Infor Factory Track for SyteLine Warehouse Mobility User Guide

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Infor Warehouse Mobility

This module includes topics that describe the forms in the Infor Warehouse Mobility application.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal.

If we update this document after the product release, we will post the new version on this website. We recommend that you check this website periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Overview

1

This module includes topics that describe Infor Factory Track SL features for warehouse mobility and how to use the transactions and forms.

About Warehouse Mobility

Infor Warehouse Mobility is a comprehensive and robust data collection system that simplifies operations by streaming real-time information between the shop floor and your ERP system. Infor Warehouse Mobility handles all communications with your ERP system. Users select transactions and scan bar-coded data by using mobile radio frequency (RF) scanners. Infor Warehouse Mobility formats the data and transmits it to your ERP system. Any feedback from ERP is presented to the user exactly as it was received.

For information about using Warehouse Mobility on mobile scanner devices, see "Accessing shop floor and warehouse mobility transactions" and "Using Warehouse Mobility on a Mobile Scanner Device" on page 11.

Transaction processing

2

This chapter describes the transactions processes related to warehouse mobility of Factory Track SL.

Using Warehouse Mobility on a Mobile Scanner

You can use Infor Warehouse Mobility on mobile scanner devices to perform inventory, production, labor collection, picking, put away, receiving, and shipping transactions. To perform time and attendance transactions on mobile scanner device, you must have the Time Track module implemented. For information about performing time, attendance, and team transactions using Time Track, see Using Time Track on a Mobile Scanner.

You can access Warehouse Mobility transactions using a Web-based menu. See Accessing Shop Floor and Warehouse Mobility Transactions for more information.

These mobile scanner transactions are available using Warehouse Mobility:

- "Build Container" on page 12
- "Change Printer" on page 13
- "Change Warehouse" on page 13
- "Container Inquiry" on page 13
- "Customer Order Picking" on page 13
- "Customer Order Shipping" on page 13
- "Cycle Count" on page 13
- "Cycle Verify" on page 13
- "Device Allocation" on page 14
- "Empty Container" on page 14
- "Item Containers" on page 14
- "Item Inquiry" on page 14
- "JIT Production" on page 14
- "Job Material Issue" on page 14
- "Job Material UnIssue" on page 15
- "Job Receipt" on page 15

Build Container

Use the Build Container transaction to add items to containers. You can create a new container or add items to an existing container.

See "Adding Items to Containers" on page 20 for instructions on using this transaction.

Change Printer

Allows user to change user printer temporarily for the current session, which is originally set to default printer configuration for the user at user extension.

See "Assigning a Printer to Your User ID" on page 32 for instructions on using this transaction.

Change Warehouse

Allows user to change user warehouse temporarily for the current session, which is originally set to default warehouse configuration for the user at user extension.

See "Changing Your Default Warehouse" on page 32 for instructions on using this transaction.

Container Inquiry

Use the Container Inquiry transaction to view information about a container and its contents. You can also view lot and serial numbers for items in the container.

See "Viewing Container Contents" on page 22for instructions on using this transaction.

Customer Order Picking

Allows user to reserve and transfer items to the staging location based on the customer order line. This transaction supports only reserve able items.

See "Picking Items" on page 39 for instructions on using this transaction.

Customer Order Shipping

Allows user to ship items which are reserved and available at staging location.

See "Shipping Items" on page 43 for instructions on using this transaction.

Cycle Count

Use the Cycle Count transaction to perform cycle counts on items and locations that are selected for counting. After cycle count sheets are generated, the scanner displays a list of locations and the number of items in each location to be counted. The user can select a location from the list and start counting the selected items. Counted items and locations are no longer displayed on the scanner, so you are always presented with the pending items and locations.

While the scanner prompts the item and lot to be counted in a location, the Cycle Count transaction has an option to force you to re-enter the item, lot, and location. This allows better operational discipline during cycle counting.

See "Counting Items" on page 47 for instructions on using this transaction.

Cycle Verify

The Cycle Verify transaction was developed specifically for supervisors or inventory controllers. Use this transaction to look at mismatches or uncounted items on the scanner without having to open the cycle count sheet. If you are interested in looking at mismatches, the scanner displays a list of all locations and the number of mismatches in each location. If you choose to recount the mismatches, the scanner displays the cut-off quantity and status as counted. After the mismatch has been recounted, the previous counts are replaced with the new counts.

See "Verifying Inventory Counts" on page 51 for instructions on using this transaction.

Device Allocation

Use the Device Allocation transaction to issue and return devices.

See "Issuing and Returning Devices"

Empty Container

Use the Empty Container transaction to remove items from containers.

See "Removing Items from Containers" on page 22 for instructions on using this transaction.

Item Containers

Use the Item Containers transaction to view containers that contain a specified item.

See "Viewing Containers for an Item" on page 23 for instructions on using this transaction.

Item Inquiry

Use the Item Inquiry transaction to view the status of items. You can look up the on-hand quantity, reserved quantity, and quantity in containers for a specified item, as well as lot numbers for lot-controlled items. The Item Inquiry transaction displays a list of all locations with positive free quantity, based on item and warehouse inputs.

See "Viewing Inventory Status" on page 24 for instructions on using this transaction.

JIT Production

Just In Time (JIT) is a production strategy that strives to improve the business return on investment by reducing in-process inventory and associated carrying costs. If you have implemented the JIT production method, you can use the JIT Production transaction to report production for JIT items. The JIT Production transaction can be configured to perform item put away to inventory from within the transaction.

See "Reporting Completed Just-In-Time Production Items" on page 69 for instructions on using this transaction.

Job Material Issue

Use the Job Material Issue transaction to pick and issue raw material to a job. There are three ways you can issue material to a job:

- Issue material that is part of BOM (Bill of material)
- Issue new material outside BOM
- Issue materials that are part of container as a single transaction. The third option is available only if the customer implement and use container functionality is valid.

After you specify the job number from the pick list, the scanner displays items, quantities, and locations from which to pick.

See "Issuing Material to Jobs" on page 59 for instructions on using this transaction.

Job Material UnIssue

If excess material has been issued to a job and not consumed, use the Job Material UnIssue transaction to return that material to a stock location. This transaction provides the option to require users to confirm items by re-scanning them.

See "Recalling Issued Material" on page 67 for instructions on using this transaction.

Job Receipt

After completing a job, use the Job Receipt transaction to report quantities produced against a job number. The Job Receipt transaction can be configured to either report production to a fixed floor location or to combine put away along with job receipt transactions. It also offers the option to print barcoded labels. The Job Receipt transaction does not close a job or an operation. If you need to close a job, complete an operation or backflush raw material, use the WIP Move transaction.

See "Receiving Items from Jobs" on page 91 for instructions on using this transaction.

Kanban Delivery

Use the Kanban Delivery form to deliver Kanban replenishment items from staging locations into Kanban replenishment locations. This transaction can only be used if the Shop Floor module is implemented.

See "Delivering Kanban Replenishment Items" on page 56 for instructions on using this transaction.

Kanban Pick

Use the Kanban Pick transaction to pick items to fill Kanban replenishment requests. This transaction can only be used if the Shop Floor module is implemented.

See "Picking Items for Kanbans" on page 55 for instructions on using this transaction.

Kanban Request

Use the Kanban Request transaction to request replenishment for Kanbans. This transaction can only be used if the Shop Floor module is implemented.

See "Requesting Replenishment for Kanbans" on page 57 for instructions on using this transaction.

Kanban Status

Use the Kanban Status transaction to view the status of Kanban replenishment requests. This transaction can only be used if the Shop Floor module is implemented.

See "Viewing the Status of Kanban Replenishment Requests" on page 58 for instructions on using this transaction.

Label Reprint

Use the Label Reprint transaction to re-print barcode labels. You can search for previously printed barcodes by user ID, transaction, label name, printer, item number, or reference request ID.

See "Re-printing Labels" on page 34 for instructions on using this transaction.

Labor Reporting

You can use the Labor Reporting transaction to start and stop jobs for employees. The time the employee spends working on the job is recorded and attributed to the job in your ERP system. You can start and stop these job types:

- production orders
- setup activities
- indirect tasks
- production schedules
- just-in-time production jobs
- projects
- service orders
- work center labor

See "Starting Jobs" on page 74 and "Stopping Jobs" on page 79 for instructions on using this transaction.

Location Inquiry

Use the Location Inquiry transaction to view the inventory quantities at a location. You can view on-hand and reserved quantities.

See "Viewing Inventory at a Location" on page 23 for instructions on using this transaction.

Miscellaneous Issue

Use the Miscellaneous Issue transaction to issue an item for a miscellaneous reason. This transaction provides options to specify a reason code for the issue and to specify a document number.

See "Issuing Miscellaneous Material" on page 27 for instructions on using this transaction.

Miscellaneous Receipt

Use the Miscellaneous Receipt transaction when receiving an item for a miscellaneous reason. This transaction provides options to specify a reason code for the receipt and to specify a document number.

See "Receiving Miscellaneous Material" on page 28 for instructions on using this transaction.

Multi-Site Move

Use the Multi-Site Move transaction to move inventory from one warehouse to another. This transaction supports lot-controlled and serial-controlled items. If you do not know the source location for an item, the Multi-Site Move transaction assists by displaying a list of all locations where inventory is available for that item.

See "Moving Inventory Items" on page 29 for instructions on using this transaction.

Partner Query

Use the Partner Query transaction to view service requests for partners. You can view all customer service requests and all service order operations assigned to a partner.

See "Viewing Service Request for Partners" on page 89 for instructions on using this transaction.

Physical Inventory By Sheet

Use the Physical Inventory By Sheet transaction to count items using inventory sheets. You can count uncounted items or verify previous counts.

While the scanner prompts the item, lot, and serial number to be counted in a location, the Physical Inventory By Sheet transaction has an option to force you to re-enter the item, lot, serial number, and location. This allows better operational discipline during counting.

See "Counting Items" on page 47 and "Verifying Inventory Counts" on page 51 for instructions on using this transaction.

Physical Inventory By Tag

Use the Physical Inventory By Tag transaction to count items using inventory tags.

While the scanner prompts the item, lot, and serial number to be counted in a location, the Physical Inventory By Tag transaction has an option to force you to re-enter the item, lot, serial number, and location. This allows better operational discipline during counting.

See "Counting Items" on page 47 for instructions on using this transaction.

PPS Packing

Use the PPS Packing transaction to pack items after they have been picked. You can only use this transaction if you are using the SyteLine Pick, Pack, and Ship module.

See "Packing Items" on page 37 for instructions on using this transaction.

PPS Pick Confirm

Use the PPS Pick Confirm transaction to confirm pick lists. When you confirm a pick list, the pick list status is changed to **Picked**. You can confirm pick lists to address situations where an item on a pick list will not be picked or where picking changes have occurred that prevent a pick list status from automatically changing. You can only use this transaction if you are using the SyteLine Pick, Pack, and Ship module.

See "Confirming Pick Lists" on page 36 for instructions on using this transaction.

PPS Picking

Use the PPS Picking transaction to pick items by pick list. Using the transaction parameters, you can require that item number, lot number, and location be scanned for verification to improve operational discipline. You can only use this transaction if you are using the SyteLine Pick, Pack, and Ship module.

See "Picking Items" on page 39 for instructions on using this transaction.

PPS Shipping

Use the PPS Shipping transaction to ship items. You can only use this transaction if you are using the SyteLine Pick, Pack, and Ship module.

See "Shipping Items" on page 43 for instructions on using this transaction.

Pick N Ship

Allows user to ship customer order lines from regular inventory locations for both reserve able and Non reserve able items.

See "Picking and shipping items" for instructions on using this transaction.

Project Material Issue

Use the Project Material Issue to perform the Syteline project resource transaction (material) and works like job material issue transaction on factory track.

Project Material Issue (Shop floor transaction)

Use the form to perform project material issue from shop floor module.

Production Schedule Reporting

Use the Production Schedule Reporting transaction to report production for repetitive manufacturing processes where production schedules are used instead of job orders. You can configure this transaction to either report production to a fixed floor location or to combine item put away, depending on the business process requirements.

See "Reporting Items Completed During Scheduled Production" on page 72 for instructions on using this transaction.

Purchase Order Receipt

Use the Purchase Order Receipt transaction to receive raw material to a default receiving dock location or to put away items into a warehouse location. You can receive items using a standard purchase order or using a GRN number. You can configure this transaction to immediately put away goods (one-step receiving), or you can use a separate Putaway transaction. If you use the one-step receiving put away option, you can put items away in a default put away location, specify a different location, or select from a list of warehouse locations in which the item is currently stored. This transaction supports lot-controlled and serial-controlled items.

See "Receiving Items from Purchase Orders" on page 92 for instructions on using this transaction.

Putaway

Use the standalone Putaway transaction if you have not opted to combine putaway with other transactions (such as the receiving transactions). The Putaway transaction provides a built-in consolidation logic. Instead of putting an item away to a random or any empty location, you can select from a list of locations where the item is already available, thereby consolidating items into a smaller pool of locations.

See "Putting Away Items" on page 89 for instructions on using this transaction.

Receipt Label Print

Use this transaction form to print labels for a warehouse receipt. The labels include the inbouding data entered on the scanner.

See "Printing Warehouse Receipt Labels"

QCS Disposition

Use the QCS Disposition transaction to perform inventory disposition at an inspection location. As part of this transaction, you can transfer items to standard inventory locations, hold items at the inspection location, and destroy items.

See "Performing Inventory Disposition for Inspected Items" on page 33 for instructions on using this transaction.

QCS Test Record

Use the QCS Test Record transaction to generate quality tests and to record test results.

See "Recording Test Results" on page 35 for instructions on using this transaction.

Quantity Adjustments

Use the Quantity Adjustment transaction to adjust the quantity of an item at a specified inventory location. Instead of requiring you to manually calculate the quantity to be adjusted, this scanner transaction prompts you to specify the new quantity and the reason for the adjustment, then performs the balance calculation. You cannot use this transaction for lot-controlled or serial-controlled items.

See "Adjusting Item Quantities" on page 24 for instructions on using this transaction.

SRO Material

Use the SRO Material transaction to issue material to or recall material from service repair orders. You can search for service orders using a partner number or an employee number.

See "Issuing Material to Service Repair Orders" on page 85and "Recalling Material from Service Repair Orders" on page 87 for instructions on using this transaction.

Stock Move

Use the Stock Move transaction to move material from one location to another location within a warehouse. This transaction supports lot-controlled and serial-controlled items. If you do not know the source location for an item, the Stock Move transaction assists by displaying a list of all locations where inventory is available for that item.

See "Moving Inventory Items" on page 29 for instructions on using this transaction.

Transfer Order Receipt

Use the Transfer Order Receipt transaction to receive raw material to a default receiving dock location or to put away items into a warehouse location. You can configure this transaction to immediately put away goods (one-step receiving), or you can use a separate Putaway transaction. If you use the one-step receiving put away option, you can put items away in a default put away location, specify a different location, or select from a list of warehouse locations in which the item is currently stored. This transaction supports lot-controlled and serial-controlled items.

See "Receiving Items from Transfer Orders" on page 94 for instructions on using this transaction.

Transfer Order Shipping

Use the Transfer Order Shipping transaction to ship items from one site or warehouse to another.

See "Shipping Items" on page 43 for instructions on using this transaction.

WIP Move

Use the Work In Progress Move transaction to move completed items to the next operation on a job. You can use the WIP Move transaction to complete an operation, close a job, and combine item put away.

See "Moving Items to the Next Operation" on page 65 for instructions on using this transaction.

Work Center Material Issue

Use the Work Center Material Issue transaction to issue material to work centers or to recall previously issued material. There are two ways you can use this transaction:

- to issue material from inventory
- to recall issued material

See "Issuing Material to Work Centers" on page 63 for instructions on using this transaction.

Adding Items to Containers

Use the Build Container transaction to add items to containers.

The warehouse mobility icon based menu and list based menu comprises of the Move it. Build Container is listed as a transaction under the Move it.

On the Move it module to add items to a container:

1 Select **Build Container**.
2 In the **New** field, select **Yes** to add items to a new container. Select **No** to add items to an existing container. If you are adding items to an existing container, scan the container number in the **Container** field.
3 Specify or review this information:

   Whse
   The warehouse where the container is located is displayed.

   Loc
   The location of the container is displayed.

   Item
   Specify an item number. The item description is displayed.

   Lot
   If you specified a lot-controlled item number in the **Item** field, select a lot number.

   Available
   The available quantity of items is displayed.

   Qty
   Specify the quantity to place in the container.

4 Select **Process**.
5 If the transaction is configured to automatically print labels, the labels are printed.
6 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

7 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Removing Items from Containers

Use the Empty Container transaction to remove items from containers.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Empty Container is listed as a transaction under the Move It.

On the Move It module:

1. Select **Empty Container**.
2. Specify a container number.
3. In the Empty All field, select **Y** to remove all items. Select N to only remove some items.
4. If you are removing all items, click **Remove**. All items are removed from the container. To only remove some items, click **Next**.
5. If you are only removing some items and the item is lot-controlled, select a lot.
6. If you are only removing some items, specify the quantity to remove in the **Remove Qty** field.
7. Select **Process** .

Viewing Container Contents

Use the Container Inquiry transaction to view information about a container and its contents.

To view information about a container, on the warehouse mobility icon based menu and list based menu:

1. Select **Move It > Inquiries > Container Inquiry >**
2. Specify a container number. This information is displayed:
   - warehouse
   - location
   - usage type
   - reference order number
   - reference line
   - reference release
   - number of items in the container
3. To view details about the items in the container, select **Item Details**. This information is displayed for each item in the container:
   - item number
   - unit of measure
   - lot number, if applicable
   - quantity

4 Optionally, if an item is serial-controlled, select that item from the Item Details list and press **Enter** to view its serial numbers.

Viewing Containers for an Item

Use the Item Containers transaction to view containers that contain a specified item.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Item Containers is listed as a transaction under the Move It.

On the Move It module to view containers for an item:

1. Select **Inquiries > Item Containers**.
2. Select a warehouse in which to view containers.
3. Specify an item for which to view containers. This information about the item is displayed:
   - attribute group
   - lot attribute group
   - piece group
4. Optionally, in the **Loc** field, specify a location to only view containers in that location. Leave blank to view containers in all locations.
5. To view containers, select **Details** . The containers that contain the specified item are displayed.
6. Optionally, select a container and click **Container Details** to view its contents.
7. Optionally, select a container and tap **Lot Details** .

Viewing Inventory at a Location

Use the Location Inquiry transaction to view inventory quantities at a location.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Location Inquiry is listed as a transaction under the Move It.

On the Move It module to view inventory quantities at a location:

1. Select **Inquiries > Location Inquiry**.
2. In the **Whse** field, select a warehouse at which to view item quantities at specified locations. The warehouse assigned to your user account may be selected by default.
3. In the **Loc** field, select a location at which to view item quantities.
4. Press **Enter**. The item description, quantity on hand, and reserved quantity are displayed.

Viewing Inventory Status

Use the Item Inquiry transaction to view the status of items. You can look up the on-hand quantity, reserved quantity, and quantity in containers for a specified item, as well as lot numbers for lot-controlled items. The Item Inquiry transaction displays a list of all locations with positive free quantity, based on item and warehouse inputs.

The warehouse mobility icon based menu and list based menu comprises of the Move It module. Item Inquiry is listed as a transaction under the Move It module.

On the Move It module, to view the status of an item:

1. Select **Inquiries > Item Inquiry**.
2. Scan or select an item number. This information about the item is displayed:
   - unit of measure
   - lot-control status
   - lot attribute group
   - serial-control status
   - attribute group
   - type
   - status
3. Optionally, in the **Whse** field, select a warehouse at which to view item quantities at specified locations. Leave this field blank to display the total quantities for all warehouses at your site.
4. Optionally, in the **Loc** field, select a location at which to view item quantities. Leave this field blank to view quantities at all locations in the selected warehouse.
5. Press **Enter**. The item number, quantity on hand, reserved quantity, and quantity in containers are displayed.
6. If you left the **Whse** and **Loc** fields blank, the total item quantities at all warehouses at your site are displayed. Optionally, to view quantities and location ranks at individual locations in a warehouse, select the warehouse and tap **Next**. If you selected a warehouse in the **Whse** field but left the **Loc** field blank, the item quantities and location rank for each location in the warehouse are displayed. If you select a warehouse and a location, the item quantities and location rank for the selected location are displayed.
7. Optionally, if the item is lot-controlled, select a location and tap **Next** to view the quantities for each lot number at that location.

Adjusting Item Quantities

Use the Quantity Adjustment transaction to adjust the quantity of an item at a specified inventory location. You cannot use this transaction for lot-controlled or serial-controlled items.

The warehouse mobility icon based menu and list based menu comprises of the Move It . Quantity Adjustments is listed as a transaction under the Move It module.

On the Move It module to adjust item quantities:

1 Select **Quantity Adjustments**.
2 Specify this information:

   Whse
   Select a warehouse.

   Item
   Specify an item number.

   Location
   Select a location. The on-hand quantity and available quantity are displayed.

   Reason
   The default reason code for the change is displayed. If the **Allow Reason Code Change** parameter is selected for this transaction, you can change this reason code.

   New Qty
   Specify a new item quantity.

   Doc No
   If applicable, specify a document number.

3 Select **Process**. The current on hand quantity at the selected location is replaced by the new quantity. If the transaction is configured to automatically print labels, the labels are printed.
4 If you are increasing the item quantity and the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

5 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Creating Containers

Use the Build Container transaction to create containers. When creating a new container, you must add items to it.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Cycle Count is listed as a transaction under the Move It.

On the Move It module to create a container:

1. Select **Build Container**.
2. To create a new container, specify a new container number or, to automatically generate a number, leave the Container field blank.
3. Specify this information:

   Whse
   Select a warehouse. Your current warehouse may be selected by default.

   Loc
   Select a location.

   Item
   Specify an item number.

   Lot
   If you specified a lot-controlled item number in the **Item** field, select a lot number.

   Available
   The available quantity of items is displayed.

   Qty
   Specify the quantity to place in the container.

4. Select **Process**. If the transaction is configured to automatically print labels, the labels are printed.
5. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

6. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Issuing Miscellaneous Material

Use the Miscellaneous Issue transaction to issue materials that are not associated with an order. You can only issue material in containers if containers are in use at your site.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Miscellaneous Issue is listed as a transaction under the Move It.

On the Move It module to issue items that are not associated with an order:

1 Select **Miscellaneous Issue**.

2 In the **Whse** field, select a warehouse from which to issue material. If the Trans Fill Whse parameter is selected for this transaction, a warehouse is specified by default.

3 Specify a container or item number. If you specified an item number, the item description and unit of measure are displayed.

4 Specify this information:

   Location
   Select a location from which to move the items. If you are issuing material in a container, this field is read only.

   Lot
   If the material is lot-controlled, select a lot number. If you are issuing material in a container, this field is unavailable.

   Reason
   The default reason code for the material issue is displayed. If the **Allow Reason Code Change** parameter is selected for this transaction, you can change this reason code.

   On hand
   The on-hand quantity of material at the selected location is displayed. If you are issuing material in a container, this field is unavailable.

   Available
   The available quantity of material at the selected location is displayed. If you are issuing material in a container, this field is unavailable.

   To Issue
   Specify the quantity to issue.

   Document
   If applicable, specify a document number.

5 Select **Process**.

6 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.

7 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Receiving Miscellaneous Material

Use the Miscellaneous Receipts transaction to receive items that are not associated with an order. You can only receive material in containers if containers are in use at your site.

The warehouse mobility icon based menu and list based menu comprises of the Move It module. Miscellaneous Receipt is listed as a transaction under the Move It module.

On the Move It module to receive items that are not associated with an order:

1. Select **Miscellaneous Receipt**.
2. Specify or review this information:

Whse
Your warehouse is displayed.

Item
Scan an item number.

Location
Scan or specify a valid location to provide the list of item stock room locations.

To Container
This field is only displayed if containers are in use at your site. To receive the items into a container, select **Yes**.

Container
This field is only displayed if you specified **Yes** in the **To Container** field. If you are receiving items into an existing container, scan the container number. To receive items into a new container, leave blank to generate a new container number.

Reason
Specify a reason code for the material receipt. The default reason code is initially displayed.

To Receive
Specify the quantity to receive.

Import Doc ID
If applicable, specify the import document ID for tax-free import items.

3 Select **Process**.
4 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
5 If the transaction is configured to automatically print labels, the labels are printed.

If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Moving inventory items

Factory track WM does support moving items from one site to another site using Multi-site move transaction.

Moving Inventory Within a Warehouse

Use the Stock Move transaction to move inventory from one location to another within a warehouse. You can move items and containers within a warehouse. You can only move containers if containers are in use at your site.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Stock Move is listed as a transaction under the Move It.

On the Move It module:

1. Select **Stock Move**. The warehouse assigned to your user account is displayed.
2. Specify a container or item number. If you specified an item number, the item description and unit of measure are displayed.
3. Specify this information:

   Location
   Select a location from which to move the items. If you are moving a container, this field is read only.

   Lot
   If applicable, scan a lot number. If you are moving a container, this field is unavailable.

   Document
   If applicable, specify a document number. This parameter is only displayed if the **Document Number in Use** parameter is selected for this transaction. This field is disabled, if the transfer is container based.

4. If you are not moving a container, the on-hand quantity and available quantity are displayed.
5. If applicable, in the **Qty** field, specify the quantity to move. If you are moving a container, this field is unavailable.
6. In the **To Location** field, specify the destination location.
7. Select **Process**.
8. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.

9. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

10. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Moving Inventory to Another Warehouse

Use the Multi-Site Move transaction to move inventory from one warehouse to another. You cannot move containers from one warehouse to another.

The warehouse mobility icon based menu and list based menu comprises of the Move It. Multi-site Move is listed as a transaction under the Move It.

On the Move It module:

1. Select **Multi-site Move**. Your current site and warehouse are displayed in the **From Site** and **From Whse** fields.
2. Specify this information:

   To Site
   Select a destination site.

   To Whse
   Select a destination warehouse.

   Item
   Specify an item number. The item description and unit of measure are displayed.

   Location
   Select a location from which to move items. The on-hand quantity and available quantities are displayed.

   Lot
   If applicable, scan a lot number. If you are moving a container, this field is unavailable.

   To Move
   Specify a quantity to move.

   To Location
   Select a destination location.

3. Select **Move**.
4. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.

5. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Assigning a Printer to Your User ID

Use the Change Printer transaction to assign a printer to your user ID. The default printer that is specified for a transaction on the Transaction Settings form is normally used to print labels for that transaction. If the **User Printer Override** parameter is selected for a transaction, the printer assigned to your user ID will be used to print labels instead of the default printer for the transaction.

The warehouse mobility icon based menu and list based menu comprises of the Utilities. Change Printer is listed as a transaction under the Utilities.

Note: Printer transactions are for changing printer temporarily during the current session. For permanent changes admin has to configure them at user extensions form.

On the Utilities module to assign a printer to your user ID:

1. Select **Change Printer**. The Change Printer screen is displayed. If a printer is assigned to your user ID, it is displayed.
2. In the **New Printer** field, select a printer. Optionally, to un-assign a printer from your user ID and use the default printer assigned to transactions, press **F2**.
3. Tap **Save**.

Changing Your Default Warehouse

Your default warehouse determines which warehouse will be selected by default when performing transactions.

The warehouse mobility icon based menu and list based menu comprises of the Utilities. Change Warehouse is listed as a transaction under the Utilities.

Note: Change warehouse are for changing user warehouse temporarily during the current session. For permanent changes admin has to configure them at user extensions form.

On the Utilities module to change your default warehouse:

1. Select **Change Warehouse**. The Change Warehouse screen is displayed, which shows your current default warehouse.

2 In the **New Warehouse** field, select a warehouse. All warehouses that your user account is authorized to use are displayed in the drop-down menu.
3 Tap **Save**.

Performing Inventory Disposition for Inspected Items

Use the QCS Disposition transaction to perform inventory disposition at an inspection location. As part of this transaction, you can transfer items to standard inventory locations, hold items at the inspection location, and destroy items.

The warehouse mobility icon based menu and list based menu comprises of the Get It . QCS Disposition is listed as a transaction under the Get It module.

On the Get It module:

1 Select **QCS Disposition**.
2 Specify this information:

   Inspector
   Specify an inspector.

   Receiver
   Optionally, specify a receiver. You can use a customer, supplier, or WIP tag as a receiver. Leave blank to select from a list of receivers.

3 Select **Next**. If you did not specify a receiver, a list of receivers is displayed. Select a receiver from the list.
4 To accept items on this line, specify this information:

   Documentation
   Select whether there is inspection documentation for the receiver.

   Reason
   Select a reason code for the accepted quantity. This field is only displayed if you accepted a quantity greater than zero.

   Disposition
   Specify a new disposition for the accepted quantity. This field is only displayed if you accepted a quantity greater than zero.

   To Location
   If applicable, specify an inventory location to which to move the items. This field is only displayed if you are moving items to inventory.

5 To reject or hold items on this line, select **Reject / Mrr** and specify this information:

   Qty Rejected
   Specify a quantity to reject.

Reason
Select a reason code for the rejected quantity. This field is only displayed if you rejected a quantity greater than zero.

Disp Code
Specify a new disposition for the rejected quantity. This field is only displayed if you rejected a quantity greater than zero.

Qty MRR/Hold
Specify a quantity to hold at the inspection location.

New MRR
Specify whether to generate a new MRR number. This field is only displayed if you held a quantity greater than zero.

6 Select **Process**.

   If the transaction is configured to automatically print labels, the labels are printed.

7 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Re-printing Labels

Use the Label Reprint transaction to re-print barcode labels.

The warehouse mobility icon based menu and list based menu comprises of the Utilities. Label Reprint is listed as a transaction under the Utilities.

On the Utilities module:

1 Select **Label Reprint**.
2 To define label search criteria, specify some or all of this information:

User ID
Specify the user ID of the person who originally printed the label.

Transaction Name
Select the transaction for which the label was originally printed.

Printer
Select the printer that printed the label.

3 Select **Search**. The labels that meet the search criteria specified above are listed in the grid. This information is displayed for each label:

- user ID of the person who originally printed the label
- name of the transaction for which the label was printed
- label name
- printer name
- item number for which the label was printed
- reference request ID, which is the original reference ID if the label is a re-print

4 Select a label to re-print and select **Next**.
5 Specify a printer.
6 Specify how many copies to print.
7 Select **Print**.

Recording Test Results

Use the QCS Test Record transaction to generate quality tests and to record test results.

The warehouse mobility icon based menu and list based menu comprises of the Get It . QCS Test Record is listed as a transaction under the Get It module.

On the Get It module:

1 Select **QCS Test Record** .
2 Optionally, in the**Receiver** field, specify a receiver. You can use a customer, supplier, or WIP tag as a receiver. Leave blank to select from a list of receivers.
3 Select **Next**. If you did not specify a receiver, a list of receivers is displayed. Select a receiver from the list.
4 Select an operation.
5 Specify this information:

Minimum
Specify the minimum test result value.

Maximum
Specify the maximum test result value.

Nominal
Specify the nominal test result value.

Qty Tested
Specify the quantity that was tested.

Qty Failed
Specify the quantity that failed.

Pass
Specify whether the test was passed.

Gage Expire
Specify whether the gage is expired.

Gage
Select a gage.

Test Comp
Specify whether the test is completed.

6 Select **Process**.

Confirming Pick Lists

Use the PPS Pick Confirm transaction to confirm pick lists. When you confirm a pick list, the pick list status is changed to **Picked**. You can confirm pick lists to address situations where an item on a pick list will not be picked or where picking changes have occurred that prevent a pick list status from automatically changing.

The warehouse mobility icon based menu and list based menu comprises of the Ship It. PPS Pick Confirm is listed as a transaction under the Ship It.

On the Ship It module to confirm pick lists:

1 Select **PPS Pick Confirm**. The PPS Pick Confirm screen is displayed.

2 To set filter constraints on the very first screen of the transaction, administrator can use transaction set maintenance form to enable or disable the fields of the transaction.

3 To search for a pick list, specify search criteria. If the **Display Today's Picklist** or **Display User's Picklist** parameter is selected for this transaction, the search is automatically performed using the current date or the current user ID as the search criterion. In this case, you do not need to manually specify search criteria. To specify search criteria, specify some or all of this information:

Picker
Specify a picker.

Pick Date
Specify a pick date.

Order
Specify an order number.

Pick List Num
Specify a pick list number.

Pack Location
Select a pack location.

Pick Location
Select a pick location.

4 If you manually specified search criteria, select **Show**. If multiple pick lists match the specified search criteria, a list of pick lists is displayed. Select a pick list and select **Next** . If only one pick list matches the search criteria or the **Select First Picklist** parameter is selected for this transaction, a pick list is automatically selected. The order number, warehouse, and pack location for the selected pick list are displayed.
5 Select **Process**.
6 If the **Allow Create Shipment** parameter is selected for this transaction, you are asked whether to create a shipment for the picked items. To create shipment, select **Yes**.

Packing Items

Use the PPS Packing transaction to pack items as part of the SyteLine Pick, Pack, Ship module.

The warehouse mobility icon based menu or the factory track list icon comprises of the Ship it module. PPS packing is listed as a transaction under the Ship it module.

1 Select warehouse mobility icon based/list based **menu > Ship it > PPS Packing**
The PPS Packing screen is displayed.
2 To set filter constraints on the first displayed screen of the transaction, administrator can enable the parameters in the transaction set maintenance form.
3 To search for a shipment to pack, specify some or all of these search criteria:

Shipment

- User can either scan or enter the shipment number manually to work on packaging and the other fields can be skipped.
- If user does not have the shipment number, user may use these fields to identify the shipment to work on.

Pick List Num
Use this field to perform search for the shipment id by filtering all the shipments related to the pick list number, for data that is specified either by scanning or entering manually.

Pack Location
Use this field to filter all open packer lists based on the pack locations being assigned for each.

Packer
Use this field to perform search for the shipment id by filtering all the shipments related to the order, for the scanned or specified data.

Order
Use this field to perform search for the shipment id by filtering all the shipments related to the order, for data that is specified either by scanning or entering manually.

4 Click **Next** button or user Function F2 to display open shipments.

Note:

- If user scans or enters inputs for shipment id, the remaining fields are skipped and the next screen displays shipment id line lists.
- However, if the screen displays only one record the list screen is skipped and directly displays shipment id line details.

5 To view shipments to pack, select **Show**. If multiple shipments match the specified search criteria, a list of shipments is displayed. Select a shipment and select **Ship**. If only one shipment matches the search criteria or the **Select First Shipment** parameter is selected for this transaction, a shipment is automatically selected.

6 Specify or review this information:

Shipment
The shipment ID selected in the previous screen is displayed.

Package
User can leave the field blank to create a new package or can select an existing package to include the item.

Package Type
Specify the package type. User must scan or enter the data for a new package. The package type is always validated with the Syteline pre-defined package types.

Item/Package
This field allows user to scan item that are part of shipment record as well as the package IDs associated with the shipment.

Lot
If applicable, scan the lot number.

Unpacked Qty
The unpacked quantity is displayed.

Qty
Specify the quantity you are packing.

Packing Completed
User can click **Y**, for each transaction confirm complete of package creation. This transaction supports multi-level package creation.

7 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have

scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

If the transaction is configured to automatically print labels, the labels are printed.

8 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

9 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Picking items

Use the picking transactions to pick items allocated for shipment. You can pick items by customer order or, if you are using the SyteLine Pick, Pack, and Ship module, you can pick items by pick list.

See "Picking Items By Pick List" on page 41.

See "Picking Items for Customer Orders" on page 39.

To pick items to fill Kanban replenishment requests, see "Picking Items for Kanbans" on page 55.

Picking Items for Customer Orders

If you are not using the SyteLine Pick, Pack, and Ship module, you must pick items by customer order.

The warehouse mobility icon based menu or the factory track list icon comprises of the Ship it module. Customer Order Picking is listed as a transaction under the Ship it module.

1 Select warehouse mobility icon/list based **menu > Ship it > Customer Order Picking**.
2 The Customer Order Picking screen is displayed.
3 Specify or review this information:

Whse
Your warehouse is displayed.

Ord
Specify the customer order number.

Stage Loc
Select a staging location. A location may be selected by default.

4 Select **Next**. If there are multiple lines on the order, the order lines are displayed. Select a line and select **Next**. The order number, line number, item number, and required quantity are displayed.
5 Specify or review this information:

Loc
Select a location from which to pick.

Lot
If applicable, scan a lot number from which to pick.

Available
The available quantity at the selected location is displayed.

To Pick
Specify the quantity you are picking.

6 Select **Process**.
7 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
8 If the transaction is configured to automatically print labels, the labels are printed.

If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

9 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

10 If there are still items to pick on the order, a list of unpicked items is displayed. To pick additional items for this order, select an item, and select **Process**. If only one item is remaining to be picked on the order, an item is automatically selected.

Picking items with PPS picking

To pick items by pick list using the SyteLine Pick, Pack, and Ship module, use the PPS Picking transaction.

The warehouse mobility icon based menu or the factory track list icon comprises of the Ship it module. PPS picking is listed as a transaction under the Ship it module.

1 Select warehouse mobility icon/list based **menu > Ship it > PPS Picking**.
2 The PPS Picking screen is displayed.

   Note: Fill warehouse parameter is not applicable to this transaction as the transaction warehouse field is populated with the warehouse associated with the pick list or the warehouse for which the pick list is generated.

3 To search for a pick list, specify search criteria. If the Today Picklist parameter is selected for this transaction, the search is automatically performed using the current date as the search criterion. In this case, you do not need to manually specify search criteria.
4 To set filter constraints on the first displayed screen of the transaction, administrator can enable the parameters on the transaction set maintenance form.
5 To specify search criteria, specify some or all of this information:

   Pick List Num
   Use this field to retrieve the detail records of the specific pick list number.

   Pack Location
   Use this field to filter all open pick lists based on the pack locations being assigned for each.

   Pick Location
   Use this field to filter all the pick locations.

   Picker
   Use this field to filter all open pick lists based on the picker being assigned during pick list generation.

   Pick Date
   Specify a pick date to filter all open pick lists based on the date.

   Order
   Use this field to filter all open pick lists based on the customer order.

6 The application displays the multiple or single pick list based on the selection criteria. User can select the current working list from the multiple pick lists and click **Next** button or the F2 key.

   Note: If there are multiple items present in the pick list being identified from above steps user can select the current working pick list.

7 Select an item to pick and select **Next** . If there is only one item left to pick on the pick list or the **Select First PickItem** parameter is selected for this transaction, an item is automatically selected.

The order number, warehouse, location, and un-picked quantity for the selected item are populated for the respective fields.

8 Specify this information:

Loc
If applicable, scan the location to confirm you are picking from the correct location. This field is only available if the **Loc Required** parameter is selected for this transaction.

Item
If applicable, scan the item number to confirm you are picking the correct item. This field is only available if the **Item Required** parameter is selected for this transaction.

Lot
If applicable, scan the lot number to confirm you are picking from the correct lot. This field is only available if the **Lot Required** parameter is selected for this transaction.

Qty
Specify the quantity you are picking.

Pack Location
This field is enabled, if the pack location is not assigned to the pick list and but to the first pick in the pick list. However, it is displayed along with the actual pack location, assigned to the pick list.

9 Select **Process** to post the transaction.

Note: This button is enabled, if the pick list item is a not a serial controlled item.

10 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

11 If you have picked all items on the pick list and the **Create Shipment** parameter is selected for this transaction, you are asked whether to create a shipment for the picked items. To create shipment, select **Yes**.

12 If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

13 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

14 If there are still items to pick on the pick list, a list of unpicked items is displayed. To pick additional items for this pick list, select an item, and select **Process**. If only one item is remaining to be picked on the pick list or the **Select First Pick Item** parameter is selected for this transaction, an item is automatically selected.

Shipping items

Use the shipping transactions to ship items. You can ship items for customer orders and transfer orders, or by using the SyteLine Pick, Pack, and Ship module.

See "Shipping Items for Customer Orders" on page 43.

See "Shipping Items for Transfer Orders" on page 44.

See "Shipping Items Using Pick, Pack, and Ship" on page 46.

Shipping Items for Customer Orders

The warehouse mobility icon based menu and list based menu comprises of the Ship It. Customer Order Shipping is listed as a transaction under the Ship It.

On the Ship It module:

1. Select **Customer Order Shipping**. The Customer Order Shipping screen is displayed.
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Stage Loc
   Select a staging location. A location may be selected by default.

   Ship Next
   Specify the number of days in the future to select shipments from. Only order shipments that fall within this range can be selected in the **Order** field.

   Order
   Select the customer order number.

   Lines Opened
   The number of lines open to ship are displayed.

   Lines Staged
   The number of staged lines are displayed.

Rsvd Not Picked
The number of reserved lines that have not been picked are displayed.

To Ship
Specify the customer address. User can modify the address while shipping the orders

3 Select **Process**.
4 If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

5 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Shipping Items for Transfer Orders

The warehouse mobility icon based menu and list based menu comprises of the Ship It. Transfer Order Shipping is listed as a transaction under the Ship It.

On the Ship It module:

1 Select **Transfer Order Shipping**. The Transfer Order Shipping screen is displayed.
2 Specify or review this information:

Transfer Order
Scan a transfer order number.

Line
Select a line number.

Item
The item number and description are displayed.

From Site

The site from which the order is shipping is displayed.

To Site
The site to which the order is shipping is displayed.

From Whse
The warehouse from which the order is shipping is displayed.

To Whse
The warehouse to which the order is shipping is displayed.

Transfer Location
The transfer location is displayed.

Location
Specify the location from which to ship the order.

Lot
If applicable, select a lot number for the items you are shipping.

Required
The required quantity for the order is displayed.

Available
The quantity available for the selected location and, if applicable, lot is displayed.

To Ship
Specify the quantity of items to ship.

Allow Zero Cost Item
Specify whether to allow items with no cost to be shipped.

3. Select **Process**.
4. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
5. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Shipping Items Using Pick, Pack, and Ship

The warehouse mobility icon based menu and list based menu comprises of the Ship It. PPS Shipping is listed as a transaction under the Ship It.

On the Ship It module:

1. Select **PPS Shipping**. The PPS Shipping screen is displayed.
2. To search for a shipment, specify some or all of these search criteria:

   Shipment
   Scan a shipment number.

   Order
   Scan an order number.

   Pick List Num
   Scan a pick list number.

3. Select **Next**. A list of shipments matching the search criteria is displayed. Select a shipment and select **Next**. If only one shipment matches the search criteria, a shipment is automatically selected.
4. If the shipment has a status of **Ready to Ship**, the subsequent verification steps are skipped.
5. If applicable, to verify a shipment line, scan the package number, or, if the item is not packed, scan the item or package number. If the **Verify Lines Mandatory** parameter is cleared for this transaction, shipment lines do not need to be verified, and this step is skipped.

   Verify all lines on the shipment.
6. Select **Next**.

   To ship the order, specify this information:

   To Container
   If applicable, specify whether to place the items in a container. This field is only displayed if containers are in use at your site.

   Container
   This field is only displayed if you are placing the items in a container. Scan a container number or leave blank to automatically generate a new number.

   Tracking
   Optionally, specify a tracking number in the **Tracking** field. This field is only displayed if the **Allow Tracking Number Input** parameter is selected for this transaction.

Pro Number
Optionally, specify a pro number in the **Pro Number** field. This field is only displayed if the **Allow Pro Number** parameter is selected for this transaction.

Vehicle Number
Optionally, specify a vehicle number in the **Allow Vehicle** field. This field is only displayed if the **Allow Vehicle** parameter is selected for this transaction.

7. Select **Process**.
8. If the transaction is configured to automatically print labels, the labels are printed.

   If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

9. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Counting items

Use the Cycle Count, Physical Inventory by Sheet, and Physical Inventory by Tag transactions to count items. You can count items by:

- cycle count

See "Counting Items Using Cycle Counting" on page 48.

- inventory sheet

See "Counting Items By Inventory Sheet" on page 49.

- inventory tag

See "Counting Items By Inventory Tag" on page 50.

Counting Items Using Cycle Counting

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Cycle Count is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1. Select **Cycle Count**.
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Empl ID
   Your employee number is displayed.

   Mode
   To count any items, select **Full**. To count only uncounted items, select **UnCounted**.

   Loc
   Optionally, scan a location at which to count.

   Item
   Optionally, scan an item to count.

   Lot
   Optionally, scan a lot number to count. This field is only available if you scanned a lot-controlled item the **Item** field.

3. Select **Next**.
   - If you did not scan a location, a list of locations is displayed. Select a location at which to count and select **Next**.
   - If you did not scan an item, a list of items is displayed. Select an item to count and select **Next**.
   - If you did not scan a lot number, a list of lots is displayed, if applicable. Select an item to count and select **Next**.

4. Specify this information:

   Loc
   If applicable, scan the location to confirm you are counting at the correct location. This field is only available if the **Input Loc** parameter is selected for this transaction.

   Item
   If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

   Qty
   Specify the counted quantity.

5. Select **Process**.

6 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
7 If there are additional items to count, a list of locations and items to count is displayed. To count additional items, select from this list, and select **Next**.

Counting Items By Inventory Sheet

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Phys Inv By Sheet is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1 Select **Phys Inv By Sheet**.
2 Specify or review this information:

   Checking
   Select **N**.

   Whse
   Your warehouse is displayed.

   Emp ID
   Your employee number is displayed.

   Sheet
   Scan an inventory sheet number.

3 Select **Next**. A list of uncounted items and locations are displayed. If you are using accumulate mode, all items are displayed. In normal mode, only uncounted items are displayed.
4 Specify this information:

   Whse
   If applicable, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected for this transaction.

   Loc
   If applicable, scan the location to confirm you are counting at the correct location. This field is only available if the **Input Loc** parameter is selected for this transaction.

   Item
   If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

Qty
Specify the counted quantity.

5. Select **Process**.
6. If the item is serial-controlled, you are prompted to scan serial numbers for the items. This prompt is only displayed if the **Input Serial** parameter is selected for this transaction. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers. If there are additional items to count on this sheet, a list of locations and items to count is displayed. To count additional items, select from this list, and select **Next**.

Counting Items By Inventory Tag

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Phys Inv By Tag is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1. Select **Phys Inv By Tag**.
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Emp ID
   Your employee number is displayed.

   Tag
   Scan a tag to count.

   Item
   The item number and description are displayed.

   Item
   If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

   Whse
   If applicable, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected for this transaction.

   Loc
   If applicable, scan the location to confirm you are counting at the correct location. This field is only available if the **Input Loc** parameter is selected for this transaction.

Qty
Specify the counted quantity.

3 Select **Process**.
4 If the item is serial-controlled, you are prompted to scan serial numbers for the items. This prompt is only displayed if the**Input Serial** parameter is selected for this transaction. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

Verifying inventory counts

Use the Cycle Verify, Physical Inventory by Sheet, and Physical Inventory by Tag transactions to count items. You can count items by:

- cycle count

See "Verifying Counted Inventory Using Cycle Counting" on page 51.

- inventory sheet

See "Verifying Items By Inventory Sheet" on page 52.

- inventory tag

See "Verifying Items By Inventory Tag" on page 54.

Verifying Counted Inventory Using Cycle Counting

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Cycle Verify is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1 Select **Cycle Verify** .
2 Specify or review this information:

Whse
Your warehouse is displayed.

Mode
The field is defaulted to Mismatch? These are the other options:

- **Mismatch?**: This option verifies items with mismatched counted from previous cycle counts.
- **UnCounted**:This option counts only uncounted items.
- **Full**: This option verifies all items.

Serials?
This field is defaulted to **Yes**, when the user enters a cycle verify transaction.

Lots?
This field is defaulted to **Yes**, when the user enters a cycle verify transaction.

3 Select **Next**.
4 Select location and select **Process**. Specify this information:

Item
If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

Lot
If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

Status
The item status (counted or uncounted) is displayed.

Expected
The expected quantity is displayed. This is the quantity that was recorded in the system at the time the cycle count was generated.

Counted
The previously counted quantity is displayed.

Qty
Specify the counted quantity.

5 Select **Process**.

If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

Verifying Items By Inventory Sheet

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Phys Inv By Sheet is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1 On the Main Menu, tap **Inventory Count**.
2 Tap **Phys Inv By Sheet**.
3 Specify or review this information:

Checking
Select **Y**.

Whse
Your warehouse is displayed.

Emp ID
Your employee number is displayed.

Sheet
Scan an inventory sheet number.

4. Select **Next**. A list of uncounted items and locations are displayed. If you are using accumulate mode, all items are displayed. In normal mode, only uncounted items are displayed.
5. Select an item and location and select **Next**.
6. Specify this information:

   Whse
   If applicable, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected for this transaction.

   Loc
   If applicable, scan the location to confirm you are counting at the correct location. This field is only available if the **Input Loc** parameter is selected for this transaction.

   Item
   If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

   Status
   The item status (counter or uncounted) is displayed.

   Expected
   The expected quantity is displayed. This is the quantity that was recorded in the system at the time the physical count was generated.

   Counted
   The previously counted quantity is displayed.

   Qty
   Specify the counted quantity.

7. Select **Process**.

   If the item is serial-controlled, you are prompted to scan serial numbers for the items. This prompt is only displayed if the **Input Serial** parameter is selected for this transaction. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

8. If there are additional items to verify on this sheet, a list of locations and items to count is displayed. To count additional items, select from this list, and select **Next**.

Verifying Items By Inventory Tag

The warehouse mobility icon based menu and list based menu comprises of the Inventory Count. Phys Inv By Tag is listed as a transaction under the Inventory Count.

On the Inventory Count module:

1. Tap **Phy Inv By Tag**.
2. Specify or review this information:

   Whse
   You warehouse is displayed.

   Emp ID
   Your employee number is displayed.

   Tag
   Scan a tag to verify.

   Item
   The item number and description are displayed.

   Item
   If applicable, scan the item number to confirm you are counting the correct item. This field is only available if the **Input Item** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number to confirm you are counting the correct lot. This field is only available if the **Input Lot** parameter is selected for this transaction.

   Whse
   If applicable, specify the warehouse to confirm you are counting in the correct warehouse. This field is only available if the **Input Whse** parameter is selected for this transaction.

   Loc
   If applicable, scan the location to confirm you are counting at the correct location. This field is only available if the **Input Loc** parameter is selected for this transaction.

   Qty
   Specify the counted quantity.

3. Select **Process**.

   If the item is serial-controlled, you are prompted to scan serial numbers for the items. This prompt is only displayed if the **Input Serial** parameter is selected for this transaction. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

Cross Docking Items

You can cross dock items from within the Job Receipt, JIT Production, Production Schedule Reporting, Purchase Order Receipt, and Transfer Order Receipt mobile scanner transactions. You cannot perform cross docking as a standalone transaction.

1. When prompted to cross dock, specify **Yes**. A list of order lines that are available for cross docking are displayed.
2. Select an order line to which to cross dock, and select **Next**.
3. Specify this information:

   Lot Number
   If applicable, scan the lot number of the item.

   Crossdock Quantity
   Specify the quantity to cross dock. This value must be less than or equal to the quantities displayed in the **Quantity** field and **Quantity Available** field.

   Location
   If applicable, scan the current location of the item.

4. Select **Process**.
5. If the item is serial-controlled, and you are not cross docking the entire quantity, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

Picking Items for Kanbans

Use the Kanban Pick transaction to pick items to fill Kanban replenishment requests. You can only pick items for replenishment requests with a status of **Requested** or **Ordered**.

This transaction can only be used if the Shop Floor module is implemented.

The warehouse mobility icon based menu and list based menu comprises of the Kanban. Kanban Pick is listed as a transaction under the Kanban.

On the Kanban module:

1. Select **Kanban Pick**.
2. Your warehouse is displayed.
3. To find a Kanban request to fill, define search criteria. Optionally, leave search criteria fields blank to display all requests. To define search criteria, specify some or all of this information:

   Kanban
   Scan a Kanban number.

Item
Scan an item number.

Req
Scan a replenishment request number.

WC
Select a work center.

4 Select **Next**. All Kanban replenishment requests with a status of **Requested** that match the specified search criteria are displayed.
5 Select a request for which to pick items.
6 Select **Next**.
7 Specify this information:

Item
If applicable, scan the item number. This field is only displayed if the **Reenter Item** parameter is selected for this transaction.

Loc
Scan the location from which you are picking items.

Lot
If applicable, scan a lot number form which to pick.

Qty
Specify the quantity you are picking.

8 Select **Process**.

If the quantity you are picking is less than the expected quantity,you are asked whether to close the request short. If you will not pick additional items for this request, select **Yes**. The request status is set to **Staged** or **Ordered**. If you will pick additional items for this request, select **No**.

Delivering Kanban Replenishment Items

Use the Kanban Delivery form to deliver Kanban replenishment items from staging locations into Kanban replenishment locations. You can only deliver items for replenishment requests with a status of **Staged**.

This transaction can only be used if the Shop Floor module is implemented.

The warehouse mobility icon based menu and list based menu comprises of the Kanban. Kanban Delivery is listed as a transaction under the Kanban.

On the Kanban module to deliver Kanban replenishment items:

1 Select **Kanban Delivery**.
2 Your warehouse is displayed.
3 In the **Kanban** field, scan a Kanban number. This information about the Kanban is displayed:

- item number
- request number
- work center
- replenishment quantity
- Kanban location

4 If applicable, in the **Loc** field, scan the Kanban location. This field is only displayed if the **Kanban Location** parameter is selected for this transaction.
5 In the **Delivery** field, select **Yes**.
6 Select **Process** . The replenishment request is set to **Closed**.
If the transaction is configured to automatically print labels, the labels are printed.
7 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Requesting Replenishment for Kanbans

Use the Kanban Request transaction to request replenishment for Kanbans.

This transaction can only be used if the Shop Floor module is implemented.

The warehouse mobility icon based menu and list based menu comprises of the Kanban. Kanban Request is listed as a transaction under the Kanban.

On the Kanban module to request replenishment for a Kanban:

1 Select **Kanban Request**.
2 In the **Kanban** field, scan a Kanban number. This information about the Kanban is displayed:

- item number
- item description

- Kanban location
- replenishment type
- replenishment quantity
- If applicable, select **Yes** in the **Confirm** field. This field is only displayed if **Confirm Request** is selected for this transaction.
- Select **Process**. A replenishment request is created for the selected Kanban.

Viewing the Status of Kanban Replenishment Requests

Use the Kanban Status transaction to view the status of Kanban replenishment requests. The status of a replenishment request indicates its current place in the replenishment cycle:

- **Requested** : the request has been created and is awaiting fulfillment
- **Ordered** : a purchase order or transfer order has been created to fill the request
- **Staged** : items are ready to be moved from the staging area to the Kanban replenishment location
- **Closed** : the request has been filled

Note: Replenishment requests may also have a status of **Error** if there is a system error associated with the request.

This transaction can only be used if the Shop Floor module is implemented.

The warehouse mobility icon based menu and list based menu comprises of the Kanban. Kanban Status is listed as a transaction under the Kanban.

On the Kanban module to view the status of Kanban replenishment requests:

1. Select **Kanban Status**.
2. Scan a Kanban number.
3. Select **Process**. This information is displayed:

- item number
- item description
- Kanban location
- replenishment type
- replenishment quantity
- replenishment status
- replenishment request number
- replenishment order number, if applicable

Issuing Material to Jobs

Use the Job Material Issue transaction to issue material to jobs. There are three ways you can issue material to a job:

- Issue material that is part of BOM (Bill of material)
- Issue new material outside BOM
- Issue materials that are part of container as a single transaction. The third option is available only if the customer implement and use container functionality is valid.

You can only issue material in containers if containers are in use at your site.

Issuing Required Material to Jobs

The warehouse mobility icon based menu and list based menu comprises of the Make It. Job Material Issue is listed as a transaction under the Make It.

On the Make It module:

1. On the Main Menu, tap **Make It**.
2. Tap **Job Material Issue**.
3. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Job
   Scan a job number.

   Suffix
   Specify a job suffix.

   Job Item
   The item number and description is displayed.

   Required
   The required quantity is displayed.

   Action
   To issue material that is required by the job, select **Normal**.

4. To define search criteria for available material, specify some or all of this information:

   Backflush
   Select this check box to include backflush materials in the search.

   Issued
   Select this check box to include materials that are already issued in the search.

   Operation
   Select an operation to limit search results to an operation. Leave blank to include all operations in the search.

Material
Scan the material to issue.

5. Select **Next**. The available material to issue is displayed.
6. Select the material to issue from the list and select **Next**. If only one material type and location are available to be issued, the material is automatically selected. The job number, operation number, item number, and required quantity for the selected material are displayed.
7. Specify or review this information:

   Item
   If applicable, scan the item number for the material you are issuing to confirm that it matches the selected material. This field is only displayed if the **ReEnter Item** parameter is selected for this transaction.

   Location
   If applicable, scan the location of the material to confirm that it matches the selected location. If the scanned location does not match the selected one, you are prompted to change the issue location if you are authorized to do so on the Transaction Set Maintenance form. This field is only displayed if the **ReEnter Location** parameter is selected for this transaction.

   Lot
   If applicable, scan the lot number of the material to confirm that it matches the selected lot. If the scanned lot number does not match the selected one, you are prompted to change the issue lot if you are authorized to do so on the Transaction Set Maintenance form. This field is only displayed if the item is lot-controlled and the **ReEnter Lot** parameter is selected for this transaction.

   Available
   The available quantity of material is displayed.

   To Issue
   Specify the quantity you are issuing.

8. Select **Next**.
9. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.
10. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

    Printer
    Select a printer.

    Label Per Box
    Specify the number of labels to print for each box.

    Qty Remaining
    The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

Issuing New Material to Jobs

The warehouse mobility icon based menu and list based menu comprises of the Make It. Job Material Issue is listed as a transaction under the Make It.

On the Make It module:

1. Select **Job Material Issue**.
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Job
   Scan a job number.

   Suffix
   Specify a job suffix.

   Job Item
   The item number and description is displayed.

   Required
   The required quantity is displayed.

   Action
   To issue new material that is not required by the job, select **New**.

   Document
   If applicable, specify a document number.

3. Specify or review this additional information:

   Job
   The job number and suffix are displayed.

   Operation
   Select an operation.

   Item
   Scan an item number. The item description and unit of measure are displayed.

   Loc
   Select a location from which to issue the material.

   Lot
   If applicable, select a lot number.

Available
The available quantity of material is displayed.

To Issue
Specify the quantity you are issuing.

4 Select **Issue**.
5 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.
6 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.
7 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Issuing Containers to Jobs

The warehouse mobility icon based menu and list based menu comprises of the Make It. Job Material Issue is listed as a transaction under the Make It.

On the Make It:

1 Select **Job Material Issue**.
2 Specify or review this information:

   Whse
   Your warehouse is displayed.

   Job
   Scan a job number.

Suffix
Specify a job suffix.

Job Item
The item number and description are displayed.

Required
The required quantity is displayed.

Action
To issue material in a container, select **Cont**.

3 In the **Container** field, scan a container number. The container description and location are displayed.
4 Select **Issue**.

Issuing Material to Work Centers

Use the Work Center Material Issue transaction to issue material to work centers or to recall previously issued material. There are two ways you can use this transaction:

- to issue material from inventory
- to recall issued material

The warehouse mobility icon based menu and list based menu comprises of the Make It. Work Center Material Issue is listed as a transaction under the Make It module.

On the Make It module to issue material to work centers or recall previously issued material:

1 Select **Work Center Material Issue**.
2 Specify or review this information:

Whse
Your warehouse is displayed.

Work Center
Specify a work center. The work center description is displayed.

Employee ID
If applicable, specify your employee ID. This field is only displayed if the **User Input Employee** parameter is selected for this transaction.

Employee Name
Your employee name is displayed. This field is only displayed if the **User Input Employee** parameter is selected for this transaction.

Note: Employee number is displayed, when user is associated with a valid employee.

Type
To issue material from inventory, select **Issue**. To recall previously issued material, select **Reverse**.

3 Select **Next**.

4 Specify or review this information:

Item
Scan the material to issue. The material description is displayed.

Location
Select a location from which to issue material.

Lot
If applicable, scan the lot number.

Available
The available quantity to issue is displayed.

Qty
Specify the quantity to issue. If the issue type is **Reverse**, you can specify any positive quantity. If the issue type is **Issue**, you cannot specify a quantity greater than the available quantity unless negative inventory is allowed for this transaction and for your ERP system.

5 Select **Process**.

6 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

If the transaction is configured to automatically print labels, the labels are printed.

7 If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

WIP move (Job operation reporting)

Use WIP move transaction to report job operation quantity and move to next operation if the transaction is not a final operation. If the operation is the final operation, the user can report quantity and move to inventory location.

The warehouse mobility icon based menu and list based menu comprises of the Make It. WIP Move is listed as a transaction under the Make It module.

On the Make It module:

1. Select **WIP Move** .
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Job
   Scan a job number.

   Suffix
   Specify a job suffix.

   Operation
   Specify an operation.

   Item
   The item number and description are displayed.

   Document
   If applicable, specify a document number. This parameter is only displayed if the **Document Number in Use** parameter is selected for this transaction.

   Opn Qty/UOM
   The required quantity to be completed and the unit of measure are displayed.

   Completed
   Specify the completed quantity.

   Move
   Specify the quantity to move to the next operation. This field is only displayed if the **Enable Move** parameter is selected for this transaction.

   Rejected
   Specify the rejected quantity.

   Reason
   If you are rejecting items, select a reason code.

3. Click **Next**. The warehouse, job number, item, and quantity you are moving are displayed.
4. Specify or review this information:

   Lot
   If the item is lot-controlled, scan the lot number. If the order has pre-assigned lot numbers, this field is filled automatically.

Xref
If the specified job is cross referenced with another order, the cross-referenced order is displayed. When completed items are reported for the last operation of the specified job, they will be reserved for the cross-referenced order.

Use Cont
If applicable, specify whether to place the items in a container.

Container
This field is only displayed if you are placing the items in a container. Scan a container number or leave blank to automatically generate a new number.

Document
If applicable, specify the import document ID for tax-free items.

Loc
If applicable, specify a put away location for the completed items.

Complete Operation
If you are completing the operation, select this check box. This check box is only available if **Complete Operation** is selected for this transaction.

Close Job
If you are completing the operation and it is the last operation on the job, select this check box. This check box is only available if **Close Job** is selected for this transaction.

Whse
Specify the warehouse to which to issue the completed material. This field is only displayed if this is the last operation.

Location
Specify the location to which to issue the completed material. This field is only displayed if this is the last operation.

Issue to Parent
Select this check box to issue completed items from this sub-assembly job to its parent job. This field is only displayed if:

- the **Prompt for issue to Parent Job** parameter is selected for this transaction
- the parent job is set as the destination for the completed items
- this is last operation for this sub-assembly job

5. Click **Process**.
6. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

   If the transaction is configured to automatically print labels, the labels are printed.
7. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

9 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Moving inventory items

Factory track WM does support moving items from one site to another site using Multi-site move transaction.

Recalling Issued Material

Use the Job Material UnIssue transaction to recall material that has been issued to a job.

The warehouse mobility icon based menu and list based menu comprises of the Make It. Job Material UnIssue is listed as a transaction under the Make It.

On the Make It module:

1 Select **Job Material UnIssue**.

2 Specify or review this information:

Whse
Your warehouse is displayed.

Job
Scan a job number.

Suffix
Specify a job suffix.

Job Item
The item number and description is displayed.

Required
The required quantity is displayed.

3 To define search criteria for issued material, specify some or all of this information:

Operation
Select an operation for which to search.

Material
Scan the material for which to search.

4 Select **Next**. The issued material matching the search criteria is displayed.

5 Select the material to recall from the list and select **Next**. If only one material type and location are available to be recalled, the material is automatically selected. The job number, operation number, item number, and issued quantity for the selected material are displayed.

Specify or review this information:

Item
If applicable, scan the item number for the material you are recalling to confirm that it matches the selected material. This field is only displayed if the **ReEnter Item** parameter is selected for this transaction.

Location
Specify the location to which to return the recalled material.

Lot
If applicable, scan the lot number.

Qty
Specify the quantity to recall.

6 Select **Process**.

7 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

8 If the transaction is configured to automatically print labels, the labels are printed.

If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

9 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

10 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Reporting Completed Just-In-Time Production Items

Use the JIT Production transaction to report items produced using just-in-time production.

The warehouse mobility icon based menu and list based menu comprises of the Make It. JIT Production is listed as a transaction under the Make It.

On the Make It module to report completed just-in-time production items:

1. Select **JIT Production**.
2. Specify this information:

Whse
Your warehouse is displayed.

Item
Scan the item number. The item description and unit of measure are displayed.

Quantity
Specify the completed quantity.

Employee
If applicable, scan your employee number.

Shift
If applicable, specify the shift during which the items were produced.

Lot
If applicable, scan the lot number or leave blank to automatically generate a number.

To Container
If applicable, specify whether to place the items in a container. This field is only displayed if containers are in use at your site.

Container
This field is only displayed if you are placing the items in a container. Scan a container number or leave blank to automatically generate a new number.

Loc
If applicable, specify a put away location for the completed items.

3 Click **Process**.
4 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
5 If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Reporting Completed Production Quantities

Use the Job Receipt transaction to report completed quantities for a production order.

The warehouse mobility icon based menu and list based menu comprises of the Make It. Job Receipt is listed as a transaction under the Make It.

On the Make It module:

1 Select**Job Receipt** .
2 Specify or review this information:

Whse
Your warehouse is displayed.

Job
Scan a job number.

Suffix
Specify a job suffix.

Item
The item number and description is displayed.

Required
The required quantity to be completed is displayed.

Lot
If the item is lot-controlled, scan the lot number. If the order has pre-assigned lot numbers, this field is filled automatically.

Receive
Specify the completed quantity.

To Container
If applicable, specify whether to place the items in a container. This field is only displayed if containers are in use at your site.

Container
This field is only displayed if you are placing the items in a container. Scan a container number or leave blank to automatically generate a new number.

Document
If applicable, specify the import document ID for tax-free items.

Loc
If applicable, specify a put away location for the completed items.

3. Click **Process**.
4. If you are reporting items that are not defined in your ERP system and the **Allow Non-Inv Items** parameter is selected, the Non-Inv Accounts screen is displayed. In the **Account** field, specify an account number to use for this item. An account number may be specified by default. In the **Unit** fields, specify unit codes to use for this item. Unit codes may be specified by default.
5. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
6. If the transaction is configured to automatically print labels, the labels are printed.

   If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

7 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Reporting Items Completed During Scheduled Production

Use the Production Schedule Reporting transaction to report items produced during scheduled production.

The warehouse mobility icon based menu and list based menu comprises of the Make It. Production Schedule Reporting is listed as a transaction under the Make It.

On the Make It module to assign a printer to your user ID:

1 Select **Production Schedule Reporting**.

2 Specify or review this information:

Whse
Your warehouse is displayed.

Item
Scan an item number. The item description and unit of measure are displayed.

Schedule
Select a production schedule.

Operation
Select an operation.

Quantity
Specify the completed quantity.

Rejected
Specify the rejected quantity.

Reason
If you are rejecting items, select a reason code.

Employee
If applicable, scan your employee number.

Shift
If applicable, specify the shift during which the items were produced.

Lot
If applicable, scan the lot number or leave blank to automatically generate a number.

To Container
If applicable, specify whether to place the items in a container. This field is only displayed if containers are in use at your site.

Container
This field is only displayed if you are placing the items in a container. Scan a container number or leave blank to automatically generate a new number.

Loc
If applicable, specify a put away location for the completed items.

3. Click **Process**.
4. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
5. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

6. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

7 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Starting jobs

You can use the Labor Reporting transaction to start jobs for employees. The time the employee spends working on the job is recorded and attributed to the job in your ERP system. In the Labor Reporting transaction, the Job start and setup start transactions are modified to include the Resource ID field. This field must be displayed only when the parameter Display Resource ID is set to true. You can start these job types:

- production orders

See "Starting Production Orders and Setup Activities" on page 75.

- setup activities

See "Starting Production Orders and Setup Activities" on page 75.

- indirect tasks

See "Starting Indirect Tasks" on page 75.

- production schedules

See "Starting Production Schedules" on page 76.

- just-in-time production jobs

See "Starting Just-In-Time Production Jobs" on page 76.

- projects

See "Starting Projects" on page 77.

- service orders

See "Starting Service Orders" on page 78.

- work center labor

See "Starting Work Center Labor" on page 78.

If you have the Time Track module implemented, you should start production orders, setup activities, indirect tasks, projects, service orders, and machine jobs using the Job Booking transaction instead of the Labor Reporting transactions. See "Starting Jobs" Using Time Track and Warehouse Mobility for instructions on using the Job Booking transaction.

Starting Production Orders and Setup Activities

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **Job Run** or **Job Setup**.
5. Specify or review this information:

   Shift
   Your shift is displayed.

   Job
   Scan a job number.

   Suffix
   Select a job suffix number.

   Operation
   Select an operation number.

   Work Center
   Select a work center. Your work center may be displayed by default.

6. Select **Process**.

Starting Indirect Tasks

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **Indirect**.
5. In the **Task** field, select a task code.
6. Select **Process**.

Starting Production Schedules

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **Prod Schedule**.
5. Specify or review this information:

   Shift
   Your shift is displayed.

   Item
   Scan an item number.

   Description
   The item description is displayed.

   PSched
   Scan a production schedule.

   Operation
   Select an operation number.

   WC
   Select a work center. Your work center may be displayed by default.

6. Select **Process**.

Starting Just-In-Time Production Jobs

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **JIT**.

5 Specify or review this information:

Shift
Your shift is displayed.

Whse
Select a warehouse at which to produce the items.

Item
Scan an item number.

Description
The item description is displayed.

WC
Select a work center. Your work center may be displayed by default.

6 Select **Process**.

Starting Projects

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1 Select **Labor Reporting**. The Labor Reporting screen is displayed.
2 Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3 In the **Employee** field, scan your employee ID number or team number.
4 In the **Type** field, select **Project**.
5 Specify this information:

Project
Scan a project number.

Task
Scan a task number.

Cost Code
Select a cost code.

6 Select **Process**.

Starting Service Orders

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **Service Order**.
5. Specify this information:

   PartnerID
   Specify a partner ID number.

   Order
   Scan an order number.

   Line
   Select a line number.

   Operation
   Select an operation number.

6. Select **Process**.

Starting Work Center Labor Using Warehouse Mobility

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number.
4. In the **Type** field, select **Work Center**.
5. Select a work center.
6. Select **Process**.

Stopping Jobs

You can use the Labor Reporting transaction to stop jobs for employees. The time the employee spends working on the job is recorded and attributed to the job in your ERP system. You can also report completed quantities when stopping jobs. In the Labor Reporting transaction, the Job stop and setup stop transactions are modified to include the Resource ID field. This field must be displayed only when the parameter Display Resource ID is set to true. You can stop these job types:

- production orders
- setup activities
- indirect tasks
- production schedules
- just-in-time production jobs
- projects
- service orders
- work center labor

If you have the Time Track module implemented, you should stop production orders, setup activities, indirect tasks, projects, service orders, and machine jobs using the Job Booking transaction instead of the Labor Reporting transactions. See Stopping Jobs Using Time Track and Warehouse Mobility for instructions on using the Job Booking transaction.

Stopping Production Orders

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - job suffix
   - operation
4. Specify this information:

   Qty Completed
   Specify the number of completed items for the selected operation.

Qty Moved
Specify the number of completed items to move to the next operation. This value might be specified by default.

Qty Reject/Scrap
Specify the quantity to scrap.

Complete Operation
If you are completing the operation, select this check box. This check box is only available if **Allow User to Operation Complete** is selected for this transaction.

Close Job
If you are completing the operation and it is the last operation on the job, select this check box. This check box is only available if **Allow User to Close Job** is selected for this transaction.

Loc
If applicable, select a put away location for the completed items.

Lot
If applicable, scan a lot number.

5 Select **Stop**.
6 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
7 If the transaction is configured to automatically print labels, the labels are printed.

   If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Stopping Setup Activities

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - job suffix
   - operation
4. Select **Stop**.

Stopping Indirect Tasks

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - task code
4. Select **Stop**.

Stopping Production Schedules

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - item number
   - item description
4. Specify this information:

   Qty
   Specify the number of completed items.

   Loc
   If applicable, select a put away location for the completed items.

   Lot
   If applicable, scan a lot number.
5. Select **Stop**.
6. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
7. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.
8. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Stopping Just-In-Time Production Jobs

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - item number
   - item description
4. Specify this information:

   Qty
   Specify the number of completed items.

   Loc
   If applicable, select a put away location for the completed items.

   Lot
   If applicable, scan a lot number.
5. Select **Stop**.
6. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
7. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

8 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Stopping Projects

The warehouse mobility icon based menu and list based menu comprises of the TT Trans. Labor Reporting is listed as a transaction under the TT Trans.

On the TT Trans module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
    - shift
    - job type
    - project number
    - task number
    - cost code
4. Select **Stop**.

Stopping Service Orders

The warehouse mobility icon based menu and list based menu comprises of the TT Trans. Job Booking is listed as a transaction under the TT Trans.

On the TT Trans module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
    - order number
    - order line
    - operation number
4. Specify or review this information:

WCode
The work code is displayed. You can modify this value if necessary.

BCode
The bill code is displayed. You can modify this value if necessary.

Work
The number of worked hours for this job are displayed.

Bill
The default value for this field matched the number of worked hours for this job. You can modify this value if necessary.

Cost
The cost is displayed.

Rate
The rate is displayed.

5. Select **Stop**.

Stopping Work Center Labor

The warehouse mobility icon based menu and list based menu comprises of the Make It. Labor Reporting is listed as a transaction under the Make It.

On the Make It module:

1. Select **Labor Reporting**. The Labor Reporting screen is displayed.
2. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
3. In the **Employee** field, scan your employee ID number or team number. This information is displayed:
   - shift
   - job type
   - work center
4. Select **Stop**.

Issuing Material to Service Repair Orders

Use the SRO Material transaction to issue material to service repair orders. You can search for service orders using a partner number or an employee number.

The warehouse mobility icon based menu and list based menu comprises of the Field Service . SRO Material is listed as a transaction under the Field Service module.

On the Field Service module to issue material to service repair orders:

1 Select **SRO Material**.
2 Specify or review this information:

   Partner/Employee
   Scan a partner number or an employee number.

   SRO
   Select a service order.

   Line
   Select an order line.

   Operation
   Select an operation.

   Item
   Scan the item number of the material you are issuing.

   Cust Item
   If applicable, the customer item number is displayed.

   Trans
   Select **Issue**.

   Whse
   Your warehouse is displayed.

   Location
   Select a location from which to issue the material. A location is recommended by default.

   Lot
   Select a lot number from which to issue the material. A lot is recommended by default.

   Quantity
   Specify the quantity to issue.

   Bill Code
   The bill code is displayed. This field is only displayed if the **Bill Code and Price Code Display** parameter is selected for this transaction.

   Unit Price
   The unit price is displayed. This field is only displayed if the **Bill Code and Price Code Display** parameter is selected for this transaction.

3 Select **Process**.
4 If the quantity you are issuing is less than the expected quantity,you may be asked whether you are conducting a partial issue. If you will return to issue more items from this lot at this location, specify **Yes**. If you will not issue more items from this lot at this location, specify **No**. If you specify **No**, you are also asked whether there is lost material. If items are missing, specify **Yes**. The missing items are transferred to a hold location. If items are not missing, specify **No**.
5 If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have

scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

6 If the transaction is configured to automatically print labels, the labels are printed.

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

7 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Recalling Material from Service Repair Orders

Use the SRO Material transaction to recall material from service repair orders. You can search for service orders using a partner number or an employee number.

The warehouse mobility icon based menu and list based menu comprises of the Field Service . SRO Material is listed as a transaction under the Field Service module.

On the Field Service module to issue material to service repair orders:

1 Select **SRO Material**.

2 Specify or review this information:

Partner/Employee
Scan a partner number or an employee number.

SRO
Select a service order.

Line
Select an order line.

Operation
Select an operation.

Item
Scan the item number of the material you are recalling.

Cust Item
If applicable, the customer item number is displayed.

Trans
Select **UnIssue**.

Whse
Your warehouse is displayed.

Location
Specify the location to which to return the recalled material.

Lot
If applicable, scan the lot number.

Quantity
Specify the quantity to recall.

Bill Code
The bill code is displayed.

Unit Price
The unit price is displayed.

3. Select **Process**.
4. If the transaction is configured to automatically print labels, the labels are printed.
5. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

6. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Viewing Service Requests for Partners

Use the Partner Query transaction to view service requests for partners. You can view all customer service requests and all service order operations assigned to a partner.

The warehouse mobility icon based menu and list based menu comprises of the Field Service. Partner Query is listed as a transaction under the Field Service.

On the Field Service module to view service requests for partners:

1. Select **Partner Query**.
2. In the **Partner** field, specify a partner number. The partner name is displayed. The **ClockOnto** field indicates whether the partner is currently clocking time on any service jobs. If the partner is currently clocking time on a service job, the order number, line number, operation number, and start time of that job are displayed.
3. Optionally, to view all customer service requests assigned to the partner, select **Incidents**.
4. Optionally, to view all service order operations assigned to the partner, select **Operations** .

Putting Away Items

Use the Putaway transaction to put away received items into inventory.

The warehouse mobility icon based menu and list based menu comprises of the Get It. Putaway is listed as a transaction under the Get It module.

On the Get It module:

1. Select **Putaway**. The Putaway screen is displayed.
2. Specify or review this information:

   Whse
   Your warehouse is displayed.

   Container
   This field is only displayed if you are using containers at your site. To put away a container, scan a container number. Leave blank if you are not putting away a container.

   Type
   If you are putting away a container, this field is hidden. Specify the origin of the items you are putting away. Select one of these origin types:

   - Purchase
   - Transfer
   - Return
   - RMA
   - JIT
   - Prod Schedule

- Job

WC
This field is only available if you are putting away items from a job, just-in-production order, or production schedule. Select the work center at which the items were produced.

Receipt Loc
Select a receiving location from which to put away items.

Item
If you are putting away a container, this field is hidden. Scan the item number.

Lot
If you are putting away a container, this field is hidden. If applicable, select a lot number.

Available
If you are putting away a container, this field is hidden. The available quantity to put away is displayed.

To Location
Select a put away location. A location may be selected by default

Qty
Specify the quantity to put away.

3. Select **Process**.
4. If the item is serial-controlled, you are prompted to scan serial numbers for the items. In the **Serial** field, scan or select a serial number for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
5. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

Receiving Items from Jobs

Use the Job Receipt to receive completed items from jobs into inventory.

The warehouse mobility icon based menu and list based menu comprises of the Get It. Job Receipt is listed as a transaction under the Get It module.

On the Get It module:

1 Select **Job Receipt**. The Job Receipt screen is displayed.

2 Specify or review this information:

Whse
Select the warehouse at which to receive the items. Your warehouse might be displayed by default.

Job
Scan an order number.

Suffix
Select an order suffix.

Item
The item number and description are displayed.

Required
The required quantity is displayed.

Lot
If applicable, scan the lot number.

Receive
Specify the quantity to receive.

To Container
This field is only displayed if you are using containers at your site. To receive the items into a container, select **Yes**.

Container
This field is only displayed if you select **Yes** in the **To Container** field. Scan or select a container number.

Document
If applicable, specify a document number.

Loc
If applicable, select a put away location.

3 Select **Process**.

4 If the item is serial-controlled, you are prompted to scan serial numbers for the items. Optionally, to automatically generate serial numbers, select **Yes** in the **Generate** field. To manually specify serial

numbers, scan or select a serial number in the **Serial** field for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

5 If the transaction is configured to automatically print labels, the labels are printed.

   If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

6 When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.

7 If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Receiving Items from Purchase Orders

Use the Purchase Order Receipt transaction to receive items from purchase orders.

The warehouse mobility icon based menu and list based menu comprises of the Get It. Purchase Order Receipt is listed as a transaction under the Get It module.

On the Get It module:

1 Select **Purchase Order Receipt**. The Purchase Order Receipt screen is displayed.

2 In the **Receipt Type** field, specify whether to use a purchase order number or GRN number.

3 Specify this information:

   Whse
   Select the warehouse at which to receive the items. Your warehouse might be displayed by default.

   PO #
   Scan a purchase order number. This field is only displayed if you selected **PO** in the **Receipt Type** field.

Item
This field is only displayed if you selected **PO** in the **Receipt Type** field and the **Receive by Line** parameter is cleared for this transaction. Optionally, scan the item you are receiving. Leave blank to select from a list of items on the purchase order.

Line
This field is only displayed if you selected **PO** in the **Receipt Type** field and the **Receive by Line** parameter is selected for this transaction. Optionally, specify the line you are receiving. Leave blank to select from a list of lines on the purchase order.

Vendor
Specify a vendor. This field is only displayed if you selected **GRN** in the **Receipt Type** field.

GRN #
Scan a GRN number. This field is only displayed if you selected **GRN** in the **Receipt Type** field.

GRN Line #
This field is only displayed if you selected **GRN** in the **Receipt Type** field and the **Receive by Line** parameter is selected for this transaction. Optionally, specify the line you are receiving. Leave blank to select from a list of GRN lines.

4. Select **Next**. If there are multiple items or lines on the purchase order or GRN number and you did not specify an item or line, a list of items or lines is displayed. Select the item or line to receive. The purchase order or GRN number, item information, warehouse, and required quantity are displayed.
5. Specify this information:

   Loc
   If applicable, select a put away location. If **Combine Putaway** is cleared for this transaction, this field is read only.

   Lot
   If applicable, scan the lot number or leave blank to automatically generate a number.

   Received
   Specify the quantity to receive.

   To Container
   This field is only displayed if you are using containers at your site. To receive the items into a container, select **Yes**.

   Container
   This field is only displayed if you select **Yes** in the **To Container** field. Scan or select a container number.

6. Select **Receive**.
7. If the item is serial-controlled, you are prompted to scan serial numbers for the items. Optionally, to automatically generate serial numbers, select **Yes** in the **Generate** field. To manually specify serial numbers, scan or select a serial number in the **Serial** field for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select

Show List to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.

8. If you are receiving a cross-referenced job and the **Cross Reference for Job Order parameter** is selected, you are prompted to allocate received items to the cross-referenced order. If you respond **Yes** to this prompt, the Job Material Issue transaction is opened, and the cross-referenced job information is displayed. To issue the items to the cross-referenced job, select **Process**.
9. If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

   Printer
   Select a printer.

   Label Per Box
   Specify the number of labels to print for each box.

   Qty Remaining
   The number of remaining labels to be printed is displayed.

   No of Boxes
   Specify the number of boxes for which to print labels.

   Qty Per Box
   Specify how many items are in each box.

10. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.
11. If there are still items to receive on the order, the items or lines list is displayed. To receive additional items for this order, select an item or line.
12. If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.

Receiving Items from Transfer Orders

Use the Transfer Order Receipt transaction to receive items from transfer orders.

The warehouse mobility icon based menu and list based menu comprises of the Get It. Transfer Order Receipt is listed as a transaction under the Get It module.

On the Get It module:

1. Select **Transfer Order Receipt**. The Transfer Order Receipt screen is displayed.
2. Specify this information:

   Whse
   Select the warehouse at which to receive the items.

Trn Order
Scan a transfer order number.

Item
This field is only displayed if the **Receive by Line** parameter is cleared for this transaction. Optionally, scan the item you are receiving. Leave blank to select from a list of items on the transfer order.

Line
This field is only displayed if the **Receive by Line** parameter is selected for this transaction. Optionally, specify the line you are receiving. Leave blank to select from a list of lines on the transfer order.

3 Select **Next**. If there are multiple items or lines on the transfer order and you did not specify an item or line, a list of items or lines is displayed. Select the item or line to receive.
4 The transfer order number, warehouse, and item information as well as the required, shipped, received, and available quantity are displayed. Optionally, select **Transfer Item With Zero Cost** to transfer items to another site even if there is no cost associated with the items.
5 Specify this information:

Lot
If applicable, scan the lot number or leave blank to automatically generate a number.

Qty
Specify the quantity to receive.

Loc
If applicable, select a put away location. If **Combine Putaway** is cleared for this transaction, this field is read only.

To Container
This field is only displayed if you are using containers at your site. To receive the items into a container, select **Yes**.

Container
This field is only displayed if you select **Yes** in the **To Container** field. Scan or select a container number.

6 Select **Receive**.
7 If the item is serial-controlled, you are prompted to scan serial numbers for the items. Optionally, to automatically generate serial numbers, select **Yes** in the **Generate** field. To manually specify serial numbers, scan or select a serial number in the **Serial** field for each item. The total quantity of serial numbers to scan is displayed. The **Scanned** field shows how many serial numbers you have scanned. When you have scanned the required quantity of serial numbers, click **Process**. Optionally, select **Show List** to view a list of available serial numbers, or select **Clear List** to clear all scanned serial numbers.
8 If the transaction is configured to automatically print labels, the labels are printed. If the transaction is configured to manually print labels, the Label Printing screen is displayed. Specify this information:

Printer
Select a printer.

Label Per Box
Specify the number of labels to print for each box.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty Per Box
Specify how many items are in each box.

9. When the quantity of remaining labels to print is zero, select **Print** to print the labels. Optionally, select **Clear Labels** to clear the **No of Boxes** and **Qty Per Box** fields.
10. If there are still items to receive on the order, the items or lines list is displayed. To receive additional items for this order, select an item or line.
11. If the **Allow Cross-Docking** parameter is selected for this transaction, this order is not cross-referenced to another order, and there are open cross docking requirements, you asked whether to cross dock. For instructions on cross docking, see "Cross Docking Items" on page 55.