Infor Warehouse Mobility for Infor ERP LN Module User Guide

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Contents

About this guide

This guide explains how to configure and manage transactions in Infor Warehouse Mobility for Infor ERP LN.

About Infor 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 hand-held radio frequency (RF) scanners. Infor Warehouse Mobility formats the data and transmits it to your ERP system. Any information from the ERP is displayed as it was received.

With Infor Warehouse Mobility, users work with data-entry screens that show only relevant data fields, many of which include default values. Infor Warehouse Mobility updates your ERP database with the same data integrity as transactions that you enter through the standard ERP user interface at a desktop terminal.

You can edit Infor Warehouse Mobility parameter data by using a set of simple Web pages. The actual data is stored in XML files that correspond to the structure of your site.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

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

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

Chapter 1: Overview

1

This document provides instructions for using Infor Warehouse Mobility for Infor ERP LN module in ERP LN. The module includes a General Parameters form and form groups for Kanban, Packing, and Hours Accounting.

General Parameters

Use the Warehouse Mobility - General Parameters form to specify general parameters for Warehouse Mobility transactions performed on handheld scanners. The parameters you specify on this form override those specified with the Warehouse Mobility Administration Tool, if there are conflicts.

Kanban

Use the Warehouse Mobility - Kanban form group to manage your Kanban system. You can specify parameters, configure Kanbans, view Kanban information, and manage Kanban requests.

Packing

Use the Warehouse Mobility - Packing form group to manage Warehouse Mobility packing transactions. You can specify parameters, view packing and shipping information, and release and confirm shipments.

Hours Accounting

Use the Warehouse Mobility - Hours Accounting form group to manage Warehouse Mobility hours accounting transactions. You can specify parameters, configure worksets and teams, and view shift histories.

Chapter 2: General Parameters

2

This chapter describes how to specify general parameters for Warehouse Mobility in ERP LN.

Specifying general Warehouse Mobility parameters

Use the Warehouse Mobility - General Parameters form to specify general parameters for Warehouse Mobility transactions performed on handheld scanners. The parameters you specify on this form will override those specified with the Warehouse Mobility Administration Tool, if there are conflicts.

To specify general parameters for Warehouse Mobility:

1 Select **Warehouse Mobility > Warehouse Mobility - General Parameters**.

2 From the grid, select the top row that has the Actual Set description.

3 On the **Receipt** tab, specify this information:

Description
Specify a description for this parameter set. For example, Parameter Set defined on 2013-03-12 8:40.

Add lots in Receiving
Select to assign lot numbers to items when they are received.

Receive in Inventory Unit
Select to receive all items in their standard unit of measure.

Each Receipt Final Receipt
Select to designate all receipts as final.

Use Default Series from Inventory Handling Parameters
Select to use the default series prefix specified in the Inventory Handling Parameters form in ERP LN for generating receipt numbers. Clear to use a unique series prefix to generate receipt numbers for receipts processed by barcode scanners.

Receipt Series

This parameter is available if **Use Default Series from Inventory Handling Parameters** is cleared. Specify the series prefix to use to generate receipt numbers for receipts processed by barcode scanners.

4 On the **Picking** tab, specify this information:

Pre-Defined Stage Location for Pick/Pack

Specify the default staging location for items while they are picked or packed.

Allow Overpick for Production Raw Material Issue

Select to allow quantities greater than the issued quantity for production to be picked.

Allow Overpick for Transfer Issue

Select to allow quantities greater than the issued quantity for transfer to be picked.

5 On the **Production** tab, specify this information:

Allow Backflush

Select to automatically issue production based on bill of material specifications when an operation or order is reported.

Report Order if last operation

Select to automatically report all operations in an order when the last operation is completed.

Production History

Select to track production by shift.

Track Over Issue Transfer

Select to track issued inventory quantities that are greater than the ordered quantities.

Over Issue Number Group

This parameter is available if you select **Track Over Issue Transfer**. Specify the number group for over issue transfer series.

Over Issue Number Series

This parameter is available if you select **Track Over Issue Transfer**. Specify the number prefix for over issue transfers.

6 On the **Transfer** tab, specify this information:

Generate Warehouse Order for Intra Warehouse Transfers

Select to generate transfer orders for inventory transfers within a warehouse.

Use Default Transfer Order Type and Series

Select to use the default series prefix specified in the Inventory Handling Parameters form in ERP LN and to use the default order type, determined by ERP LN, for generating transfer orders. Clear to use a unique order type and series prefix for inventory transfers processed by barcode scanners.

Transfer Order Type

This parameter is available if **Use Default Transfer Order Type and Series** is cleared. Specify the order type to use for transfer orders generated by barcode scanners.

Transfer Series

This parameter is available if **Use Default Transfer Order Type and Series** is cleared. Specify the series prefix to assign to transfer orders generated by barcode scanners.

7 On the **General** tab, specify this information:

User Name for Profile Template

Specify your ERP LN user name.

Reference Identifier Implemented

Select to use Reference ID shortcuts.

Reference Identifier Search Priority

Specify the order in which to resolve Reference ID values. For example, you specify **Serial Number** for Priority 1 and **Handling Unit** for Priority 2. A user then specifies a value in a **Reference ID** field. The system will first search for a serial number that matches that value, then, if it fails to do so, it will search for a matching Handling Unit.

Note: When using **Serial Number** as a Reference ID, users should scan a barcode containing both the serial number and item number in this format: **Serial Number~Item Number**.

Note: To use **Lot Code** as a Reference ID, the lot codes used in your organization must each be restricted to one stock point. If single lot codes exist at multiple stock points, the **Lot Code** Reference ID has no effect.

8 Click **Save**.

Chapter 3: Kanban

3

This chapter describes how to use Warehouse Mobility - Kanban forms.

Specifying Kanban parameters

Use this form to specify parameters for hours accounting transactions performed on handheld scanners. The parameters you specify on this form will override those specified with the Warehouse Mobility Administration Tool, if there are conflicts.

To specify Kanban parameters:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Setup Data > Kanban Parameters**.

2 From the grid, select the top row with the description Actual Set.

3 On the **General** tab, specify this information:

Allow Warehouse Requests

Select to allow inventory transfer replenishment requests.

Allow Production Requests

Select to allow production replenishment requests.

Use Pre-Defined Kanban IDs

Select to pre-generate Kanban numbers that will be assigned to items, locations, and loops. Clear to automatically generate new Kanban numbers when needed.

Number Type for Kanban ID

Specify the number group for Kanban request order series.

Number Series for Kanban ID

Specify the number prefix for Kanban requests.

Kanban Inventory Holding Location

Specify the default staging location for Kanbans while they are picked.

Allow Auto-Consumption

Select to automatically adjust inventory when a Kanban is delivered.

Reason Code

Specify the reason code to use for inventory adjustments due to auto-consumption.

Order Type for Direct Receipt

Specify an order type for direct receipt orders.

4 On the **Purchase** tab, specify this information:

Purchase Orders?

Select to allow Kanbans to be replenished by purchase orders.

Allow Purchase Orders?

This parameter is available if you select **Purchase Orders?**. Select to allow users to create purchase orders for Kanban requests.

Combine at PO Line?

This parameter is available if you select **Purchase Orders?**. Select to allow separate Kanban requests for the same item to be combined on a single purchase order line, if the supplier is the same for each request.

Allow Direct Receipt?

This parameter is available if you select **Purchase Orders?**. Select to automatically deliver the Kanban to its stock location in ERP LN when a Kanban order is received.

Combine Lines for Supplier?

This parameter is available if you select **Purchase Orders?**. Select to allow Kanban requests for different items to be combined on a single purchase order, if the supplier is the same for each request. The requests will be included as separate lines on the order.

Allow Order Series at Item?

This parameter is available if you select **Purchase Orders?**. Select to allow order types to be changed for individual items. Clear to require that all items use the same order type.

Number group for Purchase

This parameter is available if you select **Purchase Orders?**. The number group for purchase order series is displayed.

Number Series

This parameter is available if you select **Purchase Orders?**. Specify the number prefix for Kanban purchase requests.

Order Type

This parameter is available if you select **Purchase Orders?**. Specify the number group for Kanban purchase order series.

Auto-Approval?

This parameter is available if you select **Purchase Orders?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Over-Receipt to Final Kanban

This parameter is available if you select **Purchase Orders?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

Ordering Warehouse

This parameter is available if you select **Purchase Orders?**. Optionally, specify the warehouse that will receive all purchase orders.

PO Print Report Name

This parameter is available if you select **Purchase Orders?**. Specify the name for the PO Print Report.

5 On the **Production** tab, specify this information:

Production Orders?

Select to allow Kanbans to be replenished by production orders.

Allow Order Series at Item?

This parameter is available if you select **Production Orders?**. Select to allow order types to be changed for individual items. Clear to require that all items use the same order type.

Over-Receipt to Final Kanban

This parameter is available if you select **Production Orders?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

Combine Requests?

This parameter is available if you select **Production Orders?**. Select to allow multiple Kanban requests to be filled by a single production order.

Auto-Approval?

This parameter is available if you select **Production Orders?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Release Orders?

This parameter is available if you select **Production Orders?**. Select to allow approved Kanban production requests to be filled immediately. Clear to require that these orders be released before they can be filled.

Allow Direct Receipt

This parameter is available if you select **Production Orders?**. Select to require that Kanban production requests be approved before they can be filled.

Number Group for Production

This parameter is available if you select **Production Orders?**. The number group for production order series is displayed.

Number Series

This parameter is available if you select **Production Orders?**. Specify the number prefix for Kanban production requests.

6 On the **Replenishment** tab, specify this information:

Replenishment Orders?

Select to allow Kanbans to be replenished by replenishment orders.

Number Group for Replenishment

This parameter is available if you select **Replenishment Orders?**. The number group for replenishment order series is displayed.

Number Series

This parameter is available if you select **Replenishment Orders?**. Specify the number prefix for Kanban replenishment requests.

Default Order Type

This parameter is available if you select **Replenishment Orders?**. Specify the default order type for replenishment orders.

Allow Order Series at Item?

This parameter is available if you select **Replenishment Orders?**. Select to allow order types to be changed for individual items. Clear to require that all items use the same order type.

Auto-Approval?

This parameter is available if you select **Replenishment Orders?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Combine Requests?

This parameter is available if you select **Replenishment Orders?**. Select to allow multiple Kanban requests to be filled by a single replenishment order.

Over-Receipt to Final Kanban

This parameter is available if you select **Replenishment Orders?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

7 On the **Transfer** tab, specify this information:

Transfer Orders?

Select to allow Kanbans to be replenished by transfer orders.

Number Group for Transfer Orders

This parameter is available if you select **Transfer Orders?**. The number group for transfer order series is displayed.

Number Series

This parameter is available if you select **Transfer Orders?**. Specify the number prefix for Kanban transfer requests.

Default Order Type

This parameter is available if you select **Transfer Orders?**. Specify the default order type for transfer orders.

Allow Order Series at Item?

This parameter is available if you select **Transfer Orders?**. Select to allow order types to be changed for individual items. Clear to require that all items use the same order type.

Release Orders?

This parameter is available if you select **Transfer Orders?**. Select to allow approved Kanban production requests to be filled immediately. Clear to require that these orders be released before they can be filled.

Auto-Approval?

This parameter is available if you select **Transfer Orders?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Over-Receipt to Final Kanban

This parameter is available if you select **Transfer Orders?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

Auto-Generate Outbound?

This parameter is available if you select **Transfer Orders?**. Select to automatically generate an outbound run for transfers to another warehouse.

Combine Requests?

This parameter is available if you select **Transfer Orders?**. Select to allow multiple Kanban requests to be filled by a single replenishment order.

8 Click **Save**.

Creating or updating a Kanban

To specify Kanban information for an item:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Setup Data > Kanban Item Information**.

2 To create a Kanban, click **New**. To modify a Kanban, select it.

3 On the **General** tab, specify this information:

Warehouse

Specify the warehouse. Optionally, leave blank to configure default Kanban information for this item for all warehouses. You can override this default item information for a particular warehouse by using this form to also configure item information for a specified warehouse. If you are modifying an existing Kanban item, this field is for display only.

Item

Specify the item number. If you are modifying an existing Kanban item, this field is for display only.

Quantity per Kanban

Specify the quantity for each Kanban.

Container

Specify a description for the Kanban container. This description is for informational purposes only.

Order Type

Specify the order type to use for replenishment requests.

Order Group

The number group for the specified order type series is displayed.

Order Series

Specify the number prefix for replenishment requests.

Queued Request Depth

Specify how many Kanban requests must be made before an order is created to replenish them.

4 On the **Order Details** tab, specify the needed information, as applicable to the specified replenishment order type. Fields pertaining to other order types are unavailable.

For purchase order, specify this information:

Purchase Order Type

Specify the type of purchase order.

Delivery Days

Specify how long it takes to fill a Kanban request.

Supplier

Specify the supplier from which to purchase.

For production order, specify this information:

Routing

Specify the routing for production orders associated with this loop.

Production Warehouse

Specify the warehouse in which the items are produced.

For transfer order, specify this information:

Replenishment Warehouse

Specify the warehouse from which items are replenished.

Replenishment Order Type

Specify the type of replenishment order for this item.

5 On the **Local Parameters** tab, specify this information:

Use Local Parameters?

Select to specify custom parameters for this item. Clear to use the general parameters specified on the Kanban Parameters form.

Combine Requests

This parameter is available if you select **Use Local Parameters?**. Select to allow multiple Kanban requests to be filled by a single production order.

Auto-Approval?

This parameter is available if you select **Use Local Parameters?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Release Orders

This parameter is available if you select **Use Local Parameters?**. Select to allow approved Kanban production requests to be filled immediately. Clear to require that these orders be released before they can be filled.

Generate Outbound

This parameter is available if you select **Use Local Parameters?**. Select to automatically generate an outbound run for transfers to another warehouse. This field is only available for transfer order types.

Direct Order Receipt

This parameter is available if you select **Use Local Parameters?**. Select to require that Kanban production requests be approved before they can be filled.

Over-Receipt to Final Kanban

This parameter is available if you select **Use Local Parameters?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

Auto-Consume?

This parameter is available if you select **Use Local Parameters?**. Select to automatically adjust inventory when a Kanban is delivered.

Reason Code

This parameter is available if you select **Auto-Consume?**. Specify the reason code to use for inventory adjustments due to auto-consumption.

6 Click **Save**. The specified information is applied.

Configuring Kanban locations

A Kanban location is the point of use for a Kanban from which it will be consumed. Regardless of the current status of the Kanban, this location does not change.

To configure Kanban locations:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Setup Data > Kanban Locations**.

2 To create a new Kanban location, click the **New** button, or, to modify an existing Kanban location, select a Kanban location.

3 Specify or review this information:

Kanban Location

Specify the Kanban location. If you are modifying an existing Kanban, this field is for display only.

Description

Specify a description for the Kanban location.

Location Type

Specify the type of location.

Warehouse

Specify the warehouse.

Location

Specify the location. If the specified warehouse does not contain any locations, this field is unavailable.

4 Click **Save**. The Kanban location is configured.

Configuring Kanban loops

The replenishment cycle a Kanban follows is its Kanban Loop.

To configure Kanban loops:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Setup Data > Kanban Loops**.

2 To create a new Kanban loop, click the **New** button, or, to modify an existing Kanban loop, select a Kanban loop.

3 On the **Form 1** tab, specify or review this information:

Kanban Location

Specify the Kanban location. If you are modifying an existing Kanban loop, this field is for display only.

Item

Specify the item number. If you are modifying an existing Kanban loop, this field is for display only.

Container

Specify a description for the Kanban container. This description is for informational purposes only.

Ordering Type

Specify the order type to use for replenishment requests.

Numbering Group for Order

The number group for the specified order type series is displayed.

Order Series

Specify the prefix for replenishment requests.

Queued Request Depth

Specify how many Kanban requests must be made before an order is created to replenish them.

Number of Kanbans

The number of Kanbans using this loop is displayed.

Number of Temporary Kanbans

The number of temporary Kanbans using this loop is displayed.

4 On the **Order Details** tab, specify the information that is required for the order type.

- For purchase order, specify this information:

  Order Type

  Specify the type of purchase order.

  Delivery Days

  Specify how long it takes to fill a Kanban request.

  Supplier

  Specify the supplier from which to purchase.

  Buyer

  Specify the employee badge of the buyer.

  Planner

  Specify the employee badge of the planner.

- For production order, specify this information:

  Routing

  Specify the routing for production orders associated with this loop.

  Production Warehouse

  Specify the warehouse in which the items are produced.

- For transfer order, specify this information:

  Replenishment Warehouse

  Specify the warehouse from which items are replenished.

  Order Type

  Specify the type of replenishment order for this Kanban loop.

5 On the **Local Parameters** tab, specify this information:

Use Local Parameters?

Select to specify custom parameters for this item. Clear to use the general parameters specified on the Kanban Parameters form.

Auto-Approval

This parameter is available if you select **Use Local Parameters?**. Select to automatically approve orders for Kanban requests. Clear to require manual approval for these orders.

Combine Requests

This parameter is available if you select **Use Local Parameters?**. Select to allow multiple Kanban requests to be filled by a single production order.

Release Orders

This parameter is available if you select **Use Local Parameters?**. Select to allow approved Kanban production requests to be filled immediately. Clear to require that these orders be released before they can be filled.

Generate Outbound

This parameter is available if you select **Use Local Parameters?**. Select to automatically generate an outbound run for transfers to another warehouse. This field is only available for transfer order types.

Direct Receipt

This parameter is available if you select **Use Local Parameters?**. Select to require that Kanban production requests be approved before they can be filled.

Auto-Consume?

This parameter is available if you select **Use Local Parameters?**. Select to automatically adjust inventory when a Kanban is delivered.

Reason Code

This parameter is available if you select **Auto-Consume?**. Specify the reason code to use for inventory adjustments due to auto-consumption.

Over-Receipt to Final Kanban

This parameter is available if you select **Use Local Parameters?**. Select to add extra received item quantities to the Kanban, or, if more than one Kanban is received, to the last Kanban received. Clear to create a single-use temporary Kanban for excess quantities received.

6 Click **Save**. The Kanban loop is configured.

Configuring supplier delivery days

To configure delivery days for Kanban suppliers:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Setup Data > Kanban Supplier Details**.

2 To configure a new Kanban supplier, click the **New** button, or, to modify an existing Kanban supplier, select a Kanban supplier.

3 In the **Supplier** field, select a supplier. If you are configuring an existing supplier, this field is for display purposes only.

4 Select the days on which deliveries can be made.

5 Click **Save**. The Kanban supplier is configured.

Viewing Kanban details

To view Kanban details:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Inquiries> Kanbans**.

2 Click the **Find** button.

3 You can search for Kanbans using these criteria: Kanban ID, location, order type, status, or item. Specify the information that is required for the criterion you are using.

- For Kanban ID, specify this information:

  Sort By
  Select **Access by Kanban ID**.

  Kanban ID
  Specify the Kanban ID.

- For location, specify this information:

  Sort By
  Select **Access by Kanban Location/Item**.

  Kanban Location
  Specify the Kanban Location.

  Item
  Optionally, to sort results by item number, specify an item number.

  Kanban ID
  Optionally, to sort results by Kanban ID, specify a Kanban ID.

- For order type, specify this information:

  Sort By
  Select **Access by Order Type**.

  Order Type
  Specify the order type.

  Position

Optionally, to sort results by order position, specify the position of the Kanban.

Kanban ID

Optionally, to sort results by Kanban ID, specify a Kanban ID.

- For status, specify this information:

  Sort By

  Select **Access by Status**.

  Status

  Specify the status of the Kanban.

  Kanban ID

  Optionally, specify the Kanban ID.

- For item, specify this information:

  Item

  Specify the item number.

  Kanban Location

  Optionally, to sort by location, specify a Kanban location.

  Kanban ID

  Optionally, specify the Kanban ID.

4. Click **OK**. The Kanbans matching the specified criteria are displayed.
5. Select a Kanban. The Kanban information is displayed.

Viewing Kanban request details

To view Kanban request details:

1. Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Inquiries > Kanban Requests**.
2. Select a Kanban request. The Kanban request information is displayed.

Rejecting Kanban requests

To reject Kanban requests:

1. Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Processing > Reject Kanban Requests**.
2. Select a Kanban request and then select **Specific > Reject.**

Approving Kanban requests

To approve Kanban requests:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Processing > Approve Kanban Requests**.

2 Select a Kanban request and then select **Specific > Approve.**

Processing Kanban requests

To process Kanban requests:

1 Select **Warehouse Mobility > Warehouse Mobility - Kanban > Kanban Processing > Process Kanban Request**.

2 Select the types of orders to process.

3 Specify criteria to identify the requests to process. Only requests that match these criteria are processed. Optionally, leave fields blank to exclude them from the query.

   Specify this information:

   - Run number
   - Requesting warehouse
   - Delivery warehouse
   - Kanban location
   - Request number
   - Buyer
   - Planner
   - User
   - Supplier
   - Item From
   - Item To

4 Click **Process**. All requests matching the search criteria are processed.

Chapter 4: Packing

4

This chapter describes how to use Warehouse Mobility - Packing forms.

Specifying packing parameters

Use this form to specify parameters for packing transactions performed on handheld scanners. The parameters you specify on this form will override those specified with the Warehouse Mobility Administration Tool, if there are conflicts.

To specify packing parameters:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Packing Parameters**.

2 From the grid, select the top row with the description Actual Set.

3 Specify this information:

Description
Specify a description for this parameter set. For example, Parameter Set defined on 2013-03-12 8:40.

Packing Number Group
Specify the number group for package series.

Box Series
Specify the number prefix to assign to boxes.

Pallets in Use
Select to use pallets.

Pallet Series
Specify the number prefix to assign to pallets.

4 Click **Save**. The parameter set is applied.

Viewing pallet information

To view information about a pallet:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Pallet Information**.

2 From the grid, select a pallet.

3 The pallet information that is displayed includes this information:

Gross weight
The weight of the items and boxes is displayed.

Net weight
The weight of the items is displayed.

Ship to BP
The customer number is displayed.

Ship-to-Address
The customer address is displayed.

Viewing box information

To view information about a box:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Box Information**.

2 From the grid, select a box.

3 The box information that is displayed includes this information:

Gross weight
The weight of the items and box is displayed.

Net weight
The weight of the items is displayed.

Ship to BP
The customer number is displayed.

Ship-to-Address
The customer address is displayed.

Viewing packing details for an order

To view packing details for an order:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Packing Information**.

2 Click the **Find** button.

3 Specify this information:

Sort By
Select **Order Details**.

Order Origin
Specify the order type.

Order Number
Specify the order number.

4 Press **Enter**. The information displayed for each package on the order includes:

Pack Unit
The item unit of measure is displayed.

Pack Quantity
The quantity of packed items is displayed.

Viewing shipments by packages

To view shipments by packages:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Shipments by Packages**.

2 Click the **Find** button.

3 To search by shipment, specify the shipment number.

Optionally, to search by pack number, specify the pack type and pack number.

Optionally, to search by order number, specify the order origin (that is the order type) and order number.

4 Press **Enter**. The information for each package is displayed.

Viewing packed orders

To view packed orders:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Packing details by Order**.

2 Click the **Find** button.

3 Specify this information:

  Order Origin

  Specify an order type.

  Order

  Specify an order number.

  Line

  Optionally, specify a line number.

4 Click **OK**. The order information is displayed.

Releasing a packed order

To release the outbound advice for a packed order, making it available to ship:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Release Packed Positions**.

2 Specify this information:

  Order Origin

  Specify the order type.

  Order Number

  Specify the order number. Optionally, specify a second order number to release a range of orders. The first and second specified order numbers and all order numbers in between will be released.

3 Click **Continue**. The specified order is released.

Confirming packed shipments

You need to confirm some shipments to ship them, depending on how the orders on those shipments are configured on the Warehousing Order Types form. You can confirm by shipment or by package.

Confirming by shipment

To confirm by shipment:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Confirm Packed Shipments**.

2 In the **From Shipment** and **To Shipment** fields, specify the shipment number. Optionally, specify a different shipment number in the **To Shipment** field to confirm a range of shipments. The first and second specified shipment numbers and all shipment numbers in between will be confirmed.

3 Click **Confirm**. The specified shipment is confirmed.

Confirming shipments by package

To confirm shipments by package:

1 Select **Warehouse Mobility > Warehouse Mobility - Packing > Confirm Shipments by Package**.

2 Specify this information:

Packing Type

Specify Box or Pallet.

Package Number

Optionally, specify the package number or a range of package numbers.

Shipment Number

Optionally, specify the shipment number or a range of shipments.

Cancel Shipping Documents Print

Select to confirm shipment without printing shipping documents.

3 Click **Confirm**. The specified packages and shipments are shipped.

Chapter 5: Hours Accounting

5

This chapter describes how to use Warehouse Mobility - Hours Accounting forms.

Specifying hours accounting parameters

Use this form to specify parameters for hours accounting transactions performed on handheld scanners. The parameters you specify on this form will override those specified with the Warehouse Mobility Administration Tool, if there are conflicts.

To specify hours accounting parameters:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > HRA Parameters**.

2 From the grid, select the top row with the description Actual Set.

3 Specify this information:

Description

Specify a description for this parameter set. For example, Parameter Set defined on 2013-03-12 8:40.

Workset Implemented

Select to use worksets. Using worksets allows employee tasks to be grouped together in ERP LN to simplify hours accounting activities.

Enable Workset by employee

This parameter is available if you select **Workset Implemented**. Select to designate certain employees to use worksets. If you clear this check box, all employees will use worksets.

Dynamic Workset Handling

This parameter is available if you select **Workset Implemented**. Select to allow additional tasks to be added to a workset in progress. If you clear this check box, all workset tasks must start and stop simultaneously.

Default Time Split Handling

This parameter is available if you select **Workset Implemented**. To determine how time will be split between multiple tasks within a workset, specify one of these:

- **Simple Average**: Divided equally between tasks
- **Weighted Average**: Divided to each task based on its standard duration

  For example, if job A usually takes 20 minutes to complete and job B usually takes 40 minutes to complete, twice as much time will be allocated to job B as to job A.
- **Quantity Based**: Divided to each task based on the quantity produced

  For example, if task A produces two items and task B produces four items, twice as much time will be allocated to job B as to job A.

Allow Time Split Method Modification

This parameter is available if you select **Workset Implemented**. Select to allow users to change the time split method.

Quantity Based Split - Ignore Zero Quantity Jobs

This parameter is available if you select **Workset Implemented**. Select to ignore jobs with no quantity when splitting time based on quantity. Clear to allocate a minimum amount of time to jobs with no quantity when splitting time based on quantity.

Teams Implemented

Select to use Teams. Using teams allows employees to start and stop activities for their whole team. For example, if employee A, B, and C are on a team, employee A can start an activity for the team, and that start activity record is replicated for all three employees.

Apply Clock In/Clock Out Rules

Select to require employees to start shifts before starting activities. When selected, the start time of an activity can be adjusted to match the shift start time, depending on the shift type configuration. Additionally, time when employees are clocked out for breaks is subtracted from the time reported to jobs running during the break. Clear to track hours using activity start and stop times. When cleared, employees will not start and end shifts.

Reference Working Time Schedule

This parameter is available if you select **Apply Clock In/Clock Out Rules**. Specify the default shift type for labor time applied as costs to jobs. The specified shift type must correspond to a shift type in ERP LN with the same name. Also, this shift must have rules defined for all 24 hours of every day of the week.

Include Out-of-Shift Hours

This parameter is available if you select **Apply Clock In/Clock Out Rules**. Select to include hours worked outside of shift hours.

4. Click **Save**. The parameter set is applied.

Viewing shift codes

To view shift codes:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Shift Codes**. The information displayed for each shift code includes:

Rounding Period

The time interval to which shift time is rounded is displayed. For example, the value **1.00 h** will round the shift time to the nearest hour.

Maximum Elapsed Time Allowed

The maximum amount of time allowed between shift start times before a shift start time counts for the following day is displayed.

Specifying employee information

Use the Employees - People form to specify employee information. See “Employees - People (bpmdm0101m000)” in the ERP LN Web Help for details.

Specifying working schedules for teams

To specify a working schedule for a team:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Teams**.

2 From the grid, select a team.

3 Specify this information:

Team

The team badge is for display only on this form. Specify a description for team.

Active

This check box shows whether the team is active. This check box is for display only on this form.

Workset Allowed

Select to allow the team to use worksets.

Working Time Schedule

Optionally, specify a shift type. If specified, this value will override the shift type the team uses when starting a shift.

Current Job Type

The type of job on which the team is working is displayed.

Current Job Number

The number of the job on which the team is working is displayed.

4 Optionally, to view the employees on a team, select the team, then select **Specific > Team Members**. The team information is displayed.

5 Optionally, to view the history of a team, select the team, then select **Specific > Team History**. The team history is displayed.

Viewing employees on a team

To view the employees on a team:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Employees by Team**.

2 Click the **Find** button.

3 Specify a team or employee badge and click **OK**. The employee information is displayed.

Viewing workset details

To view workset details:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Workset Details**.

2 The information for each workset is displayed.

3 Optionally, specify this information:

Time Split Method

To determine how time will be split between multiple tasks within a workset, specify one of these:

- **Simple Average**: Divided equally between tasks
- **Weighted Average**: Divided to each task based on its standard duration

  For example, if job A usually takes 20 minutes to complete and job B usually takes 40 minutes to complete, twice as much time will be allocated to job B as to job A.
- **Quantity Based**: Divided to each task based on the quantity produced

  For example, if task A produces two items and task B produces four items, twice as much time will be allocated to job B as to job A.

Allow Time Split Method Modification

Select to allow users to change the time split method.

Viewing the jobs history of an employee, team, or workset

To view the jobs history associated with an employee, team, or workset:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Jobs by Workset**.

2 Click the **Find** button.

3 Select Badge, Type, Workset Seq.

4 Specify this information:

Badge

Specify an employee, team, or workset badge number.

Type

Specify the job type.

Workset Seq

Optionally, specify a workset sequence.

5 Click **OK**. The information for each job record is displayed.

Viewing the history of a team

To view the history of a team:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Team History**.

2 Click the **Find** button.

3 Specify this information:

Team

Specify the team badge number.

Employee

Optionally, specify the employee badge number.

Sequence Number

Optionally, specify the sequence number.

4 Click **OK**. The team history information is displayed.

View the last shift start time of an employee

To view the last shift start time of an employee:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Employee Shift-Start Data**.

2 Select Employee and specify the employee badge number.

3 Click **OK**. The information for each employee is displayed.

Ending shifts

To end a shift:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Employee Auto Shift End**.

2 Specify a shift or employee to in the **From** and **To** fields. Optionally, specify a different value in the two fields to end shifts for both specified values and all the values between them.

3 Click **Continue**. The specified shifts are ended.

Viewing the shift history of an employee

To view the shift history of an employee:

1 Select **Warehouse Mobility > Warehouse Mobility - Hours Accounting > Shift-Start History**.

2 Specify this information:

Employee
Specify an employee badge.

Date
Specify a shift start date.

Sequence Number
Optionally, specify a sequence number.

3 Click **OK**. The shift history information for the employee is displayed.

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