



# Infor Distribution A+ Radio Frequency Transaction Manager User Guide

Version 11.00.02 and Higher

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## About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Radio Frequency Transaction Manager module.

## Related documentation

You can find related documentation at Infor Documentation Central ([docs.infor.com](https://docs.infor.com)). We recommend that you check this website periodically for updated documentation.

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://conciierge.infor.com/> and select **Infor Customer Portal** to create a case.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).

## Chapter 1 Using the Transaction Manager

The transaction manager is another name for the hand-held or vehicle-mounted input device and scanner you use for Radio Frequency activities. This unit is called the transaction manager because of its ability to handle many activities at once. For instance, in the midst of performing an inventory cycle count, you can suspend counting, and begin another task such as receiving. When you complete the second activity, you can restart the initial counting activity at the exact point where it was interrupted. Not only can you suspend activities in this manner, but the transaction manager monitors the time spent on each task and provides the information to your back-end for performance inquiries and reports. (Suspensions are accounted for and do not adversely affect any performance monitoring.)

Each transaction manager is associated with an ID similar to your back-end user IDs. You must identify the transaction manager for the back-end system. You only need to provide this information the very first time you use the transaction manager.

It is important to note that when you use Radio Frequency to perform these floor tasks, it does not drastically change the processes involved. Instead, Radio Frequency increases accuracy and produces timely data updates. Also, you are not required to use Radio Frequency to perform each task. You can easily modify selection criteria to determine which tasks Radio Frequency will use for each warehouse. You can send messages via the transaction manager to handlers on the floor. The needs and requirements of each organization determines how you use Radio Frequency.

For information about the screens for signing on to the transaction manager, refer to Sign On and [Task Selection Screen](#). The transaction manager screens for specific Radio Frequency tasks (such as counting items) are explained in subsequent sections. For information about the specific transaction manager tasks that you can select to perform, refer to

- CHAPTER 2: [Receiving Items](#)
- CHAPTER 3: [Putting Items Away](#)
- CHAPTER 4: [Moving Items](#)
- CHAPTER 5: [Shipping Items](#)
- CHAPTER 6: [RF Inquiring on Items](#)
- CHAPTER 7: [Counting Items](#)
- CHAPTER 8: [Picking Items](#)
- CHAPTER 9: [Performing User-Defined Tasks](#).

For information about the Radio Frequency module and the options in Distribution A+, refer to the Radio Frequency User Guide.

# Signing On to the Transaction Manager

Each time you sign on to the transaction manager, you must identify yourself (the handler), the warehouse in which you are working, and, if required for the warehouse, the vehicle you are using.

## Handler Identification

A handler is given access to perform certain activities through Handler Tasks Maintenance (MENU RFFILE). When you sign on to the transaction manager, you must first enter your handler ID into the transaction manager to obtain access to the tasks available to you. Also, you must initiate each new session of activity by entering the handler ID when you use the transaction manager.

**Note:** The transaction manager handler sign-on duplicates the normal user sign-on once you establish a valid handler through Handlers Maintenance (MENU RFFILE). Additionally, the transaction manager security measures are the same for the handler as they are on the back-end; that is, sign-on requires a password.

## Warehouse Identification

Since you can uniquely tailor Radio Frequency handlers and activities for each warehouse, you must enter the warehouse ID before you can select an activity. The warehouse ID allows you to ensure that the correct files are validated when you enter handler, vehicle, and task identifications.

## Task Selection

The activity tracking within the warehouse is broken down not only by warehouse and handler, but specifically by task. The following features store, maintain, and depict data based on task:

- Time Tracking
- Work Standards
- Radio Frequency Inquiries and Reporting Facilities

To ensure data is entered, stored, and retrieved by task, and to ensure any task-related limitations are taken into account, the next data to enter into the transaction manager is the task identification.

The following system-defined tasks are available in Radio Frequency, depending upon options selected through Radio Frequency Options Maintenance (MENU RFFILE):

- Rcv: Receiving
- Put: Put-Away
- Mov: Moving
- Shp: Shipping

- Cnt: Counting
- Pck: Picking
- Inq: Inquiry

User-defined tasks created through User Tasks Maintenance (MENU RFFILE) are unique to the warehouse/company and therefore are not described in detail. However, the following requirements must still be met:

- 1 The handler who signs on must have access to perform the task as specified under Handler Tasks Maintenance (MENU RFFILE).
- 2 The handler must provide vehicle identification as defined through Vehicle Tasks Maintenance (MENU RFFILE), if applicable.

## Sign On and Task Selection Screens

This section describes the screens that appear when you sign on to the transaction manager, select a task to perform, and screens that are shared across multiple tasks. A complete description of each is provided in this section.

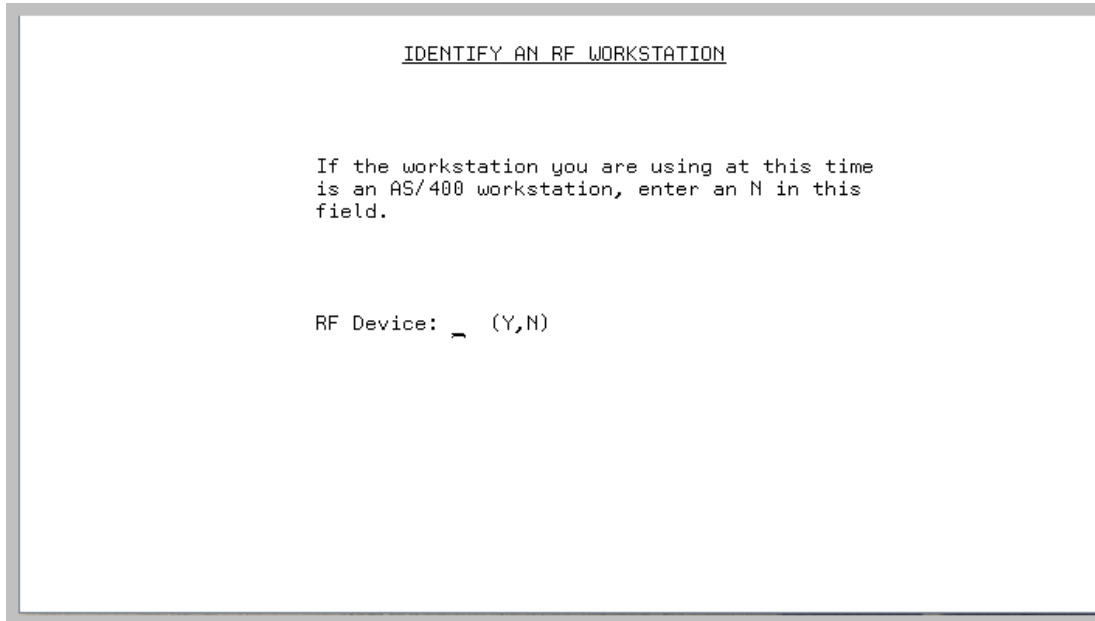
Title	Purpose
<a href="#">Transaction Manager Identification Screen</a>	Appears the first time a device is used or each time you sign on to a terminal. Used to identify the physical device.
<a href="#">Warehouse Identification Screen</a>	Use to specify the warehouse in which the device is being used.
<a href="#">Task Selection Screen</a>	Use to select the task about to be performed.
<a href="#">Vehicle Identification Screen</a>	Appears if vehicle tracking is being used. Used to specify the vehicle being used.
<a href="#">Function Information Screen</a>	Use to review brief instructions for the transaction manager for the specific screen from which it was launched.
<a href="#">Confirm Task Suspension Screen</a>	Use to suspend the task in-process, saving the transactions that are currently in-process to be resumed at another time.
<a href="#">Restart Task Screen</a>	Displays when an incomplete task is selected by the handler.
<a href="#">Item List Screen</a>	Use to review a list of items.
<a href="#">Location List Screen</a>	Use to review a list of locations that contain the selected items to be moved.

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Title	Purpose
<a href="#">Lot/Serial List Screen</a>	Use to review the lot number or serial number currently stored in the selected location.
<a href="#">Item Not on File Screen</a>	Message screen indicating that the scanned/keyed item number is not found.
<a href="#">Create Cross Reference Type Selection Screen</a>	Used to specify the type of item number entered.
<a href="#">Item Cross Reference Screen</a>	Use to scan/key the stocking item number for the cross reference being created.
<a href="#">U/M List Screen</a>	Used to select a valid stocking or alternate unit of measure for the item for which you are adding a cross reference.

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## Transaction Manager Identification Screen



The Transaction Manager Identification Screen appears the very first time a physical transaction manager device is used with Distribution A+. Use this screen to activate the transaction manager. You only need to provide this information once. After you respond to the field on this screen, this screen will not display again.

**Note:** When using Distribution A+ Radio Frequency, this screen appears only when you access it from the physical transaction manager hardware. If you do not use a transaction manager with Radio Frequency, a different screen will appear and will contain fields that prompt you for the workstation you are using (i.e., whether you are using an IBM i), and whether or not you are using an Radio Frequency device.

### Transaction Manager Identification Screen Fields and Function Keys

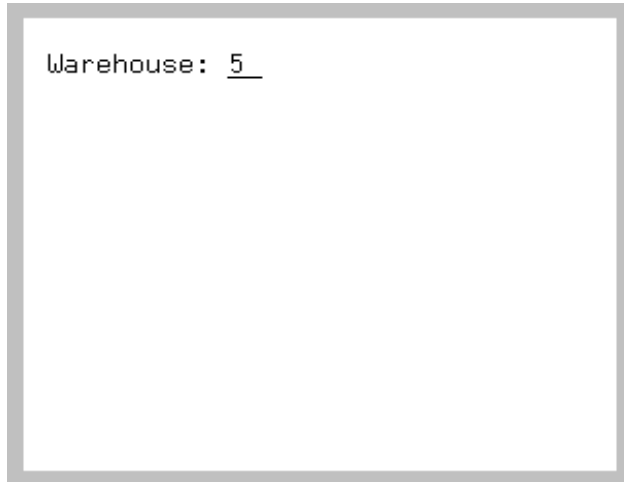
Field/Function Key	Description
R/F Device	<p>Key <b>Y</b> to identify, to Distribution A+, that the hardware being used is a hand-held or vehicle-mounted transaction manager.</p> <p>Key <b>N</b> if you are not using a transaction manager, and are using an IBM i emulation session. The setup for terminal identification is provided in the Cross Applications User Guide.</p> <p><b>Note:</b> The RF Device Table contains the identification for each device which is to be used as a transaction manager, as determined on this screen. The RF Device Table is reset through Reset RF Device Table (MENU RFMAST).</p> <p>(A 1) Required</p>

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Field/Function Key	Description
F3=Off	Press <b>F3=OFF</b> to sign off the physical transaction manager, or to return to the menu.
Enter	Press <b>ENTER</b> to confirm your selection and display the Warehouse Identification Screen.

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## Warehouse Identification Screen



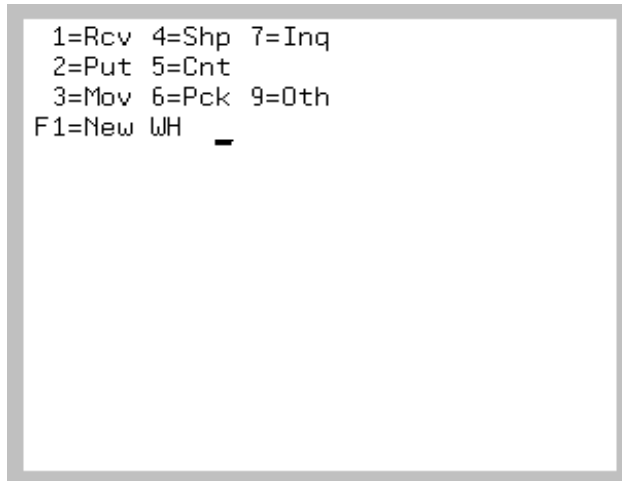
Warehouse: 5

The Warehouse Identification Screen appears each time a handler signs onto the Transaction Manager. Use this screen to identify the warehouse where Radio Frequency activities will be performed.

### Warehouse Identification Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	<p>Accept default, or key the ID of the warehouse where the RF activities will occur.</p> <p><b>Default Value:</b> The default warehouse defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the <b>Default Warehouse</b> defined through Company Name Maintenance (MENU XAFIL)</p> <p><b>Valid Values:</b> A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY), set up through Warehouse Management Options Maintenance (MENU WMFIL), and defined for Radio Frequency use through Radio Frequency Options Maintenance (MENU RFFIL) (A 2) Required</p>
F3=Exit	<p>The <b>F3=EXIT</b> function key is non-display.</p> <p>Press <b>F3=EXIT</b> to exit the Transaction Manager programs and return to the menu or to sign off the physical transaction manager device.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. The <a href="#">Task Selection Screen</a> will appear.</p>

## Task Selection Screen



The Task Selection Screen appears after pressing **ENTER** on the [Warehouse Identification Screen](#). Use this screen to select the system-defined tasks that you want to perform. This screen also allows you to select user-defined activities that you want to perform through its own option.

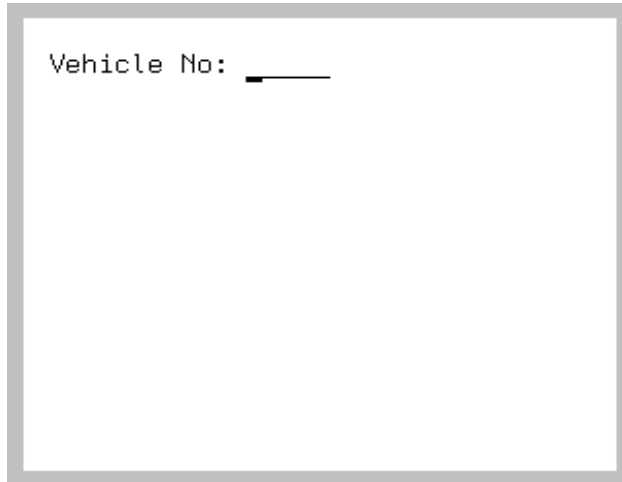
**Note:** This screen will display only those tasks selected to be used for RF processing through Radio Frequency Options Maintenance (MENU RFFILE) on the Warehouse Options Maintenance Screen, and those tasks that do not have any user restrictions as defined through Handler Tasks Maintenance (MENU RFFILE).

### Task Selection Screen Fields and Function Keys

Field/Function Key	Description
(Task Code)	<p>Use this field to identify the task you want to perform.</p> <p>Key <b>1</b> to perform receiving activities.</p> <p>Key <b>2</b> to perform put-away activities.</p> <p>Key <b>3</b> to perform moving activities.</p> <p>Key <b>4</b> to perform shipping activities.</p> <p>Key <b>5</b> to perform counting activities.</p> <p>Key <b>6</b> to perform picking activities.</p> <p>Key <b>7</b> to perform inquiry activities.</p> <p>Key <b>9</b> to select user-defined activities.</p> <p>(N 1,0) Required</p>
F1=New WH	<p>Press <b>F1=NEW WH</b> to return to the Warehouse Identification Screen, where you can select a different warehouse for processing.</p>

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to sign off the transaction manager or return to the menu.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>If vehicle tracking is required for the selected task, the Vehicle Identification Screen appears prior to the screens marked below with an asterisk (*). The decision as to whether or not system-defined tasks require vehicle tracking is made through Radio Frequency Options Maintenance (MENU RFFILE). The decision as to whether or not user-defined tasks require vehicle tracking is made through User Tasks Maintenance (MENU RFFILE).</p> <p>If you keyed a <b>1</b> to perform receiving activities, the <a href="#">Receiver Identification Screen</a>* will appear.</p> <p>If you keyed a <b>2</b> to perform put-away activities, the <a href="#">Put-Away Method Selection Screen</a>* will appear.</p> <p>If you keyed a <b>3</b> to perform moving activities, the <a href="#">Move Type Selection Screen</a> will appear.</p> <p>If you keyed a <b>4</b> to perform shipping activities, the <a href="#">Box Identification Screen</a>* will appear.</p> <p>If you keyed a <b>5</b> to perform counting activities, the <a href="#">Count Type Selection Screen</a>* will appear.</p> <p>If you keyed a <b>6</b> to perform picking activities, the <a href="#">Picking Section Selection Screen</a>* will appear.</p> <p>If you keyed a <b>7</b> to perform a radio frequency inquiry, the <a href="#">RF Item/Location Inquiry Selection Screen</a> will appear.</p> <p>If you keyed a <b>9</b> to perform user-defined activities, the <a href="#">User-Defined Task Selection Screen</a> will appear.</p>

## Vehicle Identification Screen



Vehicle No: \_\_\_\_\_

The [Vehicle Identification Screen](#) appears after you select a task on the [Task Selection Screen](#), only if the task you selected requires vehicle tracking. Use this screen to identify the vehicle you will use for the Radio Frequency activity.

**Note:** The use of vehicle tracking is determined through Radio Frequency Options Maintenance (MENU RFFILE) for the system-defined tasks, and through User Tasks Maintenance (MENU RFFILE) for user-defined tasks.

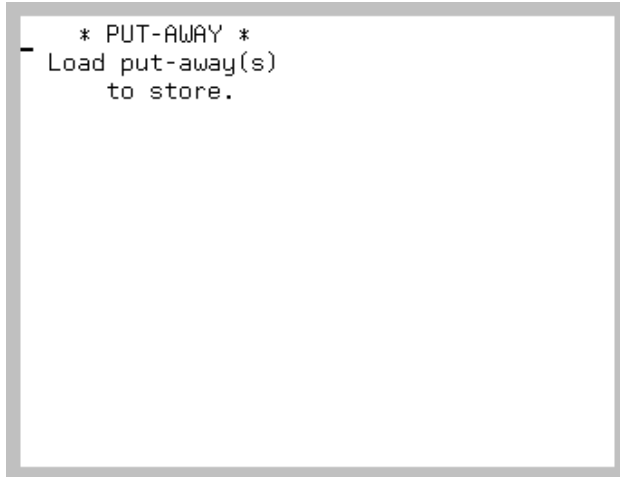
### Vehicle Identification Screen Fields and Function Keys

Field/Function Key	Description
Vehicle No	<p>Key the number of the vehicle to use in the activity. Tracking occurs based on the vehicle number, task, and handler.</p> <p><b>Note:</b> The tasks that are allowed are determined through Vehicle Tasks Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> A vehicle number created through Vehicles Maintenance (MENU RFFILE) to allow access for the selected warehouse.</p> <p>(A 5) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a>.</p>

Field/Function Key	Description
Enter	<p data-bbox="578 310 1419 415">Press <b>ENTER</b> to confirm your selection. Depending on the task you selected on the <a href="#">Task Selection Screen</a>, one of the following screens display:</p> <ul data-bbox="578 426 1442 1029" style="list-style-type: none"><li data-bbox="578 426 1442 489">• <a href="#">Receiver Identification Screen</a>, if you chose <b>1</b> to perform receiving activities</li><li data-bbox="578 499 1442 562">• <a href="#">Put-Away Method Selection Screen</a>, if you chose <b>2</b> to perform put- away activities</li><li data-bbox="578 573 1442 636">• <a href="#">Move Type Selection Screen</a>, if you chose <b>3</b> to perform moving activities</li><li data-bbox="578 646 1442 709">• <a href="#">Box Identification Screen</a>, if you chose <b>4</b> to perform shipping activities</li><li data-bbox="578 720 1442 783">• <a href="#">Count Type Selection Screen</a>, if you chose <b>5</b> to perform counting activities</li><li data-bbox="578 793 1442 856">• <a href="#">Picking Section Selection Screen</a>, if you chose <b>6</b> to perform picking activities</li><li data-bbox="578 867 1442 930">• <a href="#">RF Item/Location Inquiry Selection Screen</a>, if you chose <b>7</b> to perform inquiry activities</li><li data-bbox="578 940 1442 1029">• <a href="#">User-Defined Task Selection Screen</a>, if you chose <b>9</b> to perform user-defined activities</li></ul>

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## Function Information Screen

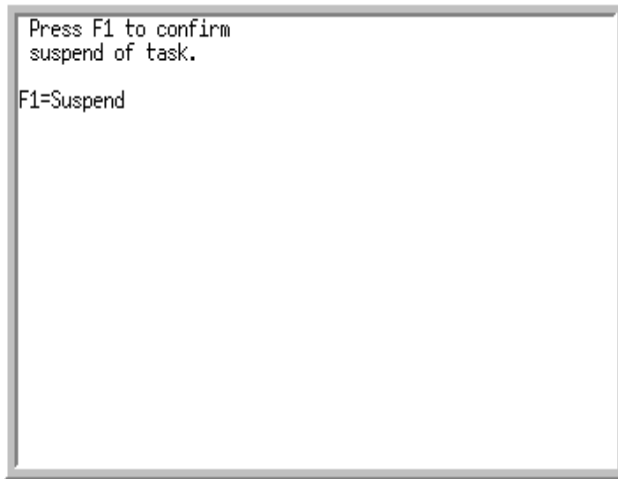


The Function Information Screen appears after pressing **F5=INFORMATION** on most screens within the Transaction Manager.

### Function Information Screen Fields and Function Keys

Field/Function Key	Description
Function Information	The Function Information Screen provides brief instructions for the transaction manager for the specific screen from which it was launched. Display
Enter	Press <b>ENTER</b> to close this window and return to the previous screen.

## Confirm Task Suspension Screen



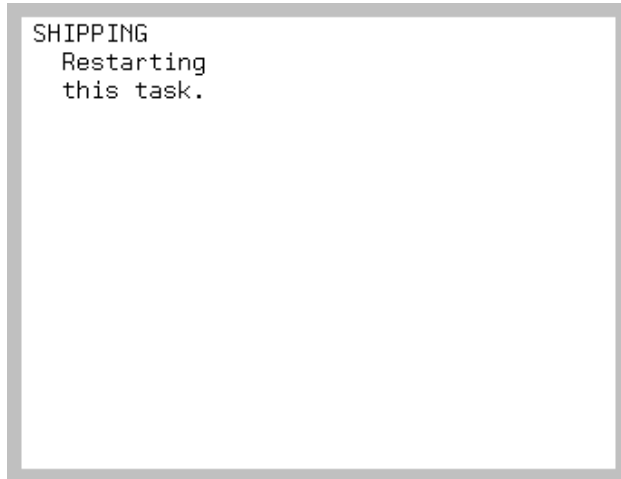
The Confirm Task Suspension Screen appears after pressing **F6=SUSPEND** on most screens within the Transaction Manager.

Use this screen to confirm the temporary suspension of picking; which will be resumed at a later time on the same screen where the suspend request occurred.

### Task Suspension Screen Fields and Function Keys

Field/Function Key	Description
Suspend Information	<p>The Confirm Task Suspension Screen provides the handler the ability to suspend the current task without losing the data already captured in the transaction.</p> <p>Press <b>F1=SUSPEND</b> to confirm the picking task temporary suspension. The Task Selection Screen will appear.</p> <p>Display</p>
Enter	<p>Press <b>ENTER</b> to not suspend the picking task and return to the previous screen.</p>

## Restart Task Screen

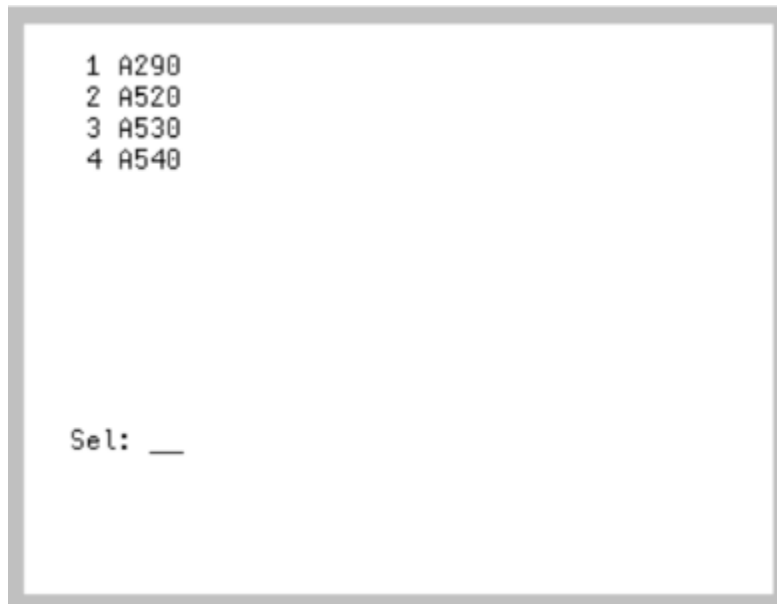


The Restart Task Screen appears after selecting a task on the [Task Selection Screen](#) and pressing **ENTER** and the system determines that the task had previously been suspended within the Transaction Manager using the **F6=SUSPEND** key.

### Restart Task Screen Fields and Function Keys

Field/Function Key	Description
Restart Information	The Restart Task Screen provides the handler the information that the selected task is being restarted indicating that the task was not ended correctly. Display
Enter	Press <b>ENTER</b> to close this window and continue to the appropriate screen based on the selected task.

## Item List Screen



The Item List Screen displays after you press the **F2=LIST** function key from a variety of screens throughout Radio Frequency. Use this screen to review and select the items listed.

**Note:** + displays when the location currently contains more than 12 items. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of locations.

### Item List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field identifies the reference number for each item listed. This number is keyed in the <b>Sel</b> field when you want to select an item from the list. Display
(Item Number)	The item number currently stored in the selected location.
Sel	Key the reference number of the item to be selected. (N 2,0) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the previous screen.
F7=Page Down	The <b>F7=PAGE DOWN</b> function key is non-display. When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.

---

Field/Function Key	Description
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. The selected item will be copied to the originating screen.</p>

---

## Location List Screen

```

1 05.002.05      0010
2 05.002.04      0015
3 05.002.03      0020
4 06.003.03      0025
5 06.004.01      0030
6 06.004.02      0035
7 06.004.04      0040
8 06.005.01      0045 *MULT
9 06.005.02      0050
10 06.004.03     0055
11 05.002.02     0060
12 06.004.05     0065 *MULT
Sel:  __  F2=Qty F3=Rtn      +

```

The Location List Screen displays after you press the **F2=LIST** function key from a variety of screens throughout Radio Frequency. Use this screen to review and select the items listed. The location data is sorted by assigned sequence number, location, lot/serial number and country of origin.

**Note:** **+** displays when the item is currently stored in more than 12 locations. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of locations.

### Location List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field identifies the reference number for each location. This number is keyed in the <b>Sel</b> field when you want to select a location from the list. Display
(Location / Quantity)	The location number that currently stores the selected item. When multiple items are stored the location, <b>*MULT</b> displays to the right of the sequence number. When toggled with the <b>F2=QTY</b> / <b>F2=LOC</b> function key, the quantity available and unit of measure of the selected item in the location displays for reference. Display
(Assigned Sequence Number)	The assigned sequence number for the location. the sequence number is used to determine from which location an item will be picked based on the lowest sequence number for the item. Display

Field/Function Key	Description
Sel	Key the reference number of the location to be selected. (N 2,0) Required
F2=Qty / F2=Loc	Press <b>F2=QTY</b> to toggle the display of the location number to a display of the available quantity and unit of measure for the selected item in this location.  Press <b>F2=LOC</b> to toggle the display of the available quantity back to the location number.
F3=Return	Press <b>F3=RETURN</b> to return to the previous screen.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the Function Information Screen which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the Confirm Task Suspension Screen which allows you to put a task on hold or temporarily interrupt an activity for the current task.
F7=Page Down	The <b>F7=PAGE DOWN</b> function key is non-display. When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.
F8=Page Up	The <b>F8=PAGE UP</b> function key is non-display. When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. + appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.
Enter	Press <b>ENTER</b> to confirm your selection. The selected location will be copied to the originating screen.

## Lot/Serial List Screen

1	1F347	CAN
2	1F348	CAN
3	1F349	CAN
4	1F350	CAN
5	1F351	CAN
6	1F352	CAN
7	1F353	CAN
8	1F354	CAN
9	1F355	CAN
10	1F356	CAN
11	1F357	CAN
12	1F358	CAN +
Sel: <input type="text"/> F3=Return		

The Lot/Serial List Screen displays after you press the **F2=LIST** function key from a variety of screens requiring lot numbers or serial numbers throughout Radio Frequency. The fields/function keys that display on this screen differ from screen to screen based on the screen where you originally pressed the list function key. Use this screen to review the items listed.

**Note:** + displays when the item is has more than 12 serial/lot numbers stored the current location. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of locations.

### Lot/Serial List Screen Fields and Function Keys

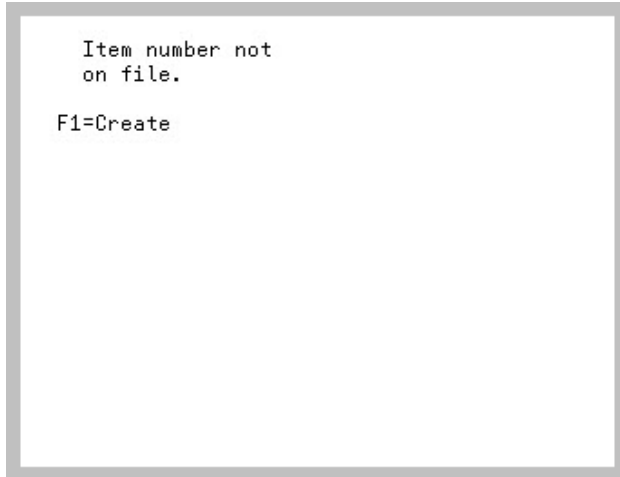
Field/Function Key	Description
(Reference Number)	This field identifies the reference number for each location. This number is keyed in the <b>Sel</b> field when you want to select a location from the list. Display
(Lot/Serial Information)	The lot number or serial number currently stored in the selected location. When the item is tracking country of origin, the COO code for the specific lot number / serial number.
Sel	Key the reference number of the location to be selected. (N 2,0) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the previous screen.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the Function Information Screen which allows you to display brief instructions for the transaction manager.

---

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the Confirm Task Suspension Screen which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection. The selected location will be copied to the originating screen.

---

## Item Not on File Screen



The Item Not on File Screen appears after entering an item that is not in the Item Master File (**ITMST**) or that cannot be cross referenced to an item in the Item Master File. This edit is based on the specific Handler ID having authority through the **Allow Entry of Alternate Items** field set to **Y** in Handler Id Maintenance (MENU RFFILE). Without this authority, the normal invalid item number message will be issued.

Use this screen to create a cross-reference, or return to the previous screen to make the appropriate changes.

### Item Not on File Screen Fields and Function Keys

Field/Function Key	Description
Item number not on file.	This message displays to inform you that the item number is not on file in the Item Master File ( <b>ITMST</b> ) or that cannot be cross referenced to an item in the Item Master File. Display
F1=Create	Press <b>F1=CREATE</b> to access the Create Cross Reference Type Selection Screen to select the type of cross reference and create the item cross- reference.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the previous screen to identify a different item number for processing.

## Create Cross Reference Type Selection Screen

```

Item Type:  O=Other
            U=UPC
            G=GTIN

F1=Create
  
```

The [Create Cross Reference Type Selection Screen](#) appears after pressing **F1=CREATE** on the [Item Not on File Screen](#) or the Item Found Screen. For the item number entered that was not on file and for which you selected to create a cross reference, use this screen to specify the type of item number you entered.

### Create Cross Reference Type Selection Screen Fields and Function Keys

Field/Function Key	Description
Item Type	<p>Use this field to specify the type of item number you entered that was not on file and for which you wish to create a cross reference. After making the appropriate selection in this field, use the <b>F1=CREATE</b> function key.</p> <p>Key <b>O</b> if the item number you entered is a manufacturers' item number, replacement item number, or cross reference item number. If the manufacturers' item number field is blank in the Item Master File (<b>ITMST</b>), the value specified is assumed to be the manufacturers' item number and will update the Item Master File (<b>ITMST</b>). Else, the value specified is assumed to be an alternate item number and the IM&amp;P Replacements File (<b>IMXRF</b>) will be updated.</p> <p>Key <b>U</b> if the item number you entered is a UPC number.</p> <p>Key <b>G</b> if the item number you entered is a GTIN (Global Trade Item Number).</p> <p>(A 1) Required</p>

Field/Function Key	Description
F1=Create	Press <b>F1=CREATE</b> to continue with the cross reference creation. The Item Cross Reference Screen appears unless the item is already found in the selected file based on the cross-reference item type selected; in this case, a message will be presented to let the user know.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to not create a cross-reference. The Item Not on File Screen displays.

---

## Item Cross Reference Screen

```

Our Item: _____
U/M: ____
F1=Create  F2=U/M List
  
```

The Item Cross Reference Screen displays after you press **F1=CREATE** on the [Create Cross Reference Type Selection Screen](#). Use this screen to identify the stocking item number for the item cross-reference.

### Item Cross Reference Screen Fields and Function Keys

Field/Function Key	Description
Our Item	Key the stocking item number in this field so to create the cross-reference record. (A 27) Required
U/M	The <b>U/M</b> field appears only if you keyed <b>U</b> or <b>G</b> in the <b>Item Type</b> field on the Create Cross Reference Type Selection Screen. Use this field to specify the unit of measure for the item. To display a list of valid units of measure for this item, press the <b>F2=U/M LIST</b> function key. <b>Valid Values:</b> A stocking or additional unit of measure defined for the item in Item Master Maintenance (MENU IAFILE) or a buying or alternate unit of measure defined for the item through Vendor/Item Information Maintenance (MENU POFILE). (A 3) Required

Field/Function Key	Description
F1=Create	<p>Press <b>F1=CREATE</b> to process the item cross-reference.</p> <p>If the creation is successful, any UPC cross references will update the Universal Product Code Cross- Reference File (<b>ITUPC</b>). GTIN cross references will update the Global Trade Item Number Cross Reference File (<b>ITGTIN</b>).</p> <p>If the manufacturers' item number field is blank in the Item Master File (<b>ITMST</b>), the Item Master File (<b>ITMST</b>) is updated. Else, the cross reference item numbers will update the IM&amp;P Replacements File (<b>IMXRF</b>).</p> <p>If you began the cross reference creation process during receiving, the Received Item Selection Screen or the Quantity Identification Screen displays</p> <p>If you began the cross reference creation process during counting, depending on a number of varying factors, several different screens could be presented: For example, if the item is a standard item that tracks country of origin, the Count COO Identification Screen could display; for standard inventory items, the Count Unit of Measure Quantities Screen could display; if the item is a serial item (WH Mgmt Code is S), the <a href="#">Count Serial Number Identification Screen</a> could display; if the item is a lot item (WH Mgmt Code is L), the Count Lot Number Identification Screen could display.</p> <p>If you began the cross-reference creation process while in the RF inquiry function, the <a href="#">RF Item/Location Inquiry Selection Screen</a> displays</p>
F2=U/M List	<p>The <b>F2=U/M LIST</b> key appears only if you keyed <b>U</b> or <b>G</b> in the <b>Item Type</b> field on the Create Cross Reference Type Selection Screen.</p> <p>Press <b>F2=U/M LIST</b> to display a list of valid stocking and alternate units of measure for the item entered in the <b>Our Item</b> field. The U/M List Screen appears.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the Item Not on File Screen or the Item Found Screen and not create the cross-reference.</p>

## U/M List Screen

```

1 CAS   ___  ___  ___
2 EA    ___  ___  ___
3 BOX   ___  ___  ___
Sel:  ___ F3=Rtn

```

The U/M List Screen appears after you press **F2=U/M LIST** on the [Item Cross Reference Screen](#). Use this screen to select a valid stocking or alternate unit of measure for the item for which you are adding a cross reference.

Field/Function Key	Description
Sel	Use this field to select a unit of measure from the list. Key the number that displays to the left of the unit of measure you want to select and press <b>ENTER</b> .
F3=Rtn	Press <b>F3=RTN</b> to return to the Item Cross Reference Screen without making a selection.
Enter	Press <b>ENTER</b> after keying a selection number in the <b>Sel</b> field. The Item Cross Reference Screen appears and the selected unit of measure appears in the <b>U/M</b> field.

## RF Identifiers

The Radio Frequency module supports the scanning of RF identifiers. These RF identifiers appear on printed labels and are fields of up to four characters that precede purchase order numbers, item numbers, lot/serial numbers, and quantities. If the **Use RF Identifiers** field is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE), then when scanning labels when moving, counting, receiving, picking or inquiring in Radio Frequency, the Radio Frequency module will recognize the RF identifiers that you have defined in RF Identifier Maintenance (MENU RFFILE). The recognized RF identifier will allow the true value of the scanned (or manually keyed) field to be used for the RF task being performed.

Even if the **Use RF Identifiers** field is set to **Y**, the Radio Frequency module will still be able to scan and recognize purchase order numbers, item numbers, lot/serial numbers, and quantities that are not using RF identifiers.

---

### Example: RF Identifiers Example

Industry standard expects that the item number field will always be prefaced with the letters IN. RF Identifiers Maintenance (MENU RFFILE) has established a 2-position item number identifier of IN to meet this standard.

A line of product in the warehouse has 2 item numbers that begin with IN: IN2283 and IN4493.

If using RF Identifiers and scanning/keying item numbers, when either item number IN2283 or IN4493 is scanned, the [RF Identifier Conflict Screen](#) will be presented to the handler for further clarification.

---

Title	Purpose
<a href="#">RF Identifier Conflict Screen</a>	Displays conflicts to the user for intervention

---

## RF Identifier Conflict Screen

```

1 Lot/Srl# 6
2 Lot/Srl# 6

Sel: _

```

The RF Identifier Conflict Screen appears only if **Use RF Identifiers** field is set to **Y** on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE). This screen can appear anytime during Radio Frequency moves, counts, receiving, picking, or inquiries if the back-end system is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry. Both choices will be displayed, and the user will have to choose one. This screen can display either two purchase order number lines, two item lines, two quantity lines, or two lot/serial number lines (as shown in the figure above), depending upon what type of data you were scanning/keying when the RF identifier conflict occurred.

Use this screen to resolve the RF identifier conflict by selecting one of the displayed choices.

### RF Identifier Conflict Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	<p>This field displays the reference number of each data field choice. Use these numbers to select a data field choice.</p> <p>Key the desired reference number in the <b>Sel</b> field and press <b>ENTER</b> to select the desired data field choice.</p> <p>Display</p>

Field/Function Key	Description
(Radio Frequency Fields)	<p>This field displays the type of Radio Frequency field in which a conflict exists. To the right of each field will display a data field choice.</p> <p>The names of fields that can display here are:</p> <ul style="list-style-type: none"> <li>• PO Num</li> <li>• Item</li> <li>• Qty</li> <li>• Lot/Srl #</li> </ul> <p>Display</p>
Sel	<p>Use this field to identify which of the two displayed choices is the valid entry.</p> <p>Key <b>1</b> or <b>2</b> and press <b>ENTER</b>.</p> <p>(N 1,0) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the screen that displayed before the RF identifier conflict occurred. If you did not change the scanned value using the fields on this screen, the scanned value will be accepted exactly as it was scanned and the RF identifier will not be removed.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. The next screen to display will be the screen that would have displayed if the RF identifier conflict had not occurred.</p>



## Chapter 2 Receiving Items

Receiving is one of the Radio Frequency system-defined warehouse tasks. You can specify whether you will use Radio Frequency for inventory receipts through Radio Frequency Options Maintenance (MENU RFFILE). Keep in mind that just as there are times when it is more appropriate to use purchase order processing than receiver processing to receive your items, there are also times when it may be more appropriate for you to receive your items using Warehouse Management rather than Radio Frequency. For example, you can receive an entire purchase order as complete which selects all the open items and assumes a full receipt quantity, thus alleviating the need to individually identify each line item.

Based on the business practices of the warehouse established through the Radio Frequency Options Maintenance (MENU RFFLE), when you use Radio Frequency to receive, you will:

- 1 Create an RF Receiver File to hold the Radio Frequency receipt data after you select to perform a receiving task and, if applicable, identify the vehicle you will use. This data will be posted back to the Distribution A+ database's receiver files. To create a receiver in the RF Receiver File, you must enter a company number and receiver number on the transaction manager device.

If security is activated, the company number and warehouse default to the value for the handler established as the default through MENU XASCTY; otherwise, the default established through System Options Maintenance (MENU XAFIL) will be used.

The receiver number can be one that represents a receiver that currently exists in the Distribution A+ databases PO Receiver files (created through either Purchasing or Warehouse Management). However, you should only use this receiver number to capture data in the RF Receiver File because it has not been validated at this point against the PO Receiver files. If you do not key a receiver number, the system assigns the next available receiver number, beginning with one and incrementing by one.

- 2 Enter the numbers of the originating purchase orders. These numbers are validated immediately against the Purchase Order Header File in Distribution A+. By specifying the purchase orders that requested the items, checks will be performed against each item received and its quantity to ensure accuracy. Any discrepancies between the requested items/quantities and those received will be noted immediately.

Items received that were not on an originating purchase order must be received as a miscellaneous receipt through Warehouse Management (MENU WMMAIN).

A receiver can be created for less than the full quantity specified on the purchase order for a line item, it is possible to receive the entire quantity specified on the receiver, but still not receive the entire quantity specified on the purchase order for the line item. Similarly, you can receive less than the quantity identified on the receiver, (i.e., the receiver is partially received). In Radio

Frequency receiving, you can continue to use this receiver again as many times as you want until the posted received quantity of this line item equals or exceeds the item's quantity on the purchase order. Also, the same line item can be processed on multiple receivers simultaneously.

If the quantity received for a line item equals or exceeds the quantity on the purchase order, that purchase order line item will be closed unless there are other open receivers for the line item. When the last line item on the purchase order is closed, the purchase order will also be closed.

In Radio Frequency receiving, anytime you exceed the quantity specified on the receiver for a line item, you will be warned that the identified receiver amount is being exceeded. However, you may continue to enter receipts until such time that you post receipts that equal or exceed the quantity on the purchase order. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

You can include warehouse transfer purchase orders on receivers once the corresponding sales order has been shipped and invoiced. A receiver cannot be created if the warehouse transfer sales order has been deleted. When receiving line items from a warehouse transfer purchase order, you will specify the warehouse transfer company on the Receiver Identification Screen. Note that the warehouse transfer purchase order received quantity cannot be greater than the In Transit Quantity minus the Total Quantity on other open receivers.

- 3 Enter the item number of the received item after identifying the purchase order. If that item appears on the purchase order more than once, a selection screen of those purchase order line items displays for you to select the appropriate one.
- 4 Identify the item followed by quantity and catch weight/serial/lot/expiration data/COO, if applicable. A screen displays to identify the number of items per case if the item has been defined as a variable case quantity item.

**Note:** A lot item is defined as a fixed or variable case quantity item through Item Balance Maintenance (MENU IAFILE).

- 5 A prompt displays requesting pallet information for any item to be received if that item was defined as a pallet item through Item Balance Maintenance (MENU IAFILE), and you allowed Automatic Put-Away in Radio Frequency Options Maintenance (MENU RFFILE). The pallet information includes:
  - Number of pallets
  - Pallet Reference Number (a unique identifier assigned to each pallet and printed on the label)
  - Pallet ID
  - Purchase Order Number
  - Open Quantity
- 6 Using immediate put-away, when all the receiving screens are completed by the handler, auto put-away will post the receiver to the reserved locations and the items are then available for normal processing in those locations. If not using immediate put-away, based on the Y/N response for Use **Back Order Staging**, the items will be posted to the Receiving Dock (4's location) or the Receiving Dock (4's location) and the Back Order Staging (8's location). Items

posted to the Receiving Dock (4's location) will use the RF Put-Away tasks to move the items from the receiving dock to the stock location.

## Transaction Manager Receiving Screens

This section describes the screens that appear when you are receiving items with the transaction manager. The screens in this section are a simulation of the screens you encounter when using a transaction manager to perform remote warehouse management tasks.

Title	Purpose
<a href="#">Receiver Identification Screen</a>	Use to specify the company for which you are receiving items, the receiver number, and whether or not to clear the list of previously entered purchase orders or continue to receive against them
<a href="#">Receiver Already Exists Screen</a>	Displays a message to the handler that the receiver number being created already exists.
<a href="#">Receiver Options Restored Screen</a>	Displays a message to the handler that the back order staging and immediate put-away options are different for the existing receiver selected.
<a href="#">Use Back Order Staging Confirmation Screen</a>	Use to specify whether you want to use the back order staging.
<a href="#">Pallet Control Exception Screen</a>	Use to review actual vs. control pallet quantities.
<a href="#">Purchase Order Identification Screen</a>	Use to specify the purchase order number associated with the receipt of items.
<a href="#">PO List Screen</a>	Displays a list of purchase order numbers entered for this handler and receiver.
<a href="#">Received Item Identification Screen</a>	Use to specify the items being received.
<a href="#">Purchase Order Number Screen</a>	Use to specify the purchase order whose list of items
<a href="#">Purchase Order Item List Screen</a>	Lists the items on the specified purchase order. Can be used to select an item to receive.
<a href="#">Received Item Already Exists Screen</a>	Appears if the item already exists on the receiver. Use to correct the duplication.
<a href="#">Quantity Identification Screen</a>	Use to specify the quantity of items associated with the receipt.
<a href="#">Serial Number List Screen</a>	Use to review the serial items entered for this receiver.
<a href="#">Serial Number Identification Screen</a>	Use to specify the serial numbers of the received items.

Title	Purpose
<a href="#">Lot Number Identification Screen</a>	Use to specify the lot numbers of the received items.
<a href="#">Pallet Control Quantity Screen</a>	Displays the item number and the total number of the being received.
<a href="#">Pallets Included in Receiver List Screen</a>	Use to review the pallets included in the receiver.
<a href="#">Pallet ID List Screen</a>	Lists defined pallets. Used to select a pallet ID.
<a href="#">Available Open Purchase Order List Screen</a>	Use to select the purchase order from all open purchase orders against which you are receiving this item.
<a href="#">More Information Screen</a>	Displays additional information about the selected item.
<a href="#">Item's PO Selection List Screen</a>	Use to select the purchase order from the entered list against which you are receiving this item.
<a href="#">Open PO List Screen</a>	Use to select the purchase order from all open purchase orders for this vendor against which you are receiving this item.
<a href="#">Add PO Screen</a>	Use to add a purchase order to the list for this handler.
<a href="#">Received Item Selection Screen</a>	Appears if the item number appears on the purchase order more than once. Used to select the appropriate purchase order line item for the item being received.
<a href="#">Radio Frequency Receiving Message Screen</a>	Use to review warning and error messages.

## Receiver Identification Screen

```
Company: 1
Receiver:
Clear PO List? Y (Y/N)
Put-Away Lbl OUTQ: WH5DEFAULT
Item Lbl OUTQ: WH5DEFAULT
Use B/O Staging: Y (Y/N)
Use Immed Put-Away: Y (Y/N)
F1=Auto PA   F3=Exit
```

This screen appears after you select to perform Radio Frequency receiving from the [Task Selection Screen](#); this screen also may be displayed from the Vehicle Identification Screen when **Use Vehicle for Receiving** is set to **Y** in Radio Frequency Options (MENU RFFILE). Additionally, this screen displays by pressing **F2=RCVR** on the Purchase Order Identification Screen and the [Received Item Identification Screen](#).

Use this screen to identify the company for which you are receiving items and the receiver number. You must also choose whether or not to clear the list of previously entered purchase orders or continue to receive against them. To enter purchase orders for a different vendor or to create receivers for a different vendor, you must clear the list of entered purchase orders if it contains purchase orders for a different vendor.

The identification of a company and receiver number on this screen creates an RF receiver file where the receiving data will be placed. All data you enter into the RF receiver file, you can automatically put away from this screen (if Warehouse Management and Radio Frequency options are setup accordingly) with the auto put-away feature. You also have the option to verify and, if needed, correct the data and then use the data to update the Distribution A+ database to reflect the latest information from the RF receiver file. (All these activities can be performed through Warehouse Management (MENU WMMAIN).

The receiver number entered on this screen does not have to currently exist in the Distribution A+ database. However, if the receiver you identify already exists in the Distribution A+ database, the information you enter into this RF receiver file can, at a later time, be compared to that receiver for verification prior to updating the Distribution A+ database. You can make such a comparison through Warehouse Management (MENU WMMAIN).

Since a receiver can be created for less than the full quantity specified on the PO for a line item, it is possible to receive the entire quantity specified on the receiver, but still not receive the entire quantity specified on the purchase order for the line item. Similarly, you can receive less than the quantity identified on the receiver, (i.e., the receiver is partially received). In Radio Frequency receiving, you can continue to use an RF receiver number again as many times as you want

continuing to add more purchase order lines to it. When an item's posted received quantity equals or exceeds the item's quantity on the purchase order, that item will be complete. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

In Radio Frequency receiving, anytime you exceed the quantity specified on the receiver for a line item, you will be warned that the identified receiver amount is being exceeded. However, you may continue to enter receipts until such time that you post receipts that equal or exceed the quantity on the purchase order. As soon as you post a received quantity that equals or exceeds the quantity on the purchase order, that purchase order line item will be closed and you will not be allowed to receive against this purchase order number again for that line item.

### Receiver Identification Screen Fields and Function Keys

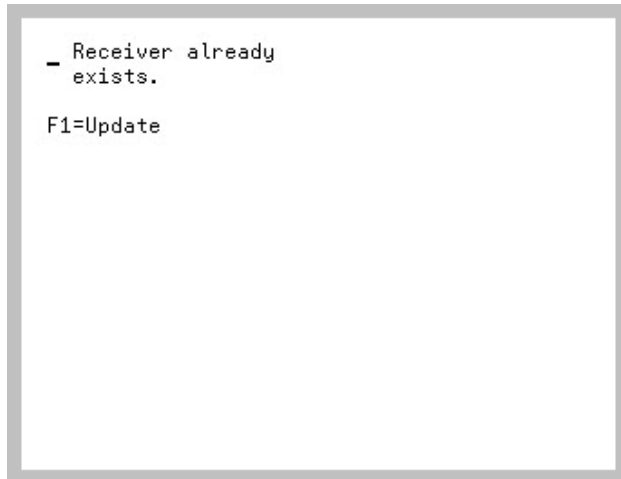
Field/Function Key	Description
Company	<p>Key the number of the company for which a Radio Frequency receiver will be created for the receipt of inventory.</p> <p>If you are receiving a warehouse transfer purchase order, key the number of the warehouse transfer company.</p> <p><b>Default Value:</b> The 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 XAFIL)</p> <p><b>Valid Values:</b> A valid company number defined through Company Name Maintenance (MENU XAFIL) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required</p>
Receiver	<p>Use this field to identify a receiver to encompass the data for entering, or to automatically put away if Radio Frequency Options Maintenance (MENU RFFILE) is setup accordingly.</p> <p>Key a receiver number in this field to create /modify an RF receiver file.</p> <p>Key the number of a receiver that already exists in the RF Receiver files and press <b>F1=AUTO PA</b> to perform RF Auto Put-Away.</p> <p>Leave this field blank to create an RF receiver file and system-assigned receiver number.</p> <p><b>Note:</b> This action creates a new RF receiver file, and does not affect any data stored in the Distribution A+ normal Purchase Order Receiver files. You only update the RF Receiver files when you use this procedure. (A 8) Optional</p>

Field/Function Key	Description
Clear PO List	<p>This field appears only if the Radio Frequency Handler Log File has list information for the handler ID with which you signed on.</p> <p>Use this field to choose whether or not to clear the list of previously entered purchase orders or continue to receive against them. To enter purchase orders for a different vendor or to create receivers for a different vendor, you must clear the list of entered purchase orders if it contains purchase orders for a different vendor.</p> <p>Key <b>Y</b> to clear the list of previously entered purchase orders. You will be prompted to enter more purchase orders.</p> <p>Key <b>N</b> to retain the list of previously entered purchase orders and continue to receive against them.</p> <p><b>Default Value:</b> Y (A 1) Required</p>
Put-Away Label OUTQ	<p>This field appears only if the <b>Use Immediate Put Away</b> field is set to <b>O</b> or <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE) and the <b>Print Labels with Put Away</b> field is set to <b>Y</b> in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify the output queue for Put Away Labels.</p> <p><b>Default Value:</b> The Put Away Labels output queue specified for this warehouse in Output Queue Overrides Maintenance (MENU XAFILE) or, if one is not defined there, the output queue specified for Put Away Labels in Warehouse Management Options Maintenance (MENU WMFILE) for this warehouse.</p> <p><b>Valid Values:</b> Any valid IBM i output queue (A 10) Required</p>
Item Lbl OUTQ	<p>This field appears only if the <b>Use Immediate Put Away</b> field is set to <b>O</b> or <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE) and the <b>Print Labels with Put Away</b> field is set to <b>Y</b> in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify the output queue for Item Labels.</p> <p><b>Default Value:</b> The Item Labels output queue specified for this warehouse in Output Queue Overrides Maintenance (MENU XAFILE) or, if one is not defined there, the output queue specified for Item Labels in Warehouse Management Options Maintenance (MENU WMFILE) for this warehouse.</p> <p><b>Valid Values:</b> Any valid IBM i output queue (A 10) Required</p>

Field/Function Key	Description
Use B/O Staging	<p>This field appears only if the <b>Use Immediate Put Away</b> field is set to <b>O</b> or <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE) and the <b>Allow Backorder Staging</b> field is set to <b>Y</b> in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>Use this field to specify whether or not items received for backorders will be placed in a staging location.</p> <p>Receipt quantities that will be used to fill backorders can be staged in an area near the dock to minimize product handling. During put-away you can ask the system to place any receipt quantities that will be used to fill backorders in the backorder staging location (all 8's).</p> <p>Key <b>Y</b> to allow the staging of backorders during put-away.</p> <p>Key <b>N</b> to prevent backorder staging during put-away.</p> <p><b>Default Value:</b> The value specified in the Allow Backorder Staging field in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>(A 1) Required</p>
Use Immed Put-Away	<p>This field appears only if the <b>Use Immediate Put Away</b> field is set to <b>O</b> or <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE); and is only available as an input field when <b>Use Immediate Put Away</b> is set to <b>O</b>.</p> <p>Use this field to specify whether or not immediate put away can be used for this receiver.</p> <p>Key <b>Y</b> to use immediate put away for this receiver.</p> <p>Key <b>N</b> if you do not want to use immediate put away for this receiver.</p> <p><b>Default Value:</b> Y</p>

Field/Function Key	Description
F1=Auto PA	<p>The <b>F1=AUTO PA</b> function key appears only if you keyed <b>Y</b> in the <b>Allow Auto Put-Away</b> field in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>After you enter the entire receiver through the transaction manager, press <b>F1=AUTO PA</b> to complete the put-away process and post the receiver.</p> <p>If the <b>Use Immediate Put Away</b> field is <b>Y</b>, the Radio Frequency Receiving Message Screen displays indicating message <b>94: Auto-Put-Away has been scheduled for this receiver</b>. The receiver will be posted to the reserved locations and the items are then available for normal processing in that locations. This Receiver Identification Screen redisplay for the next transaction.</p> <p>If the <b>Use Immediate Put Away</b> field is set to <b>N</b> or is not displayed on this screen, the Use Back Order Staging Confirmation Screen displays. Based on the Y/N response for <b>Use Back Order Staging</b>, the items will be posted to the Receiving Dock (4's location) or the Receiving Dock (4's location) and the Back Order Staging (8's location). Items posted to the Receiving Dock (4's location) will use the RF Put-Away tasks to move the items from the receiving dock to the stock location.</p> <p>If there are pallet quantity exceptions found in the receiver, the Pallet Control Exception Screen displays.</p> <p><b>Note:</b> The sequence in which Auto Put-Away is performed is determined by the settings defined in Warehouse Management Options Maintenance (MENU WMMAIN). However, in order to use Auto Put-Away, the settings should allow for printing Put-Away Lists and Labels prior to posting the receiver.</p>
F3=Exit	<p>Press <b>F3=EXIT</b> to leave this receiving task. The Task Selection Screen will appear.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The Purchase Order Identification Screen will appear.</p> <p>The Receiver Already Exists Screen displays when attempting to create an existing receiver number. The Receiver Options Restored Screen displays when selecting a receiver and the <b>Allow Backorder Staging</b> and <b>Use Immediate Put Away</b> field values don't match.</p>

## Receiver Already Exists Screen



The Receiver Already Exists Screen displays when selecting a receiver on the [Receiver Identification Screen](#) and the system determines the receiver number already exists. Use this screen to acknowledge you are selecting to work with an existing receiver or return to the Receiver Identification Screen to select a different receiver.

### Receiver Already Exists Screen Fields and Function Keys

Field/Function Key	Description
Message Information	The <b>Receiver already exists.</b> message tells the user that the receiver number scanned/keyed on the <a href="#">Receiver Identification Screen</a> already exists. Display
F1=Update	Press <b>F1=UPDATE</b> to acknowledge the selection of an existing receiver and continue to the Purchase Order Identification Screen for processing.
F3=Return	Press <b>F3=RETURN</b> to return to the Receiver Identification Screen.

## Receiver Options Restored Screen

```
Receiver already exists
with different options.
Original options restored.

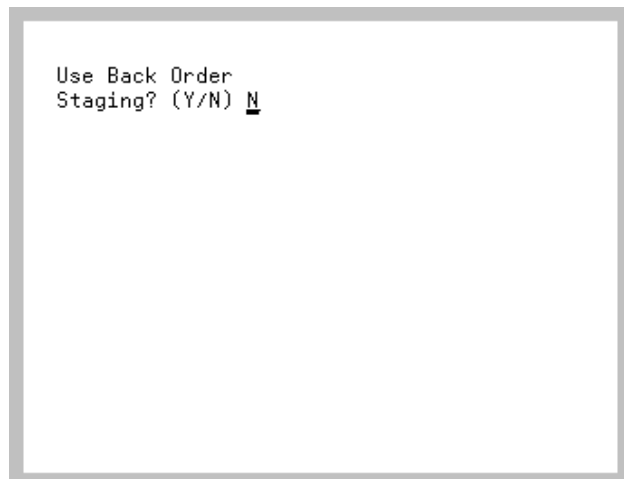
Use B/O Staging: Y
Use Immed Put-Away: Y
```

The Receiver Options Restored Screen displays when selecting an existing receiver on the [Receiver Identification Screen](#) and the **Use B/O Staging** and **Use Immed Put-Away** options are not the same as the original receiver. Use this screen to read and complete the appropriate action based on the specific message.

### Receiver Options Restored Screen Fields and Function Keys

Field/Function Key	Description
Message Information	The message <b>Receiver already exists with different options. Original options restored. Use B/O Staging: Y/N Use Immediate Put-Away: Y/N</b> tells you what the originally created put-away and staging option values were and that they will be restored and used for this receiver. Display
F3=Return	Press <b>F3=RETURN</b> to return to the Receiver Identification Screen.
Enter	Press <b>ENTER</b> to continue. The Purchase Order Identification Screen displays.

## Use Back Order Staging Confirmation Screen



The Use Back Order Staging Confirmation Screen appears after pressing **F1=AUTO PA** from the [Receiver Identification Screen](#) when **Use Immediate Put-Away** is set to **N** on the Receiver Identification Screen; or **Use Immediate Put-Away** is set to **N** in Radio Frequency Options Maintenance (MEUNU RFFILE).

Use this screen to choose whether or not back order staging should be used in the automatic put-away process. The **Use Back Order Staging** field will display the current setting for the **Allow Backorder Staging** field set through Warehouse Management Options (MENU WMFILE).

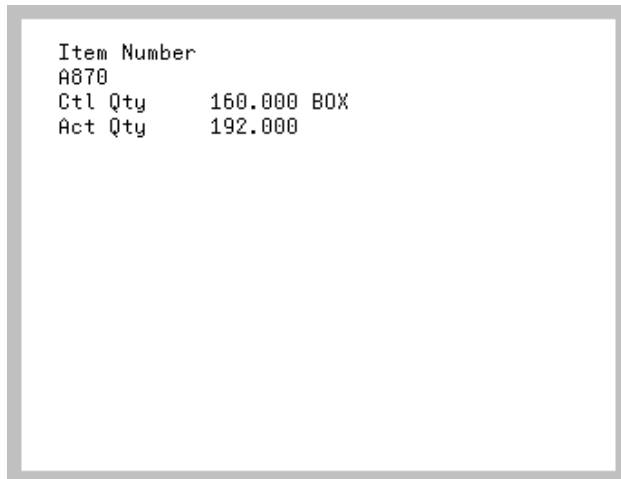
### Use Back Order Staging Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Use Back Order Staging	<p>Use this field to identify whether you want to use back order staging during put-away. Receipt quantities that will be used to fill backorders can be staged in an area near the dock to minimize product handling. During put-away you can ask the system to place any receipt quantities that will be used to fill backorders in the backorder staging location.</p> <p>Enter <b>Y</b> to request the staging of backorders during put-away. Enter <b>N</b> to not use backorder staging during put-away.</p> <p>The items will be posted to the Receiving Dock (4's location) or the Receiving Dock (4's location) and the Back Order Staging (8's location). Items posted to the Receiving Dock (4's location) will use the Put-Away tasks to move the items from the receiving dock to the stock location.</p> <p><b>Default Value:</b> The value set for the <b>Allow Backorder Staging</b> field set through Warehouse Management Options (MENU WMFILE).</p> <p>(A 1) Required</p>

Field/Function Key	Description
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>The Radio Frequency Receiving Message Screen displays indicating message <b>94: Auto-Put-Away has been scheduled for this receiver.</b>; the Receiver Identification Screen displays for the next transaction.</p> <p>The system will automatically create the purchase order receiver from the Radio Frequency receiver, assign warehouse locations to all items in the receiver, print the Put-Away List and Labels, and post the receiver.</p> <p><b>Note:</b> The sequence in which Auto Put-Away is performed is determined by the settings defined in Warehouse Management Options Maintenance (MENU WMMAIN). However, in order to use Auto Put-Away, the settings should allow for printing Put-Away Lists and Labels prior to posting the receiver.</p>

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## Pallet Control Exception Screen



The Pallet Control Exception Screen appears after pressing **F1=AUTO PA** from the [Receiver Identification Screen](#) when the pallet control quantity to be received is different than the actual quantity received for a pallet control item in the selected receiver.

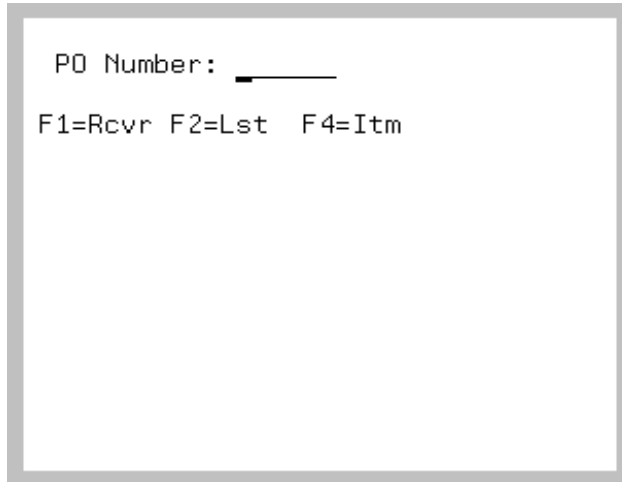
Use this screen to review the pallet control quantity scanned/keyed by the handler on the Pallet Control Quantity Screen and the actual total receipt quantity as scanned/keyed on the Quantity Identification Screen.

### Pallet Control Exception Screen Fields and Function Keys

Field/Function Key	Description
Item Number	The item number of the item you are receiving. Display
Ctl Qty	The expected receipt control quantity for the item in this receiver expressed in the buying unit of measure for the purchase order. This quantity was scanned/keyed by the handler on the Pallet Control Quantity Screen during receiving. Display
Act Qty	The actual receipt quantity of the item number based on the handler's scanned/keyed receiving quantities for the item on the Quantity Identification Screen. Display
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to continue and review this item. The Received Item Identification Screen will display.

## Purchase Order Identification Screen



```
PO Number: _____
F1=Rcvr F2=Lst F4=Itm
```

The Purchase Order Identification Screen appears after pressing **ENTER** on the [Receiver Identification Screen](#) when building a receiver. It also appears after pressing:

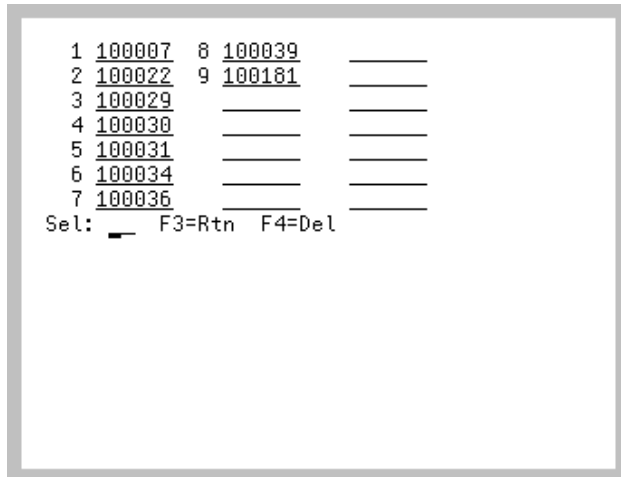
- **F1=UPDATE** on the [Receiver Already Exists Screen](#)
- **ENTER** on the [Receiver Options Restored Screen](#)
- **F3=RTN** on the [PO List Screen](#)
- **F1=PO** on the [Received Item Identification Screen](#)

Use this screen to identify the purchase orders associated with the receiving activity for a specific vendor. Key the **PO Number** and press **ENTER**. After entering a purchase order, you will remain on this screen. When you are finished entering a list of purchase orders, use the **F4=ITM** function key to begin receiving items against those purchase orders.

### Purchase Order Identification Screen Fields and Function Keys

Field/Function Key	Description
PO Number	<p>Use this field to identify the purchase orders associated with the receiving activity. This purchase order numbers are validated in Distribution A+ for accuracy.</p> <p>Key a valid purchase order number and press <b>ENTER</b>. You will remain on this screen so that you can enter another purchase order number.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the purchase order number can be preceded by an RF identifier defined for purchase order numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> Must be the number of an open purchase order created through Enter or Change Requisitions (MENU POMAIN) for the applicable warehouse and company. (A6) / (A 40 w/RF Identifiers) Required</p>
F1=Rcvr	<p>Press <b>F1=RCVR</b> to return to the Receiver Identification Screen, which allows you to identify a different receiver for processing.</p>
F2=Lst	<p>Press <b>F2=LST</b> to display a list of entered purchase orders for this handler. The PO List Screen appears.</p>
F4=Itm	<p>Press <b>F4=ITM</b> when you are finished entering purchase order numbers for this receiver and you are ready to begin receiving items against them. The Received Item Identification Screen appears.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. You will remain on this screen so that you can enter another purchase order number.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the RF <a href="#">Identifier Conflict Screen</a> will appear.</p>

## PO List Screen

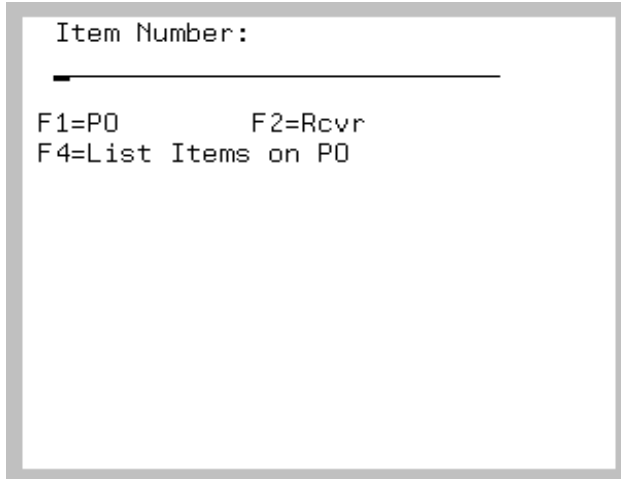


The PO List Screen appears after you press **F2=LST** on the [Purchase Order Identification Screen](#). This screen displays a list of purchase order numbers entered for this receiver. You can delete a purchase order number from this list.

### PO List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The selection reference number for each purchase order. Key this number in the <b>Sel</b> field to select the PO number for deletion. Display
(PO Number)	The list of purchase order numbers entered for this receiver. Display
Sel	Use this field to select a purchase order in the list for deletion. Key the <b>Reference number</b> that displays to the left of the purchase order number you want to delete and press <b>F4=DEL</b> to delete the purchase order number from the list. (N 2,0) Optional
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Purchase Order Identification Screen</a> .
F4=Del	Key the <b>Reference number</b> that displays to the left of the purchase order number you want to delete and press <b>F4=DEL</b> to delete the purchase order number from this receiver.

## Received Item Identification Screen



```
Item Number:
-----
F1=PO      F2=Rcvr
F4=List Items on PO
```

The Received Item Identification Screen appears after pressing **F4=ITM** on the [Purchase Order Identification Screen](#). It also appears after pressing:

- **F1=ITM** on the
  - [Quantity Identification Screen](#)
  - [Serial Number Identification Screen](#)
  - [Lot Number Identification Screen](#)
- **F3=RETURN** on the
  - [Purchase Order Number Screen](#)
  - [Received Item Already Exists Screen](#)
  - [Available Open Purchase Order List Screen](#)
  - [Received Item Selection Screen](#)
- **F4=DELETE** on the [Received Item Already Exists Screen](#)
- **ENTER** on the
  - [Pallet Control Exception Screen](#)
  - [Quantity Identification Screen](#)
  - [Serial Number Identification Screen](#) after the last serial number is entered
  - [Lot Number Identification Screen](#) after the last lot number is entered.

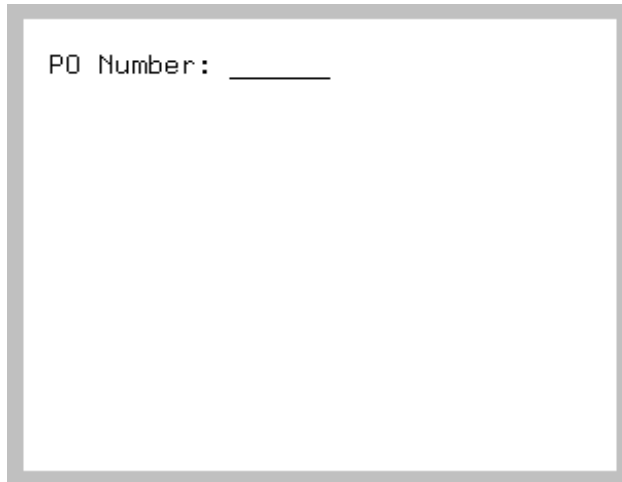
Use this screen to identify the received items. If an error occurs with a purchase order that was added to this receiver after an item number is entered on this screen, the affected purchase order number will display.

## Received Item Identification Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Scan or key the number of the received item.</p> <p>The option to cross-reference is available to link your own item number to another number (i.e., a manufacturer's number, UPC code, or GTIN).</p> <p>If the item number scanned or entered is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number. Additionally, if the item number scanned or entered is for a GTIN or UPC code, and the purchase order's U/M is different than the GTIN or UPC code U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p>If the item number scanned/keyed is not in the Item Master File (ITMST) or cannot be cross referenced to an item in the Item Master File, the <a href="#">Item Not on File Screen</a> displays to create the cross-reference.</p> <p>Also, if you scan or key a valid item that does not reside on the selected PO, the Radio Frequency Receiving Message Screen displays the <b>Item not found on this PO</b> message.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> The number (e.g., manufacturers' number, alternate number, UPC code, or GTIN) of a valid item on the selected purchase order.</p> <p>(A27) / (A 40 w/RF Identifiers) Required</p>
F1=PO	Press <b>F1=PO</b> to return to the <a href="#">Purchase Order Identification Screen</a> .
F2=Rcvr	Press <b>F2=RCVR</b> to return to the <a href="#">Receiver Identification Screen</a> to identify a different receiver for processing.
F4=List Items on PO	Press <b>F4=LIST ITEMS ON PO</b> to display a list of items on a purchase order. The Purchase Order Number Screen will appear. If you have only one PO number in the PO list, then when you press <b>F4=LIST ITEMS ON PO</b> , that PO number will default into the <b>PO Number</b> field when the screen appears.

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If the item number is already included in this receiver, the Received Item Already Exists Screen will display.</p> <p>If the item number identified exists on the purchase order more than once, the Received Item Selection Screen will display.</p> <p>If the item number exists on more than one of the purchase orders entered on the Purchase Order Identification Screen, the Item's PO Selection List Screen appears.</p> <p>If the item number does not exist on any of the purchase orders entered but it does exist on other open purchase orders, the Open PO List Screen appears.</p> <p>If you did not enter a list of purchase orders on the Purchase Order Identification Screen or the PO List Screen, but the item does exist on open purchase orders for this company/warehouse, the <a href="#">Available Open Purchase Order List Screen</a> appears.</p> <p>If the item number identified exists only once on a purchase order or if the item is a pallet item and the <b>Allow Auto Put-Away</b> option is set to <b>N</b> through Radio Frequency Options Maintenance (MENU RFFILE), the Quantity Identification Screen will appear.</p> <p>If the item is a pallet item and the <b>Allow Auto Put-Away</b> option is set to <b>Y</b> through Radio Frequency Options Maintenance (MENU RFFILE), the Pallet Control Quantity Screen will appear.</p> <p>If the item number is not on any purchase order, the Radio Frequency Receiving Message Screen displays informing you with an error message. If necessary, the item may be received as a miscellaneous receipt through Warehouse Management (MENU WMFILE).</p> <p>If the item is not a valid item defined in the Item Master File, and the handler has the ability to create a cross-reference [i.e., <b>Allow Entry of Alternate Items</b> is set to <b>Y</b> in Handlers Maintenance (MENU RFFILE)], the Item Not on File Screen will display. If the handler does not have the ability to create a cross-reference [i.e., <b>Allow Entry of Alternate Items</b> is set to <b>N</b> in Handlers Maintenance (MENU RFFILE)], Radio Frequency Receiving Message Screen displays informing you that the item is not on file.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the RF Identifier Conflict Screen will display.</p>

## Purchase Order Number Screen



PO Number: \_\_\_\_\_

This screen appears after pressing **F4=LIST ITEMS ON PO** on the [Received Item Identification Screen](#). Use this screen to specify the number of the purchase order for which you want to view a list of items.

### Purchase Order Number Screen Fields and Function Keys

Field/Function Key	Description
PO Number	<p>Enter the number of the purchase order to display a list of items on the purchase order with quantity to be received. If only one purchase order number existed in the list, that purchase order number will default to this field.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the purchase order number can be preceded by an RF identifier defined for purchase order numbers through RF Identifiers Maintenance (MENU RFFILE). (A 6) / (A 40 w/RF Identifiers) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Received Item Identification Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your entry. The Purchase Order Item List Screen will appear.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will appear.</p>

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## Purchase Order Item List Screen

S	O	Our	Item Number
1	Y	A	110
2	Y	A	200
3	Y	A	210

Sel:     
 Sort:    I    Open Only:    Y  
 Pos:     
 F1=MFG #

The Purchase Order Item List Screen appears after pressing **ENTER** on the [Purchase Order Number Screen](#). This screen displays a list of items on the purchase order with open quantity to be received. Only line items that can be received through RF receiving will be shown on this screen.

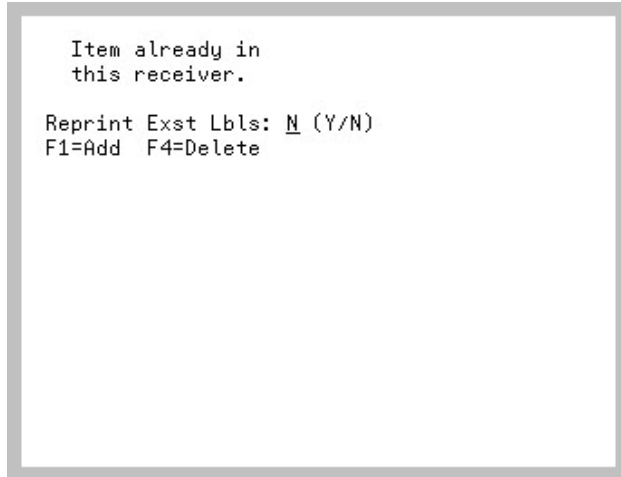
### Purchase Order Item List Screen Fields and Function Keys

Field/Function Key	Description
S	This column displays the selection reference number for each line. Key this number in the <b>Sel</b> field to select the line. Display
O	This column indicates whether there is open quantity to be received for the line item. <b>Y</b> displays if open quantity exists. <b>N</b> displays if there is no open quantity. Display
Our Item Number/ MFG Item Number/ PO Description-1/ PO Description-2/ MFG Description-1/ MFG Description-2	This column can be toggled using the F1=XXX function key. Based on your selection, this column displays the <ul style="list-style-type: none"> <li>• item number from the purchase order</li> <li>• manufacturer's item number from the purchase order</li> <li>• first line of the PO description from the purchase order</li> <li>• second line of the PO description from the purchase order</li> <li>• first line of the manufacturer description from the Vendor/Item File (<b>VNITM</b>), if any, else blank</li> <li>• second line of the manufacturer description from the Vendor/Item File (<b>VNITM</b>), if any, else blank.</li> </ul> Display

Field/Function Key	Description
Sel	<p>Key a <b>Reference Number</b> from the <b>S</b> column in this field to select the line item for receiving.</p> <p>(N 1,0) Optional</p>
Sort	<p>Use this field to specify how you want the list of items to be sorted.</p> <p>Key <b>I</b> to sort the list by our item number.</p> <p>Key <b>M</b> to sort the list by manufacturer item number.</p> <p>Key <b>D</b> to sort the list by the first line of the PO description from the purchase order.</p> <p><b>Default Value:</b> I</p> <p><b>Valid Values:</b> I, M, or D</p> <p>(A 1,0) Required</p>
Open Only	<p>Use this field to specify whether you want to include only line items with quantity to be received in the list.</p> <p>Key <b>Y</b> to limit the list to only line items with quantity to be received.</p> <p>Key <b>N</b> to display all items.</p> <p><b>Valid Values:</b> Y, N</p> <p>(A 1) Required</p>
Pos	<p>Use this field to position the list to the first line item that matches your criteria. If you are sorting by item number, you will be positioned to the first line where the item number is greater than or equal to the value specified here. If you are sorting by manufacturer item number, you will be position to the first line where the manufacturer item number is greater than or equal to the value specified here. If you are sorting by PO description, you will be positioned to the first line where the first line of PO description is greater than or equal to the value specified here.</p> <p>Key the data to be used for positioning the list of purchase orders.</p> <p>(A 30) Optional</p>
F1=MFG# F1=PO Desc F1=MFG Desc F1=Item #	<p>Use the <b>F1=MFG # / F1=PO DESC / F1=MFG DESC / F1=ITEM #</b> function to toggle between displaying our item number, the manufacturer item number in the purchase order, the PO item description, or the description for the manufacturer's item number from the Vendor/Item File (<b>VNITM</b>).</p>

Field/Function Key	Description
F2=P/Dsc-1 F2=P/Dsc-2 F2=M/Dsc-1 F2=M/Dsc-2	<p>This key appears as <b>F2=P/DSC-1</b> / <b>F2=P/DSC-2</b> when the PO Description columns are currently displayed using the <b>F1=PO DESC</b> toggle function key.</p> <p>This key appears as <b>F2=M/DSC-1</b> / <b>F2=M/DSC-2</b> when the MFG Description columns are currently displayed using the <b>F1=MFG DESC</b> toggle key.</p> <p>Use this field to toggle between the first and second line of description.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>If you changed the <b>Sort</b> criteria, the screen will be redisplayed in the selected sequence of data.</p> <p>If you changed the <b>Open Only</b> criteria, the screen will be redisplayed with the specified receipt criteria.</p> <p>If you keyed data in the <b>Pos</b> position to field, the screen will be redisplayed to the selected matching field data.</p> <p>If you keyed a reference number in the <b>Sel</b> field, the Quantity Identification Screen will appear.</p> <p>If you keyed a reference number in the <b>Sel</b> field for an item that is a pallet item, the Pallet Control Quantity Screen displays.</p> <p>If you keyed a reference number in the <b>Sel</b> field for an item that has already been selected for this receiver, the Received Item Already Exists Screen will appear.</p>

## Received Item Already Exists Screen



The Received Item Already Exists Screen appears if the item already exists on the receiver when pressing **ENTER** on the:

- [PO List Screen](#)
- [Purchase Order Item List Screen.](#)

Use this screen to acknowledge selection of existing item and select to add more information for this item, delete the item from the receiver, or return to the previous screen to make the appropriate changes.

### Received Item Already Exists Screen Fields and Function Keys

Field/Function Key	Description
(Message Text)	The <b>Item already in this receiver.</b> message informs you that the item is already in the identified receiver. Display
Reprint Exst Lbls	If you have already printed the Put-Away List, Put-Away Labels, and optionally Item Labels for this receiver, you can reprint existing Put-Away Labels for inventory that has not been put-away complete and Item Labels for the receiver as well as any new labels. You can select to print only new labels for this receiver.  Key <b>Y</b> to reprint existing Put-Away Labels and Item Labels and print new Put-Away Labels and Item Labels. If items have been put-away, the Put- Away Labels will not be reprinted for completed quantity; Put-Away Labels will only print for new quantities. Item Labels will be reprinted for all (completed and new) item quantities on the receiver. Key <b>N</b> to print only new labels for the additional quantities entered. (A 1) Required

Field/Function Key	Description
F1=Add	<p>Press <b>F1=ADD</b> to change the quantity received (i.e., add to the quantity already identified) of the item in the receiver.</p> <p>When <b>Reprint Exst Lbls</b> is <b>N</b>, the additional quantity creates a new RF Put- Away Log File (<b>RFPAL</b>) record and a new label prints for just the new quantity. It does nothing to the previous labels that were generated for the original quantity.</p> <p>When <b>Reprint Exst Lbls</b> is <b>Y</b>, the additional quantity creates a new RF Put- Away Log File (<b>RFPAL</b>) record, the original put-away label number is updated with the new quantity and a reprint of that original put-away label with the new quantity occur.</p> <p>The Quantity Identification Screen will display.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Received Item Identification Screen</a> to identify a different item number for processing.</p>
F4=Delete	<p>Press <b>F4=DELETE</b> to delete the item selection from this receiver and return to the <a href="#">Received Item Identification Screen</a> to identify a different item number for processing.</p> <p>When <b>F4=DELETE</b> is selected, the put-away/item label information is deleted. All previously printed put-away labels <b>MUST</b> be discarded since they are now invalid.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

## Quantity Identification Screen

```

Qty _____ EA F1=Itm
COO JAP
PO 100021 OQ 5.000
Sharp Copier/Scanner
Model Z-685

```

```

Qty _____ BOX F1=Itm
F4=NP
F9=PIDL
#OP 1 #TG 1
PID FP ADPI N 000001
PO 100184 OQ 200.000
Bond Paper
Full Height Pallet/Non Case Qty

```

This screen displays from the following screens after pressing:

- **ENTER** on the [PO List Screen](#)
- **ENTER** or **F1=ADD** on the [Received Item Identification Screen](#)
- **ENTER** on the [Purchase Order Item List Screen](#)
- **ENTER** on the [Pallet Control Quantity Screen](#)
- **ENTER** on the [Pallet ID List Screen](#)
- **ENTER** on the [Available Open Purchase Order List Screen](#)
- **ENTER** on the [Received Item Selection Screen](#)
- **ENTER** on the [Open PO List Screen](#)
- **ENTER** on the [Add PO Screen](#)
- **ENTER** on the [Item's PO Selection List Screen](#)

It will also display after pressing **F1=CREATE** on the [Item Cross Reference Screen](#).

Use this screen to identify the quantities of the items associated with the receiving activity. If you are working with a pallet item, use this screen to record the total number of pallets received and the quantity on each pallet.

## Quantity Identification Screen Fields and Function Keys

Field/Function Key	Description
Qty	<p>The quantity of the item received. This quantity is expressed in the unit of measure in which the item was ordered, as displayed to the right of the Qty value.</p> <p>Scan/key the quantity being received for the item. Quantities are immediately checked against the Purchase Order Detail File to verify them against the ordered quantities. Any overages are instantly identified.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(N 10,3) / (A40 w/RF identifiers) Required</p>
Wgt	<p>This field only displays for items that are defined as catch weight items in Item Master Maintenance (MENU IAFILE).</p> <p>Scan/key the weight of the item used for the calculation of average cost during PO Receipts in the <b>Wgt</b> field.</p> <p>(11,4) Required</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to specify the country of origin of the item. You can override this field unless the item already exists on this receiver and has a country of origin specified.</p> <p><b>Note:</b> If country of origin buying restrictions are active, or if the item is a special order item and country of origin selling restrictions are active, the system will perform a country of origin check. Both buying and selling restrictions are determined through System Options Maintenance (MENU XAFILE). Also, if restrictions have been added for the country of origin since the original entry of the item on the receiver, you will be allowed to modify the country of origin to one that is not restricted.</p> <p><b>Default Value:</b> the country of origin from the purchase order</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)</p> <p>(A 3) Required/Display</p>

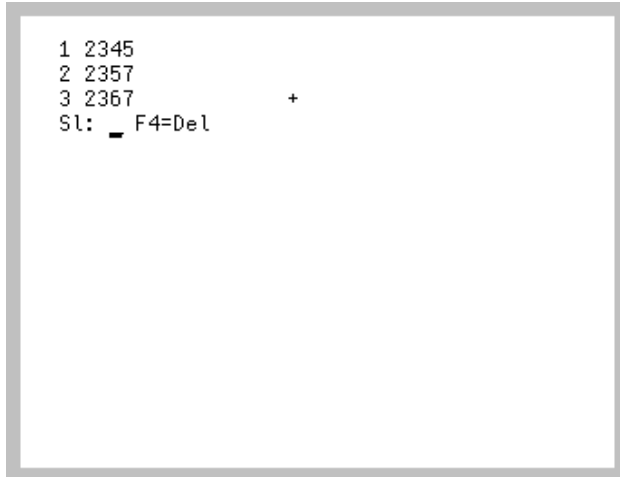
Field/Function Key	Description
#OP (total number of pallets received)	<p>This field appears only for pallet items.</p> <p>Key the number of pallets being received with this quantity.</p> <p>For pallet items, if the <b>ADPI</b> field is set to <b>N</b>, and the <b>#OP</b> pallets is greater than 1, the screen will be updated each time you press <b>ENTER</b> and the <b>#TG</b> field will reflect the number of pallets left to receive.</p> <p><b>Default Value:</b> 1 (N 5,0) Required</p>
#TG (To Go)	<p>This field appears only for pallet items.</p> <p>For pallet items, if the <b>ADPI</b> field is set to <b>N</b>, and the <b>#OP</b> pallets is greater than 1, the screen will be updated in descending order each time you press <b>ENTER</b> and the <b>#TG</b> field will reflect the number of pallets left to receive.</p> <p><b>Default Value:</b> 1 Display</p>
PID (Pallet ID)	<p>This field appears only for pallet items.</p> <p>Key a pallet ID.</p> <p><b>Default Value:</b> The pallet ID defined for this item through Item Balance Maintenance (MENU IAFIELD).</p> <p><b>Valid Values:</b> A pallet ID defined through Pallet Master Maintenance (MENU WMFIELD).</p> <p>(A 2) Required</p>
ADPI (Automatically Duplicate Pallet Information)	<p>This field appears only for pallet items.</p> <p>Use this field to specify whether or not to automatically duplicate pallet information. Pallet information includes country of origin, lot numbers (for items that are not unique lot control), and/or serial numbers.</p> <p>Key <b>Y</b> to automatically duplicate pallet information. When this field is set to <b>Y</b>, the number entered in the <b>Qty</b> field will be assigned to the number of pallets in the <b>#OP</b> field. The total quantity being received will not be checked against the control quantity value entered on the Pallet Control Quantity Screen.</p> <p>Key <b>N</b> to prevent pallet information from being automatically duplicated. If you key <b>N</b> in this field, the <b>#TG</b> field will be updated in descending order when you press <b>ENTER</b> and the quantity being received will be checked against the control quantity value entered on the Pallet Control Quantity Screen to prevent over-receiving.</p> <p>(A 1) Required</p>

Field/Function Key	Description
(Pallet Reference Number)	<p>This field appears only for pallet items.</p> <p>This field displays the pallet reference number assigned to the pallet being received to identify it in the system.</p> <p>Display</p>
PO	<p>This field displays the purchase order number associated with the items being received.</p> <p>Display</p>
OQ (Open Quantity)	<p>This field displays the quantity open for this item. The quantity open is equal to the order quantity minus the quantity received to date based on the buying unit of measure.</p> <p><b>Default Value:</b> For regular items, the default value is the open order quantity available to be received. For pallet items, this value is the total receipt control quantity entered on the Pallet Control Quantity Screen.</p> <p>Display</p>
(Item Description)	<p>These fields display two lines of item description text.</p> <p>Display</p>
F1=Itm	<p>Press <b>F1=ITM</b> to access the Received Item Identification Screen, where you can identify a different item number for processing.</p>
F2=PRL	<p>The <b>F2=PRL</b> function key appears only if some pallet receipts have already been keyed/scanned for this item in this receiver.</p> <p>Press <b>F2=PRL</b> to access the a list of pallet reference numbers already created for pallet receipts previously identified for this item in this receiver. The Pallets Included in Receiver List Screen will appear.</p>
F4=NP	<p>The <b>F4=NP</b> function key appears only for pallet items.</p> <p>Press <b>F4=NP</b> to receive the item when it is not being received on a pallet. You must specify a quantity being received before pressing <b>F4=NP</b>. If the quantity is not entered first, the Radio Frequency Receiving Message Screen displays message <b>An invalid quantity was entered</b>. Press <b>ENTER</b> to redisplay this screen in regular receipt quantity mode.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
F9=PIDL	The <b>F9=PIDL</b> key appears only for pallet items. Press <b>F9=PIDL</b> to access a list of defined pallet IDs. The Pallet ID List Screen will appear.
F10=LSL	The <b>F10=LSL</b> function key appears only if the item you are receiving is a lot/ serial item and some lots/serials have already been scanned/keyed. Press <b>F10=LSL</b> to access a list of lot/serial numbers which have already been keyed/scanned for this item's receipt in this receiver.

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>If the item number for the quantities you entered is not a lot or serial number, the Received Item Identification Screen will display to allow for the identification of another item number.</p> <p>If the item number for the quantities you entered is a serial number item, and serial number identification is required as determined through Radio Frequency Options Maintenance (MENU RFFILE), the Serial Number Identification Screen will display.</p> <p>If the item number for the quantities you entered is a lot number item, and lot number identification is required as determined through Radio Frequency Options Maintenance (MENU RFFILE), the Lot Number Identification Screen will display.</p> <p>For pallet items, if the <b>ADPI</b> field is set to <b>N</b>, and the <b>#OP</b> pallets is greater than 1, the screen will be redisplayed each time you press <b>ENTER</b> and the <b>#TG</b> field will reflect the number of pallets left to receive.</p> <p>If the <b>Qty</b> quantity amount exceeds the <b>OQ</b> quantity on PO or remainder of the receipt quantity pallet control total, the Radio Frequency Receiving Message Screen displays <b>Qty entered exceeds on order quantity</b>.</p> <p>Press <b>ENTER</b> to close the Radio Frequency Receiving Message Screen and press <b>ENTER</b> again to continue with the receipt or press <b>F1=ITM</b> to return to the Received Item Identification Screen.</p> <p>When receiving is complete, the Received Item Identification Screen will appear.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Serial Number List Screen



The Serial Number List Screen displays after pressing **F2=LSI** on the [Serial Number Identification Screen](#) or **F10=LSL** on the [Quantity Identification Screen](#). Use this screen to review the serial numbers entered for this item in this receiver.

**Note:** If more than three serial numbers exist in this list, a + sign displays after the third serial number. This indicates that you may **PAGE UP** / **PAGE DOWN** to review all serial numbers.

### Serial Number List Screen Fields and Function Keys

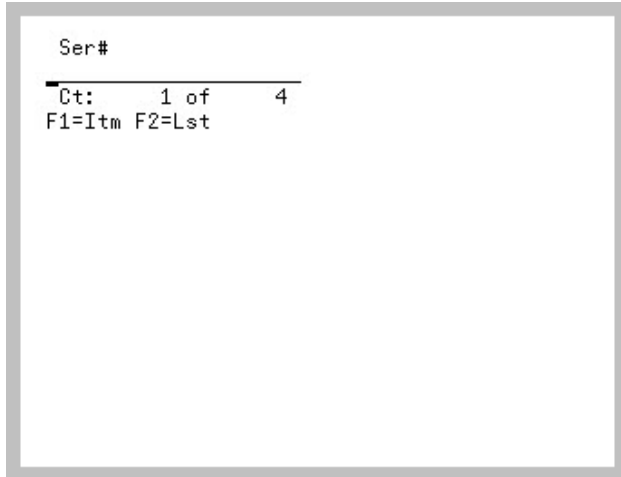
Field/Function Key	Description
(Reference Number)	Key this number in the <b>SI</b> field to select the serial number to which it corresponds to be removed from the list. Display
(Serial Number)	The list of serial numbers entered as being received for this item in this receiver. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the Serial Number Identification Screen to complete the task of entering serial numbers.
F4=Del	Press <b>F4=DEL</b> to remove the selected serial number from this receiving list. The display remains on this Serial Number List Screen.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

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Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F7=Page Down	<p>The <b>F7=PAGE DOWN</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.</p>
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>

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## Serial Number Identification Screen



The Serial Number Identification Screen displays after entering quantities on the [Quantity Identification Screen](#) for a serial item. Use this screen to scan/key the serial numbers of the received items.

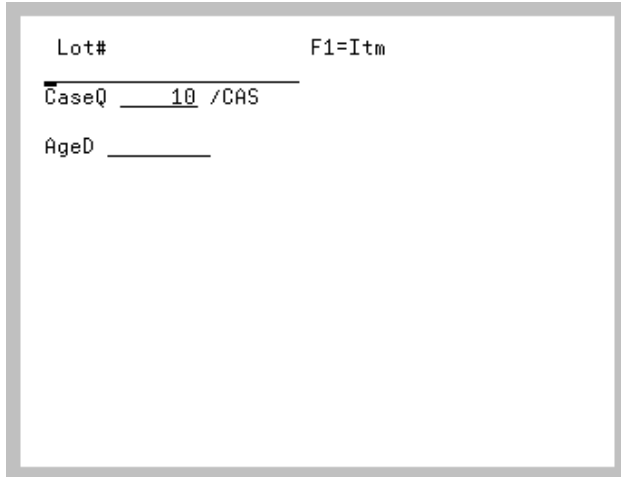
**Note:** This screen displays only when receiving serial items and **2=Prompt, not required or 3=Prompt, required** was entered in the **Lot/Serial Prompt Option** field on the **Task Options Maintenance Screen** in Radio Frequency Options Maintenance (MENU RFFILE).

### Serial Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Ser#	Use this field to identify the serial number for this item. Scan/key the serial number of the received item.  When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE). (A 20) / (A 40 w/RF Identifiers) Required
Ct	The first number in this field identifies how many serial numbers you entered up to this point. The second number in this field identifies how many serial numbers in total are required. This number is calculated using the quantity of items entered on the <a href="#">Quantity Identification Screen</a> .  Display
F1=Itm	Press <b>F1=ITM</b> to return to the <a href="#">Received Item Identification Screen</a> to select a different item number for processing.

Field/Function Key	Description
F2=Lst	<p>The <b>F2=LST</b> function key displays only if serial numbers have already been identified for the item being processed.</p> <p>Press <b>F2=LST</b> to display the Serial Number List Screen, where you may review a list of serial numbers being received.</p>
F3=Rtn	<p>The <b>F3=RTN</b> function key is non-display.</p> <p>Press <b>F3=RTN</b> to leave the task of entering serial numbers. The Received Item Identification Screen will display.</p> <p>If you did not enter all the required serial numbers, the Radio Frequency Receiving Message Screen displays message <b>Warning: Not all serial numbers have been entered</b>. Press <b>ENTER</b> on the message screen and return to this Serial Number Identification Screen to continue processing.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the Function Information Screen which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. After you enter the last serial number, the <a href="#">Received Item Identification Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Lot Number Identification Screen



The screenshot shows a terminal-style interface for the Lot Number Identification Screen. At the top left, the label 'Lot#' is displayed. To its right, the text 'F1=Itm' is shown. Below these, there are three input fields: 'CaseQ' followed by a horizontal line containing the value '10' and the text '/CAS'; 'AgeD' followed by a horizontal line; and a third empty horizontal line below it.

The Lot Number Identification Screen only displays if receiving lot control items and a **2=Prompt, not required** or **3=Prompt, required** was entered in the **Receiving: Lot/Serial Prompt Option** field on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).

After entering quantities on the [Quantity Identification Screen](#), use this screen to identify the lot number and other control information of the received lot items.

For lot items, the **AgeD** field will display to handlers that are authorized to the lot aging date and they will be able to establish the lot aging date separately from the receipt date normally used. For handlers that are not authorized, the receipt date will be used to establish the lot aging date.

For fixed case quantities that require an expiration date, only the **ExpD** field will display. For variable case quantity items, the **CaseQ** and **AgeD** fields will display. If the variable case quantity item also requires an expiration date, the **ExpD** field will also display.

## Lot Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Lot No	<p>Use this field to identify the lot number for this item.</p> <p>Scan/key the lot number of the received item.</p> <p>If a lot item is set up to require unique lot numbers in Item Master Maintenance (MENU IAFILE), any lot number keyed for receipt of 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.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>
CaseQ	<p>This field displays only if the item is a variable case quantity item.</p> <p>Use this field to identify the quantity of items in the case, since this item has been defined as a variable case quantity through Item Balance Maintenance (MENU IAFILE).</p> <p>Key the number of items in the received case.</p> <p><b>Default Value:</b> The item balance quantity from the Item Balance File which is maintained through Item Balance Maintenance (MENU IAFILE).</p> <p>(N 4,0 or N 6,0) Required</p>
Pallet Reference #	<p>This field displays only if the item is a pallet item.</p> <p>This field displays the number assigned to the pallet of the received item.</p> <p>Display</p>
ExpD	<p>This field displays only if an expiration date is required, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to key the expiration date of the lot item.</p> <p><b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Required/Optional</p>

Field/Function Key	Description
AgeD	<p>This field displays only for handlers that are authorized to change or override the aging date for a lot item, as determined by the <b>Allow Changes to the Lot Aging Date</b> field in Application Action Authority (MENU XASCTY).</p> <p>Key the Age Date for the lot item at the lot number assignment line-level. This date will then be used instead of the receipt date for this RF receipt process.</p> <p><b>Note:</b> During the posting process, if a duplicate item number/lot number/location is found for the assignment, the earliest aging date of the entries will be used as the aging date for both entries.</p> <p><b>Valid Values:</b> a valid calendar date in the <b>Default Date Format</b> 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 <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional/Display</p>
F1=Itm	<p>Press <b>F1=ITM</b> to display the <a href="#">Received Item Identification Screen</a> to identify a different item number for processing.</p>
F3=Rtn	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to exit the task of entering lot numbers. The Received Item Identification Screen to identify a different item number for processing.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>If the item is a lot item that is set up to require unique lot numbers, the lot number keyed for receipt of this item will be checked to ensure that it does not already exist in inventory that is on-hand or in any inventory receipt transactions.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Pallet Control Quantity Screen

```

Item Number
A850
Ctl Qty _____ BOX
  
```

The Pallet Control Quantity Screen displays after pressing **ENTER** on the [Received Item Identification Screen](#), the [Purchase Order Item List Screen](#), or the Received Item Selection Screen, for items with pallet information specified in the Item Master File (ITMST).

**Note:** This screen appears only if the **Allow Auto Put-Away** field is set to **Y** through Radio Frequency Options Maintenance (MENU RFFILE) and you are receiving a pallet item.

Use this screen to enter the total quantity being received for the selected item across all pallets.

### Pallet Control Quantity Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field displays the item number of the item you are receiving. Display
Ctl Qty	Scan/key the total receipt quantity of the item number across all pallets displayed in the buying unit of measure.  When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).  (N 10,3) / (A 40 w/RF Identifiers) Required

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your entry. The <a href="#">Quantity Identification Screen</a> will appear.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will appear.</p>

---

## Pallets Included in Receiver List Screen

```

1 000021      32 BOX
2 000022      32 BOX
3 000023      32 BO+
SI: _ F4=Del

```

The Pallets Included in Receiver List Screen displays after pressing **F2=PRL** on the [Quantity Identification Screen](#). Use this screen to review the pallets already identified for the selected item in this receiver.

**Note:** If more than three pallet numbers exist in this list, a + sign displays after the third pallet number. This indicates that you may **PAGE UP** / **PAGE DOWN** to review all pallet numbers.

### Pallets Included in Receiver List Screen Fields and Function Keys

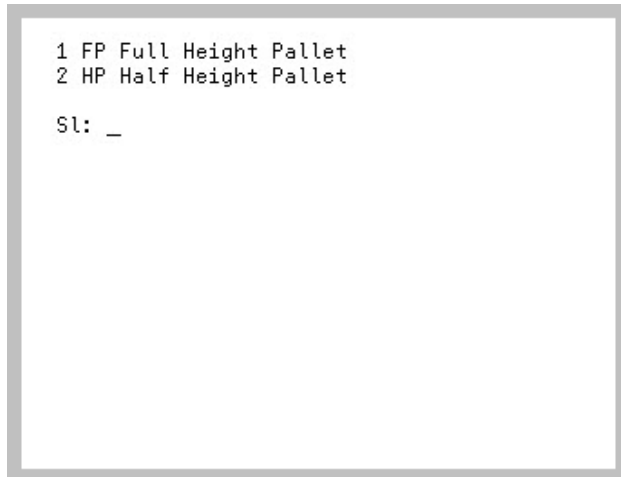
Field/Function Key	Description
(Reference Number)	Key this number in the <b>SI</b> field to select the serial number to which it corresponds to be removed from the list. Display
(Pallet Number)	The pallet number assigned to the pallet for receiving and put-away. Display
(Quantity / U/M)	The receipt quantity and unit of measure of the item on the pallet. Display
SI	Key the reference number of the pallet to select for deletion. (A 1) Optional
F3=Return	The <b>F3=RTN</b> function key is non-display. Press <b>F3=RTN</b> to return to the <a href="#">Quantity Identification Screen</a> .
F4=Del	Press <b>F4=DEL</b> with a <b>Reference Number</b> in the <b>SI</b> field to remove this pallet reference from this receiver.

---

Field/Function Key	Description
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F7=Page Down	<p>The <b>F7=PAGE DOWN</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.</p>
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. + appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>

---

## Pallet ID List Screen



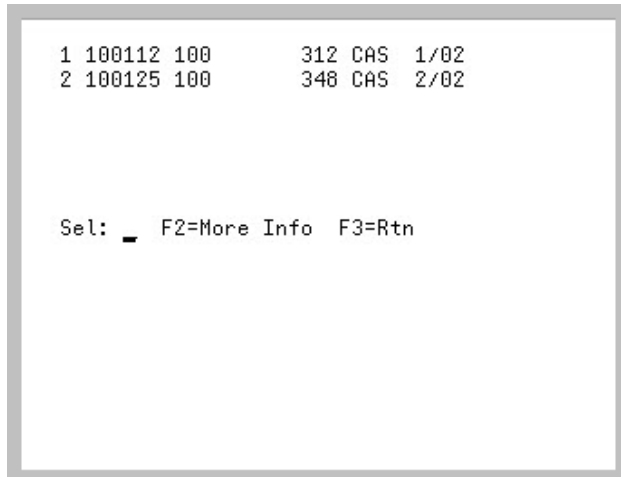
The Pallet ID List Screen displays after pressing **F9=PIDL** on the [Quantity Identification Screen](#). Use this screen to review a list of defined pallet IDs and select a different pallet ID for the receiver.

### Pallet ID List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	Key this number in the <b>SI</b> field to select the pallet ID to which it corresponds. Display
(Pallet ID)	This field lists pallet IDs and the corresponding descriptions defined through Pallet Master Maintenance (MENU WMFILE). Display
SI	Key the reference number of the pallet ID to select the corresponding pallet ID. (A 2) Optional
F3=Return	The <b>F3=RTN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Quantity Identification Screen</a> without changing the pallet selection.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection. The Quantity Identification Screen displays with the newly selected pallet ID.

## Available Open Purchase Order List Screen



The Available Open Purchase Order List Screen appears after pressing **ENTER** on the [Received Item Identification Screen](#) if you did not enter a list of purchase orders on the [Purchase Order Identification Screen](#) or the [PO List Screen](#) but the item does exist on open purchase orders for this company/warehouse. Use this screen to select the purchase order against which you are receiving this item.

### Available Open Purchase Order List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The selection reference number for each line. Key this number in the <b>Sel</b> field to select the line. Display
(PO Number)	The purchase order number of the open purchase orders for the selected item to be received. Display
(Vendor)	The vendor to whom the open purchase order was sent. Display
(Quantity / U/M)	The quantity of the item ordered expressed as a 6 digit whole integer. For the full quantity, including decimals, use the F2=MORE INFO function key. Display
(Due Date)	The due date of the purchase order to the warehouse. Display

Field/Function Key	Description
Sel	Use this field to select the purchase order in the list against which you are receiving this item. Key the selection number that displays to the left of the purchase order number and press <b>ENTER</b> to select the purchase order. (N 1,0) Required
F2=More Info	Press <b>F2=MORE INFO</b> to access additional information about a specific item. In the <b>Sel</b> field, key the selection number that displays to the left of the purchase order number and press <b>F2=MORE INFO</b> . The More Information Screen appears.
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Received Item Identification Screen</a> .
Enter	Press <b>ENTER</b> to select the purchase order after keying a reference number in the Sel field. The <a href="#">Quantity Identification Screen</a> displays.

## More Information Screen

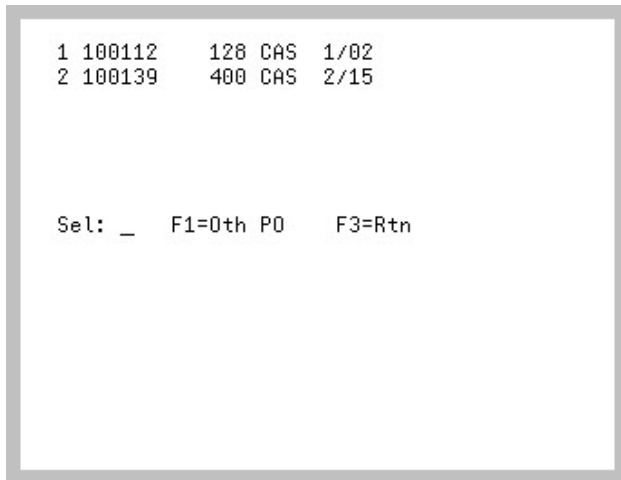


This screen appears after pressing **F2=MORE INFO** on the [Available Open Purchase Order List Screen](#). This screen displays additional information about the selected purchase order.

### More Information Screen Fields and Function Keys

Field/Function Key	Description
(Vendor Name)	The name of the vendor for the selected receiver. (Display)
(Item Number)	The item number selected for receiving on the <a href="#">Received Item Identification Screen</a> . (Display)
(Manufacturer Item Number)	The manufacturer's item number selected for receiving on the Received Item Identification Screen. (Display)
(Item Description)	The two item description lines for the selected item from the purchase order. (Display)
(Comment)	The full 60 position item comment from Distribution A+ displays on 2 lines of this Transaction Manager screen. (Display)
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Available Open Purchase Order List Screen</a> .

## Item's PO Selection List Screen



The Item's PO Selection List Screen appears after pressing **ENTER** on the [Received Item Identification Screen](#) if the item number exists on more than one of the purchase orders you entered on the [Purchase Order Identification Screen](#). Use this screen to select the purchase order against which you are receiving this item.

Note the following about the quantity field on this screen:

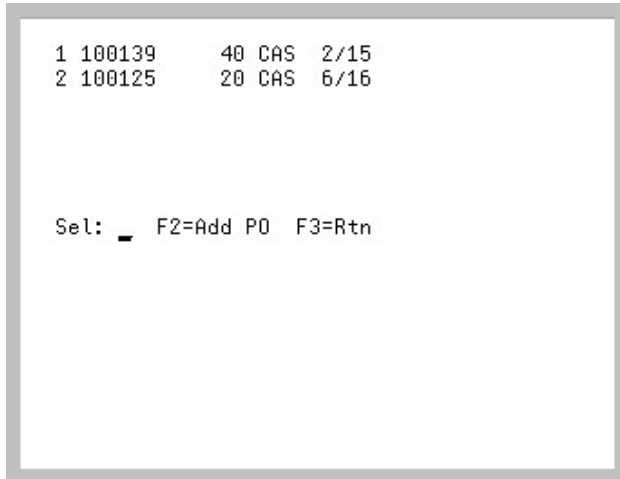
- If the quantity and unit of measure fields are blank, the item exists on the purchase order multiple times.
- If the quantity field is blank but the unit of measure field displays a value, the item has been fully received.
- If both the quantity and unit of measure fields display a value, the values represent the open quantity available for receiving.

### Item's PO Selection List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the displayed purchase order. Key this number in the <b>SL</b> field to select the line item for which the receiving activity is to occur. Display
(PO Number)	A purchase order number that contains the selected item to be received. Display
(Quantity, U/M)	This screen displays the open quantity and unit of measure of the item on the purchase order. Display

Field/Function Key	Description
(MM/DD)	The item receipt due date from the purchase order. Display
Sel	Use this field to select the purchase order in the list against which you are receiving this item. Key the selection number that displays to the left of the purchase order number and press <b>ENTER</b> to select the purchase order. (N 1,0) Required
F1=Oth PO	Press <b>F1=OTH PO</b> to access a list of other open purchase orders for this item and vendor. The list that displays will not include the purchase orders you entered on the <a href="#">Purchase Order Identification Screen</a> or the <a href="#">PO List Screen</a> . The <a href="#">Open PO List Screen</a> appears only if there are other purchase orders to view.
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Received Item Identification Screen</a> .

## Open PO List Screen



The Open PO List Screen appears after pressing **ENTER** on the [Received Item Identification Screen](#) if the item number does not exist on any of the purchase orders selected but it does exist on other open purchase orders. This screen also appears after you press **F1=OTH PO** on the [Item's PO Selection List Screen](#) for the same criteria. Use this screen to select the purchase order against which you are receiving this item.

### Open PO List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the displayed purchase order. Key this number in the <b>SL</b> field to select the line item for which the receiving activity is to occur. Display
(PO Number)	A purchase order number that contains the selected item to be received. Display
(Quantity, U/M)	This screen displays the open quantity and unit of measure of the item on the purchase order. Display
(MM/DD)	The item receipt due date from the purchase order. Display

Field/Function Key	Description
Sel	Use this field to select the purchase order in the list against which you are receiving this item. Key the selection number that displays to the left of the purchase order number and press <b>ENTER</b> to select the purchase order. (N 1,0) Required
F2=Add PO	Press <b>F2=ADD PO</b> to add a purchase order by purchase order number for this receiver. The Add PO Screen appears.
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Received Item Identification Screen</a> .
Enter	Press <b>ENTER</b> to select the purchase order to be received. The <a href="#">Quantity Identification Screen</a> displays unless the item to be received is a pallet item and the <b>Allow Auto Put-Away</b> field is set to <b>Y</b> through Radio Frequency Options Maintenance (MENU RFFILE) which will then display the <a href="#">Pallet Control Quantity Screen</a> .

## Add PO Screen

PO Number: \_\_\_\_\_  
F3=Rtn

The [Add PO Screen](#) appears after pressing **F2=ADD PO** on the [Open PO List Screen](#). Use this screen to add a valid purchase order for the selected item in this receiver. The purchase order to be added must be an open purchase order with the selected item number on it.

### Add PO Screen Fields and Function Keys

Field/Function Key	Description
PO Number	<p>Use this field to specify the purchase order number you want to add to this receiver. You will be prompted to specify the quantity of the item you are receiving for this purchase order.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the purchase order number can be preceded by an RF identifier defined for purchase order numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> An open purchase order that contains this item. (A 6) / (A 40 w/RF Identifiers) Required</p>
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Open PO List Screen</a> .
Enter	<p>Press <b>ENTER</b> to confirm your entry. The <a href="#">Quantity Identification Screen</a> displays.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will appear.</p>

## Received Item Selection Screen

```

1   128 CAS  1/02
2    10 CAS  6/27

Sl:  _

```

The Received Item Selection Screen displays after pressing **ENTER** on the [Received Item Identification Screen](#), if the item number exists multiple times in the purchase order. Use this screen to select which purchase order line item to use for the receiving activity.

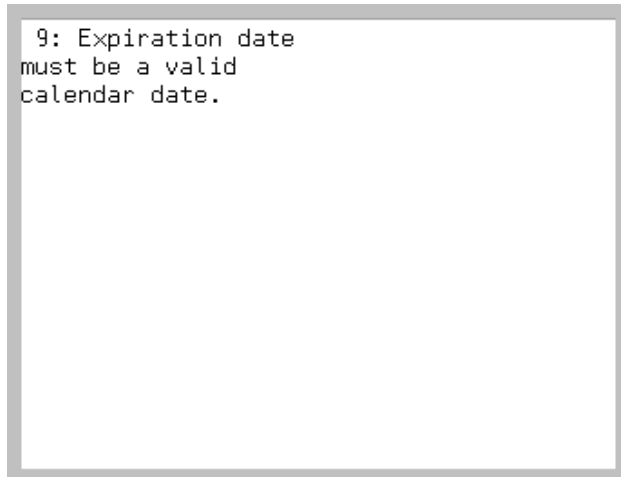
**Note:** If more than three items exist on this list, a **+** sign displays after the third item. This indicates that you may **PAGE UP** / **PAGE DOWN** to review all items.

### Received Item Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The field represents the reference number of the displayed line item. Key this number in the <b>SL</b> field to select the line item for which the receiving activity is to occur. Display
(Quantity Ordered)	The quantity ordered for the item instance in the selected purchase order. Display
(U/M)	The unit of measure for the respective order quantity for the item instance in the selected purchase order. Display
(Due Date)	The MM/DD format due date of the line item within the purchase order for the selected item. Display

Field/Function Key	Description
SI	Use the selection field to key the reference number of a displayed line item for which the receiving processing is to occur. (N 1,0) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Received Item Identification Screen</a> to identify a different item number for processing.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection. The <a href="#">Quantity Identification Screen</a> will display. If you are working with pallet items and selected <b>Y</b> in the <b>Allow Auto Put- Away</b> field on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the <a href="#">Pallet Control Quantity Screen</a> will appear.

## Radio Frequency Receiving Message Screen



The [Radio Frequency Receiving Message Screen](#) displays from various receiving screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Receiving Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display
Enter	Press <b>ENTER</b> to close the message window.

94: Auto Put-Away has been scheduled for this receiver. from RCVR

0216: No PO's have been selected. from OTLST

## Chapter 3 Putting Items Away

Put-away is a Radio Frequency system-defined warehouse task. You specify whether you are going to use Radio Frequency put-away through Radio Frequency Options Maintenance (MENU RFFILE).

When you use Radio Frequency to put-away, you will:

- 1 Indicate the default method (manual or system-directed) you will use to identify the put-aways. One major difference exists between the two methods. The manual method requires that you identify one put-away at a time. This differs from the system-generated method, which allows you to identify many put-away numbers, and then the system provides you with the most efficient travel path to move through the warehouse by displaying the next closest location. The put-away sequences for the locations are used in this determination.

**Note:** Put-away numbers are assigned when Put-Away Labels are printed at receipt or Inventory Accounting posting time, or upon request.

If you select the manual method of putting away inventory, you must key in the first put-away number, and then verify the location where you will store the inventory.

If you select the system-generated method of putting away inventory, you may key in all the put-away numbers for the put-aways you are performing. Then, you can use a function key to store the selected put-away transactions assigning them to the handler that is logged on. The system uses the put-away sequence for each of the “to” locations to display the location where you should go in order to store the items referenced by the identified put-aways. This display also will indicate the put-away number for reference, since entry of the put-away number is required.

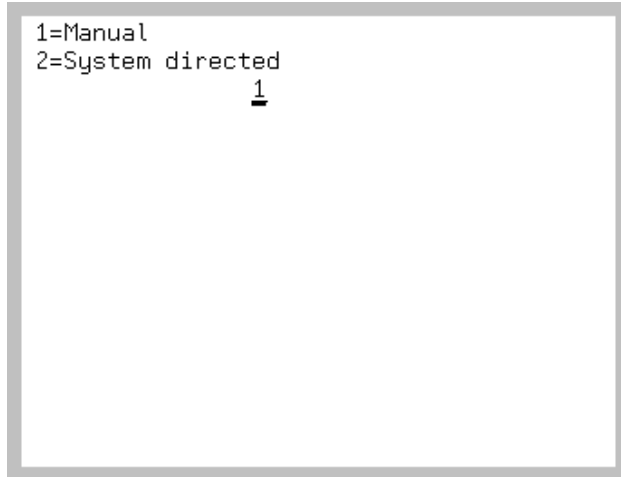
- 2 You may override the location when putting away the item, if the put-away location is occupied or lacks sufficient space, and **Allow Location Override** is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE). The override location is written to the Location Research File (RFRSH) so it can be reviewed when overrides occur. The cause of the override should be investigated so appropriate action can be taken (e.g., cycle counting the location or adjusting the location size) to prevent the incorrect assignment of put-away locations. You also have the option to review the file through Warehouse Management (MENU WMMAIN).

## Put-Away Screens

This section describes the screens that are used when you select to perform put-away tasks. The screens in this section are a simulation of the screens you encounter when using a transaction manager to perform remote warehouse management tasks.

Title	Purpose
<a href="#">Put-Away Method Selection Screen</a>	Use to select type of put-away: manual or system- directed put-away.
<a href="#">Manual Put-Away Number Identification Screen</a>	Use to enter the put-away number.
<a href="#">Take Put-Away Assignment Screen</a>	Use to take the put-away number from the original handler and complete the put-away task.
<a href="#">Put-Away Already Stored in Location Screen</a>	Message screen indicating the selected put-away transaction is complete.
<a href="#">Manual Put-Away Location Identification Screen</a>	Displays the assigned put-away location. Used to enter the put-away location for the selected put-way.
<a href="#">Wrong Location Screen</a>	Displays the correct put-away location to the handler.
<a href="#">Override Location Screen</a>	Use to override the assigned put-away location.
<a href="#">New Location Screen</a>	Use to enter the new location.
<a href="#">Mark New Location Screen</a>	Use to remind the RF Handler to void the original put- away label.
<a href="#">System Put-Away Number Identification Screen</a>	Use to enter the put-away numbers.
<a href="#">Put-Away Location Screen</a>	Use to identify the next location where you can place put-away items.
<a href="#">System Put-Away Number Verification Screen</a>	Use to scan the put-away numbers of the items you plan to store in the selected location.
<a href="#">System Additional Put-Away Number Screen</a>	Use to load the identified put-away number.
<a href="#">Quit Unfinished Put-Aways Screen</a>	Use to cancel the in-process put-away transactions or return and complete them.
<a href="#">Radio Frequency Put-Away Message Screen</a>	Use to review and respond to informational and error messages.

## Put-Away Method Selection Screen



The Put-Away Method Selection Screen displays after selecting **F2=PUT** and pressing **ENTER** on the [Task Selection Screen](#). Use this screen to select the method of putting away inventory after receiving it. You can select either the manual or the system-directed process of putting away inventory.

### Put-Away Method Selection Screen Fields and Function Keys

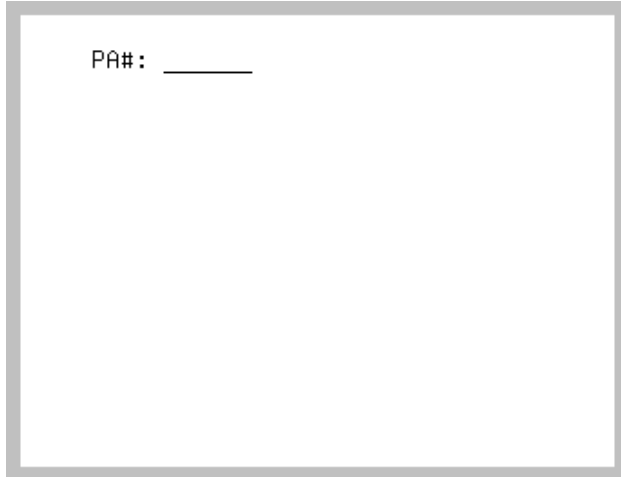
Field/Function Key	Description
(Selection)	<p>The default for whether or not you will use system-generated travel paths is determined through Radio Frequency Options Maintenance (MENU RFFILE). You can accept or change this default on this screen. The method you select in this field determines how the inventory is put away, as follows:</p> <ul style="list-style-type: none"> <li>• <b>1=Manual:</b> Use this method to perform one put-away at a time. Using this method the system does not suggest a travel path.</li> <li>• <b>2=System-Directed:</b> Use this method in order to perform multiple put- aways at a time. Using this method the system will suggest the most efficient path to complete your put-aways.</li> </ul> <p>Key <b>1</b> to select the manual method of putting away inventory.  Key <b>2</b> to select the system-directed method of putting away inventory.  (N 1,0) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.  Press <b>F3=RETURN</b> to return to the Task Selection Screen.</p>

---

Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the Function Information Screen which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the Confirm Task Suspension Screen which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection. If you select the manual method of putting away inventory, the Manual Put- Away Number Identification Screen will display. If you select the system-directed method of putting away inventory, the System Put-Away Number Identification Screen will display. When the <b>Use Vehicles for Put-Away</b> option is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE), the Vehicle Identification Screen will display first.

---

## Manual Put-Away Number Identification Screen



PA#: \_\_\_\_\_

The Manual Put-Away Number Identification Screen displays after selecting **1=Manual** and pressing **ENTER** to select the manual put-away process on the [Put-Away Method Selection Screen](#) or pressing **F1=OCCUP** or **F2=NO FIT** on the Override Location Screen. Use this screen to enter the desired put-away number.

### Manual Put-Away Number Identification Screen Fields and Function Keys

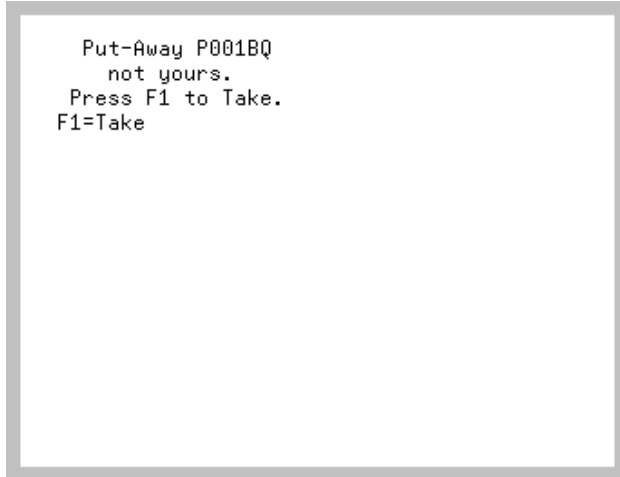
Field/Function Key	Description
PA#	Use this field to identify a put-away number for this warehouse that is pending (or in-process). The put-away number is generated by the system through Warehouse Management (MENU WMFILE). Also, this number is included on the Put-Away Labels, which print prior to receipt posting. (A 6) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the Task Selection Screen. When the <b>Use Vehicles for Put-Away</b> option is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE), the <a href="#">Task Selection Screen</a> will display.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

---

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the Confirm Task Suspension Screen which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. The <a href="#">Manual Put-Away Location Identification Screen</a> will display.</p> <p>If the put-away number entered is not valid, the <a href="#">Radio Frequency Put-Away Message Screen</a> displays with the invalid put-away number for reference.</p>

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## Take Put-Away Assignment Screen



The Take Put-Away Assignment Screen displays after entering a put-away number on the [Manual Put-Away Number Identification Screen](#) or the System Put-Away Number Identification Screen that has been assigned to another handler. Use this screen to take the put-away assignment from the original handler and complete the put-away tasks.

### Take Put-Away Assignment Screen Fields and Function Keys

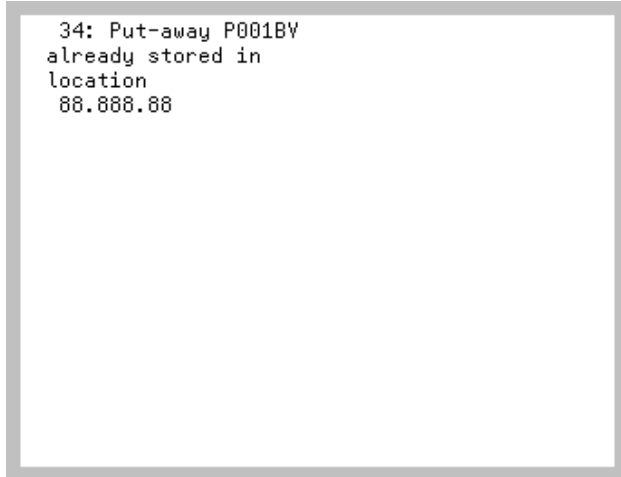
Field/Function Key	Description
(Message Information)	The message information <b>Put-Away xxxxxx not yours. Press F1 to Take.</b> tells the handler that the PA# entered has been assigned to another handler. If the put-away number is correct, the handler can press <b>F1=TAKE</b> and change the assignment and complete the put-away task. Display
F1=Take	Press <b>F1=TAKE</b> to change the assignment of the put-away transaction to your handler and complete the put-away task. The Manual Put-Away Location Identification Screen or System Put-Away Number Identification Screen displays with the selected put-away task. The RF Put-Away Log File ( <b>RFPAL</b> ) <b>Handler ID</b> field is updated to the current handler taking control of the put-away assignment.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the Manual Put-Away Number Identification Screen or the System Put-Away Number Identification Screen to select a different put-away number.

---

Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the Function Information Screen which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the Confirm Task Suspension Screen which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to close the message and return to either the Manual Put-Away Number Identification Screen or the System Put-Away Number Identification Screen to select a different put-away number.

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## Put-Away Already Stored in Location Screen

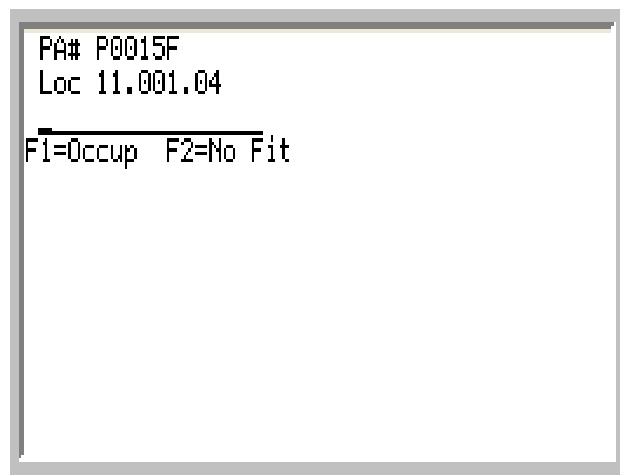


The Put-Away Already Stored in Location Screen displays after entering a put-away number on the [Manual Put-Away Number Identification Screen](#) or the [System Put-Away Number Identification Screen](#) that has already been stored and completed. Use this screen to verify the scanned/keyed put-away number. If the put-away number scanned/keyed is correct, follow warehouse business practices for the discrepancy.

### Put-Away Already Stored in Location Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message information <b>Put-Away xxxxxx already stored in location xx.xxx.xx</b> tells the handler that the <b>PA#</b> selected has already been stored in the location and the task is complete. Display
Enter	Press <b>ENTER</b> to close the message and return to either the Manual Put-Away Number Identification Screen or the System Put-Away Number Identification Screen to select a different put-away number.

## Manual Put-Away Location Identification Screen



The [Manual Put-Away Location Identification Screen](#) displays after entering a valid put-away number and pressing **ENTER** on the [Manual Put-Away Number Identification Screen](#). This screen displays the selected put-away and its corresponding assigned location. Use this screen to either confirm the put-away location for the selected put-away or to perform a manual override for the assigned location.

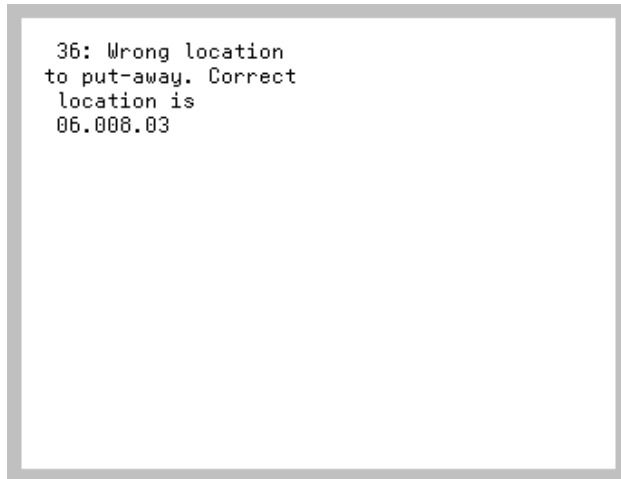
Additionally, this screen will redisplay if **F1=OCCUP** or **F2=NO FIT** is selected from this screen to perform a manual override. After selecting either function key, this screen will redisplay with the next system assigned location.

### Manual Put-Away Location Identification Screen Fields and Function Keys

Field/Function Key	Description
PA #/Loc	These fields display the selected put-away number and its corresponding assigned location. Display

Field/Function Key	Description
(Location)	<p>Scan/key the number of the assigned put-away location. If the assigned location is scanned/keyed, the item will be put in that location. The <a href="#">Manual Put-Away Number Identification Screen</a> will redisplay.</p> <p>Scan/key the number of any other valid location other than the assigned location. A manual override will be assumed if another location other than the assigned location is scanned/keyed. The <a href="#">Override Location Screen</a> will display, where you may perform a manual override.</p> <p><b>Note:</b> A location scan is required only if the <b>Location Scan Required</b> field is set to <b>Y</b> on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>(A 15) Required</p>
F1= Occup	<p>Press <b>F1=OCCUP</b> if the location is already occupied by other items. This screen will redisplay with a new assigned location. If no available locations can be found, the <a href="#">Radio Frequency Put-Away Message Screen</a> displays and you will be required to perform a manual put-away.</p>
F2=No Fit	<p>Press <b>F2=NO FIT</b> if the location lacks sufficient space for the items that need to be put away. This screen will redisplay with a new assigned location. If no available locations can be found, the <a href="#">Radio Frequency Put-Away Message Screen</a> displays and you will be required to perform a manual put-away.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Manual Put-Away Number Identification Screen</a> without saving your changes.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection. When accepting the assigned location, the put-away is completed moving the items from the put-away (4's) location to the assigned location. The <a href="#">Manual Put-Away Number Identification Screen</a> will display for the next transaction.</p> <p>If a different location was keyed/scanned, the <a href="#">Override Location Screen</a>.</p>

## Wrong Location Screen

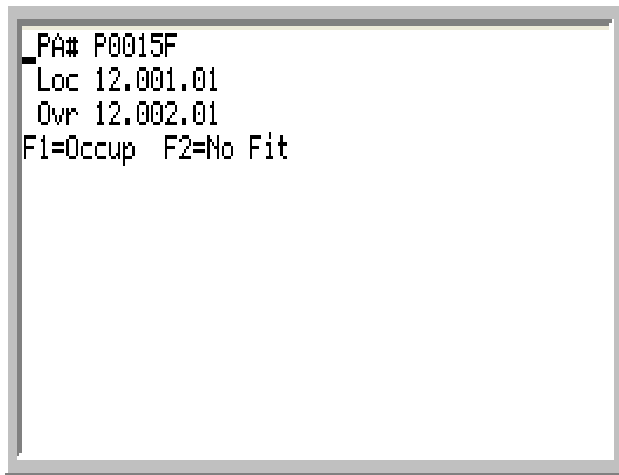


The Wrong Location Screen displays after entering a location on the [Manual Put-Away Location Identification Screen](#) that is not scheduled for put-away. The expected location is displayed for reference to the handler.

### Wrong Location Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to close the message and return to either the Manual Put-Away Number Identification Screen will display.

## Override Location Screen



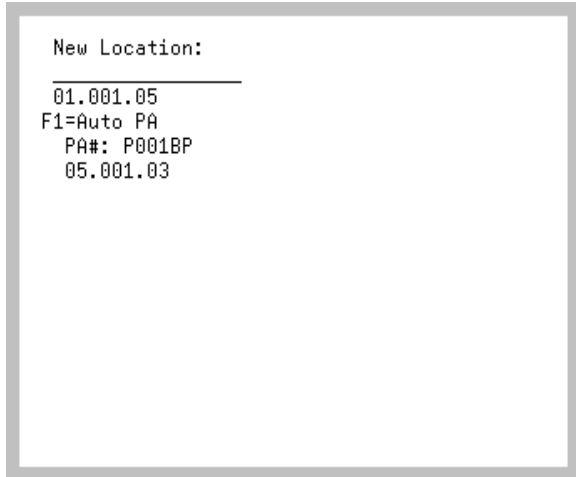
The Override Location Screen displays after scanning/keying a put-away location other than the assigned location from either the [Manual Put-Away Location Identification Screen](#) or the [System Put-Away Number Verification Screen](#). This screen displays the override location for the selected put-away. Use this screen to perform a location override for the override location displayed. Use **F1=OCCUP** to confirm a manual location override due to the assigned location being occupied. Use **F2=NO FIT** to confirm a manual location override due to the item not being able to fit in the original assigned location.

### Override Location Screen Fields and Function Keys

Field/Function Key	Description
PA #/Location	These fields display the put-away number and the original assigned location. Display
Ovr	The override location scanned/keyed for the selected put-away. Display
F1= Occup	Press <b>F1=OCCUP</b> to confirm the put-away to the override location if the original assigned location is already occupied by other items. A record will be written to the RF Location Research File ( <b>RFRSH</b> ) with a reason code of occupied which can be reviewed through Warehouse Management (MENU WMMAIN) on the Location Research Inquiry Screen.  Either the Manual Put-Away Location Identification Screen will redisplay or the New Location Screen will display if you have multiple put-aways.

Field/Function Key	Description
F2=No Fit	<p>Press <b>F2=NO FIT</b> to confirm the put-away to the override location if the location lacks sufficient space for the items that need to be put away. A record will be written to the RF Location Research File (<b>RFRSH</b>) with a reason code of no fit which can be reviewed through Warehouse Management (MENU WMMAIN) on the Location Research Inquiry Screen.</p> <p>Either the <a href="#">Manual Put-Away Location Identification Screen</a> will redisplay or the <a href="#">New Location Screen</a> will display if you have multiple put-aways.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to cancel this operation and return to either of the following screens:</p> <ul style="list-style-type: none"> <li>• <a href="#">Manual Put-Away Location Identification Screen</a>, if you are performing manual put-aways.</li> <li>• <a href="#">System Put-Away Number Verification Screen</a>, if you are performing system-directed put-aways.</li> </ul>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

## New Location Screen



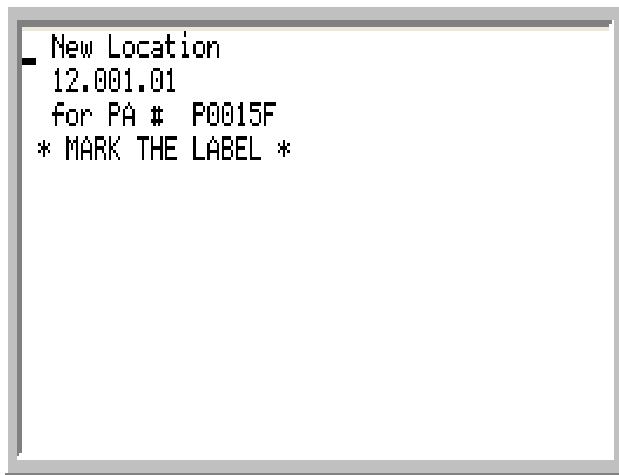
The New Location Screen displays after pressing **F1=OCCUPIED** or **F2=NO FIT** on the [Override Location Screen](#) for multiple put-aways. Use this screen to enter a new location to use for the put-away when the assigned location is not going to work.

### New Location Screen Fields and Function Keys

Field/Function Key	Description
New Location	<p>Use this field to scan/key a new location to use for the put-away. If scanned/ keyed, the items are put away. If a new location is not readily apparent, you may use <b>F1=AUTO PA</b> to auto-assign a new location.</p> <p>If the location is reserved for another put-away, the <a href="#">Radio Frequency Put-Away Message Screen</a> will display as follows: <b>"This location is reserved for another put-away."</b> If no location is available, the <a href="#">Radio Frequency Put-Away Message Screen</a> will display as follows: <b>"No available locations found. Manual P/A required."</b></p> <p>(A 15) Required</p>

Field/Function Key	Description
F1= Auto PA	<p>Press <b>F1=AUTO PA</b> to use Auto Put-Away. The system will assign a location for the put-away.</p> <p>The <a href="#">System Put-Away Number Verification Screen</a> will display if any put-away numbers for the original location have not been assigned a location.</p> <p>The <a href="#">Put-Away Location Screen</a> will display if another location exists in the travel path.</p> <p>The <a href="#">System Put-Away Number Identification Screen</a> will display if all put-aways have been performed.</p> <p>If no locations are found, the <a href="#">Radio Frequency Put-Away Message Screen</a> will display the message “<b>MANUAL P/A IS REQUIRED</b>”.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to cancel this operation and return to the <a href="#">System Put-Away Number Verification Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Enter a new location manually and press <b>ENTER</b> to accept the new location. The <a href="#">System Put-Away Number Verification Screen</a> will display.</p>

## Mark New Location Screen



The Mark New Location Screen displays after you press **F1=OCCUP** or **F2=NO FIT** on the [Manual Put-Away Location Identification Screen](#) or the Override Location Screen. This screen is a reminder to the RF Handler to void the original put-away label that printed and use the newly printed put-away label with the location specified on the screen.

### Mark New Location Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press <b>ENTER</b> to continue. The <a href="#">Manual Put-Away Number Identification Screen</a> will display.

## System Put-Away Number Identification Screen

The [System Put-Away Number Identification Screen](#) displays after selecting option **2=System Directed** to select the system-directed put-away process from the [Put-Away Method Selection Screen](#). This screen also displays after the selected group of put-away transactions have been completed. The handler will either select another group of put-away numbers or press **F3=RETURN** to exit the put-away task.

The Radio Frequency put-away process consists of first identifying the put-away numbers, then identifying the locations for where you will place the inventory. To do this, first enter the put-away numbers, then press **F1=STORE** to identify the locations where you want the inventory stored for each item.

Use this screen to scan/key the put-away numbers.

### System Put-Away Number Identification Screen Fields and Function Keys

Field/Function Key	Description
PA#	Use this field to identify the put-away numbers which were generated by the system when the Put-Away Lists and the Put-Away Labels printed prior to receipt posting. Up to eight put-away numbers may be scanned/keyed, saved by pressing the <b>ENTER</b> key and then scan/key additional put-away numbers. (8 @ N 6,0) Required
F1= Store	Press <b>F1=STORE</b> after scanning/keying at least one put-away number. The <a href="#">Put-Away Location Screen</a> will display. The system-generated assigned location for the scanned/keyed put-away numbers based on the put-away sequence numbers of the selected orders will display. Locations without put-away sequence numbers will be presented in location number sequence.

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to exit the put-away task. The <a href="#">Task Selection Screen</a> will display.</p> <p>If you press <b>F3=RETURN</b> prior to completing all identified put-aways, the <a href="#">Quit Unfinished Put-Aways Screen</a> displays. You are given the choice to complete the put-aways or to quit.</p>
Enter	<p>Enter the desired put-away numbers and press <b>ENTER</b> to confirm your selections. This screen redisplay for the entry of more put-away numbers. If you then leave all <b>PA#</b> fields blank and press <b>ENTER</b> again, the <a href="#">Put-Away Location Screen</a> will display with the system-generated assigned location for the scanned/keyed put-away numbers based on the put-away sequence numbers of the selected orders will display. Locations without put- away sequence numbers will be presented in location number sequence.</p>

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## Put-Away Location Screen



The Put-Away Location Screen displays after scanning/keying at least one valid put-away number and pressing **ENTER** twice or **F1=STORE** on the [System Put-Away Number Identification Screen](#) or pressing **F1=NEXT LOC** from the [System Put-Away Number Verification Screen](#). Based on the selected put-away numbers and the put-away sequence numbers assigned to the locations, the handler is directed to the first location for this series of tasks.

Use this screen to confirm the location of the assigned put-away where you can place put-away items.

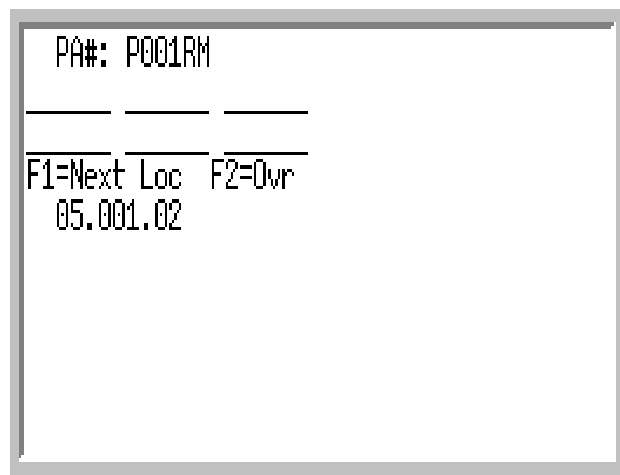
**Note:** **+** appears at the end of the put-away number, this indicates that there are additional put-away numbers for this location. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of put-aways.

### Put-Away Location Screen Fields and Function Keys

Field/Function Key	Description
PA# Loc	These fields displays the selected put-away and assigned location. Display

Field/Function Key	Description
(Location)	<p>To confirm the assigned location, scan/key the location to store the selected items. If the assigned location is scanned/keyed, the <a href="#">System Put-Away Number Verification Screen</a> will display. If an invalid or incorrect location is scanned/keyed, the Radio Frequency Put-Away Message Screen displays “<b>Invalid location entered.</b>” or “<b>No P/A’s found for location.</b>”</p> <p>A location scan is required only if the <b>Location Scan Required</b> field is set to <b>Y</b> in on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE). When the <b>Location Scan Required</b> field is set to <b>N</b>, the expected location is filled in automatically.</p> <p>(A 15) Required</p>
F1= Next Loc	<p>Press <b>F1=NEXT LOC</b> to display the next location, as determined by the system- generated travel path. This screen displays again with the next identified location. After all put-away transactions have been processed, all skipped transactions will be re-presented to the handler for completion.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to cancel this operation and return to either the <a href="#">System Put- Away Number Identification Screen</a> or the <a href="#">System Put- Away Number Verification Screen</a>.</p> <p>If you have not finished your put-aways, the <a href="#">Quit Unfinished Put- Aways Screen</a> displays.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> after entering a location or accepting the location, if one is already presented, to display the <a href="#">System Put-Away Number Verification Screen</a>.</p>

## System Put-Away Number Verification Screen



The [System Put-Away Number Verification Screen](#) displays after pressing **ENTER** on the [Put-Away Location Screen](#). The first 2 put-aways for this location will display. If some or all items cannot be put-away at this location, you may use **F2=OVR** to override the suggested location.

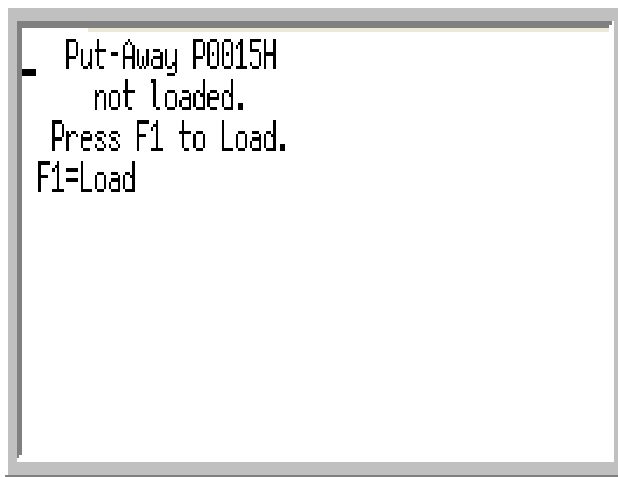
Use this screen confirm the put-away transactions for this location by scanning/keying all the put-away numbers of the items to be stored in the selected location.

### System Put-Away Number Verification Screen Fields and Function Keys

Field/Function Key	Description
PA#	This field displays the first two put-away numbers that you need to store in the selected location. If there are more than two put-aways, after confirming the first two, the next two will display. Display
(PA Numbers)	Scan/key the put-away numbers of all the put-aways for this location. The system generates put-away numbers when the Put-Away List and the Put- Away Labels print prior to receipt posting. Scan/key the put-away numbers that appear on the Put-Away Labels for this location to confirm that the put-away has been completed. (6 @ A 6) Required
F1= Next Loc	Press <b>F1=NEXT LOC</b> to display the next location to go to, as determined by the system-generated travel path. The <a href="#">Put-Away Location Screen</a> will display. After all put-away transactions have been processed, all skipped.
F2=Ovr	Press <b>F2=OVR</b> to override the location if you cannot store the items in the current location. The <a href="#">Override Location Screen</a> will display.

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to leave the put-away process. The <a href="#">System Put-Away Number Identification Screen</a> will display.</p> <p>If you have not finished your put-aways, the <a href="#">Quit Unfinished Put-Aways Screen</a> displays.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to finish the put-away. The <a href="#">System Put-Away Number Identification Screen</a> will display.</p> <p>If you keyed a put-away number not already identified on the <a href="#">System Put-Away Number Identification Screen</a>, the <a href="#">System Additional Put-Away Number Screen</a> will display.</p>

## System Additional Put-Away Number Screen



The System Additional Put-Away Number Screen displays after pressing **ENTER** on the [System Put-Away Number Verification Screen](#), if a valid put-away number was scanned/keyed for the current location that was not previously loaded to the pending put-aways identified on the [System Put-Away Number Identification Screen](#).

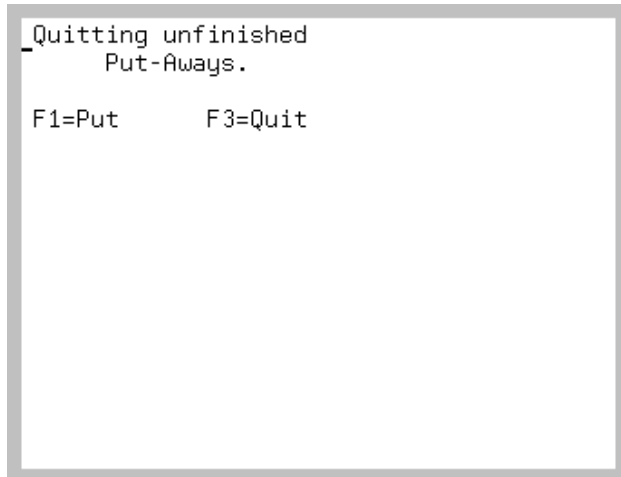
Use this screen to load and confirm the identified put-away number. This screen will redisplay with additional put-away numbers and needed.

### System Additional Put-Away Number Screen Fields and Function Keys

Field/Function Key	Description
Put-Away XXXXXX not Loaded	This field informs you that the identified put-away number has not yet been loaded. Press <b>F1=LOAD</b> to load the displayed put-away number. Display
F1= Load	Press <b>F1=LOAD</b> to load and confirm the put-away number as stored, if the put-away number is valid for the current location. Processing will continue as normal.  If the put-away is not for the current location, an error message will display on the <a href="#">Radio Frequency Put-Away Message Screen</a> .
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">System Put-Away Number Verification Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to return to the <a href="#">System Put-Away Number Verification Screen</a> .

## Quit Unfinished Put-Aways Screen



The Quit Unfinished Put-Aways Screen displays after pressing **F3=RETURN** on the [System Put-Away Number Verification Screen](#) with outstanding put-away transactions assigned to the handler. Use this screen to return to complete the put-away transactions or cancel the remaining put-away transactions.

### Quit Unfinished Put-Aways Screen Fields and Function Keys

Field/Function Key	Description
Quitting unfinished Put-Aways	This field informs you that the previously selected put-away transactions hve not been completed. Display
F1= Put	Press <b>F1=PUT</b> to continue to the <a href="#">System Put-Away Number Verification Screen</a> to finish your put-away transactions.
F3=Quit	Press <b>F3=QUIT</b> to return to the <a href="#">System Put-Away Number Identification Screen</a> . The remaining transactions are reset as pending put-away available to the next handler.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

Field/Function Key	Description
Enter	Press <b>ENTER</b> to return to the <a href="#">System Put-Away Number Verification Screen</a> to finish your put-away transaction.

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## Radio Frequency Put-Away Message Screen



The [Radio Frequency Put-Away Message Screen](#) displays from various put-away screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Put-Away Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. Display
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window.



## Chapter 4 Moving Items

Moving items is a Radio Frequency system-defined warehouse task allowed if the selection of Radio Frequency move tasks is completed through Radio Frequency Options Maintenance (MENU RFFILE). Three types of moves can be performed using Radio Frequency:

- Label Moves
- Stock Moves (consisting of Replenishment Moves and Empty Location Moves)
- Move Queue Moves

Label and stock moves have two modes, single-mode processing for single moves and multi-mode processing for multiple moves. These modes allow the RF handler to decide the most efficient way to move inventory. Single mode allows for performing quick, single/one at a time moves, allowing the handler to pull items for one move from one location, and then put those pulled items into the destination location. Multi-mode allows for performing multiple moves at a time, allowing the RF handler to first pull multiple items from various locations for many moves, and then after all the items have been pulled from all the locations, put those items for all those moves into their destination locations.

### Label Moves

Label moves are those moves processed by using pre-assigned move numbers representing certain items, quantities, lot numbers, serial numbers, and/or country of origin codes that should be moved from one location to another. These move numbers are assigned through various activities such as printing the move list for non-immediate manual moves, or running the Suggested Move Report (MENU WMMAIN). Since a move number has already been assigned to the move task to represent the specific item/quantity/lot/serial/COO to be moved, when using Radio Frequency to physically perform that label move, it requires only three pieces of data:

- the selection of the 'from' location; the location from which the inventory will be picked and moved
- the identification of the system assigned move number
- the confirmation of the 'to' location; the destination location into which the inventory will be stored

When performing label moves, the RF Handler can either manually identify the from/to location needed for the move, or let the system direct the RF handler to the next move-from / move-to location for which a pending move exists. When the system is directing the handler to the next location, it does so by creating an efficient travel-path using the pick sequence of the move-from locations when picking the inventory to move, and the put-away sequence of the move-to locations

when storing the inventory in the destination locations. When using the travel path method, use the **F2=NEXT** function key to display the location to go to next, to either pick or store the inventory. The move number is also displayed for easy reference since the entry of the move number is required.

Label moves are performed in two steps:

- 1 **Pick Stock.** Identify a move-from location(s) in which to begin a move by picking inventory in that location, or let the system direct the RF Handler to the next move-from location to pick inventory for a move. Once at the location, indicate the move number(s) for which the inventory is being picked. If there are multiple moves being performed, this same process continues until all the items have been picked from all the move-from locations. When done with this first step, use the **F1=Store** function to begin the second step. Note, if only one move is being processed, the store function would automatically be selected.
- 2 **Store Stock.** The second step consists of storing the picked inventory into the move-to destination location(s). This requires identification of the move-to location into which the inventory should be placed, and confirm the associated move number for which the inventory is being stored. This process continues until all the move-to locations have been processed, accounting for all the move inventory that was picked in the first step.

## Stock Moves

Stock moves allow the RF Handler to move inventory between locations, removing a quantity of an item from one location and placing it in another. The RF Handler can generate these moves on-the-fly without pre-assigned move numbers or labels.

## Stock Empty Location Moves

Stock empty location moves allow the RF Handler to remove some or all of the inventory from a location. Begin by identifying the location(s) from which inventory is to be picked, specify the items, quantities, lot numbers, serial numbers, and/or country of origin codes to be relieved from that location, and then identify the location(s) into which that moved-from inventory will be stored. The selection of the locations will always omit the system generated receiving dock location (all 4's), the system generated shipping dock location (all 5's), and locations that are reserved for transactions in process where the assigned sequence number will display as greater than 9000.

The RF Handler would perform stock empty moves as follows:

- 1 **Pick Stock.** Identify the move-from location(s) in which to begin a move. Indicate the items, quantities, lot numbers, serial numbers, and/or country of origin codes to be relieved from the location(s). This continues until all desired inventory has been picked from all the move-from locations (if there is more than one move being processed). After all the picks have been done for this first move-from step, use the **F1=TO** function to begin the second step. If only one move is being processed, the move-to function would automatically be selected.
- 2 **Store Stock.** The second step consists of storing the picked move-from inventory into the move-to destination location(s). Begin by identifying the picked move-from item(s) to be stored; either

by identifying the item directly, or by using the available **F2=LIST** function key to select the desired item from the list of items that have been picked. Then identify the move-to destination location into which the inventory is being stored. Select a destination location by:

- using the suggested location presented on the screen
- manually identifying a desired location
- using the **F2=AUTO** function key to have the system automatically suggest a different available location
- using the **F4=DMG** function key to identify the picked move-from inventory as damaged which will store the inventory in the damaged location identified in Warehouse Management Options Maintenance (MENU WMFILE) on the **Warehouse Management Cycle Counting/Misc Options Screen**.

This process continues until all the move-to destination locations have been processed, accounting for all the inventory moves that were picked in the first step.

## Stock Replenishment Moves

Stock replenishment moves allow the RF Handler to identify a location that needs replenishing (e.g., to replenish a location which is running low on its inventory). This process will identify the location(s) that need inventory, as well the item and quantities needed to fill the location(s). Then it will identify the location from which those items and quantities will be picked. And finally it will pick those items and quantities in the move-from location(s) and store them into the destination move-to location(s) which needed the inventory. Stock replenishment moves also consider the following options when selecting the location to replenish from.

- Is the location is set to **N** for **Use for Replenishment** in Location Master Maintenance (MENU WMFILE)?
- Is it a location that is also being suggested for replenishment?
- Is the available quantity is less than the quantity needed considering all stocking units of measure?

The three steps for performing replenish moves are:

- 1 **Define Need.** Identify the location(s) requiring replenishment as well as the items and quantities needed for replenishment. For non-permanent item locations, the quantity will default to the maximum quantity that will fit into the location's remaining available space. For permanent item locations defined with restock quantities, the quantity will default to the restock quantity, minus any quantity already stored in the location. Only quantities that are available in other locations which are flagged **Use for Replenishment** set to **Y** will be used in calculating the default quantity presented. If multiple locations and/or items are being identified, when done identifying them all, use the **F1=FILL** function. Note, if only one move is being processed, the Fill function will automatically be selected.
- 2 **Pick Stock:** For each item identified in step one, identify the move-from location(s) flagged which are flagged as **Y** in the **Use for Replenishment** field with available quantities of those items from which inventory can be picked. For each item, the RF Handler can manually specify a move-from location, or use the **F2=LIST** function key to select one. On that Location List Screen

a **F2=QTY** / **F2=LOC** toggle key is available to present the exact available quantities in each listed location. After selecting the location, select the item/lot/serial/COO and quantity being picked from that location. If more than one move-from pick is being done, the process continues until the needed quantity of each item to fill the location(s) has been picked. When move-from picking is done, the RF Handler will use the **F1=TO** function. If only one move is being done, this move-to function is selected automatically.

- 3 Store Stock.** The final step consists of storing the move-from picked inventory into the destination location(s). For each item processed in steps 1 and 2 above, the RF Handler confirms the location into which the picked item(s) are being stored. As a move-from picked item is identified, the device displays the default destination location selected in step 1 that needs to be replenished. Once there, the RF Handler will identify the lots/serials/COOs/quantities being stored in that location. Function keys are available to guide the Handler through selecting the items and locations being processed. The process continues until all the move-to destination locations have been processed, accounting for all the move inventory identified in steps one and two.

## Move Queue Moves

Move queue moves begin with the Suggested Move Report (MENU WMMAIN). When this report is run, items are suggested to be moved to a permanent 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.

Printing Move Lists for inventory moves created in the system provides the from and to location for each specific item move. RF Picking [when the **Picking: Replenishment Trigger** is set to **R** in RF Options Maintenance (MENU RFFILE)] may also generate move transactions when an item falls below the restock level and need to be replenished from overstock locations.

Move queue moves can also be adjusted based on a move priority. Move priority (codes 1-9) is maintained through Move Queue Maintenance (MENU WMMAIN). The default move priority is 5 but if the quantity available in the location to be replenished is less than or equal to zero, the default priority is 3. Highest move priorities are presented first. If handlers are performing moves using a move queue, the handler can be prompted to perform the move based on move priority if moves are being performed by move queue sequence. Performing moves by move queue sequence ensures that handlers perform the most important moves first. The handler can also change information about the move and redirect the move to another location, if necessary. This type of move is performed in three steps:

- 1 Set limits.** Handlers can limit the moves that will be shown in their queue by a range of locations or a pick section.
- 2 Pick Up Stock.** The system will direct handlers to pick up inventory for the moves that need to be performed until all pick locations have been confirmed as picked up by the handler. The system will direct the handler to the pick up location and indicate the item, quantity, and lot/serial number (if applicable) that it expects to be used to replenish a location. The handler can skip

picking up inventory if necessary and return to that pick up later, if for example, the location is currently unavailable.

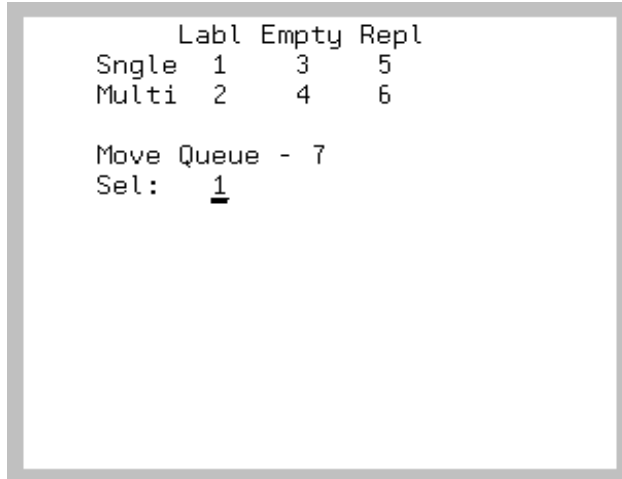
- 3 **Replenish locations.** Once pick up is complete, the handler can direct the system that they are ready to store the picked inventory in the replenishment locations. The system will direct the handler to the replenishment location and indicate the item, quantity, and lot/serial number (if applicable) that it expects to be stored.

## Selecting a Move Type

This section describes the screen that appears when moving items with the transaction manager.

Title	Purpose
<a href="#">Move Type Selection Screen</a>	Used to specify the move function to perform.
<a href="#">Label Move Screens</a>	This section contains the screens that display when performing label moves.
<a href="#">Stock Move Screens</a>	This section contains the screens that display when performing stock moves.
<a href="#">Stock Replenishment Move Screens</a>	This section has the unique screens that begins the replenishment move steps before the transfer to the shared screens used for stock moves.
<a href="#">Move Queue Screens</a>	This section contains the screens that display when performing move queue moves.

## Move Type Selection Screen



The Move Type Selection Screen displays by keying a **3=Moves** and pressing **ENTER** on the [Task Selection Screen](#). Use this screen to select the move function to perform. Notice that when selecting a move function, you are also selecting a mode. Single-mode processing is used when doing a single move; multi-mode is used when doing multiple moves. Move queue moves are system-directed moves using a move queue. Each mode has a slightly different screen flow.

Some moves may already be stored in the system. These display fields show the four types of moves possible with Radio Frequency, label, stock (empty), replenishment and move queue moves. For some moves, there is a choice of single-mode or multi-mode processing, as indicated.

Move types available are:

- Label Moves: created by the system to which move numbers have been assigned
- Stock Moves: used for replenishment and to empty locations, stock moves are created and performed real-time to remove some items from one or more locations to fill one or more locations
- Move Queue: like label moves, move queue moves are created by the system, but rather than being processed by one or more specific move numbers, these moves are processed in groups, limited by selection criteria such as location range and/or pick section and priority.

### Move Type Selection Screen Fields and Function Keys

Field/Function Key	Description
Labl	The <b>Labl</b> column refers to label moves, which are those that are associated with previously created move numbers for single-mode and multi-mode processing. Label moves use printed Move Labels that direct the handler based on the move numbers.  Display

Field/Function Key	Description
Empty	<p>The <b>Empty</b> column refers to stock moves for single-mode and multi-mode processing, which are those that remove items from one location and move them to another, usually to empty the location for consolidation or other purposes. Stock moves do not use previously printed Move Labels.</p> <p>Display</p>
Repl	<p>The <b>Repl</b> column refers to stock replenishment moves, which are those that are done to fill an under-stocked location with a specified item, usually from bulk-type locations, for single-mode and multi-mode processing.</p> <p>Display</p>
Move Queue	<p><b>Move Queue</b> refers to move queue moves which are a list of prioritized moves sequenced by the move priority code created on the system and may be limited to location ranges and/or a specific pick section.</p> <p>Display</p>
Sel	<p>Use the move code number to select the move function and mode to perform.</p> <p>Key <b>1</b> to perform label moves using the single-mode process.</p> <p>Key <b>2</b> to perform label moves using the multi-mode process.</p> <p>Key <b>3</b> to perform stock moves using the single-mode process.</p> <p>Key <b>4</b> to perform stock moves using the multi-mode process.</p> <p><b>Note:</b> For stock moves in either mode, begin by scanning the location where inventory will be moved from. The system then prompts for the location where the inventory will be stored. This option is typically used to consolidate inventory into fewer locations in the warehouse or to empty poorly utilized locations.</p> <p>Key <b>5</b> to move inventory to replenish a location using the single-mode process.</p> <p>Key <b>6</b> to move inventory to replenish a location using the multi-mode process.</p> <p><b>Note:</b> For replenishment moves in either mode, first scan a depleted location that requires more inventory. Typically, the location is a forward pick location that is below the restock level. After the item and needed replenishment quantities are scanned/keyed, the stock moves processing screen flows are used to complete the replenishment.</p> <p>Key <b>7</b> to use the move queue to perform moves based on move priority.</p> <p>(N 1,0) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to leave this task and return to the <a href="#">Task Selection Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p>You will not be able to suspend activity when completing an interim to stage move.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selection.</p> <p>If you keyed a <b>1</b> or a <b>2</b> to perform label moves, the <a href="#">Pick Location Identification Screen</a> will display.</p> <p>If you keyed a <b>3</b> or a <b>4</b> to perform stock moves, the <a href="#">Remove From Location Screen</a> will display.</p> <p>If you keyed a <b>5</b> or a <b>6</b> to perform replenish moves, the <a href="#">Replenish To Location Screen</a> will display.</p> <p>If you keyed <b>7</b> to use the move queue, the <a href="#">Move Queue Replenish Locations Selection Screen</a> will display.</p>

## Label Move Screens

This section describes the screens that appear when selecting to perform a label move on the [Move Type Selection Screen](#).

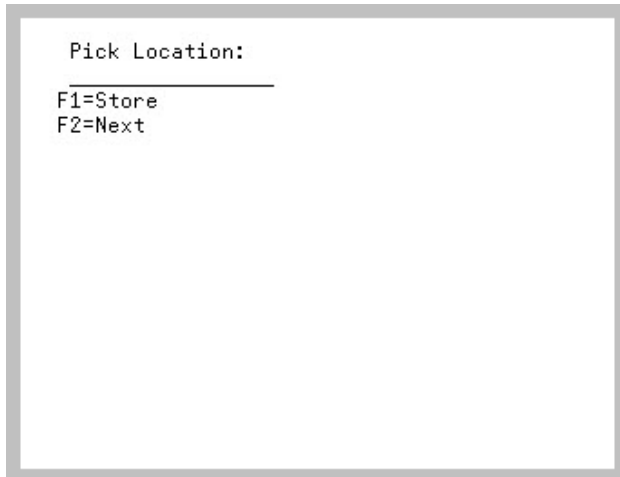
Title	Purpose
<a href="#">Pick Location Identification Screen</a>	Used to specify the pick locations from which inventory will be moved.
<a href="#">Move Nearest Pick Location Screen</a>	Used to identify the next “go-to” location.
<a href="#">Move Number From Location Identification Screen</a>	Used to identify the moves that are planned to be performed for the selected location.
<a href="#">Move Number Picked by Another Handler Screen</a>	Used to take a move from another handler.
<a href="#">Move Number Already Picked Screen</a>	Indicates that the identified move number has already been picked. Can be used to clear the picked move.
<a href="#">Store Location Identification Screen</a>	Used to specify the location where the moved inventory
<a href="#">Move Nearest Store Location Screen</a>	Displays the nearest “go-to” location, based on the system-generated travel path.

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Title	Purpose
<a href="#">Quitting Unfinished Label Moves Screen</a>	Used to warn the handler that they selected to exit the move transactions that are in process.
<a href="#">No Move To Location Stores Screen</a>	Used to warn the handler that they selected a location to store inventory in that is not in the queue for transactions.
<a href="#">Move To Number Identification Screen</a>	Used to enter the number of the move being stored.

---

## Pick Location Identification Screen



```
Pick Location:
_____
F1=Store
F2=Next
```

The [Pick Location Identification Screen](#) displays after keying **1** for single moves or **2** for multiple moves and pressing **ENTER** on the [Move Type Selection Screen](#). This screen also displays when pressing **F1=CHANGE** on the [Move Nearest Pick Location Screen](#), **F1=PICK** on the [Store Location Identification Screen](#), and **ENTER** on the [Move To Number Identification Screen](#).

Use this screen to identify the pick locations from which the inventory will be moved. The locations scanned/keyed here must be valid locations already associated with previously generated move numbers.

**Note:** The move number associated with the move was created by the system through various activities [e.g., non-immediate manual moves; Suggested Move Report (MENU WMMAIN)].

The Radio Frequency label moving process consists of identifying the pick-from locations for the moves, then identifying the move numbers being processed, followed by the move-to locations for the same moves. To do this, identify at least one pick-from location and select at least one move number before pressing **F1=STORE** to identify a move-to location.

To utilize the system-generated travel path to determine the first pick-from location, do not key a location in the **Pick Location** field. Instead, press **F2=NEXT** to have the location display automatically. The system directs movement through the warehouse in the most efficient path using the pick sequence of the pick-from locations.

To manually identify a pick-from location that contains moves to confirm or moves to be used as a pick-starting location, key that location in the **Pick Location** field and press **ENTER**.

If moves exist for the location keyed on the [Store Location Identification Screen](#), press **F2=NEXT** from this point to continue with the system path after this location.

If moves do not exist, the [Radio Frequency Move Items Message Screen](#) displays indicating that no moves exist. The [Move Nearest Store Location Screen](#) then displays to show the nearest location to the keyed location that has moves. Press **F2=NEXT** from this point to continue with the system path after this location.

## Pick Location Identification Screen Fields and Functions Keys

Field/Function Key	Description
Pick Location	<p>The location from which the inventory to move will be picked.</p> <p>Key the pick-from location that contains moves to process and press <b>ENTER</b>.</p> <p>(A 15) Optional</p>
F1=Store	<p>Press <b>F1=STORE</b> after scanning/keying at least one pick location and selecting at least one move for multiple moves (multi-mode process) only. The <a href="#">Store Location Identification Screen</a> will display.</p>
F2=Next	<p>Press <b>F2=NEXT</b> to display the location to go to, as determined by the system-generated travel path. The <a href="#">Move Nearest Pick Location Screen</a> will display with the “go-to” location for the first (or next) pick. If no others exist, or none exist, the correct location will display again.</p> <p>When the last location is reached, the system will start over for any outstanding moves not yet picked.</p> <p>Press <b>F2=NEXT</b> to view the next location to go to, as determined by the system-generated travel path for the items to be moved. The <a href="#">Move Nearest Pick Location Screen</a> will display with the location for the first (or next) pick of the item to be moved.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to leave the move task and return to the <a href="#">Task Selection Screen</a>.</p> <p>Pressing <b>F3=RETURN</b> prior to completing all identified moves, <a href="#">Quitting Unfinished Stock Moves Screen</a> will appear to indicate that you are quitting unfinished moves.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm the selection for a pick location.</p> <p>If a move exists for that location, the <a href="#">Move Number From Location Identification Screen</a> will display.</p> <p>The <a href="#">Radio Frequency Move Items Message Screen</a> will appear indicating error conditions such as:</p> <ul style="list-style-type: none"><li>• no move picks are found for this location</li><li>• no moves exist</li><li>• invalid location.</li></ul>

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## Move Nearest Pick Location Screen

```

Nearest pick loc is
77.777.77
for Move M0001J +3
F1=Change  F2=Next

```

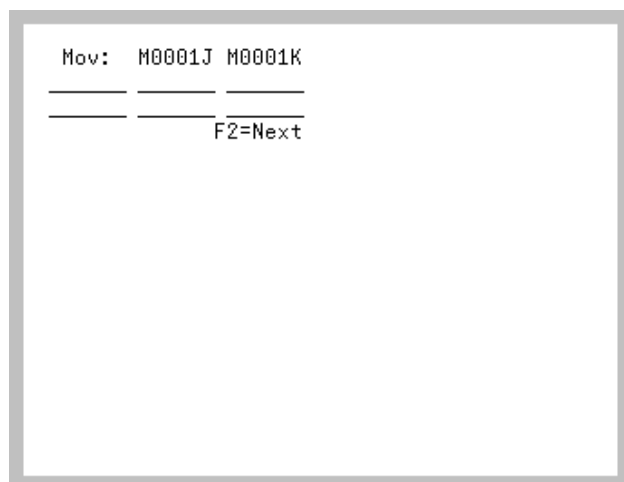
The Move Nearest Pick Location Screen displays when you press **F2=NEXT** on the [Pick Location Identification Screen](#) or the [Move Number From Location Identification Screen](#). Use this screen to review the nearest location for the next move. Or use one of the function keys to manually change the pick-from location or select to skip this location and present the next location using the travel path based on the picking sequence number.

### Move Nearest Pick Location Screen Fields and Function Keys

Field/Function Key	Description
Nearest Pick Loc Is	<p>This field displays the next location to go to, as determined by the system-generated travel path for pending existing moves. The system directs movement through the warehouse following the most efficient path by using the locations' pick sequences. Also, the associated move number(s) displays for reference.</p> <p>A + sign displays if more than one move number exists for the location. A number displays after the + sign which indicates the number of additional moves to pick from this location. To pick from the indicated location, physically go to that location and press <b>ENTER</b> to identify which moves to perform.</p> <p>Display</p>
F1=Change	<p>Press <b>F1=CHANGE</b> to identify a different pick location. The <a href="#">Pick Location Identification Screen</a> will display.</p>
F2=Next	<p>Press <b>F2=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. This screen redisplay with the location and move information for the next highest pick sequence location for which a move exists.</p>

Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to select the displayed location. The <a href="#">Move Number From Location Identification Screen</a> will display.

## Move Number From Location Identification Screen



The Move Number From Location Identification Screen displays after pressing **ENTER** on any of the following screens:

- [Pick Location Identification Screen](#)
- [Move Nearest Pick Location Screen](#)
- [Move Number Picked by Another Handler Screen](#)
- [Store Location Identification Screen](#)
- [Move Nearest Store Location Screen](#)

Use this screen to select the all move pick transactions that you will complete from the selected location.

### Move Number From Location Identification Screen Fields and Function Keys

Field/Function Key	Description
Mov	The first two pending label moves to be picked from the selected location. Display

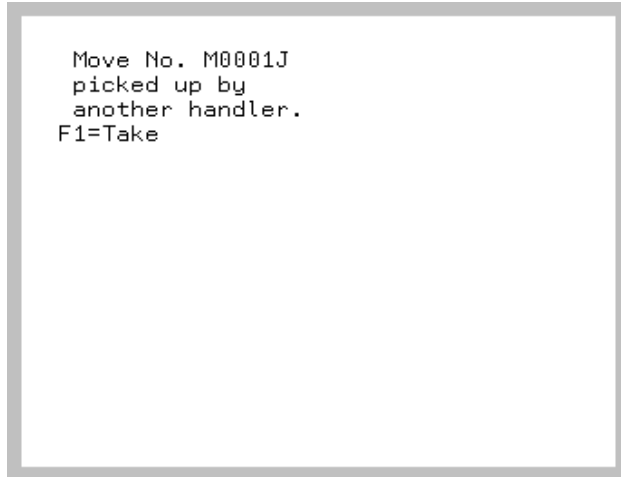
Field/Function Key	Description
(Move Number)	<p>Use this screen to confirm the 2 suggested move locations.</p> <p>The move number fields are used to select up to six (6) which move numbers to process for the selected location. Up to six moves may be scanned/keyed on this screen, selecting them for processing from this location, before pressing <b>ENTER</b>.</p> <p>If you are not sure what additional moves exist, key in those that display. If you press <b>ENTER</b>, the system will display up to two more moves. You can repeat this process by keying in more of the displayed moves and pressing <b>ENTER</b> until there are no more existing moves that display for this location. After this, the <a href="#">Pick Location Identification Screen</a> displays to either select the next location or to begin to store the picked item in the destination location.</p> <p>(6 @ N 6, 0) Required</p>
F2=Next	<p>Press <b>F2=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. The <a href="#">Move Nearest Pick Location Screen</a> will display with the next location identified.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

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Field/Function Key	Description
Enter	<p data-bbox="578 310 1430 373">Press <b>ENTER</b> to confirm your selections. The screen will redisplay for entry of more move numbers, if applicable.</p> <p data-bbox="578 390 1414 485">If you key a move number that does not exist, the <a href="#">Radio Frequency Move Items Message Screen</a> displays with message <b>Move No. not on file.</b></p> <p data-bbox="578 501 1354 533">Press <b>ENTER</b> to accept that message and return to this screen.</p> <p data-bbox="578 550 1373 613">Once all the move numbers have been scanned/keyed, pressing <b>ENTER</b> a second time will continue to the next process.</p> <ul data-bbox="578 625 1422 1066" style="list-style-type: none"><li data-bbox="578 625 1422 688">• If you do not enter any move numbers on this screen, then the <a href="#">Pick Location Identification Screen</a> will display.</li><li data-bbox="578 701 1422 764">• If you are performing a single move (single-mode process), then the <a href="#">Store Location Identification Screen</a> will display.</li><li data-bbox="578 777 1422 871">• If you are performing multiple moves (multi-mode process) and you have finished entering your move numbers, then the <a href="#">Pick Location Identification Screen</a> will display.</li><li data-bbox="578 884 1422 978">• If a move number was keyed by another handler in the pick mode, the <a href="#">Move Number Picked by Another Handler Screen</a> will display.</li><li data-bbox="578 991 1422 1054">• If a move number was already picked, the <a href="#">Move Number Already Picked Screen</a> will display.</li></ul>

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## Move Number Picked by Another Handler Screen

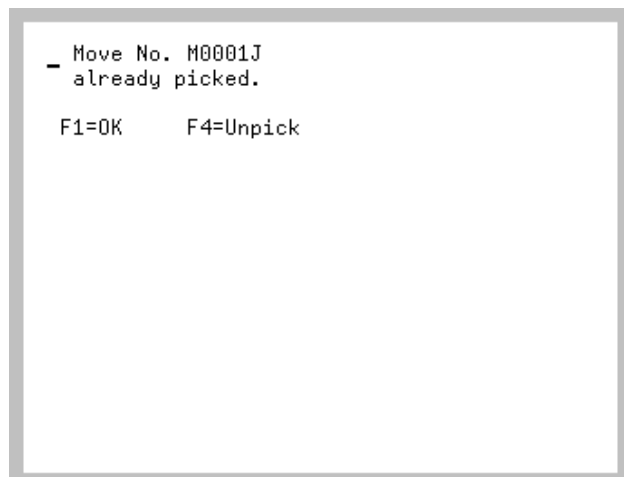


The Move Number Picked by Another Handler Screen displays after pressing **ENTER** on the [Move Number From Location Identification Screen](#), if a move number was keyed by another handler in the pick mode. Use this screen to take the move from the other handler.

### Move Number Picked by Another Handler Screen Fields and Function Keys

Field/Function Key	Description
(Message Text)	Message <b>Move No. picked up by another handler.</b> displays indicating that the move number scanned/keyed has already been scanned/keyed by another handler in the pick mode. Display
F1=Take	Press <b>F1=TAKE</b> to take the move from the other handler. You will be returned to the <a href="#">Pick Location Identification Screen</a> .
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Move Number From Location Identification Screen</a> , where you may re-key or verify the move number.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

## Move Number Already Picked Screen

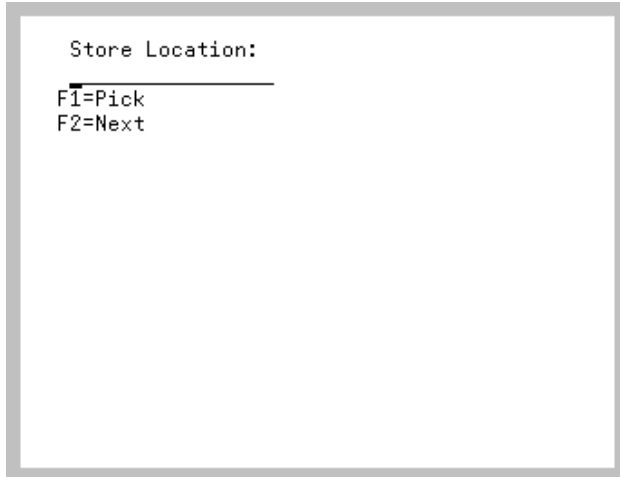


The [Move Number Already Picked Screen](#) displays after pressing **ENTER** on the [Move Number From Location Identification Screen](#), when the move number scanned/keyed has already been picked. Use this screen to accept the message or unpick the move number already picked.

### Move Number Already Picked Screen Fields and Function Keys

Field/Function Key	Description
(Message Text)	The <b>“Move No. xxxxxx already picked.”</b> message displays informing you that the move number keyed has already been picked. Display
F1=OK	Press <b>F1=OK</b> to acknowledge the message on this screen and continue with normal processing.
F4=Unpick	Press <b>F4=UNPICK</b> to unpick the move number and return to the <a href="#">Move Number From Location Identification Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

## Store Location Identification Screen



```

Store Location:
-----
F1=Pick
F2=Next
  
```

The Store Location Identification Screen displays after pressing either **F1=STORE** on the [Pick Location Identification Screen](#) for multiple moves or pressing **ENTER** on the [Move Number From Location Identification Screen](#) for single moves. It also displays by pressing **F1=CHANGE** on the [Move Nearest Store Location Screen](#) or pressing **ENTER** on the [Move To Number Identification Screen](#).

Use this screen to identify the location where you will store the moving inventory. The locations scanned/keyed on this screen must be locations associated with the moves already picked and in process as explained for the [Pick Location Identification Screen](#).

To utilize the system-generated travel path to determine the first move-to location to identify, do not key a location in the **Store Location** field. Instead, press **F2=NEXT** to have the location display for you. The system directs movement through the warehouse in the most efficient path using the picking sequence of the move-to locations.

### Store Location Identification Screen Fields and Function Keys

Field/Function Key	Description
Store Location	This field allows you to enter the location where you will store the moved inventory. The location to store the moving inventory must be a valid location associated with a move already picked and in process.  To manually identify a move-to location, scan/key that location and press <b>ENTER</b> . (A 15) Optional
F1=Pick	Press <b>F1=PICK</b> to return to the <a href="#">Pick Location Identification Screen</a> to enter an additional pick-from location.

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Field/Function Key	Description
F2=Next	Press <b>F2=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. The <a href="#">Move Nearest Store Location Screen</a> will display with the next location for the first (or next) move.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to leave the moving task and return to the <a href="#">Task Selection Screen</a> . If you press <b>F3=RETURN</b> prior to completing all identified moves, the <a href="#">Quitting Unfinished Stock Moves Screen</a> displays. You are given a choice to complete the moves or exit.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection for a move-to location. The <a href="#">Move To Number Identification Screen</a> will display. The <a href="#">No Move To Location Stores Screen</a> will display to the handler when they scan/key a move-to location that has no items to be stored at this time.

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## Move Nearest Store Location Screen



The [Move Nearest Store Location Screen](#) displays after pressing **F2=NEXT** on the [Store Location Identification Screen](#) or **F2=NEXT** on the [Pick Location Identification Screen](#). Use this screen to view the next location to store the picked items.

### Move Nearest Store Location Screen Fields and Function Keys

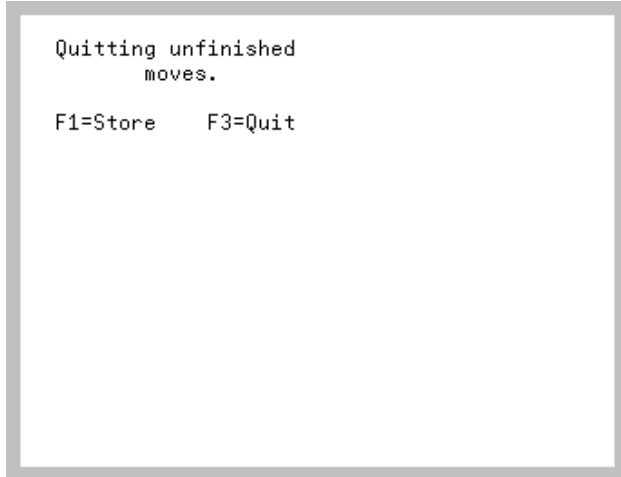
Field/Function Key	Description
(Message Text)	Message <b>Nearest store loc is xx.xxx.xx for Move aaaaaa</b> displays the next location to go to, as determined by the system-generated travel path. The system directs movement through the warehouse following the most efficient path using the locations' put-away sequences. Also, the associated move number displays for reference. Display
F1=Change	Press <b>F1=CHANGE</b> to select a different store location. The <a href="#">Store Location Identification Screen</a> will display.
F2=Next	Press <b>F2=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. This screen will redisplay with the next identified location.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

---

Field/Function Key	Description
Enter	Press <b>ENTER</b> to select the displayed location. The <a href="#">Move To Number Identification Screen</a> will display.

---

## Quitting Unfinished Label Moves Screen



The Quitting Unfinished Label Moves Screen displays after pressing **F3=RETURN** on the [Pick Location Identification Screen](#), or the [Store Location Identification Screen](#). Use this screen to identify the next go-to location.

### Quitting Unfinished Label Moves Screen Fields and Function Keys

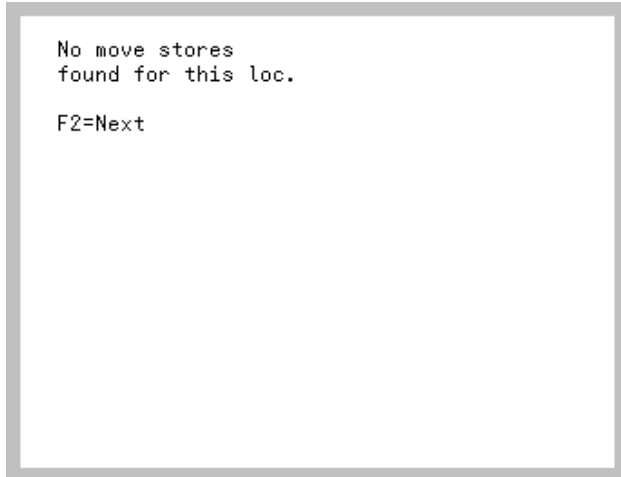
Field/Function Key	Description
(Message Text)	The <b>Quitting Unfinished Moves</b> message text tells the handler that they pressed the <b>F3=RETURN</b> key with transactions still in process. The handler should evaluate their current situation and determine how to continue. Display
F1=Pick / F1=Store	Press <b>F1=PICK</b> to return to the specific label move transaction and continue with picking the label move transactions in process. Press <b>F1=STORE</b> to return to the specific label move transaction and continue with storing the label move transactions in process.
F3=Quit	Press <b>F3=QUIT</b> to exit the move transactions. The <a href="#">Task Selection Screen</a> displays.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

---

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p><b>Note:</b> You will not be able to suspend activity when completing an interim to stage move.</p>

---

## No Move To Location Stores Screen



The No Move To Location Stores Screen displays after pressing **ENTER** on the [Store Location Identification Screen](#) when no moves picked have this location as their assigned store location. Use this screen to identify the next go-to location instead.

### No Move To Location Stores Screen Fields and Function Keys

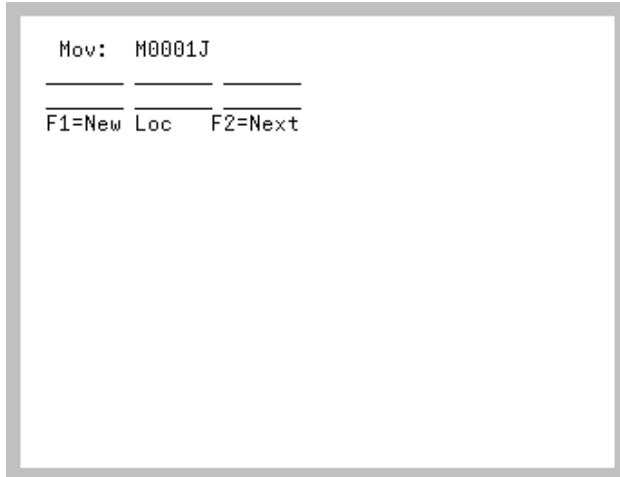
Field/Function Key	Description
(Message Text)	The <b>No move stores found for this loc.</b> message text tells the handler that the move-to location selected has no items to be stored at this time. The handler should evaluate their current situation and determine how to continue.  Display
F2=Next	Press <b>F2=NEXT</b> display the <a href="#">Move Nearest Store Location Screen</a> directing you to the next location for move-to transactions to be stored.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Store Location Identification Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

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Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

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## Move To Number Identification Screen



The Move To Number Identification Screen displays after pressing **ENTER** on the [Store Location Identification Screen](#), or the [Move Nearest Store Location Screen](#). Use this screen to enter the number of the move you are storing.

### Move To Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Mov	The first two label moves being processed that are to be stored in the selected location. Display
(Move #)	Use the move number fields to select up to six (6) which move numbers to process for the selected location. Up to six moves may be scanned/keyed on this screen, selecting them for move-to processing from this location, before pressing <b>ENTER</b> .  If you are not sure what additional moves exist, key in those that display. If you press <b>ENTER</b> , the system will display up to two more moves. You can repeat this process by keying in more of the displayed moves and pressing <b>ENTER</b> until there are no more existing moves that display for this location. After this, the <a href="#">Store Location Identification Screen</a> displays to either select the next location or to begin to store the picked item in the destination location. (6 @ N 6,0) Required
F1=New Loc	Press <b>F1=NEW LOC</b> to access the <a href="#">Store Location Identification Screen</a> to enter a new location where you can store the moved items.

---

Field/Function Key	Description
F2=Next	Press <b>F2=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. The <a href="#">Move Nearest Store Location Screen</a> will display with the next identified location.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selections. The screen will redisplay for entry of more move numbers. When you have finished entering all the pending move numbers for this location, the <a href="#">Pick Location Identification Screen</a> will display.

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## Stock Move Screens

This section describes the screens that appear when you select to (empty and replenishment) on the [Move Type Selection Screen](#).

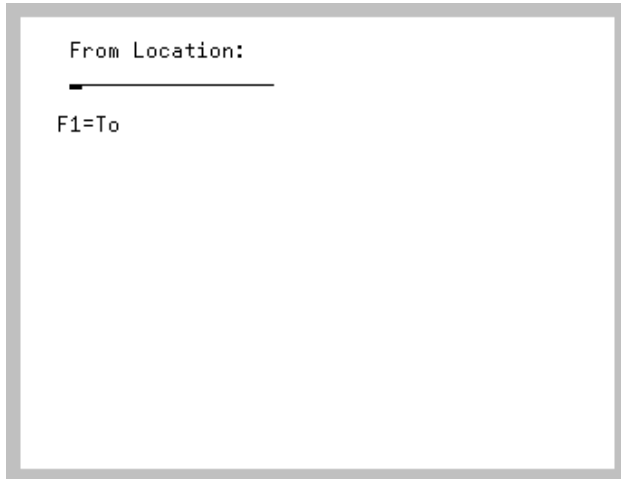
Title	Purpose
<a href="#">Remove From Location Screen</a>	Used to specify the location from which you are removing inventory.
<a href="#">Remove From Item Number Screen</a>	Used to specify the item being removed from the location.
<a href="#">Remove From Quantity Screen</a>	Used to specify the quantity of items being removed from the location.
<a href="#">Quantity Exceeds Available Message Screen</a>	Displays a message that there is not enough available inventory to remove from this location.
<a href="#">Remove From Lot Number Screen</a>	Displays if you are moving a lot item from a location. Used to specify the lot number of the item being removed.
<a href="#">Remove From COO Screen</a>	Used to identify the country of origin of the item being removed.
<a href="#">Remove From Serial Number Screen</a>	Displays if you are moving a serial item from a location. Used to specify the serial number of the item being removed.
<a href="#">Move To Item Number Screen</a>	Used to specify the item that has been removed and which you now will store in a destination to location.
<a href="#">Quitting Unfinished Stock Moves Screen</a>	Displays a message to warn the handler that there are unfinished moves still in-process.
<a href="#">Move To Location Screen</a>	Used to specify the location into which the removed items will be stored.
<a href="#">Move To Quantity Screen</a>	Use to specify the quantity of items to store.
<a href="#">Move To Lot Number Screen</a>	Displays if you are moving a lot item to a location. Used to specify the lot number of the item being stored.
<a href="#">Move To COO Screen</a>	Used to identify the country of origin of the item being stored.

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Title	Purpose
<a href="#">Move To Serial Number Screen</a>	Displays if you are moving a serial item to a location. Used to specify the serial number of the item being stored.

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## Remove From Location Screen



The Remove From Location Screen displays after keying **3** for single moves or **4** for multiple moves to perform either stock empty location moves on the [Move Type Selection Screen](#). It also displays after pressing:

- **F1=FROM** on the [Move To Item Number Screen](#)
- **F1=LOC** on the [Remove From Item Number Screen](#)
- **F1=LOCATION** on the [Remove From Serial Number Screen](#)
- **ENTER** on the [Replenish To Quantity Screen](#)

Stock Moves involves two processes:

- Identify for each item the locations that you plan to take it from and, if applicable, the lot or serial numbers
- Identify the items and, if applicable, the lot or serial numbers you plan to place there for the originally identified locations that need replenishment

Within the cycle of replenishment moves, this remove-from location is presented after the selection of items and locations to be replenished; specifically it displays after performing either of the following:

- Press **F1=FILL** from the [Replenish To Location Screen](#) and you identify a single item number needed to replenish a location.
- Press **ENTER** on the [Remove From Quantity Screen](#) after identifying items needed to replenish a location.

Use this screen to scan/key a location from where you can take the items needed to be moved or for replenishment.

## Remove From Location Screen Fields and Function Keys

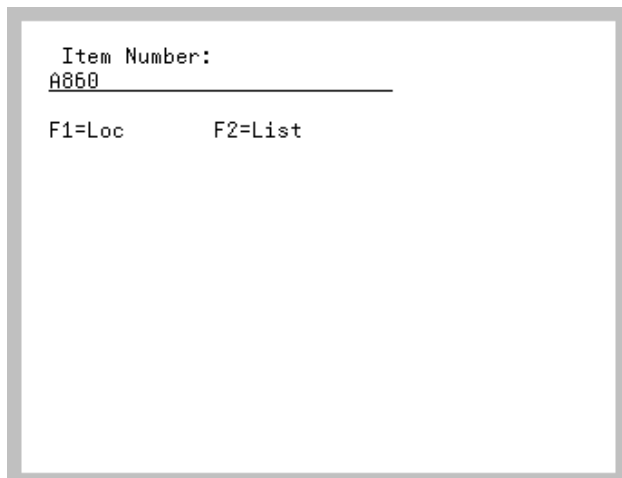
Field/Function Key	Description
From Location  (Item Number)	<p>Use this field to scan/key the location from which you are removing inventory for the move.</p> <p>Scan/key the location from which inventory will be moved.</p> <p><b>Valid Values: Stock Empty Moves:</b> A location where the selected item exists with a quantity available greater than or equal to one.</p> <p><b>Stock Replenishment Moves:</b> A location where the selected item is stocked in the unit of measure being processed with a quantity available greater than or equal to one.</p> <p>(A 15) Required</p> <p>When this <a href="#">Remove From Location Screen</a> displays for replenishment moves, the item number being replenished displays below the <b>From Location</b> field.</p> <p>Display</p>
F1=To	<p>The <b>F1=TO</b> function key displays for single stock empty move code <b>3</b> and multiple stock empty move code <b>4</b> only.</p> <p>Press <b>F1=TO</b> to select the move-to location for the item after you remove at least one item from the location using the <a href="#">Remove From Item Number Screen</a>. If you are moving one item number only (move code <b>3</b>), the <a href="#">Move To Location Screen</a> will display. If you are moving more than one item number (move code <b>4</b>), the <a href="#">Move To Item Number Screen</a> will display.</p>
F1=Item	<p>The <b>F1=ITEM</b> function key displays for single stock replenishment move code <b>5</b> and multiple stock replenishment move code <b>6</b> only.</p> <p>Press <b>F1=ITEM</b> to display the <a href="#">Remove From Item Number Screen</a> to view or change the item number you plan to use for replenishment.</p>
F2=List	<p>The <b>F2=LIST</b> function key displays for single stock replenishment move code <b>5</b> and multiple stock replenishment move code <b>6</b> only.</p> <p>Press <b>F2=LIST</b> to display the <a href="#">Location List Screen</a>, where you can review a list of all locations where the selected item needed for replenishment may be obtained. All locations with a quantity available of one or more for the selected item will be presented.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

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Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm the scanned/keyed remove-from location from which you are taking inventory.</p> <ul style="list-style-type: none"><li>• For stock empty moves, the <a href="#">Remove From Item Number Screen</a> will display.</li><li>• For stock replenishment moves, the <a href="#">Remove From Item Number Screen</a> will display.</li><li>• For stock replenishment moves of lot control items, the <a href="#">Remove From Lot Number Screen</a> will display.</li><li>• For stock replenishment moves of serial items, the <a href="#">Remove From Serial Number Screen</a> will display.</li><li>• For stock replenishment moves of regular items, the <a href="#">Remove From Quantity Screen</a> will display.</li><li>• For stock replenishment moves of regular items that tracks country of origin, the <a href="#">Remove From COO Screen</a> will display.</li></ul>

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## Remove From Item Number Screen



The screenshot shows a terminal-style interface. At the top, it says "Item Number:" followed by "A860" which is underlined. Below this, there are two function key assignments: "F1=Loc" and "F2=List".

The [Remove From Item Number Screen](#) displays after scanning/keying a location and pressing **ENTER** on the [Remove From Location Screen](#). Use this screen to scan/key the number of the item you plan to remove from the location.

Additionally, this screen displays if you entered more than one item on the [Replenish To Item Number Screen](#). If you require only one item to replenish the location, you will bypass this screen and the [Remove From Location Screen](#) will display.

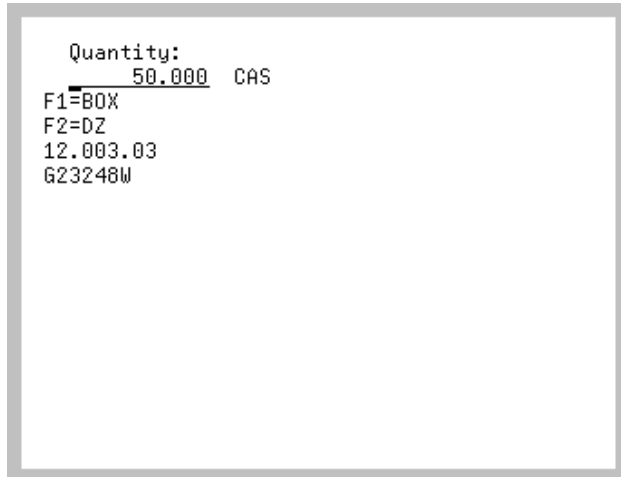
This screen displays after entering quantities of items that are needed to replenish a location and press **F1=FILL** on the [Replenish To Location Screen](#). Use this screen to scan the items you plan to use to replenish the location.

## Remove From Item Number Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Use this field to scan/key the number (e.g., manufacturers' number, alternate number, UPC code or GTIN) of the item you plan to remove from the location.</p> <p>If the item number scanned is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> A valid item number defined through Item Master Maintenance (MENU IAFILE) being stored in the selected location; for stock replenishment moves, an item that was previously selected for replenishment on the <a href="#">Replenish To Item Number Screen</a>. (A27) (A 40 w/RF Identifiers) Required</p>
F1=Loc	<p>The <b>F1=LOC</b> function key displays for single stock empty move code <b>3</b> and multiple stock empty move code <b>4</b> only.</p> <p>Press <b>F1=LOC</b> to return to the <a href="#">Remove From Location Screen</a> to scan another location you plan to take inventory from.</p>
F1=To	<p>The <b>F1=TO</b> function key displays for single stock replenishment move code <b>5</b> and multiple stock replenishment move code <b>6</b> only.</p> <p>Press <b>F1=TO</b> to begin storing the item in the location requiring replenishment after you scan the following:</p> <ul style="list-style-type: none"> <li>• Item number</li> <li>• Location where you will obtain the item</li> <li>• Quantity you require for replenishment</li> </ul> <p>If you replenish the location with more than one item number, the <a href="#">Move To Item Number Screen</a> will display.</p> <p>If you replenish the location with a single item number, the <a href="#">Move To Location Screen</a> will display.</p>
F2=List	<p>The <b>F2=LIST</b> function key displays for single stock replenishment move code <b>5</b> and multiple stock replenishment move code <b>6</b> only.</p> <p>Press <b>F2=LIST</b> to the <a href="#">Item List Screen</a>, where you can review a list of item numbers that you can move from this location.</p>

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Replenish To Location Screen</a>. If you press <b>F3=RETURN</b> prior to completing all identified moves, the <a href="#">Quitting Unfinished Stock Moves Screen</a> will appear to indicate that you are quitting unfinished moves. Any moves that have been completed on both the From and To tasks are not canceled since they are already done. However, any moves not yet completed will be canceled, and all holds on locations and items will be released.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm the item you plan to remove from the location.</p> <p>If the item is not a lot or serial item or it does not require lot/serial number scans, the <a href="#">Remove From Quantity Screen</a> will display.</p> <p>If you remove a lot item and require lot number scans, the <a href="#">Remove From Lot Number Screen</a> will display.</p> <p>If the item tracks country of origin, the <a href="#">Remove From COO Screen</a> will display.</p> <p>If you move a serial item and it does not require lot/serial number scans, the <a href="#">Remove From Serial Number Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will appear.</p>

## Remove From Quantity Screen



The Remove From Quantity Screen displays after:

- scanning/keying an item number on the [Remove From Item Number Screen](#)
- scanning/keying lot numbers on the [Remove From Lot Number Screen](#)
- scanning/keying country of origin codes on the [Remove From COO Screen](#)
- pressing **ENTER** on the [Remove From Location Screen](#)
- pressing **ENTER** on the [Remove From Lot Number Screen](#)
- pressing **ENTER** on the [Remove From COO Screen](#).

Use this screen to enter the quantity of items you plan to remove from the location.

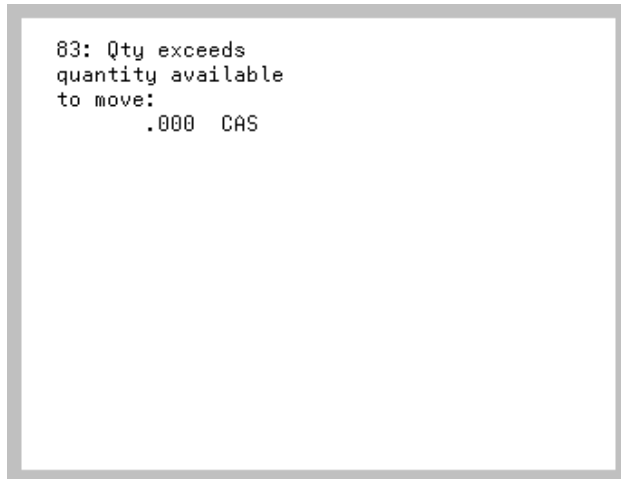
**Note:** When performing single or multi stock replenishment moves for pallet items [item is set up as a pallet item within Item Balance Maintenance (MENU IAFILE)], “**Full Pallet Move Warning**” message may display if the entire quantity on hand in the From location is not evenly divisible by the default pallet quantity for this item/warehouse, or the move quantity entered is not evenly divisible by the default pallet quantity for this item/warehouse.

## Remove From Quantity Screen Fields and Function Keys

Field/Function Key	Description
Quantity	<p>Use this field to enter the quantity of the item you plan to remove from the location in the unit of measure displayed to the right of this field, or accept the default value. The unit of measure you chose for the item on the <a href="#">Replenish To Quantity Screen</a> will display to the right of this field.</p> <p>Pressing <b>F1=(U/M)</b> or <b>F2=(U/M)</b> as needed to change the unit of measure will also change the quantity to match the displayed unit of measure.</p> <p>Enter the quantity of items you require for replenishment in the unit of measure field that displays to the right of this field.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> The quantity available in the selected location for the selected item and, if applicable, selected lot number, if any, not to exceed the replenish quantity. For Replenishment Moves, The identified quantity and unit of measure on the <a href="#">Replenish To Quantity Screen</a> (N 10,3) / (A40 w/RF identifiers) Required</p>
(Location)	<p>The selected location from which the item will be removed. Display</p>
(Item Number)	<p>The item number to be removed from the location. Display</p>
(Lot Number)	<p>When the item being moved is a lot control item, the lot number selected to be moved displays. Display</p>
F1=(U/M)	<p>The <b>F1=(U/M)</b> function key only displays when the item being moved has two defined units of measure.</p> <p>Press the <b>F1=(U/M)</b> toggle key to select another unit of measure defined for the item being moved. The current unit of measure defined to express quantities for the selected item displays to the right of the <b>Quantity</b> field.</p> <p>For example, if the item's units of measure are cases and eaches, press <b>F1=(U/ M)</b> to toggle between eaches and cases.</p>

Field/Function Key	Description
F2=(U/M)	<p>The <b>F2=(U/M)</b> function key only displays when the item being moved has three defined units of measure.</p> <p>Press the <b>F2=(U/M)</b> toggle key to select another unit of measure defined for the item being moved. The current unit of measure defined to express quantities for the selected item displays to the right of the <b>Quantity</b> field.</p> <p>For example, if the item's units of measure are cases, boxes, and eaches, press <b>F2=(U/M)</b> to toggle between eaches and cases.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Remove From Item Number Screen</a> or the <a href="#">Remove From Location Screen</a>.</p> <p>If you remove lot items that require lot number scans, the <a href="#">Remove From Lot Number Screen</a> will display instead.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> after you identify a quantity to select from this location for the selected item and, if applicable, lot number.</p> <p>For single moves, the <a href="#">Move To Location Screen</a> will display after you enter the full quantity. If you do not enter the full quantity and you leave the <b>Quantity</b> field blank, the <a href="#">Remove From Location Screen</a> will display.</p> <p>For multiple moves, the <a href="#">Remove From Location Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Quantity Exceeds Available Message Screen

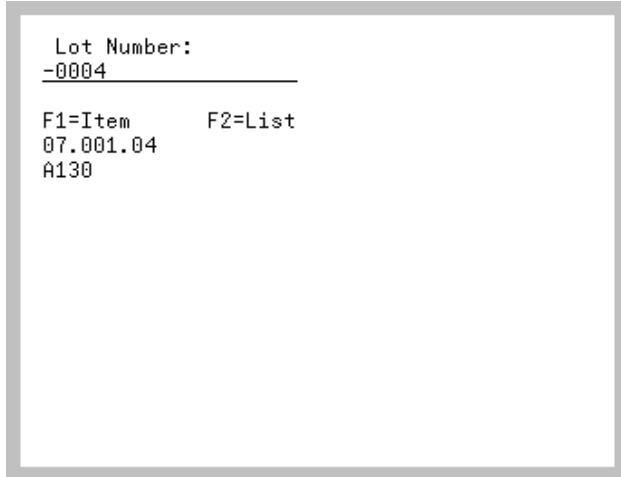


The Quantity Exceeds Available Message Screen displays from [Remove From Quantity Screen](#) when the quantity entered is larger than the available quantity to move. Use this screen to read and complete the appropriate action based on the specific quantities being reported.

### Radio Frequency Move Items Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The <b>Qty exceeds quantity available to move</b> message tells the user that the quantity scanned/keyed on the Remove From Quantity Screen is larger than the available quantity stored in the system. The available quantity and unit of measure are also shown for reference. Press <b>ENTER</b> to close the message window. Display
Enter	Press <b>ENTER</b> to close the message window. The <a href="#">Remove From Quantity Screen</a> displays again.

## Remove From Lot Number Screen



The Remove From Lot Number Screen displays after scanning/keying a lot item number and pressing **ENTER** on the [Remove From Item Number Screen](#). Use this screen to scan/key the lot number of the item you plan to remove from the location.

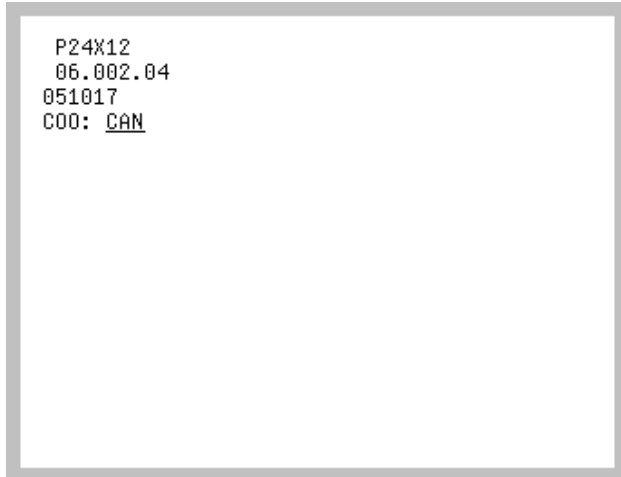
This screen displays only when moving lot items, and the **Lot/Serial Prompt Option** field is set to **Y** on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).

### Remove From Lot Number Screen Fields and Function Keys

Field/Function Key	Description
Lot Number	<p>Use this field to scan/key the lot number of the item you plan to remove from the location or use for replenishment.</p> <p>Scan the item's lot number, or press <b>F2=LIST</b> to access a list of lot numbers.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> A lot number stored in the selected location for the selected item.</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>
(Location)	<p>The selected location from which the item will be removed.</p> <p>Display</p>

Field/Function Key	Description
(Item Number)	The item number to be removed from the location. Display
(Lot Number)	When the item being moved is a lot control item, the lot number selected to be moved displays. Display
F1=Item	Press <b>F1=ITEM</b> to return to the <a href="#">Remove From Item Number Screen</a> to scan an additional item number to move from the location.
F1=Loc	Press <b>F1=LOC</b> to return to the <a href="#">Remove From Location Screen</a> to scan a different location where you may obtain the selected item required for replenishment.
F2=List	Press <b>F2=LIST</b> to display the <a href="#">Lot/Serial List Screen</a> , where you can review a list of lot numbers that you need to move from this location.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Remove From Item Number Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm the lot number you plan to remove from the location. The <a href="#">Remove From Quantity Screen</a> will display. If the item tracks country of origin, the Remove From COO Screen will display. If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.

## Remove From COO Screen



The Remove From COO Screen displays only if you are moving a country of origin tracked item, as determined through Item Master Maintenance (MENU IAFIL2), and the item is not a serial type item. For serial type items, the COO is tracked with the serial number on the [Remove From Serial Number Screen](#).

Use this screen to identify the country of origin of the item being moved.

### Remove From COO Screen Fields and Function Keys

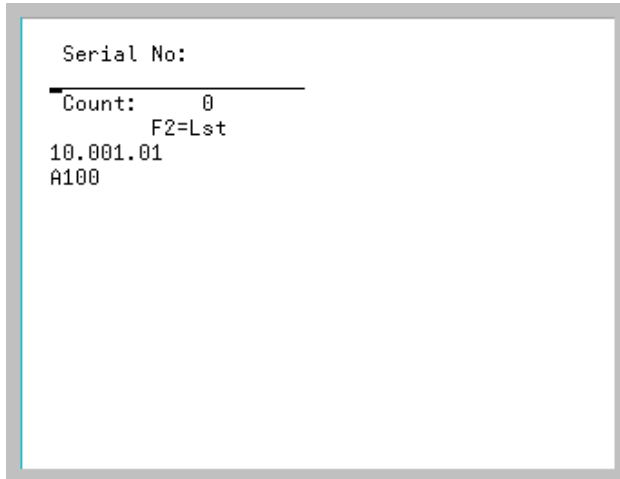
Field/Function Key	Description
(Location)	This field displays the location from where the item is being moved. Display
(Item Number)	This field displays the item number being moved. Display
(Lot)	This field displays only if the item is a lot item. The lot number of the item being moved. Display
COO	Use this field to enter the country of origin of the item. <b>Default Value:</b> the country of origin associated with the item, location and lot. <b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL2/MENU ARFIL2) and one that exists in this location for this item and lot (A 3) Required

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Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Remove From Lot Number Screen</a> if you are working with a lot item type, <a href="#">Remove From Item Number Screen</a> if you are performing stock moves, or to the Remove From Location Screen if you are performing replenishment moves.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your entries. The <a href="#">Remove From Quantity Screen</a> displays.

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## Remove From Serial Number Screen



The Remove From Serial Number Screen displays after scanning/keying the item number for a serial item and pressing **ENTER** on the [Remove From Item Number Screen](#). This screen also displays when planning to replenish a location with serial items and pressing **ENTER** on the [Remove From Location Screen](#).

Use this screen to scan/key the serial number(s) of the item(s) being removed from the location to be stored in another location or being used for replenishment.

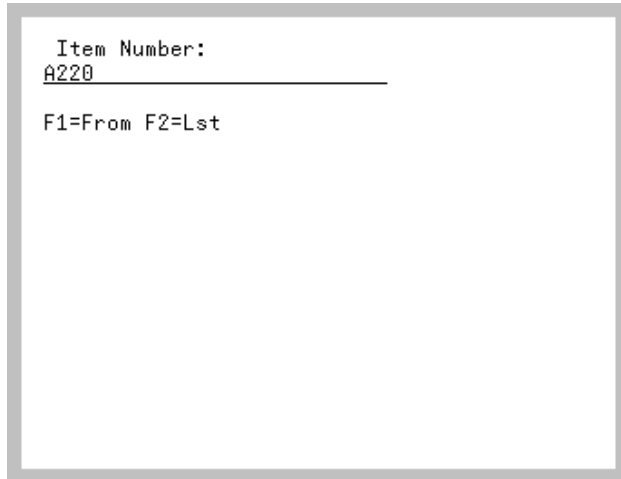
This screen displays when moving/replenishing serial items and the **Lot/Serial Prompt Option** field is set to **Y** on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).

### Remove From Serial Number Screen Fields and Function Keys

Field/Function Key	Description
Serial No	<p>Use this field to scan/key the serial number(s) of the item being removed from the location.</p> <p>Scan/key the serial number, or press <b>F2=LST</b> to access a list of serial numbers.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> A serial number that exists in the selected location for the selected item.</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>

Field/Function Key	Description
Count	<p>This field displays the number of serial numbers already selected for this move.</p> <p>Display</p>
F1=Location	<p>Press <b>F1=LOCATION</b> to return to the <a href="#">Remove From Location Screen</a> and select a different location from which to take items.</p>
F2=Lst	<p>Press <b>F2=LST</b> to display the <a href="#">Lot/Serial List Screen</a>, where you can review a list of serial numbers for the selected item that can be moved from the location.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the Remove From Item Number Screen or the <a href="#">Remove From Location Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm removal of the selected serial item from the location. This action in turn updates the counter. This screen redisplay until either all serial items have been scanned/keyed or you leave the <b>Serial No</b> field blank (for those times when you are not removing all serial items from the location) and press <b>ENTER</b>.</p> <p>For single moves, the <a href="#">Move To Location Screen</a> will display after you enter the full quantity. If you have not entered the full quantity and you leave the <b>Serial No</b> field blank, the <a href="#">Remove From Location Screen</a> will display.</p> <p>For multiple moves, the <a href="#">Remove From Location Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and the back-end system is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Move To Item Number Screen



```
Item Number:  
A220  
F1=From F2=Lst
```

The Move To Item Number Screen displays after removing multiple items from their stored locations and pressing **F1=TO** from the [Remove From Location Screen](#). It also displays after pressing **ENTER** on the Move To Quantity Screen, or **F1=TO** on the [Remove From Item Number Screen](#) if you replenish a location with more than one item number.

Use this screen to scan/key the number of an item being moved. Additionally, this screen displays only when moving/replenishing more than one item.

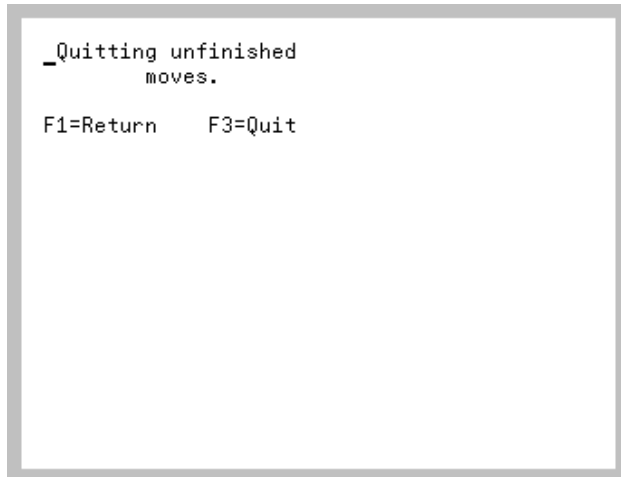
## Move To Item Number Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Use this field to enter the number (e.g., manufacturers' number, alternate number, UPC code or GTIN) of an item you removed from one location to be stored in a different location.</p> <p>Scan/key the number of the item being moved.</p> <p>If the item number scanned or entered is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> For stock replenishment moves, must be a valid item that you previously selected for replenishment on the <a href="#">Replenish To Item Number Screen</a>.</p> <p>For stock empty moves, the number (e.g., manufacturers' number, alternate number, UPC code, or GTIN) of a valid item number previously selected on the <a href="#">Remove From Item Number Screen</a>. (A27) / (A40 with RF identifiers) Required</p>
F1=From	<p>Press <b>F1=FROM</b> to return to the <a href="#">Remove From Location Screen</a> to scan a location from which to remove inventory.</p>
F2=Lst	<p>Press <b>F2=LST</b> to display the <a href="#">Item List Screen</a>, where you can review a list of items removed from one location and that are to be stored in another location.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return from the selected move transaction. The <a href="#">Quitting Unfinished Stock Moves Screen</a> will display.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> after you scan/key the item number. The Move To Location Screen will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

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## Quitting Unfinished Stock Moves Screen



The Quitting Unfinished Stock Moves Screen displays after pressing **F3=RETURN** on the [Remove From Location Screen](#) after locations/items/quantities have been selected.

It also displays from the [Move To Item Number Screen](#), or the [Move Queue Pick Location Screen](#).

Use this screen to exit the stock move processing or return and continue the stock moves.

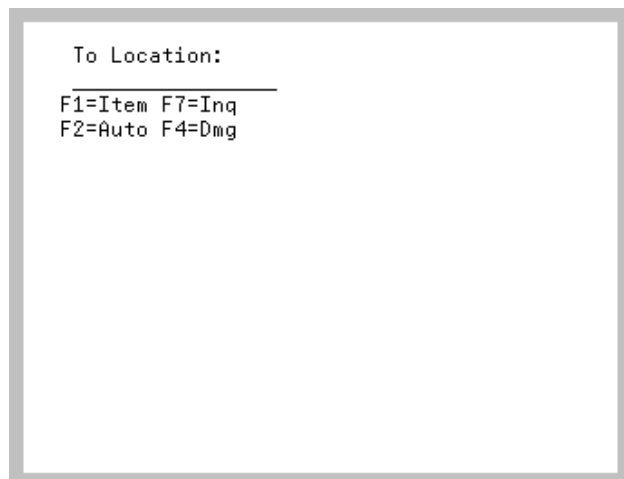
### Quitting Unfinished Stock Moves Screen Fields and Function Keys

Field/Function Key	Description
(Message Text)	The <b>Quitting unfinished moves.</b> message informs the handler that the key they pressed will leave the move process and provides options to return and continue the move process or leave the process. Display
F1=Return	Press <b>F1=RETURN</b> to continue with the stock move processing and display the <a href="#">Remove From Location Screen</a> , the <a href="#">Move To Item Number Screen</a> or <a href="#">Move Queue Pick Location Screen</a> when the <b>F1=RETURN</b> was incorrectly pressed.
F3=Quit	Press <b>F3=QUIT</b> to exit the stock move transactions. Informational messages may display on the <a href="#">Radio Frequency Move Items Message Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

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## Move To Location Screen



The Move To Location Screen displays after performing any of the following:

- Scan/key an item number and press **ENTER** on the [Move To Item Number Screen](#)
- Remove at least one item and press **F1=ITEM** on the [Remove From Location Screen](#)
- Press **ENTER** on the [Move To Serial Number Screen](#) and you stored more items
- Press **ENTER** on the [Move To Quantity Screen](#) and you stored more items.

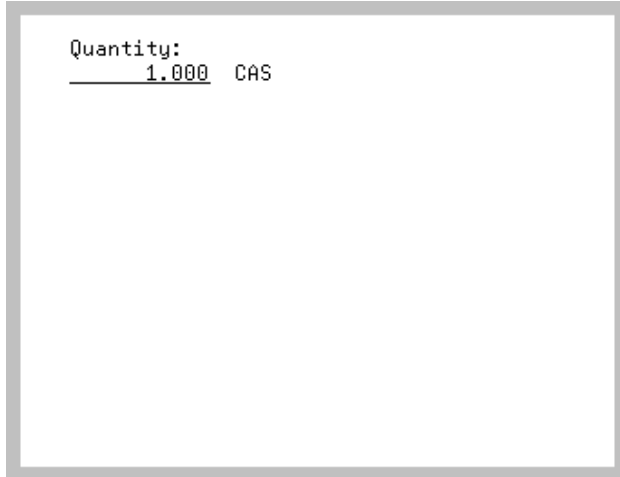
Use this screen to scan/key the location you plan to use to store the removed items or replenish with the picked items. The first three primary storage locations for the specified item will be displayed, in warehouse/location sequence. This allows handlers to view the primary locations to assist in determining where to place the product that needs to be moved as part of the stock move process.

### Move To Location Screen Fields and Function Keys

Field/Function Key	Description
To Location	<p>Use this field to scan/key the destination location into which you will store the item(s) being moved from its original location replenished in its permanent location.</p> <p>Scan/key the location.</p> <p>If you cannot use the scanned/keyed location to store the item, various error messages may display on the <a href="#">Radio Frequency Move Items Message Screen</a>. Review the message to determine the appropriate action to continue.</p> <p><b>Default Value:</b> The location identified during the original stock move or replenish need process for the selected item.</p> <p><b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE).</p> <p>(A 15) Required</p>
F1=Item	<p>Press <b>F1=ITEM</b> to return to the <a href="#">Move To Item Number Screen</a> to view or change the number of the item to be stored in a different location.</p>
F2=Auto	<p>Press <b>F2=AUTO</b> to use auto put-away. The system selects and displays a put-away location for the item, if one is available.</p> <p>If no available locations exist, the <a href="#">Radio Frequency Move Items Message Screen</a> displays to inform the handler that manual put-away is required and this screen is redisplayed to manually identify a location in the <b>To Location</b> field.</p>
F2=Lst	<p>Press <b>F2=LST</b> to display the <a href="#">Location List Screen</a>, where you can review a list of locations that where the item can be stored.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to end this function after you stored all items in destination locations. The <a href="#">Remove From Location Screen</a> will display.</p> <p>If you press <b>F3=RETURN</b> before you finish storing all removed items, the <a href="#">Quitting Unfinished Stock Moves Screen</a> displays.</p>
F4=Dmg	<p>Press <b>F4=DMG</b> to store a damaged item in the warehouse location reserved for damaged items as defined in Warehouse Management Options Maintenance (MENU WMFILE).</p> <p>For regular items, the <a href="#">Move To Quantity Screen</a> will display.</p> <p>If the item is a lot item, the <a href="#">Move To Lot Number Screen</a> will display.</p> <p>If the item is a serial item, the <a href="#">Move To Serial Number Screen</a> will display.</p>

Field/Function Key	Description
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F7=Inq	<p>Press <b>F7=INQ</b> to access the <a href="#">RF Inquiry Screens</a> to view other locations where the item is already stored. The <a href="#">Item/Location Location Selection Screen</a> displays.</p>
Enter	<p>Press <b>ENTER</b> to confirm the location where the item is being stored. The <a href="#">Radio Frequency Move Items Message Screen</a> may display with informational or warning messages. Based on responses to those messages, the following screens will then display.</p> <p>If the item is a lot item, the <a href="#">Move To Lot Number Screen</a> will display.</p> <p>If the item is a serial item, the <a href="#">Move To Serial Number Screen</a> will display.</p> <p>If the item is not a lot or serial item, the <a href="#">Move To Quantity Screen</a> will display.</p> <p>If the item tracks country of origin, the <a href="#">Move To COO Screen</a> will display.</p>

## Move To Quantity Screen



Quantity:  
1.000 CAS

The Move To Quantity Screen displays after pressing **ENTER** or **F3=RETURN** on either the [Move To Location Screen](#), the [Move To Lot Number Screen](#), or the [Move To COO Screen](#). Use this screen to enter the quantity of items for storage.

### Move To Quantity Screen Fields and Function Keys

Field/Function Key	Description
Quantity	<p>Use this field to enter the quantity of items that are to be stored in this location. The unit of measure chosen for the item on the <a href="#">Remove From Quantity Screen</a> displays to the right of this field.</p> <p>Scan/key the quantity of items to be stored in the displayed unit of measure.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> the quantity scanned/keyed on the <a href="#">Remove From Quantity Screen</a>.</p> <p><b>Valid Values:</b> The value entered here cannot exceed the total quantity pulled for this item for all locations.            (N 10,3) / (A40 w/RF identifiers) Required</p>

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Move To Location Screen</a> without confirming the quantity scanned/keyed.</p> <p>If you plan to replenish with lot items, the <a href="#">Move To Lot Number Screen</a> will display.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm the quantity entered. The items will then be moved in the system from the “from” location to the “to” location. If you enter the full quantity of items that you identified for the move, the <a href="#">Remove From Location Screen</a> will display. If you do not enter the full quantity, the <a href="#">Move To Location Screen</a> will display to repeat the selection of the move to location until all quantities have been confirmed.</p> <p>For single moves, the <a href="#">Replenish To Location Screen</a> will display after the full quantity has been identified. If the full quantity has not been identified (pressing <b>ENTER</b> with the <b>Quantity</b> field blank), the <a href="#">Move To Location Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Move To Lot Number Screen

```

C135
Lot Number:
-----
F1=Loc    F2=List
  
```

The Move To Lot Number Screen displays after scanning/keying an item number for a lot item and pressing **ENTER** on the [Move To Location Screen](#). Use this screen to scan/key the lot number of the item being stored in the location.

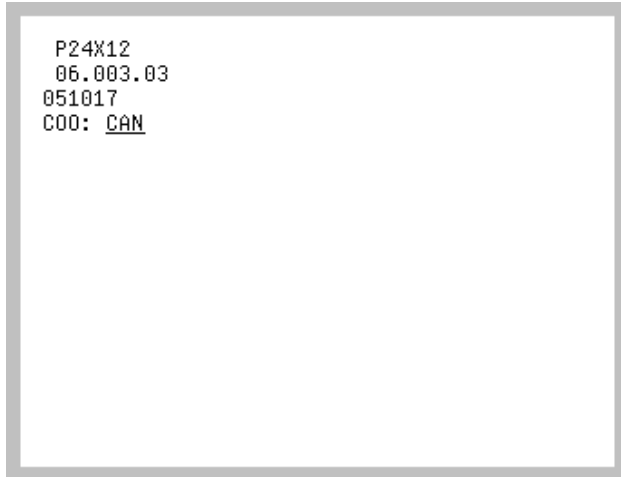
This screen displays only when moving lot items and the **Lot/Serial Prompt Option** field is set to **Y** on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).

### Move To Lot Number Screen Fields and Function Keys

Field/Function Key	Description
(Item Number)	This field displays the lot item number that is being moved currently. Display
Lot Number	<p>Use this field to scan/key the lot number of the item you plan to store in the location.</p> <p>Scan the item's lot number, or press <b>F2=LIST</b> to access a list of lot numbers to be stored.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Valid Values:</b> Must be one of the selected lot numbers from the <a href="#">Remove From Lot Number Screen</a>.</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>

Field/Function Key	Description
F1=Loc	Press <b>F1=LOC</b> to return to the <a href="#">Move To Location Screen</a> to scan/key another location where you can store items or requires replenishment.
F2=List	Press <b>F2=LIST</b> to display the <a href="#">Lot/Serial List Screen</a> , where you can review a list of lot numbers that are available to store in this location.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm the lot numbers being store in the location. The <a href="#">Move To Quantity Screen</a> will display. If the item tracks country of origin, the <a href="#">Move To COO Screen</a> will display. If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.

## Move To COO Screen



The Move To COO Screen displays from the [Move To Location Screen](#) or the [Move To Lot Number Screen](#) only when moving a country of origin tracked item, as determined through Item Master Maintenance (MENU IAFIL). Use this screen to identify the country of origin of the item being moved.

### Move To COO Screen Fields and Function Keys

Field/Function Key	Description
(Item Number)	This field displays the lot item number that is being moved currently. Display
(Location)	This field displays the location of where the item is being moved. Display
(Lot)	This field displays only if the item is a lot item. The lot number of the item for the item being moved. Display
COO	Use this field to enter the country of origin of the item that is being moved. <b>Default Value:</b> the country of origin associated with the item, location and lot. <b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL/MENU ARFIL2) and has been selected on the <a href="#">Remove From COO Screen</a> for this item and lot being moved. (A 3) Required

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Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Move To Location Screen</a> screen.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> key to confirm your entries. The <a href="#">Move To Quantity Screen</a> .

---

## Move To Serial Number Screen

```

Serial No:      2
-----
F2=List F4=All
  
```

The Move To Serial Number Screen displays after pressing **ENTER** or **F3=RETURN** on the [Move To Location Screen](#), when storing/replenishing serial items. Use this screen to scan/key the serial number of the item being stored in the selected location or replenished the depleted location.

This screen displays when moving serial items and the **Lot/Serial Prompt Option** field is set to **Y** on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE).

### Move To Serial Number Screen Fields and Function Keys

Field/Function Key	Description
(Quantity)	<p>The <b>Quantity</b> value only displays for move code <b>5</b> or <b>6</b> replenishment moves. This field displays the quantity that has been picked in the remove-from steps of the stock move transaction. As the serial numbers are scanned/keyed, this value decreases until all serial numbers are stored.</p> <p>Display</p>
Serial No	<p>Use this field to scan/key the serial numbers of the items you are storing in the location.</p> <p>Scan/key the serial number, or press <b>F2=LIST</b> to access a list of serial numbers for items that need to be stored.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Lot/Serial List Screen</a>, where you can review a list of serial numbers for items that you need to store in this destination location.</p>

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Move To Location Screen</a> screen without recording the serial numbers of stored items in the selected location.</p>
F4=All	<p>Press <b>F4=ALL</b> to store all of the removed serial items in this destination location. The <a href="#">Remove From Location Screen</a> will display.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. When done recording all the serial numbers of items for storage, the <a href="#">Remove From Location Screen</a> will display.</p> <p>If you press <b>ENTER</b> while the <b>Serial No</b> field is blank and you have more serial numbers to record, the <a href="#">Move To Location Screen</a>.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Stock Replenishment Move Screens

This section describes the screens that appear when you select to perform a replenish move on the [Move Type Selection Screen](#). This section describes the few screens that are unique to stock replenishment moves that identify the locations that are in need of replenishment. Once the replenishment locations are identified, the processing uses the existing stock move screens to complete the replenishment processing.

Title	Purpose
<a href="#">Replenish To Location Screen</a>	Use to begin the replenish need identification by identifying the locations with permanently assigned items to be filled.
<a href="#">Replenish To Item Number Screen</a>	Use to specify the item number you need to replenish in the location.
<a href="#">Replenish To Quantity Screen</a>	Use to specify the quantity of the item you need to replenish the location to it's maximum stocking level.

## Replenish To Location Screen



Replenish Loc:  
 \_\_\_\_\_  
 F1=Fill

The Replenish To Location Screen displays after keying **5** for single moves or **6** for multiple moves and pressing **ENTER** on the [Move Type Selection Screen](#). Replenishment Moves involves three processes:

- Identify locations that need to replenishment, the items to be replenished, and the quantity needed to fill the locations
- For each selected item, identify the locations from which to remove the item, and if applicable, the lot or serial numbers
- Store the items and, if applicable, the lot or serial numbers in the originally identified locations that need replenishment

Use this screen to begin the replenish need identification process by scanning a location for replenishment.

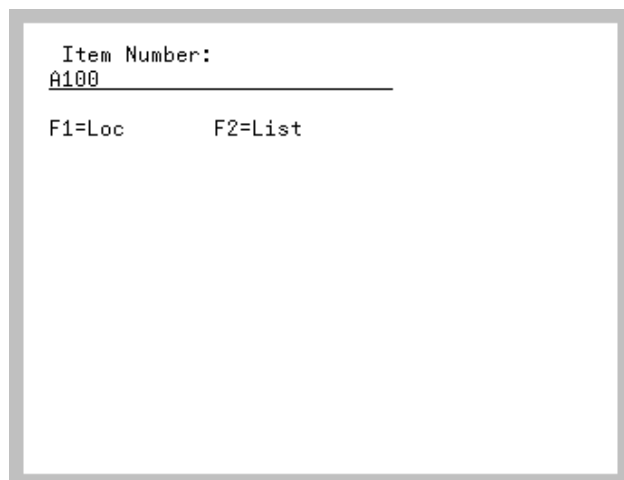
**Note:** With multi-mode move code **4** or **6**, you may perform this replenishment identification process for several locations prior to beginning the remove-from process.

### Replenish To Location Screen Fields and Function Keys

Field/Function Key	Description
Replenish Loc	Use this field to scan/key the location you are replenishing. (A 15) Required

Field/Function Key	Description
F1=Fill	<p>The <b>F1=FILL</b> function key is non-display for single moves. For multi moves, the <b>F1=FILL</b> function key will not display until at least one replenishment location has been selected.</p> <p>Press <b>F1=FILL</b> after you identify which items and quantities are needed to replenish locations. When you press <b>F1=FILL</b>, you start the retrieval process to collect these items and quantities. The <a href="#">Remove From Item Number Screen</a> or <a href="#">Remove From Location Screen</a> will display.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to cancel this function and return to the <a href="#">Task Selection Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>

## Replenish To Item Number Screen



The screenshot shows a terminal-style interface with the following text:

```
Item Number:  
A100  
-----  
F1=Loc      F2=List
```

The Replenish To Item Number Screen displays after scanning/keying a location and pressing **ENTER** on the [Replenish To Location Screen](#). Use this screen to enter the number of the item you need to replenish the location.

## Replenish To Item Number Screen Fields and Function Keys

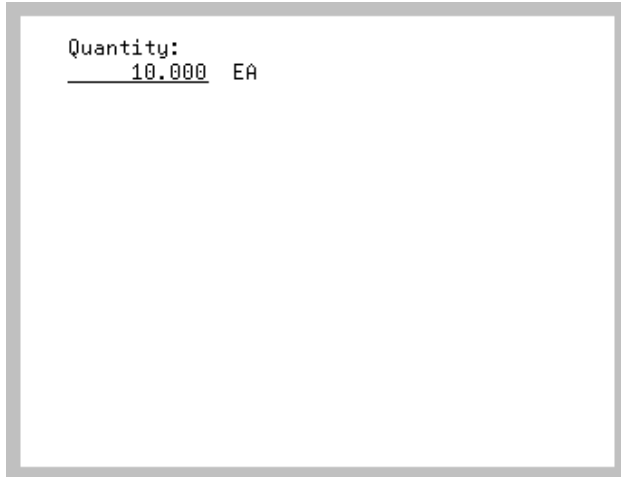
Field/Function Key	Description
Item Number	<p>Use this field to scan the number (e.g., manufacturers' number, alternate number, UPC code, or GTIN) of the item you need to replenish the location.</p> <p>Scan/key the item number to be replenished in the selected location. Press <b>F2=LIST</b> to display a list of items which currently reside in the scanned location.</p> <p>If the item number scanned or entered is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> If a permanent item number has been assigned to the location being processed, the permanent item; if there are no permanent items, but only one item resides in the scanned location, that one item number; if there are no permanent items and more than one item resides in the scanned location, this field will be blank.</p> <p><b>Valid Values:</b> An item defined for the warehouse in the Item Balance File.</p> <p>(A27) / (A 40 w/RF Identifiers) Required</p>
F1=Loc	Press <b>F1=LOC</b> to return to the <a href="#">Replenish To Location Screen</a> to view or change the location that requires replenishment.
F2=List	Press <b>F2=LIST</b> to display the <a href="#">Item List Screen</a> , where you can review a list of items that currently reside in the scanned location.
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>Press <b>F5=INSTRUCTIONS</b> to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to put a task on hold or temporarily interrupt an activity for the current task.</p>

---

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> after you scan the item number. The Replenish To Quantity Screen will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

---

## Replenish To Quantity Screen



The Replenish To Quantity Screen displays after scanning/keying an item number and pressing **ENTER** on the [Replenish To Item Number Screen](#). Use this screen to specify the quantity of the item you need to replenish the location.

## Replenish To Quantity Screen Fields and Function Keys

Field/Function Key	Description
Quantity	<p>Use this field to enter the quantity of the item that you need to replenish the location.</p> <p>The default unit of measure that displays in this field is that defined as the first stocking unit of measure for the item through Item Master Maintenance (MENU IAFILE). If it is a case quantity item, then it defaults to <b>CAS</b>.</p> <p>Enter the quantity in the unit of measure displayed to the right of this field. If the item has more than one applicable unit of measure, you may press <b>F2= (U/ M)</b> to change the unit of measure.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> The quantity available in the warehouse of that item in the displayed default unit of measure that does not exceed either the restock level of the location of the permanent item, assigned through Location Master Maintenance (MENU WMFILE) or the cubic space available defined for the location, if any, through Location Master Maintenance (MENU WMFILE.)</p> <p>Note that the quantity available in the warehouse does not include the quantity in the scanned location.</p> <p>(N 10,3) / (A40 w/RF identifiers) Required</p>
F1=(U/M)	<p>The <b>F1= (U/M)</b> function key only displays when the item being moved has two defined units of measure.</p> <p>Press the <b>F1= (U/M)</b> toggle key to select another unit of measure defined for the item being moved. The current unit of measure defined to express quantities for the selected item displays to the right of the <b>Quantity</b> field.</p> <p>For example, if the item's units of measure are cases and eaches, press <b>F1= (U/ M)</b> to toggle between eaches and cases.</p>
F2=(U/M)	<p>The <b>F2= (U/M)</b> function key only displays when the item being moved has three defined units of measure.</p> <p>Press the <b>F2= (U/M)</b> toggle key to select another unit of measure defined for the item being moved. The current unit of measure defined to express quantities for the selected item displays to the right of the <b>Quantity</b> field.</p> <p>For example, if the item's units of measure are cases, boxes, and eaches, press <b>F2= (U/M)</b> to toggle between eaches and cases.</p>

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Remove From Item Number Screen</a> to enter the number of another item that requires replenishment.</p>
Enter	<p>Press <b>ENTER</b> to return to the <a href="#">Remove From Location Screen</a> to enter another location that requires replenishment, or to begin the retrieval process to obtain the needed items.</p> <p>The <a href="#">Radio Frequency Move Items Message Screen</a> will display if there are warning messages or informational messages to be displayed.</p>

---

## Move Queue Screens

This section describes the screens that appear when you select to perform moves using the move queue on the [Move Type Selection Screen](#).

Title	Purpose
<a href="#">Move Queue Replenish Locations Selection Screen</a>	Used to limit moves in the move queue by location or pick section.
<a href="#">Move Queue Pick Location Screen</a>	Used to confirm the pick up location.
<a href="#">Move Queue Pick Location Information Screen</a>	Used to provide item and location information for picking.
<a href="#">Move Queue Available Lot/Serials or Pick Locations Screen</a>	Displays a list of available lot/serial numbers in the current location or a list of available locations for picking.
<a href="#">Move Queue Replenish Location Screen</a>	Used to confirm the replenishment location.
<a href="#">Move Queue Replenish Location Information Screen</a>	Used to provide item and location information for replenishment.
<a href="#">Move Queue Used/Available Locations Screen</a>	Displays used or available locations for replenishment.
<a href="#">Move Queue Override Store Location Screen</a>	Used to specify an override store location.
<a href="#">Move Queue Skipped Moves List Screen</a>	Displays a list of moves that have been skipped.
<a href="#">Move Queue Item/Location Information</a>	Displays detailed information about the item being moved.

## Move Queue Replenish Locations Selection Screen

```

MOVE QUEUE
Replenish Locations
  Rw.Bin.Sh
From: _____
To:   _____
From: _____
To:   _____
From: _____
To:   _____
Replenish Pick Section: __
    
```

The Move Queue Replenish Locations Selection Screen appears after keying **7** for move queue moves on the [Move Type Selection Screen](#).

Use this screen to specify limits for the locations and/or pick section to be replenished. The system will limit the move queue moves by the location/pick section limits you specify.

### Move Queue Replenish Locations Selection Screen Fields and Function Keys

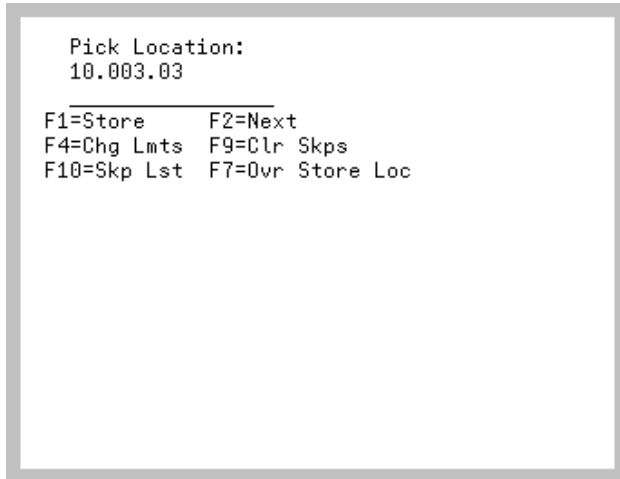
Field/Function Key	Description
From / To	<p>For this sample screen, <b>Rw.Bin.Sh</b> represent the Location Definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems.</p> <p>Use the <b>From</b> and <b>To</b> location fields to specify the ranges of replenishment locations for which you want the system to display pending moves in the move queue.</p> <p><b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE). (3 @ A 16) Optional</p>
Replenish Pick Section	<p>If you want to replenish a pick section, use this field to specify the pick section for which you want the system to display pending moves in the move queue.</p> <p><b>Valid Values:</b> A pick section defined through Pick Sections Maintenance (MENU WMFILE). (A 2) Optional</p>
F3=Return	Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a> .

---

Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your entries and continue. The <a href="#">Move Queue Pick Location Screen</a> will appear.

---

## Move Queue Pick Location Screen



The Move Queue Pick Location Screen appears after pressing **ENTER** on the [Move Queue Replenish Locations Selection Screen](#). This screen displays the first pick location for pending moves in the move queue based on any limiting criteria entered. Use this screen to scan/key the location of the move to begin performing the move.

### Move Queue Pick Location Screen Fields and Function Keys

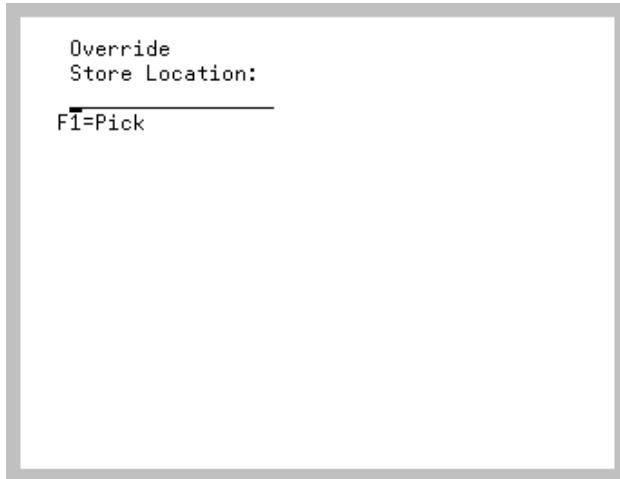
Field/Function Key	Description
Pick Location	This field displays the from location of the next available most important move in the move queue. Scan/key the displayed location to confirm the selection of the move for that location. <b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE). (A 16) Required
F1=Store	Press <b>F1=STORE</b> to begin storing the inventory that you have picked. The <a href="#">Move Queue Replenish Location Screen</a> will appear.
F2=Next	Press <b>F2=NEXT</b> to skip the currently presented pick location and go to the next available most important pick location with a pending move. This <a href="#">Move Queue Pick Location Screen</a> redisplay with the next pick location displayed.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to leave the move queue pick task and return to the <a href="#">Task Selection Screen</a> . If you press <b>F3=RETURN</b> prior to completing all identified moves, <a href="#">Quitting Unfinished Stock Moves Screen</a> will appear to indicate that you are quitting unfinished moves.

---

Field/Function Key	Description
F4=Chg Lmts	Press <b>F4=CHG LMTS</b> to return to the <a href="#">Move Queue Replenish Locations Selection Screen</a> and change the limiting criteria specified on that screen.
F7=Ovr Store Loc	Press <b>F7=OVR STORE LOC</b> to specify an override store location. The <a href="#">Move Queue Override Store Location Screen</a> will display. You cannot press <b>F7=OVR STORE LOC</b> until you have picked at least one item to move from one pick location.
F9=Clr Skps	Press <b>F9=CLR SKPS</b> to clear the moves that have been skipped. Clearing the skipped moves returns them to your move queue and they will display to be picked. This <a href="#">Move Queue Pick Location Screen</a> redisplay with the next pick location for processing.
F10=Skp Lst	Press <b>F10=SKP LST</b> to display a list of moves that have been skipped. The <a href="#">Move Queue Skipped Moves List Screen</a> will display.
Enter	Press <b>ENTER</b> after you have scanned/keyed the location. The <a href="#">Move Queue Pick Location Information Screen</a> will display.

---

## Move Queue Override Store Location Screen



```

Override
Store Location:
-----
F1=Pick
  
```

The Move Queue Override Store Location Screen appears after pressing **F7=OVR STORE LOC** on the [Move Queue Pick Location Screen](#). During this RF move queue process, you will be able to place inventory into an override store location. This override store location will take all moves that have been picked by the handler and have not yet been completed and then place these moves into the override store location specified by the handler.

Use this screen to specify an override store location.

### Move Queue Override Store Location Screen Fields and Function Keys

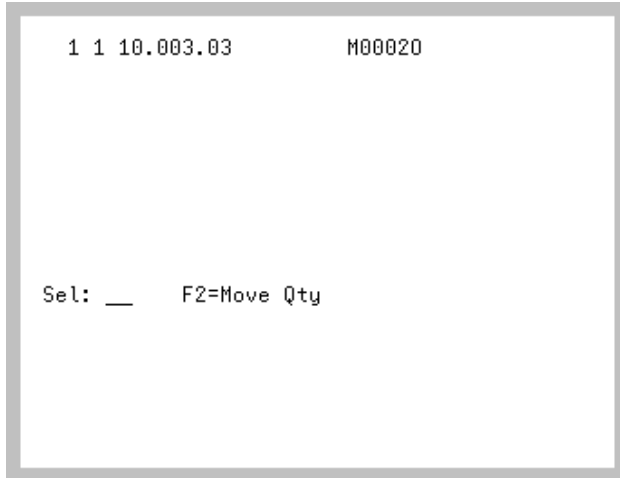
Field/Function Key	Description
Override Store Location	This override store location will take all moves that have been picked by the handler and have not yet been completed and then place these moves into the override store location specified in this field. Key any valid location in the warehouse. You cannot select a location where a move has been previously picked, and the location entered must allow for multiple items. (A 16) Required
F1=Pick	Press <b>F1=PICK</b> to return to the <a href="#">Pick Location Identification Screen</a> , without confirming your entry.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

---

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p>You will not be able to suspend activity when completing an interim to stage move.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entry. All the moves that have been picked by the user, but not yet posted, will be posted to this one override store location specified on this screen. This will be an override for all pending moves.</p> <p>Upon the completion of the move process, the message “<b>Moves have been posted</b>” on the <a href="#">Radio Frequency Move Items Message Screen</a>.</p> <p>Pressing <b>ENTER</b> to this message, displays the <a href="#">Move Queue Pick Location Screen</a>.</p>

---

## Move Queue Skipped Moves List Screen



The Move Queue Skipped Moves List Screen appears after pressing **F10=SKP LST** on the [Move Queue Pick Location Screen](#). This screen displays a list of moves that have been skipped.

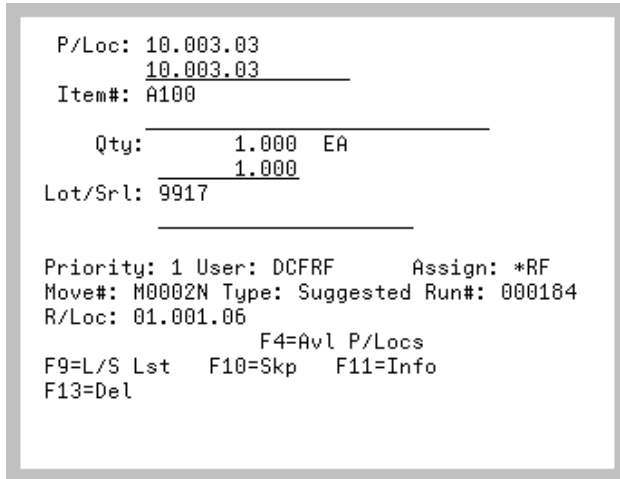
Use this screen to select a skipped move to clear it from the skipped list and make the move available to perform.

### Move Queue Skipped Moves List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The first column is the reference number that will be used in the <b>Sel</b> field to select a skipped move for processing. Display
(Priority)	The move priority for the skipped move transaction. 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. Display
(Skipped Move Information)	For each row, the displayed data toggles with the <b>F2=MOVE QTY / F2=LOC/MOV#</b> function key. When the key displays as <b>F2=MOVE QTY</b> , row data displays the Location from which the move inventory will be picked and the move number. When the key displays as <b>F2=LOC/MOV#</b> , row data displays the move quantity and unit of measure. Display

Field/Function Key	Description
(Move#)	<p>The move number assigned when the move queue transaction was created.</p> <p>Display</p>
Sel	<p>Key the reference number for a move to select the move.</p> <p>(N 2,0) Required</p>
F2=Move Qty / F2=Loc/Mov#	<p>The <b>F2=MOVE QTY / F2=LOC/MOV#</b> function key toggles between displaying the pick location and move number or the move quantity and unit of measure.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Move Queue Pick Location Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p>You will not be able to suspend activity when completing an interim to stage move.</p>
Enter	<p>Press <b>ENTER</b> after keying a reference number in the <b>Sel</b> field. The selected move will be removed from the list. The move is then available to be performed.</p>

## Move Queue Pick Location Information Screen



The Move Queue Pick Location Information Screen appears after scanning/keying a location on the [Move Queue Pick Location Screen](#) and pressing **ENTER**.

Use this screen to confirm the pick location item information.

### Move Queue Pick Location Information Screen Fields and Function Keys

Field/Function Key	Description
P/Loc	<p>The pick location from which the system expects you to pick inventory.</p> <p>Scan/key the pick location to confirm the location.</p> <p><b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE).</p> <p>(A 16) Required</p>
Item#	<p>The item number that the system expects you to pick.</p> <p>Scan/key the item number to confirm the item being moved.</p> <p>If the item number scanned/keyed is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p><b>Valid Values:</b> An item number defined through Item Master Maintenance (MENU IAFILE).</p> <p>(A 27) Required</p>
Qty	<p>The quantity and unit of measure of the item that the system expects you to move.</p> <p>Scan/key the actual move quantity being picked for the move.</p> <p>(N 11,3) Required</p>

Field/Function Key	Description
Lot/Srl	<p>This field only displays for items that are set up as lot control or serial number items.</p> <p>Use this field to key or scan the lot or serial number of the item being moved.</p> <p>(A 20) Required for lot/serial items</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to specify the country of origin of the item that is being moved.</p> <p><b>Default Value:</b> the country of origin associated with the item, location and lot</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL/MENU ARFIL2) and one that exists for this item and lot being moved</p> <p>(A 3) Required</p>
Priority	<p>The move priority assigned to this move queue transaction. 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.</p> <p>Display</p>
User	<p>The user ID of the user who created the move queue transaction.</p> <p>Display</p>
Assign	<p>The method or user assigned to perform the move queue transaction.</p> <ul style="list-style-type: none"> <li>• <b>*Manual</b> - a manual move transaction</li> <li>• <b>*RF</b> - a move transaction created within RF moves</li> <li>• The user information entered in the <b>Assign To</b> field when the suggested move was created with Suggested Move Report (MENU WMMAIN). User ID of the person assigned to perform the move transaction</li> </ul> <p>Display</p>
Move#	<p>The move number assigned when the move queue transaction was created.</p> <p>Display</p>

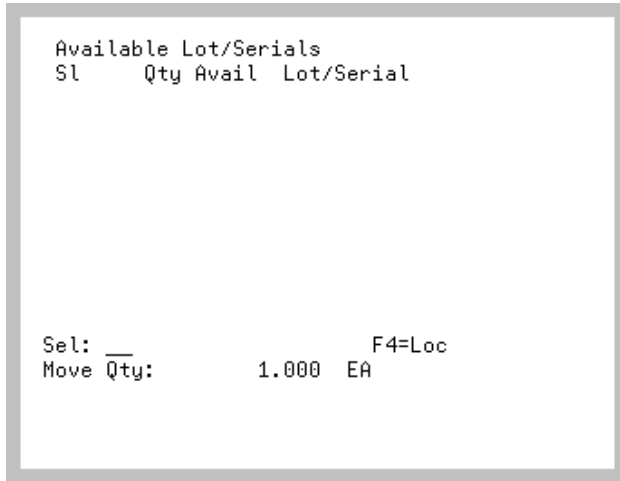
Field/Function Key	Description
Type	<p>Identifies the type of move.</p> <ul style="list-style-type: none"> <li>• <b>Suggested</b> - this transaction was created as a suggested move to process through Suggested Move Report (MENU WMMAIN) or as an RF transaction</li> <li>• <b>Manual</b> - this transaction was created through the Move Screen in Warehouse Management (MENU WMMAIN)</li> </ul> <p>Display</p>
Run#	<p>The run number assigned when the move transactions were created through Suggested Move Report (MENU WMMAIN) and/or Move Queue Maintenance (MENU WMAIN).</p> <p>Display</p>
R/Loc	<p>The location to be replenished by this move transaction.</p> <p>Display</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to stop picking this location and return to the <a href="#">Move Queue Pick Location Screen</a>.</p>
F4=Avl P/Locs	<p>Press <b>F4=AVL P/LOCS</b> to display a list of other locations and the lot/serial numbers with available inventory. The <a href="#">Move Queue Available Lot/Serials or Pick Locations Screen</a> displays.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p>You will not be able to suspend activity when completing an interim to stage move.</p>
F9=L/S Lst	<p>Press <b>F9=L/S LST</b> to display a list of lot/serial numbers for the current location. The <a href="#">Move Queue Available Lot/Serials or Pick Locations Screen</a> displays.</p>
F10=Skp	<p>Press <b>F10=SKP</b> to bypass this move. The move will be added to a list of skipped moves. Skipped moves can be cleared from the list when you are ready to perform them.</p>
F11=Info	<p>Press <b>F11=INFO</b> to display additional information about the selected move.</p> <p>The <a href="#">Move Queue Item/Location Information</a> will appear.</p>

---

Field/Function Key	Description
F13=Del	Press <b>F13=DEL</b> to delete the move.
Enter	Press <b>ENTER</b> to confirm the item and quantity has been removed from in the pick location. The <a href="#">Move Queue Pick Location Screen</a> displays where you can press <b>F1=STORE</b> to complete storing this move transaction.

---

## Move Queue Available Lot/Serials or Pick Locations Screen



The Move Queue Available Lot/Serials or Pick Locations Screen displays after pressing **F4=AVL P/LOCS** or **F9=L/S LST** on the [Move Queue Pick Location Information Screen](#).

If you pressed **F4=AVL P/LOCS**, the actual screen title is **Available Pick Locations** and displays available pick locations for the item being moved and the quantity available.

If you pressed **F9=L/S LST**, the actual screen title is **Available Lot/Serials** and displays available lot/ serial numbers and the quantity available in the current pick location. Use this screen to select a lot number, a serial number, or a location.

### Move Queue Available Lot/Serials or Pick Locations Screen Fields and Function Keys

Field/Function Key	Description
Sl	The first column is the reference number that will be used in the <b>Sel</b> field to select an available location or lot/serial number for processing. Display
Qty Avail	The quantity available for picking for the lot/serial item in the specific location. Display
Lot/Serial or Location	This column will display the lot number/serial number for the respective available quantity or will toggle and display the location for the lot number/ serial numbered items. Display

Field/Function Key	Description
Sel	Key a reference number from the list in this field to select the associated lot/ serial or location. (N 2,0) Optional
Move Qty	The expected move quantity and unit of measure. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Move Queue Pick Location Information Screen</a> .
F4=Loc / F4=Lot/Ser	The <b>F4=LOC / F4=LOT/SER</b> function key only displays when the title is <b>Available Lot/Serials</b> . Press <b>F4=LOC / F4=LOT/SER</b> to toggle between displaying available lot/serial numbers or available pick locations for those lot/serial items.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task. You will not be able to suspend activity when completing an interim to stage move.
Enter	After keying a reference number in the <b>Sel</b> field, press <b>ENTER</b> to make the selection. You will be returned to the <a href="#">Move Queue Available Lot/Serials or Pick Locations Screen</a> and location you selected will display in the <b>P/Loc</b> field.

## Move Queue Item/Location Information

```

Desc1: All-in-One Printer Model V515W
Desc2: Print, Copy, Fax, Scan
MFG#: UX-103
Replenish Location
Space Avl:
Itm Fit Qty:           EA
Perm Item:   A100
Rstock Qty:   20.000 EA
    
```

The Move Queue Item/Location Information appears after pressing **F11=INFO** on the [Move Queue Pick Location Information Screen](#) for the location being replenished.

Use this screen to review information about the location that is being replenished.

### Move Queue Item/Location Information Screen Fields and Function Keys

Field/Function Key	Description
Desc1, Desc2, MFG#	The first 3 lines display the first and second item description lines of the item being moved and the item's manufacturer item number. Display
Space Avl	The cubic space available in the location. Display
Item Fit Qty	Identifies how many of the item could fit in the location for the unit of measure of the item being moved based on the space available and restock quantity. Display
Perm Item	The permanent item number assigned to the location, if one exists. Display
Rstock Qty	The restock quantity, if any, assigned to the location's permanent item number in the item's stocking unit of measure. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Move Queue Pick Location Information Screen</a> .

---

Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	When finished reviewing the information on this screen, press <b>ENTER</b> to return to the <a href="#">Move Queue Pick Location Information Screen</a> .

---

## Move Queue Replenish Location Screen



The Move Queue Replenish Location Screen appears after pressing **F1=STORE** on the [Move Queue Pick Location Screen](#). Use this screen to scan/key and confirm the location being replenished into which inventory will be stored.

### Move Queue Replenish Location Screen Fields and Function Keys

Field/Function Key	Description
Replenish Location	This field displays the location that the system expects will be replenished by the inventory move. Enter or scan the location number to confirm the location being replenished. <b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE) (A 16) Required
F1=Pick	Press <b>F1=PICK</b> to return to the <a href="#">Move Queue Pick Location Screen</a> without storing the inventory.
F2=Next	Press <b>F2=NEXT</b> to get the next move to store.
Enter	Press <b>ENTER</b> to confirm the location you entered as the replenishment location. The <a href="#">Move Queue Replenish Location Information Screen</a> will appear.

## Move Queue Replenish Location Information Screen

```

R/Loc: 01.001.06
      01.001.06
Item#: A100
      _____
      Qty:      1.000 EA
            1.000
Lot/Srl: 9919
      _____

Priority: 1 User: DCFRF      Assign: *RF
Move#: M00020 Type: Suggested Run#: 000184
P/Loc: 10.003.03

F9=Used Loc  F10=Avl Loc  F12=Cnl

```

The Move Queue Replenish Location Information Screen appears after pressing **ENTER** on the [Move Queue Replenish Location Screen](#). Use this screen to provide the replenishment location item information.

### Move Queue Replenish Location Information Screen Fields and Function Keys

Field/Function Key	Description
R/Loc	<p>The location number which the system expects you to replenish with the move inventory. Scan/key the location number to confirm the location.</p> <p><b>Valid Values:</b> A location defined through Location Master Maintenance (MENU WMFILE). (A 16) Required</p>
Item#	<p>The item number that the system expects you to store in the location. Scan/ key the item number to confirm the item being stored.</p> <p>If the item number scanned or entered is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p><b>Valid Values:</b> An item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Required</p>
Qty	<p>The quantity and unit of measure of the item that the system expects you to store. Scan/key the actual move quantity being stored.</p> <p>(N 11,3) Required</p>

Field/Function Key	Description
Lot/Srl	<p>This field only displays for items that are set up as lot control or serial number items.</p> <p>Use this field to key or scan the lot or serial number of the item being moved.</p> <p>(A 20) Required for lot/serial items</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to specify the country of origin of the item that is being moved.</p> <p><b>Default Value:</b> the country of origin associated with the item, location and lot</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL2/MENU ARFIL2)</p> <p>(A 3) Required</p>
Priority	<p>The priority assigned to the move. Move priority (codes 1-9) are maintained through Move Queue Maintenance (MENU WMMAIN). The default move priority is 5 but if the quantity available in the location to be replenished is less than or equal to zero, the default priority is 3 where 5 is high and 1 is low.</p> <p>Display</p>
User	<p>The User ID of the user who created the move.</p> <p>Display</p>
Assign	<p>The method or user assigned to perform the move queue transaction.</p> <ul style="list-style-type: none"> <li>• <b>*Manual</b> - a manual move transaction</li> <li>• <b>*RF</b> - a move transaction created within RF moves</li> <li>• The user information entered in the <b>Assign To</b> field when the suggested move was created with Suggested Move Report (MENU WMMAIN). User ID of the person assigned to perform the move transaction</li> </ul>
Move#	<p>The move number assigned when the move queue transaction was created.</p> <p>Display</p>

Field/Function Key	Description
Type	Identifies the type of move. <ul style="list-style-type: none"> <li>• <b>Suggested</b> - this transaction was created as a suggested move to process through Suggested Move Report (MENU WMMAIN) or as an RF transaction</li> <li>• <b>Manual</b> - this transaction was created through the Move Screen in Warehouse Management (MENU WMMAIN)</li> </ul> Display
Run#	The run number assigned when the move transactions were created through Suggested Move Report (MENU WMMAIN) and/or Move Queue Maintenance (MENU WMAIN). Display
P/Loc	The location from which the inventory was picked. Display
F9=Used Loc	Press <b>F9=USED LOC</b> to display a list locations that are currently storing the item being moved. The <a href="#">Move Queue Used/Available Locations Screen</a> appears.
F10=Avl Loc	Press <b>F10=AVL LOC</b> to display a list of available locations. The <a href="#">Move Queue Used/Available Locations Screen</a> appears.
F12=Cancel	Press <b>F12=CANCEL</b> to cancel the selected move. You will need to return the inventory to the pick location.
Enter	Press <b>ENTER</b> to confirm the item and quantity has been placed in the replenishment location. The <a href="#">Move Queue Replenish Location Screen</a> displays to continue with the next location to store the item being replenished.

## Move Queue Used/Available Locations Screen

```

Space Req:      .625
Sl  Space Avail  Used Locations
1   73.750      10.001.01
2   73.750      10.001.01
3   73.750      10.001.01
4   73.750      10.001.01
5   73.750      10.001.01
6   73.750      10.001.01
7   73.750      10.001.01
8   73.750      10.001.01
9   73.750      10.001.01
10  73.750      10.001.01
Sel:  _          +
    
```

This screen appears after pressing **F9=USED LOC** or **F10=AVL LOC** on the [Move Queue Replenish Location Information Screen](#). With **F9=USED LOC**, this screen displays a list of locations that are currently storing the item and the space available in each location. With **F10=AVL LOC**, this screen displays a list of locations that are available for storing the item and the space available in each location. Use this screen to select a location.

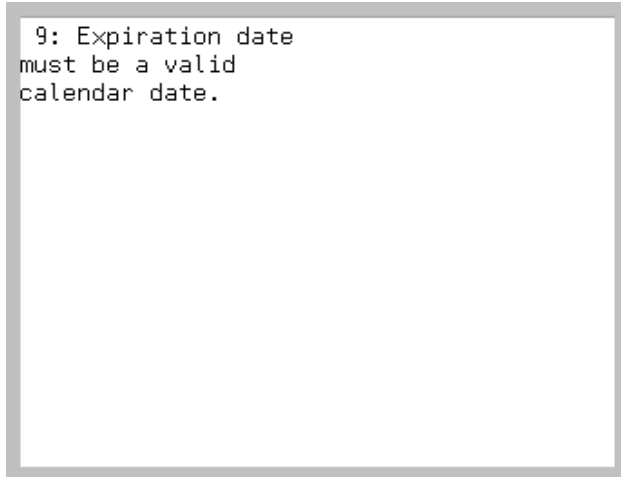
**Note:** **+** displays when there are more than 10 locations used to store the item being put away. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of locations.

### Move Queue Used/Available Locations Screen Fields and Function Keys

Field/Function Key	Description
Space Req	The space required to accommodate the item displays at the top of the screen. Display
Sl	The reference number to be used in the <b>Sel</b> field to select a location that can be used to store the move in-process. Display
Space Avail	The space available in the location used to store the item or is available for storing the item. Display
Used Locations	The <b>Used Locations</b> column displays when this screen is accessed with the <b>F9=USED LOC</b> key. The location where the item is already stored in the warehouse. Display

Field/Function Key	Description
Avail Locations	<p>The <b>Avail Locations</b> column displays when this screen is accessed with the <b>F10=AVL LOC</b> key.</p> <p>The location that is available to store the item being moved/replenished.</p> <p>Display</p>
Sel	<p>Key the reference number for a location in this field to select the location.</p> <p>(N 2,0) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Move Queue Replenish Location Information Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p> <p>You will not be able to suspend activity when completing an interim to stage move.</p>
F7=Page Down	<p>The <b>F7=PAGE DOWN</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.</p>
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>
Enter	<p>Press <b>ENTER</b> after keying a reference number in the <b>Sel</b> field to select the specified location. You are returned to the Move Queue Replenish Location Information Screen and the location you selected displays in the <b>R/ Loc</b> field.</p>

## Radio Frequency Move Items Message Screen



The Radio Frequency Move Items Message Screen displays from various move items screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Move Items Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display
Enter	Press <b>ENTER</b> to close the message window.

47: Move No, not on file. MOVPCCK

51: No moves selected to store. LOCPCK, FRMLLOC

6: Location not on file. LOCPCK

---

## Chapter 5 Shipping Items

Shipping is a Radio Frequency system-defined warehouse task that you can select to use through Radio Frequency Options Maintenance (MENU RFFILE). Radio Frequency shipping consists of box confirmation with the presentation of only one screen to capture the required box ID. You cannot use Radio Frequency for shipping, however, unless you select to use boxes through Warehouse Management Options Maintenance (MENU WMFILE). If you select to use boxes, it is important to track each box until its physical shipment has been confirmed. This type of monitoring ensures boxes are not lost. A box that is filled when an order is placed but not ship-confirmed appears on the Unshipped Box Report. When you run this report daily through Warehouse Management, it ensures that all orders placed are shipped. It also allows you to research the circumstances of unshipped boxes and to quickly find the box. Refer to the Warehouse Management User Guide for details.

The advantages of using the shipping confirmation feature include the following:

- An option to tailor Warehouse Management to update the order status after the last box on an order is confirmed to “invoice ready to print.” There will be no need to perform a shipping confirmation in Order Entry if you confirm shipment of the individual boxes on an order.
- A pack list prints if you perform shipping confirmation, and you request to print a pack list through Order Entry Options Maintenance (MENU XAFILE).

Additionally, you can save time and increase accuracy when you use Radio Frequency to perform shipping confirmation. When you scan each box, it provides instant identification for each shipped box. This information is maintained as box history in the same file normally used in Warehouse Management.

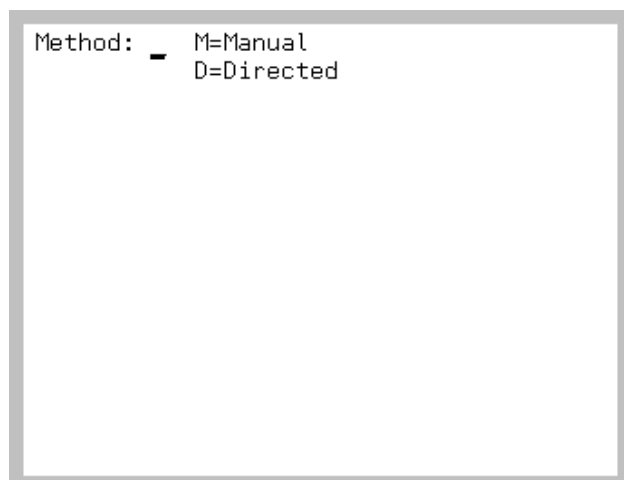
Radio Frequency provides two shipping methods: manual or directed. With manual shipping, you process shipments by scanning the box numbers of the boxes being shipped. No other information is required for processing. With directed shipping, you to specify a carrier ID, route, and/or company before scanning boxes. The shipments processed are associated with the information you provide. Directed shipping is available only if the **Move stock to stage at pick time** field is set to **Y** and the **Move stage to dock at pick time** field is set to **N** in Radio Frequency Options Maintenance (MENU RFFILE). The handler will be presented with the [Next Order/Container Screen](#) and directed to move the next order to the shipping dock (55.555.55) location for completion of the ship confirmation process for an order.

## Shipping Screens

This section describes the screens that are used when you select to perform shipping tasks.

Title	Purpose
<a href="#">Shipping Method Screen</a>	Used to select either manual or directed shipping.
<a href="#">Directed Shipping Screen</a>	Used to specify the company, route, and carrier for which shipments are being processed.
<a href="#">Box Identification Screen</a>	Used to enter the number of the box being shipped.
<a href="#">Next Order/Container Screen</a>	Used to review the next order available for picking and select it or skip it.
<a href="#">Stage to Dock Screen</a>	Used to move picked inventory from the interim or stage location to the dock.
<a href="#">Radio Frequency Shipping Message Screen</a>	Use to review and respond to informational or action required error messages.

## Shipping Method Screen



```

Method:  -  M=Manual
          D=Directed
  
```

The Shipping Method Screen appears after keying **4** and pressing **ENTER** on the [Task Selection Screen](#) if the **Move stock to stage at pick time** field is set to **Y** and the **Move stage to dock at pick time** field is set to **N** in the Radio Frequency Options Maintenance (MENU RFFILE).

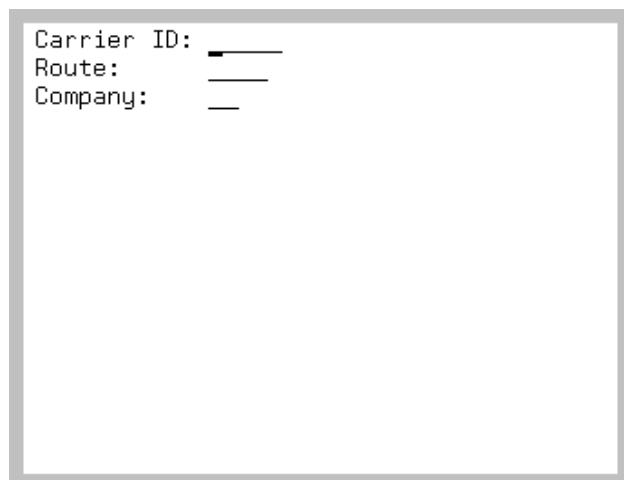
Use this screen to select the type of shipping method you want to use.

### Shipping Method Screen Fields and Function Keys

Field/Function Key	Description
Method	<p>Use this field to specify the shipping method that you want to use.</p> <p>Key <b>M</b> to use manual shipping. With manual shipping, you will scan box numbers to process shipments.</p> <p>Key <b>D</b> to use directed shipping. With directed shipping, you will scan box numbers from the staging area to process shipments for a specific carrier, route, and/or company. The <a href="#">Directed Shipping Screen</a> displays.</p> <p>(A 1) Required</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a> to select the next task for processing.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

Field/Function Key	Description
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm the shipping method selection. Based on specific tailoring options, either the <a href="#">Directed Shipping Screen</a> or the <a href="#">Box Identification Screen</a> will display.

## Directed Shipping Screen



Carrier ID: \_\_\_\_\_  
 Route: \_\_\_\_\_  
 Company: \_\_\_\_\_

The Directed Shipping Screen appears after keying **D** on the [Shipping Method Screen](#) and pressing **ENTER**. Use this screen to specify the company, route, and/or carrier for which you want to process shipments.

### Directed Shipping Screen Fields and Function Keys

Field/Function Key	Description
Carrier ID	<p>Use this field to specify the ID of the carrier for whom you want to ship boxes.</p> <p>Key the carrier ID.</p> <p><b>Valid Values:</b> A carrier ID defined through Carrier IDs Maintenance (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Route	<p>Use this field to specify the route for which you want to ship boxes.</p> <p>Key the route.</p> <p><b>Valid Values:</b> A route number assigned to an order on the Second Order Header Screen of Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>(A 4) Optional</p>

Field/Function Key	Description
Company	<p>This field appears only if the <b>Multi Company</b> field is set to <b>Y</b> in System Options Maintenance (MENU XAFILE).</p> <p>Use this field to specify the company for which you want to ship boxes. Key the company number.</p> <p><b>Default Value:</b> 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)</p> <p><b>Valid Values:</b> 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</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Shipping Method Screen</a>.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm your entries. The <a href="#">Box Identification Screen</a> will appear.</p>

## Next Order/Container Screen

```

Nxt Ord: 0288400
Weight:      23.2860
Cubes:       .8022
Contnrs:     2
F1=PckUp Ord
F2=Skp Ord/Get Nxt

```

The Next Order/Container Screen appears after pressing **ENTER** on the [Directed Shipping Screen](#) or pressing **F2=SKP** on the [Stage to Dock Screen](#). This screen lists the weight and volume of the next order that is picked complete and ready to be moved to the shipping dock. You can select the order displayed or skip this order and retrieve the next.

### Next Order/Container Screen Fields and Function Keys

Field/Function Key	Description
Nxt Ord	This field displays the number of the next order ready to be picked. Display
Weight	This field displays the weight of the items for order. Display
Cubes	This field displays the total cubes for the order. Display
Contnrs	This field appears only if you are using Warehouse Management boxing. This field displays the number of containers/boxes that have not been shipped or confirmed for the order. Display
F1=PckUp Ord	Press <b>F1=PCKUP ORD</b> to pick up the next order from staging and move it to shipping dock(5's) location. The <a href="#">Stage to Dock Screen</a> displays.
F2=Skp Ord/Get Nxt	Press <b>F2=SKP ORD/GET NXT</b> to skip the expected order and display the next available order for picking.

Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Directed Shipping Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

## Stage to Dock Screen

```

STAGE TO DOCK
Frm 51.510.05
To 55.555.55

Ctr 01649

Last Loc/Ctr for Ord
F1=Stgd Lst   F2=Skp

```

The Stage to Dock Screen appears after completing a pick wave if you have picked the last reservation for an order and the Radio Frequency options are set to move stage to the dock when an order is picked complete. This screen displays the location that the stock is currently occupying and the location to which it will be moved for shipping. If your options are set to move from the interim location to dock, this screen displays as Interim to Dock. If your options are set to move from the stage location to dock, this screen displays as Stage to Dock.

The fields that appear on this screen will vary if you are using the Warehouse Management boxing feature.

**Note:** The [Stage to Dock Screen](#) is a shared screen with [Interim to Dock/Stage to Dock Screen](#) and displays based on the Radio Frequency Options for **Pick to Stage** and **Stage to Dock** that determine when and by whom items are moved to the shipping dock.

### Stage to Dock Screen Fields and Function Keys

Field/Function Key	Description
Frm	This field displays the interim or stage location which the inventory is currently occupying. Display
To	This field displays the staging location where the system expects inventory to be placed until it ready to be shipped. This location will always be the shipping dock location (55.555.55). (N 12,0) Required

Field/Function Key	Description
Ord	<p>The <b>Ord</b> field appears only when not using the Warehouse Management Boxing feature.</p> <p>This field displays the order number associated with the inventory being placed in the dock location.</p> <p>Scan/key the order number.</p> <p>(A 7) Required</p>
Ctr	<p>The <b>Ctr</b> field appears only when using the Warehouse Management Boxing feature.</p> <p>This field displays the number of the container/box being placed in the dock location.</p> <p>Scan/key the container/box number.</p> <p>(A 5) Required</p>
More Loc/Ctr for Order OR Last Loc/Ctr for Ord	<p>The <b>More Loc/Ctr for Order</b> message indicates whether other locations contain the order currently shown or if the same location has other containers in it. When no other containers or locations are found, then the message displays as <b>Last Loc/Ctr for Ord</b>.</p> <p>Display</p>
F1=Stgd Lst	<p><b>F1=STGD LST</b> appears only for regular orders that have part of the container/ box already staged.</p> <p>Press <b>F1=STGD LST</b> to display a list of staging locations that are currently storing inventory for the order.</p>
F2=Skp	<p>Press <b>F2=SKP</b> to skip this order or container/box and go to the next order or container/box that needs to be moved to the dock location.</p> <p>The <a href="#">Next Order/ Container Screen</a> displays.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections and proceed.</p>

## Box Identification Screen

```

Box #:  _  _
      _  _  _
      _  _  _
      _  _  _
                F3=Exit
  
```

**Note:** This screen displays only if you are using the boxing feature turned on by setting **Track Boxes** to **Y** determined through Warehouse Management Options Maintenance (MENU WMFILE).

This screen appears after pressing **ENTER** on the

- [Shipping Method Screen](#) if you are using manual shipping
- [Directed Shipping Screen](#) if you are using directed shipping
- [Task Selection Screen](#) after keying **4** to select the shipping task and the **Move stock to stage at pick time** and the **Move stage to dock at pick time** fields are both set to **Y** or both set to **N** in the Radio Frequency Options Maintenance (MENU RFFILE).

Use this screen to identify boxing information for shipments to be made for this carrier, route, and company via Radio Frequency. You are required to identify box numbers if you are utilizing the boxing feature in Warehouse Management.

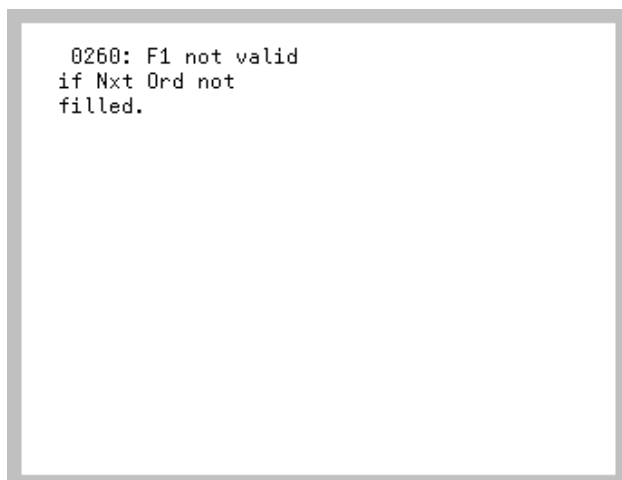
**Note:** In Warehouse Management, you may set the status of an order to automatically change to “Ready to Invoice” after the last box is confirmed for shipment by setting the **Chg Order Status after Last Box** field to **Y** through Warehouse Management Options Maintenance (MENU WMFILE). Additionally, 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.

### Box Identification Screen Fields and Function Keys

Field/Function Key	Description
Box #	Use this field to key/scan the number of the box you are ship-confirming. (A 5) Required

Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Shipping Method Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selections. This screen will redisplay to allow the entry of another box number.

## Radio Frequency Shipping Message Screen



The Radio Frequency Shipping Message Screen displays from various put-away screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Shipping Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display

## Chapter 6 RF Inquiring on Items

You can use the transaction manager inquiry to inquire into both item and/or location information. You may enter or scan an item number to display all current locations, including empty and permanent locations, or enter or scan a location to display all current contents, including permanently assigned and pending incoming items. Additionally, with the correct authorization, you may add an item cross-reference or perform an immediate count on a scanned item or flag an item for cycle count. Counts performed through the Radio Frequency Inquiry are moved and posted immediately.

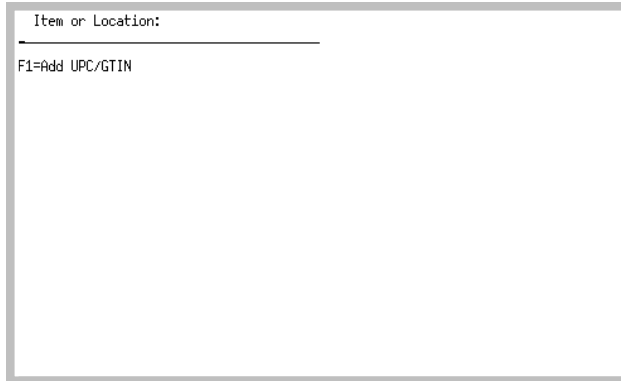
### RF Inquiry Screens

This section describes the screens that are used when you select to perform inquiry tasks.

Title	Purpose
<a href="#">RF Item/Location Inquiry Selection Screen</a>	Used to specify the item number or location number to obtain information about it.
<a href="#">Item Found Screen</a>	Use to see where the number entered has already been used as a cross-reference.
<a href="#">Item or Location Question Screen</a>	Use to specify whether the number entered is an item number or a location number.
<a href="#">Item/Location Location Selection Screen</a>	Displays locations for the selected item. Can be used for an immediate count or to add the item to the next cycle count.
<a href="#">Item/Location Item Selection Screen</a>	Displays the items for the selected location. Can be used for an immediate count or to add the location to the next cycle count.
<a href="#">Inquiry Item Information Screen</a>	Displays detailed information about the selected item.  Can be used for an immediate count or to add the item to the next cycle count.

Title	Purpose
<a href="#">Inquiry Country of Origin List Screen</a>	Use to review the list of country of origin codes exist for the selected item/location.
<a href="#">Count Entry Location To Be Counted Screen</a>	Use to enter the location of the item you selected for an immediate count.
<a href="#">Count Entry Item To Be Counted Screen</a>	Use to enter the number of the item in the location you selected for an immediate count.
<a href="#">Country of Origin Selection Screen</a>	Used to select the country of origin for the selected item to be counted.
<a href="#">Code Value List Screen</a>	Displays a list of serial numbers, lot numbers, or country of origin codes for the selected item/location.
<a href="#">Count Quantity Screen</a>	Use to perform an immediate quantity count for the selected location/item.
<a href="#">Count Quantity Zero Confirmation Screen</a>	Use to confirm the selection of zero counts for all units of measure in a specific location.
<a href="#">Count Serial Number Identification Screen</a>	Use to record the serial numbers of count items.
<a href="#">View Serial Numbers Screen</a>	Use to verify the serial/lot number of the selected item/ location.
<a href="#">Count Verification Screen</a>	Use to verify whether all serial numbers, lot numbers, or country of origin codes for the selected item/location have been counted.
<a href="#">Count Lot Number Identification Screen</a>	Use to record the lot number of count items.
<a href="#">Case Quantity Value Entry Screen</a>	Use to enter the case quantity value if the selected item is a variable case quantity lot item.
<a href="#">Lot Expiration Date Entry Screen</a>	Use to enter the expiration date for the lot item.
<a href="#">Lot Aging Date Screen</a>	Use to edit the aging date for the selected lot item.
<a href="#">Unfinished Count Warning Screen</a>	Use to review and respond to the message related to the status of an existing count in process for the handler.
<a href="#">RF Error Messages Screen</a>	Use to review and respond to informational or action required error messages.

## RF Item/Location Inquiry Selection Screen



```
Item or Location:
-----
F1=Add UPC/GTIN
```

The RF Item/Location Inquiry Selection Screen displays after keying **7** and pressing **ENTER** on the [Task Selection Screen](#). Use this screen to inquire on either item or location information or, if your handler is set to Allow Entry of Alternate Items in RFFILE Handler Maintenance, to add an item cross reference on -the-fly. You may scan/key an item number to display all current locations, including empty permanent locations, or scan/key a location to display all current contents. If your handler ID is authorized, you may scan/key an item value for which you wish to create an item cross reference and use the available **F1=Add UPC/GTIN** function key to add it on-the-fly. Additionally, if the RF Inquiry Counts task is available for your Handler ID, you may also perform an immediate count on a scanned/keyed item or flag an item for cycle count. Counts performed through this inquiry are moved and posted immediately.

**Note:** Locations may be entered without segment separators.

This screen is redisplayed from the [Item/Location Location Selection Screen](#) if there were no items found in the selected location. In Radio Frequency Options Maintenance (MENU RFFILE) if the **Return Permanent Item when Location Empty** field is set to **Y**, if there is a permanent item number assigned to the selected location in Location Master Maintenance (MENU WMFILE), that permanent item number will be displayed to the handler on the redisplay of the [RF Item/Location Inquiry Selection Screen](#).

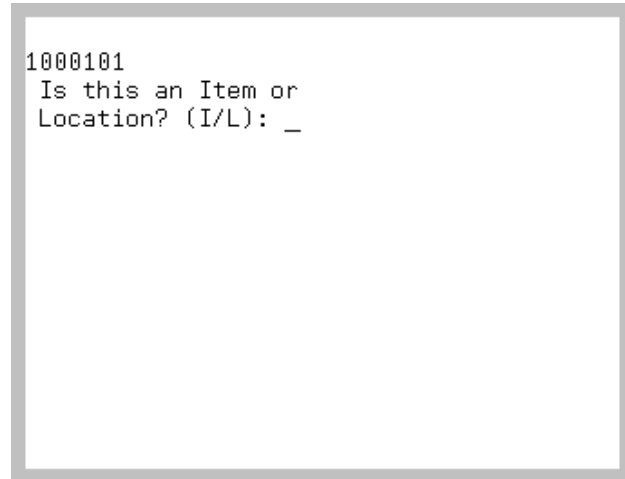
## RF Item/Location Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Item or Location	<p>Use this field to enter either an item master number (or manufacturers' number, alternate number, UPC code or GTIN), or a location you want to inquire on.</p> <p>Scan/key the appropriate item number or location.</p> <p>If the item number entered is a cross-reference value, such as a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item master number.</p> <p>Additionally, if the item number entered is for a GTIN or UPC code, and the GTIN or UPC code's location selected stocks the item in a different U/M than the GTIN U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p>If the item number identified in this field is not one of these valid items, then if authorized to do so, the value specified may be added as a new cross- reference using the <b>F1=Add UPC/GTIN</b>. If no cross-reference exists yet for the value, the <a href="#">Item Not on File Screen</a> will be presented; if at least one existing cross-reference was found, the Item Found Screen will be presented to let you know where that cross-reference exists.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE). If adding a cross- reference, any RF identifier will be stripped from the specified value before it is used to create the record.</p> <p>(A27) or (A20) / (A 40 w/RF Identifiers) Required</p>
F1=Add UPC/GTIN	<p>This function key displays only if the current handler is set to Allow Entry of Alternate Items in Handler Maintenance. Use this key to initiate the creation of a cross-reference for the specified value to an item master record (so the specified value may not be an existing item master number). If the item specified has no existing cross-references, the <a href="#">Item Not on File Screen</a> will be presented. If at least one cross reference already exists for the item specified, then the <a href="#">Item Found Screen</a> will be presented.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a>.</p>

Field/Function Key	Description
Enter	<p>Scan/key an item number and press <b>ENTER</b> to display the <a href="#">Item/Location Location Selection Screen</a>.</p> <p>Scan/key a location and press <b>ENTER</b> to display the <a href="#">Item/Location Item Selection Screen</a>.</p> <p>If the system cannot determine whether the number you entered on this screen is an item number or a location number, the <a href="#">Item or Location Question Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

---

## Item or Location Question Screen



The Item or Location Question Screen displays when the system cannot determine whether the number you entered in the **Item or Location** field on the [RF Item/Location Inquiry Selection Screen](#) is an item or a location. Use this screen to identify whether the number you entered on the [RF Item/Location Inquiry Selection Screen](#) is an item or a location.

### Item or Location Question Screen Fields and Function Keys

Field/Function Key	Description
(Field Data Display)	The item number or location number keyed/scanned on the <a href="#">RF Item/Location Inquiry Selection Screen</a> . Display
Is this an Item or Location	Use this field to identify whether the number you entered on the <a href="#">RF Item/Location Inquiry Selection Screen</a> is an item or a location. Key <b>I</b> if the number you entered is an item. Key <b>L</b> if the number you entered is a location. (A 1) Optional
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">RF Item/Location Inquiry Selection Screen</a> .
Enter	If the number you entered is an item, the <a href="#">Item/Location Item Selection Screen</a> will display. If the number you entered is a location, the <a href="#">Item/Location Location Selection Screen</a> will display.

## Item/Location Location Selection Screen

1	99.999.99	5
2	05.002.05	10
3	05.002.04	15
4	05.002.03	20
5	06.003.03	30
6	06.004.01	35
7	06.004.02	40
8	06.004.04	50
9	06.005.01	60 +
Sel: <input type="checkbox"/> F1=Cnt F2=Mrk F4=LOT		
M005		
Pepto-Bismol Liquid 16 oz		
Regular Strength		

The Item/Location Location Selection Screen displays after entering an item number and pressing **ENTER** on the [RF Item/Location Inquiry Selection Screen](#) or selecting I and pressing **ENTER** on the [Item or Location Question Screen](#). This screen also displays by pressing **F7=INQ** on the [Move To Location Screen](#) when processing item move transactions.

Use this screen to display the locations for the selected item. The location data is sorted by assigned sequence number, location, lot/serial number and country of origin.

Additionally, you may use this screen for an immediate item count or mark the item to be included in the next cycle count.

**Note:** + displays when the item is currently stored in more than 9 locations. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of locations.

### Item/Location Location Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This column displays the selection reference number of the displayed location. Display
(Permanent Location)	The letter <b>P</b> will display if the location is a permanent location for this item as defined in Location Maintenance (MENU WMFILE). Else, the column is blank. Display

Field/Function Key	Description
(Location)	<p>The current locations for the selected item will toggle to display the Lot Number for the item with the <b>F4=LOT</b> / <b>F4=LOC</b> function key. Additionally, <b>Reserved</b> displays when the item has been assigned as the permanent item for this location in Location Master Maintenance (MENU WMFILE).</p> <p>Display</p>
(Lot Number)	<p>The current locations for the selected item will toggle to display the Lot Number for the item with the <b>F4=LOT</b> / <b>F4=LOC</b> function key. Additionally, if a variable or fixed case quantity lot number is selected, the case quantity will display.</p> <p>Display</p>
(Assign Sequence Number)	<p>The assigned sequence number for the location. The sequence number is used to determine from which location an item will be picked based on the lowest sequence number for the item.</p> <p>Display</p>
Sel	<p>Use this field to enter the reference number of the desired location and press <b>ENTER</b> to display item information on the <a href="#">Inquiry Item Information Screen</a>.</p> <p>(A 1) Optional</p>
F1=Cnt	<p>The <b>F1=CNT</b> key only displays if the <b>Allow RF Inquiry Counts</b> field is set to <b>Y</b> through Handler Task Maintenance (MENU RFFILE) for the current handler.</p> <p>Key the reference number of a location in the <b>Sel</b> field and press this function key to allow for an immediate item count of the item in the selected location.</p> <p>The <a href="#">Count Quantity Screen</a> displays for regular items. If the item is tracking country of origin, the <a href="#">Country of Origin Selection Screen</a> displays before the Count Quantity Screen.</p> <p>For serialized items, the <a href="#">Count Serial Number Identification Screen</a> will display. For lot items, the <a href="#">Count Lot Number Identification Screen</a> will display.</p> <p>If you press <b>F1=CNT</b> and no location is selected, the <a href="#">Count Entry Location To Be Counted Screen</a> will display, where you may enter a location.</p> <p>If an unfinished count exists, the <a href="#">Unfinished Count Warning Screen</a> displays.</p>
F2=Mrk	<p>Press <b>F2=MRK</b> to mark the selected item in order to be included in the next cycle count.</p>

---

Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">RF Item/Location Inquiry Selection Screen</a> .
F4=Lot / F4=Loc	The <b>F4=LOT</b> / <b>F4=LOC</b> function key displays when the selected item is a lot control item. Use the <b>F4=LOT</b> / <b>F4=LOC</b> function key to toggle the locations for the selected item to the lot number in that location.
Enter	Select the reference number of a location in the <b>Sel</b> field and press <b>ENTER</b> to display item information on the <a href="#">Inquiry Item Information Screen</a> .
(Item Information)	The selected item number and description display for reference. Display

---

## Item/Location Item Selection Screen

```

1 A100
2 A110
3 A110C
4 A120 -0004
5 A130 -0004
6 A500
7 A870 -0001
8 C130 Z-92117-0024
9 F4001
10 G23248P
11 G23248W          +
Sel:  ___   F1=Cnt F2=Mrk
11.001.01

```

The Item/Location Item Selection Screen displays after entering a location and pressing **ENTER** on the [RF Item/Location Inquiry Selection Screen](#) or selecting **L** and pressing **ENTER** on the [Item or Location Question Screen](#). Use this screen to display the items for the selected location. Additionally, you may use this screen for an immediate item count or to mark the item to be included in the next cycle count.

**Note:** **+** displays when the selected location contains more than 11 items. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of items.

When there are no items found in the selected location, a message displays on this screen **No Items found for this Locat.**

### Item/Location Item Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This column displays the reference number of the displayed item. Display
(Item)	The current items for the selected location. Additionally, if a lot item is selected, the lot number will display to the right of each item. Display
Sel	Use this field to enter the reference number of the desired item and press <b>ENTER</b> to display item information on the <a href="#">Inquiry Item Information Screen</a> . (A 1) Optional

Field/Function Key	Description
F1=Cnt	<p>The <b>F1=CNT</b> key only displays if the <b>Allow RF Inquiry Counts</b> field is set to <b>Y</b> through Handler Task Maintenance (MENU RFFILE) for the current handler.</p> <p>Key the reference number of the desired item in the <b>Sel</b> field and press <b>F1=CNT</b> to allow for an immediate item count in the selected location.</p> <p>The <a href="#">Count Quantity Screen</a> display for regular items. If the item is tracking country of origin, the <a href="#">Country of Origin Selection Screen</a> displays before the <a href="#">Count Quantity Screen</a>.</p> <p>For serialized items, the <a href="#">Count Serial Number Identification Screen</a> will display. For lot items, the <a href="#">Count Lot Number Identification Screen</a> will display.</p> <p>If you press <b>F1=CNT</b> and no item is selected, the <a href="#">Count Entry Item To Be Counted Screen</a> displays where you may enter a specific item.</p> <p>If an unfinished count exists, the <a href="#">Unfinished Count Warning Screen</a> displays.</p>
F2=Mrk	<p>Press <b>F2=MRK</b> to mark the selected item in order to be included in the next cycle count.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">RF Item/Location Inquiry Selection Screen</a>.</p>
F7=Page Down	<p>The <b>F7=PAGE DOWN</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen and you have scrolled to another set of data, use <b>F7=PAGE DOWN</b> allows you to return to the view the previous set of data. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.</p>
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>When a screen displays a list of data that will not fit on one screen, use <b>F8=PAGE UP</b> to view the next screen of information. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>

---

Field/Function Key	Description
Enter	<p>Select an item in the <b>Sel</b> field and press <b>ENTER</b> to display item information on the <a href="#">Inquiry Item Information Screen</a>.</p> <p>When the search message <b>No Items found for this Locat</b> is displayed, press <b>ENTER</b> to return to the RF Item/Location Inquiry Selection Screen. In Radio Frequency Options Maintenance (MENU RFFILE) if the <b>Return Permanent Item when Location Empty</b> field is set to <b>Y</b>, if there is a permanent item number assigned to the selected location in Location Master Maintenance (MENU WMFILE), that permanent item number will be displayed to the handler on the redisplay of the <a href="#">RF Item/Location Inquiry Selection Screen</a>.</p>
(Location Information)	<p>The selected location displays for reference.</p> <p>Display</p>

---

## Inquiry Item Information Screen

```

Sh      60.000  EA
Av      60.000
PA
F1=Cnt F2=Mrk F4=CQ
01.003.02
A140
3-Ring Binder - 1" Red
-0020

```

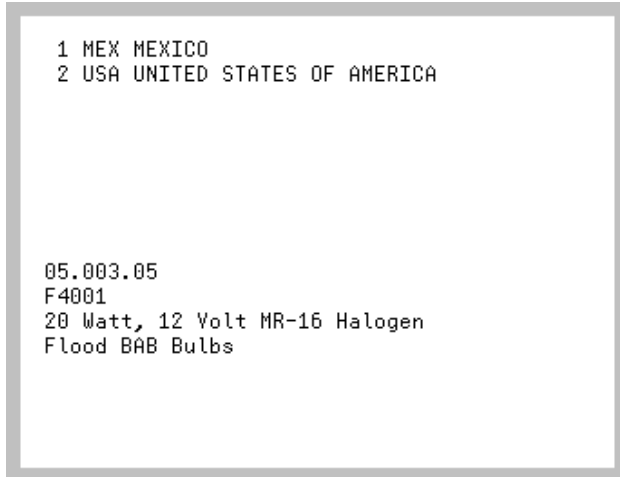
The Inquiry Item Information Screen displays after selecting a location and pressing **ENTER** on the [Item/ Location Location Selection Screen](#) or selecting an item and pressing **ENTER** on the [Item/ Location Item Selection Screen](#). Use this screen to display detail item/location information. Additionally, the option to perform an immediate count on the selected item or mark the item to be included in the next cycle count is available through this screen.

### Inquiry Item Information Screen Fields and Function Keys

Field/Function Key	Description
Sh	The shelf quantity in the unit of measure of the selected item in this location. Display
Av	The available quantity in the unit of measure of the selected item in this location. Display
PA	The pending put-away quantity in the unit of measure of the selected item in this location. Display

Field/Function Key	Description
F1=Cnt	<p>The <b>F1=CNT</b> function key only displays if the <b>Allow RF Inquiry Counts</b> field is set to <b>Y</b> through Handler Task Maintenance (MENU RFFILE) for the current handler.</p> <p>Use <b>F1=CNT</b> to allow for an immediate item count in the selected location:</p> <ul style="list-style-type: none"> <li>• For a regular item, the <a href="#">Count Quantity Screen</a> will display. If the item is tracking country of origin, the <a href="#">Country of Origin Selection Screen</a> displays before the <a href="#">Count Quantity Screen</a>. If no location is selected, the <a href="#">Count Entry Location To Be Counted Screen</a> will display.</li> <li>• If a serial item is selected, the <a href="#">Count Serial Number Identification Screen</a> will display. If a lot item is selected, the <a href="#">Count Lot Number Identification Screen</a> will display.</li> <li>• If an unfinished count exists, the <a href="#">Unfinished Count Warning Screen</a> displays.</li> </ul>
F2=Mrk	<p>The <b>F2=MRK</b> function key does not display if a lot item is selected.</p> <p>Press <b>F2=MRK</b> to mark the selected item in order to be included in the next cycle count.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Item/Location Selection Screen</a> or the <a href="#">Item/Location Item Selection Screen</a>.</p>
F4=Srl	<p>The <b>F4=SRL</b> function key displays for serial items only.</p> <p>Press <b>F4=SRL</b> to display the View Serial Numbers Screen.</p>
F4=CQ / F4=Stk	<p>The <b>F4=CQ</b> / <b>F4=STK</b> function key displays for case quantity items only.</p> <p>Press <b>F4=CQ</b> / <b>F4=STK</b> to toggle between the case quantity and stock units of measure for the selected case quantity item.</p>
Enter	<p>Press <b>ENTER</b> to return to the <a href="#">Item/Location Location Selection Screen</a>.</p>
(Location and Item Information)	<p>These fields display the selected location, item number and item description. For a lot item, the lot number and expiration date also display.</p> <p>Display</p>

## Inquiry Country of Origin List Screen



The Inquiry Country of Origin List Screen displays when **F7=COO** is pressed on the [Inquiry Item Information Screen](#). Use this screen to review the COO codes assigned to the item in this location.

**Note:** **+** displays when the selected location contains more than 9 country of origin codes for the selected item. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of country of origin codes in this location.

### Inquiry Country of Origin List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the displayed country of origin. Display
(Country of Origin)	This field displays the first nine country of origin codes for the selected item/ location. Display
(Location and Item Description)	These fields display the selected location, item number and item description. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Inquiry Item Information Screen</a> .
Enter	Press <b>ENTER</b> to return to the <a href="#">Inquiry Item Information Screen</a> .

## Count Entry Location To Be Counted Screen

```

A140
Count Location:
_____
  
```

The Count Entry Location To Be Counted Screen displays after pressing **F1=Cnt** on the [Item/Location Location Selection Screen](#), if no location is selected. Use this screen to enter a location in order to perform an immediate item count for the selected item.

### Count Entry Location To Be Counted Screen Fields and Function Keys

Field/Function Key	Description
(Item Information)	The selected item number to be counted. Display
Count Location	Enter the location for which you wish to perform an immediate item count. (A 16) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Item/Location Location Selection Screen</a> .
Enter	Enter the appropriate location and press <b>ENTER</b> to display the <a href="#">Count Quantity Screen</a> , where you may perform an immediate item count. With country-of-origin tracking, the <a href="#">Country of Origin Selection Screen</a> displays before the <a href="#">Count Quantity Screen</a> . For serial items, the <a href="#">Count Serial Number Identification Screen</a> will display. For lot control items, the <a href="#">Count Lot Number Identification Screen</a> . If an unfinished count exists, the <a href="#">Unfinished Count Warning Screen</a> with a warning message as to how to proceed.

## Count Entry Item To Be Counted Screen

```

03.001.01
Item to be counted:
_____
  
```

The Count Entry Item To Be Counted Screen displays after pressing **F1=CNT** on the [Item/Location Item Selection Screen](#), if no item is selected. Use this screen to enter an item to perform an immediate item count for the item in the selected location.

### Count Entry Item To Be Counted Screen Fields and Function Keys

Field/Function Key	Description
(Location)	The selected location to be counted. Display
Item to be counted	<p>Use this field to enter either an item number (e.g., manufacturers' number, alternate number, UPC code or GTIN), for which you wish to perform an immediate item count.</p> <p>Scan/key the appropriate item number.</p> <p>If the item number keyed is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number. Additionally, if the item number keyed is for a GTIN or UPC code, and the GTIN or UPC code's location selected stocks the item in a different U/M than the GTIN U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A27) (A 40 w/RF Identifiers) Required</p>

---

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Item/Location Item Selection Screen</a>.</p>
Enter	<p>Enter the appropriate item and press <b>ENTER</b> to display the <a href="#">Count Quantity Screen</a>, where you may perform an immediate item count. With country of origin tracking, the <a href="#">Country of Origin Selection Screen</a> displays before the <a href="#">Count Quantity Screen</a>.</p> <p>If you entered a serial numbered item, the <a href="#">Count Serial Number Identification Screen</a> will display. For lot control items, the <a href="#">Count Lot Number Identification Screen</a>.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

---

## Country of Origin Selection Screen

```

COO:  ____

F1=Post      F2=List
05.003.05
F4001
20 Watt, 12 Volt MR-16 Halogen
Flood BAB Bulbs

```

The Country of Origin Selection Screen displays when **F1=CNT** is pressed on the [Inquiry Item Information Screen](#) for an item that is tracking country of origin codes. Use this screen to select the COO code to be counted in this location.

**Note:** **+** displays when the selected location contains more than 3 country of origin codes for the selected item. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of country of origin codes in this location.

### Country of Origin Selection Screen Fields and Function Keys

Field/Function Key	Description
COO	Enter the COO code for the country of origin codes for the selected item/ location to be counted. (A 3) Required
F1=Post	Press <b>F1=POST</b> after completing all the required selection screens and scanning/keying the item count quantities to submit the requested count for immediate processing. The <a href="#">RF Item/Location Inquiry Selection Screen</a> will display. Pressing <b>F1=POST</b> prior to completing the counts or a count that matches what the system has will display the <a href="#">Count Verification Screen</a> .
F2=List	Press <b>F2=LIST</b> to display the <a href="#">Code Value List Screen</a> , where you can review a list of country of origin codes for the item contained in the counting location.

---

Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Inquiry Item Information Screen</a> .
Enter	Press <b>ENTER</b> to accept the entered COO code and continue to enter counts on the <a href="#">Count Quantity Screen</a> .
(Location and Item Description)	These fields display the selected location, item number and item description. Display

---

## Code Value List Screen

```
1* 11111          JAP
2  2             JAP
3* 21            JAP
4* 22            JAP
5* 23            JAP
6  24            JAP
7  25            JAP
8  26            JAP +
Sel:             F2=Not Cnted
06.003.05
A110C
Sharp Copier/Scanner
Model Z-685
```

The Code Value List Screen displays after pressing

- **F2=LIST** from the [Country of Origin Selection Screen](#)
- **F2=LIST** from the [Count Serial Number Identification Screen](#)
- **F2=DSP NOT CNTED** from the [Count Verification Screen](#)
- **F2=LIST** from the [Count Lot Number Identification Screen](#).

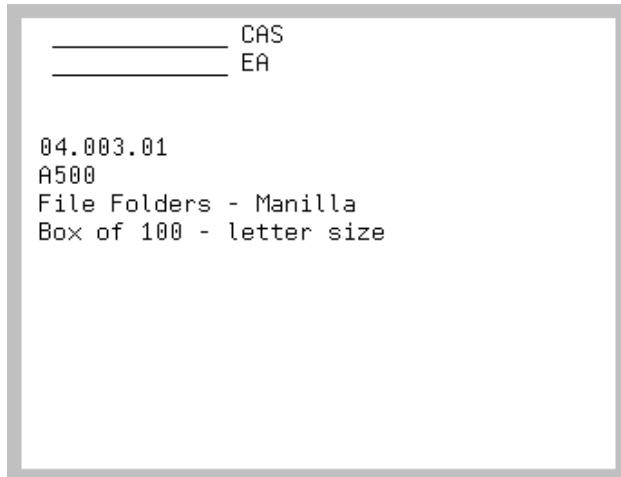
Use this screen to display a list of serial numbers, lot numbers, or country of origin codes for the selected item/location. You may display all serial numbers, lot numbers, or country of origin codes currently in the selected location, toggle to display counted serial numbers, lot numbers, or country of origin codes, or toggle again to display uncounted serial numbers, lot numbers, or country of origin codes. Additionally, you may select uncounted values and add them to be counted for the selected item/location.

**Note:** + displays when the selected location contains more than a quantity of 8 values for the selected item. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of serial numbers, lot numbers, or country of origin codes in this location.

## Code Value List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	<p>This field displays the reference number of the displayed serial number, lot number, or country of origin code.</p> <p>If a * displays to the right of the reference number, this serial number, lot number, or country of origin code has already been counted. If you select a value that has already been counted, you will simply return to the <a href="#">Country of Origin Selection Screen</a>, the <a href="#">Count Serial Number Identification Screen</a> or the <a href="#">Count Lot Number Identification Screen</a>, depending on whether or not a code value is selected.</p> <p>Display</p>
(Code Values)	<p>These fields display the code values for each item for the selected item/ location. Use these fields to verify the serial number, lot number, or country of origin code for the item/location selected.</p> <p>Display</p>
Sel	<p>Use this field to select a serial number, lot number, or country of origin code that has not been counted for the selected item/location.</p> <p>Enter the reference number of the appropriate code value in the <b>Sel</b> field and press <b>ENTER</b> to add that serial number, lot number, or country of origin code to be counted for the selected item/location.</p> <p>(A 1) Required</p>
F2=Counted / F2=Not Cnted / F2=All	<p>Press the <b>F2=COUNTED</b> / <b>F2=NOT CNTED</b> / <b>F2=ALL</b> toggle key to display either all, all uncounted, or all counted serial numbers, lot numbers, or country of origin codes for the selected item/location.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Country of Origin Selection Screen</a>, <a href="#">Count Serial Number Identification Screen</a>, the <a href="#">Count Verification Screen</a>.</p>
Enter	<p>Scan/key a code value and press <b>ENTER</b> to add that code value to be counted for the selected item/location. Either either the <a href="#">Count Quantity Screen</a>, the <a href="#">Count Serial Number Identification Screen</a>, <a href="#">Case Quantity Value Entry Screen</a>, or <a href="#">Lot Expiration Date Entry Screen</a> or will display based on the selected item.</p>
(Location and Item Information)	<p>Below the line of available function keys, the following information displays:</p> <ul style="list-style-type: none"> <li>the location being counted</li> <li>the item number and the item description.</li> </ul>

## Count Quantity Screen



```
_____ CAS
_____ EA

04.003.01
A500
File Folders - Manilla
Box of 100 - letter size
```

The Count Quantity Screen displays after pressing **F1=CNT** on the [Inquiry Item Information Screen](#) or after selecting a location in the **Sel** field and pressing **F1=CNT** from the [Item/Location Location Selection Screen](#) for regular items. It also displays from the [Case Quantity Value Entry Screen](#) and the [Lot Expiration Date Entry Screen](#) after pressing **ENTER**.

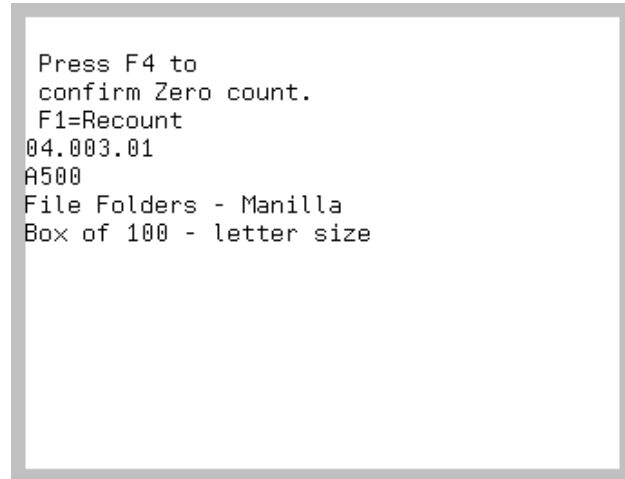
Use this screen to perform an immediate quantity count for the selected location/item. Counts performed through this inquiry are posted immediately and discrepancies in quantity are moved to the unknown (9's) location.

**Note:** The units of measure displayed on this screen are specific to how the selected item was defined through Item Master Maintenance (MENU IAFILE).

## Count Quantity Screen Fields and Function Keys

Field/Function Key	Description
(Quantities)	<p>Use these fields to identify the quantity of items counted in each displayed unit of measure. If more than one unit of measure exists for the item, additional fields will display for each of those units of measure.</p> <p>Key the quantity of items. If more than one unit of measure exists for the item, you can key a quantity for one or all of the units of measure displayed.</p> <p>If the quantity entered does not fit in this location, the <a href="#">RF Error Messages Screen</a> displays.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(N 10,3) / (A40 w/RF identifiers) Required</p>
COO	<p>When items are tracking the country of origin, the selected country of origin for the item/location is displayed. If the COO is not correct, key the correct country of origin for the item/location being counted.</p> <p>(A 3) Required</p>
(Location/Item/ Description)	<p>These fields display the selected location, item number, and item description, including any expiration dates and lot numbers, if applicable, for the count being perform.</p> <p>Display</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to either the <a href="#">Inquiry Item Information Screen</a> or the <a href="#">RF Item/Location Inquiry Selection Screen</a>, depending on how you accessed this screen.</p>
Enter	<p>Press <b>ENTER</b> to perform an immediate item count. The count will be performed automatically and the RF Item/Location Inquiry Selection Screen will display. Counts are posted immediately and discrepancies in quantity are moved to the unknown (9's) location.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Count Quantity Zero Confirmation Screen



The Count Quantity Zero Confirmation Screen displays after pressing **F1=CNT** on the [Count Quantity Screen](#) when there are no quantity values entered for the displayed units of measure.

Use this screen to accept the zero counts, schedule a recount of the item, or return to the [Count Quantity Screen](#) to enter valid quantity values.

### Count Quantity Zero Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Message	Review the zero count message and determine what the appropriate course of action should be. Display
F1=Recount	Press <b>F1=RECOUNT</b> to return to the <a href="#">Count Quantity Screen</a> to recount and enter different quantity values for the available units of measure.
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Count Quantity Screen</a> .
F4=Confirm	The <b>F4=CONFIRM</b> function key is non-display. Press <b>F4=CONFIRM</b> to confirm that there are no quantities on hand in any unit of measure for this item in this location. Move transactions are generated and will move all transaction quantities to the unknown (9's) location for this warehouse. The <a href="#">RF Item/Location Inquiry Selection Screen</a> displays.
Enter	Press <b>ENTER</b> to perform an immediate item count. The count will be performed automatically and the <a href="#">RF Item/Location Inquiry Selection Screen</a> will display.

---

Field/Function Key	Description
(Location and Item Information)	These fields display the selected location, item number, and item description, including any expiration dates and lot numbers, if applicable, for the count being perform. Display

---

## Count Serial Number Identification Screen

```

Serial No:
-----
COO:  _____
Count:  _____ 0
F1=Post      F2=List
06.003.05
A110C
Sharp Copier/Scanner
Model Z-685
  
```

The Count Serial Number Identification Screen displays after selecting a location and pressing **F1=CNT** for a serial item on the [Inquiry Item Information Screen](#) or after selecting a location in the **Sel** field and pressing **F1=CNT** from the [Item/Location Location Selection Screen](#). Use this screen to record the serial numbers of count items.

### Count Serial Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Serial No	<p>Use this field to record the serial numbers of the count items. Scan/key the serial number(s), one at a time, until all the serial numbers for this location have been recorded.</p> <p>When the Radio Frequency Options (MENU RFFILE) to <b>Allow Serial Numbers to be Added when Cycle Counting</b> is set to <b>Y</b>, serial numbers will not be rejected during cycle counting if they do not exist in the location being counted; they will be added to the items' serial number inventory count for the location.</p> <p>When the option is set to <b>N</b>, issue message <b>Serial number not on file in this warehouse</b> to the Handler when they scan/key a serial number that should not be in the location. This option does not apply for a full physical count.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) (A 40 w/RF Identifiers) Required</p>

Field/Function Key	Description
COO	<p>When items are tracking the country of origin, the country of origin for the item/location/serial number is required. Key the country of origin for the item/location/serial number being counted.</p> <p>(A 3) Required</p>
Count	<p>This field displays the number of serial numbers currently entered.</p> <p>Display</p>
F1=Post	<p>Press <b>F1=POST</b> after recording all the serial numbers for the selected item/ location to submit the requested count for immediate processing. The count will be performed automatically and the <a href="#">RF Item/Location Inquiry Selection Screen</a> will display. Counts are posted immediately and discrepancies in quantity are moved to the unknown (9's) location.</p> <p>Pressing <b>F1=POST</b> prior to completing the counts or a count that matches what the system has will display the <a href="#">Count Verification Screen</a>.</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Code Value List Screen</a>, where you can review a list of serial numbers for the items contained in the counting location.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to either <a href="#">Inquiry Item Information Screen</a> or the <a href="#">Item/Location Location Selection Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to accept the serial number you keyed.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>
(Location and Item Information)	<p>Below the line of available function keys, the following information displays:</p> <ul style="list-style-type: none"> <li>• the location being counted</li> <li>• the item number and first line of the item description</li> <li>• the lot number or serial number</li> <li>• the country of origin.</li> </ul>

## View Serial Numbers Screen

```

1 13W38          CAN
2 13W39          CAN
3 13W40          CAN
4 13W41          CAN
5 13W42          CAN
6 13W43          CAN
7 13W44          CAN
8 13W45          CAN
9 13W46          CAN +
06.002.05
SA-SC886E
Sanitaire SC886 Quick Clean
Upright Vacuum

```

The View Serial Numbers Screen displays after pressing **F4=SRL** from the [Inquiry Item Information Screen](#).

Use this screen for serial number verification for the selected item/location. The first three serial numbers for the selected item/location will display.

**Note:** + displays when the selected location contains more than a quantity of 9 for the selected item. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of serial numbers in this location.

### View Serial Numbers Screen Fields and Function Keys

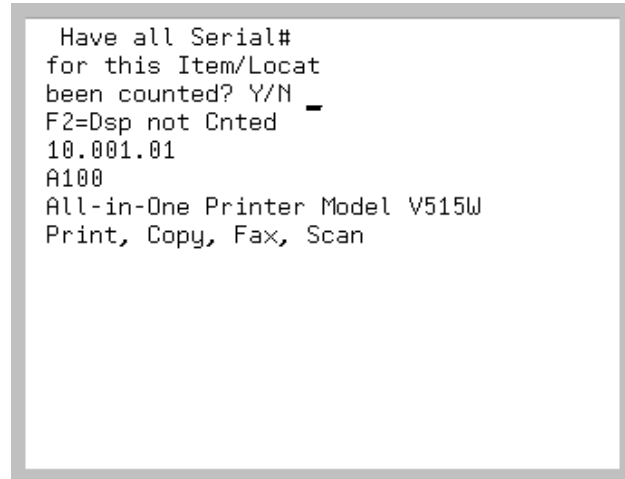
Field/Function Key	Description
(Reference Number)	This field displays the reference number of the displayed serial number. Display
(Serial Numbers)	This field displays the first nine serial numbers for the selected item/location. Use this field to verify the serial numbers for the item/location selected. When the item is tracking country or origin the country of origin for each serial number displays on the same line. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Inquiry Item Information Screen</a> .
Enter	Press <b>ENTER</b> to return to the <a href="#">Inquiry Item Information Screen</a> .

---

<b>Field/Function Key</b>	<b>Description</b>
(Location and Item Information)	For reference, the following information displays: <ul style="list-style-type: none"><li>• the location being counted</li><li>• the item number and the item description.</li></ul>

---

## Count Verification Screen



The Count Verification Screen displays after pressing **F1=POST** from either the [Country of Origin Selection Screen](#), the [Count Serial Number Identification Screen](#) or the [Count Lot Number Identification Screen](#). Use this screen to verify whether all serial numbers, lot numbers, or country of origin codes for the selected item/location have been counted.

### Count Verification Screen Fields and Function Keys

Field/Function Key	Description
(Field/Data Display)	When the <b>F1=POST</b> is selected for a serialized item, a lot item, or a country of origin tracked item, a verification message is issued to the handler when the expected values don't match the entered values. Display
(Selection)	Use this field to verify whether all serial numbers, lot numbers, or country of origin codes for the selected item/location have been counted. Key <b>Y</b> if all serial numbers, lot numbers, or country of origin codes have been counted. Key <b>N</b> if all serial numbers, lot numbers, or country of origin codes have not been counted. (A 1) Required
F2=Dsp not Cnted	Press <b>F2=DSP NOT CNTED</b> to display the <a href="#">Code Value List Screen</a> , where you can review a list of serial numbers, lot numbers, or country of origin codes for the items contained in the counting location.

---

Field/Function Key	Description
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to either the <a href="#">Inquiry Item Information Screen</a> or the <a href="#">Country of Origin Selection Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> key to confirm your entry.</p> <p>If you keyed <b>N</b>, either the <a href="#">Country of Origin Selection Screen</a>, <a href="#">Count Serial Number Identification Screen</a>, or the <a href="#">Count Lot Number Identification Screen</a> will redisplay.</p> <p>If you keyed <b>Y</b>, the <a href="#">RF Item/Location Inquiry Selection Screen</a> will display. The counts will be immediately posted and any discrepancies will be moved to the unknown (9's) location.</p>
(Location and Item Information)	<p>Below the line of available function keys, the following information displays:</p> <ul style="list-style-type: none"><li>• the location being counted</li><li>• the item number and the item description.</li></ul>

---

## Count Lot Number Identification Screen

```

Lot No:
M5050517-0096
-----
F1=Post      F2=List
05.001.01
M005
Pepto-Bismol Liquid 16 oz
Regular Strength
  
```

The Count Lot Number Identification Screen displays after selecting **F1=CNT** from the [Item/Location Location Selection Screen](#) or the [Inquiry Item Information Screen](#) if a lot item is selected. Use this screen to enter the lot number of the count items.

### Count Lot Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Lot No	<p>Use this field to record the lot numbers of the count items. Scan/key the lot number(s).</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE). (A 20) (A 40 w/RF Identifiers) Required</p>
COO	<p>When items are tracking the country of origin, the country of origin for the item/location/lot number is required. Key the country of origin for the item/ location/lot number being counted. (A 3) Required</p>

Field/Function Key	Description
F1=Post	<p>Press <b>F1=POST</b> after recording all the lot control information for the selected item/location to submit the requested count for immediate processing. The count will be performed automatically and the <a href="#">RF Item/Location Inquiry Selection Screen</a> will display. Counts are posted immediately and discrepancies in quantity are moved to the unknown (9's) location.</p> <p>Pressing <b>F1=POST</b> prior to completing the counts or with a count that does not match what the system has will display the <a href="#">Count Verification Screen</a>.</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Code Value List Screen</a>, where you can review a list of lot numbers for the items contained in the counting location.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to <a href="#">the Inquiry Item Information Screen</a> or the <a href="#">Item/Location Location Selection Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to accept the lot number you keyed. The RF Inquiry Immediate Counts Work File (<b>RFINQWK</b>) for this location will be updated.</p> <p>If you are authorized to override the Lot Aging Date, as determined by the <b>Allow Changes to the Lot Aging Date</b> field in Application Action Authority (MENU XASCTY), the <a href="#">Lot Aging Date Screen</a> will display allowing you to edit the existing lot aging date (if one exists) for the lot item.</p> <p>Else, the <a href="#">Count Quantity Screen</a> will display. If a lot variable case quantity item is selected, the <a href="#">Case Quantity Value Entry Screen</a> will display.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>
(Location and Item Information)	<p>For reference, the following information displays:</p> <ul style="list-style-type: none"> <li>• the location being counted</li> <li>• the item number and the item description.</li> </ul>

## Case Quantity Value Entry Screen

```

Case Qty:  ____ 10 /CAS

02.003.01
A150
3-Ring Binder - 2" Red
254-0010
  
```

The Case Quantity Value Entry Screen displays after pressing **ENTER** from the [Count Lot Number Identification Screen](#), if a lot variable case quantity item is selected. Use this screen to enter the case quantity value of the selected variable case lot item.

### Case Quantity Value Entry Screen Fields and Function Keys

Field/Function Key	Description
Case Qty	<p>This field displays the case quantity value of this lot item in the unit of measure entered through Item Balance Maintenance (MENU IAFILE). Accept the default case quantity value for this item. Key a new case quantity value to override the default.</p> <p><b>Default Value:</b> The case quantity entered for this item through Item Balance Maintenance (MENU IAFILE).</p> <p>(A 20) Required</p>
(Location and Item Information)	<p>Below the case quantity field, the following information displays:</p> <ul style="list-style-type: none"> <li>• the location being counted</li> <li>• the item number and the item description.</li> <li>• the lot number and the expiration date as they apply to the specific item</li> </ul>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to <a href="#">the Inquiry Item Information Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to accept the selected case quantity value. The <a href="#">Count Quantity Screen</a> or the Lot Expiration Date Entry Screen will display.</p>

## Lot Expiration Date Entry Screen

```

Expiration Date:
  5/05/19

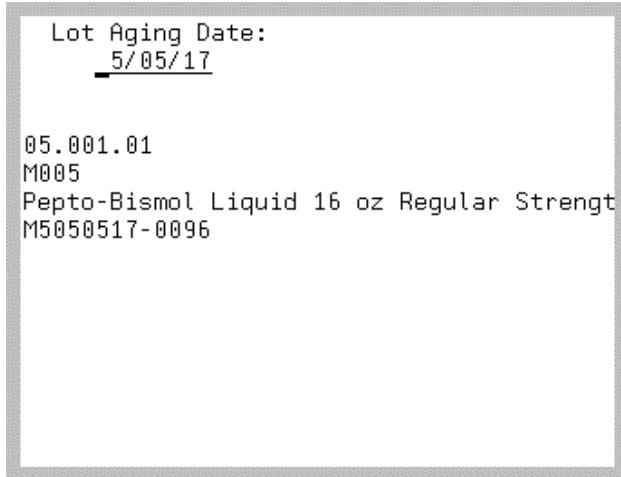
05.001.01
M005
Pepto-Bismol Liquid 16 oz Regular Strengt
M5050517-0096
  
```

The Lot Expiration Date Entry Screen displays after pressing **ENTER** on either the [Count Lot Number Identification Screen](#) or the [Case Quantity Value Entry Screen](#), if a lot expiration date item is selected. Use this screen to enter the expiration date for the selected lot item.

### Lot Expiration Date Entry Screen Fields and Function Keys

Field/Function Key	Description
Expiration Date	<p>Enter the expiration date for the selected lot item.</p> <p><b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE)</p> <p>(N 6,0) Required</p>
(Location and Item Information)	<p>Below the case quantity field, the following information displays:</p> <ul style="list-style-type: none"> <li>the location being counted</li> <li>the item number and the item description.</li> <li>the lot number.</li> </ul>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to <a href="#">the Inquiry Item Information Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to confirm the expiration date. The <a href="#">Count Lot Number Identification Screen</a> or Lot Aging Date Screen will display.</p>

## Lot Aging Date Screen



The Lot Aging Date Screen displays after entering a lot item on the [Count Lot Number Identification Screen](#) or from the [Lot Expiration Date Entry Screen](#), if an expiration date is required for the lot item.

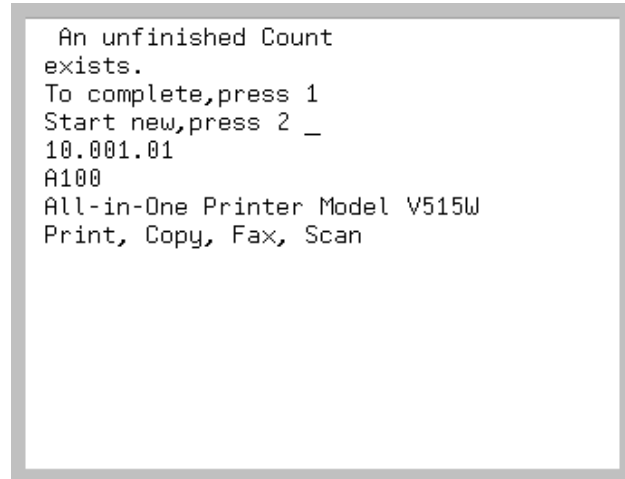
This screen displays only if you are an authorized Handler allowed to perform this function, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY). If you are not an authorized Handler, the current Lot Aging Date of this lot item will be retained.

When using RF inquiry for a lot item, you may be allowed to enter an immediate count move for an item or location. During this process, you have the option of using this screen to manually edit the aging date for a lot item at the lot assignment level. This process is considered an “Immediate Count Move” and is only allowed when Handler Task Maintenance (MENU RFFILE) is set up to allow for RF Inquiry Counts for the warehouse/handler.

## Lot Aging Date Screen Fields and Function Keys

Field/Function Key	Description
Lot Aging Date	<p>Use this field to manually edit the aging date for a lot item at the lot assignment level, if needed.</p> <p>If the date is blanked out in this field, the pre-existing date, if one exists, in the WM Location Balance File (<b>WMBAL</b>) will continue to be used.</p> <p><b>Note:</b> If the aging date is changed on this screen, prior to pressing <b>F1=POST</b> (regardless if a quantity change is made), the WM Lot Date History File (<b>WMLDH</b>) will reflect this change by creating a Manual Edit record. This can then be viewed via the Lot/ Serial/COO Inquiry (MENU WMMAIN).</p> <p><b>Default Value:</b> the existing Lot Aging Date in the WM Location Balance File (<b>WMBAL</b>).</p> <p><b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE) (N 6,0) Optional</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to return to the <a href="#">Inquiry Item Information Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to confirm the Lot Aging Date. The <a href="#">Count Quantity Screen</a> will display.</p>
(Location and Item Information)	<p>The following information also displays:</p> <ul style="list-style-type: none"> <li>• the location being counted</li> <li>• the item number and the item description</li> <li>• the lot number.</li> </ul>

## Unfinished Count Warning Screen



The Unfinished Count Warning Screen screen displays after pressing **F1=CNT** on the [Count Quantity Screen](#), the [Count Serial Number Identification Screen](#), or the [Count Lot Number Identification Screen](#) if **F1=CNT** is selected when there is already a count in process for the selected item/location. Use this screen to complete the count in-process or cancel the previous count and start again.

### Unfinished Count Warning Screen Fields and Function Keys

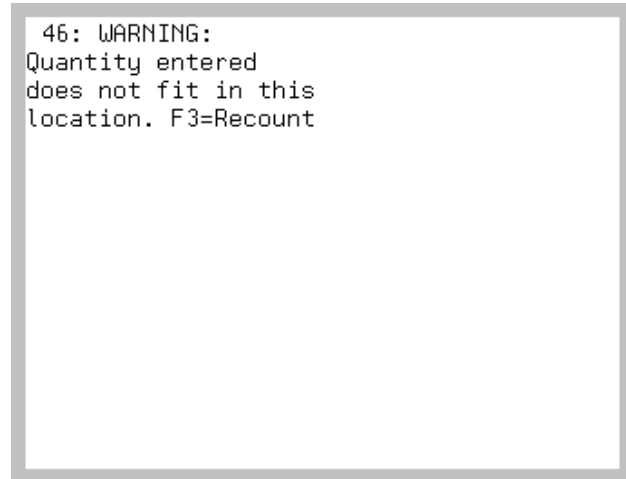
Field/Function Key	Description
(Field/Data Display)	When the system determines that a count is already in process for this handler's session and the selected item and location a message is issued to the handler. Display
(Selection)	Press <b>1</b> to complete the existing count. An immediate item count will be processed and posted. Press <b>2</b> to delete the existing count and start a new count for this handler, item and location. (N 1,0) Required
(Location and Item Description)	These fields display the selected location, item number and item description. For a lot item, the lot number and expiration date also display. Display
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Inquiry Item Information Screen</a> .

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Field/Function Key	Description
Enter	Enter the appropriate item and press <b>ENTER</b> to display the <a href="#">Count Quantity Screen</a> , where you may perform an immediate item count. If you entered a serial numbered item, the <a href="#">Count Serial Number Identification Screen</a> will display. If you entered a lot control item, the <a href="#">Count Lot Number Identification Screen</a> will display.

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## RF Error Messages Screen



The RF Error Messages Screen displays from various inquiry screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### RF Error Messages Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display

## Item Found Screen



This screen is presented after pressing **F1=Create** on the [RF Item/Location Inquiry Selection Screen](#). in the RF Inquiry if the item specified was found to not be a valid item master value, but was found to have been defined as some item's manufacturer number (**ITMST**), UPC (**ITUPC**), GTIN (**ITGTIN**), or alternate (**IMXRF**). This screen is informational, to let the user know where the specified item was found to already exist as a cross-reference.

### Item Found Screen Fields and Function Keys

Field/Function Key	Description
Item	<p>This field displays the item for which the cross-reference process is being performed. this field to enter either an item master number (or manufacturers' number, alternate number, UPC code or GTIN), or a location you want to inquire on.</p> <p>Display</p>
Found as a:	<p>This field identifies where this item already exists as a cross-reference by indicating <b>Y</b> (yes) if found, or <b>N</b> (no) if not found next to the applicable entry:</p> <ul style="list-style-type: none"> <li>• MFG: If <b>Y</b>, this item value has already been identified as Manufacturer Item Number in the Item Master file (<b>ITMST</b>)</li> <li>• ALT: If <b>Y</b>, this item value has already been identified as a cross reference in the IMP Cross Reference file (<b>IMXRF</b>)</li> <li>• UPC: If <b>Y</b>, this item value has already been identified as a UPC in the Universal Product Code Cross Reference file (<b>ITUPC</b>)</li> <li>• GTIN: If <b>Y</b>, this item value has already been identified as a GTIN in the Global Trade Item Number Cross Reference file (<b>ITGTIN</b>)</li> </ul> <p>Display</p>
F1=Create	<p>Press <b>F1=Create</b> to continue with the cross-reference process; the <a href="#">Create Cross Reference Type Selection Screen</a> will be presented.</p>

Field/Function Key	Description
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">RF Item/Location Inquiry Selection Screen</a> .

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## Chapter 7 Counting Items

Radio Frequency counting is a system-defined warehouse task you select to use through Radio Frequency Options Maintenance (MENU RFFILE).

When you use Radio Frequency to count items, you will:

- 1 Run Print Count Sheets (MENU WMPHYS) to freeze the inventory quantities and determine which locations to count. After this initial step, you may select to perform a counting task from the transaction manager.
- 2 Determine the type of count to perform: an initial count or a verification count on the [Count Type Selection Screen](#). An initial count is one that you perform for the first time during a physical inventory. A verification count is one that you perform the second time that locations are counted during a physical inventory.

**Note:** While you are required to run Print Count Sheets (MENU WMPHYS), you are not required to produce the resulting hard-copy paper sheets in order to perform an initial count. Additionally, in order to perform a verification count, you must first also run the Count Verification Sheets (MENU WMPHYS). The resulting hard-copy paper sheets do not need to be printed.

- 3 Enter the location to count for either an initial or verification count. You can manually scan the location, or select the location from the system-determined travel path. Use the **F1=NEXT** function key on the [Count Location Identification Screen](#) to have the system determine and display the next location to count.
- 4 Identify the item to count on the [Count Item Identification Screen](#) once you identify the location. When you enter an item number, its location class and code is compared to the location. A warning message displays if the location classes or codes are not the same. However, you can still count that item number. You are required to identify serial/lot/expiration data, if applicable.  
**Note:** If an item is manually added to the count sheet within a location, and that item is suspended, the handler will be notified of the suspended item status.
- 5 Enter the quantity of the identified item. Since you can key in the quantities of an item for any of that item's valid units of measure, all of the item's units of measure are presented for selection. A review of the quantities entered for each unit of measure is presented for verification and/or modification. This process is continued for each item identified for each location.

An option is available through Radio Frequency Options Maintenance (MENU RFFILE) to force an immediate recount if a variance exists between an item quantity entered on the transaction manager and the database frozen quantity for that item. The check between the two quantities occurs immediately upon entry of the quantity via the transaction manager.

- 6 Once the transaction manager counting tasks are complete, the edits and posting are completed through the standard options on the Warehouse Management Physical Inventory Menu (MENU WMPHYS).

## Counting Screens

This section describes the screens that appear when you select to perform counting tasks. The screens in this section are a simulation of the screens you encounter when using a transaction manager.

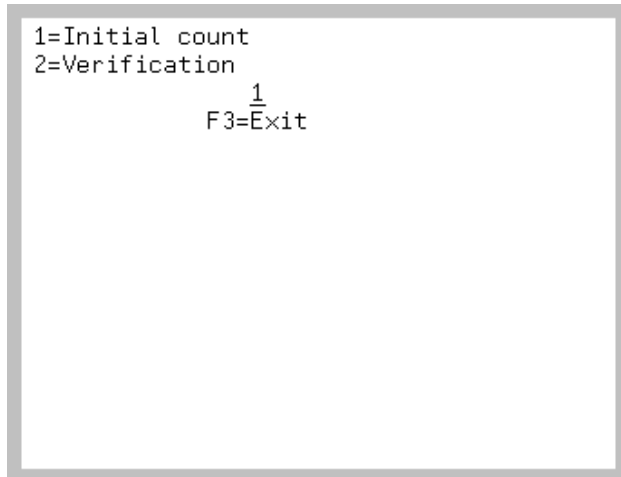
Title	Purpose
<a href="#">Count Type Selection Screen</a>	Use to select the type of inventory count you want to perform: initial count or verification count.
<a href="#">Count Location Identification Screen</a>	Use to specify the counting location.
<a href="#">Count Location Already Counted Screen</a>	Indicates that the specified location has already been counted one. Displays the next “go-to” count location.
<a href="#">Count Location In-Use Screen</a>	Indicates that the specified location is being counted by another handler.
<a href="#">Count Item Identification Screen</a>	Use to specify the item you plan to count in the selected location.
<a href="#">Count Current Location Data Screen</a>	Use to review the current contents of the selected location.
<a href="#">Count COO Identification Screen</a>	Use to enter the country of origin of the item.
<a href="#">Count Unit of Measure Quantities Screen</a>	Use to enter the quantity of items counted and the stocking unit of measure for the items.
<a href="#">Zero Count Confirmation Message Screen</a>	Use to confirm a zero item/location count or return and enter the correct count.
<a href="#">Count Item information Screen</a>	Use to review the item information for the item being counted.
<a href="#">Count Serial Number Identification Screen</a>	Use to enter the serial numbers of the items being counted.
<a href="#">Count Lot Number Identification Screen</a>	Use to enter the lot numbers of the items being counted.
<a href="#">Count Lot Variable Case Quantity Screen</a>	Use to confirm the variable case quantity for the item being counted.

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Title	Purpose
<a href="#">Count Lot Number Expiration Date Screen</a>	Use to enter the expiration date of the lot items being counted.
<a href="#">Count Lot Aging Date Screen</a>	Use to manually edit the aging date for a lot item at the lot assignment level, if needed, when entering/changing inventory counts for a lot item.
<a href="#">Radio Frequency Counting Message Screen</a>	Use to review and respond to informational and error messages.

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## Count Type Selection Screen



The Count Type Selection Screen displays after keying **5** and press **ENTER** on the [Task Selection Screen](#). If you have tasks that require vehicle tracking, this screen displays from the [Vehicle Identification Screen](#). Use this screen to select the type of inventory counting you want to perform. You must select either an initial count or a verification count. The same counting screens display for both types of counts, since the process is the same. For these applicable screens you must identify the location, item, lot/serial/expiration data (if required), and quantity. For multiple units of measure, you must identify the counts for each.

**Note:** In order to perform initial counts, you must run the Print Count Sheets (MENU WMPHYS) menu option. However, you are not required to produce paper Count Sheets to perform an initial count through either Print Count Sheets (MENU WMPHYS) or Print Additional Count Sheets (MENU WMPHYS).

### Count Type Selection Screen Fields and Function Keys

Field/Function Key	Description
(Selection)	Use this field to select the type of count to perform. Key <b>1</b> to select an initial count. Use this count type if you enter counts for Count Sheets. Key <b>2</b> to select a verification count. Use this count type if you enter counts for Count Verification Sheets. (N 1,0) Required
F3=Exit	The <b>F3=EXIT</b> function key is non-display. Press <b>F3=EXIT</b> to leave the counting task. The <a href="#">Task Selection Screen</a> will display.

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Field/Function Key	Description
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selection. The <a href="#">Count Location Identification Screen</a> will display.

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## Count Location Identification Screen

Rw.Bin.Sh:  
 \_\_\_\_\_  
 F1=Next

The Count Location Identification Screen displays after pressing **ENTER** on the [Count Type Selection Screen](#) or the [Count Unit of Measure Quantities Screen](#) with the last location completed displayed for reference.

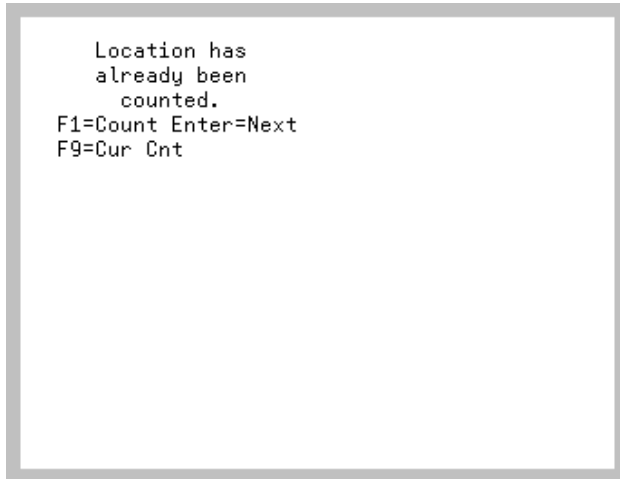
Use this screen to identify the counting location.

### Count Location Identification Screen Fields and Function Keys

Field/Function Key	Description
(Warehouse Location)	<p>For this sample screen, <b>Rw.Bin.Sh</b> represent the Location Definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems.</p> <p>Use this field to key/scan the count location.</p> <p>Key/scan the location, or press <b>F1=NEXT</b> to have the location display for you.</p> <p><b>Valid Values:</b> A location included on a Count Sheet or, if applicable, Count Verification Sheet.</p> <p>(A 15) Optional</p>

Field/Function Key	Description
(Next Location)	<p>This field displays the next location to go to, as determined by the system-generated travel path. A value displays in this field after you press <b>F1=NEXT</b> or when this screen is displayed from the <a href="#">Count Unit of Measure Quantities Screen</a> with the last location completed displayed for reference.</p> <p>The system directs movement through the warehouse in the most efficient path using the location picking sequence of the count locations.</p> <p>The system does not include the locations already counted in the list, although you can identify these locations using the <a href="#">Count Location Identification Screen</a>.</p> <p>Display</p>
F1=Next	<p>Press <b>F1=NEXT</b> to display the next location to go to, as determined by the system-generated travel path. The path follows the lowest to highest pick sequence order. Initial counts are sequenced by warehouse, pick section, and warehouse location. Locations without assigned pick sequence numbers display first, following the lowest to highest numerical order.</p> <p>This screen redisplay with the next count location displayed in the <b>Next Location</b> field.</p>
F3=Return	<p>The <b>F3=RETURN</b> function key is non-display.</p> <p>Press <b>F3=RETURN</b> to leave the counting task. The <a href="#">Task Selection Screen</a> will display.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> to confirm the location to count.</p> <p>If the location does not need to be counted, a message will display indicating that the location does not need to be counted.</p> <p>If the location has already been counted once, the <a href="#">Count Location Already Counted Screen</a> will display.</p> <p>If the location has not already been counted, the <a href="#">Count Item Identification Screen</a> will display.</p>

## Count Location Already Counted Screen



The Count Location Already Counted Screen displays after pressing **ENTER** on the [Count Location Identification Screen](#), if the location has already been counted once. Use this screen to identify the next count location.

### Count Location Already Counted Screen Fields and Function Keys

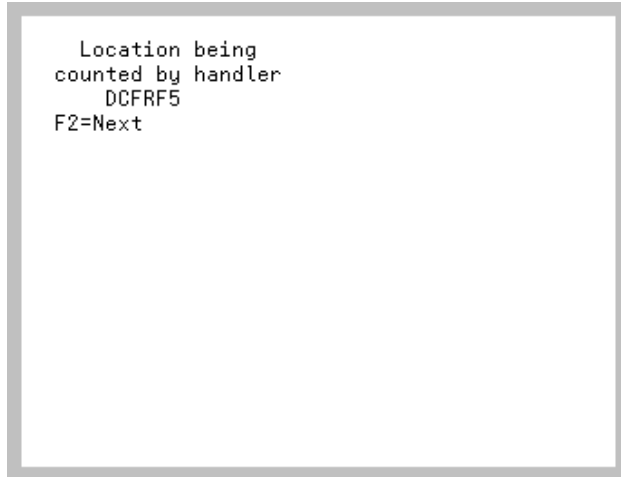
Field/Function Key	Description
Location has already been counted	This message displays if the location has already been counted once. Display
F1=Count	Press <b>F1=COUNT</b> to display the <a href="#">Count Item Identification Screen</a> , where you may identify the count item in the displayed location.
F3=Return	Press <b>F3=RETURN</b> to return to the <a href="#">Count Location Identification Screen</a> to select a new location to be counted.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
F9=Cur Cnt	Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a> , where you may review the items that have been scanned/keyed as counted in this location.

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Field/Function Key	Description
Enter	Press <b>ENTER</b> to display the <a href="#">Count Location Identification Screen</a> with the next location to go to showing, as determined by the system-generated travel path.

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## Count Location In-Use Screen

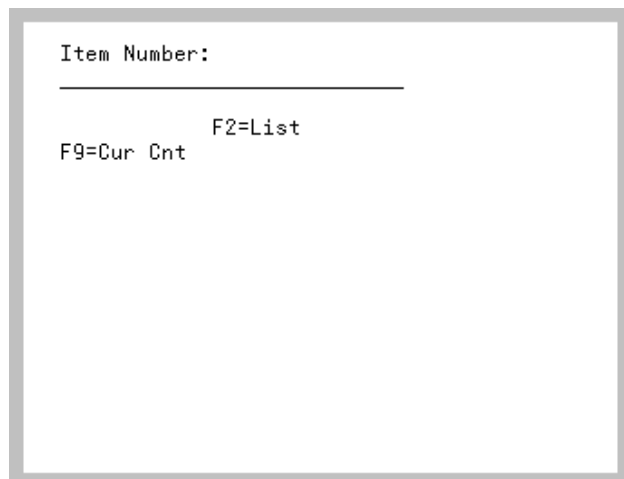


The Count Location In-Use Screen displays after pressing **ENTER** on the [Count Location Identification Screen](#), if the location has already been counted once. Use this screen to identify the next count location.

### Count Location In-Use Screen Fields and Function Keys

Field/Function Key	Description
Location has already been counted	This message displays if the location has already been counted once. Display
F2=Next	Press <b>F1=NEXT</b> to display the <a href="#">Count Location Identification Screen</a> , <a href="#">Count Item Identification Screen</a> , where you may identify the count item in the displayed location.
F3=Return	Press <b>F3=RETURN</b> to return to the <a href="#">Count Location Identification Screen</a> to select a new location to be counted.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to display the <a href="#">Count Location Identification Screen</a> with the next location to go to showing, as determined by the system-generated travel path.

## Count Item Identification Screen



The screenshot shows a terminal-style interface for item identification. It features a label 'Item Number:' followed by a horizontal line for input. Below the line, there are two function key assignments: 'F2=List' and 'F9=Cur Cnt'.

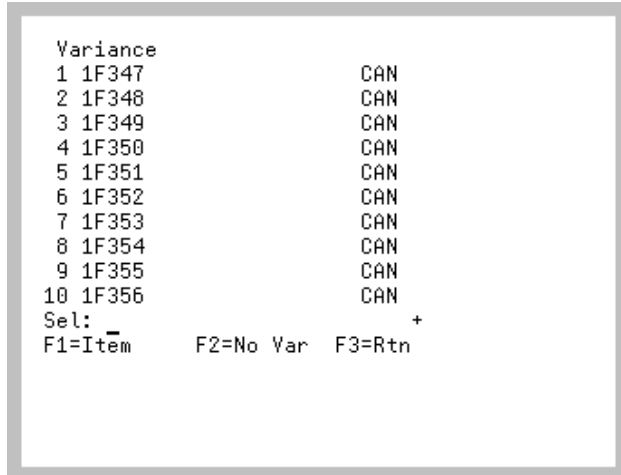
The Count Item Identification Screen displays after scanning/keying a location and pressing **ENTER** on the [Count Location Identification Screen](#). Use this screen to identify the items you plan to count in the selected location.

## Count Item Identification Screen Fields and Function Keys

Field/Function Key	Description
Item Number	<p>Scan/key the number (e.g., manufacturers' number, alternate number, UPC code, or GTIN) of the item you plan to count.</p> <p>If an item number identified here does not have the same location class as a previously entered item number in the same location, the Radio Frequency Counting Message Screen displays message <b>Item not of same class as location</b>; however, you are not prevented from entering that item.</p> <p>If you try to scan a new item that has not been previously entered, and you keyed <b>N</b> in the <b>Count All Items in a Loc</b> field on the Print Count Sheets Screen located within Print Count Sheets (MENU WMPHYS), a message displays informing you that additional items cannot be added to this location. However, if you keyed <b>Y</b> in the <b>Count All Items in a Loc</b> field, you do have the option to scan a new item.</p> <p>If an item is manually added to the count sheet within a location, and that item is suspended, the handler will be notified of the suspended item status.</p> <p>If the item number scanned is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number.</p> <p>If the item number scanned/keyed is not in the Item Master File (ITMST) or cannot be cross referenced to an item in the Item Master File, the <a href="#">Item Not on File Screen</a> displays to create the cross-reference.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A27) / (A 40 w/RF Identifiers) Required</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Item List Screen</a>, where you can review a list of items contained in the location you are counting.</p>
F3=Zero	<p>Press <b>F3=ZERO</b> to record zero counts for the item in the selected location. The <a href="#">Zero Count Confirmation Message Screen</a> displays.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>
Enter	<p>Press <b>ENTER</b> to confirm the item number.</p> <p>If the item is a standard item that tracks country of origin, the <a href="#">Count COO Identification Screen</a> will display.</p> <p>For standard inventory items, the <a href="#">Count Unit of Measure Quantities Screen</a> will display.</p> <p>If the item is a serial item (<b>WH Mgmt Code</b> is <b>S</b>), the <a href="#">Count Serial Number Identification Screen</a> will display.</p> <p>If the item is a lot item (<b>WH Mgmt Code</b> is <b>L</b>), the <a href="#">Count Lot Number Identification Screen</a> will display.</p> <p>If you have not yet counted the item, the <a href="#">Zero Count Confirmation Message Screen</a> will display informing you that the indicated item has not been counted in this location.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Count Current Location Data Screen



The Count Current Location Data Screen displays after pressing **F9=CUR CNT** on several screens within the Radio Frequency Counting process.

Use this screen to identify the items that have been scanned/keyed for counting in this location displaying 4 views of data:

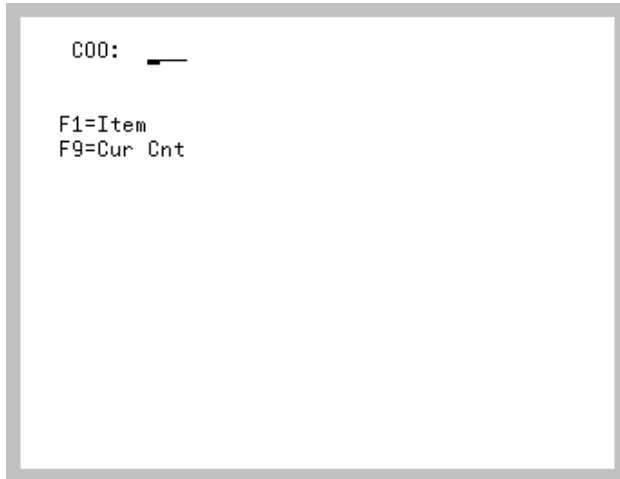
- Variance between expected count and the scanned/keyed count data
  - For serial number items, the list of serial numbers displays
- Lot/Serial Information
- Item Number
- Item Description

### Count Current Location Data Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The selection reference number for each expected value in the selected location. Key this number in the <b>Sel</b> field to select the item value for further processing. Display
(Item Number / Description / Serial Number / Lot Number)	This column data will change based on the view selected and the toggles within the specific view. The data for the views is based on the WM Physical Inventory Verification Level File ( <b>WMPVL</b> ) that is updated during the counting process. Display

Field/Function Key	Description
Sel	<p>The <b>Sel</b> field displays when this screen is accessed from the</p> <ul style="list-style-type: none"> <li>• <a href="#">Count Item Identification Screen</a></li> <li>• <a href="#">Count COO Identification Screen</a></li> <li>• <a href="#">Count Serial Number Identification Screen</a></li> <li>• <a href="#">Count Lot Number Identification Screen</a>.</li> </ul> <p>Key the reference number and press <b>ENTER</b> to select this value and return to the previous screen for processing.</p>
F1=Item / F1=Desc / F1=Qty / F1=Lot/ Serial	<p>Press <b>F1=ITEM</b> / <b>F1=DESC</b> / <b>F1=QTY</b> / <b>F1=LOT/SERIAL</b> to toggle the information that displays in the column:</p> <ul style="list-style-type: none"> <li>• <b>F1=ITEM</b> to view the item number</li> <li>• <b>F1=DESC</b> to view the item description</li> <li>• <b>F1=QTY</b> to view the counted quantity, expected and added</li> <li>• <b>F1=LOT/SERIAL</b> to view the expected and added lot/serial numbers; based on the selected item</li> </ul>
F2=No Var / F2=All / F2=Var	<p>Press the <b>F2=NO VAR</b> / <b>F2=ALL</b> / <b>F2=VAR</b> toggle key to change the selected data to display as follows:</p> <p>Press the <b>F2=NO VAR</b> to display the item information that does not have a variance; the count matches the frozen inventory quantity or a previous count (level 2-999) for the location.</p> <p>Press the <b>F2=ALL</b> to display all the item information for the items in the selected location, expected and added.</p> <p>Press the <b>F2=VAR</b> to display the item information that has a variance; the count does not match the frozen inventory quantity or a previous count (level 2-999) for the location.</p>
F3=Rtn	<p>Press <b>F3=RTN</b> to return to the previous screen.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
Enter	<p>Press <b>ENTER</b> with a reference number to select this value and return to the previous screen for processing.</p>

## Count COO Identification Screen



The Count COO Identification Screen displays after scanning/keying a regular item on the [Count Item Identification Screen](#), if the item is set up to track country of origin. This screen also displays from the [Count Unit of Measure Quantities Screen](#) after entering quantities for the selected item to record addition COO codes and quantities for the selected item/location.

Use this screen to enter the country of origin of the item.

### Count COO Identification Screen Fields and Function Keys

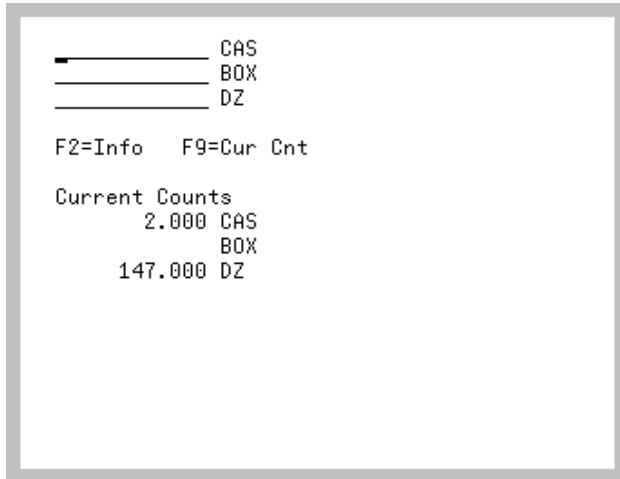
Field/Function Key	Description
COO	Use this field to enter the country of origin of the item. <b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL2/MENU ARFIL2) (A 3) Required
F1=Item	Press <b>F1=ITEM</b> to display the <a href="#">Count Item Identification Screen</a> , where you can identify a different item to count.
F3=Return	Press <b>F3=RETURN</b> to return to the <a href="#">Count Item Identification Screen</a> and select a different item for counting.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

---

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>
Enter	<p>Press <b>ENTER</b> to complete counts for the selected item. The <a href="#">Count Unit of Measure Quantities Screen</a> displays.</p> <p>Additionally, press <b>ENTER</b> with a blank COO code when this screen is redisplayed after entering quantities. The <a href="#">Count Location Identification Screen</a> displays for selection of the next location to be counted.</p>

---

## Count Unit of Measure Quantities Screen



The Count Unit of Measure Quantities Screen displays after completing one of the following counting activities, depending on the type of item being counted:

- Key/scan a lot number on the [Count Lot Number Identification Screen](#) and, if applicable, enter an expiration date on the [Count Lot Number Expiration Date Screen](#)
- Key/Scan an item on the [Count Item Identification Screen](#)

Use this screen to identify the quantity of items counted and select the applicable stocking units of measure defined for the item through Item Master Maintenance (MENU IAFILE). If the item tracks country of origin, the **COO** field will display on this screen and you will be able to override the country of origin for this count, if necessary.

When the Radio Frequency Options (MEN RFFILE) for **Accumulate Counts by Location** are set to **Y**, the current counts will show below the function keys. Counts entered on this screen will be added to the counts displayed at the bottom of the screen after pressing Enter.

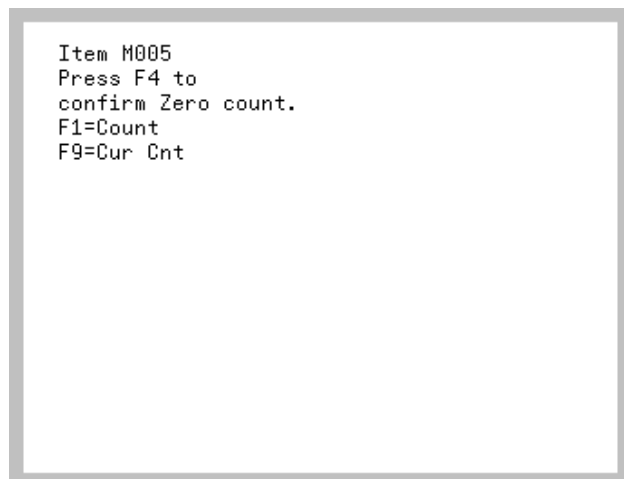
## Count Unit of Measure Quantities Screen Fields and Function Keys

Field/Function Key	Description
(Quantities)	<p>Use these fields to identify the quantity of items counted. If more than one unit of measure exists for the item, additional fields will display for each of those units of measure.</p> <p>Key the quantity of items. If more than one unit of measure exists for the item, you can key a quantity for one or all of the units of measure displayed.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(3 @ A 10,3) / (3 @ A 40 w/RF Identifiers) Required</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to override the country of origin, if necessary.</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2)</p> <p>(A 3) Required</p>
F1=Zero	<p>Press <b>F1=ZERO</b> to record zero counts for the item in the selected location. The <a href="#">Zero Count Confirmation Message Screen</a> displays.</p>
F2=Info	<p>Press <b>F2=INFO</b> to see the current location and item (and lot number if it applies) that you are counting. The <a href="#">Count Item information Screen</a> displays to help you to remember where you are in your counting task.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to accept the quantity keyed for one or more units of measure. The <a href="#">Count Item Identification Screen</a> will display.</p> <p>If this item is tracking country of origin, the <a href="#">Count COO Identification Screen</a> will display for entry of addition COO codes for the item in the selected location.</p> <p>If there are no items in the location to count and a zero count is entered, the Zero Count Confirmation Message Screen displays.</p> <p>If Use <b>RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

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## Zero Count Confirmation Message Screen



The Zero Count Confirmation Message Screen appears after pressing **F1=ZERO** on the [Count Unit of Measure Quantities Screen](#). It will also display by pressing **ENTER** without entering an item number on the [Count Item Identification Screen](#).

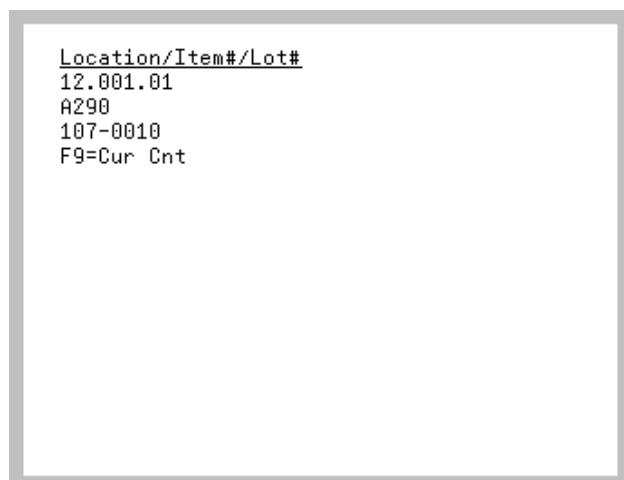
Use this screen to confirm a zero count of the item in this location or return and recount the item.

### Zero Count Confirmation Message Screen Fields and Function Keys

Field/Function Key	Description
Item	The item being counted in the selected location for which a zero count is about to be recorded. Display
F1=Count	Press <b>F1=COUNT</b> to return to the <a href="#">Count Item Identification Screen</a> , where you can identify the item to be counted in the displayed location. If counting a lot item, the <a href="#">Count Lot Number Identification Screen</a> displays.
F4=Zero Count	Press <b>F4=ZERO COUNT</b> to display the next location to go to, as determined by the system-generated travel path. This screen will redisplay with the next identified location.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>

## Count Item information Screen



The Count Item information Screen appears after pressing **F2=INFO** on the [Count Unit of Measure Quantities Screen](#). Use this screen to review the location, item number, lot/serial information selected so far for the count to be recorded.

### Count Item Information Screen Fields and Function Keys

Field/Function Key	Description
Location/Item/Lot#	The item being counted in the selected location for which a zero count is about to be recorded.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
F9=Cur Cnt	Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a> , where you may review the items that have been scanned/keyed as counted in this location.
Enter	Press <b>ENTER</b> to return to the <a href="#">Count Unit of Measure Quantities Screen</a>

## Count Serial Number Identification Screen

```

Serial No:
-----
COO: ___
Count: 0
      F2=List

F9=Cur Cnt
  
```

The Count Serial Number Identification Screen displays after keying/scanning a standard serial item (**WH Mgmt Code** is **S**) on the [Count Item Identification Screen](#). Use this screen to record the serial numbers of count items.

If the serial item is set up to track country of origin, the **COO** field will also display on this screen and you will be required to key the item's country of origin.

### Count Serial Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Serial No	<p>Use this field to record the serial numbers of the count items.</p> <p>Scan/key the serial number(s).</p> <p>When the Radio Frequency Options (MENU RFFILE) to <b>Allow Serial Numbers to be Added when Cycle Counting</b> is set to <b>Y</b>, serial numbers will not be rejected during cycle counting if they do not exist in the location being counted; they will be added to the items' serial number inventory count for the location.</p> <p>When the option is set to <b>N</b>, issue message <b>Serial number not on file in this warehouse</b> to the Handler when they scan/key a serial number that should not be in the location. This option does not apply for a full physical count.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>

Field/Function Key	Description
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>Use this field to specify the country of origin of the item.</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required</p>
Count	<p>This field displays the number of serial numbers currently entered.</p> <p>Display</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Lot/Serial List Screen</a>, where you can review a list of items contained in the location you are counting.</p>
F3=Return	<p>Press <b>F3=RETURN</b> to the <a href="#">Count Item Identification Screen</a> to select the a different item to count.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>
Enter	<p>If you keyed a serial number, press <b>ENTER</b> to accept the serial number you keyed and update the count.</p> <p>If you did not key a serial number, press <b>ENTER</b> to display the <a href="#">Count Item Identification Screen</a>, where you can identify a different item to count.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Count Lot Number Identification Screen

```

Lot No:
105
COO: USA
F1=Item      F2=List
F9=Cur Cnt
  
```

The Count Lot Number Identification Screen displays after keying/scanning a lot item the [Count Item Identification Screen](#). Use this screen to record the lot numbers of the count items.

If the lot item is set up to track country of origin, the **COO** field will also display on this screen and you will be required to key the item's country of origin.

### Count Lot Number Identification Screen Fields and Function Keys

Field/Function Key	Description
Lot No	<p>Use this field to identify the lot number for this item.</p> <p>Key/scan the lot number associated with the count item.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the lot number can be preceded by an RF identifier defined for lot numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>

Field/Function Key	Description
COO	<p>This field displays only 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.</p> <p><b>Default Value:</b> If you keyed a lot number in the <b>Lot No</b> field that exists in the warehouse or if you pressed <b>F2=LIST</b> to list the lots and selected one, the country of origin will default in from the WM Location Balance File (WMBAL)</p> <p><b>Valid Values:</b> a country defined through Country Name Maintenance (MENU POFIL2/MENU ARFIL2) (A 3) Required</p>
F1=Item	<p>Press <b>F1=ITEM</b> to display the <a href="#">Count Item Identification Screen</a>, where you can identify a different item to count.</p>
F2=List	<p>Press <b>F2=LIST</b> to display the <a href="#">Lot/Serial List Screen</a>, where you can review a list of items contained in the location you are counting.</p>
F5=Instructions	<p>The <b>F5=INSTRUCTIONS</b> function key is non-display.</p> <p>The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>
F9=Cur Cnt	<p>Press <b>F9=CUR CNT</b> to display the <a href="#">Count Current Location Data Screen</a>, where you may review the items that have been scanned/keyed as counted in this location.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selection. The <a href="#">Count Unit of Measure Quantities Screen</a> will display.</p> <p>If the lot item requires an expiration date, as defined in Item Master Maintenance (MENU IAFILE), the <a href="#">Count Lot Number Expiration Date Screen</a> will display.</p> <p>If you select a lot and the item is a variable case item, after pressing <b>ENTER</b> the Count Lot Variable Case Quantity Screen displays showing you the case quantity in the default unit of measure. The <a href="#">Count Lot Number Expiration Date Screen</a> or <a href="#">Count Unit of Measure Quantities Screen</a> will display following that screen.</p> <p>If you are authorized to override the Lot Aging Date, as determined by the <b>Allow Changes to the Lot Aging Date</b> field in Application Action Authority (MENU XASCTY), the <a href="#">Count Lot Aging Date Screen</a> will display allowing you to edit the existing lot aging date (if one exists) for the lot item.</p> <p>If <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

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## Count Lot Variable Case Quantity Screen

Case Qty: 10 /CAS

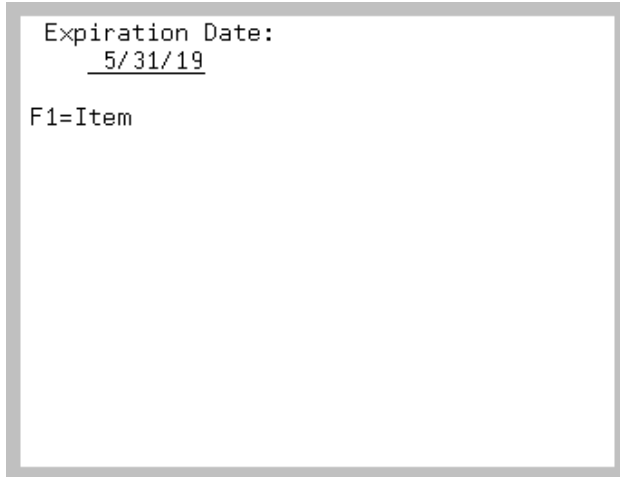
F1=Item

The Count Lot Variable Case Quantity Screen displays after entering lot numbers on the [Count Lot Number Identification Screen](#) for a lot item that requires verification of the variable case quantity, as defined in Item Balance Maintenance (MENU IAFILE). Use this screen to enter the variable case quantity for the cases being counted.

### Count Lot Case Quantity Screen Fields and Function Keys

Field/Function Key	Description
Case Qty	Use this field to enter the case quantity of the lot variable cases quantity item. (N 4,0) Required
F1=Item	Press <b>F1=ITEM</b> to display the <a href="#">Count Item Identification Screen</a> , where you can identify a different item to count.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm the variable case quantity. If this item also requires an expiration date, the <a href="#">Count Lot Number Expiration Date Screen</a> . For other lot items, the <a href="#">Count Unit of Measure Quantities Screen</a> or <a href="#">Count Lot Aging Date Screen</a> will display.

## Count Lot Number Expiration Date Screen



```

Expiration Date:
  5/31/19
F1=Item
  
```

The Count Lot Number Expiration Date Screen displays after entering lot numbers on the [Count Lot Number Identification Screen](#) for a lot item that requires an expiration date, as defined in Item Master Maintenance (MENU IAFILE). Use this screen to enter the expiration date of the lot item.

### Count Lot Number Expiration Date Screen Fields and Function Keys

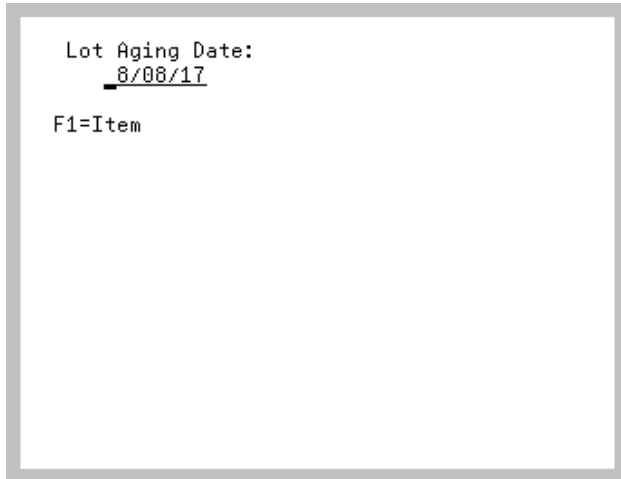
Field/Function Key	Description
Expiration Date	Use this field to enter the expiration date of the lot item. <b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F1=Item	Press <b>F1=ITEM</b> to display the <a href="#">Count Item Identification Screen</a> , where you can identify a different item to count.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.

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Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm the expiration date. The <a href="#">Count Unit of Measure Quantities Screen</a> or <a href="#">Count Lot Aging Date Screen</a> will display.

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## Count Lot Aging Date Screen



The Count Lot Aging Date Screen displays after entering a lot item on the [Count Lot Number Identification Screen](#) or the [Count Lot Number Expiration Date Screen](#), if an expiration date is required for the lot item.

This screen displays only if you are an authorized Handler allowed to perform this function, as determined by the **Allow Changes to the Lot Aging Date** field in Application Action Authority (MENU XASCTY).

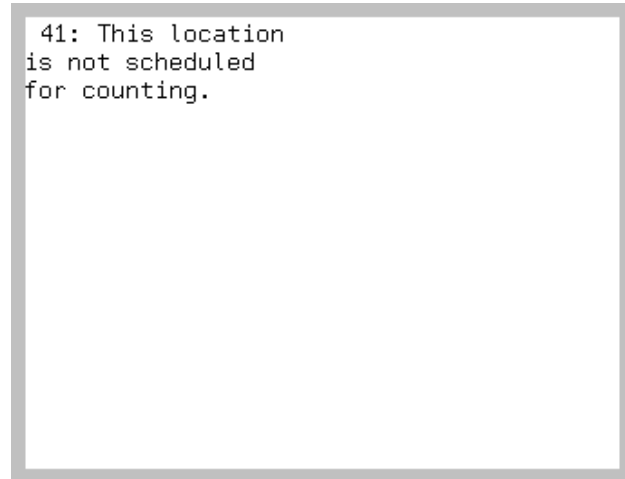
Use this screen to manually edit the aging date for a lot item at the lot assignment level, if needed, when entering/changing inventory counts for a lot item.

If you are not an authorized Handler allowed to edit the Lot Aging Date, this screen will not display. Instead, the current Lot Aging Date of this lot item, if one exists, will be retained. If a Lot Aging Date of this lot item does not exist, the update inventory count process will use the current date of the count.

## Count Lot Aging Date Screen Fields and Function Keys

Field/Function Key	Description
Lot Aging Date	<p>Use this field to edit the aging date for a lot item at the lot assignment level, if needed.</p> <p>Any add/update to this field will be reflected in the WM Physical Inventory Count File (<b>WMPHY</b>) for this location when the update inventory processing runs.</p> <p>If the date is blanked out in this field, the pre-existing date, if one exists, will continue to be used. If a pre-existing date does not exist, a blank value will eventually update the <b>Lot Aging Date</b> in the WM Location Balance File (<b>WMBAL</b>) with the current date when the update inventory processing runs.</p> <p><b>Default Value:</b> the existing Lot Aging Date in the WM Location Balance File (<b>WMBAL</b>)</p> <p><b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFILE).</p> <p>(N 6,0) Optional</p>
F1=Item	<p>Press <b>F1=ITEM</b> to display the <a href="#">Count Item Identification Screen</a>, where you can identify a different item to count.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the current count process. When the handler logs back on, the process will be resumed. The <a href="#">Confirm Task Suspension Screen</a> appears.</p>
Enter	<p>Press <b>ENTER</b> to confirm the expiration date. The <a href="#">Count Unit of Measure Quantities Screen</a> or <a href="#">Count Lot Aging Date Screen</a> will display.</p>

## Radio Frequency Counting Message Screen



The Radio Frequency Counting Message Screen displays from various counting screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Counting Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.



## Chapter 8 Picking Items

Radio Frequency picking is a system-defined warehouse task that you select to use through Radio Frequency Options Maintenance (MENU RFFILE). Radio Frequency picking allows handlers to scan locations and items during the picking process, ensuring that the correct item is picked from the correct location. A system-suggested travel path also is available to the handlers so they can perform picks in the most timely manner, use suggested alternate locations, and enter backorders of items when they cannot perform picks from the original location. Handlers can pick inventory for orders and/or work orders. Refer to the **Radio Frequency Overview** chapter in the Radio Frequency User Guide for a summary of work order picking.

Pick queue field settings are defined and maintained through Pick Queue View Maintenance (MENU RFFILE). You may define the sequence of fields that display on the transaction manager; whether or not they are required, optional, or non-display; whether or not to clear fields when Radio Frequency handler's are prompted; and whether or not to use automatic cursor positioning.

Pick section control values for Radio Frequency directed picking are defined and maintained through Picking Sections Maintenance (MENU WMFILE). You may define whether the Radio Frequency handler has the ability to scan order and container numbers for picking, retrieve orders for picking from the user defined pick queue, and define the maximum amount of orders, containers, cubes, and weight the Radio Frequency handler may pick in one pick trip.

The following Radio Frequency picking steps depend upon options defined for Radio Frequency Directed Picking in several options: Radio Frequency Options Maintenance (MENU RFFILE), Pick Queue View Maintenance (MENU RFFILE), Picking Sections Maintenance (MENU WMFILE), and Warehouse Management Options Maintenance (MENU WMFILE).

When you use Radio Frequency to pick items, you will:

- 1 Select the picking section within the warehouse that you want to pick from. You may also select a start and end location within the picking section.
- 2 Decide if you are going to pick by scanning order numbers, container numbers, or pick by using the user defined pick queue. To pick by scanning order numbers, set **Scn Lbl** to **O**. To pick by scanning containers, set **Scn Lbl** to **C**. To pick by using the user defined pick queue, set **Scn Lbl** to **N**. If you are picking work orders, you cannot pick by container number.
- 3 When **Scn Lbl** is set to **O**, begin scanning order numbers to pick. When **Scn Lbl** is set to **C**, begin scanning containers to pick. When **Scn Lbl** is set to **N**, begin entering pick queue filtering criteria to limit the number of picks that the system will retrieve.
- 4 Scan the location that the Radio Frequency Transaction Manager directs you to in order to verify that you are in the correct location to begin picking. If **Location Scan Required** is set to **N** in

Radio Frequency Options Maintenance (MENU RFFILE), you do not have to scan the location, you can simply press **ENTER** and the system will assume you are in the correct location.

- 5 Press **F1=SKP** if you want to skip the picking of this item for this trip. If there are more picks to be made for this trip, the next location to pick from will display.
- 6 Scan the item that the Radio Frequency Transaction Manager displays. If **Scan Items** is set to **N** in Radio Frequency Options Maintenance (MENU RFFILE), you do not have to scan the item, you can simply press **ENTER** and the system will assume you are picking the correct item. If the item is a lot item, the requested lot number for you to pick will be displayed on the Radio Frequency Transaction Manager. Scan the lot number of the item. If **Change Lots** is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE), you will be allowed to scan a different lot number than the requested one. If **Scan Lots** is set to **N** in Radio Frequency Options Maintenance (MENU RFFILE), you do not have to scan the lot number, you can simply press **ENTER** and the system will assume you are picking the correct lot number. You may either pick the displayed quantity of the item, or you may change the displayed quantity to pick a lesser amount. If you key a lesser quantity, you will still be required to pick or backorder the remaining quantity, or skip the partially picked item.
- 7 If the item you scan is a T-type tracked serial numbered item, you will also have to scan the serial number of each of those items you pick. If the item is an S-type standard serial numbered item, you must scan the displayed serial number to verify that you are picking the requested item. If **Change Serials** is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE), you will be allowed to scan a different serial number than the requested one. If **Scan Serials** is set to **N** in Radio Frequency Options Maintenance (MENU RFFILE), you do not have to scan the serial number, you can simply press **ENTER** and the system will assume you are picking the correct serial number.
- 8 If the item you are picking is missing or damaged, press **F2=B/O** to backorder the displayed quantity of this item, or press **F9=LST** to view new alternate locations for this item. If you select an alternate location for this item that is within your picking section and start and end locations, if applicable, the picking of this item will be inserted into your current trip. If you select an alternate location for this item that is not within your picking section and start and end locations, if applicable, the picking of this item will be dropped from your trip.

## Picking Screens

This section describes the screens that appear when you select to perform picking tasks. The screens in this section are a simulation of the screens you encounter when using a transaction manager.

Title	Purpose
<a href="#">Picking Section Selection Screen</a>	Used to select the warehouse picking section from which you are going to be and specify starting and ending locations in the picking section.

Title	Purpose
<a href="#">Maximum Trip Size Screen</a>	Displays the maximum number of items that you can pick in one trip when orders are automatically retrieved from the pick queue.
<a href="#">Pick Order/Container Select Screen</a>	Used to enter the order numbers/container numbers for which items will be picked.
<a href="#">Selected Orders/Containers List Screen</a>	Displays a list of the orders/containers entered on the Pick Order/Container Select Screen.
<a href="#">Picking Summary Screen</a>	Displays the number of locations from which to pick, the number of orders, and the number of containers that have associated picks for the trip.
<a href="#">Display Orders/Containers Selected for Picking Screen</a>	Use to view which selected orders/containers are pickable or may be unpickable.
<a href="#">Picking Location Screen</a>	Displays the location in the picking section from which to pick.
<a href="#">Confirm Skip Message Screen</a>	Use to confirm the skip of an item during the picking process.
<a href="#">Release Reservation Message Screen</a>	Use to release the assignment of an item to a handler during the picking process.
<a href="#">Confirm Skip and Release Reservation Message Screen</a>	Use to confirm the skip of an item and simultaneously release the assignment of an item to a handler during the picking process.
<a href="#">Pick Confirmation Screen</a>	Used to confirm that you have picked the displayed quantity of the displayed item.
<a href="#">Back Order Confirmation Screen</a>	Use to confirm the backordering of an item being picked from a location.
<a href="#">Pick Case Confirmation Screen</a>	Use to confirm the quantity of the case quantity item that needs to be picked of complete (whole) cases and loose (remaining) pieces for those orders that are not complete cases.
<a href="#">Replenishment Confirmation Screen</a>	Use to confirm the request for location replenishment.
<a href="#">Put Kit Component Back Screen</a>	Directs you to put back the kit components that have already been picked.
<a href="#">Order Information Screen</a>	Displays current information about the item being picked.
<a href="#">Alternate Locations Screen</a>	Displays a list of alternate locations in the warehouse from which the item can be picked.

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Title	Purpose
<a href="#">Decrement Pick Complete Screen</a>	Informs the handler that the decrement scans of the item being picked are complete.
<a href="#">Serial Number Screen</a>	Used to enter the serial number of the item you picked.
<a href="#">Interim to Stage Screen</a>	Used to move picked inventory from the interim location to a staging location.
<a href="#">Stage Location List Screen</a>	Lists stage locations currently staging inventory for an order or container.
<a href="#">Interim to Dock/Stage to Dock Screen</a>	Used to move picked inventory from the interim or stage location to the dock.
<a href="#">Pick Queue Filter Screen</a>	Used to further limit the number of picks you are required to make for this trip in the picking section.
<a href="#">Picking Section List Screen</a>	Use to review the list of selected picking sections where the handler will work.
<a href="#">Pick List Screen</a>	
<a href="#">Radio Frequency Picking Items Message Screen</a>	

---

## Picking Section Selection Screen

```
Pk Sec __ Scn Lbl _

Co _1 Auto Stage Y
Shipping Lbl Outq: WH5DEFAULT
Auto Print: N (Y/N)
F1=Stg F2=Pck F3=Rtn F4=Max
F9=Lst
```

The Picking Section Selection Screen displays after keying **6** and press **ENTER** on the [Task Selection Screen](#), if Radio Frequency Options (MENU RFFILE) for **Use Vehicle for Picking** is set to **N**; otherwise this screen displays after you key a vehicle number and press **ENTER** on the [Vehicle Identification Screen](#).

Use this screen to select the warehouse picking section that you are going to pick from and, if applicable, the starting and ending locations within the picking section you want to pick from.

Within Radio Frequency Options Maintenance (MENU RFFILE) the **Pick From Multiple Pick Sections** field determines how this screen processes. When set to **N**, the handler will enter a pick section and press **ENTER** to select the orders/containers to be picked from the selected pick section. When set to **Y**, the handler may enter multiple pick sections, pressing **ENTER** to verify each value and then press **F2=PCK** to select the orders/containers to be picked from the selected pick sections.

If more than one pick section is keyed, the rules associated with the first pick section will be used as the default for determining the pick prompt screen values. These are just defaults and can be overridden. Whatever is on the screen (and on the **F4=MAX** screen) at the time you press **F2=PICK** will be used.

**Travel Path Notes:** When you select the **All Pick Section** value, the order in which the pick sections are presented to the handler is the order they were entered into Picking Sections Maintenance (MENU WMFILE).

When you enter multiple pick sections the order in which the pick sections are presented to the handler is the reverse order of how they were keyed. For example, if picking sections K5, K2, K1, K4, the handler would be presented with the picks for picking section K4 first, then K1, K2, K5

### Example: Pick Queue View Directed Picking

#### Picking Sections Maintenance (MENU WMFILE)

- Pick section K1 is set to pick by order number, prompts for locations, and has a max value of 2 orders..
- Pick section K2 is set to pick by pick queue view, and does not prompt for locations.
- Pick section K3 is set to pick by pick queue view, does not prompt for locations, and has a max value of 5 orders.

Select pick section K1 and press **ENTER**, the **Scn Lbl** field defaults to **O** and the location prompts will be provided. You can fill these in now for all of your locations from all pick sections you will enter, wait until you've entered all your pick sections, then fill in a location range, or leave the start and end location fields blank and not select a range. If you press the **F4=MAX** key, you will see the max values for picking section K1.

Next, enter picking section K2 and press **ENTER**. The **Scn Lbl** field will still be set to **O** (from picking section K1) and if you press the **F4=MAX** key, the max values for picking section K1 will still be there.

However, if you change the value of the **Scn Lbl** field to **N** to pick by pick queue, key a range of locations, and then press **F2=PICK**, these overrides would prevail. You are now picking by pick queue, limited to the range of locations you entered, with a max of 2 orders (since the max values were not overridden). If prior to pressing **F2=PCK**, you used the **F4=MAX** function and changed the max values, those overrides would then be used.

Keep in mind, that even if you delete the first picking section in the list, the defaults will still remain as they have already been set. If these defaults are not desirable, you can override them.

### Picking Section Selection Screen Fields and Function Keys

Field/Function Key	Description
Pk Sec	<p>Use this field to select the picking section within this warehouse in which you are going to work.</p> <p><b>Valid Values:</b> A picking section number assigned to this warehouse in Picking Section Maintenance (MENU WMFILE). If the Pick Across All Pick Sections option is set to Y in Radio Frequency Options Maintenance (MENU RFFILE) you may also enter the All Pick Section Value defined in the same option. Alternatively, you may enter a list of up to 16 picking sections where the handler will work.</p> <p>(A 2) Required</p>

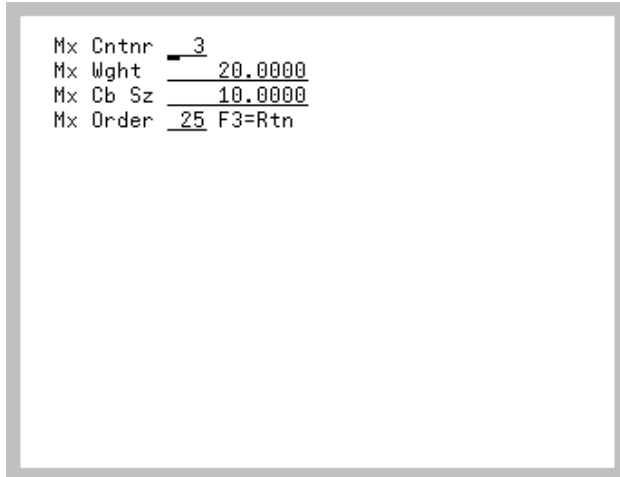
Field/Function Key	Description
Scn Lbl	<p>The value entered in this field determines if you are going to retrieve orders for picking by:</p> <ul style="list-style-type: none"> <li>• scanning/keying order numbers from a printed pick list.</li> <li>• scanning/keying box number labels from a printed pick list, or by scanning/keying tote or picking cart license plates.</li> <li>• having the system automatically tell you which items to pick</li> </ul> <p>Key <b>O</b> (orders) to determine items to pick by scanning/keying order numbers from a printed pick list.</p> <p>Key <b>C</b> (containers) to determine items to pick by scanning/keying box number labels from a printed pick list, or to determine items to pick by scanning/keying tote or picking cart license plates.</p> <p><b>Note:</b> <b>Scn Lbl</b> cannot be <b>C</b> if <b>Track Boxes = N</b> in Warehouse Management Options (MENU WMFILE) or if you are picking inventory for a work order.</p> <p>Key <b>N</b> (neither) to have the system automatically determine which items to pick based upon a pick queue.</p> <p><b>Default Value:</b> The value entered for the Display Scan Order/Container Screen in Picking Sections Maintenance (MENU WMFILE) for this warehouse and picking section.</p> <p><b>Note:</b> This default value will not be presented until you press <b>ENTER</b> or <b>F4=MAX</b>.</p> <p><b>Valid Values:</b> <b>O</b> (orders), <b>C</b> (containers), or <b>N</b> (neither).</p> <p>(A 1) Required</p>
Str	<p>The <b>Str</b> field is not displayed if <b>Prompt for Start and End Locations</b> is set to <b>N</b> in Picking Sections Maintenance (MENU WMFILE) for this warehouse and picking section.</p> <p>If <b>Prompt for Start and End Locations</b> is set to <b>Y</b>, the <b>Str</b> field is displayed when the <b>All Section Value</b> entered in Radio Frequency Option Maintenance (MENU RFFILE) is entered and the <b>F2=PCK</b> key is pressed.</p> <p>Use this field to select the starting location of the warehouse area to begin picking.</p> <p>Scan /key the starting warehouse location.</p> <p><b>Valid Values:</b> A warehouse location defined in Location Master Maintenance (MENU WMFILE) that is within the selected picking section.</p> <p>(A 16) Optional</p>

Field/Function Key	Description
End	<p>The <b>End</b> field is not displayed if <b>Prompt for Start and End Locations</b> is set to <b>N</b> in Picking Sections Maintenance (MENU WMFILE) for this warehouse and picking section.</p> <p>If <b>Prompt for Start and End Locations</b> is set to <b>Y</b>, the <b>End</b> field is displayed when the <b>All Section Value</b> entered in Radio Frequency Option Maintenance (MENU RFFILE) is entered and the <b>F2=PK</b> key is pressed.</p> <p>Use this field to select the ending location of the warehouse area to end the picking process.</p> <p>Scan/key the ending warehouse location.</p> <p><b>Valid Values:</b> A warehouse location defined in Location Master Maintenance (MENU WMFILE) that is within the selected picking section.</p> <p>(A 16) Optional</p>
Co	<p>Use this field to select the company for which you will pick orders. You may use the default value, or you may key in a different company number.</p> <p>If <b>Company Number</b> on the Pick Queue View Maintenance Screen (MENU RFFILE) is one of the fields being used to determine the sequence order for retrieving picks, then the value entered in this field will be ignored and you can perform picks for multiple companies.</p> <p><b>Default Value:</b> 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)</p> <p><b>Valid Values:</b> A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Required</p>
Auto Stage	<p>This field appears only if the Radio Frequency Options (MENU RFFILE) <b>Move stock to stage at pick time</b> for the warehouse are set to <b>Y</b>.</p> <p>Use this field to specify whether you want to stage picked items immediately after picking all the reservations for the orders, containers, and queue.</p> <p>Key <b>Y</b> to stage items immediately after picking.</p> <p>Key <b>N</b> if you don't want to stage items immediately after picking.</p> <p><b>Default Value:</b> Y</p> <p>(A 1) Required</p>

Field/Function Key	Description
Shipping Lbl Outq	<p>Use this field to specify the output queue where customer shipping labels will print.</p> <p><b>Valid Values:</b> Any valid IBM i output queue.</p>
Auto Print	<p>Use this field to specify whether or not a customer shipping label will be printed automatically after RF picking is complete.</p> <p>Only one label per item will be automatically printed. Additional labels can be printed using the <b>F11=LBL</b> key on the <a href="#">Pick Confirmation Screen</a> or the <a href="#">Pick Case Confirmation Screen</a>.</p> <p><b>Default Value:</b> N</p>
F1=Stg	<p><b>F1=STG</b> appears only if the Radio Frequency Options (MENU RFFILE) <b>Move stock to stage at pick time</b> for the warehouse is set to <b>Y</b>.</p> <p>Press <b>F1=STG</b> to stage the picked items.</p>
F2=Pck	<p>The <b>F2=PCK</b> function key only displays when <b>Pick From Multiple Pick Sections</b> is set to <b>Y</b> through Radio Frequency Option Maintenance (MENU RFFILE).</p> <p>Press <b>F2=PCK</b> to proceed through the picking process.</p> <p>If the <b>Scn Lbl</b> field is blank, press <b>ENTER</b> is used to confirm your selections and to display the default <b>Scn Lbl</b> value. Additionally, if Picking Sections Maintenance (MENU WMFILE) <b>Prompt for Start and End Locations</b> is set to <b>Y</b>, the <b>Str</b> and <b>End</b> fields will display.</p> <p>If the <b>Scn Lbl</b> field is not blank, press <b>ENTER</b> is used to confirm your selections. Additionally, if Picking Sections Maintenance (MENU WMFILE) <b>Prompt for Start and End Locations</b> is set to <b>Y</b>, the <b>Str</b> and <b>End</b> fields will display.</p> <p>If the <b>Scn Lbl</b> field is <b>O</b> or <b>C</b>, press <b>F2=PCK</b> to display the Pick Order/ Container Select Screen.</p> <p><b>Note:</b> <b>Scn Lbl</b> cannot be <b>C</b> if <b>Track Boxes = N</b> in Warehouse Management Options (MENU WMFILE).</p> <p>If the <b>Scn Lbl</b> field is <b>N</b>, press <b>F2=PCK</b> to display the <a href="#">Pick Queue Filter Screen</a> will display.</p>
F3=Rtn	<p>The <b>F3=RTN</b> function key is non-display.</p> <p>Press <b>F3=RTN</b> to return to the <a href="#">Task Selection Screen</a>.</p>
F4=Max	<p>If a value has been keyed in the <b>Scn Lbl</b> field, press <b>F4=MAX</b> to display the <a href="#">Maximum Trip Size Screen</a>. If the <b>Scn Lbl</b> field is blank, press <b>F4=MAX</b> to display the Scn Lbl default value and, if applicable, the <b>Str</b> and <b>End</b> fields. A valid value must be keyed in the <b>Pk Sec</b> field before you press <b>F4=MAX</b>.</p>

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume here. The <a href="#">Confirm Task Suspension Screen</a> appears.</p>
F9=Lst	<p>The <b>F9=LST</b> function key only displays when <b>Pick From Multiple Pick Sections</b> is set to <b>Y</b> through Radio Frequency Option Maintenance (MENU RFFILE).</p> <p>Use <b>F9=LST</b> to view a list of the picking sections that have been selected for the handler. The <a href="#">Picking Section List Screen</a> displays.</p>
Enter	<p>When <b>Pick From Multiple Pick Sections</b> is set to <b>N</b> through Radio Frequency Option Maintenance (MENU RFFILE), press <b>ENTER</b> to proceed as follows:</p> <p>Different screen results will be displayed depending upon if this is the first or second time the <b>ENTER</b> key has been pressed since the display of this Picking Section Selection Screen.</p> <p>If the <b>Scn Lbl</b> field is blank, the first time you press <b>ENTER</b> is used to confirm your selections and to display the default <b>Scn Lbl</b> value. Additionally, if Picking Sections Maintenance (MENU WMFILE) is set to <b>Prompt for Start and End Locations</b> is set to <b>Y</b>, the <b>Str</b> and <b>End</b> fields will display.</p> <p>If the <b>Scn Lbl</b> field is not blank, the first time you press <b>ENTER</b> is used to confirm your selections. Additionally, if Picking Sections Maintenance (MENU WMFILE) is set to <b>Prompt for Start and End Locations</b> = <b>Y</b>, the <b>Str</b> and <b>End</b> fields will display.</p> <p>If the <b>Scn Lbl</b> field is <b>O</b> or <b>C</b>, the second time you press <b>ENTER</b> the <a href="#">Pick Order/ Container Select Screen</a> will display.</p> <p><b>Note:</b> <b>Scn Lbl</b> cannot be <b>C</b> if <b>Track Boxes</b> is set to <b>N</b> in Warehouse Management Options (MENU WMFILE).</p> <p>If the <b>Scn Lbl</b> field is <b>N</b>, the second time you press <b>ENTER</b> the Pick Queue Filter Screen will display.</p> <p>When <b>Pick From Multiple Pick Sections</b> is set to <b>Y</b> through Radio Frequency Option Maintenance (MENU RFFILE), scan/key a pick section and press <b>ENTER</b> to validate the data and record the pick section. When all pick sections have been scanned/keyed, press <b>F2=PCK</b> to proceed with picking.</p>

## Maximum Trip Size Screen



The Maximum Trip Size Screen displays after pressing **F4=MAX** on the [Picking Section Selection Screen](#), or on the [Pick Queue Filter Screen](#). Use this screen to observe the maximums you can pick in one trip when orders are being automatically retrieved from the pick queue. These maximum values are established for each pick section in Picking Sections Maintenance (MENU WMFILE).

If orders are being retrieved by scanning/keying order numbers or container numbers instead of using the directed picking queue, the maximum values displayed here are ignored.

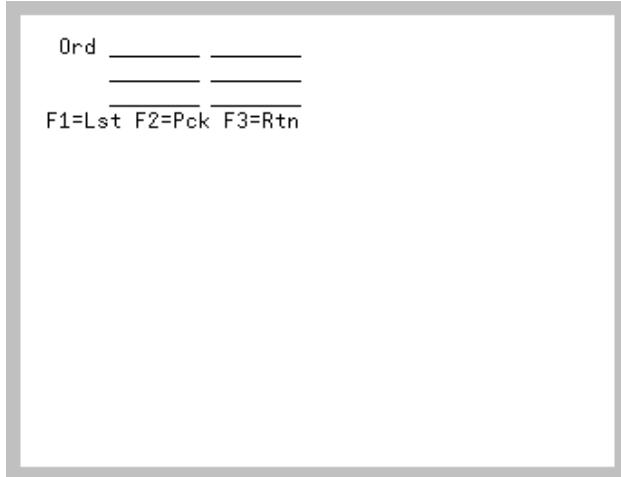
Change these maximum values to be used for this picking run or accept the defaults.

### Maximum Trip Size Screen Fields and Function Keys

Field/Function Key	Description
Mx Cntnr	<p>The maximum number of containers to be picked in one trip. You can change the value here and the changed value will be saved for as long as you are signed on to the picking task, or until you change the picking section. If you sign off from the picking task or if you change picking sections, this field reverts back to its default value.</p> <p><b>Default Value:</b> The value in the <b>Maximum Trip Size: Containers</b> field in Picking Sections Maintenance (MENU WMFILE) based on the selected pick section.</p> <p>(N 3,0) Optional</p>

Field/Function Key	Description
Mx Wght	<p>The maximum weight of items to be picked in one trip. You can change the value here and the changed value will be saved for as long as you are signed on to the picking task, or until you change the picking section. If you sign off from the picking task or if you change picking sections, this field reverts back to its default value.</p> <p><b>Default Value:</b> The value in the <b>Maximum Trip Size: Weight</b> field in Picking Sections Maintenance (MENU WMFILE) based on the selected pick section.</p> <p>(N 11,4) Optional</p>
Mx Cb Sz	<p>The maximum number of cubes to be picked in one trip. You can change the value here and the changed value will be saved for as long as you are signed on to the picking task, or until you change the picking section. If you sign off from the picking task or if you change picking sections, this field reverts back to its default value.</p> <p><b>Default Value:</b> The value in the <b>Maximum Trip Size: Cubes</b> field in Picking Sections Maintenance (MENU WMFILE) based on the selected pick section.</p> <p>(N 11,4) Optional</p>
Mx Order	<p>The maximum number of orders to be picked in one trip. You can change the value here and the changed value will be saved for as long as you are signed on to the picking task, or until you change the picking section. If you sign off from the picking task or if you change picking sections, this field reverts back to its default value.</p> <p><b>Default Value:</b> The value in the <b>Maximum Trip Size: Orders</b> field in Picking Sections Maintenance (MENU WMFILE) based on the selected pick section.</p> <p>(N 3,0) Optional</p>
F3=Rtn	<p>Press <b>F3=RTN</b> to return to the <a href="#">Picking Section Selection Screen</a>, or the <a href="#">Pick Queue Filter Screen</a>.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections. The <a href="#">Picking Section Selection Screen</a> or the <a href="#">Pick Queue Filter Screen</a> displays with the updated trip size fields for this pick process.</p>

## Pick Order/Container Select Screen



The screenshot shows a terminal-style interface. At the top, the label 'Ord' is followed by two horizontal lines representing input fields. Below these fields, the text 'F1=Lst F2=Pck F3=Rtn' is displayed, indicating the functions of the function keys.

The Pick Order/Container Select Screen displays after the second time **ENTER** is pressed on the [Picking Section Selection Screen](#) when the **Scn Lbl** field is **O** or **C**. when **Pick From Multiple Pick Sections** is set to **N** through Radio Frequency Option Maintenance (MENU RFFILE).

When **Pick From Multiple Pick Sections** is set to **Y** through Radio Frequency Option Maintenance (MENU RFFILE), this screen displays by pressing the **F2=PCK** function key on the [Picking Section Selection Screen](#).

Within Picking Sections Maintenance (MENU WMFILE), based on the **Display Scan Order/Container Screen** field value, this screen will prompt for either order numbers or container (box) numbers.

Use this screen to scan/key up to a maximum of 48 orders/containers for picking from a printed pick list, from containers passed to you from another pick section, or from printed case labels. You may scan/key six orders/containers at a time, and then press **ENTER** to accept the scanned/keyed orders/containers which clears the selection fields, and allow you to enter six more order/container numbers. If you press **ENTER** to attempt to enter more than the maximum of 48 orders/containers, you will get a warning message to begin picking because you have selected the maximum number of orders/ containers.

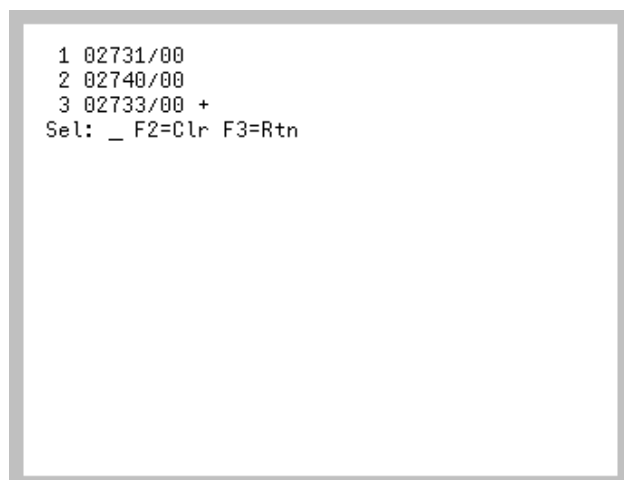
## Pick Container/Order Select Screen Fields and Function Keys

Field/Function Key	Description
Ord	<p>Use the order fields to scan/key orders for picking from a printed pick list. You may scan/key six orders at a time, and then press <b>ENTER</b> to clear the order fields and allow you to enter six more orders. You may scan/key a maximum of 48 orders. You must scan/key the order number with its generation number.</p> <p><b>Valid Values:</b> An order with a status of pick list printed. Pick lists are printed for an individual order on the End Order Screen of Enter, Change &amp; Ship Orders (MENU OEMAIN), or for one or more orders through Print Pick Lists (MENU OEMAIN).</p> <p>(6 @ N 7,0) Optional</p>
Contrn	<p>Use the container fields to scan/key containers for picking from a printed pick list, from containers passed to you from another pick section, or from printed case labels. You may scan/key six containers at a time, and then press <b>ENTER</b> to clear the container fields and allow you to enter six more containers. You may scan/key a maximum of 48 containers.</p> <p><b>Valid Values:</b> A container number or case label assigned by Distribution A+ when the pick list is printed, or a new container number that was scanned in on the <a href="#">Pick Confirmation Screen</a>. Pick lists are printed for an individual order on the End Order Screen of Enter, Change &amp; Ship Orders (MENU OEMAIN), or for one or more orders through Print Pick Lists (MENU OEMAIN).</p> <p>(6 @ A 5) Optional</p>
F1=Lst	<p>Press <b>F1=LST</b> to display the <a href="#">Selected Orders/Containers List Screen</a> to view the orders selected for picking thus far.</p>
F2=Pck	<p>Press <b>F2=PCK</b> to display the <a href="#">Picking Summary Screen</a>. You must have scanned/keyed at least one order/container for picking before pressing <b>F2=PCK</b>.</p>
F3=Rtn	<p>The <b>F3=RTN</b> function key is non-display. Press <b>F3=RTN</b> to return to the <a href="#">Picking Section Selection Screen</a>.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display. Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume here. The <a href="#">Confirm Task Suspension Screen</a> appears.</p>

Field/Function Key	Description
Enter	<p>Different screen results will be displayed depending upon if this key is pressed with any order numbers present in any of the six fields.</p> <p>If you scanned/keyed an order number in any of the six fields, press <b>ENTER</b> to select up to six more orders at a time for picking. When you press <b>ENTER</b>, the fields containing orders that you scanned/keyed will be cleared, allowing you to scan/key six more orders. You may scan/key up to a maximum of 48 orders.</p>

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## Selected Orders/Containers List Screen



The Selected Orders/Containers List Screen displays after the pressing **F1=LST** on the [Picking Section Selection Screen](#). Use this screen to display the list of orders/containers you have selected for picking, or to delete orders/containers from this list.

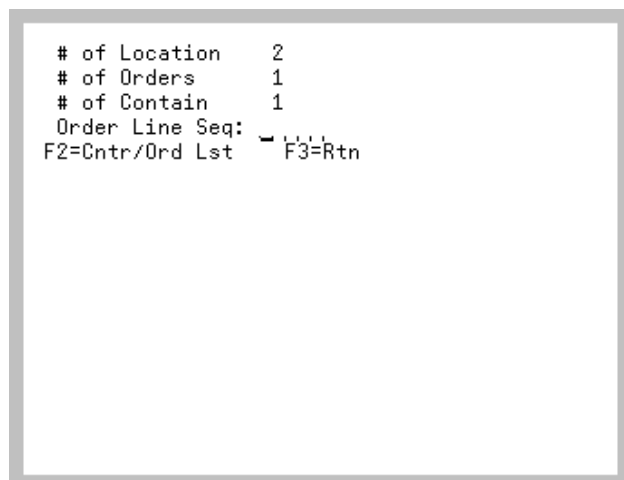
**Note:** **+** displays when there are more than 3 orders/containers scanned/keyed for picking. Use the **PAGE UP** / **PAGE DOWN** or the **F7=ROLL UP** / **F8=ROLL DOWN** keys to review the full list of scanned/keyed orders/containers.

### Selected Orders/Containers List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field is used to reference one of the displayed orders/containers. Key this number in the <b>Sel</b> field to select an order/container for deletion from the list. Display
(Order Number/ Gn) / (Container)	These fields displays either the order number and generation number of orders or the container (box ID) number selected for picking via the <a href="#">Pick Order/Container Select Screen</a> . Display
Sel	Use this field to select an order/container to be deleted from the list. Key the reference number of the order/container to be selected. (N 1,0) Optional
F2=Clr	If you have entered a reference number in the <b>Sel</b> field, press <b>F2=CLR</b> to delete the selected order/container from the list. If you leave the <b>Sel</b> field blank, press <b>F2=CLR</b> to delete all the orders/containers from the list.

Field/Function Key	Description
F3=Rtn	The <b>F3=RTN</b> function key is non-display. Press <b>F3=RTN</b> to return to the <a href="#">Pick Order/Container Select Screen</a> .
F7=Page Down	The <b>F7=PAGE DOWN</b> function key is non-display. Use <b>F7=PAGE DOWN</b> allows you to return to the previous view of the orders/ containers scanned/keyed for picking. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.
F8=Page Up	The <b>F8=PAGE UP</b> function key is non-display. Use <b>F8=PAGE UP</b> to view the next orders/containers scanned/keyed for picking. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.
Enter	Press <b>ENTER</b> to return to the <a href="#">Pick Order/Container Select Screen</a> .

## Picking Summary Screen



The Picking Summary Screen displays after:

- scanning/keying at least one order/container for picking and press **F2=PCK** on the [Pick Order/ Container Select Screen](#)
- pressing **F2=PCK** on the [Pick Queue Filter Screen](#)
- pressing **F2=CNT** on the [Picking Location Screen](#).

Use this screen to review the number of locations to be picked from, the number of orders to be picked, and the number of containers that has associated picks (if applicable) for this trip. If applicable, you will also have the option to select an order line sequence number.

Orders/containers will be considered available to be picked based on the selections for company, pick section, start/end locations entered on the [Picking Section Selection Screen](#) compared to reservations made for items in orders that are in pick list printed status.

### Picking Summary Screen Fields and Function Keys

Field/Function Key	Description
# of Location	The number of locations to be picked from. Display
# of Orders	The number of orders to be picked. Display
# of Contain	This field displays the number of containers to be picked. This field will be blank if <b>Track Boxes</b> is set to <b>N</b> in Warehouse Management Options (MENU WMFILE). Display

Field/Function Key	Description
Order Line Seq	<p>This field displays on this screen only if:</p> <ul style="list-style-type: none"> <li>• <b>Y</b> was selected in the <b>Allow Order Line Sequence Option</b> field on the Task Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE)</li> <li>• You are picking by order (<b>Scn Lbl</b> field on the Picking Section Selection Screen in RF Picking is set to <b>O</b>)</li> <li>• You are picking one order (multiple orders are not being scanned/keyed during RF Picking)</li> <li>• Boxing is not being used</li> </ul> <p>Use this field to identify the order sequence you would like to start with during the RF Picking process. This is beneficial for large orders, where the picker would look at all items on the pick ticket to configure the best grouping of the item for a pallet. During the RF Picking process, you may want to pick items on the pick different than the pick sequence specified. For example, you may want to pick all the heaviest items first.</p> <p>The order sequence currently generates on the right-most column of the pick ticket. If this field is left blank, the picking process will retrieve warehouse reservations in the pick sequence defined at the order level. If you enter a value in this field, you will be brought directly to the reservations for the order sequence specified.</p> <p>Key the line sequence associated with the item you want to pick first. For example, if sequence 001 was associated with item A100 and you wanted to pick A100 first, key 001 in this field. Note that the Item Number and Item Description will display on the Picking Location Screen to help verify that the correct order sequence was entered.</p> <p>(N 5,0) Optional</p>
F2=Cntr/Ord	<p>The <b>F2=CNTR/ORD</b> only appears when order numbers or containers (box numbers) were entered on the <a href="#">Pick Order/Container Select Screen</a>.</p> <p>Press <b>F2=CNTR/ORD</b> to view the disposition of the orders or containers that were entered by the handler on the <a href="#">Display Orders/Containers Selected for Picking Screen</a>.</p>
F3=Rtn	<p>Press <b>F3=RTN</b> to return to the previous screen. The <a href="#">Pick Order/Container Select Screen</a>, <a href="#">Pick Queue Filter Screen</a>, or the <a href="#">Picking Location Screen</a> will display.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume here. The <a href="#">Confirm Task Suspension Screen</a> appears.</p>

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Field/Function Key	Description
Enter	Press <b>ENTER</b> to display the <a href="#">Picking Location Screen</a> if that screen has not yet been displayed for this pick trip. If that screen has been previously displayed for this pick trip, the <b>ENTER</b> key is non-functional and you would use <b>F3=RTN</b> to return to the previous screen.

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## Display Orders/Containers Selected for Picking Screen

```

0161Y    0161W    0161X
0161Y    0161Z    01610
01613    0162B    0162C
0162D    0162E    0163Z
01635    0164R    0165C
0165D    0165E    0165F
0165K    0165N    0165Q
0165T    0165W    0165Z
01651    01653    01654
01656    01659    0166C
0166F    0166I    0166L
01660    0166R    0166U    +
F1=Pickable      F3=Rtn

```

The Display Orders/Containers Selected for Picking Screen displays after pressing **F2=CNTR/ORD** on the [Picking Summary Screen](#). Use this screen to review the selected orders/containers to be picked and the availability of those orders/containers for the pick process.

Orders/containers will be considered pickable or unpickable based on the selections for company, warehouse, pick section, start/end locations entered on the [Picking Section Selection Screen](#) compared to reservations made for items in sales orders/work orders that are in pick list printed status, not in pick-ready status, and/or there are no location reservations found.

**Note:** + displays when there are more than 36 orders/containers scanned/keyed for picking. Use the **PAGE UP** / **PAGE DOWN** or the **F7=ROLL UP** / **F8=ROLL DOWN** keys to review the full list of scanned/keyed orders/containers.

### Display Containers/Orders Selected for Picking Screen Fields and Function Keys

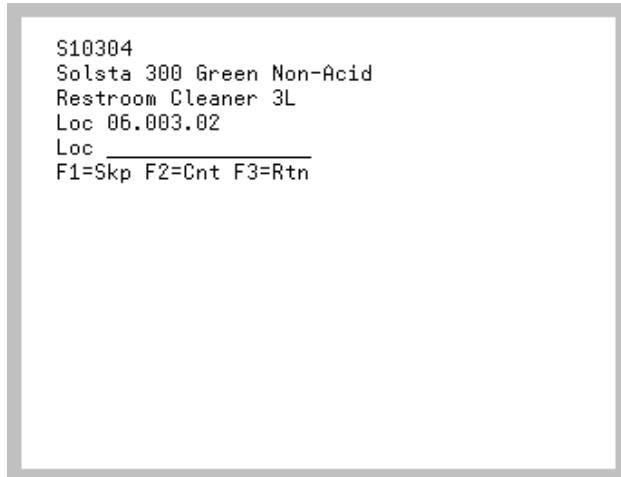
Field/Function Key	Description
(Order/Gn or Ctr/Box)	The order/generation numbers or the container (box) numbers selected for picking on the <a href="#">Pick Order/Container Select Screen</a> . Display
F1=Un-Pickable / F1=Pickable	Press the <b>F1=UN-PICKABLE</b> / <b>F1=PICKABLE</b> toggle key to change the display of orders/containers from those that can be picked to those that cannot be picked.
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Picking Summary Screen</a> .
F7=Page Down	The <b>F7=PAGE DOWN</b> function key is non-display. Use <b>F7=PAGE DOWN</b> allows you to return to the previous view of the orders/ containers scanned/keyed for picking. Some devices may have keys that say <b>F7=ROLL UP</b> for this function.

---

Field/Function Key	Description
F8=Page Up	<p>The <b>F8=PAGE UP</b> function key is non-display.</p> <p>Use <b>F8=PAGE UP</b> to view the next orders/containers scanned/keyed for picking. <b>+</b> appears at the bottom of the list to indicate that more data is available for viewing. Some devices may have keys that say <b>F8=ROLL DOWN</b> for this function.</p>

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## Picking Location Screen



The Picking Location Screen displays after press **ENTER** on the Picking Summary Screen. This screen will display the item number and item descriptions and the location within the picking section for you to pick from. If you entered a picking section starting and ending location on the [Picking Section Selection Screen](#), only a location within those parameters will be shown.

If you entered an order sequence on the [Picking Summary Screen](#), only the reservation record will be retrieved for the specified order sequence.

If **Location Scan Required** is set to **Y** on the Radio Frequency Options Screen (MENU RFFILE), you will be required to scan/key the location before you can begin picking.

For any reservations that were not released when **F1=SKP** is used, after the handler has picked all the other reservations, processing will return to this [Picking Location Screen](#) and will show the first reservation that was skipped. This re-display process will continue until the reservation is picked, or is skipped with the **Release Reservation** set to **Y**.

## Picking Location Screen Fields and Function Keys

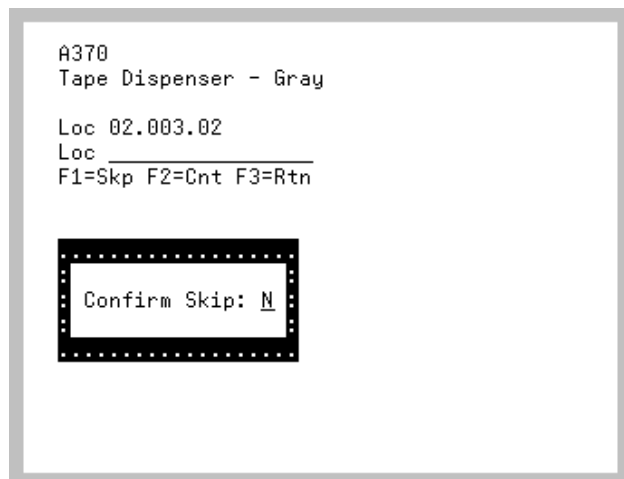
Field/Function Key	Description
Item Number/Item Descriptions	<p>This field displays the item number and descriptions of the item you will be picking. Only the first item in the location being picked will be shown on this screen.</p> <p><b>Note:</b> If the item number is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number. Additionally, if the item number is for a GTIN or UPC code, and the GTIN or UPC code's location selected stocks the item in a different U/M than the GTIN U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p>Display</p>
(Begin Picking) Loc	<p>This field prompts you as to the location at which you can begin picking.</p> <p>Display</p>
Loc	<p>This field appears only if the <b>Location Scan Required</b> field is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>Use this field to scan/key the location from which you want to begin picking.</p> <p><b>Valid Values:</b> A location within the picking section, and if applicable, within the starting and ending location you entered on the <a href="#">Picking Section Selection Screen</a>.</p> <p>(N 16,0) Required</p>
F1=Skp	<p>Press <b>F1=SKP</b> to skip picking items from this location for this trip. You can pick items from this location again if you reselect this picking section in the <a href="#">Picking Section Selection Screen</a>.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>N</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Confirm Skip and Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>N</b>, the <a href="#">Confirm Skip Message Screen</a> displays.</p>
F2=Cnt	<p>Press <b>F2=Cnt</b> to display the <a href="#">Picking Summary Screen</a> to review the number of locations to be picked from, the number of orders to be picked, and the number of containers to be filled (if applicable).</p>

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Field/Function Key	Description
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Picking Summary Screen</a> .
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume here. The <a href="#">Confirm Task Suspension Screen</a> appears.
Enter	<p>If <b>Location Scan Required</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), and you scanned (or keyed) a location on the Loc field, press <b>ENTER</b> to confirm your selection and to display the <a href="#">Pick Confirmation Screen</a>.</p> <p>If <b>Location Scan Required</b> is set to <b>N</b> on the Radio Frequency Options Screen (MENU RFFILE), then the <b>Loc</b> field for you to scan/key the location from which you want to begin picking will not be displayed. Press <b>ENTER</b> and the system will assume that you are at the correct location for picking and then display the <a href="#">Pick Confirmation Screen</a>.</p> <p><b>Note:</b> If <b>Location Scan Required</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), you must scan/key a location before you press <b>ENTER</b>.</p>

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## Confirm Skip Message Screen

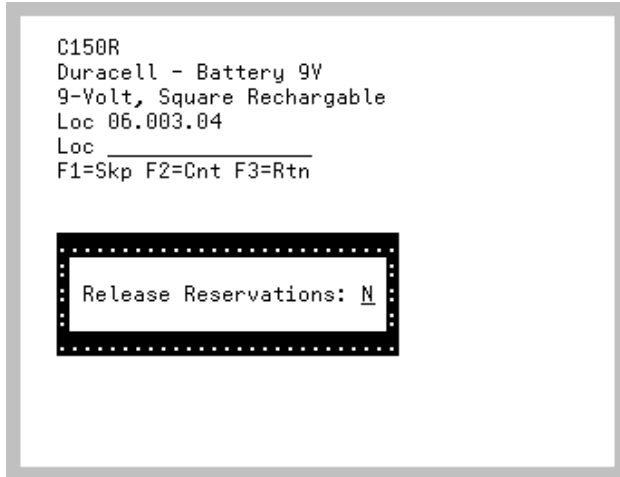


The Confirm Skip Message Screen appears as a pop-up window after pressing **F1=SKP** on the [Picking Location Screen](#), [Pick Confirmation Screen](#), or the [Pick Case Confirmation Screen](#) when the **Confirm F1=Skp** option is set to **Y** and the **Allow override of reservation release on F1=Skp** is set to **N** in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse.

### Confirm Skip Message Screen

Field/Function Key	Description
Confirm Skip	<p>Use this pop-up message window to confirm that the <b>F1=SKP</b> was correctly pressed by the handler.</p> <p>Key <b>N</b> to not skip the pick process for the selected item/location.</p> <p>Key <b>Y</b> to confirm skipping the pick process for the selected item/location at this time.</p> <p><b>Default Value:</b> Y or N based on the <b>Confirm F1=Skip Default</b> field in Radio Frequency Options Maintenance (MENU RFFILE)</p> <p>(A 1) Required</p>
Enter	<p>When <b>Confirm Skip</b> is set to <b>N</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a> and continue the picking process.</p> <p>When <b>Confirm Skip</b> is set to <b>Y</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a>. The next item is displayed to the handler for picking.</p>

## Release Reservation Message Screen



The Release Reservation Message Screen appears as a pop-up window after pressing **F1=SKP** on the [Picking Location Screen](#), [Pick Case Confirmation Screen](#) or the [Pick Confirmation Screen](#), when the **Confirm F1=Skp** option is set to N and the **Allow override of reservation release on F1=Skp** is set to Y in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse.

### Release Reservation Message Screen

Field/Function Key	Description
Release Reservation	<p>Use this pop-up message window to confirm that the F1=SKP was correctly pressed by the handler.</p> <p>Key <b>N</b> to not release the reservation of the item from the handler picking the order for the selected item/location.</p> <p>Key <b>Y</b> to release the reservation of the item from the handler picking the order for the selected item/location at this time.</p> <p><b>Default Value:</b> Y or N based on the <b>Allow override of reservation release on F1=Skp Default</b> field in Radio Frequency Options Maintenance (MENU RFFILE)</p> <p>(A 1) Required</p>

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Field/Function Key	Description
Enter	<p>When <b>Release Reservations</b> is set to <b>N</b>, press <b>ENTER</b> to display the next item to be picked on either the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a>. Once all items assigned to the handler in this pick have been completed, the skipped items will be displayed again for picking.</p> <p>When <b>Release Reservation</b> is set to <b>Y</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a>. The items' reservation assignments to this handler is cleared and the item is available for assignment to another handler for picking.</p>

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## Confirm Skip and Release Reservation Message Screen



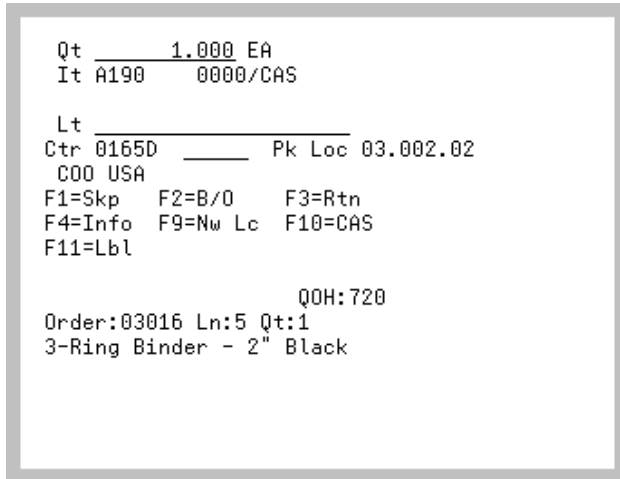
The Confirm Skip and Release Reservation Message Screen appears as a pop-up window after pressing **F1=SKP** on the [Picking Location Screen](#), [Pick Case Confirmation Screen](#) or the [Pick Confirmation Screen](#), when the **Confirm F1=Skp** option is set to **Y** and the **Allow override of reservation release on F1=Skp** is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse.

### Confirm Skip and Release Reservation Message Screen

Field/Function Key	Description
Confirm Skip	<p>Use this pop-up message window to confirm that the <b>F1=SKP</b> was correctly pressed by the handler.</p> <p>Key <b>N</b> to not skip the pick process for the selected item/location.</p> <p>Key <b>Y</b> to confirm skipping the pick process for the selected item/location at this time.</p> <p><b>Default Value:</b> Y or N based on the <b>Confirm F1=Skip</b> Default field in Radio Frequency Options Maintenance (MENU RFFILE)</p> <p>(A 1) Required</p>

Field/Function Key	Description
Release Reservation	<p>Use this pop-up message window to confirm that the <b>F1=SKP</b> was correctly pressed by the handler.</p> <p>Key <b>N</b> to not release the reservation of the item from the handler picking the order for the selected item/location.</p> <p>Key <b>Y</b> to release the reservation of the item from the handler picking the order for the selected item/location at this time.</p> <p><b>Default Value:</b> Y or N based on the <b>Allow override of reservation release on F1=Skp</b> Default field in Radio Frequency Options Maintenance (MENU RFFILE)</p> <p>(A 1) Required</p>
Enter	<p>When <b>Confirm Skip</b> is set to <b>N</b> and <b>Release Reservations</b> is set to <b>N</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a> and continue the picking process.</p> <p>When <b>Confirm Skip</b> is set to <b>N</b> and <b>Release Reservations</b> is set to <b>Y</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a> and continue the picking process. The items' reservation assignments to this handler is cleared and the item is available for assignment to another handler for picking.</p> <p>When <b>Confirm Skip</b> is set to <b>Y</b> and the <b>Release Reservations</b> is set to <b>N</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a>. The next item is displayed to the handler for picking. Once all items assigned to the handler in this pick have been completed, the skipped items will be displayed again for picking.</p> <p>When <b>Confirm Skip</b> is set to <b>Y</b> and the <b>Release Reservation</b> is set to <b>Y</b>, press <b>ENTER</b> to return to the <a href="#">Picking Location Screen</a>, <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a>. The next item is displayed to the handler for picking. The items' reservation assignments to this handler is cleared and the item is available for assignment to another handler for picking.</p>

## Pick Confirmation Screen



If **Location Scan Required** is set to **Y** on the Radio Frequency Options Screen (MENU RFFILE), the [Pick Confirmation Screen](#) displays after scanning/keying the location to pick from and press **ENTER** on the [Picking Location Screen](#); otherwise, leave the location field blank and this screen displays after you press **ENTER** on the [Picking Location Screen](#)

Use this screen to confirm that you have picked the displayed quantity of the displayed item. This screen can also be used to skip the picking of this item, backorder this item, display an information screen about this item and order, or select an alternate location for this item to be picked from.

When using UPC codes, the handler will be required to scan/key a UPC code that is associated with the unit of measure entered on the [Pick Confirmation Screen](#) for that item. The handler will not be able to continue until he/she has scanned/keyed a UPC unit of measure that is equal to the quantity unit of measure entered on the screen for the item.

The fields displayed on this screen will vary depending upon the following conditions:

- If the item to be picked is a lot item, then **Lt** will appear instead of **It** on line 3 of the display.
- If **Track Boxes** is set to **N** in Warehouse Management Options (MENU WMFILE), then **Ord** will appear instead of **Ctr** on line 5 of the display.
- If **Track Boxes** is set to **Y** in Warehouse Management Options (MENU WMFILE), and no container has been assigned to this item, then **Ctr** will be displayed on line 5 of the display followed by **NEW** where the box number normally appears.

When using decrement picking, 4 additional lines of information display below the function keys: a message line, the quantity on hand, order number, order line number, quantity scanned, item description.

**Note: -**

- 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.

- 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.
- If the **Prevent Pick of Mismatched UPC/GTIN & UOM** field is set to **Y** though Radio Frequency Warehouse Options Maintenance (MENU RFFILE), the handler will be required to enter/scan a UPC code/GTIN that is associated with the unit of measure entered on this screen for that item. The handler will not be able to continue until he/she has entered/scanned a UPC code/GTIN with a unit of measure that is equal to the quantity unit of measure entered on the screen for the item.

### Pick Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Qt	<p>This field prompts you as to the quantity of this item to pick from this location.</p> <p>The item’s unit of measure is displayed to the right of the quantity field.</p> <p>You may accept the displayed default value, or key a lesser quantity to pick. If you key a lesser quantity, you will still be required to pick or backorder the remaining quantity, or skip the partially picked item. Note that if the quantity is zero or less, the system will not allow the new location functionality to process, and you will receive an error message.</p> <p>Refer to <b>F10=CAS</b> for case quantity items.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> The quantity of this item to pick from the current location, for this order.</p> <p>(N 10,3) / (A40 w/RF identifiers) Required</p>
It	<p>This field displays the item number of the item you are to pick from this location. If the item is a case quantity item, then the case quantity and case unit of measure will be displayed to the right of the item number. If the item is a lot number item, the requested lot number to pick will be displayed to the right of the item number. Additionally, if the lot item also has an expiration date, that date will also be displayed to the right of the lot number.</p> <p>Display</p>

Field/Function Key	Description
It / Lt	<p>Use this field to scan/key the item or lot you are picking, if required, or simply press <b>ENTER</b> to signify that you have picked the displayed quantity of the required item or lot.</p> <p>If <b>Lt</b> is displayed for this field, and if <b>Scan Items</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then this field is required.</p> <p>If <b>Lt</b> is displayed for this field, and if <b>Scan Lots</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then this field is required. Also, if Lt is displayed for this field, the requested lot for you to pick will be displayed to the right of the item number.</p> <p>If the item number scanned is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number. Additionally, if the item number scanned is for a GTIN or UPC code, and the GTIN or UPC code's location selected stocks the item in a different U/M than the GTIN's U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p><b>Note:</b> If <b>Lt</b> is displayed, and both <b>Scan Lots</b> is set to <b>Y</b> and <b>Change Lots</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then you will be allowed to scan/key a different lot than the displayed lot if desired.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE). Also, the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 27 or A 20) (A 40 w/RF Identifiers) Required/Optional</p>

Field/Function Key	Description
Ctr / Ord	<p>Use this field to scan/key the container number or order number, whichever is being requested, for the item being picked. If the order number is being requested, the order's generation number is not needed here. If <b>Ctrl</b> is displayed on line 5, you must scan/key either the displayed container, or an empty container. If <b>NEW</b> is also displayed on line 5 of the display, scan/key the container number of a new container to assign to this item and order.</p> <p><b>Default Value:</b> The default value for this field can vary, based upon the following:</p> <ul style="list-style-type: none"> <li>• If <b>Ctrl</b> is displayed on line 5 of the display and <b>Select Box by Size</b> is set to <b>A</b> in Warehouse Management Options (MENU WMFILE), then the box number that the system has selected for this item will be displayed.</li> <li>• If <b>Ctrl</b> is displayed on line 5 of the display, <b>Select Box by Size</b> is set to <b>L</b> in Warehouse Management Options (MENU WMFILE), and <b>Calculate Box Size</b> is set to <b>Y</b> for this pick section in Warehouse Management Options (MENU WMFILE5), then the box number that the system has selected for this item will be displayed.</li> <li>• If <b>Ctrl</b> is displayed on line 5 of the display and <b>Select Box by Size</b> is set to <b>N</b> in Warehouse Management Options (MENU WMFILE), then <b>NEW</b> will be displayed where the container number normally appears on line 4 of the display.</li> <li>• If <b>Ord</b> is displayed on line 5 of the display, the default value is the order number for the item being picked.</li> </ul> <p><b>Note:</b> If <b>Track Boxes</b> is set to <b>Y</b> in Warehouse Management Options (MENU WMFILE), and a container has not been assigned to this item, then neither <b>Ord</b> nor <b>Ctrl</b> will be displayed on line 4 of the display. Instead, <b>NEW</b> will be displayed where the order or container number normally appears on line 5 of the display.</p> <p>(A 5) Required</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>This field displays the country of origin of the item, based on the location that was selected for the item.</p> <p>Display</p>
QOH	<p>This field only displays when <b>Use Decrement Picking</b> is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>The quantity on hand of the item being picked.</p> <p>Display</p>

Field/Function Key	Description
(Order Ln Qt)	<p>These fields only displays when <b>Use Decrement Picking</b> is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>The sales order number, the respective line number in the sales order for the item being picked, and the quantity scanned.</p> <p>Display</p>
(Item Description)	<p>These fields only displays when <b>Use Decrement Picking</b> is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE).</p> <p>The item description lines of the item picked as they exist in the specific sales order.</p> <p>Display</p>
F1=Skp	<p>Press <b>F1=SKP</b> to skip the picking of this item for this trip.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>N</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Confirm Skip and Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>N</b>, the <a href="#">Confirm Skip Message Screen</a> displays.</p>
F2=B/O	<p>Press <b>F2=B/O</b> to backorder the displayed quantity of this item. This is usually done when the desired quantity of the item is missing or damaged in the pick location. The sales order for this item is updated and set to backorder status. Picking will continue with the next item in the pick queue.</p> <p>When the <b>Confirm F2=B/O</b> option is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse, the <a href="#">Back Order Confirmation Screen</a> displays.</p> <p>If you have Bill of Material installed and you are backordering an item that is a component of a kit, and you have already picked at least one other component of that kit, then the <a href="#">Put Kit Component Back Screen</a> will display.</p>
F3=Rtn	<p>Press <b>F3=RTN</b> to return to the <a href="#">Picking Location Screen</a>.</p>
F4=Info	<p>Press <b>F4=INFO</b> to display the <a href="#">Order Information Screen</a>.</p>

Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume at the <a href="#">Picking Location Screen</a>.</p> <p>The <a href="#">Confirm Task Suspension Screen</a> appears.</p>
F9=Nw Lc	<p>Press <b>F9=NW LC</b> to display the <a href="#">Alternate Locations Screen</a> to select an alternate location from which to pick quantities.</p> <p><b>Note:</b> If any inventory is restricted to the customer due to country of origin, that inventory will not be presented for selection from which to pick.</p>
F10=CAS	<p><b>F10=CAS</b> appears only if the item is a case quantity item.</p> <p>You have the option using this screen to pick by the default stocking unit of measure or pick by case quantity. Press <b>F10=CAS</b> if you want to pick by case quantity. The <a href="#">Pick Case Confirmation Screen</a> will appear.</p> <p>You will stay in case picking mode once you press <b>F10=CAS</b>. This mode will then be used for all case quantity items regardless of the quantity. This mode will be canceled once you exit the option or press <b>F10=STK</b> from the <a href="#">Pick Case Confirmation Screen</a>.</p>
F11=Lbl	<p>Press <b>F11=LBL</b> to print a customer shipping label for the item. A single label is printed each time this key is pressed.</p>
F13=Req Rpl	<p><b>F13=REQ RPL</b> appears only if the item and location are set up as a permanent location</p> <p>Press <b>F13=REQ RPL</b> to request replenishment for this location. The <a href="#">Replenishment Confirmation Screen</a> will appear.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections. One of the following screens will display:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Serial Number Screen</a> if the item you are picking is a T or S-type serial numbered item and <b>Scan Serials</b> is set to <b>Y</b> in Radio Frequency Options (MENU RFFILE).</li> <li>• The <a href="#">Serial Number Screen</a> if the item you are picking is an S-type standard serial numbered item and <b>Scan Serials</b> is set to <b>N</b> in Radio Frequency Options (MENU RFFILE). In this case, the Serial Number Screen displays to tell you which serial number to pick, however you will not be required to scan it. You can just press <b>ENTER</b> to confirm your selection.</li> <li>• If <b>Scan Serials</b> is set to <b>N</b> in Radio Frequency Options (MENU RFFILE) and the item you are picking is a T-type tracked serial number item, then the Serial Number Screen is not displayed. Instead, one of the following screens will display: <ul style="list-style-type: none"> <li>• The <a href="#">Pick Confirmation Screen</a> if there are other items to pick from this location.</li> <li>• The <a href="#">Picking Location Screen</a> if there are no more items to pick from this location, but there are more locations to pick from for this trip.</li> <li>• The <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>O</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• The <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>C</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• The <a href="#">Pick Queue Filter Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>N</b> on the <a href="#">Picking Section Selection Screen</a>.</li> </ul> </li> </ul> <p>If <b>Use RF Identifiers = Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Back Order Confirmation Screen

```

Qt 2.000 UN
It S10304 10301-1

Lt
Ord D1298 Pk Loc 06.003.02
COO CAN
F1=Skp F2=B/O F3=Rtn
F4=Info F9=Nw Lc

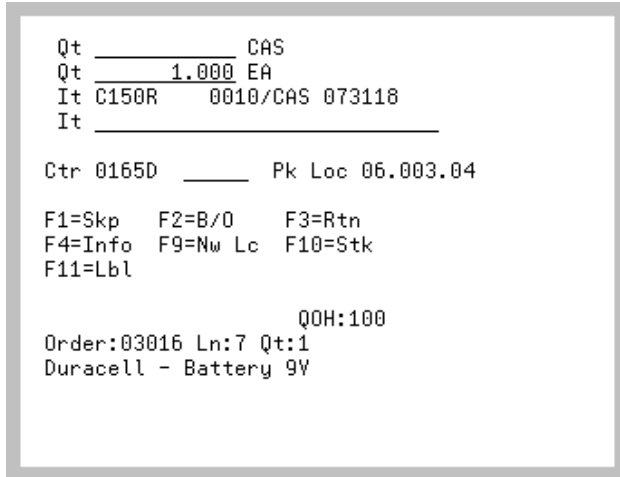
Confirm Backorder: N
  
```

The Back Order Confirmation Screen appears as a pop-up window after pressing **F2=B/O** on the [Pick Case Confirmation Screen](#) or the [Pick Confirmation Screen](#), when the **Confirm F2=B/O** option is set to **Y** in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse.

### Back Order Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Confirm Backorder	<p>Use this pop-up message window to confirm that the <b>F2=B/O</b> was correctly pressed by the handler.</p> <p>Key <b>N</b> to not backorder this item in the pick process for the selected item/ location.</p> <p>Key <b>Y</b> to confirm a backorder in the pick process for the selected item/ location at this time.</p> <p><b>Default Value:</b> Y or N based on the <b>Confirm F2=B/O Default</b> field in Radio Frequency Options Maintenance (MENU RFFILE)</p> <p>(A 1) Required</p>
Enter	<p>When <b>Confirm B/O</b> is set to <b>N</b>, press <b>ENTER</b> to return to the <a href="#">Pick Confirmation Screen</a>, or the <a href="#">Pick Case Confirmation Screen</a> and continue the picking process.</p> <p>When <b>Confirm B/O</b> is set to <b>Y</b>, press <b>ENTER</b> to backorder this item in this location. The sales order for this item is updated and set to backorder status.</p> <p>To continue picking with the next item, the <a href="#">Picking Location Screen</a> displays.</p>

## Pick Case Confirmation Screen



This screen appears after pressing **F10=CAS** on the [Pick Confirmation Screen](#) for a case quantity item. Use this screen to confirm the quantity of the item and lot that needs to be picked of complete (whole) cases and loose (remaining) pieces, for those orders that are not complete cases.

You will stay in case picking mode once you press **F10=CAS** from the [Pick Confirmation Screen](#). This mode will then be used for all case quantity items regardless of the quantity. This mode will be canceled once you exit the option or press **F10=STK** from this screen.

The fields displayed on this screen will vary depending upon certain conditions.

- If the item to be picked is a lot item, then **Lt** will appear instead of **It** on line 3 of the display.
- If **Track Boxes** is set to **N** in Warehouse Management Options (MENU WMFILE), then **Ord** will appear instead of **Ctr** on line 4 of the display.
- If **Track Boxes** is set to **Y** in Warehouse Management Options (MENU WMFILE), and no container has been assigned to this item, then **Ctr** will be displayed on line 4 of the display and **NEW** will be displayed where the container number normally appears on line 4 of the display.

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## Pick Case Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Qt (first Qt field)	<p>This field prompts you as to the quantity of the complete (whole) cases to be picked from this location for the item.</p> <p>The item's case unit of measure is displayed to the right of the quantity field.</p> <p>You may accept the displayed default value, or key a lesser quantity to pick. If you key a lesser quantity, you will still be required to pick or backorder the remaining quantity, or skip the partially picked item.</p> <p><b>Example:</b></p> <p>If you are picking by case and there are 2,250 cases for an order and you are ordering 9 each of the item, which comes in cases of 4, this field would show to pick 2 cases and the second QT would show to pick 1 each.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> The quantity of this case quantity item to pick from the current location, for this order.</p> <p>(N 10,3) / (A40 w/RF identifiers) Required</p>

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Field/Function Key	Description
Qt (second Qt field)	<p>This field prompts you as to the quantity remaining to be picked from this location that does not comprise a full (complete) case.</p> <p>The item's ordering unit of measure is displayed to the right of the quantity field.</p> <p>You may accept the displayed default value, or key a lesser quantity to pick. If you key a lesser quantity, you will still be required to pick or backorder the remaining quantity, or skip the partially picked item.</p> <p><b>Example:</b></p> <p>If you are picking by case and there are 2.250 cases for an order and you are ordering 9 each of the item, which comes in cases of 4, the first QT field would show to pick 2 cases and this field would show to pick 1 each.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the quantity can be preceded by an RF identifier defined for quantities through RF Identifiers Maintenance (MENU RFFILE).</p> <p><b>Default Value:</b> The quantity of this case quantity item to pick from the current location, for this order. (N10,3) / (A40 w/RF identifiers) Required</p>
It	<p>This field displays the item number of the case quantity item you are to pick from this location. The case quantity and case unit of measure will be displayed to the right of the item number.</p> <p>Display</p>

Field/Function Key	Description
It/Lt	<p>Use this field to scan/key the item or lot you are picking, if required, or simply press <b>ENTER</b> to signify that you have picked the displayed quantity of the required item or lot.</p> <p>If <b>Lt</b> is displayed for this field, and if <b>Scan Items</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then this field is required.</p> <p>If <b>Lt</b> is displayed for this field, and if <b>Scan Lots</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then this field is required. Also, if <b>Lt</b> is displayed for this field, the requested lot for you to pick will be displayed to the right of the item number.</p> <p>If the item number scanned is a Global Trade Item Number (GTIN), a UPC code, or a Manufacturer's Item Number, it will be replaced with the actual Distribution A+ item number. Additionally, if the item number scanned is for a GTIN or UPC code, and the GTIN or UPC code's location selected stocks the item in a different U/M than the GTIN's U/M, a warning message will appear informing you that the GTIN or UPC code U/M is not equal to the Qty U/M.</p> <p><b>Note:</b> If <b>Lt</b> is displayed, and both <b>Scan Lots</b> is set to <b>Y</b> and <b>Change Lots</b> is set to <b>Y</b> on the Radio Frequency Options Screen (MENU RFFILE), then you will be allowed to scan/key a different lot than the displayed lot, if desired.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the item number can be preceded by an RF identifier defined for item numbers through RF Identifiers Maintenance (MENU RFFILE). Also, the lot number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 27 or A20) / (A 40 w/RF Identifiers) Required/Optional</p>

Field/Function Key	Description
Ctr/Ord	<p>Use this field to scan/key the container number or order number, whichever is being requested, for the item being picked. If the order number is being requested, the order's generation number is not needed here. If <b>Ctr</b> is displayed on line 4, you must scan/key either the displayed container, or an empty container. If <b>NEW</b> is also displayed on line 4 of the display, scan (or key) the container number of a new container to assign to this item and order.</p> <p><b>Default Value:</b> The default value for this field can vary, based upon the following:</p> <ul style="list-style-type: none"> <li>• If <b>Ctr</b> is displayed on line 4 of the display and <b>Select Box by Size</b> is set to <b>A</b> in Warehouse Management Options (MENU WMFILE), then the box number that the system has selected for this item will be displayed.</li> <li>• If <b>Ctr</b> is displayed on line 4 of the display, <b>Select Box by Size</b> is set to <b>L</b> in Warehouse Management Options (MENU WMFILE), and <b>Calculate Box Size</b> is set to <b>Y</b> for this pick section in Warehouse Management Options (MENU WMFILE), then the box number that the system has selected for this item will be displayed.</li> <li>• If <b>Ctr</b> is displayed on line 4 of the display and <b>Select Box by Size</b> is set to <b>N</b> in Warehouse Management Options (MENU WMFILE), then <b>NEW</b> will be displayed where the container number normally appears on line 4 of the display.</li> <li>• If <b>Ord</b> is displayed on line 4 of the display, the default value is the order number for the item being picked.</li> </ul> <p><b>Note:</b> If <b>Track Boxes</b> is set to <b>Y</b> in Warehouse Management Options (MENU WMFILE), and a container has not been assigned to this item, then neither <b>Ord</b> nor <b>Ctr</b> will be displayed on line 4 of the display. Instead, <b>NEW</b> will be displayed where the order or container number normally appears on line 4 of the display.</p> <p>(A 5) Required</p>
COO	<p>This field displays only if the item you are working with is set up to track country of origin, as defined through Item Master Maintenance (MENU IAFILE).</p> <p>This field displays the country of origin of the item, based on the location that was selected for the item.</p> <p>Display</p>

Field/Function Key	Description
F1=Skp	<p>Press <b>F1=SKP</b> to skip the picking of this item for this trip.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>N</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>Y</b>, the <a href="#">Confirm Skip and Release Reservation Message Screen</a> displays.</p> <p>When Radio Frequency Options Maintenance (MENU RFFILE) options for <b>Confirm F1=Skp</b> is set to <b>Y</b> and <b>Allow override of reservation release on F1=Skp</b> is set to <b>N</b>, the <a href="#">Confirm Skip Message Screen</a> displays.</p>
F2=B/O	<p>Press <b>F2=B/O</b> to backorder the displayed quantity of this item. This is usually done when the desired quantity of the item is missing or damaged. The sales order for this item is updated and set to backorder status. Picking will continue with the next item in the pick queue.</p> <p>When the <b>Confirm F2=B/O</b> option is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE) for the warehouse, the <a href="#">Back Order Confirmation Screen</a> displays.</p> <p>If you have Bill of Material installed and you are backordering an item that is a component of a kit, and you have already picked at least one other component of that kit, then the Put Kit Component Back Screen will display.</p>
F3=Rtn	<p>Press <b>F3=RTN</b> to return to the <a href="#">Picking Location Screen</a>.</p>
F4=Info	<p>Press <b>F4=INFO</b> to display the <a href="#">Order Information Screen</a>.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume at the <a href="#">Picking Location Screen</a>.</p> <p>The <a href="#">Confirm Task Suspension Screen</a> appears.</p>
F9=Nw Lc	<p>Press <b>F9=NW LC</b> to display the <a href="#">Alternate Locations Screen</a> to select an alternate location from which to pick quantities.</p> <p><b>Note:</b> If any inventory is restricted to the customer due to country of origin, that inventory will not be presented for selection from which to pick.</p>

Field/Function Key	Description
F10=Stk	You will stay in case picking mode once you press <b>F10=CAS</b> from the <a href="#">Pick Confirmation Screen</a> . This mode will then be used for all case quantity items regardless of the quantity. To cancel this mode, press <b>F10=STK</b> . The <a href="#">Pick Confirmation Screen</a> will appear and the item's pick quantity will convert back to the item's stocking unit of measure.
F11=Lbl	Press <b>F11=LBL</b> to print a customer shipping label for the item. <b>Note:</b> A single label is printed each time this key is pressed.
F13=Req Rpl	<b>F13=REQ RPL</b> appears only if the item and location are set up as a permanent location Press <b>F13=REQ RPL</b> to request replenishment for this location. The <a href="#">Replenishment Confirmation Screen</a> will appear.
Enter	Press <b>ENTER</b> to confirm your selections and proceed. If <b>Use RF Identifiers = Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.

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## Replenishment Confirmation Screen

```

Item# A100
Dsc1 All-in-One Printer Model V515W
Dsc2 Print, Copy, Fax, Scan
Loc 01.001.06
Pnd Mov Qty
Pnd Mov Qty
Pnd Mov Qty
F4=Req Rpl

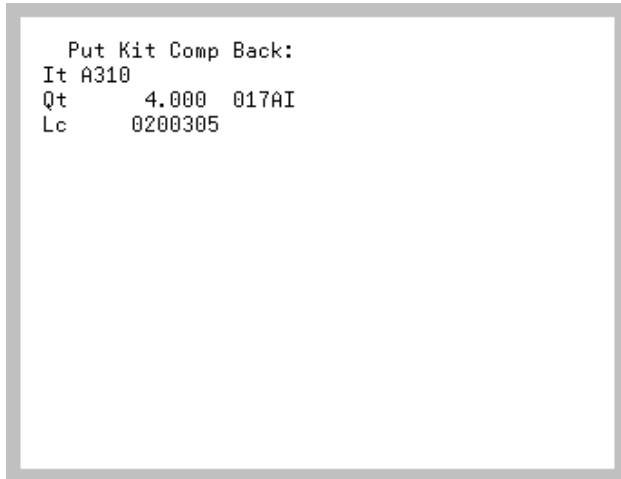
```

The Replenishment Confirmation Screen appears after you press **F13=REQ RPL** on the [Pick Confirmation Screen](#). Use this screen to confirm the request for replenishment.

### Replenishment Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Item#, Dsc1, Dsc2	The first 3 lines are the item number and the item description. Display
Loc	The location which is being picked. Display
(Quantity and Units of Measure)	The total quantity pending moves (moves that are not posted or confirmed) for each unit of measure for this item, location, and warehouse. For case quantity items, the quantity and case quantity descriptions will be shown. Display
F3=Return	Press <b>F3=RETURN</b> to return to the <a href="#">Pick Confirmation Screen</a> without confirming the replenishment.
F4=Req Rpl	Press <b>F4=REQ RPL</b> to confirm that you want the selected location to be replenished. The system will generate a suggested move for the location based on the location's restock level and quantity or a manual move for the quantity shown on the <a href="#">Pick Confirmation Screen</a> . If the system is unable to generate a move, a message will display, otherwise, you will be returned to the <a href="#">Pick Confirmation Screen</a> once the processing is complete.

## Put Kit Component Back Screen



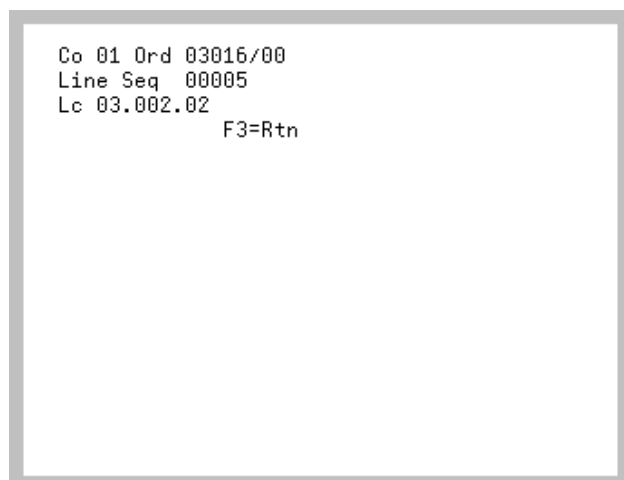
The Put Kit Component Back Screen displays only if you have Bill of Material installed.

The Put Kit Component Back Screen displays after you press **F2=B/O** on the [Pick Confirmation Screen](#) if the item you are backordering is an item that is a component of a kit, and you have already picked at least one other component of that kit. This display screen directs you to put back the kit components that you have already picked.

### Put Kit Components Back Screen Fields and Function Keys

Field/Function Key	Description
It	The item number to be put back in the original location. Display
Qt	The quantity of the item to be returned to the original location. Display
(Box ID)	The container/box number of the item to be returned to the original location. Display
Le	The original location from where the item was picked and is to be returned to. Display
Enter	Press <b>ENTER</b> to confirm that you have put back the displayed item. If there are more component items of the kit to be put back, this screen will redisplay to indicate the next item to be put back.  If there are no more component items of the kit to be put back, press <b>ENTER</b> to return to the <a href="#">Pick Confirmation Screen</a> .

## Order Information Screen

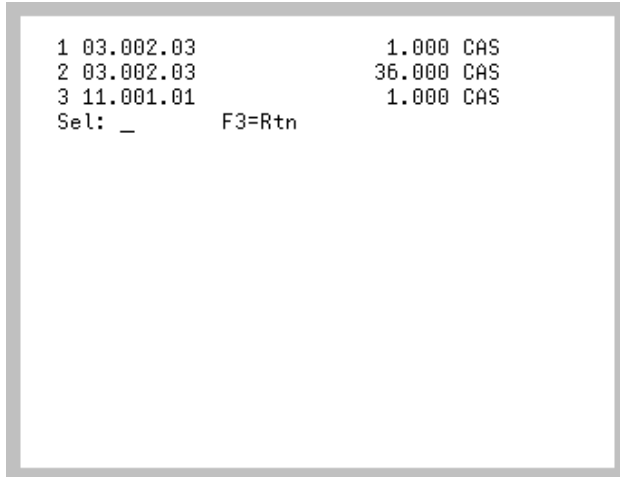


The Order Information Screen displays after you press **F4=INFO** on the [Pick Confirmation Screen](#) and the [Pick Case Confirmation Screen](#). Use this screen to view a display of information about the order for the current item.

### Order Information Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the number of the company associated with the order. Display
Ord	This field displays the order number and generation number. Display
Line Seq	This field displays the line number from the order for the current item. Display
Le	This field displays the location from which to pick this item. Display
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Pick Confirmation Screen</a> or the <a href="#">Pick Case Confirmation Screen</a> .
Enter	Press <b>ENTER</b> to return to the <a href="#">Pick Confirmation Screen</a> or the <a href="#">Pick Case Confirmation Screen</a> .

## Alternate Locations Screen



The Alternate Locations Screen displays after the pressing **F9=NW LC** on the [Pick Confirmation Screen](#). Use this screen to display a list of alternate locations within the warehouse from which this item can be picked. By using the selection number and **Sel** field, you can select an alternate location to pick this item from, or you may use **F3=RTN** to return to the [Pick Confirmation Screen](#) to pick the item from the original location. If there are no alternate locations in the warehouse for this item, this screen will be blank.

### Alternate Locations Screen Fields and Function Keys

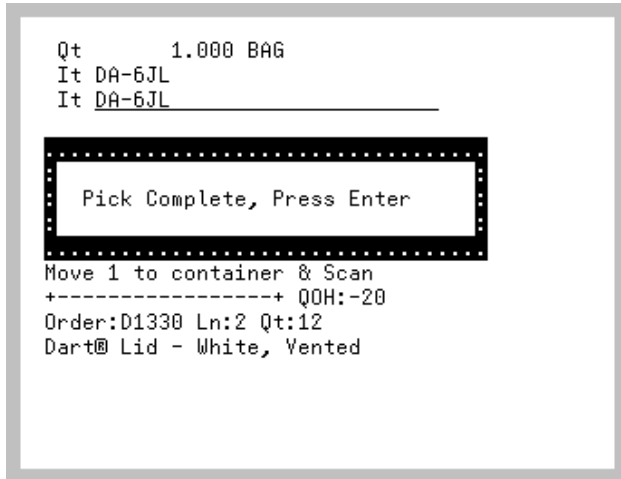
Field/Function Key	Description
(Reference Number)	This field is used to reference one of the displayed locations. Key this number in the <b>Sel</b> field to select an alternate location from the list. Display
(Location)	The alternate locations within the warehouse from which this item can be picked. Display
(Quantity / UOM)	The quantity of the item and the respective unit of measure for the item in the location. Display
Sel	Use this field to select an alternate location from the list. Key the reference number of the selected location. (N 1,0) Required/Optional
F3=Rtn	The <b>F3=RTN</b> function key is non-display. Press <b>F3=RTN</b> to return to the <a href="#">Pick Confirmation Screen</a> .

---

Field/Function Key	Description
Enter	<p>You must have entered a reference number in the <b>Sel</b> field before pressing <b>ENTER</b>. Press <b>ENTER</b> to confirm the selection of an alternate location for this item.</p> <p>If you select a location that is within your pick section, and within your start and end location, if applicable, the picking of this item will be inserted into your current trip and you will return to the <a href="#">Pick Confirmation Screen</a>.</p> <p>If you select a location that is not within your pick section or not within your start and end location, if applicable, the picking of this item will be dropped from your trip and you will return to the <a href="#">Pick Confirmation Screen</a>.</p>

---

## Decrement Pick Complete Screen



The Decrement Pick Complete Screen displays when the item scans are complete for the items that are being picked with the decrement picking feature.

### Decrement Picking Complete Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message informs the handler that the item being picked has reached the total number needed for the order being picked. Display
Enter	Press <b>ENTER</b> to close the message window and continue picking with the next item.

## Serial Number Screen

**Note:** If the item you are picking is a T-type tracked serial item, the screen will display three lines for you to enter a serial number on. If the item you are picking is an S- type standard serial item, the screen will display only two lines: one line displaying the requested serial number for you to pick and a second line for you to enter the actual serial number of the item you pick. Serial items are defined as T or S-type in Item Master Maintenance (MENU IAFILE).

This screen displays after you press **ENTER** on the [Pick Confirmation Screen](#) if the item you are picking is a serial numbered item. Use this screen to enter the serial number of each item for the quantity you are required to pick from this location.

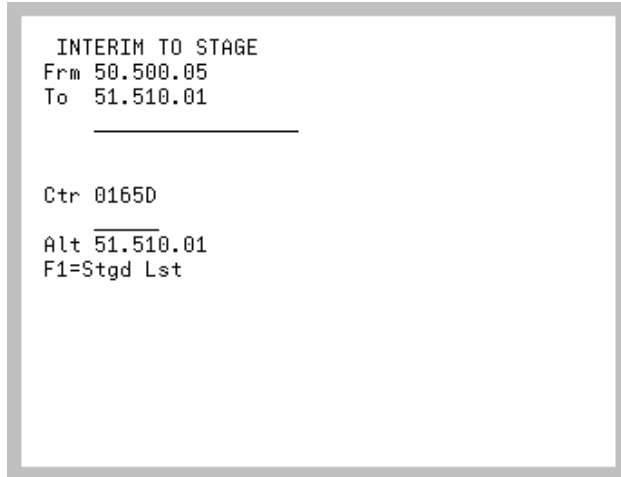
### Serial Number Screen Fields and Function Keys

Field/Function Key	Description
To Go	This field displays the quantity of serial items you have left to pick from this location. Display

Field/Function Key	Description
Sr	<p>If the item you are picking is a T-type tracked serial item, enter the serial number of the item on this line. You may enter up to three serial numbers at a time. If you have to pick more than three T-type serial tracked items from this location, press <b>ENTER</b> to clear these fields and allow you to enter three more serial numbers.</p> <p>If the item you are picking is an S-type standard serial item, the requested serial number of the item for you to pick will be displayed on the first <b>Sr</b> line. On the second <b>Sr</b> line, enter the serial number of the item you pick. If you are picking more than one S-type standard serial item from this location, press <b>ENTER</b> to clear the field and allow you to enter the next serial number.</p> <p>If <b>Scan Serials = N</b> in Radio Frequency Options (MENU RFFILE), you are not required to scan the serial number of the item. You can simply press <b>ENTER</b> to confirm your selection.</p> <p>If <b>Change Serials = Y</b> in Radio Frequency Options (MENU RFFILE), then you can pick an item from this location with a different serial number than the requested displayed serial number; otherwise, you must enter the same serial number as the requested displayed serial number.</p> <p>When <b>Use RF Identifiers</b> is set to <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), the serial number can be preceded by an RF identifier defined for lot/serial numbers through RF Identifiers Maintenance (MENU RFFILE).</p> <p>(A 20) / (A 40 w/RF Identifiers) Required</p>
F3=Rtn	<p>The <b>F3=RTN</b> function key is non-display.</p> <p>Press <b>F3=RTN</b> to return to the <a href="#">Pick Confirmation Screen</a>.</p>
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>Press <b>F6=SUSPEND</b> to suspend the picking process and temporarily stop the time accumulation for picking statistics. When the handler logs back on to the picking task, the process will resume at the <a href="#">Picking Location Screen</a>.</p> <p>The <a href="#">Confirm Task Suspension Screen</a> appears.</p>

Field/Function Key	Description
Enter	<p>Press <b>ENTER</b> to confirm your selections.</p> <p>If the item you are picking is a T-type tracked serial item and there are more to pick from this location, press <b>ENTER</b> to confirm your selections and the system will then clear the three <b>Sr</b> fields to allow you to enter three more serial numbers. The <b>To Go</b> field will then show the remaining quantity to pick from this location. If there are no more T-type tracked serial items to pick from this location, you will be returned to the</p> <ul style="list-style-type: none"> <li>• <a href="#">Pick Confirmation Screen</a> if there are other items to pick from this location.</li> <li>• <a href="#">Picking Location Screen</a> if there are no more items to pick from this location, but there are more locations to pick from for this trip.</li> <li>• <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>O</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>C</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• <a href="#">Pick Queue Filter Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>N</b> on the Picking Section Selection Screen.</li> </ul> <p>If the item you are picking is an S-type standard serial item and there are more to pick from this location, press <b>ENTER</b> to confirm your selection. The screen will redisplay with another requested serial number on the first <b>Sr</b> line for you to pick. The second <b>Sr</b> line will be cleared to allow you to enter another serial number. The <b>To Go</b> field will then show the remaining quantity to pick from this location. If there are no more S-type standard serial items to pick from this location, you will be returned to the</p> <ul style="list-style-type: none"> <li>• <a href="#">Pick Confirmation Screen</a> if there are other items to pick from this location.</li> <li>• <a href="#">Picking Location Screen</a> if there are no more items to pick from this location, but there are more locations to pick from for this trip.</li> <li>• <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> is set to <b>O</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• <a href="#">Pick Order/Container Select Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> = <b>C</b> on the <a href="#">Picking Section Selection Screen</a>.</li> <li>• The <a href="#">Pick Queue Filter Screen</a> if there are no more locations to pick from for this trip, and <b>Scn Lbl</b> = <b>N</b> on the <a href="#">Picking Section Selection Screen</a>.</li> </ul> <p>If <b>Use RF Identifiers</b> = <b>Y</b> on the Warehouse Options Maintenance Screen in Radio Frequency Options Maintenance (MENU RFFILE), and Distribution A+ is unable to determine if the RF identifier plus the data field is the valid entry, or just the data field alone is the valid entry, then the <a href="#">RF Identifier Conflict Screen</a> will display.</p>

## Interim to Stage Screen



The Interim to Stage Screen appears when you are performing a picking task and you have picked reservation for an order, but the order has not been picked complete and Radio Frequency options are set to move stock to the stage area when it is picked. This screen displays the handler's interim location that the stock is currently occupying and the location to which it will be moved for staging before shipping.

The location selection guidelines are as follows:

- location cannot be used for replenishment, cannot be used as a primary overflow location, and cannot have an item permanently assigned
- must be an available location
- must allow multiple items in the location
- cannot be one of the system-defined reserved locations for receiving dock (all 4's), shipping dock (all 5's), manual put-away (all 6's), returns (all 7's), back order staging (all 8's), unknown (all 9's)
- cannot be the user-defined reserved location for Point of Sale, damaged inventory, or return to vendor

When picking by container, once part of a container has been moved to a specific staging location, all other parts of the same container must also be moved to the same staging location. Messages will be issued to the handler to indicate that the stage to location cannot be changed for the in-process staged container. Use the **F1=STGD LST** to review the locations where other items in this order are being staged.

The fields that appear on this screen will vary with and without the Warehouse Management boxing feature.

## Interim to Stage Screen Fields and Function Keys

Field/Function Key	Description
Frm	<p>The handler's interim location which the inventory is currently occupying.</p> <p>Display</p>
To	<p>The staging location where the system expects inventory to be placed until it is ready to be shipped.</p> <p>Scan/key the location where the inventory will be staged.</p> <p>When the <b>Warn if Staging Location is different than suggested option</b> is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE), if the scanned/keyed <b>To</b> location is not the same as the suggested <b>To</b> location, the <a href="#">Radio Frequency Picking Items Message Screen</a> will display a warning message to the handler.</p> <p>When the <b>Restrict Staging Location to defined Staging Locations</b> is set to <b>Y</b> in Radio Frequency Options Maintenance (MENU RFFILE), if the scanned/ keyed <b>To</b> location is not a defined staging location, the <a href="#">Radio Frequency Picking Items Message Screen</a> will display a message to the handler. After reading the message, the handler will be returned to this screen to scan/ key a valid staging location.</p> <p><b>Valid Values:</b> A location defined as a staging location through Interim/Stage Location Maintenance (MENU RFFILE).</p> <p>(N 12,0) Required</p>
Ord	<p>The <b>Ord</b> field appears only when not using the Warehouse Management Boxing feature.</p> <p>The order number or work order number associated with the inventory being placed in the staging location.</p> <p><b>Note:</b> If you are using the WIP location for work orders, inventory will be directed to that location.</p> <p>Scan/key the order/work order number.</p> <p>(A 7) Required</p>
Ctr	<p>The <b>Ctr</b> field appears only when using the Warehouse Management Boxing feature.</p> <p>The number of the box where the system expects the inventory to be placed. Scan/key the box number.</p> <p>(A 5) Required</p>

Field/Function Key	Description
Alt	<p>The <b>Alt</b> field appears only for regular orders that have part of the container already staged.</p> <p>If inventory for the order is also currently located in another staging location, different from the location displayed in the <b>To</b> field, this field displays the alternate location.</p> <p>Display</p>
F1=Stgd Lst	<p><b>F1=STGD LST</b> appears only for regular orders that have part of the container already staged.</p> <p>Press <b>F1=STGD LST</b> to display a list of staging locations that are currently storing inventory for the order. The <a href="#">Stage Location List Screen</a> displays.</p>
Enter	Press <b>ENTER</b> to confirm your selections and proceed.

## Stage Location List Screen

```

Ord 0301600
Ctr 01650
  Rw.Bin.Sh      Ctr
  1 51.510.01    0165E

Sel: __

```

The Stage Location List Screen appears after pressing **F1=STGD LST** on the [Interim to Stage Screen](#), the [Interim to Dock/Stage to Dock Screen](#) or the [Stage to Dock Screen](#). This screen lists the other staging locations that are storing inventory for the order. Use this screen to select an alternate staging location for the inventory in the interim location.

### Stage Location List Screen

Field/Function Key	Description
Ord	This field displays the number of the order for which additional staging locations are being listed. Display
Ctr	This field appears only if you are using the Warehouse Management boxing feature. At the top of the screen, this field displays the number of the container/box for which additional staging locations are being listed. For each location, the container/box number being staged in the location is shown. Display
Rw. Bin. Sh	For this sample screen, <b>Rw.Bin.Sh</b> represent the Location Definition defined in Warehouse Management Options Maintenance (MENU WMFILE) for the Distribution A+ internal systems. This column displays a list of locations where inventory for the order is currently being staged. Display

Field/Function Key	Description
Ctr	This column displays the container/box numbers for each row.bin.shelf.
Sel	Use this field to select a location from the list. The selected location will be used as the stage location for the inventory you are moving from your interim location. (N 1,0) Optional
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Interim to Stage Screen</a> , the <a href="#">Interim to Dock/Stage to Dock Screen</a> or the <a href="#">Stage to Dock Screen</a> .
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.
F6=Suspend	The <b>F6=SUSPEND</b> function key is non-display. The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.
Enter	Press <b>ENTER</b> to confirm your selections and proceed.

## Interim to Dock/Stage to Dock Screen

```

STAGE TO DOCK
Frm 51.510.05
To 55.555.55

Ctr 01649

Last Loc/Ctr for Ord
F1=Stgd Lst   F2=Skp

```

The Interim to Dock/Stage to Dock Screen appears after you complete a pick wave if you have picked the last reservation for an order and the Radio Frequency options are set to move stage to the dock when an order is picked complete. This screen displays the location that the stock is currently occupying and the location to which it will be moved for shipping. If your options are set to move from the interim location to dock, this screen displays as Interim to Dock. If your options are set to move from the stage location to dock, this screen displays as Stage to Dock.

The fields that appear on this screen will vary if you are using the Warehouse Management boxing feature.

**Note:** The [Interim to Dock/Stage to Dock Screen](#) is a shared screen with [Stage to Dock Screen](#) and displays based on the Radio Frequency Options for **Pick to Stage** and **Stage to Dock** that determine when and by whom items are moved to the shipping dock.

### Interim to Dock/Stage to Dock Screen Fields and Function Keys

Field/Function Key	Description
Frm	This field displays the interim or stage location which the inventory is currently occupying. Display
To	This field displays the staging location where the system expects inventory to be placed until it ready to be shipped. This location will always be the shipping dock location (55.555.55). (N 12,0) Required

Field/Function Key	Description
Ord	<p>The <b>Ord</b> field appears only when not using the Warehouse Management Boxing feature.</p> <p>This field displays the order number associated with the inventory being placed in the dock location.</p> <p>Scan/key the order number.</p> <p>(A 7) Required</p>
Ctr	<p>The <b>Ctr</b> field appears only when using the Warehouse Management Boxing feature.</p> <p>This field displays the number of the container/box being placed in the dock location.</p> <p>Scan/key the container/box number.</p> <p>(A 5) Required</p>
More Loc/Ctr for Order OR Last Loc/Ctr for Ord	<p>The <b>More Loc/Ctr for Order</b> message indicates whether other locations contain the order currently shown or if the same location has other containers in it. When no other containers or locations are found, then the message displays as <b>Last Loc/Ctr for Ord</b>.</p> <p>Display</p>
F1=Stgd Lst	<p><b>F1=STGD LST</b> appears only for regular orders that have part of the container/ box already staged.</p> <p>Press <b>F1=STGD LST</b> to display a list of staging locations that are currently storing inventory for the order.</p>
F2=Skp	<p>Press <b>F2=SKP</b> to skip this order or container/box and go to the next order or container/box that needs to be moved to the dock location.</p> <p>The <a href="#">Next Order/ Container Screen</a> displays.</p>
Enter	<p>Press <b>ENTER</b> to confirm your selections and proceed.</p>

## Pick Queue Filter Screen

```

Order Pty _
Carrier _____
Pck Run # _____
F1=Lst F2=Pck F3=Rtn F4=Max
  
```

The Pick Queue Filter Screen displays after pressing:

- **ENTER** on the [Pick Order/Container Select Screen](#) with the six order/container fields blank
- **F2=PCK** or **ENTER** on the [Picking Section Selection Screen](#) with **N** in the **Scn Lbl** field.

The fields displayed on the first three lines of this screen, the order in which they are displayed, and the cursor positioning for the first entry field are determined by settings made on the Directed Picking Queue Maintenance Screen in Pick Queue View Maintenance (MENU RFFILE). Up to three of the following six names will be displayed on the first three lines of this screen: **Order Pty**, **Pck Run #**, **Carrier**, **Company**, **Route**, **Rqstd Shp**. All are described below even though this figure only shows three of the fields.

Use this screen to further limit the number of picks you are required to make for this trip in this picking section and, if applicable, within the starting and ending location range you entered on the [Picking Section Selection Screen](#). By entering values on this screen for the displayed fields, the system will retrieve only picks that match your entered values. The entire list of filtering values that you enter can be viewed on a roll screen by pressing **F1=LST**.

### Pick Queue Filter Screen Fields and Function Keys

Field/Function Key	Description
Order Pty	<p>This field is used to limit the picks to the order priority entered in this field.</p> <p>Key the desired order priority.</p> <p><b>Valid Values:</b> 1 through 7, if Y has been selected for that priority number on the Order Priorities Screen of Order Entry Options (MENU XAFILE) for this company.</p> <p>(N 1,0) Optional</p>

Field/Function Key	Description
Pck Run #	<p>This field is used to limit the picks to the pick run number entered in this field.</p> <p>Key the desired pick run number.</p> <p><b>Valid Values:</b> A run number assigned to a pick list by the system when a pick list is printed (MENU OEMAIN).</p> <p>(N 9,0) Optional</p>
Carrier	<p>This field is used to limit the picks to the carrier entered in this field.</p> <p>Key the desired carrier.</p> <p><b>Valid Values:</b> A carrier code that has been defined through Carrier Codes Maintenance (MENU ARFILE) or (MENU OEFIL2).</p> <p>(A 5) Optional</p>
Company	<p>This field is used to limit the picks to the company entered in this field.</p> <p>Key the desired company.</p> <p><b>Default Value:</b> 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 XAFIL2).</p> <p><b>Valid Values:</b> A valid company number defined through Company Name Maintenance (MENU XAFIL2) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).</p> <p>(N 2,0) Optional</p>
Route	<p>This field is used to limit the picks to the route number entered in this field.</p> <p>Key the desired route number.</p> <p><b>Valid Values:</b> A route number assigned to an order in the Order Header Screen of Enter, Change &amp; Ship Orders (MENU OEMAIN).</p> <p>(A 4) Optional</p>
Rqstd Shp	<p>This field is used to limit the picks to the requested ship date entered in this field.</p> <p>Key the desired date.</p> <p><b>Valid Values:</b> Key the date using the <b>Default Date Format</b> for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's <b>Default Date Format</b> specified through System Options Maintenance (MENU XAFIL2).</p> <p>(N 6,0) Optional</p>

Field/Function Key	Description
F1=Lst	Press <b>F1=LST</b> to display the <a href="#">Pick List Screen</a> . The list of values you entered to limit the number of picks you are required to make will be displayed on a roll screen.
F2=Pck	Press <b>F2=PCK</b> to display the <a href="#">Picking Summary Screen</a> to display a summary of the number of locations, orders, and containers (if applicable) that the system has retrieved and that you will be required to pick on this trip.
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Picking Section Selection Screen</a> .
F4=Max	Press <b>F4=MAX</b> to display the <a href="#">Maximum Trip Size Screen</a> to display the maximums you can pick in one trip.
Enter	Press <b>ENTER</b> to confirm your pick queue filter selections, and allow you to enter more pick queue filtering selections. Whether or not your selections in the displayed fields are cleared after pressing <b>ENTER</b> is determined by the <b>Clear Field</b> settings you made on the Pick Queue View Maintenance Screen (MENU RFFILE). Also, after pressing <b>ENTER</b> the cursor will be repositioned to one of the displayed fields as determined by the <b>Position Cursor</b> settings you made on the Pick Queue View Maintenance Screen (MENU RFFILE).

## Picking Section List Screen

```

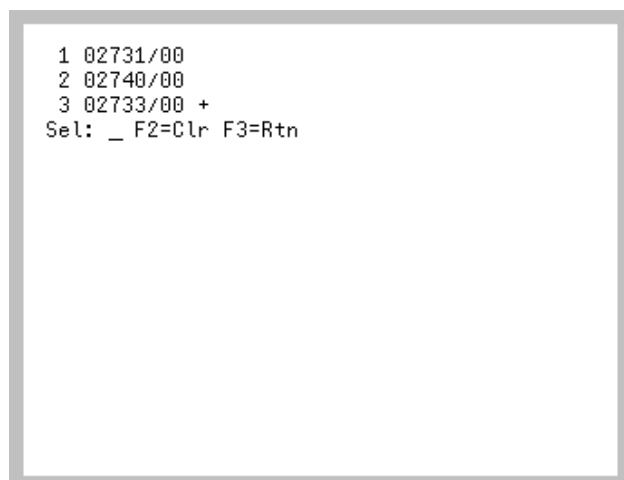
1 B2 Rows 5 & 6      -- _____
2 B3 Rows 7 & 8      -- _____
3 B4 Rows 9 & 1      -- _____
4 B5 Rows 11 &       -- _____
5 B6 Rows 13 &       -- _____
  -- _____
  -- _____
  -- _____
Sel:  _  F3=Rtn  F4=Del
  
```

This screen displays after pressing **F9=LST** on the [Picking Section Selection Screen](#). Use this screen to view a list of the selected picking sections where the handler will work. This screen is also used to remove picking sections from the list.

### Picking Section List Screen Fields and Function Keys

Field/Function Key	Description
Picking Sections and Descriptions (1 - 16)	This field displays the picking sections and descriptions that have been selected for the handler. Sixteen picking sections may be selected by the handler for a single picking process. Display
Sel	Use this field with the <b>F4=DEL</b> key to select a picking section to remove from the list. Once removed, the handler will not be directed to that picking section. (A 1) Optional
F3=Rtn	Press <b>F3=RTN</b> to return to the <a href="#">Picking Section Selection Screen</a> .
F4=Del	Press <b>F4=DEL</b> to delete the selected picking section from the list. Once deleted, the handler will not be directed to this picking section. Picking sections will remain in the list until the handler deletes them or exits RF picking.

## Pick List Screen



**Note:** The fields displayed on the first three lines of this screen are determined by the choices you made on the [Pick Queue Filter Screen](#).

This screen displays after pressing **F1=LIST** on the [Pick Queue Filter Screen](#).

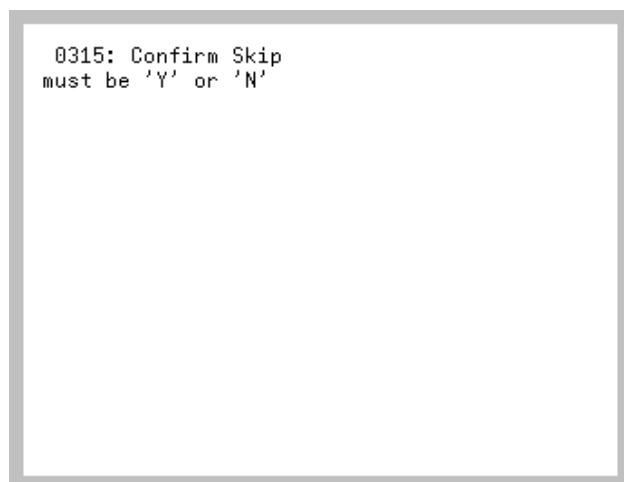
Use this screen to display a list of the filtering values you selected on the [Pick Queue Filter Screen](#). For each line, the total number of picks that match that filtering criteria will be displayed to the right of that line. Additionally, you can use the **Sel** field and **F2=CLR** to delete any filtering criteria from this list.

### Pick List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field is used to reference one of the displayed lines of pick queue filtering criteria. Key this number in the <b>Sel</b> field to select a line for deletion from the list. Display
(Pick Queue Filtering Criteria)	Up to three lines at a time of the pick queue filtering criteria choices you entered on the <a href="#">Pick Queue Filter Screen</a> are displayed here. The total number of picks that match that filtering criteria will be displayed to the right of each line. Display
Sel	Use this field to select a line of pick queue filtering criteria for deletion from the list. Key the reference number of the line to be deleted. (N 1,0) Required/Optional

Field/Function Key	Description
F2=Clr	If you have entered a number in the <b>Sel</b> field, press <b>F2=CLR</b> to delete the selected line from the list. If you leave the <b>Sel</b> field blank, press <b>F2=CLR</b> to delete all lines from the list.
F3=Rtn	The <b>F3=RTN</b> function key is non-display. Press <b>F3=RTN</b> to return to the <a href="#">Pick Queue Filter Screen</a> .
Enter	Press <b>ENTER</b> to return to the <a href="#">Pick Queue Filter Screen</a> .

## Radio Frequency Picking Items Message Screen



The Radio Frequency Picking Items Message Screen displays from various move items screens. Some messages are informational, some are warning messages, and some require action by the handler. Use this screen to read and complete the appropriate action based on the specific message.

### Radio Frequency Picking Items Message Screen Fields and Function Keys

Field/Function Key	Description
(Message Information)	The message number, message text and specific actions will display to the handler. For informational or warning messages, pressing the <b>ENTER</b> key will close the message window. For error messages, the handler may need to select an appropriate function key instead of the <b>ENTER</b> key to close the message window. Display
Enter	Press <b>ENTER</b> to close the message window.

0315: confirm skip Y or N



---

## Chapter 9 Performing User-Defined Tasks

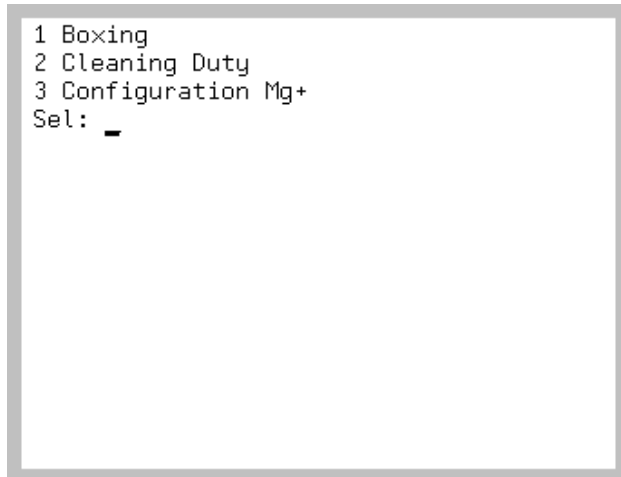
This section describes the screens that appear when you sign on to the Transaction Manager and select to perform a user task.

### User-Defined Tasks Screens

This section describes that screen that are used when you sign on to the transactions manager.

Title	Purpose
<a href="#">User-Defined Task Selection Screen</a>	Lists user defined tasks. Used to select a task.
<a href="#">User-Defined Task Display Screen</a>	Displays the task that you selected to perform.

## User-Defined Task Selection Screen



**Note:** This screen displays only if you created user-defined tasks through User Tasks Maintenance (MENU RFFILE). Only tasks created through that menu option will be reflected. Therefore, the list of tasks that appear in this figure may differ from those that actually appear when accessing this screen.

The User-Defined Task Selection Screen displays after keying **9=Oth** and pressing **ENTER** on the [Task Selection Screen](#). Use this screen to select a previously created user-defined task. The selection as to which task to perform is required to ensure accurate statistical tracking.

**Note:** **+** appears at the end of the user-defined task, this indicates that there are additional user-defined tasks available for the handler. Use the **PAGE UP** / **PAGE DOWN** keys to review the full list of tasks.

### User-Defined Task Selection Screen Fields and Function Keys

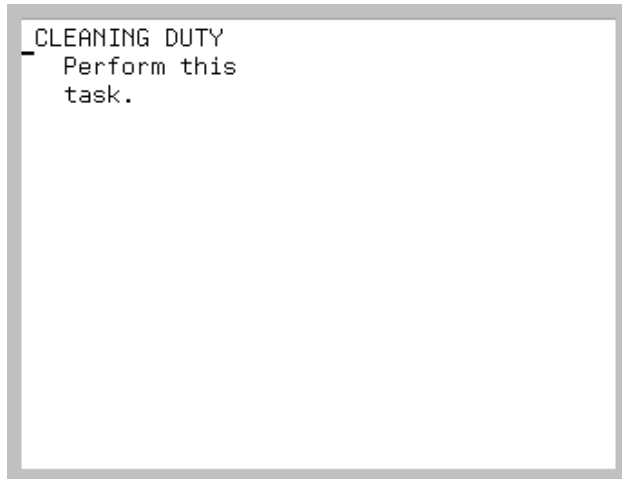
Field/Function Key	Description
(Reference Number)	This field displays the reference number of the displayed user-defined task. Display
(User-Defined Task)	This field displays the first three user-defined tasks available for the handler. Display
Sel	Key the reference number of the desired user-defined task. Tracking of time will commence for statistical reporting. (N 1,0) Required
F3=Return	The <b>F3=RETURN</b> function key is non-display. Press <b>F3=RETURN</b> to return to the <a href="#">Task Selection Screen</a> .

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Field/Function Key	Description
Enter	Press <b>ENTER</b> to confirm your selection and begin time tracking. The <a href="#">User- Defined Task Display Screen</a> will display.

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## User-Defined Task Display Screen



The User-Defined Task Display Screen displays after selecting a user-defined task on the [User-Defined Task Selection Screen](#). Use this screen to activate the user-defined task you selected. The User-Defined Task Display Screen should remain active on the RF device while the handler is actively working on this task. Time tracking begins when this screen displays and remains active until the handler ends the task by pressing **F3=EXIT**.

**Note:** Since data entry is not required for user-defined tasks, no input fields are available through Radio Frequency. Time/vehicle/handler tracking, like any system-defined task, occurs automatically. The selection as to which task to perform is required to ensure accurate statistical tracking.

### User-Defined Task Display Screen Fields and Function Keys

Field/Function Key	Description
(User-Defined Task)	The task selected on the <a href="#">User-Defined Task Selection Screen</a> displays in this field. Display
F3=Exit	The <b>F3=EXIT</b> function key is non-display. Press <b>F3=EXIT</b> to exit the user-defined task and end the activity time tracking. The <a href="#">Task Selection Screen</a> displays for the next task selection.
F5=Instructions	The <b>F5=INSTRUCTIONS</b> function key is non-display. The <b>F5=INSTRUCTIONS</b> key displays the <a href="#">Function Information Screen</a> which allows you to display brief instructions for the transaction manager.

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Field/Function Key	Description
F6=Suspend	<p>The <b>F6=SUSPEND</b> function key is non-display.</p> <p>The <b>F6=SUSPEND</b> key displays the <a href="#">Confirm Task Suspension Screen</a> which allows you to put a task on hold or temporarily interrupt an activity for the current task.</p>

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