unsure of the number of segments and size of each segment in your warehouse location, use the heading above the account number for reference. In the above example, the first segment (Row) is two characters long. You know this since the word “Rw” in the heading contains two letters. The same is true for the bin and shelf segments.

APPENDIX B

W/M Barcode Labels

B

W/M Barcode Labels Requirements

An Distribution A+ interface is available to allow for the modification of barcode label formats without having to modify any programs. In order to use this interface, you must have Warehouse Management (W/M) and Barcode400 barcoding software by T.L. Ashford. This appendix lists the software and hardware required to use Barcode400 barcoding software by T.L. Ashford with W/M to print barcode labels. This appendix also provides important installation and setup instructions to help you use this interface effectively with Distribution A+.

Requirements

Hardware Requirements

Any printer supported by T.L. Ashford, such as Zebra, Intermec, DataMax, Printronix, and Sato. Refer to www.tlashford.com for current information.

Software Requirements

Initial release requirements: T.L. Ashford release 2.6 or above; Warehouse Management version 3.0 or later

> NOTE: TLi version 6.2 works with Distribution A+ version 08.03. Previous versions of T.L. Ashford may still work with Distribution A+ version 08.03, but it is recommended to upgrade the barcode software.

Installation Instructions and Setup

In order to use Barcode400 with Distribution A+ you need to install Distribution A+ barcode label formats. The instructions below assist you with installing these formats. Additionally, steps are provided to help you properly set up your system to print barcode labels using Distribution A+ and Barcode400.

Installing Barcode Label Formats for Barcode400

Perform the following steps after installing Warehouse Management and Barcode400 on the System i:

1. Insert the last CD of your Distribution A+ Installation CDs.
2. On any command line, key: (where OPT01 is your optical device name)
   RSTLIB TLAWORK DEV(OPT01) VOL(APINSTVOL5)
3. Key: ADDLIBLE TLABARCODE
4. Key: LBLMENU (to view the Ashford menu)
5. From the Barcode400 menu, select the Label Design option. Key: 1
6. On the Work with Label Formats Screen, press F8=RESTORE.
7. On the Restore Label Formats/Logos Screen, key DWTLFMT and press ENTER.
8. In the **Format/Logo name** field, key *ALL and the following formats will be restored. If the label format being restored already exists, you will be prompted to delete the old label Y or N.
   - PS380LB
   - RF301LB
   - RF826LB
   - WM360LB
   - WM382LB
   - WM505LB
   - WM510LB
   - WM530LB

Setup Requirements

In order to successfully print barcode labels you need to define the barcode label printer you will be using with Barcode400 software. To define printer types in Barcode400, refer to “Configure Printers” in the Barcode400 manual.

NOTE: If using a non-Intermec printer, delete the non-Z formats and rename the Z formats.

Also, you must define output queues in Warehouse Management. Enter printer types for all barcode labels you plan to use. If you use different barcode label printers in different warehouses and/or to print different kinds of labels, define your output queues through Output Queue Overrides Maintenance (MENU OEFIL2).

If you use the same barcode label printer to print all labels, define the output queue for each label using

- Warehouse Management Options Maintenance (MENU WMFILE) for
  - Move Labels
  - Location Labels

  - Put-Away Labels
  - Item Labels
  - Case/Shipping Labels
- System Options Maintenance (MENU XAFILE)
  - Vehicle Labels
  - Container Labels

NOTE: Vehicle labels are available only through the Radio Frequency module. You must have Radio Frequency installed if you want to print vehicle labels.

To print barcode labels, the library TLABARCODE must be in your Distribution A+ library list. It is recommended that you use Define Environment Library Lists (MENU XACFIG) to add this library to your primary or secondary library list for each environment in which barcode labels will be printed.

NOTE: The library TLABARCODE was restored to your System i during the installation of T.L. Ashford.

Glossary

Auto Put-Away

Automatic Put-Away occurs during pre-receiving. The locations to store a shipment of items are automatically selected using up to five methods that you define. You may also specify auto put-away criteria for your warehouse locations. The use of auto put-away is optional, as determined on the *Warehouse Management Options Screen* through System Options Maintenance (MENU WMFILE). If using auto put-away, the five selection methods are specified on the *Warehouse Management Put-Away Options Screen*.

You can utilize the auto put-away and backorder staging functions for any items, including miscellaneous receipts, that have not yet been stored.

Auto-Reserve

Auto-Reserve automatically selects the warehouse locations, and serial or lot numbers, of the items to be picked for a customer's order. The automatic reservation occurs when the Pick List for an order is printed. Items in reserved locations cannot be selected for other orders. The optional use of auto-reserve for each warehouse is determined on the *Warehouse Management Options Screen* through System Options Maintenance (MENU WMFILE).

Backorder Staging

Backorder Staging occurs during pre-receiving to temporarily store items that will be used to fill backorders. This allows you to place backordered items near the shipping dock since they will be shipped as soon as possible. Released backorders can be picked from the backorder staging area, which is a location created by W/M and assigned a location number of all eights. If backorder staging is used in addition to auto put-away, only the backorder quantity of the item is put in the staging area, remaining items are put away in their usual stock locations.

The use of backorder staging is optional, as determined on the Warehouse Management Options Screen through System Options Maintenance (MENU WMFILE). If used, you may specify the default backorder staging mode (Y or N) used when pre-receiving.

You can utilize the auto put-away and backorder staging functions for any items, including miscellaneous receipts, that have not yet been stored.

Barcode

A Barcode is a universally accepted physical marking placed on an item or box of items to identify item information you or the manufacturer finds useful. Usually this information includes: Universal Product Code (UPC); the item number (ours or the manufacturer's); quantity; and any lot/serial/ expiration data, if applicable. Barcodes can be included, for example, on Move Labels to indicate quantity to be moved and intended location or on Case/Shipping Labels to identify the purchase order number, etc.

NOTE: R/F reads (scans) any of the developed and utilized barcodes available through W/M (barcode 128). Refer to the T.L. Ashford User Guide for further information regarding modification of barcode formats.

Depending on the selections made through Warehouse Management Options Maintenance (MENU WMFILE), barcodes can be printed on:

- Item Labels
- Case/Shipping Labels
- Location Labels
- Put-away Labels
- Move Labels
- Vehicle Labels (Radio Frequency only)

Box History

When using the boxing function, you have the option to retain Box History. If you choose to do this, W/M uses a history file to store data about all of the boxes that were shipped and, if desired, their contents. This history may be retained for a specified number of days, until payment for the order is received, or both. The use of box history is determined on the *Warehouse Management Boxing Options Screen* through System Options Maintenance (MENU XAFILE).

Box Labels

See Case/Shipping Labels.

Boxing

Boxing may be used when Pick Lists are printed in Order Entry. The boxes in which items should be packaged are printed on the Pick List. All items, or items in specified picking sections may be boxed. W/M tries to select the smallest box that is big enough to pack an entire order, given the restrictions of the items and the boxes available. As boxes are shipped, the shipment may be confirmed. This may be used as a substitute to the shipping confirmation usually performed through Order Entry.

The optional use of and options pertaining to boxing are specified on the *Warehouse Management Boxing Options Screen* through System Options Maintenance (MENU XAFILE).

If boxing is used, you must maintain item dimensions (and sizes) through Item Master Maintenance (MENU IAFILE), and define boxes through Box Master Maintenance (MENU WMFILE).

Bulk Location A location not defined as a primary location. It has no permanent item defined.

Case Quantity Item A Case Quantity Item is a lot item, defined with a single unit of measure, that is typically handled by the unit or the case. The item definition contains the specified (for fixed) or default (for variable) quantity of items per case. This bypasses the need to define multiple units of measure for items handled in unit and case quantities.

A case quantity item may have a fixed quantity (for which the quantity per case is constant) or a variable quantity (for which the quantity per case may be changed when the case is received). Case quantity items printed on the Summary Pick List may have Case/Shipping Labels printed automatically. The use of case quantity items is optional. A lot item is defined as a case quantity item through Item Balance Maintenance (MENU IAFILE).

Case/Shipping Labels Case/Shipping Labels may be printed for case quantity items that are stored in bulk locations. Since picking from bulk locations typically entails the use of a Summary Pick List, Case/Shipping Labels will print for any case quantity item or regular item that also is printed on the Summary Pick List. The use of Case/Shipping Labels is optional; whether or not Case/Shipping Labels print and the default output queue to which they are sent are defined through Warehouse Management Options Maintenance (MENU WMFILE). For details about Case/Shipping Labels, refer to Shipping Labels (MENU WMMAIN).

You may print Case/Shipping Labels in barcode format, if selected through Warehouse Management Options Maintenance (MENU WMFILE).

Countable Inventory Items that have inventory in locations (WMBAL records) that can be counted as defined below:

- Location is not set to bypass cycle counting
- Location is a permanent location for the item
- Quantity On Hand and Quantity Used for all 3 units of measure are not all zero
- Location is not the Shipping Dock Location (all 5's)

- Location is not the Receiving Dock Location (all 4's)
- Location is not the Unknown Location (all 9's)
- Location is not the Work In Process Location

Cube Unit of Measure

The "Cube Unit of Measure" is the cubic measurement in which locations, items, pallets, and boxes are defined (e.g., 1 cubic yard or 2 cubic feet). To ensure that each of these are assigned a consistent unit of measure, the cube unit of measure is defined globally for W/M on the *Warehouse Management Options Selection Screen* through System Options Maintenance (MENU XAFILE). The cube unit of measure should be a larger unit than the dimension unit of measure.

Cycle Count Code

A Cycle Count Code is defined through Cycle Count Codes Maintenance (WMPHYS) and may be assigned to an item through Item Balance Maintenance (IAFILE) to classify it based on performance. For example, A, B, C, and D may be assigned to your best, average, poor, and non-performing items, respectively. They are used in conjunction with location codes to determine the best locations in which to store your items, either manually or using auto put-away.

Dimension Unit of Measure

The Dimension Unit of Measure is the linear measurement in which items, pallets, and boxes may be defined. From the linear dimensions, the cubic dimensions of each may be calculated automatically in the cube unit of measure. To ensure that each of these are assigned a consistent unit of measure, the dimension unit of measure is defined globally for W/M on the *Warehouse Management Options Selection Screen* through System Options Maintenance (MENU IAFILE). If you are not using the boxing function, you will not be able to define dimensions for items, and will not need to define boxes. If you are not using pallet items, you will not need to define pallets.

Dunning Weight

Dunning weight indicates the average weight of one (1) cubic foot of the packing material used to fill the empty space in a packed box.

Item Labels

An Item Label may be generated through Item Labels (MENU WMREPT) and includes item specific information such as item number and description and lot/serial data.

You may choose to have Item Labels print automatically when a Put-Away List is printed. You may also choose to print Item Labels in barcode format. Both selections are made through Warehouse Management Options Maintenance (MENU WMFILE).

Item Types

An item may be one of four "Item Types": lot, serial, serial tracking, or regular. Lot items are received, stored, and shipped in groups (lots), and may

optionally be set up to require unique lot numbers and/or an expiration date; they are used for lot control. Serial number items are assigned a unique serial number that is recorded when received and when shipped. Serial tracking items are assigned a unique serial number that is recorded when the item is shipped. Regular items are those that are neither lot nor serial number items. An item's type is defined through Item Master Maintenance (MENU IAFILE).

Location A warehouse Location is the smallest definable entity where an item may be stored in a warehouse. Using Location Master Maintenance (MENU WMFILE), you can specify detail attributes about each location in a warehouse. Although the use of warehouse locations is required, you may define your entire warehouse to be a single location. See also Override Warehouse Location, Permanent Item Location, and Location Number Format.

For details about locations reserved by W/M, refer to the **Location** field on the *Location Maintenance Selection Screen* in Location Master Maintenance. For details about the "damaged" location, which is user defined for each warehouse, refer to Warehouse Management Options Maintenance (MENU WMFILE).

Location Class The Location Class is used to identify special storage conditions in a warehouse. It is represented by a two character code that may be assigned to warehouse locations and items. If you attempt to put away an item having one location class in a location having a different location class, a warning message will display. The auto put-away function will never select a location having a different location class than the item being put away.

The use of location classes is optional. They are defined through Location Class Maintenance (MENU WMFILE), and optionally assigned to:

- Locations through Location Master Maintenance (MENU WMFILE)
- Items through Item Master Maintenance (MENU IAFILE)
- Warehouses for items through Item Balance Maintenance (MENU IAFILE)

Location Code Location Codes are optional user-determined single character codes assigned to warehouse locations to classify them based on their preference. For example, A, B, and C, 1, 2, and 3, or H, M, and L (whatever you desire) may be assigned to your best, average, and poor locations, respectively. They are used in conjunction with cycle count codes to determine the most suitable locations to store your items, either manually or using auto put-away. Location codes are assigned to locations through Location Master Maintenance (MENU WMFILE).

NOTE: Location codes are not previously defined in Distribution A+, unlike item cycle count codes or item physical codes.

Location Label Location Labels are used to identify specific storage locations in a warehouse. Generated through Location Labels (MENU WMFILE), Location Labels identify location number, description, and size, as well as item identification information if an item is permanently stocked in that location. If barcoding is applicable, the location number and description will print on the label with the location number barcoded. The use of barcoding is determined through Warehouse Management Options Maintenance (MENU WMFILE).

Location Limits Location Limits are used to decrease the number of locations where items may be stored when manually putting away items using the *Available Locations Screen*, or when using auto put-away on the *Pre-receive Item Selection Screen*.

Location Number Format The Location Number Format is the arrangement of the location number used by W/M warehouse locations. This arrangement should reflect the organization of the warehouses used in W/M. The location number format may be up to 12 characters, and may consist of up to five segments. Each segment may represent a storage unit in a warehouse (for example, row, bin, shelf, or compartment). The location number format used for all warehouses in W/M is defined on the *Location Definition Screen* through System Options Maintenance (MENU XAFILE).

Lot Item A Lot Item is used to track a group of items that share a common element (for example, you may be concerned with only all lots that are "dyed"). A lot item must have a lot number associated with it when it is received and shipped. A lot item may be set up to require unique lot numbers through Item Master Maintenance (MENU IAFILE). An expiration date may also be required. A lot item defined with a single unit of measure may be further defined as a case quantity item. Items defined with an item type of L through Item Master Maintenance (MENU IAFILE) are lot items in W/M. Usage is optional as specified on the Miscellaneous Options Screen during Warehouse Management Options Maintenance (MENU WMFILE). Refer to Item Master Maintenance (MENU IAFILE) in the Inventory Accounting User Guide for further details.

Lot Aging Date The Lot Aging Date may be used for tracking aging dates of lot item receipts, adjustments, sales, moves, and transfers to provide an audit trail of different transactions. Aging dates are saved in the W/M Lot Date History File (WMLDH) to provide informational basis for inquiry and reporting purposes.

Lot Expiration Date The Lot Expiration Date may be used for tracking the expiration dates of lot control item date sensitive merchandise such as food and pharmaceutical

goods. Items may be defined to require lot expiration dates through Item Master Maintenance (MENU IAFILE).

Maximum Pick Quantity

A Maximum Pick Quantity may be assigned an item in a permanent item location, for use with the auto-reserve function. This is the maximum quantity of items that will be picked from a location. It is used to ensure that a front-line picking location is not exhausted of inventory when a large order is picked. The use of a maximum pick quantity is optional; it may be assigned to items through Item Balance Maintenance (MENU IAFILE).

Maximum Put-away Quantity

The Maximum Put-away Quantity is used to determine how high pallet items may be stacked when using auto put-away to pre-receive an item. Pallet items that are crushable should be assigned a maximum put-away quantity to ensure that pallets are not overstocked in a single location.

Items that are not pallet items may also be assigned a maximum put-away quantity. No more than the quantity specified will ever be stored in the same location. The use of maximum put-away quantity is optional; it is assigned to an item through Item Balance Maintenance (MENU IAFILE).

Minimum DIM Weight

The Minimum Dimensional (DIM) Weight is used with the boxing function. A box's DIM weight is often considered by carriers in lieu of its actual weight; commonly this occurs when large shipping packages are charged for their size, not their weight. This DIM weight for box shipments is stored in box history.

The minimum DIM weight per cube may optionally be specified on the *Warehouse Management Options Selection Screen*. If a box's actual weight is below this value, its DIM weight is replaced with this value; if a box's actual weight is greater than this value, its DIM weight is the same as its actual weight.

Minimum Fill Percentage

The system will not select a box unless it can fill at least up to the minimum fill percentage. This value helps to select an appropriate size box based on the items being shipped. For example: If a box can hold 2.0 cubic feet of goods, and the minimum fill percentage is 50%, the box would be selected only if at least 1.0 cubic feet of goods could be placed in that box.

Minimum Head Space

Head space is the empty space you with to leave in each box for appropriate packing fill material so the box is not filled too full with items. For example: A box which can hold 2.0 cubic feet of goods, and has a minimum head space of 10%, would pack a maximum of 1.8 cubic feet of goods into the box.

Minimum Put-away Quantity

A Minimum Put-away Quantity may be specified for an item in a warehouse. It is used with auto put-away to determine the smallest quantity of an item that may be put away in a location to avoid scattering items over several

warehouse locations. The use of minimum put-away quantity is optional; it is assigned to an item through Item Balance Maintenance (MENU IAFILE).

Miscellaneous Receipt

A Miscellaneous Receipt may be created when pre-receiving an item. It is used for items that have not had a purchase order created in Purchasing, but must be put away in the warehouse. After a miscellaneous receipt is created on the *Miscellaneous Receipt Entry Screen*, the receipt transaction can be completed through Enter/Update Transactions (MENU IAMAIN) in Inventory Accounting. The use of miscellaneous receipts is optional, but always available.

Move Maintenance

Moves, whether manual, interactive or automatic, may require modification to accurately reflect physical inventory movements. Through Move Maintenance (MENU WMMAIN), you can modify the quantities and units of measure of a specific move in a run.

Move History

Move History is updated whenever an inventory movement is performed in a warehouse, to provide a record of previous inventory movements. It can be displayed from the *Move Management Screen* described in Warehouse Management (MENU WMMAIN).

Move Label

Move Labels may be printed for items that are to be moved from one location in a warehouse to another. The move number, item number and description, “from” and “to” locations, quantity, and, if applicable, the lot/serial number are printed on each Move Label. Also, if using barcoding, as determined through Warehouse Management Options Maintenance (MENU WMFILE), the move number may be barcoded.

Move Labels are printed in conjunction with the Move List. To print Move Labels when Move Lists are printed, you must indicate this is to occur through Warehouse Management Options Maintenance (MENU WMFILE). See also Move List.

Move List

The Move List is a document that may be printed after identifying an inventory move in W/M and before that move has been physically performed. For each move that is specified in W/M, you may specify whether or not it should print on the Move List (typically, you would not want a Move List for inventory that has already been physically moved). Move Lists can be printed for a warehouse from several screens through Warehouse Management (MENU WMMAIN). If you wish to print Move Labels with Move Lists, you must indicate so via Warehouse Management Options Maintenance (MENU WMFILE).

Move Management

Through Move Management, you can access move information both for an item and for a location and confirm pending moves. Moves are numbered for

uniqueness. To access move management, use the *Move Management Screen* described in Warehouse Management (MENU WMMAIN).

Move Number A Move Number is an assigned number used to uniquely identify each Move transaction. The format of the number is Mxxxxx, where xxxxx is a sequential number.

Override Warehouse Location An item's Override Warehouse Location is one that is automatically selected when putting away inventory either manually or with auto put-away. The use of an override warehouse location is optional; it may be assigned to items (that are always stored in the same location) through Item Balance Maintenance (MENU IAFILE).

Pack List The Pack List is a document printed to identify each and every item included in a shipping order. The sequencing of items on the Pack List is such that the list can be used to load the shipment; that is, the last item to be delivered is the first item to be loaded and therefore the first item identified on the Pack List.

Pallet Class A Pallet Class is the definition of a group of pallets that may be stored in a warehouse location when using auto put-away to pre-receive a pallet item through Warehouse Management (MENU WMMAIN). The use of pallet classes is optional; they are defined through Pallet Classes Maintenance (MENU WMFILE).

Pallet ID Code The Pallet ID Code is a two character code used to represent a pallet. Pallets may be used when pre-receiving items using auto put-away through Warehouse Management (MENU WMMAIN). For each pallet you specify the dimensions in the dimension unit of measure, and the cubic size in the cubes unit of measure.

Pallet ID codes may be assigned to pallet items on the Balance File Maintenance Screen through Item Balance Maintenance (MENU IAFILE), as described in the Users Guide of this manual; and to pallet classes defined through Pallet Classes Maintenance (MENU WMFILE). If the Pallet ID code assigned to an item is not contained in a location's specified pallet class, that location will not be selected by auto put-away to store the received pallet. The use of pallets is optional.

Pallet Item A Pallet Item is any item that is received on a pallet. Pallets may be used with auto put-away when pre-receiving through Warehouse Management (MENU WMMAIN). Any item that is assigned a Pallet ID code is distinguished as a pallet item. The use of pallet items in optional; Pallet ID codes are assigned to items through Item Balance Maintenance (MENU IAFILE).

Permanent Item Location A Permanent Item Location is any warehouse location that stores quantities of a selected single item. These are usually front-line picking locations that are replenished from bulk/overflow locations. Since they are replenished,

permanent item locations may be assigned a restock level and restock quantity for use with suggested moves. They may also be assigned a maximum pick quantity that is used by the auto-reserve function.

The use of permanent item locations is optional; they are defined by assigning a valid item to a location through Location Master Maintenance (MENU WMFILE).

Pick List The Pick List is a document printed for an order in the Order Entry module. When W/M is used, Pick Lists include warehouse locations, and may be sorted by order priority, carrier sequence, and/or picking section. When using the boxing function, they print the Box number and ID which indicate the box that should be filled, and the items to put in the box.

When Pick Lists are printed, a run number is assigned to the group. This run number may be used to reprint, restart, or clear the Pick Lists printed. Also, a Summary Pick List may be printed when Pick Lists are printed. Pick Lists must be printed for any order created with order type O through Enter, Change & Ship Orders (MENU OEMAIN).

Pick List Sequence The Pick List Sequence is the sequence in which more than one Pick List will print when selected through Print Pick Lists (MENU OEMAIN). This may be by order priority, carrier sequence, and/or picking section as defined for a warehouse on the *Warehouse Management Pick List Options Screen* during System Options Maintenance (MENU XAFILE).

Picking Section A Picking Section is a group of warehouse locations that are used in a similar manner, depending on how items are picked from those locations. For each picking section, you may indicate if a Pick List, Summary Pick List, or both, should print (if Summary Pick Lists have been defined to be printed by location). If the boxing function is being used by location, you also specify if items in that section should be boxed or not. When printing Pick Lists, they may be sequenced by picking section.

Picking Sequence A Picking Sequence may be assigned to each warehouse location. It indicates the sequence in which the location should print on an individual Pick List (not to be confused with the pick list sequence which indicates the sequence in which a group of Pick Lists will print). Since each location in a warehouse is unique, the picking sequence assigned to each location should be unique, and should represent the most efficient travel path through the warehouse. The use of picking sequences is optional; they are assigned to locations through Location Master Maintenance (MENU WMFILE).

Pre-Receive Any items that have had a Purchase Order printed through Purchase Orders (MENU POMAIN), but have not yet been received and posted, may be “Pre-Received.” This is the process of assigning the items on an order to the warehouse locations where they will be stored. After the items on an order are

pre-received, you may print a Put-Away List for those items. This document tells you where to store the items. Purchase orders containing items to pre-receive are selected on the *PO Selection Screen* through Warehouse Management (MENU WMFILE).

Primary Location — A Primary Location is the same thing as a Location that has a permanent item in it.

Primary Overflow Location — A Primary Overflow Location is a location that can be utilized to place goods into for replenishment moves that would otherwise overfill (above the restock quantity of a Primary Location) during the creation of Suggested Moves.

Put-Away Label — Put-Away Labels may be printed through after printing a Put-Away List for items pre-received using auto put-away. They indicate the items to be stored and the appropriate storage locations.

Put-Away Labels may print automatically with a Put-Away List, if determined through Warehouse Management Options Maintenance (MENU WMFILE). Put-Away Labels may also be printed in barcode format, determined through the same option.

Put-Away List — A Put-Away List may be printed after pre-receiving items on a purchase order or miscellaneous receipt. It indicates the items, locations, and lot or serial numbers to be put away. It may be printed for pre-received items through Warehouse Management (MENU WMMAIN). It may also be printed when posting inventory transactions or when posting purchase order receipts; this is determined on the *Warehouse Management Options Screen* through System Options Maintenance (MENU XAFILE). Put-Away Labels may also be printed to assist with putting away items that have been pre-received.

Put-Away Number — A Put-Away Number is an assigned number used to uniquely identify each Put-away transaction. The format of the number is Pxxxxx, where xxxxx is a sequential number.

Receiver — A Receiver is created through Purchasing or Warehouse Management to encompass one or more line items from one or more purchase orders for receipt processing. Receiver items must be pre-received prior to their being posted. Receiver processing provides more flexibility than normal purchase order processing in that it does not utilize manually created receipt groups.

Refreeze Inventory — Refreezing Inventory counts indicates the counts are to be recalculated to a previous point when Count Sheets were last printed. Valid inventory additions or deletions that occur between the time Count Sheets are printed, and the time the counts are recorded should not cause a “variance” when performing comparisons of the two values. Refreezing the inventory counts will ensure that count recorded values are compared to the newly frozen values, as opposed to the previously frozen values when determining inventory

variances. To refreeze inventory counts, use Refreeze Physical Inventory Counts (MENU WMPHYS).

Regular Item A Regular Item is any item that is not a lot item or serial number item, as defined through Item Master Maintenance (MENU IAFILE).

Restock Level A Restock Level may be defined for a permanent item location. It is the quantity of items in a location which indicates that the location requires replenishment. It is reviewed for all permanent item locations when suggested moves are processed. If the quantity of items in the location is lower than the location's restock level, the location needs to be replenished to its restock quantity. The use of restock level is optional; it is defined for a permanent item location through Location Master Maintenance (MENU WMFILE).

Restock Quantity A Restock Quantity must be defined for a permanent item location if a restock level is defined. It is used with suggested moves to determine the quantity of items required to replenish a location. Restock quantity is defined for a permanent item location through Location Master Maintenance (MENU WMFILE).

Returns Location The Returns Location may be used to store all items that are returned. It is a location created by W/M, and assigned a value of all sevens in each segment of the location number. When processing a return order (type R) in Order Entry, the W/M returns location may be automatically selected to store the returned items. The use of the returns location for a warehouse is optional; whether it is used or not is determined on the Warehouse Management Options Screen (p. 31-18) through Warehouse Management Options Maintenance (MENU WMFILE).

Segment Value A Segment Value is a single value of one segment of the location number format. You may specify that a segment of the location number be edited. If it is, you must specify the valid values that may be keyed in that segment through Segment Values Maintenance (MENU WMFILE). Therefore, each value of an edited segment must be defined. Do this to avoid creating and using erroneous warehouse locations. The use of edited segments, and creating valid segment values is optional.

Serial Number Item A Serial Number Item is one that is assigned a unique serial number when it is received or when it is shipped. There are two types of serial numbers:

- Standard serial number items which require that the number be recorded when the item is received, and
- Informational (tracking) serial number items which require that the number be recorded only when the item is shipped.

Items defined with an item type of S (standard) or T (tracking) through Item Master Maintenance (MENU IAFILE) are serial number items in W/M. Their

use is optional in W/M as specified on the *Warehouse Management Options Selection Screen* during System Options Maintenance (MENU XAFILE).

Shipping Labels

See Case/Shipping Labels.

Suggested Move Report

The Suggested Move Report prints those permanent item locations that require an inventory movement as determined by the suggested moves function. The report is a turn-around document printed through Suggested Move Report (MENU WMMAIN), that is assigned to an individual warehouse person. After that person performs the inventory moves printed on the report, the actual inventory moves are recorded (or verified if they were identical to the suggested moves) through Suggested Move Entry (MENU WMMAIN). After inventory moves are entered, they are posted to update W/M through Suggested Move Post (MENU WMMAIN). The use of the Suggested Move Report is available if permanent item locations have been defined.

Suggested Inventory Moves

Suggested Inventory Moves may be made for any permanent item location in one of two ways. One way is interactive, on the *Suggested Movements Screen* through Warehouse Management (MENU WMMAIN); the other is to print the Suggested Move Report.

Inventory is suggested to be moved to any permanent item location that has a current quantity on-hand below its restock level. The quantity suggested to move is the difference between the location's restock quantity and the on-hand quantity of the item in that location. An individual location may be specified to be used specifically for replenishment through Location Master Maintenance (MENU WMFILE). The use of suggested moves is available if permanent item locations have been defined.

Summary Pick List

The Summary Pick List is a document indicating all of the items and warehouse locations from which items for a group of orders should be picked. For each run of Pick Lists, a Summary Pick List may be printed. You define if a Summary Pick List should print for all warehouse locations, for locations in specified picking sections only, or not at all. Summary Pick Lists are printed for picking sections containing bulk storage locations. This provides a means to perform bulk or wave picking, in which all items are picked and brought to a staging area where the items are separated for individual orders, if required.

When Summary Pick Lists print, you may select to automatically print Case/ Shipping Labels for the items to pick. These labels may be used to pick the correct items for wave picking.

System (W/M) Options

System (W/M) Options consist of definitions that are used to globally tailor W/M to your business. They include:

- the location number format;
- whether or not lot/serials will be used, and if so, will averages costs be used for either;
- item types used (and whether or not the average cost for item types will be used);
- W/M hold code used;
- whether product dimensions will be used; and
- the minimum DIM weight.

They are maintained through Warehouse Management Options Maintenance (MENU WMFILE) by leaving the Warehouse field blank on the Warehouse Management Options Selection Screen (p. 31-3). You are required to set up system options.

Additional warehouse specific definitions and requirements may be specified through the same option, if a warehouse is indicated in the **Warehouse** field.

Travel Path

The Travel Path in a warehouse is the most efficient way of selecting locations for inventory activities such as putting away and moving. Be careful when assigning the picking sequence to warehouse locations, since the picking sequence will be used to determine travel paths. To determine an efficient travel path, determine the sequence of locations that you would use if you had to pick at least one item from every warehouse location.

Vehicle Labels

When using Radio Frequency, the option to track, maintain, and analyze vehicle data is available. The identification of vehicles and the labeling of those vehicles is performed to assist in this process. “Vehicle Labels” are printed through Vehicles Listing (MENU RFFILE) in the Radio Frequency module.

Warehouse Options

Warehouse Options consist of definitions that are used to tailor a single warehouse in W/M to use the functions required by your business. They include most of the W/M functions available including auto-reserve, auto put-away, backorder staging, returns location, Pick List and Summary Pick List options, Put-Away Label options, default output queues, boxing options, Move Label options, and barcoding label options. They are maintained through System Options Maintenance (MENU XAFILE) by keying the two character ID of the desired warehouse on the *Warehouse Management Options Selection Screen.* You are required to set up warehouse options.

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