Infor Warehouse Mobility for Infor ERP LN User Guide

Contents

About this guide

This guide explains how to configure and perform common 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: Getting Started

<div style="text-align: right">**1**</div>

This chapter provides an overview of Infor Warehouse Mobility for Infor ERP LN and describes Inventory Management, Shop Floor Management, and Advanced Inventory Management.

Overview: Infor Warehouse Mobility for Infor ERP LN

Infor Warehouse Mobility for Infor ERP LN is designed to support the data collection needs of manufacturing enterprises running ERP LN. This real-time solution is fully integrated with ERP LN and can address a wide range of data collection needs within the warehouse and shop floor, including time and attendance.

Infor Warehouse Mobility for Infor ERP LN offers three complementary modules:

- Inventory Management module
- Shop Floor Management module
- Advanced Inventory Management module

Together, these modules provide nearly 30 transactions specifically designed to automate and simplify data collection processes within the warehouse and on the shop floor.
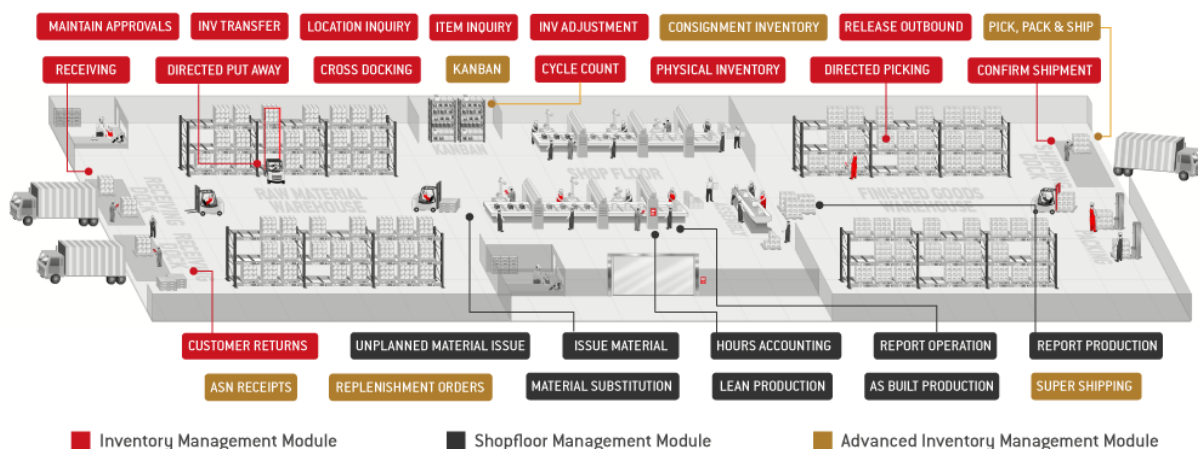
Infor Warehouse Mobility for Infor ERP LN helps you automate data collection from receiving to shipping, and at all steps in between. This automation eliminates the potential for human error and reduces the number of steps required to collect data. For example, when you receive raw material against a purchase order, depending on the available space at the receiving dock, you may need to receive and put away material in one physical step. With Infor Warehouse Mobility for Infor ERP LN, you can receive and put away the material with one transaction and two simple scans.

Infor Warehouse Mobility for Infor ERP LN updates all ERP records in real time and provides real-time feedback. If any step fails in the process of executing a transaction, you receive immediate feedback and the transaction is voided to prevent potential issues.

Inventory Management Module

The Inventory Management Module helps you automate and simplify warehouse inventory operations from receiving through shipping. The Inventory Management Module includes these transactions:

Cycle Count

Use the Cycle Count transaction to verify inventory quantities of specified items. After cycle count sheets have been generated in ERP LN, you can view the count list on the scanner by specifying the warehouse order number. You can then verify the item quantities at stock points and record your physical counts in ERP LN within this transaction.

To ensure that the correct items and stock points are counted, you can use the transaction parameters to require users to scan the item number, location, and lot number. If there is a mismatch between the scanned values and the selected count item, an error message is displayed.

Physical Inventory

Use the Physical Inventory transaction to verify the inventory at specified locations in your warehouse. Scan item quantities at warehouse locations to create accurate physical counts. Any variances between these counts and the records in ERP LN are recorded for investigation. Inventory records for locations in ERP LN are automatically adjusted to match the physical counts.

Item Inquiry

Use the Item Inquiry transaction to look up the on-hand, allocated, and free inventories of a specified item. When applicable, you can view item serial numbers, lot numbers, inventory dates, and handling

units. The Item Inquiry transaction displays a list of all locations with free quantities, based on item and warehouse inputs.

Location Inquiry

Use the Location Inquiry transaction to view the inventory quantities at a location. You can view on-hand, allocated, and free quantities in addition to, when applicable, item serial numbers, lot numbers, inventory dates, and handling units.

Receipts

Use the Receipts transaction to receive items into a warehouse. You can assign lot numbers, inventory dates, serial numbers, certificate numbers, and handling units to items. You can also print barcode labels as soon as items are received.

Note: Each serial number is received on a separate line in ERP LN.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction.

Approvals

Use the Approvals transaction to approve or reject newly received items during inspection.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction.

Cross Dock

When newly received items are needed urgently for an order, you can use the Cross Dock transaction to route them directly to the staging area, bypassing the standard put away and picking processes to save time.

If the correct parameters are selected, you can cross dock items from within the Receipts, Approvals, and Report Production transactions. See "Using the Parameters for Transaction dialog box" on page 24. You cannot perform cross docking as a standalone transaction.

Direct material supply (DMS) requests are prioritized for cross docking. You must fill all DMS cross dock requests before the transaction will allow you to cross dock items to other outbound orders.

Putaway

Use the standalone Putaway transaction to put away items if you have not opted to combine put away with another transaction, such as Receips. The Putaway transaction provides built-in consolidation logic. Instead of putting an item away to a random or 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.

Allocate Release

Use the Allocate Release transaction to pick items before they have been allocated for shipment. This transaction provides you flexibility to decide from which locations items should be picked. You can configure the transaction to automatically generate and release outbound allocations when items are picked.

Picking

Use the Picking transaction to pick items allocated for shipment. Using the outbound advice logic of ERP LN, the scanner directs you as to which item quantities to pick and from which stock points. You can sort these stock points by location to improve picking efficiency.

Using the transaction parameters, you can require that item number, lot number, location, and pick quantity be scanned for verification to improve operational discipline. See "Using the Parameters for Transaction dialog box" on page 24.

Release Outbound by Order

Use the Release Outbound by Order transaction to release order lines for shipment.

Inventory Transfer

Use the Inventory Transfer transaction to move items from one stock point to another.

Inventory Write Off

Use the Inventory Write Off transaction to decrease the quantity of an item at a stock point.

Inventory Write On

Use the Inventory Write On transaction to increase the quantity of an item at a stock point.

Shop Floor Management Module

The Shop Floor Management Module helps you automate and simplify shop floor operations from issuing raw material and job labor reporting to job completion. The Shop Floor Management Module includes these transactions:

Serial As Built

Use the Serial As Built transaction to link serial-controlled or lot-controlled component items to end items. Linking these items helps you to track, by serial or lot number, which components were used to build items on a production order.

Unplanned Material Issue

Use the Unplanned Material Issue transaction to pick items for a production order in addition to those listed on the pick list. These additional items are added to the order on a new line. This transaction provides you flexibility to decide from which locations items should be picked. You can configure the transaction to automatically generate and release outbound allocations when items are picked.

Report Operation

Each production order comprises one or more operations that must be completed to produce the end item. Use the Report Operation transaction to track production progress by reporting the completion of operations to ERP LN.

Report Production

Use the Report Production transaction to track production progress by reporting the completion of items to ERP LN.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction.

Hours Accounting

Use transactions in the Hours Accounting menu to manage labor reporting. You can start and end shifts, manage teams, create worksets, and report labor to jobs.

You can use teams and worksets to streamline shift transactions and labor reporting:

- Teams allow you to start and stop activities for multiple employees. 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.
- Worksets allow you to group together tasks to simplify hours accounting activities.

Advanced Inventory Management Module

The Advanced Inventory Management Module helps you automate and simplify advanced inventory operations such as Kanban implementation and packing and shipping management. The Advanced Inventory Management Module includes these transactions:

ASN Receipts

Use the ASN Receipts transaction to receive items using an advanced shipment notice (ASN). You can use the ASN number, packing list number, or packing slip number to receive items. Currently, this transaction does not support the scanning of serial numbers, lot numbers, or handling units.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction.

Consignment Receipts

Use the Consignment Receipts transaction to receive consignment items.

If the consignment warehouse has the Blanket Order parameter selected in ERP LN, items are not received on a separate order. Instead, a line is added to the consignment replenishment order for received items.

Packing

Use transactions in the Packing menu to pack items for shipment. You can use these transactions to pack items, create packing structures consisting of boxes and pallets, and confirm shipments.

Super Shipping

Use the Super Shipping transaction to execute shipments from the staging area. You can configure this transaction to confirm shipments and to generate and print packing slips and bills of lading from a handheld scanner.

Kanban

Use transactions in the Kanban menu to manage your Kanban system. You can use these transactions to create, track, and replenish Kanbans in ERP LN.

In Infor Warehouse Mobility for Infor ERP LN, Kanbans always have a status to indicate their current place in the replenishment cycle. They change status in this sequence:

1   In Stock: items are available

2   Requested (optional): replenishment is requested

3   Approved: replenishment request is approved

4   On Order: production, purchase, or transfer order is created

5   Received: order is filled

Kanbans that are not in use have the Canceled status.

The replenishment cycle a Kanban follows is its Kanban Loop. You can configure Kanban Loops on the Kanban Loop form in ERP LN.

When performing some transactions, you can scan a Kanban number in the **Kanban#** field instead of scanning the item number and other stock point information.

Global Functions

This section describes several functions that are used throughout Infor Warehouse Mobility for Infor ERP LN. Reference IDs and Handling Units are optional.

Serial/Lot Entry screen

Use the Serial/Lot Entry screen to specify serial numbers for item transactions.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

If you scan a serial number incorrectly, you can press **F3** to delete all scanned serial numbers within the current transaction. The **Qty remaining** field will reset, allowing you to scan the correct serial numbers.

```
    Serial/Lot Entry
Whse:FG-AM

Item:BL0020
Qty remaining:1.0

Serial:SRN-2013-02-19-
Lot:LOT-2013-02-19-008
Qty:1


Press F2 To View
Press F3 To Reset

Successful
```
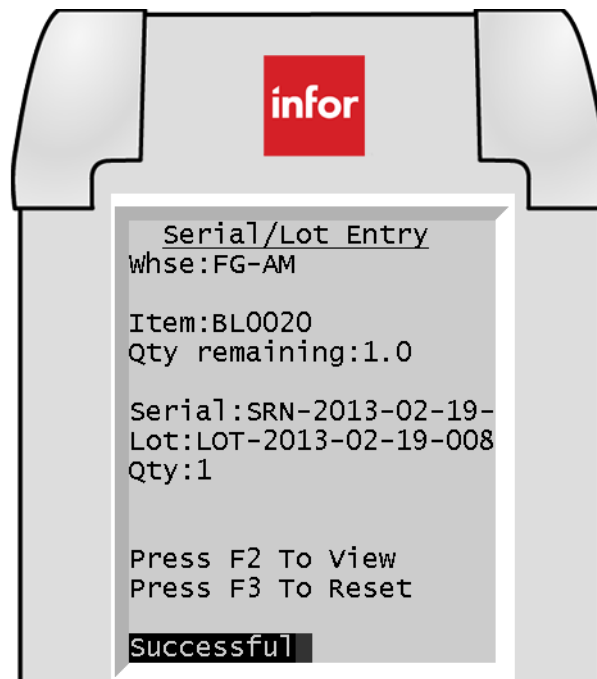
Option lists

In any field marked with an asterisk (*), you can press **F4** to show a list of options from which you can select.
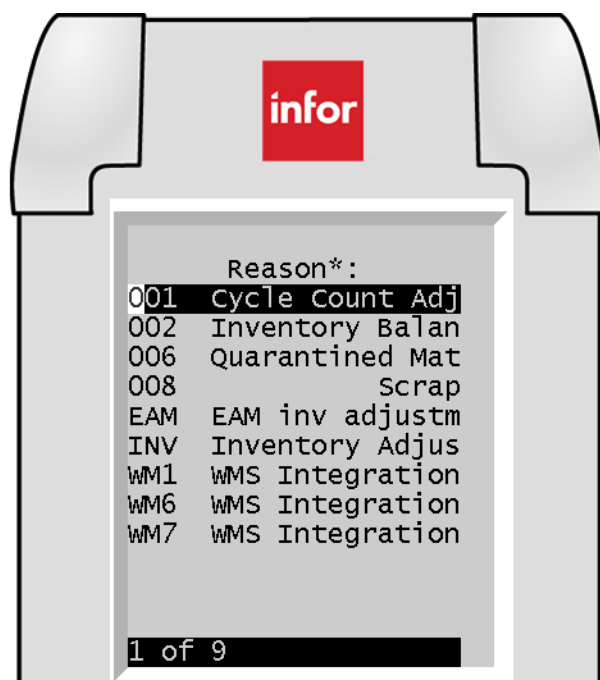
Reference IDs

You can use Reference IDs to perform transactions more efficiently. Reference IDs are unique barcode labels that identify a specific item and stock point combination. Instead of scanning each stock point characteristic, such as the item number, location, and lot number, to perform a transaction, the user can scan the reference ID, which will specify the stock point characteristics automatically.

Examples of reference IDs are:

- serial number and item number
- lot number and item number
- handling unit and item number

The composition of your reference IDs will depend upon how you track and organize your inventory.

Handling Units

You can use handling units to simplify inventory management by tracking containers, such as boxes and pallets, rather than individual items. When you assign a handling unit to a container, the contents of that container are bound to the handling unit. Any transactions you perform involving the handling unit also affect its contents. For example, you are transferring a box containing six serialized computers to a new location. If you assign a handling unit to the box, you can simply scan the

handling unit barcode, and all six computers will be transferred to the new location in ERP LN. You do not need to open the box and scan each computer.

When performing some transactions, you can scan a handling unit in the **HU** field instead of scanning the item number and other stock point information.

Handling units can contain other handling units, allowing you to perform transactions with multiple containers. These handling units are called parents, and the handling units they contain are called children. Any transactions you perform on a parent handling unit also affects its children.

When performing some transactions, you can press **F3** to view the children of a handling unit. The child handling unit is displayed on the top, its contents are displayed below it, and its parent is displayed on the bottom. An asterisk indicates that a child handling unit contains children of its own. To view its children, press **Enter**.

Chapter 2: Configuration

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This chapter explains how to configure handheld scanner transactions using the Infor Warehouse Mobility Administration Tool. See the Infor Warehouse Mobility for Infor ERP LN Administration Guide for more information about the Infor Warehouse Mobility Administration Tool.

Signing into the Infor Warehouse Mobility Administration Tool

To sign into the Infor Warehouse Mobility Administration Tool:

1   Open a Web browser and specify the URL for the administration sign-in page:

    `http://IPAddress:8080/adcadmin`

    where `IPAddress` is the IP address of the Infor Warehouse Mobility server. The sign-in screen is displayed.

2   Specify the username and password for the administrator. These values are specified during system installation, but you can edit them later. The default value for the username and password is `admin`.

3   Select the appropriate environment from the **Environment** list.

4   Click **Sign In**. The **Admin Options** menu is displayed.

Configuring global parameters

To configure global parameters that apply to all transactions:

1   In the **Admin Options** menu, select **Parameters** > **Global Parameters**. The **Global Parameters** dialog box is displayed.

2   Edit the data fields and controls in the **Global Parameters** dialog box as required.

3   Click **Save**.

Configuring transaction parameters

To configure parameters for transactions:

1   In the **Admin Options** menu, select **Parameters** > **Transaction**.

2   In the Transaction List, select the transaction to edit. The **Parameters for Transaction** dialog box is displayed.

3   Edit the data fields and controls in the **Parameters for Transaction** dialog box as required. The data fields and controls are different for each transaction.

4   Click **Save**.

Using the Global Parameters dialog box

The **Parameters for Transaction** dialog box shows optional parameters you can set for each available transaction. The available parameters for inventory management transactions are defined below.

Global Parameters

Supplier lot is ERP lot

Select to automatically use the supplier lot number as your lot number.

Lot has multiple dates

Select to automatically display inventory dates when users specify lot numbers. Clear to always require users to specify lot numbers and inventory dates.

User inputs lot date

This parameter is available if you select **Lot has multiple dates**. Select to require users to specify inventory dates for items when they are produced or received. Clear to automatically use the current date as the inventory date for items when they are produced or received.

Projects in use

Select to require users to also scan project numbers when scanning item numbers.

Handling units in use

Select to use handling units.

EAN code in use

Select to allow users to scan European Article Numbers in place of item numbers. When users scan a European Article Number, the corresponding item number will be displayed on the scanner.

ICS code in use

Select to allow users to scan Item Code System numbers in place of item numbers. When users scan a Item Code System number, the corresponding item number will be displayed on the scanner.

Backend user prefix

To track what transactions were performed using a handheld scanner and who performed those transactions, specify a prefix. This prefix and the scanner user's ID will be logged. For example, if you specify **WM** as the prefix, and the user's ID is **USER1**, transactions will be logged with the tag **WMUSER1**.

Kanban implemented

Select to allow users to scan a Kanban number in place of scanning an item number and its stock point characteristics.

Maximum input data length

Specify the maximum number of data characters that can be sent in a single message between transactions and ERP LN.

ERPLN feature pack version number

Specify the ERP LN feature pack version number.

Are prefixes mandatory

Use prefixes to help ensure that users scan the correct barcodes. Select to display an error message when the expected prefix of a field does not match the prefix of the barcode being scanned.

Item prefix

Specify a prefix for item numbers. The prefix will be used to identify the number as an item. When users scan an item number in an item field, the prefix will automatically be removed.

Order prefix

Specify a prefix for order numbers. The prefix will be used to identify the number as an order. When users scan an order number in an order field, the prefix will automatically be removed.

Quantity prefix

Specify a prefix for quantities. The prefix will be used to identify the scanned number as a quantity. When users scan a quantity in a quantity field, the prefix will automatically be removed.

Lot prefix

Specify a prefix for lot numbers. The prefix will be used to identify the number as a lot code. When users scan a lot number in a lot field, the prefix will automatically be removed.

Date format

Specify a date format for sending date information between transactions and ERP LN. For example, **YYYYDDMM**.

Time format

Specify a date format for sending time information between transactions and ERP LN. For example, **HH:MM:SS**.

Email parameters

Select to enable automated emails to be sent from transactions.

SMTP IP address

This parameter is available if you select **Email parameters**. Specify a SMTP IP address.

POP3 IP address

This parameter is available if you select **Email parameters**. Specify a POP3 IP address

From email address

This parameter is available if you select **Email parameters**. Specify an email address to display in the **From** field of the email.

Authentication username

This parameter is available if you select **Email parameters**. Specify an email account user name by which emails will be sent.

Authentication password

This parameter is available if you select **Email parameters**. Specify the email account password.

Decimal formatting implemented

Select to enable the **Decimal format** and **Decimal separator** parameters.

Decimal format

This parameter is available if you select **Decimal formatting implemented**. Specify a format to indicate how many significant digits should be used for code calculations. For example, specify **0.0000** to use four significant decimal digits.

Decimal separator

This parameter is available if you select **Decimal formatting implemented**. Specify a comma (**,**) or a period (**.**) to use as the decimal separator.

Using the Parameters for Transaction dialog box

The **Parameters for Transaction** dialog box shows optional parameters you can set for each available transaction. The available parameters for inventory management transactions are defined below.

Add/Remove Employee

Calculate machine hours based on machine occupation production order

When an employee leaves a team, all active jobs linked to that employee are automatically stopped. Select to calculate the effective machine hours for stopped production operations based on the machine occupation settings defined for that operation.

Calculate machine hours based on machine occupation PCS project

When an employee leaves a team, all active jobs linked to that employee are automatically stopped. Select to calculate the effective machine hours for stopped PCS projects based on the machine occupation settings defined for that PCS project.

Allocate Release

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Default printer

Specify the default barcode label printer.

Other tabs

Default zone

Specify a default zone. The user can change this value.

Input zone

Select to allow users to filter the pick list by zone.

Display lines

Specify the maximum number of lines to display in the pick list. If the number of lines to pick exceed this number, the list will be truncated. As items are picked, they will be removed from the list, making room for truncated items to be displayed.

Input item

To ensure that the correct item is picked, select to require the user to scan the item number. If the scanned item does not match the item on the pick list, an error message is displayed.

Input location

To ensure that the correct item is picked, select to require the user to scan the location. If the scanned location does not match the location on the pick list, an error message is displayed.

Input lot

To ensure that the correct item is picked, select to require the user to scan the lot number. If the scanned lot does not match the lot on the pick list, an error message is displayed.

Input qty

Select to require the user to input the pick quantity. Clear to automatically use the advised quantity on the pick list.

Input alt item

Select to allow users to specify an alternate item in place of the item on the order.

Input hold location

Select to allow users to specify a location for items placed on hold.

Hold warehouse

Specify a default warehouse for items on hold.

Hold location

Specify a default location for items on hold.

Generate outbound

Select to generate an outbound allocation when items are picked.

Release outbound

Select to release the outbound allocation when items are picked.

Outbound run

Specify a default number for outbound runs.

List by WC

Select to list items by work center for production orders.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Approvals

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Reference ID in use

Select to allow users to specify a Reference ID. See "Reference IDs" on page 19.

Other tabs

Filter lines by warehouse?

Select to only allow users to inspect items in their current warehouse.

Reject code

Specify a default reason code for rejections.

Destroy code

Specify a default reason code for items destroyed during inspection.

Enable crossdocking?

Select to allow users to perform crossdock transactions from within this transaction.

Print serial labels before crossdock

This parameter is available if you select **Enable crossdocking**. Select to print serial number barcode labels before performing the crossdock transaction.

Print handling unit labels before crossdock

This parameter is available if you select **Labels required**. Select to print handling unit barcode labels before performing the crossdock transaction.

Putaway

Select to allow users to perform put away transactions from within this transaction.

Release inbound?

This parameter is available if you select **Putaway**. Select to automatically release inbound orders for put away.

Default run no

This parameter is available if you select **Putaway**. Specify a default run number for put aways. The user can change this value.

Default inbound location

This parameter is available if you select **Putaway**. Specify a default location in which to put away items.

Use fixed locations?

This parameter is available if you select **Putaway**. Select to only allow the user to select put away locations that are defined in ERP LN as fixed locations for the item.

Use ERPLN inbound rules?

This parameter is available if you select **Putaway**. Select to use ERP LN's inbound advice rules to advise a put away location. The user can change this location.

Consolidate material?

This parameter is available if you select **Putaway**. Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations

This parameter is available if you select **Consolidate material?**. Specify the maximum number of locations to display in the options list.

Sort sequence

This parameter is available if you select **Consolidate material?**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

Show crossdocking message?

Select to prompt the user to decide whether to crossdock an item.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

ASNReceipts

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Order type

Specify a default order type for this transaction. The user can change this value.

Other tabs

Filter lines by warehouse?

Select to only allow users to receive items in their current warehouse.

Fixed value of inventory time

Specify a fixed time to record for all date-controlled items received on a given date. For example, if you specify **123000** (12:30:00), all items received on May 1 2013 will have an inventory date of 05/01/13 12:30:00.

User inputs received quantity

Select to require users to specify the received quantity. Clear to automatically receive the quantity listed on the packing slip.

Default received qty to packing slip qty

This parameter is available if you select **User inputs received quantity**. Select to use the packing slip quantity as the default value for the **Received qty** field. The user can change this value.

Execute LN activities

This parameter is available if you select **Enable crossdocking**. Select to run any subsequent automatic tasks within the current transaction. If any task that is run within the transaction fails, the entire transaction will fail, and an error message will be displayed. Clear to run subsequent automatic tasks outside of the current transaction. If tasks run outside of the transaction fail, no error message is displayed.

Putaway

Select to allow users to perform put away transactions from within this transaction.

Release inbound

This parameter is available if you select **Putaway**. Select to automatically release inbound orders for put away.

Default run no

This parameter is available if you select **Putaway**. Specify a default run number for put aways. The user can change this value.

Default inbound location

This parameter is available if you select **Putaway**. Specify a default location in which to put away items.

Use fixed locations?

This parameter is available if you select **Putaway**. Select to only allow the user to select put away locations that are defined in ERP LN as fixed locations for the item.

Use ERPLN inbound rules?

This parameter is available if you select **Putaway**. Select to use ERP LN's inbound advice rules to advise a put away location. The user can change this location.

Consolidate material?

This parameter is available if you select **Putaway**. Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations

This parameter is available if you select **Consolidate material?**. Specify the maximum number of locations to display in the options list.

Sort sequence

This parameter is available if you select **Consolidate material?**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

User input lot certificate code

Select to allow the user to specify a certificate code, linking a document to the lot number.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Shift Start/End

Default shift

Specify a default shift code for this transaction. The user can change this value.

Calculate machine hours based on machine occupation production order

When an employee ends their shift, all active jobs linked to that employee are automatically stopped. Select to calculate the effective machine hours for stopped production operations based on the machine occupation settings defined for that operation.

Calculate machine hours based on machine occupation PCS project

When an employee ends their shift, all active jobs linked to that employee are automatically stopped. Select to calculate the effective machine hours for stopped PCS projects based on the machine occupation settings defined for that PCS project.

Confirm shipment

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Order type

Specify a default order type for this transaction. The user can change this value.

Other tabs

Print packing slip

This parameter is available if you select **Confirm shipment**. Select to print packing slips for shipments.

Packing slip report

This parameter is available if you select **Confirm shipment**. Optionally, specify a report format for packing slips.

No extra copies

This parameter is available if you select **Confirm shipment**. Specify how many extra packing slip copies to print.

Create HU

Handling unit mask

Specify a mask code for automatically generated handling unit numbers.

Pre fill lot

Select to allow users to select lots from the location options list. See "Option lists" on page 18.

Pre fill date

Select to allow users to select dates from the location options list. See "Option lists" on page 18.

Input package definition

Specify to require the user to specify a package definition. Clear to automatically use the default package definition of the item.

Input packaging item

Specify to require the user to specify packaging items not in inventory, such as boxes and pallets. Clear to automatically use the item's default packaging items.

Show success message on completion of transaction

Select to display a success message when the transaction is completed.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of handling unit labels

This parameter is available if you select **Labels required**. Specify how many barcode labels are printed for created handling units.

Default no of parent handling unit labels

This parameter is available if you select **Labels required**. Specify how many barcode labels are printed for the parent of a created handling unit.

Auto print labels

This parameter is available if you select **Labels required**. Select to print barcode labels automatically.

Cross Docking

Main tab

Always scan serial/lot

Select to automatically specify serial and lot numbers when users are cross docking the full quantity of an item from a stock point. Clear to always require users to scan serial and lot numbers.

Other tabs

Cross docking

Select to enable cross docking for the order type listed on the currently selected tab.

Default Xdock location

Specify the temporary location status for cross docking items before they are delivered to the staging location.

Default inbound runno

Specify a default number for inbound runs.

Default outbound runno

Specify a default number for outbound runs.

Release Outbound

Select to automatically release outbound orders for shipment.

Labels required

Select to print barcode labels when the transaction is completed.

Def no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Auto print labels

This parameter is available if you select **Labels required**. Select to print barcode labels automatically.

Cycle Count

Input item

To ensure that the correct item is counted, select to require the user to scan the item number. If the scanned item does not match the cycle count item, an error message is displayed.

Input location

To ensure that the correct item is counted, select to require the user to scan the location. If the scanned location does not match the cycle count location, an error message is displayed.

Input lot

To ensure that the correct item is counted, select to require the user to scan the lot number. If the scanned lot does not match the cycle count lot, an error message is displayed.

No of rows in the list

Specify the maximum number of rows to display in the cycle count list. If the cycle count items exceed this number, the list will be truncated. As items are counted, they will be removed from the list, making room for truncated items to be displayed.

Default reason code

Specify a default reason code for count quantities that exceed the variance tolerance of an item.

ElapsedHoursBooking

Main tab

Select the order types for which you will use this transaction. The selected order types should match those you are currently using in ERP LN. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Is employee numeric

Select if employee badge numbers contain only numbers. Clear if employee badge numbers are alphanumeric.

Other tabs

Input hourly labor type

Select to allow users to specify an hourly labor type. Clear to automatically use the default value.

Input work center

Select to allow users to specify a work center. Clear to automatically use the default value.

Input cost component

Select to allow users to specify a cost component. Clear to automatically use the default value.

Input machine

Select to allow users to specify a machine code. Clear to automatically use the default value.

Input task details

Select to allow users to specify task details. Clear to automatically use the default value.

No of tasks to display

Specify the maximum number of tasks to display in the options list.

No of cost components to display

Specify the maximum number of cost components to display in the options list.

No of departments to display

Specify the maximum number of departments to display in the options list.

Report stop details

Select to allow users to specify completed quantities when stopping jobs.

Default reason code

Specify a default reason for rejections. Users can change this value.

Report complete flag

Select to allow users to specify when an operation is completed. Clear to require operations to be completed using the ERP LN interface.

Allow over reporting

Allow users to complete operation quantities that exceed the quantity specified on the order.

Allow rejects

Select to allow users to reject operation quantities.

Report order if last operation

Select to report to the order that parts are completed, making them immediately available in inventory.

Report setup

Select to allow users to report set up time.

Check order status in order field

Select to valid the order and operation when they are scanned. Clear to only valid the operation when it is scanned.

Backflush

Select to automatically issue materials to orders. Materials on the bill of materials that have the Backflush flag selected will be issued.

Calculate machine hours based on machine occupation

Select to calculate machine hours based on the machine occupation settings defined for the current operation.

Inventory transfer

Reference ID in use

Select to allow users to specify a reference ID. See "Reference IDs" on page 19.

Allow handling unit input

Select to allow users to specify a single handling unit instead of specifying the item number and each stock point characteristic.

Default location

Specify a default location to which users will transfer items. Users can change this value.

Use fixed location

Select to allow the user to select the put away location from a list.

Display all fixed location

Select to display all fixed locations on the options list.

Use consolidate material

Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations in display

This parameter is available if you select **Use Consolidate Material**. Specify the maximum number of locations displayed on the options list.

Sort sequence

This parameter is available if you select **Use Consolidate Material**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

Pre fill lot

Select to allow users to select lots from the location options list. See "Option lists" on page 18.

Pre fill date

Select to allow users to select dates from the location options list. See "Option lists" on page 18.

Show success message on completion of transaction

Select to display a success message when the transaction is completed.

Order type

Specify which type of transfer order is created by this transaction.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Inventory write off

Reference ID in use

Select to allow users to specify a reference ID. See "Reference IDs" on page 19.

Allow handling unit input

Select to allow users to specify a single handling unit instead of specifying the item number and each stock point characteristic.

Allow serial input shortcut

Select to allow users to write off a single, serial-controlled item without using the Serial/Lot Entry screen.

Default reason code

Specify a default reason for Write Off transactions. Users can change this value.

Input UOM

Select to allow users to specify the unit of measure with which to write off items. For example, if a conversion factor specifying that one box equals five pieces has been defined in ERP LN, the user can write off an item quantity of one box instead of five pieces.

Inventory write on

Allow handling unit input

Select to allow users to specify a single handling unit instead of specifying the item number and each stock point characteristic.

Allow serial input shortcut

Select to allow users to add a single, serial-controlled item to a stock point without using the Serial/Lot Entry screen.

Default reason code

Specify a default reason for Write On transactions. Users can change this value.

Add lot

Select to allow users to create new lots using the write on transaction.

Input UOM

Select to allow users to specify the unit of measure with which to add items to a stock point. For example, if a conversion factor specifying that one box equals five pieces has been defined in ERP LN, the user can add an item quantity of one box instead of five pieces.

Issue Unplanned Material

Generate outbound

Select to generate an outbound allocation when materials are issued.

Release outbound

Select to release the outbound allocation when materials are issued.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Job booking

Main tab

Select the order types for which you will use this transaction. The selected order types should match those you are currently using in ERP LN. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Is employee numeric

Select if employee badge numbers contain only numbers. Clear if employee badge numbers are alphanumeric.

Other tabs

Input hourly labor type

Select to allow users to specify an hourly labor type. Clear to automatically use the default value.

Input work center

Select to allow users to specify a work center. Clear to automatically use the default value.

Input cost component

Select to allow users to specify a cost component. Clear to automatically use the default value.

Input machine

Select to allow users to specify a machine code. Clear to automatically use the default value.

Input task details

Select to allow users to specify task details. Clear to automatically use the default value.

No of tasks to display

Specify the maximum number of tasks to display in the options list.

No of cost components to display

Specify the maximum number of cost components to display in the options list.

No of departments to display

Specify the maximum number of departments to display in the options list.

Report stop details

Select to allow users to specify completed quantities when stopping jobs.

Default reason code

Specify a default reason for rejections. Users can change this value.

Report complete flag

Select to allow users to specify when an operation is completed. Clear to require operations to be completed using the ERP LN interface.

Allow over reporting

Allow users to complete operation quantities that exceed the quantity specified on the order.

Allow rejects

Select to allow users to reject operation quantities.

Report order if last operation

Select to report to the order that parts are completed, making them immediately available in inventory.

Report setup

Select to allow users to report set up time.

Check order status in order field

Select to valid the order and operation when they are scanned. Clear to only valid the operation when it is scanned.

Backflush

Select to automatically issue materials to orders. Materials on the bill of materials that have the Backflush flag selected will be issued.

Calculate machine hours based on machine occupation

Select to calculate machine hours based on the machine occupation settings defined for the current operation. This parameter is only available for SFC Production and PCS Project jobs.

Kanban create

Default printer
Specify the default printer.

Labels required
Select to print barcode labels when the transaction is completed.

Default no of labels
This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Kanban delivery

User input to warehouse
To ensure that items are delivered to the correct warehouse, select to require the user to specify the warehouse. If the specified warehouse does not match the Kanban stock warehouse, an error message is displayed.

User input to location
To ensure that items are delivered to the correct location, select to require the user to scan the location. If the specified location does not match the Kanban stock location, an error message is displayed.

User input kanban location
To ensure that items are delivered to the correct Kanban location, select to require the user to scan the Kanban location. If the specified location does not match the Kanban location, an error message is displayed.

Show success message on completion of transaction
Select to display a success message when the transaction is completed.

Order type
Specify a default order type for this transaction. The user can change this value.

Kanban print

Default printer
Specify the default printer.

Default no of labels
Specify the default number of barcode labels to print. The user can change this value.

Kanban reinstate

Default printer

Specify the default printer.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Kanban request

Default run no

Specify the default run number for Kanban requests.

Display successful message?

Select to display a success message when the transaction is completed.

Display details?

Select to display **location**, **item**, and **complete** fields when a Kanban is scanned. Clear to immediately complete the transaction when a Kanban is scanned.

Kanban reset

Default printer

Specify the default printer.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Link HU

Handling unit mask

Specify a mask code for automatically generated handling unit numbers.

Show success message on completion of transaction

Select to display a success message when the transaction is completed.

Packing

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Check order number on box/pallet

Select to require users to scan an order number when packing. If the items being packed are not on the scanned order, an error message is displayed.

Check delivery address

Select to require users to input a delivery address when packing. If the input address does not match the order destination, an error message is displayed.

Default pack selection

Specify the default method to locate items to pack: **Order**, **Run**, or **Mission**. The user can change this value.

Filter by user warehouses

Select to only allow users to receive items in their current warehouse.

Order tabs

Stage run no

Specify a run number for packing runs.

Stage loc

Specify a location for items that have been packed.

Release by position

Select to release lines for shipment when they are fully packed.

Input item

To ensure that the correct item is counted, select to require the user to scan the item number. If the scanned item does not match the cycle count item, an error message is displayed.

Input location

To ensure that the correct item is counted, select to require the user to scan the location. If the scanned location does not match the cycle count location, an error message is displayed.

Input lot

To ensure that the correct item is counted, select to require the user to scan the lot number. If the scanned lot does not match the cycle count lot, an error message is displayed.

No of rows

Specify the maximum number of rows to display in the packing list. If the number of items available for packing exceed this number, the list will be truncated. As items are packed, they will be removed from the list, making room for truncated items to be displayed.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Run/Mission tab

Stage run no

Specify a run number for packing runs.

Stage loc

Specify a location for items that have been packed.

Filter by order

Select to allow the user to specify an order to pack. Only items on that order will be displayed on the pack list.

Release by position

Select to release lines for shipment when they are fully packed.

Input item

To ensure that the correct item is counted, select to require the user to scan the item number. If the scanned item does not match the cycle count item, an error message is displayed.

Input location

To ensure that the correct item is counted, select to require the user to scan the location. If the scanned location does not match the cycle count location, an error message is displayed.

Input lot

To ensure that the correct item is counted, select to require the user to scan the lot number. If the scanned lot does not match the cycle count lot, an error message is displayed.

No of rows

Specify the maximum number of rows to display in the packing list. If the number of items available for packing exceed this number, the list will be truncated. As items are packed, they will be removed from the list, making room for truncated items to be displayed.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Packing item

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Other tabs

Stage run no

Specify a run number for packing runs.

Stage loc

Specify a location for items that have been packed.

Release by position

Select to release lines for shipment when they are fully packed.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Show success message on completion of transaction

Select to display a success message when the transaction is completed.

Physical inventory

Allow handling unit input

Select to allow users to specify a handling unit instead of specifying the item number and each stock point characteristic.

Default reason code

Specify a default reason code for count quantities that exceed the variance tolerance of an item.

Default accumulate value

Specify **Y** to allow users to count an item and stock point combination more than once. The count quantities are added together. Specify **N** to display an error message when users attempt to count an item and stock point combination more than once.

Retain whse order

Select to pre-fill the W/h Order field for subsequent transactions after the first item is counted. The user can change this value.

Fixed value of inventory time

Specify a fixed time to record for all date-controlled items that are created by the Physical Inventory transaction. For example, if you specify **123000** (12:30:00), all items created on May 1 2013 will have an inventory date of 05/01/13 12:30:00.

Picking

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Serial picking implemented

Select to allow users to pick serialized items.

Change outbound allowed

Select to allow the run number to change. If cleared, the **New Run No** field is hidden.

Default pick selection

Specify a default picking method: **Order**, **Run**, or **Mission**. The user can change this value.

Filter by user warehouses

Select to only allow users to receive items in their current warehouse.

Transfer order type for lost material

Specify an order type for transfer orders that move lost material to a holding location.

Other tabs

Stage run no

Specify a run number for picking runs.

Stage loc

Specify a location for items that have been picked.

Hold warehouse

Specify a warehouse for lost items.

Hold location

Specify a location for lost items.

Input item

To ensure that the correct item is picked, select to require the user to scan the item number. If the scanned item does not match the item on the picking list, an error message is displayed.

Input location

To ensure that the correct item is picked, select to require the user to scan the location. If the scanned location does not match the location on the picking list, an error message is displayed.

Input lot

To ensure that the correct item is picked, select to require the user to scan the lot number. If the scanned lot does not match the lot on the picking list, an error message is displayed.

Input quantity

Select to require the user to input the pick quantity. Clear to automatically use the advised quantity on the pick list.

No of rows

Specify the maximum number of rows to display in the picking list. If the number of items available for picking exceed this number, the list will be truncated. As items are picked, they will be removed from the list, making room for truncated items to be displayed.

Release outbound

Select to release the outbound advice when items are picked.

Filter by order

Select to allow the user to specify an order to pick. Only items on that order will be displayed on the pick list.

Input handling unit

Select to allow users to specify a handling unit instead of specifying an item number and its stock point characteristics.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Use cart location

Select to transfer picked items to a temporary cart location until the outbound advice is released.

Cart location

This parameter is available if you select **Use cart location**. Specify a cart location.

Putaway

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Putaway by receipt no

Select to display put away items when the user scans the receipt number. Clear to display put away items when the user scans the order number.

Reference ID in use

Select to allow users to specify a Reference ID. See "Reference IDs" on page 19.

Other tabs

Release inbound

Select to automatically release inbound orders for put away.

Default run no

Specify a default run number for put aways. The user can change this value.

Default inbound location

Specify a default location in which to put away items.

Use fixed locations

Select to only allow the user to select put away locations that are defined in ERP LN as fixed locations for the item.

Use ERP inbound rules

Select to use ERP LN's inbound advice rules to advise a put away location. The user can change this location.

Consolidate materials

Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations

This parameter is available if you select **Use consolidate materials**. Specify the maximum number of locations displayed on the options list.

Sort sequence

This parameter is available if you select **Use consolidate materials**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Putaway by order unit

Select to sort the put away item list by order. Clear to sort the list by location.

Receipts

Main tab

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Reference ID in use

Select to allow users to specify a Reference ID. See "Reference IDs" on page 19.

Other tabs

Filter lines by warehouse?

Select to only allow users to receive items in their current warehouse.

Fixed value of inventory time

Specify a fixed time to record for all date-controlled items received on a given date. For example, if you specify **123000** (12:30:00), all items received on May 1 2013 will have an inventory date of 05/01/13 12:30:00.

Allow entry of Kanban ID?

Select to allow users to scan Kanban IDs in place of order and item numbers.

Allow entry of receipt date?

Select to allow users to specify the receipt date. Clear to automatically use the current date as the receipt date.

User inputs received quantity

Select to require users to specify the received quantity. Clear to automatically receive the quantity listed on the packing slip.

Default received qty to packing slip qty

This parameter is available if you select **User inputs received quantity**. Select to use the packing slip quantity as the default value for the **Received qty** field. The user can change this value.

Enable crossdocking?

Select to allow users to perform crossdock transactions from within this transaction.

Print serial labels before crossdock

This parameter is available if you select **Enable crossdocking**. Select to print serial number barcode labels before performing the crossdock transaction.

Print handling unit labels before crossdock

This parameter is available if you select **Enable crossdocking**. Select to print handling unit barcode labels before performing the crossdock transaction.

Execute LN activities

Select to run any subsequent automatic tasks within the current transaction. If any task that is run within the transaction fails, the entire transaction will fail, and an error message will be displayed. Clear to run subsequent automatic tasks outside of the current transaction. If tasks run outside of the transaction fail, no error message is displayed.

Putaway

Select to allow users to perform put away transactions from within this transaction.

Release inbound

This parameter is available if you select **Putaway**. Select to automatically release inbound orders for put away.

Default run no

This parameter is available if you select **Putaway**. Specify a default run number for put aways. The user can change this value.

Default inbound location

This parameter is available if you select **Putaway**. Specify a default location in which to put away items.

Use fixed locations?

This parameter is available if you select **Putaway**. Select to only allow the user to select put away locations that are defined in ERP LN as fixed locations for the item.

Use ERPLN inbound rules?

This parameter is available if you select **Putaway**. Select to use ERP LN's inbound advice rules to advise a put away location. The user can change this location.

Consolidate material?

This parameter is available if you select **Putaway**. Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations

This parameter is available if you select **Consolidate material?**. Specify the maximum number of locations to display in the options list.

Sort sequence

This parameter is available if you select **Consolidate material?**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

User input lot certificate code

Select to allow the user to specify a certificate code, linking a document to the lot number.

Set PKslip qty equal to open qty

Select to use the open quantity as the default value for the **Packing Slip Qty** field. The user can change this value.

Input received qty UOM

Select to allow users to specify the unit of measure with which to receive items. For example, if a conversion factor specifying that one box equals five pieces has been defined in ERP LN, the user can receive an item quantity of one box instead of five pieces.

User input final receipt

Select to allow users to choose whether received items are inspected. Clear this parameter to inspect or not inspect items based on their designation in ERP LN.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

RelOutboundByOrder

Select the order types for which you will use this transaction. In the **Label** field, you can specify what each order type will be called in the transaction.

Default order type

Specify a default order type for this transaction. The user can change this value.

Report operation

Allow reference by serial

Select to allow users to scan a barcode containing the serial and item number. Scanning this barcode will automatically specify the order number, item number, and serial number.

Allow over reporting

Allow users to complete operation quantities that exceed the quantity specified on the order.

Re-confirm completion

Select to prompt users to confirm that they want to complete an operation.

Show pre operation qty reported

Select to display how many quantities have been completed for the previous operation.

Show cumulative reject qty

Select to display how many quantities have been rejected on the order.

User input complete flag

Select to allow users to specify when an operation is completed. Clear to complete operations only when the full quantity has been completed.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Immediately post subassembly to inventory

This parameter only applies when the current operation precedes a subcontract operation. Select to post subassemblies to inventory immediately after the operation is reported.

Report production

Default shift code

Specify the default shift code to record in the production history when users reject items. The user can change this value.

Backflush

Select to automatically issue materials to orders. Materials on the bill of materials that have the Backflush flag selected will be issued.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Putaway

Select to allow users to perform put away transactions from within this transaction.

Release inbound

This parameter is available if you select **Putaway**. Select to automatically release inbound orders for put away.

Default run no

This parameter is available if you select **Putaway**. Specify a default run number for put aways. The user can change this value.

Default inbound location

This parameter is available if you select **Putaway**. Specify a default location in which to put away items.

Use fixed locations?

This parameter is available if you select **Putaway**. Select to only allow the user to select put away locations that are defined in ERP LN as fixed locations for the item.

Consolidate material

This parameter is available if you select **Putaway**. Use this parameter to direct inventory transfers to existing stocks of the same item. If you select this parameter, the options list only displays locations containing a positive quantity of the item to be transferred. See "Option lists" on page 18. Users can still manually specify any location.

No of locations

This parameter is available if you select **Consolidate material**. Specify the maximum number of locations displayed on the options list.

Sort sequence

This parameter is available if you select **Consolidate material**. Specify **ASCENDING** or **DESCENDING** to determine how locations are sorted on the options list.

Enable quantity rejection

Select to allow users to reject quantities.

Default reason code

This parameter is available if you select **Enable quantity rejection**. Specify a default reason code for rejections. The user can change this value.

Default order to lot

Select to use the order number as the default lot code. The user can change this value.

Allow over reporting

Allow users to complete operation quantities that exceed the quantity specified on the order.

Use last operation quantity

Select to use the completed quantity reported from the last operation as the quantity.

Report complete only if last operation complete

Select to only allow users to complete production quantities after all operation quantities are completed.

Always default complete to no

Select to always specify **N** as the default value in the **Complete** field. The user can change this value.

User input complete flag

Select to allow users to specify when an order is completed. Clear to require orders to be completed using the ERP LN interface.

Allow entry of Kanban ID?

Select to allow users to scan a Kanban ID instead of specifying an order number.

Set quantity equal to open quantity

Select to use the open quantity as the default quantity. The user can change this value.

Reference ID in use

Select to allow users to specify a Reference ID. See "Reference IDs" on page 19.

Allow additional serials in as-built header

Select to allow users to specify any serial number that is not already assigned. Clear to require the user to specify serials numbers assigned to the current production order.

Enable crossdocking

Select to allow users to perform crossdock transactions from within this transaction.

Print serial labels before crossdock

This parameter is available if you select **Enable crossdocking**. Select to print serial number barcode labels before performing the crossdock transaction.

Print handling unit labels before crossdock

This parameter is available if you select **Enable crossdocking**. Select to print handling unit barcode labels before performing the crossdock transaction.

Reprint boxlabel

Default no of labels

Specify the default number of barcode labels to print. The user can change this value.

RePrintPackSlip

Main tab

Order type

Specify a default order type for this transaction. The user can change this value.

Other tabs

Packing slip report

Optionally, specify a report format for packing slips.

No extra copies

Specify how many extra packing slip copies to print.

Reprint palletlabel

Default no of labels

Specify the default number of barcode labels to print. The user can change this value.

Seal box

Length

Specify the default box length. The user can change this value.

Width

Specify the default box width. The user can change this value.

Height

Specify the default box height. The user can change this value.

Default box weight

Specify the default box weight.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Confirm shipment

Select to allow users to perform confirm shipment transactions from within the seal box transaction.

Print packing slip

This parameter is available if you select **Confirm shipment**. Select to print packing slips for shipments.

Packing slip report

This parameter is available if you select **Confirm shipment**. Optionally, specify a report format for packing slips.

No extra copies

This parameter is available if you select **Confirm shipment**. Specify how many extra packing slip copies to print.

Seal pallet

Length

Specify the default pallet length. The user can change this value.

Width

Specify the default pallet width. The user can change this value.

Height

Specify the default pallet height. The user can change this value.

Default box weight

Specify the default pallet weight.

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Confirm shipment

Select to allow users to perform confirm shipment transactions from within the seal box transaction.

Print packing slip

This parameter is available if you select **Confirm shipment**. Select to print packing slips for shipments.

Packing slip report

This parameter is available if you select **Confirm shipment**. Optionally, specify a report format for packing slips.

No extra copies

This parameter is available if you select **Confirm shipment**. Specify how many extra packing slip copies to print.

ShipByPackage

Cancel prints

If you are printing your shipping documents from ERP LN, you can select this parameter to cancel the printing of shipping documents from the scanner. Clear to print shipping documents from the scanner.

No extra copies

Specify how many extra packing slip copies to print.

Default package type

Specify **Box** or **Pallet**. The user can change this value.

ShipConfirmByOrder

Default order type

Specify a default order type for this transaction. The user can change this value.

Print packing slip

Select to print packing slips for shipments.

Packing slip report

This parameter is available if you select **Print packing slip**. Optionally, specify a report format for packing slips.

No of copies

This parameter is available if you select **Print packing slip**. Specify how many extra packing slip copies to print.

Print BOL

Select to print bills of lading for shipments.

BOL report

Optionally, specify a report format for bills of lading.

No of copies

Specify how many extra copies to print.

Split HU quantity

Labels required

Select to print barcode labels when the transaction is completed.

Default no of labels

This parameter is available if you select **Labels required**. Specify the default number of barcode labels to print. The user can change this value.

Super Shipping

Main tab

Default order type

Specify a default order type for this transaction. The user can change this value.

Default shipping choice

Specify a default shipping method: **Order**, **Run**, or **Mission**. The user can change this value.

Order tabs

Confirm shipment

Select to confirm shipment when this transaction is run.

Freeze shipment

Select to freeze shipment when this transaction is run.

Print device

Specify a printer.

Print packing slip

Select to print packing slips for shipments.

Packing slip report

This parameter is available if you select **Print packing slip**. Optionally, specify a report format for packing slips.

No of copies

This parameter is available if you select **Print packing slip**. Specify how many extra packing slip copies to print.

Print BOL

Select to print bills of lading for shipments.

BOL report

Optionally, specify a report format for bills of lading.

No of copies

Specify how many extra copies to print.

Chapter 3: Inventory Management

3

This chapter explains how to use a handheld scanner to perform inventory management transactions with Infor Warehouse Mobility for Infor ERP LN.

Counting inventory

You can count inventory by item or by location. Counting by item allows you to verify the quantity and location of items. Counting by location allows you to verify the contents of warehouse locations.

Counting by item

To count inventory by item:

1   Select **Cycle Count**.

2   Specify this information:

Count

To recount items, specify a new count number. When you enter a new count number, the count list is refreshed. Leave blank for your initial count.

Whse

Specify the warehouse.

Loc

Optionally, specify a from and to location to only include items within those two locations in the count list.

W/h Order

Specify the warehouse order number.

```
        Cycle Count
Count:1

Whse:RAW AM
From Loc:
Loc:ZZZZZZZZ
W/h Order:WC2000019█




------------------
Enter Whse Order
```
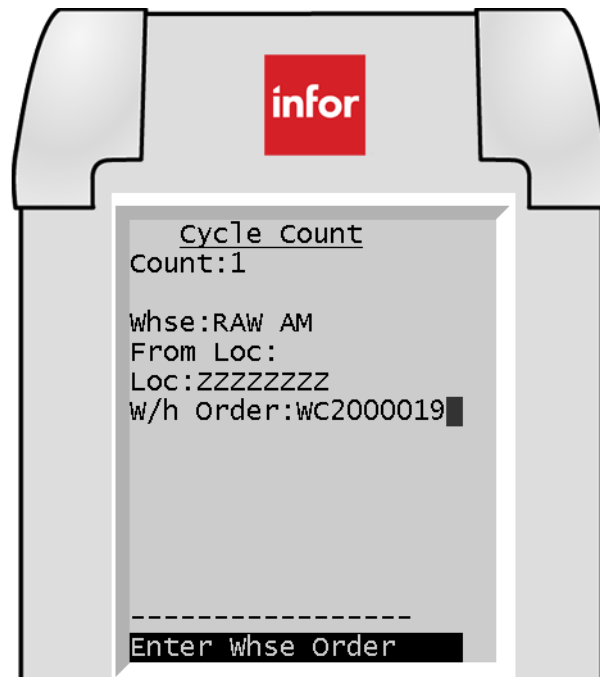
3   Press **Enter**. The count list is displayed.

4   Select an item to count. This information is displayed:

  ● Order number
  ● Item number
  ● Item description
  ● Unit of measure
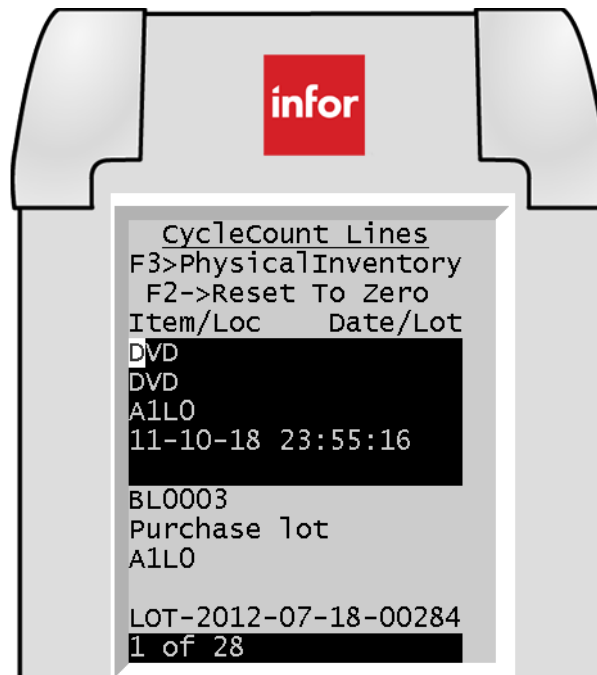
5   Specify or review this information:

Loc

If applicable, scan the item location.

Item

If applicable, scan the item number.

Desc

The item description is displayed.

UOM

The unit of measure is displayed.

Lot

If applicable, scan the lot number.

Date

If applicable, scan the inventory date.

Qty

Specify the counted quantity.

Press **Enter**. A success message is displayed. The item is removed from the count list, and the count quantity is recorded in ERP LN.
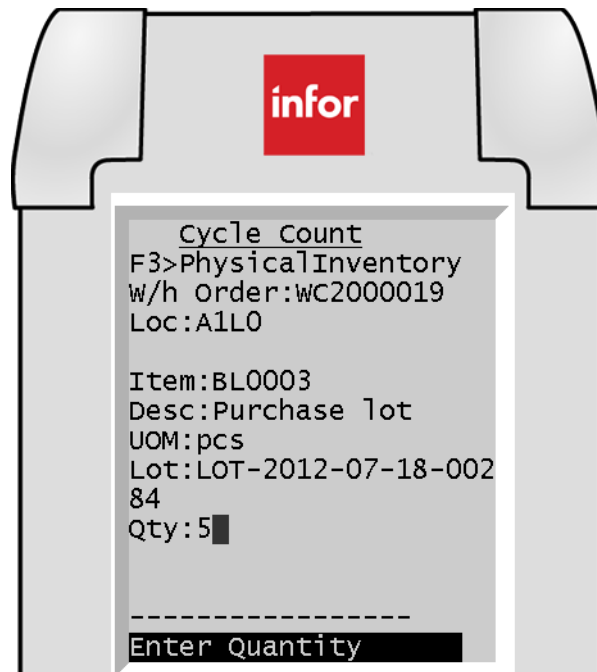
Counting by location

Counting inventory by location:

1   Select **Physical Inventory**.

2   Specify this information:

Accumulate

Specify **Y** to add the counted quantity to a previously counted quantity, if the item and stock point combination you are counting has already been counted for this order. Specify **N** to receive an error message if you mistakenly count an item and stock point combination more than once within an order.

Count

To recount items, specify a new count number. When you enter a new count number, the count list is refreshed.

Whse

Specify a warehouse.

W/h Order

Scan the warehouse order.

Item

Scan the item number.

Desc

The item description is displayed.

UOM

Specify the unit of measure for the item.

Loc

Scan the location.

Lot

Scan the lot number.

Qty

Specify the counted quantity.
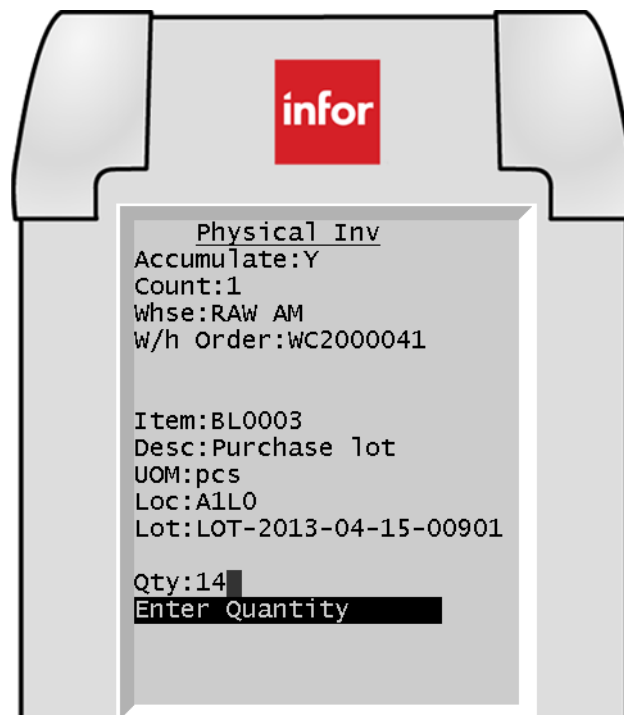
3   Press **Enter**. The item count is recorded in ERP LN.

Viewing inventory status

To view the inventory status of an item:

1   Select **Item Inquiry**.

2   Specify this information:

Item

Scan an item number.

FW (From Warehouse)

Specify the warehouse where the item is located. Optionally, leave blank to list all warehouses.

TW (To Warehouse)

This value matches the warehouse in the **FW** field. Optionally, you can specify a different warehouse in the **TW** field to list results from both specified warehouses and from every warehouse in between them alphanumerically. For example, if you specify RAW AM in the **FW** field and RAW EM in the **TW** field, the results from RAW AM, RAW CM, and RAW EM will be listed.

From Loc

Scan the item location. Optionally, leave this field blank to list all locations.

To Loc

This value matches the warehouse in the **From Loc** field. Optionally, you can specify a different warehouse in the **To Loc** field to list results from both specified warehouses and from every warehouse in between them alphanumerically.

```
            Item Inquiry

    Item:BLOO2O
    FW:FG-AM
    TW:FG-AM
    From Loc:A1LO
    To Loc:A1LO




    -----------------
    Enter To Location
```
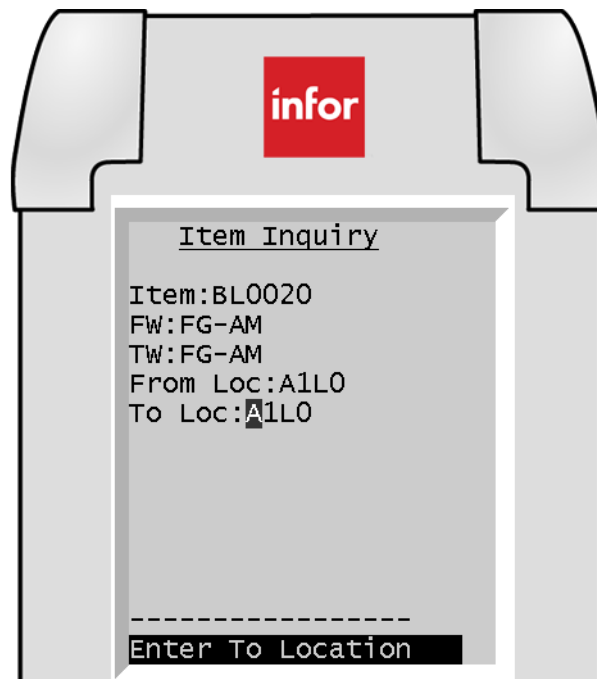
3   Press **Enter**. The item location, quantity on hand, allocated quantity, and free quantity are displayed.

   If you did not specify a warehouse or item location, you can select one and press **Enter** to view more details, such as quantities categorized by lot or date.
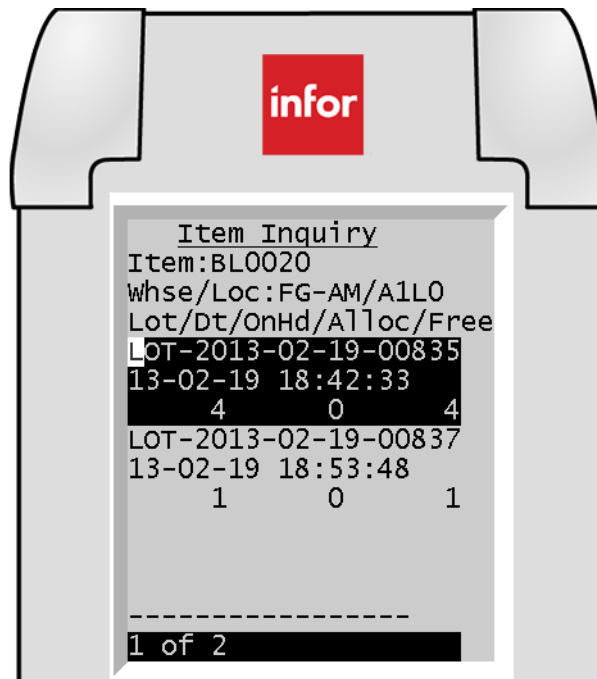
Viewing inventory at a stock point

To view a list of all items at a stock point:

1   Select **LocationInquiry**.

2   Specify the warehouse and location.

3   Press **Enter**. The description, quantity on hand, and allocated quantity are displayed.

4   To view more details, such as quantities categorized by lot or date, select a location and press **Enter**.

Receiving items

To receive items:

1   Select **Receipts**.

2   Specify this information:

   Order Type
   Specify the type of order you are receiving.

Whse

Specify the receiving warehouse.

Pack Slip

Scan the packing slip.

Order

Scan the order number.

Item

Optionally, scan an item number to receive only lines containing that item.

```
            Receipts

Order Type*:
 Purchase
Whse:RAW AM

Pack Slip:PK0001445

Order:PUR000336█
Item:


-----------------
Enter Order
```
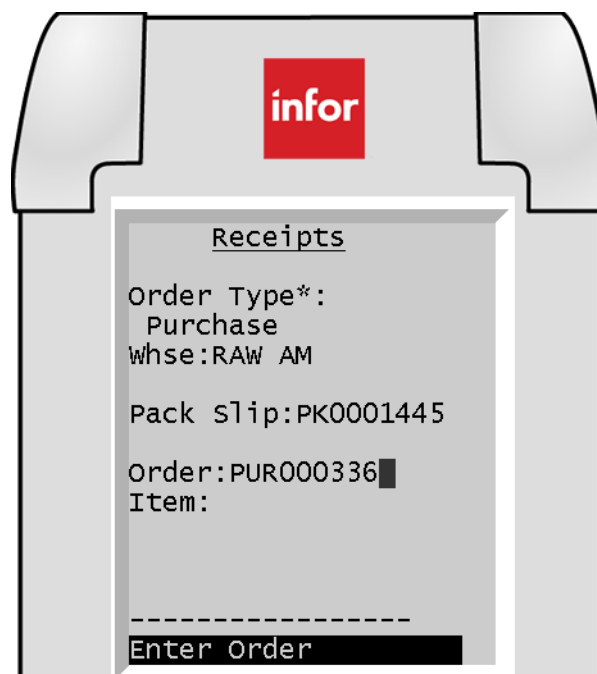
3   Press **Enter**. Items to receive are displayed.
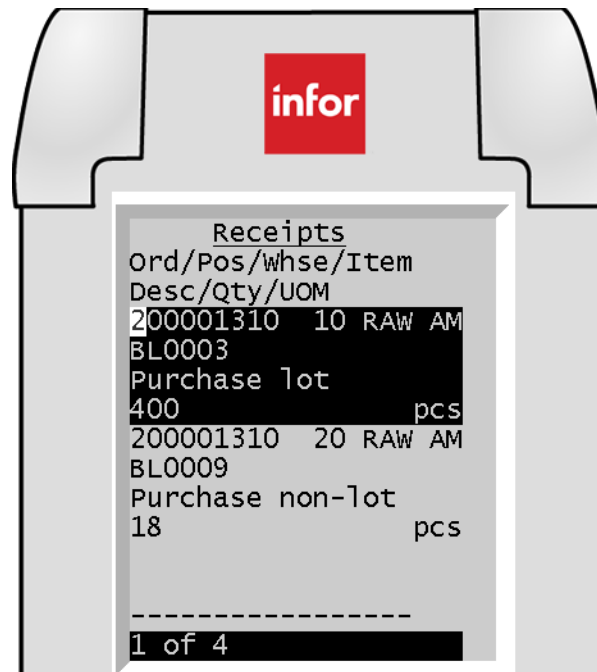
4   Select an item to receive. The order number, position, warehouse, item number, and quantity to receive are displayed.

5   Specify this information:

Sup Lot

If applicable, scan the supplier lot number.

Cert No

Optionally, to link a document to a lot number, specify a certificate number.

Lot

If applicable, scan the lot number.

InvDt

If applicable, specify the inventory date and time. Use this format: eight characters for the date, a space, and then six characters for the time. For example, **01152016 120000**. The exact date and time format for your organization is specified in the Global Parameters section of the Warehouse Mobility Administration Tool.

PKSlipQty

Specify the quantity listed on the packing slip.

Rcvd Qty

Specify the quantity you are receiving.

Inspect Receipt

If applicable, specify whether to inspect the items you are receiving.

Final Receipt?

Specify whether there are more items to receive for this order line on the current shipment. For example, if the open quantity is 100, and you are receiving a box of 50 on this shipment and a box of 50 on a future shipment, specify **Y**. If you are receiving both boxes of 50 on this shipment, specify **N** when receiving the first box and **Y** when receiving the second box.

Note: If you are using handling units, you can specify **Y** in the **Enter HU** field to assign a handling unit to the items you are receiving. To receive the items as loose inventory, specify **N**. See "Assigning handling units to received items" on page 69.

6   Press **Enter**. If the received item is not serial-controlled, the specified quantity is received, and the receipt number is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, the specified quantity is received, and the receipt number is displayed.
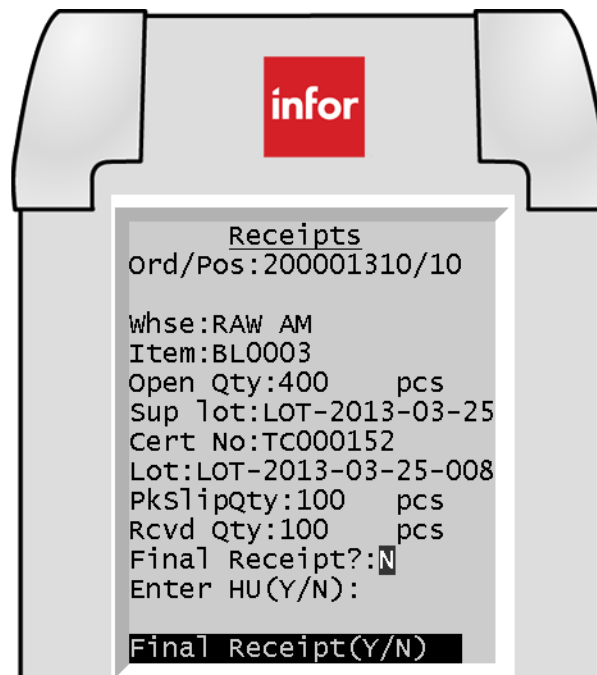

7   Press **Enter**.

8   If applicable, you are asked to cross dock the items. To cross dock, see "Cross docking items" on page 75. To skip cross docking, specify **N**.

9   If applicable, specify a put away location for the approved items.

10   On the label printing screen, specify this information:

   ●   Label printer

- Labels to print per box

- Number of boxes

- Number of items per box

11 Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, a success message is displayed, and the labels are printed.

If applicable, the received items are transferred to the specified put away location in ERP LN.
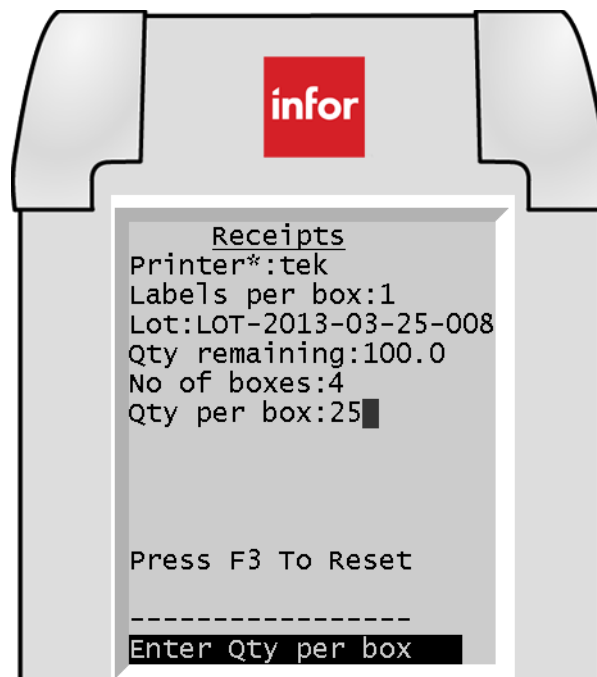
Assigning handling units to received items

To assign handling units to items you are receiving:

1 After submitting the quantity of items to receive, specify **Y** in the **Enter HU** field. The Handling Unit Entry screen is displayed.

2 Specify or review this information:

Item

The item number is displayed.

PackDef

Optionally, specify a package definition.

HU

To assign the items to an existing handling unit, specify the handling unit. Optionally, leave blank to create a new handling unit.

LinkParentHU

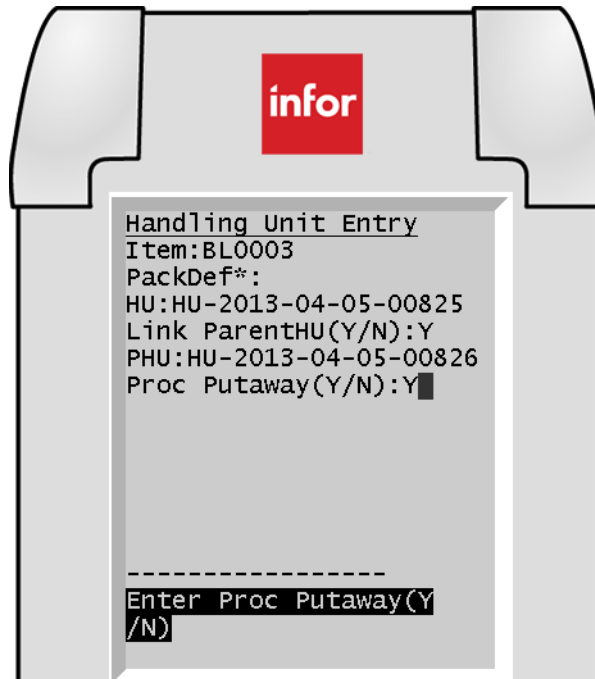Specify whether to assign a parent to the handling unit.

If you specify **Y**, specify the parent handling unit in the **PHU** field. Optionally, leave the **PHU** field blank to create a new parent handling unit.

Proc Putaway

This field is only displayed if put away is enabled for this transaction and you have linked a parent handling unit. Specify whether to put away the handling unit structure.

To put away the parent handling unit and all of its children specify **Y**.

To keep the parent at the receiving location to add additional handling units to this parent before putting it away, specify **N**. The receipt number is displayed and the transaction is completed.

3   If applicable, you are asked to cross dock the items. To cross dock, see "Cross docking items" on page 75. To skip cross docking, specify **N**.

4   If applicable, specify a put away location for the approved items.

5   On the label printing screen, specify this information:

Print Curr.HU only

To only print labels for the current handling unit, specify **Y**. To print labels for the handling unit structure, including the parent and all its children, specify **N**.
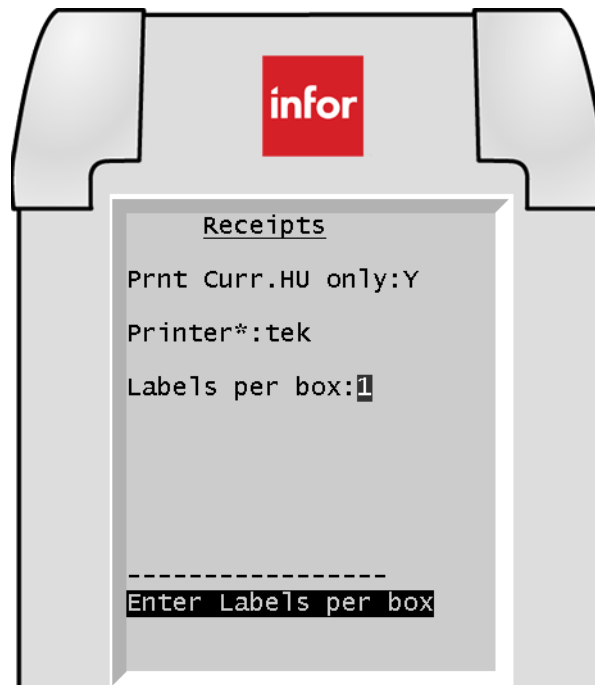
Printer

Specify a printer.

Labels per box

Specify how many labels to print for each box.

6   Press **Enter**. The labels are printed.

If applicable, the received items are transferred to the specified put away location in ERP LN.

Approving and rejecting inspected items

To approve and reject inspected items:

1   Select **Approvals**.

2   Specify this information:
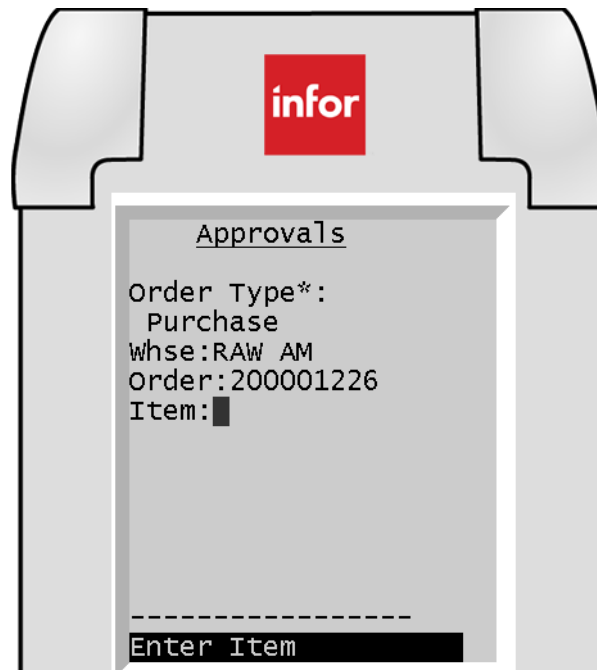
Order Type

Specify the order type.

Whse

Specify the warehouse in which the item will be inspected.
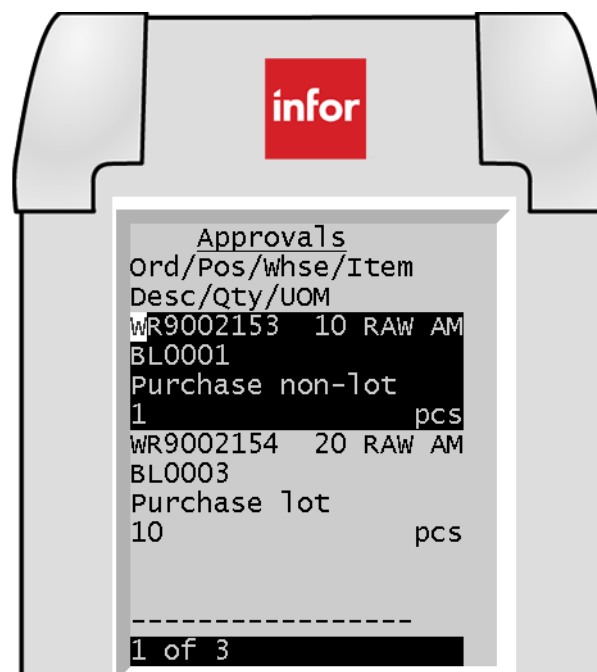
Order

Scan the order number.

Item

Optionally, to show only lines containing a certain item, scan the item number. Leave blank to show all lines awaiting inspection.

```
        Approvals

Order Type*:
 Purchase
Whse:RAW AM
Order:200001226
Item:█




-----------------
Enter Item
```

3   Press **Enter**. The list of lines awaiting inspection is displayed.

```
        Approvals
Ord/Pos/Whse/Item
Desc/Qty/UOM
WR9002153  10 RAW AM
BL0001
Purchase non-lot
1              pcs
WR9002154  20 RAW AM
BL0003
Purchase lot
10             pcs


-----------------
1 of 3
```

4   Select an item to inspect. This information is displayed:

- Order number
- Position
- Warehouse
- Item number
- Lot number, if applicable
- Inventory date, if applicable
- Open quantity to inspect

5   Specify this information:

Note: If you are inspecting a parent handling unit, you must either approve or reject the entire handling unit structure, including its children. In the **Continue?** field, specify **Y** to approve the handling unit or **N** to reject it.

Qty

Specify the quantity of items to approve. Include destroyed items in this quantity, unless they failed inspection, and you are rejecting them.

Qty Reject

Specify the quantity of items to reject.

Reason

If you reject any items, specify a reason code for the rejections.

Qty Destroyed

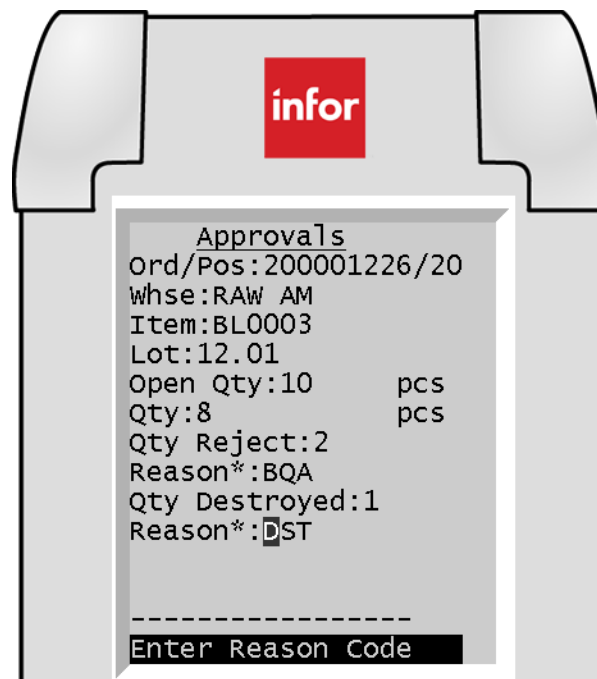Specify the quantity of items that were destroyed.

Reason

If you destroy any items, specify a reason code for the destruction. This field is only displayed if a quantity above zero is specified in the **Qty Destroyed** field.

Scrap Qty

If applicable, specify the quantity of rejected items to scrap. Any rejected items that are not scrapped will be quarantined. This field is only displayed if you are rejecting items and if the item is designated for **Scrap and/or Quarantine** in ERP LN.

Reason

If applicable specify a reason code for the items scrapped. This field is only displayed if a quantity above zero is specified in the **Scrap Qty** field.

```
        Approvals
Ord/Pos:200001226/20
Whse:RAW AM
Item:BL0003
Lot:12.01
Open Qty:10      pcs
Qty:8            pcs
Qty Reject:2
Reason*:BQA
Qty Destroyed:1
Reason*:DST


-----------------
Enter Reason Code
```

6   Press **Enter**. If the item is serialized, scan each serial number and, in the **Action** field, specify whether the scanned serial number is approved (**A**), rejected (**R**), or destroyed (**D**). The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

If you scan a serial number incorrectly, you can press **F3** to delete all scanned serial numbers within the current transaction. The **Qty remaining** field will reset, allowing you to scan the correct serial numbers.

This information is displayed:

● Order number
● Order position
● Warehouse
● Item number
● Lot number, if applicable
● Inventory date, if applicable
● Approved quantity, excluding any destroyed items
● Item unit of measure

7   If applicable, you are asked to cross dock the items. To cross dock, see "Cross docking items" on page 75. To skip cross docking, specify **N**.

8   If applicable, specify a put away location for the approved items.
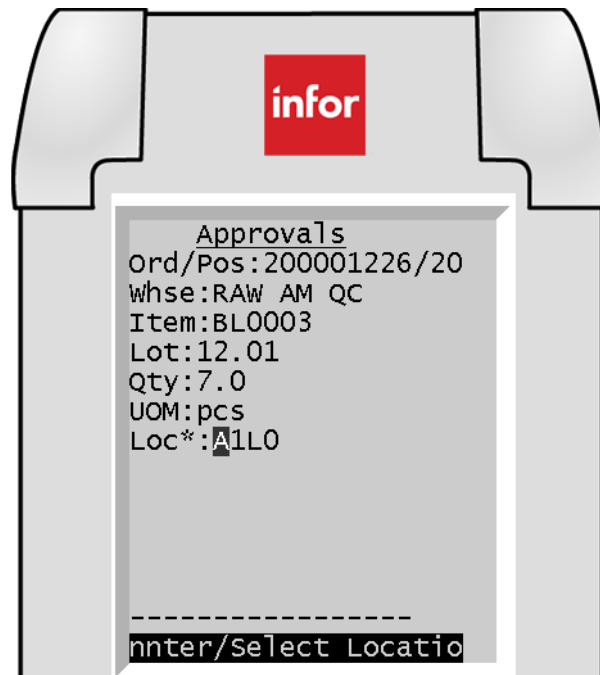
9 On the label printing screen, specify this information:

- Label printer
- Labels to print per box
- Number of boxes
- Number of items per box

10 Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, a success message is displayed, and the labels are printed.

If applicable, the approved items, excluding any that were destroyed, are transferred to the specified put away location in ERP LN.

Cross docking items

If the correct parameters are selected, you can cross dock items from within the Receipts, Approvals, and Report Production transactions. You cannot perform cross docking as a standalone transaction.
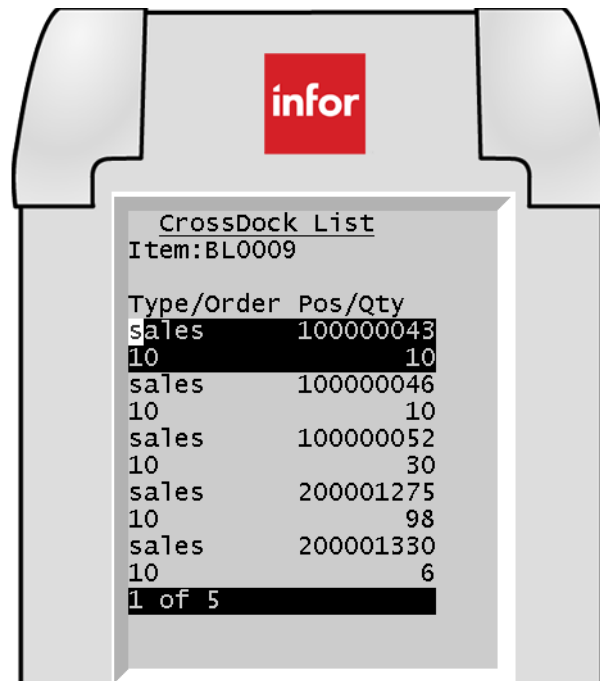
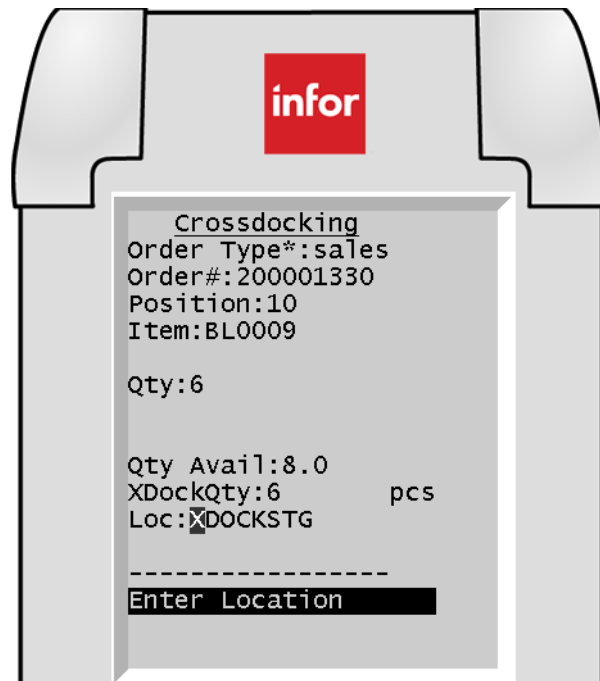To cross dock items:

1 When prompted to cross dock, specify **Y**.

Attention !!!!!

Cross Dock Details A
vailable . Do you wi
sh to Cross Dock Y/N

Enter (y/n)
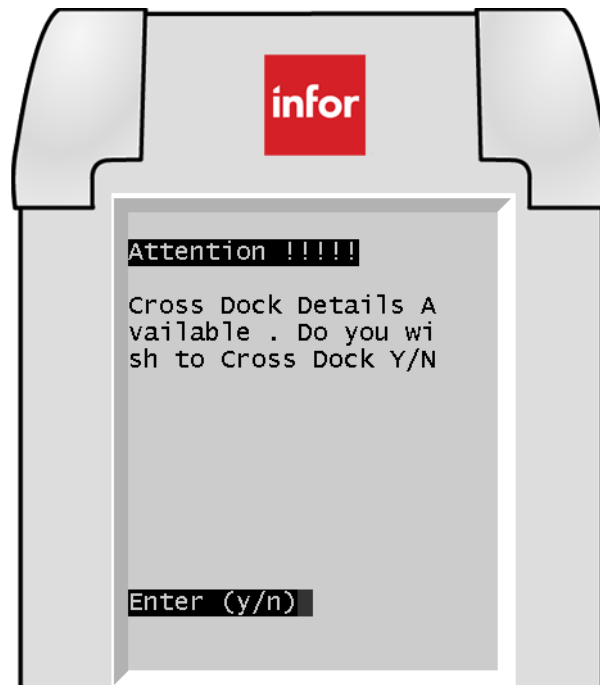
2   Press **Enter**. If applicable, the label printing screen is displayed.

3   If applicable, on the label printing screen, specify this information:

   ●   Label printer
   ●   Labels to print per box
   ●   Number of boxes
   ●   Number of items per box

   Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, the labels are printed.

   A list of outbound orders available for cross docking is displayed.

4   From the list, select an order to which to cross dock. This information is displayed:

   - Order type
   - Order number
   - Order position
   - Item number
   - Quantity needed for the order
   - Quantity available for cross docking

5   In the **XDockQty** field, specify the number of items to cross dock to the specified order, and specify the unit of measure. This number cannot exceed the quantity needed nor the quantity available.

6   In the **Loc** field, specify a temporary location status for the items before they are delivered to the staging location.

7 Press **Enter**. The items are cross docked to the order. If the quantity needed for the order has been filled, the order is removed from the cross docking list.

If there is still an available quantity, the list of outbound orders available for cross docking is displayed. You can select another order to cross dock the remaining item quantity. Optionally, press **Esc** to exit the cross docking transaction. You can put away the remaining items either using the standalone Putaway transaction or from within the current transaction, depending upon the configuration of your system.

Putting away items

To put away received items:

1 Select **Putaway**.

2 Scan the receipt, or, if the **Receipt** field is not available, specify this information:
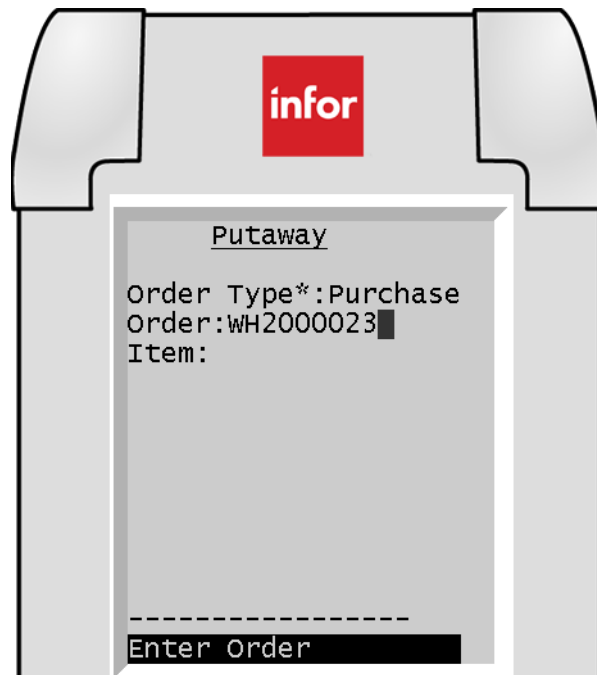
Order Type
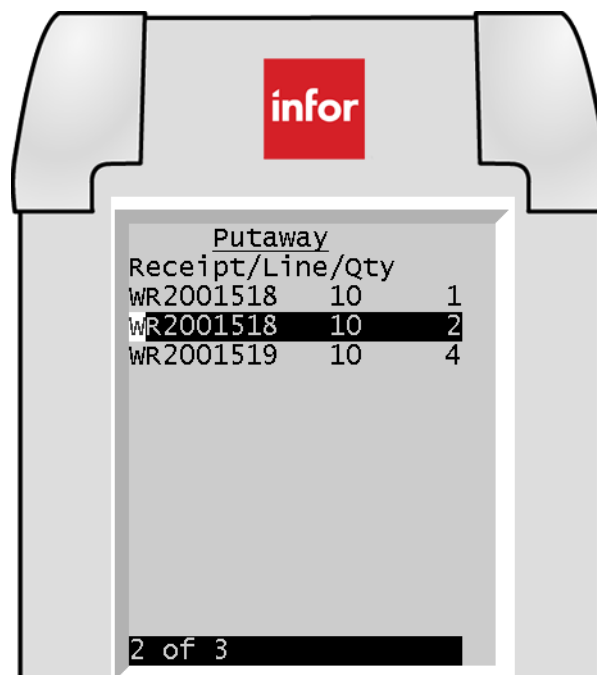
Specify the order type.

Order

Scan the order number.

Item

Optionally, to show only lines containing a certain item, scan the item number. Leave blank to show all lines awaiting put away.

```
        Putaway

Order Type*:Purchase
Order:WH2000023█
Item:




-----------------
Enter Order
```

3   Press **Enter**. The list of lines awaiting put away is displayed.

```
        Putaway
Receipt/Line/Qty
WR2001518    10      1
WR2001518    10      2
WR2001519    10      4




2 of 3
```

4   Select a line. This information is displayed:

- Receipt number
- Order type
- Order number
- Item number
- Item description
- Open quantity awaiting put away
- Item unit of measure
- Put away warehouse
- Suggested put away location, if applicable

5   Specify this information:
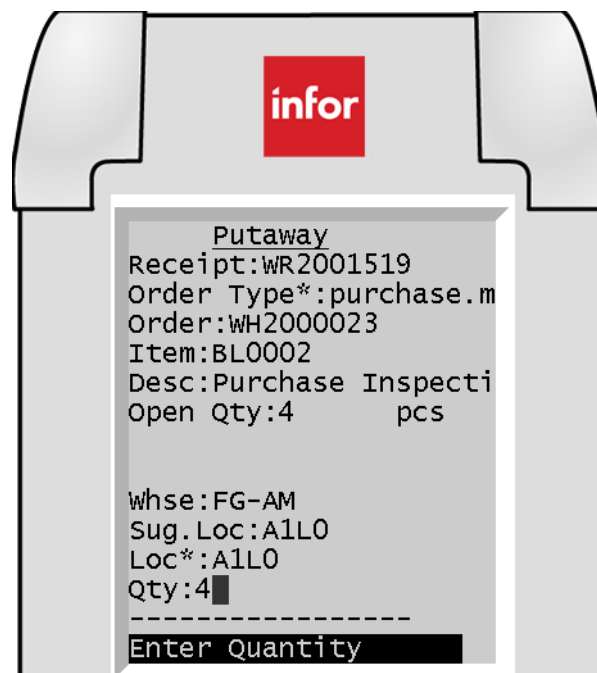
Loc

Specify a put away location.

Qty

Specify the quantity to put away.

Pcs

Specify the item unit of measurement.

6   Press **Enter**. The specified quantity is transferred to the put away location in ERP LN.

```
              Putaway
Receipt:WR2001519
Order Type*:purchase.m
Order:WH2000023
Item:BL0002
Desc:Purchase Inspecti
Open Qty:4        pcs


Whse:FG-AM
Sug.Loc:A1L0
Loc*:A1L0
Qty:4
------------------
Enter Quantity
```

7   Press **Enter**. The specified quantity is transferred to the put away location in ERP LN. If applicable, the label printing screen is displayed.

8   On the label printing screen, specify this information:

- Label printer
- Labels to print per box
- Number of boxes
- Number of items per box

9   Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, a success message is displayed, and the labels are printed.

Allocating items for shipment

To allocate items for shipment:

1   Select **Allocate Release**.

2   Specify this information:

Whse
Specify the warehouse.

Order Type
Specify the type of order.

Zone
Optionally, specify a zone to only display items located in that zone.

From and **To Order**
Optionally, in the **From Order** and **To Order** fields, specify an order number to only display items on that order. Optionally, specify a different order number in the **To Order** field to specify a range of orders, including both specified order numbers and all order numbers in between.

3   Press **Enter**. The Pick List is displayed.

4   Select the order line for which to allocate inventory. A list of stock points containing the needed item are displayed. The available quantity at each stock point is also displayed.

```
        PICK LIST
Item/Desc/Ord/Pos
UOM              QTY
BL0003
Purchase lot
200001348/10
pcs               18




1 of 1
```
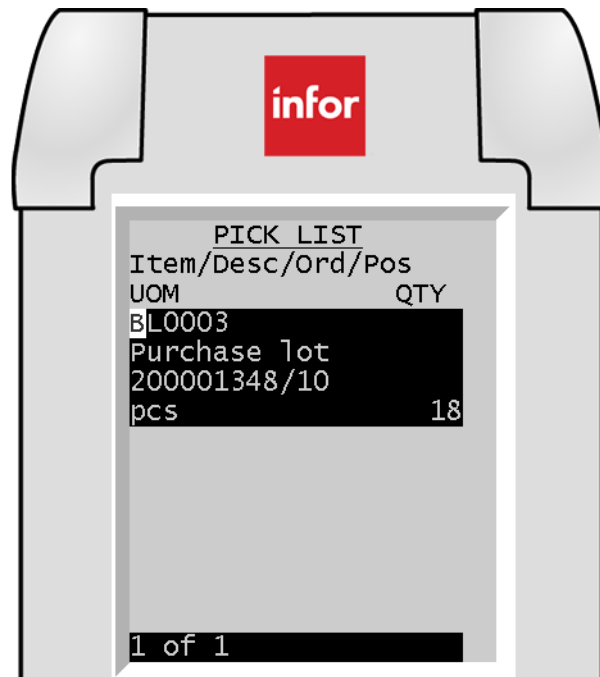
5   Select the stock point from which to allocate inventory. This information is displayed:

- Order number
- Order position
- Needed quantity
- Item location
- Location
- Lot number, if applicable
- Inventory date, if applicable

6   Specify this information:

Qty

Specify the quantity to allocate. If you specify a quantity that is less than the needed quantity, you can perform the transaction again to allocate items from another stock point.

No of Labels

If applicable, specify the number of labels to print.

Printer

If applicable, specify a printer.

7   Press **Enter**. The items are allocated for shipment. If items are still needed for this order line, the Pick List is displayed. Repeat the transaction starting from step 4 to allocate additional items. When all needed items have been allocated for an order line, a success message is display, and the order line is removed from the Pick List.

```
 Allocate Release
Order:200001348
Pos:10
Open Qty:13
Item:BL0003
Loc:A1L0

Lot:JTLOT01

Qty:13█
No of Labels:1
Printer*:tek


------------------
Enter Quantity
```
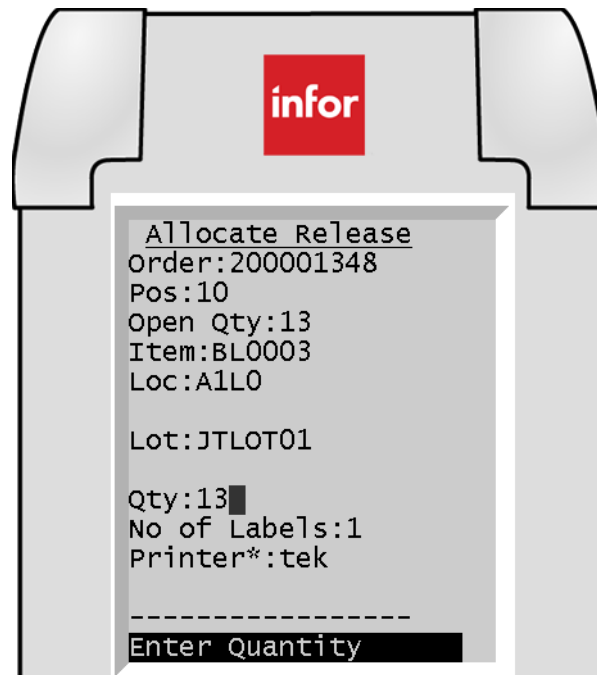
Picking items

Use the Picking transaction to pick items. You can pick items by order, mission, or run.

Picking by order

To pick by order:

1   Select **Picking**.

2   In the **Pick By** field, specify **Order**.

3   Specify this information:

   Order Type
   Specify the order type.

   Order
   Scan the order number.

Sort Seq

Specify whether to sort the picking list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.

Stage Loc

Specify the location status for the item during the time between when the item is picked and when it is delivered.
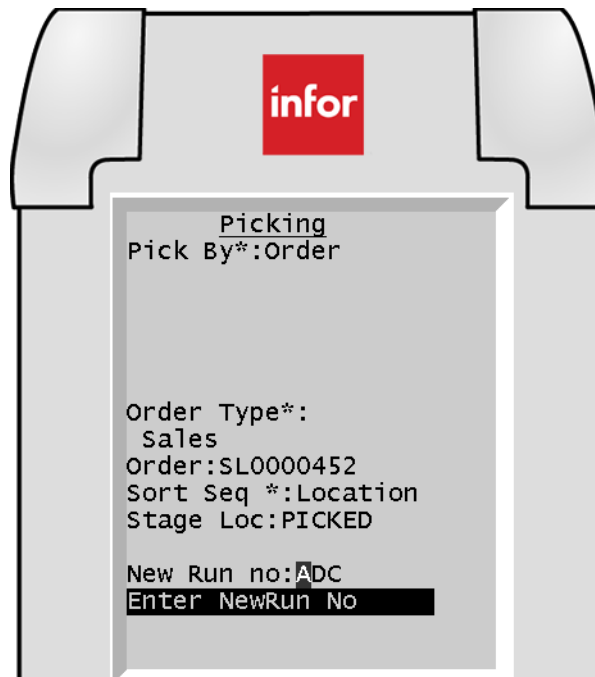
CartLoc

If applicable, scan the cart location.

New Run no

Specify the run to which picked items are assigned, if they are not on the pick list.

Press **Enter**. The list of items to pick is displayed.

4   Select an item. This information is displayed:

- Order number
- Item number
- Item description
- Location
- Lot number, if applicable
- Inventory date, if applicable

5   In the **Qty** field, specify the quantity of items to pick.

6   Press **Enter**.

   If the quantity you specified is less that the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you will not pick more items from this stock point, specify **N**. You are also asked whether there is lost material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed.

Picking by mission

To pick items for a mission:

1   Select **Picking**.

2   In the **Pick By** field, specify **Mission**.

3   Specify this information:

Run

Scan the run number for this request.

Miss.

Optionally, in the **Miss.Fr** and **Miss.To** fields, specify a mission number to only display items for that mission. Optionally, specify a different mission number in the **Miss.To** field to specify a range of missions, including both specified mission numbers and all mission numbers in between.

Pick.Seq.

Optionally, in the **Pick.Seq.Fr** and **Pick.Seq.To** fields, specify a sequence number to only display items for that sequence. Optionally, specify a different sequence number in the **Pick.Seq.To** field to specify a range of sequence numbers, including both specified sequence numbers and all sequence numbers in between.

Sort Seq

Specify whether to sort the picking list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.
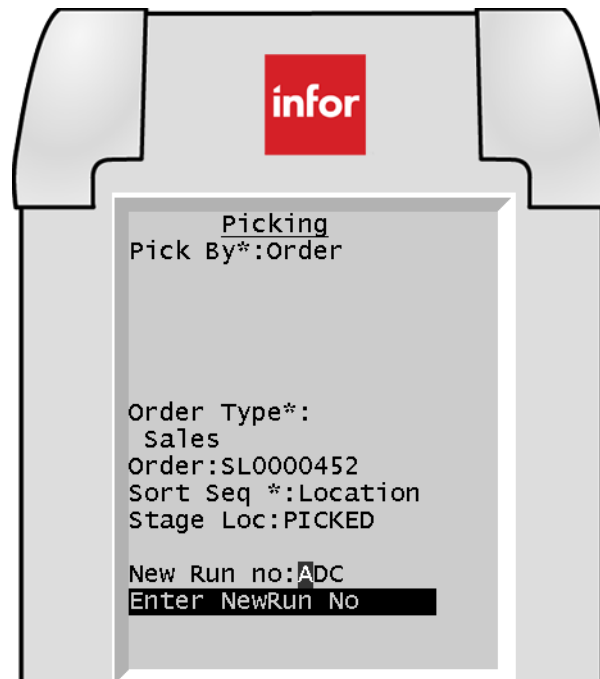
Stage Loc

Specify the location status for the item during the time between when the item is picked and when it is delivered.

CartLoc

Scan the cart location, if applicable.
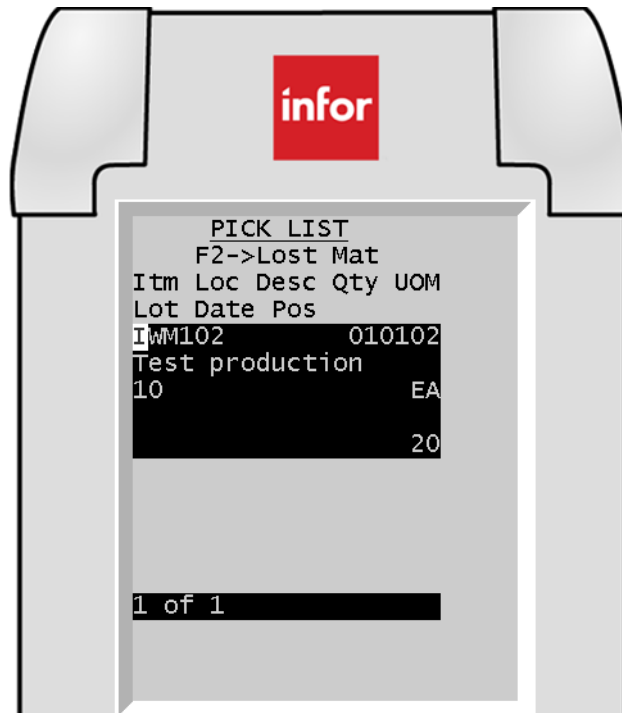
4   Press **Enter**. The list of items to pick is displayed.

5   Select an item. This information is displayed:

- Order number
- Item number
- Item description
- Location
- Lot number, if applicable
- Inventory date, if applicable

6   In the **Qty** field, specify the quantity of items to pick.

7   Press **Enter**.

    If the quantity you specified is less that the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you will not pick more items from this stock point, specify **N**. You are also asked whether there is lost material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

8   After you have scanned every serial number, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed.

Picking by run

To pick parts for a run:

1   Select **Picking**.

2   In the **Pick By** field, specify **Run**.

3   Specify this information:

Run

Scan the run number for this request.

Sort Seq

Specify whether to sort the picking items list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.

Stage Loc

Specify the location status for the item during the time between when the item is picked and when it is delivered.

CartLoc

If applicable, scan the cart location.

New Run no

Specify the run to which picked items are assigned, if they are not on the pick list.

4   Press **Enter**. The list of items to pick is displayed.

```
            Picking
Pick By*:Order



Order Type*:
 Sales
Order:SL0000452
Sort Seq *:Location
Stage Loc:PICKED

New Run no:ADC
Enter NewRun No
```

5   Select an item. This information is displayed:

- Order number
- Item number
- Item description
- Location

- Lot number, if applicable
- Inventory date, if applicable

6   In the **Qty** field, specify the quantity of items to pick.

7   Press **Enter**.

   If the quantity you specified is less that the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you will not pick more items from this stock point, specify **N**. You are also asked whether there is lost material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed.

Releasing outbound order lines

To release outbound order lines:

1   Select **RelOutboundByOrder**.

2   Specify this information:

Order Type

Specify the type of order.

Order

Specify the order number.

Pos

In the **Pos. Fr** and **Pos. To** fields, specify a position number to release that order line. Optionally, specify a different position number in the **Pos. To** field to specify a range of sequence numbers, including both specified sequence numbers and all sequence numbers in between.

Run

Optionally, to filter by run, specify a run number to only release order lines on that run.

3   Press **Enter**. The outbound order lines are released. The items on those lines are marked as picked in ERP LN.

Relocating items

To relocate items:

1   Select **Inv Transfer**.

2   Specify this information:

FW (From Warehouse)

Specify the warehouse where the item is located.

TW (To Warehouse)

Specify the warehouse to which the item will transfer. For transfers within the same warehouse, this value should match the value specified in the **FW** field.

Item

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

Loc

Scan the current location of the item.

Lot

If the item is lot-controlled, this field is displayed. Scan the lot number.

Date

If the item is date-controlled, this field is displayed. Scan the item inventory date.

The item on-hand quantity and free quantity are displayed.

3   Specify this information:

Qty

Specify the quantity of items to transfer. The default unit of measure is displayed.

To Loc

Scan the location to which the item will transfer.

4   Press **Enter**. If the item is not serial-controlled, a success message is displayed, and the specified item quantity is transferred. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, and the specified item quantity is transferred.
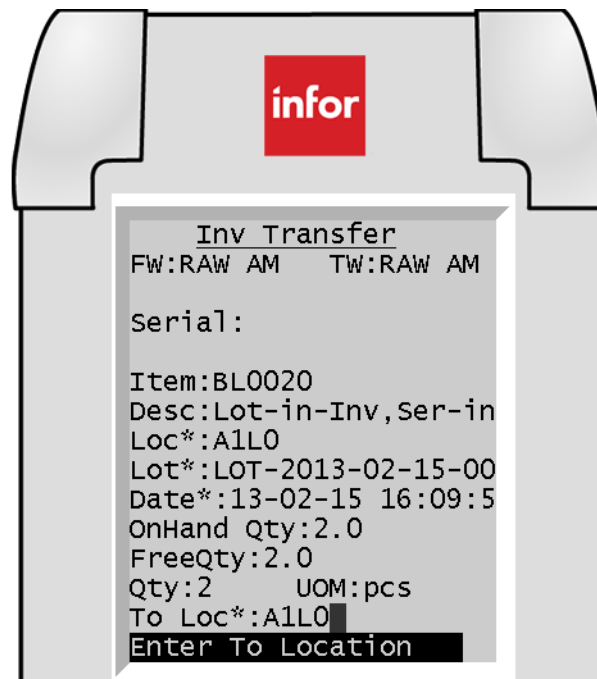
Relocating a Container

To relocate a container, such as a box, use the Inventory Transfer transaction to transfer the handling unit assigned to that container. This handling unit must contain only a single item type, it cannot contain other handling units.

To transfer handling units:

1   Select **Inv Transfer**.

2   Specify this information:

   FW (From Warehouse)
   Specify the warehouse where the container is located.

   TW (To Warehouse)
   Specify the warehouse to which the container will transfer. For transfers within the same warehouse, this value should match the value specified in the **FW** field.
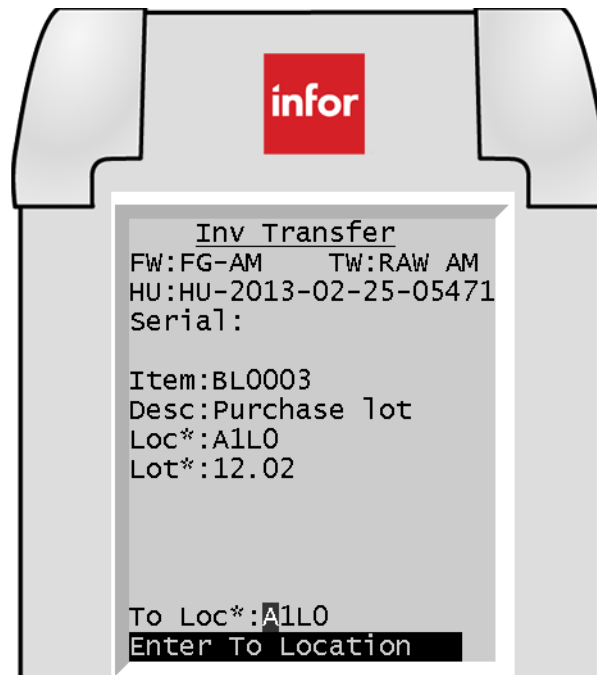
   HU
   Scan the handling unit. The item number, stock point characteristics, on-hand quantity, free quantity, and default unit of measure for the container are displayed.

   Qty
   Specify the number of items in the container to transfer.

3   In the **To Loc** field, scan the location to which the container will transfer and press **Enter**. If you are transferring the entire container, a success message is displayed, and the container is transferred.

   If you are transferring part of the container, and the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

   The Split HU Quantity screen is displayed.

4   In the **Add to Another HU?** field, specify whether to add the removed items to another handling unit.

   If you specify **N**, a success message is displayed, and the container is transferred with the specified quantity.

   If you specify **Y**, the transferred quantity will be added to a different container. In the **To HU** field, specify the handling unit of the new container. Optionally, leave this field blank to create a new handling unit. A success message is displayed, and the items are transferred to the new container.
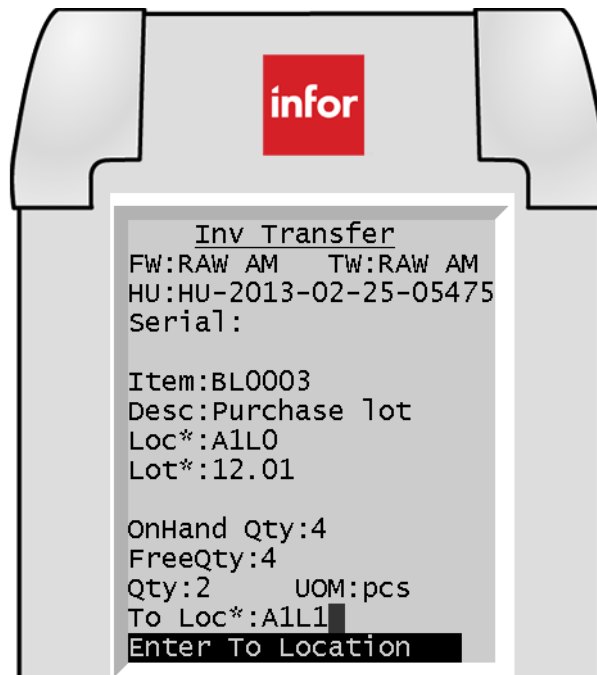
Relocating a Group of Containers

To transfer a group of containers, such as boxes on a pallet, use the Inventory Transfer transaction to transfer the handling unit assigned to that group. This handling unit must contain other handling units.

To transfer a group of containers:

1   From the main menu, select **Inv Transfer**.

2   Specify this information:

FW (From Warehouse)

Specify the warehouse where the group of containers is located.

TW (To Warehouse)

Specify the warehouse to which the group of containers will transfer. For transfers within the same warehouse, this value should match the value specified in the **FW** field.

HU

Scan the handling unit. The stock point characteristics of the first (alphanumerically) item number in the group of containers are displayed.

To Loc

Scan the location to which the group of containers will transfer.

The group of containers and their contents are transferred to the specified location.

```
           Inv Transfer
FW:FG-AM      TW:RAW AM
HU:HU-2013-02-25-05471
Serial:

Item:BL0003
Desc:Purchase lot
Loc*:A1L0
Lot*:12.02




To Loc*:A1L0
Enter To Location
```

Decreasing inventory at a stock point

To decrease an item's quantity at a stock point:

1   Select **Inv Write Off**.

2   Specify this information:

Employee
Specify your employee badge number.

Whse
Specify the warehouse location of the item.

Reason
Specify the reason code for the write off.

Item
Scan the item number.

Loc
Scan the location for which to decrease the item quantity.

Lot
Scan the lot number, if applicable.

Date

Scan the item inventory date, if applicable.

Qty

Specify the number to subtract from the item's quantity.

3   Press **Enter**. If the item is not serial-controlled, a success message is displayed, and the item quantity is decreased in ERP LN. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, and the item quantity is decreased in ERP LN.
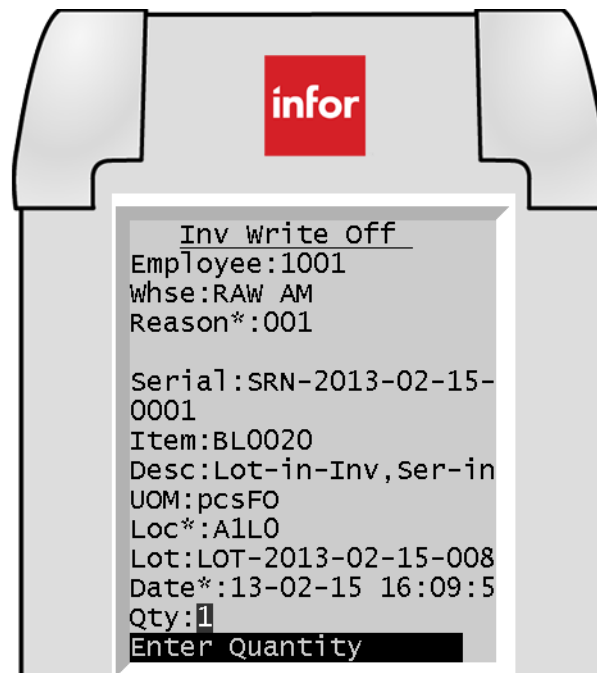
Increasing inventory at a stock point

To increase an item's quantity at a stock point.

1   Select **Inv Write On**.

2   Specify this information:

Employee

Specify your employee badge number.

Whse

Specify the warehouse location of the item.

Reason

Specify the reason code for the write on.

Item

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

Loc

Scan the location for which to increase the item quantity.

Lot

Scan the lot number, if applicable.

Date

Scan the item inventory date, if applicable.

3   Press **Enter**. If the item is not serial-controlled, a success message is displayed, and the item quantity is increased in ERP LN. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, and the item quantity is increased in ERP LN.

```
   Inv Write On
Employee:1001
Whse:FG-AM
Reason*:INV


Item:BL0020
Desc:Lot-in-Inv,Ser-in
UOM:pcsFO
Loc*:A1L0
Lot:LOT-2013-02-15-008
33
Qty:2
Enter Quantity
```
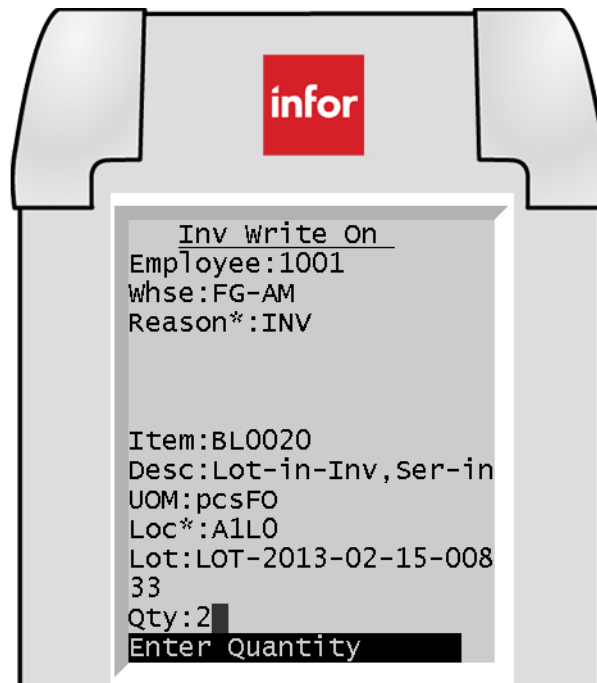
Using handling units

You can use handling units to track containers, such as boxes and pallets. See "Handling Units" on page 19.

Creating handling units for new containers

When you put inventory into a new container, such as a box, you can create a handling unit for that container to track its contents and location.

To create a handling unit:

1   Select **HandlingUnits**.

2   Select **Create HU**.

3   In the **Create Parent (Y/N)** field, specify whether to create a parent for the new handling unit.

   If you specify **Y**, a new parent will be created.

   If you specify **N**, specify the parent handling unit in the **PHU** field. Optionally, leave blank to create a handling unit without a parent.

4   Specify this information:

Whse

Specify the warehouse where the handling unit will be created.

Item

Specify the item number of the handling unit. The item description is displayed.

UOM

Specify the unit of measure for the item.

Loc

Specify the location where the handling unit will be created.

Qty

Specify the item quantity for the handling unit.

5   Press **Enter**.

A success message is displayed. The handling unit is created in ERP LN.
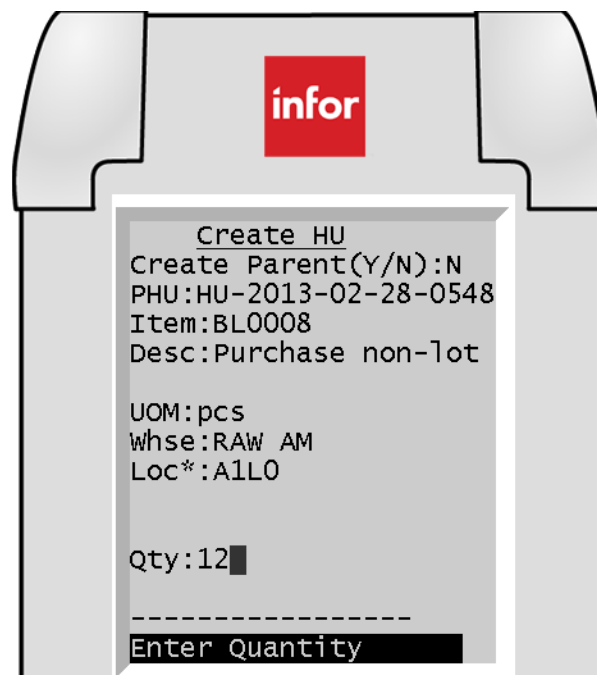
Removing items from a container

When you take items out of a container, you can add them to another container or designate them as loose inventory.

To assign items to the handling unit of another container or to designate them as loose inventory:

1   Select **HandlingUnits**.

2   Select **Split HU Quantity**.

3   In the **HU** field, specify the handling unit from which the items are being removed. You can only specify handling units that have free inventory and have no children. This information about the handling unit is displayed:

- Warehouse
- Location
- Item number
- Lot number, if applicable
- Inventory date, if applicable
- Open quantity
- Unit of measure

4   In the **Qty to Split** field, specify the quantity to remove from the handling unit.

5   In the **Add to Another HU?** field, specify whether to add the removed items to another handling unit.

If you specify **Y**, specify the handling unit in the **To HU** field. Optionally, leave blank to create a new handling unit.

If you specify **N**, the items will become loose inventory.

6   Press **Enter**. A success message is displayed, and the items are assigned to a new handling unit or become loose inventory in ERP LN.
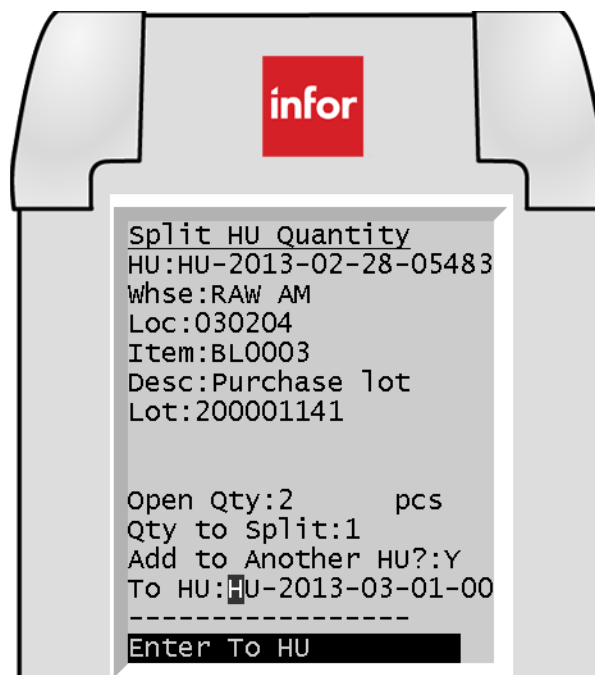
Adding containers to groups

To add a container to a group of containers, you must link the container handling unit to the group handling unit. For example, if you add a box to a pallet, you must link the box handling unit to the pallet handling unit.

To link handling units:

1   Select **HandlingUnits**.

2   Select **Link HU**.

3   In the **Create Parent (Y/N)** field, specify whether to link the handling unit to a new parent handling unit or to assign an existing handling unit as its parent.

    If you specify **Y**, a new parent will be created.

    If you specify **N**, specify the parent handling unit in the **PHU** field.

4   In the **HU** field, specify the handling unit.

5   Press **Enter**. A success message is displayed, and the container handling unit is linked to the group handling unit in ERP LN. If the container handling unit was linked to a parent handling unit before the transaction, it is now unlinked from that parent.

Emptying a container

When you remove all items from a container, you must close or delete the handling unit assigned to that container. If you keep the container, you should close the handling unit instead of deleting it, so you can re-use it.

To close or delete a handling unit:

1   Select **HandlingUnits**.

2   Select **Close HU**.

3   In the **HU** field, specify the handling unit.

4   In the **Delete HU** field, specify whether to delete or close the handling unit.

    If you specify **Y**, the handling unit will be deleted.

    If you specify **N**, the handling unit will be closed.

5   Press **Enter**. The handling unit is closed or deleted in ERP LN.

Viewing container details

To view details about a container:

1   Select **HandlingUnits**.

2   Select **HU Inquiry**.

3   In the **HU** field, scan the handling unit of the container. This information is displayed:

- Presence of a child
- Item number (not shown for multi-item handling units)
- Item description (not shown for multi-item handling units)
- Status
- Location
- Item quantity (not shown for multi-item handling units)

4   Optionally, press **F2** to view item serial numbers, if applicable. If the handling unit is a parent, child handling units are displayed. Select a child to view its serial numbers.

5   Optionally, press **F3** to view the children of the handling unit, if applicable. This information is displayed for the handling unit and each of its children:

- Item number
- Item quantity
- Unit of measure
- Parent handling unit, if applicable

Chapter 4: Shop Floor Management

4
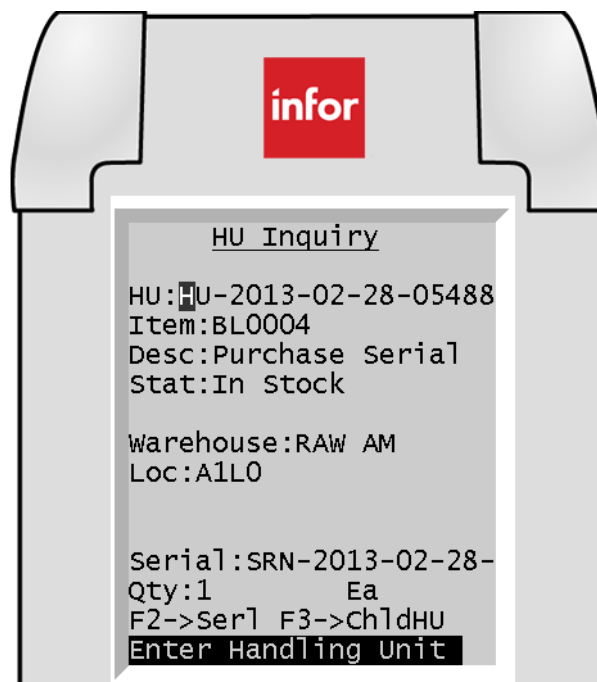
This chapter explains how to use a handheld scanner to perform shop floor management transactions with Infor Warehouse Mobility for Infor ERP LN.

Issuing unplanned material

To issue unplanned material for a production order:

1   Select **Unplanned Mat Issue**.

2   Specify or review this information:

Order
Scan the order number.

Oper
Specify the operation for which you are issuing material.

Item
Scan the number of the item you are issuing. The item description is displayed.

Whse
Specify the warehouse.

Loc
Specify the location.

Lot
If applicable, scan the lot number.

Date
If applicable, scan the inventory date.

Qty Avail
The quantity available for allocation is displayed.

Qty

Specify the quantity to issue.

3   Press **Enter**. The specified items are added to the order on a new line.
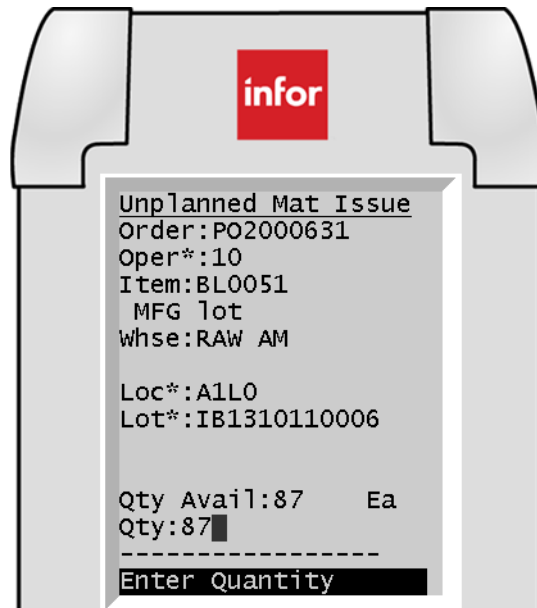
Linking component items to end items

Use the Serial As Built transaction to link serial-controlled or lot-controlled component items to end items.

To link component items to end items:

1   Select **Serial As Built**.

2   Specify this information:

Item

Scan the item number.

Serial

If applicable, scan the item serial number.

Lot

If applicable, scan the lot number.

Component

Scan the component item number.

Serial

If applicable, scan the component serial number.

Comp Lot

If applicable, scan the component lot number.

Qty

Specify the component quantity. If the component item is serial-controlled, a quantity of one is automatically specified.

3   Press **Enter**. A success message is displayed, and the components are linked to the end item in ERP LN.

```
 Serial As Built

Item:BL0052
Serial:
 SRN-2013-04-17-18294
Order:PO2000655

Component:BL0006
Serial:
 CMP-SRN-2013-04-14-1798
Comp Lot:LOT-2013-04-14-
Qty:1


-----------------
Successful
```
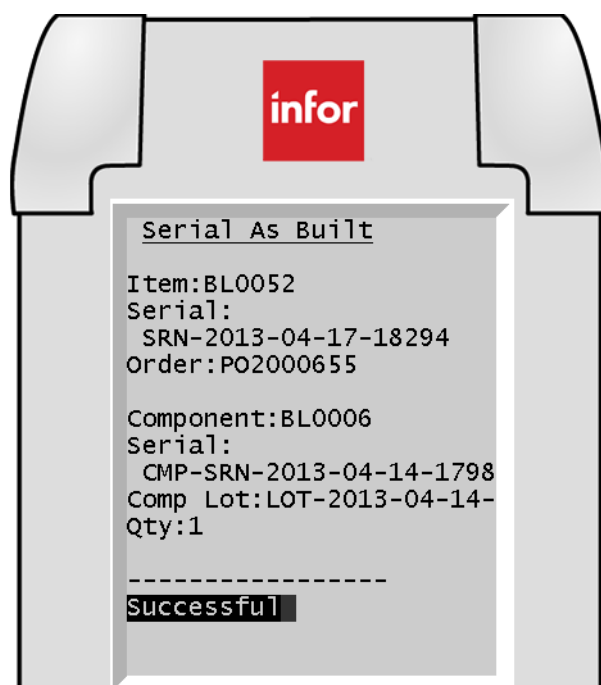
Reporting completed operations

To report completed operations:

1   Select **Report Operation**.

2   In the **Order** field, specify the production order number. The item number and description are displayed.

3   Specify or review this information:

Operation

Specify the operation number.

Serial

If the item is serial-controlled and you are working on the last operation, specify a serial number. Optionally, leave blank to automatically assign serial numbers.

If you are not working on the last operation, only specify a serial number if you are rejecting a quantity.

If you specify a serial number, you are only able to report one operation quantity at a time.

Open Qty

The remaining operation quantity to be completed is displayed.

Qty Complete

Specify the operation quantity you completed.

Qty Reject
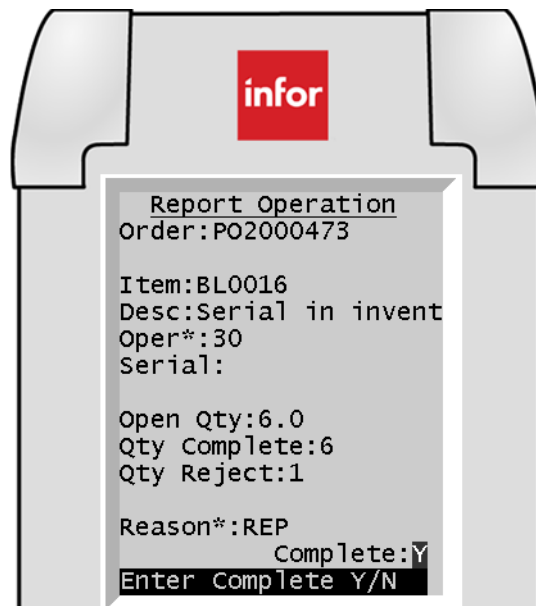
If applicable, specify the quantity you are rejecting.

Reason

If applicable, specify the reason you are rejecting quantities.

Complete

If you are not done working on the current operation, specify **N**. If you are done working on this operation, specify **Y**. If you specify **Y**, you will not be able to complete any more quantities for this operation.

Reporting completed production

To report completed production:

1   Select **Report Production**.

2   In the **Order** field, specify the production order number.

3   This information is displayed:

- Warehouse
- Item number
- Item description
- Open quantity to produce
- Lot number, if applicable
- Inventory date, if applicable
- Open quantity to be produced

4   Specify this information:

Qty

Specify the quantity produced including any rejected items.

Qty Reject

If applicable, specify the quantity rejected.

Reason

If applicable, specify the reason for the rejections.

Shift

Specify the shift during which the items were produced.

5   In the **Complete** field, specify whether all items have been produced for this order.

```
  Report Production
Order:PO2000476

Whse:RAW AM
Item:BL0019
Desc:ser not inv - re
Open Qty:9.0)

Qty:5
Qty Reject:1
Reason*:REP
Shift*:247
Complete:N

Enter Complete Y/N
```
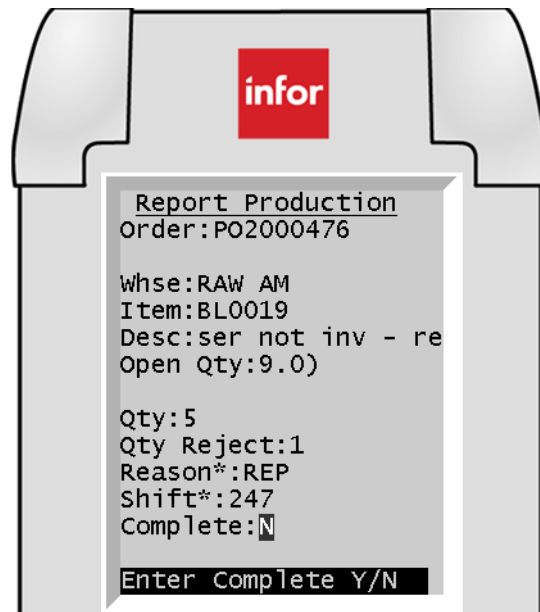
6   If the item is serialized, scan each serial number and, in the **Action** field, specify whether the scanned serial number is approved (**A**) or rejected (**R**). The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

If you scan a serial number incorrectly, you can press **F3** to delete all scanned serial numbers within the current transaction. The **Qty remaining** field will reset, allowing you to scan the correct serial numbers.

This information is displayed:

● Warehouse
● Item number

```
            Serial/Lot Entry
        Whse:RAW AM


        Item:BL0019
        Qty remaining:6.0
        Serial:SRN-2013-04-25

        Action(A/R):A


        Press F2 To View
        Press F3 To Reset

        Enter Action(A/R)
```
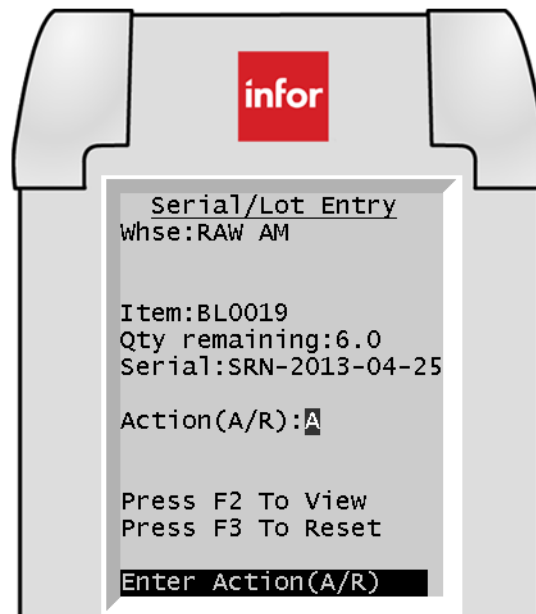
7   If you are using handling units, you are prompted to generate a handling unit. To assign a handling unit to the items, specify **Y**. To designate the items as loose stock, specify **N**.

   If you specify **Y**, scan the handling unit in the **HU** field. Optionally, leave this field blank to automatically generate a handling unit.

8   If applicable, you are asked to cross dock the items. To cross dock, see "Cross docking items" on page 75. To skip cross docking, specify **N**.

9   If applicable, specify a put away location for the approved items.

10 Press **Enter**. A success message is displayed and the produced items are reported to ERP LN.

Using hours accounting transactions

Use transactions in the Hours Accounting menu to manage labor reporting.

Starting and ending shifts

Use the Shift Start/End transaction to start or end your shift. You must start your shift before you can start a job or join a team. When you end your shift, any started jobs assigned to you will stop. If you end your shift while your team is currently working a shift, you will be removed from the team.

Starting shifts

To start your shift:

1   Select **Hours Accounting**.

2   Select **Shift In/Out**.

3   Specify this information:

Employee

Specify your badge number.

Shift

Specify your shift code.

Start Shift

Specify **Y**.

4   Press **Enter**. A success message is displayed, and your shift is started.

Ending shifts

To end your shift:

1   Select **Hours Accounting**.

2   Select **Shift Start/End**.

3   Specify or review this information:

Employee

Specify your badge number.

Shift

Specify your shift code.

ShiftStartTime

The time your started your current shift is displayed to indicate that your shift is started.

End Shift

Specify **Y**.

4   Press **Enter**. A success message is displayed, and your shift is ended.

Starting jobs

Use the Job Booking transaction to start worksets or to add jobs to worksets. Your shift must be started to start worksets or add jobs to worksets. Hours worked on started worksets or jobs are recorded.

Starting worksets

Use the Job Booking transaction to start a workset, thereby assigning it to your badge or your team badge. Queue jobs, one at a time, and start them as a single workset at the end of the transaction.

To start a workset:

1 Select **Hours Accounting**.

2 Select **Job Booking**.

3 In the **Employee** field, specify your employee or team badge number.

4 This information is displayed:

   Nbr.Orders

   The number of started jobs assigned to you is displayed to the left of the slash; the number of jobs that you have queued is displayed to the right of the slash.

   Hours

   The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

5 If applicable, the order number of a started job assigned to you is displayed. If multiple started jobs are assigned to you, a Workset Running message is displayed.

6 For the job you are queueing, specify this information:

   NewJob
   Specify the order type.

   Order
   Scan the order number.

   Oper
   If applicable, specify the operation number.

   Setup
   If applicable, specify **Y** or **N**. If you must spend time setting up the operation, before you can work on completing quantities, specify **Y.** If no set up time is required, specify **N**.

   Act Line
   If applicable, specify the activity line.

   Task
   If applicable, specify the task.

   Machine
   If applicable, specify the machine code.

   Work Center
   If applicable, specify where the work will be performed.

Lab Type

If applicable, specify how to record hours. For example, **Regular**, **Overtime**, or **Double-time**.

Cost Comp

The cost component assigned to the employee in ERP LN is displayed.

7   Press **Enter**. The job is queued.

8   To start all queued jobs, press **F2**.
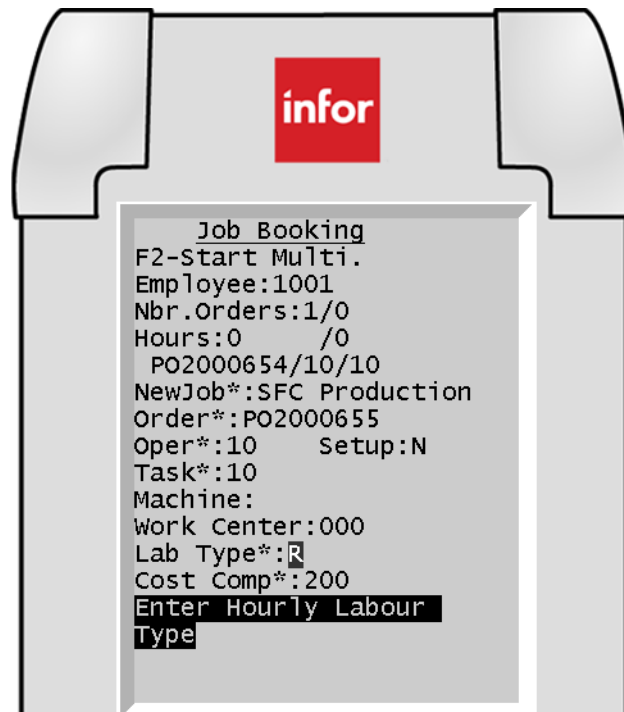
Adding jobs to worksets

Use the Job Booking transaction to start a workset, thereby assigning it to your badge or your team badge. Queue jobs, one at a time, and start them as a single workset at the end of the transaction. Your shift must be started to start a workset.

To add a job to a workset:

1   Select **Hours Accounting**.

2   Select **Job Booking**.

3   In the **Employee** field, specify your employee or team badge number.

4   This information is displayed:

Nbr.Orders

The number of started jobs assigned to you are displayed to the left of the slash; the number of jobs that you have queued are displayed to the right of the slash.

Hours

The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

5   The order number of a started job assigned to you is also displayed. If multiple started jobs are assigned to you, a Workset Running message is displayed.

6   For the job you are adding, specify this information:

NewJob

Specify the order type.

Order

Scan the order number.

Oper

If applicable, specify the operation number.

Setup

If applicable, specify **Y** or **N**. If you must spend time setting up the operation, before you can work on completing quantities, specify **Y.** If no set up time is required, specify **N**.

Act Line

If applicable, specify the activity line.

Task

If applicable, specify the task.

Machine

If applicable, specify the machine code.

Work Center

If applicable, specify where the work will be performed.

Lab Type

If applicable, specify how to record hours. For example, **Regular**, **Overtime**, or **Double-time**.

Cost Comp

The cost component assigned to the employee in ERP LN is displayed.

7   Press **F2**.

8   Press **Enter**. The job is started and added to the workset.

Stopping jobs

Use the Job Booking transaction to stop jobs or worksets. If you stop a workset containing multiple jobs, you cannot record any completed operation quantities. Hours worked are reported to ERP LN when jobs or worksets are stopped.

Stopping jobs

To stop a job:

1   Select **Hours Accounting**.

2   Select **Job Booking**.

3   In the **Employee** field, specify your employee or team badge number.

4   This information is displayed:

Nbr.Orders

The number of started jobs assigned to you are displayed to the left of the slash; the number of jobs that you have queued are displayed to the right of the slash.

Hours

The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

5   The order number of a started job assigned to you is also displayed. If multiple started jobs are assigned to you, a Workset Running message is displayed.

6   For the job you are stopping, specify this information:

Oper

Specify the operation number.

Task

If applicable, specify the task.

Open Quantity

The operation quantity to be completed is displayed.

Qty Complete

Specify the operation quantity you completed.

Qty Reject

If applicable, specify the operation quantity you are rejecting.

Reason

If applicable, specify the reason for the rejections.

Complete

If the operation is complete, specify **Y**. If more quantities need to be completed for this operation, specify **N**.

7   Press **Enter**. A success message is displayed, the job is stopped, and any completed quantities are reported to ERP LN. If applicable, the job is removed from the workset.
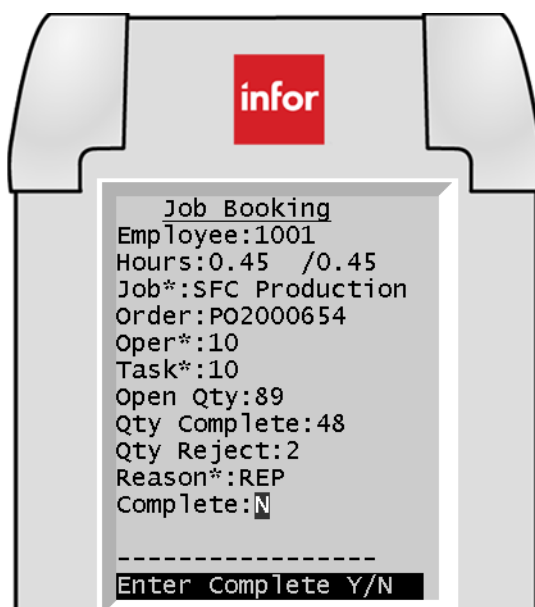
Stopping worksets

To stop a workset:

1   Select **Hours Accounting**.

2   Select **Job Booking**.

3   In the **Employee** field, specify your employee or team badge number.

4   This information is displayed:

Nbr.Orders

The number of started jobs assigned to you are displayed to the left of the slash; the number of jobs that you have queued are displayed to the right of the slash.

Hours

The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

5   The order number of a started job assigned to you is also displayed. If multiple started jobs are assigned to you, a Workset Running message is displayed.

6   Press **F3**. The workset is stopped.
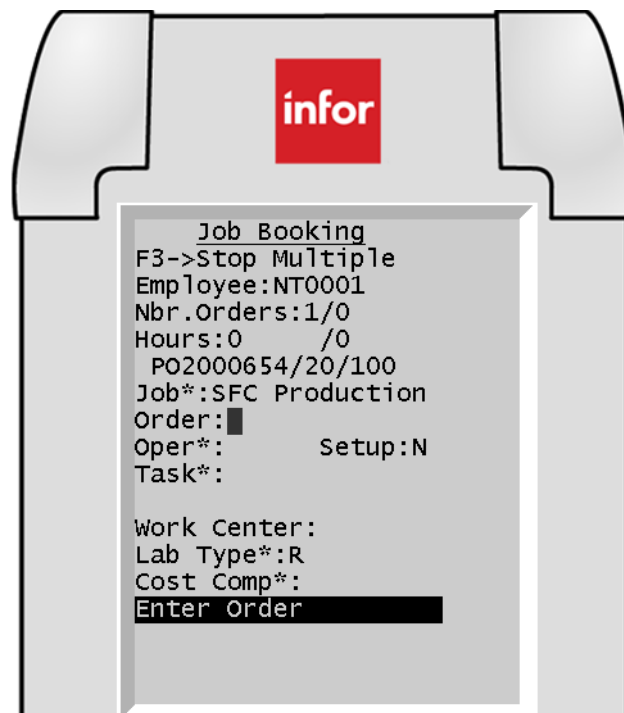
Reporting labor to jobs

Use the Elapsed Hours Booking transaction to manually report labor to jobs. Optionally, use the Job Booking transaction to automatically report labor to jobs when jobs are stopped. See "Starting jobs" on page 112 and "Stopping jobs" on page 116 for details.

To manually report hours worked:

1   Select **ElapsedHoursBooking**.

2   Specify your employee badge number and press **Enter**.

3   Specify or review this information:

Employee

Your employee badge number is displayed.

Hours

The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

NewJob

Specify the order type.

Order

Scan the order number.

Oper

If applicable, specify the operation number.

Setup

If applicable, specify **Y** or **N**. If you must spend time setting up the operation, before you can work on completing quantities, specify **Y.** If no set up time is required, specify **N**.

Act Line

If applicable, specify the activity line.

Task

If applicable, specify the task.

Machine

If applicable, specify the machine code.

Work Center

If applicable, specify where the work will be performed.

Lab Type

If applicable, specify how to record hours. For example, **Regular**, **Overtime**, or **Double-time**.

Cost Comp

The cost component assigned to the employee in ERP LN is displayed.

ManHours

Specify how many hours you worked on this job.

Mach Hr

Specify how many hours you used the machine for this job.
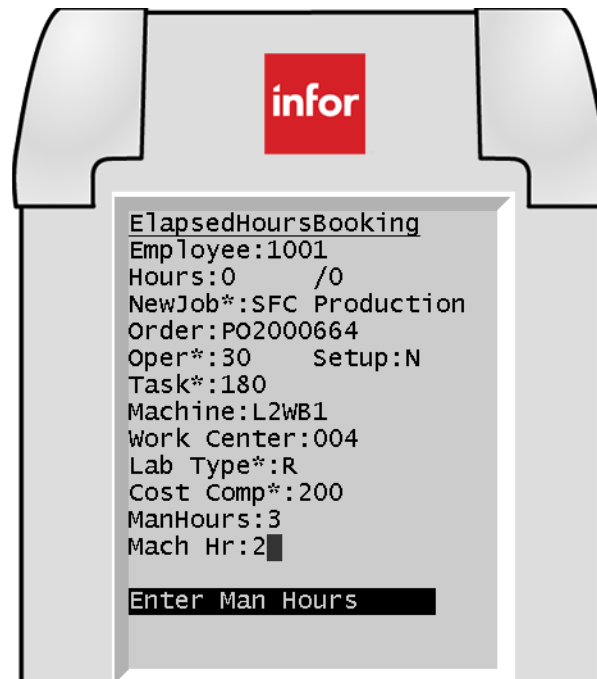
4   Specify or review this information:

Employee

Your employee badge number is displayed.

Hours

The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked during the current period is displayed to the right of the slash.

Job

The order type is displayed.

Order

The order number is displayed.

Oper

If applicable, the operation number is displayed.

Task

If applicable, the task is displayed.

Open Quantity

The operation quantity to be completed is displayed.

Qty Complete

Specify the operation quantity you completed.

Qty Reject

If applicable, specify the operation quantity you are rejecting.

Reason

If applicable, specify the reason for the rejections.

Complete

If the operation is complete, specify **Y**. If more quantities need to be completed for this operation, specify **N**.

5   Press **Enter**. The specified hours worked and completed quantities are reported.

```
infor

ElapsedHoursBooking
Employee:1001
Hours:0     /0
Job*:SFC Production
Order:PO2000664
Oper*:10
Task*:FS010
Open Qty:3
Qty Complete:2
Qty Reject:0

Complete:N


-----------------
Enter Complete Y/N
```
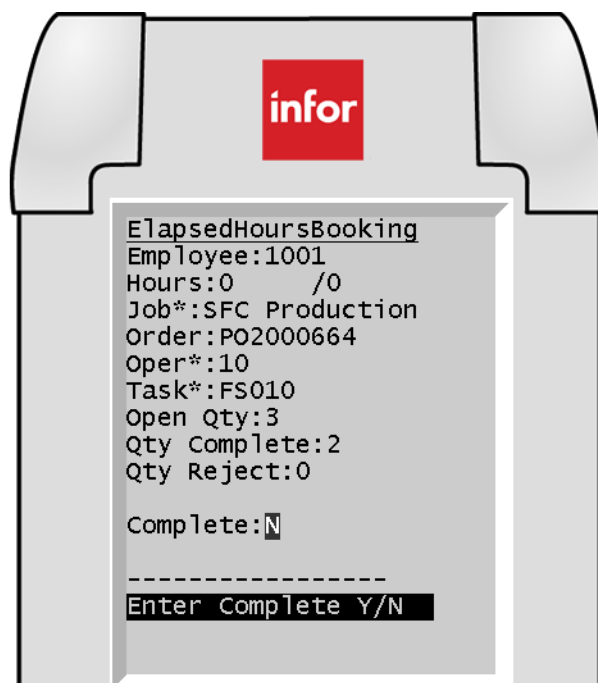
Resetting the status of an employee

You can use the Reset Employee transaction to return an employee to an idle state. The employee's shift will be ended, and the employee will be removed from any teams and unassigned from any activities.

To reset an employee:

1   Select **Hours Accounting**.

2   Select **Reset Employee**.

3   In the **Employee** field, specify the employee badge number.

4   In the **Confirm** field, specify **Y** and press **Enter**. The employee is reset.

Joining teams

Use the Add/Remove Employee transaction to join a team. You must start your shift before you can join a team.

To join a team:

1   Select **Hours Accounting**.

2   Select **Add/Remove Employee**.

3   In the **Team** field, specify the team badge number and press **Enter**. The team count is displayed. Optionally, press **F2** to view the employees on the team.

4   In the **Employee** field, specify the employee badge number.

5   Press **Enter**. A success message is displayed, and you are added to the team.
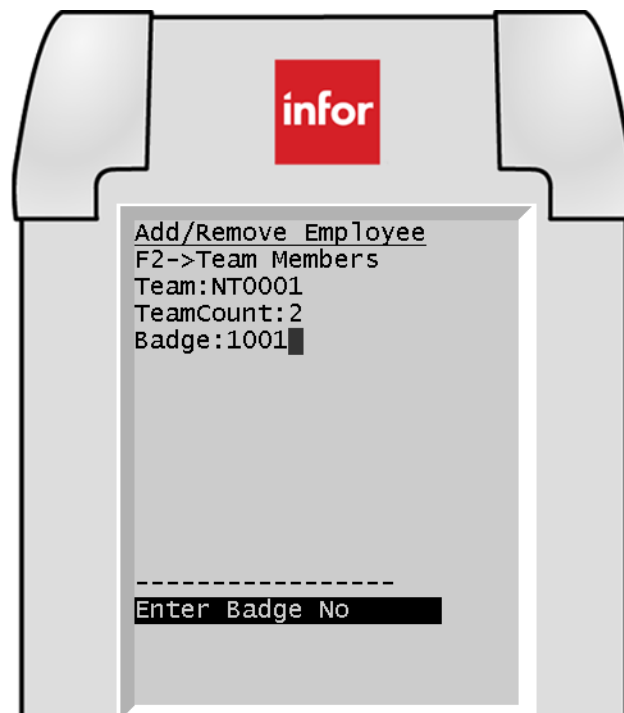
Leaving teams

Use the Add/Remove Employee transaction to leave a team. You must end your shift before you can leave a team.

To join a team:

1   Select **Hours Accounting**.

2   Select **Add/Remove Employee**.

3   In the **Team** field, specify the team badge number and press **Enter**. The team count is displayed. Optionally, press **F2** to view the employees on the team.

4   In the **Employee** field, specify the employee badge number.

5   Press **Enter**. You are asked whether you are leaving the team.

6   Specify **Y**.

7   Optionally, in the **NewTeam** field, specify a new team to join.

8   Press **Enter**. A success message is displayed, you are removed from the team, and, if applicable, added to a new team.

Chapter 5: Advanced Inventory Management

<div style="text-align: right">5</div>
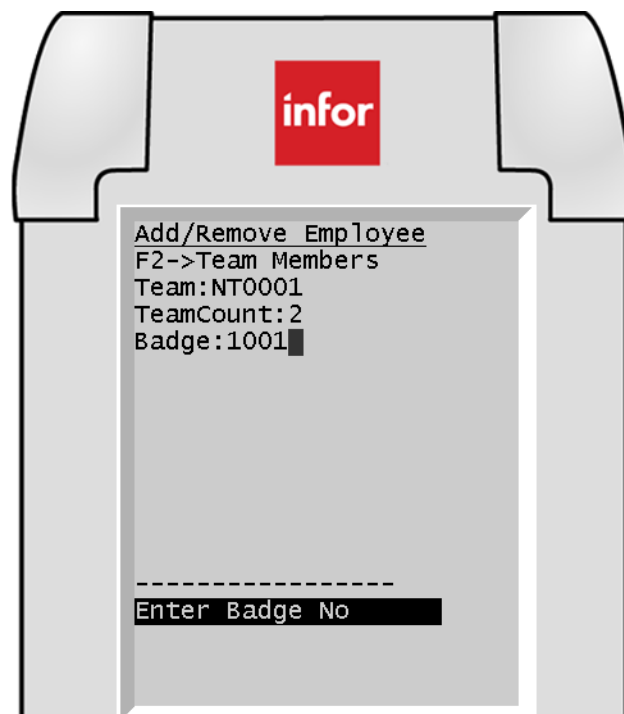
This chapter explains how to use a handheld scanner to perform advanced inventory management transactions with Infor Warehouse Mobility for Infor ERP LN.

Receiving ASN items

To receive items using an advanced shipment notice:

1   Select **ASNReceipts**.

2   In the **ID** field, scan the ASN number, packing list number, or packing slip number.

3   Specify or review this information:

ID

The number you specified in the **ID** field is displayed.

ASN

The shipment number is displayed.

No.Items

The number of lines to receive is displayed.

No.Lots

The number of lots to receive is displayed.

Action

To receive all lines and quantities as they are listed on the packing list, specify **A** and press **Enter**. The receipt number is displayed, and the items are received in ERP LN. Ensure that the items and quantities received match those listed on the packing list before performing this action.

To receive one line at a time, press **F3**. A list of items to receive is displayed.

```
      ASNReceipts
ID:ASN000006
ASN:WS200403
No.Items:5
No.Lots:0
Action:A█



F3->List


-----------------
Enter A - Accept All
```
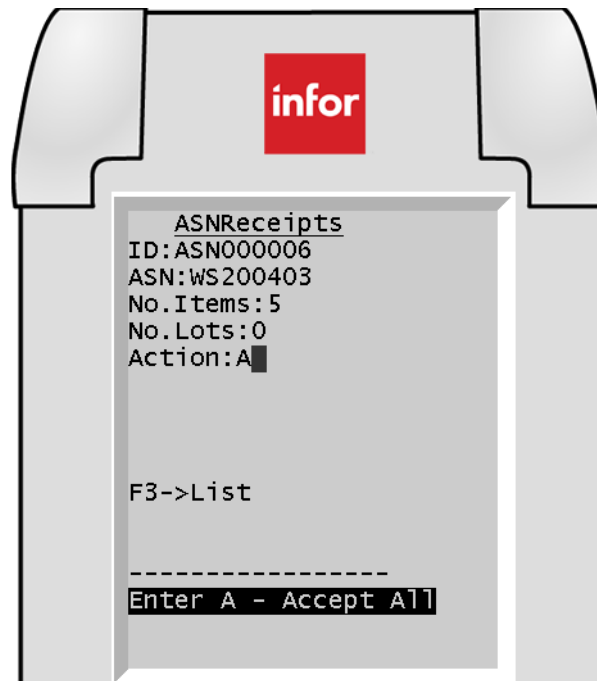
4   Select an item to receive.

5   This information is displayed:

- Order number
- Order position number
- Item number
- Open quantity to receive

6   Specify this information:

Sup Lot

If applicable, scan the supplier lot number.

Cert No

Optionally, to link a document to a lot number, specify a certificate number.

Lot

If applicable, scan the lot number.

PkSlipQty

Specify the quantity listed on the packing slip.

Rcvd Qty

Specify the quantity you are receiving.

7   Press **Enter**.

8   If applicable, specify a put away location for the approved items.

9   On the label printing screen, specify this information:

- Label printer
- Labels to print per box
- Number of boxes
- Number of items per box

10 Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, a success message is displayed, and the labels are printed.

The receipt number is displayed, and, if applicable, the received items are transferred to the specified put away location in ERP LN.

Receiving consignment items

To receive consignment items:

1   Select **Consignment Receipts**.

2   Specify or review this information:

Whse

Specify the consignment warehouse.

New PO

To create a new purchase order for received items, specify **Y**. To use an existing one, specify **N**. If the specified consignment warehouse uses a blanket order for receipts, this field is hidden.

Order

Specify the order number. If the specified consignment warehouse uses a blanket order for receipts, this field is for display purposes only.

Pack Slip

Scan the packing slip.

Item

Scan the item number.

Desc

The item description is displayed.

UOM

The unit of measure is displayed.

Qty

Specify the quantity of items to receive.

3   Press **Enter**. The Receipt Labels screen is displayed.

```
Consignment Receipts
Whse:CONSGN

Order:200000371
Pack Slip:PK0008774
Item:BL0008
Desc:Purchase non-lot
UOM:pcs

Qty:4█


-----------------
Enter Quantity
```

4   On the label printing screen, specify this information:

- Label printer
- Labels to print per box
- Number of boxes
- Number of items per box

5   Press **Enter**. The specified number of items (quantity per box multiplied by number of boxes) is subtracted from the **Qty remaining** field. When the quantity remaining is zero, a success message is displayed, the labels are printed, and the items are received.

Packing

Use the Packing Menu to perform Packing transactions.

Packing items from a list

Use the Packing transaction to pack items using a packing list. You can pack items by order, mission, or run. Optionally, use the Packing Item transaction to scan items as you pack them instead of selecting from a list. See "Packing item by item number" on page 137 for details

Pack by order

1   Select **Packing Menu**.

2   Select **Packing**.

3   In the **Pack By** field, specify **Order**.

4   Specify this information:

Order Type

Specify the order type.

Order

Scan the order number.

Sort Seq

Specify whether to sort the packing list by **Location** or by **Order**. If you are packing all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are packing the items for each full order, one order at a time, specify **Order**.
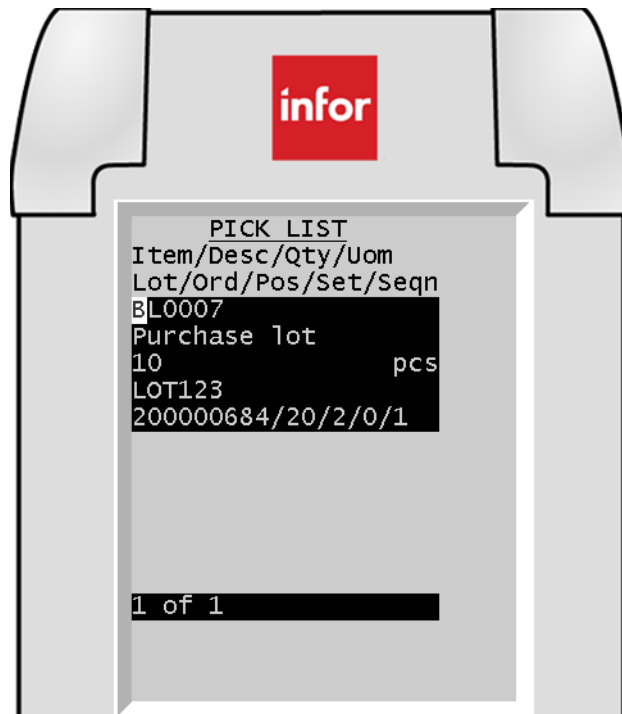
Stage Loc

Specify the picking location of the item.

Box in Use

To pack the items in a box, specify **Y**. To pack the items on a pallet, specify **N**.

5   Press **Enter**. The list of items to pack is displayed.

```
                Packing
        Pack by*:Order




        Order Type*:
         Sales
        Order:200000684
        Sort Seq *:Location
        Stage Loc:PICKED
        Box In Use(Y/N):Y█
        -----------------
        Enter Box In Use(Y/N
        )
```

6   Select an item.

7   Specify or review this information:

Order

The order number is displayed.

New Pallet

To create a new pallet, specify **Y**. To use an existing pallet, specify **N**.

Pallet#

Specify the number of the pallet. This field is only displayed if you are using an existing pallet.

New Box

To create a new box, specify **Y**. To use an existing box, specify **N**.

Box#

Specify the number of a box. This field is only displayed if you are using an existing box.

SealBox

If applicable, specify whether to seal the box.

SealPallet

If applicable, specify whether to seal the pallet.

Item

The item number is displayed.

Desc

The item description is displayed.

Lot

If applicable, the lot number is displayed.

Date
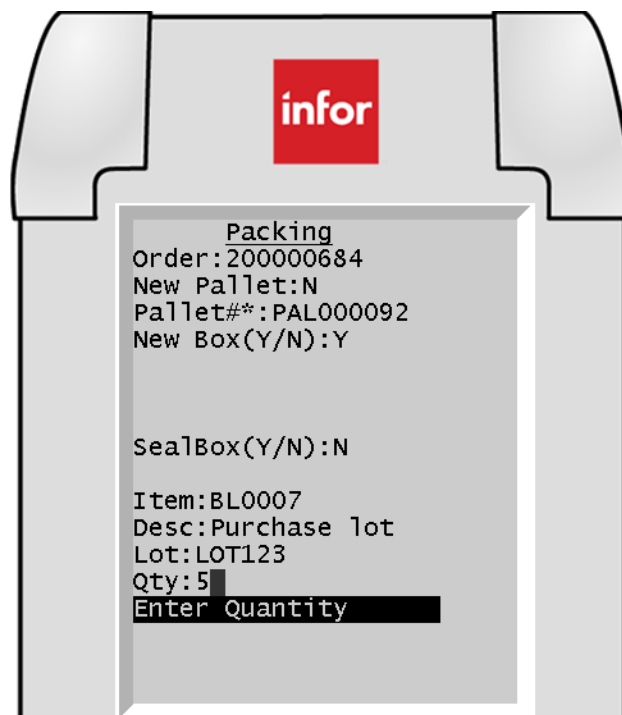
If applicable, the inventory date is displayed.

Qty

Specify the quantity to pack.

8   Press **Enter**. The items are packed. The list of remaining items to pack is displayed.

```
               Packing
Order:200000684
New Pallet:N
Pallet#*:PAL000092
New Box(Y/N):Y



SealBox(Y/N):N

Item:BL0007
Desc:Purchase lot
Lot:LOT123
Qty:5
Enter Quantity
```

Pack by mission

To pack by mission:

1   Select **Packing Menu**.

2   Select **Packing**.

3   In the **Pack By** field, specify **Mission**.

4   Specify this information:

Run

Scan the run number.

Miss.

Optionally, in the **Miss.Fr** and **Miss.To** fields, specify a mission number to only display items for that mission. Optionally, specify a different mission number in the **Miss.To** field to specify a range of missions, including both specified mission numbers and all mission numbers in between.

Pick.Seq.

Optionally, in the **Pick.Seq.Fr** and **Pick.Seq.To** fields, specify a sequence number to only display items for that sequence. Optionally, specify a different sequence number in the **Pick.Seq.To** field to specify a range of sequence numbers, including both specified sequence numbers and all sequence numbers in between.

Order Type

Specify the order type.

Order

Scan the order number.

Sort Seq

Specify whether to sort the packing list by **Location** or by **Order**. If you are packing all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are packing the items for each full order, one order at a time, specify **Order**.
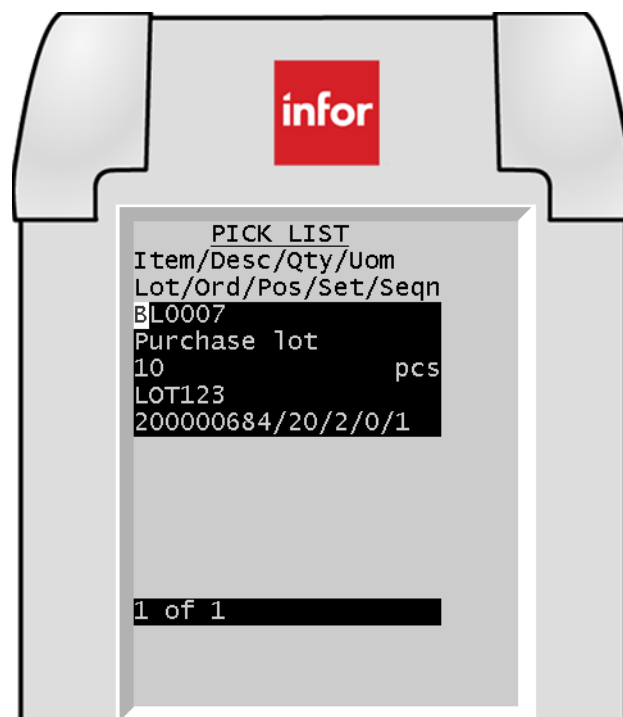
Stage Loc

Specify the picking location of the item.

Box in Use

To pack the items in a box, specify **Y**. To pack the items on a pallet, specify **N**.

5   Press **Enter**. The list of items to pack is displayed.

6   Select an item.

7   Specify or review this information:

Order

The order number is displayed.

New Pallet

To create a new pallet, specify **Y**. To use an existing pallet, specify **N**.

Pallet#

Specify the number of a pallet. This field is only displayed if you are using an existing pallet.

New Box

To create a new box, specify **Y**. To use an existing box, specify **N**.

Box#

Specify the number of a box. This field is only displayed if you are using an existing box.

SealBox

If applicable, specify whether to seal the box.

SealPallet

If applicable, specify whether to seal the pallet.

Item

The item number is displayed.

Desc

The item description is displayed.

Lot
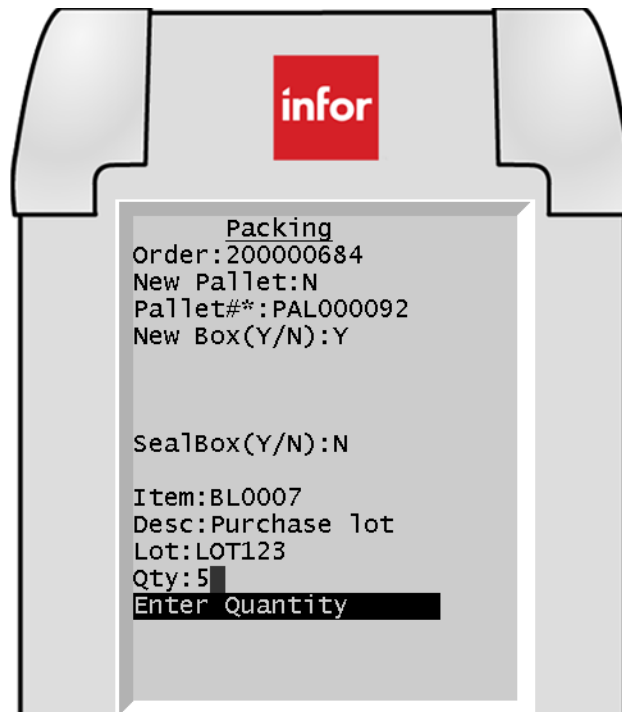
If applicable, the lot number is displayed.

Date

If applicable, the inventory date is displayed.

Qty

Specify the quantity to pack.

8   Press **Enter**. The items are packed. The list of remaining items to pack is displayed.

Pack by run

To pack by run:

1   Select **Packing Menu**.

2   Select **Packing**.

3   In the **Pack By** field, specify **Run**.

4   Specify this information:

Run

Scan the run number.

Order Type

Specify the order type.

Order

Scan the order number.

Sort Seq

Specify whether to sort the packing list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are packing the items for each full order, one order at a time, specify **Order**.

Stage Loc

Specify the picking location of the item.

Box in Use

To pack the items in a box, specify **Y**. To pack the items on a pallet, specify **N**.

5   Press **Enter**. The list of items to pack is displayed.

6   Select an item.

7   Specify or review this information:

Order

The order number is displayed.

New Pallet

To create a new pallet, specify **Y**. To use an existing pallet, specify **N**.

Pallet#

Specify the number of a pallet. This field is only displayed if you are using an existing pallet.

New Box

To create a new box, specify **Y**. To use an existing box, specify **N**.

Box#

Specify the number of a box. This field is only displayed if you are using an existing box.

SealBox

If applicable, specify whether to seal the box.

SealPallet

If applicable, specify whether to seal the pallet.

Item

The item number is displayed.

Desc

The item description is displayed.

Lot

If applicable, the lot number is displayed.

Date

If applicable, the inventory date is displayed.

Qty

Specify the quantity to pack.

8   Press **Enter**. The items are packed. The list of remaining items to pack is displayed.

```
                Packing
Order:200000684
New Pallet:N
Pallet#*:PAL000092
New Box(Y/N):Y



SealBox(Y/N):N

Item:BL0007
Desc:Purchase lot
Lot:LOT123
Qty:5
Enter Quantity
```

Packing item by item number

Use the Packing item transaction to pack items by scanning items as you pack them. Optionally, use the Packing transaction to select items to pack from a list. See "Packing item by item number" on page 137 for details.

To pack items by item number:

1   Select **Packing Menu**.

2   Select **Packing Item**.

3   Specify this information:

> **Order type**
> Specify the order type.

> **Box in use**
> To pack the items in a box, specify **Y**. To pack the items on a pallet, specify **N**.

> **Order**
> Scan the order number.

4   Specify or review this information:

Order

The order number is displayed.

New Pallet

To create a new pallet, specify **Y**. To use an existing pallet, specify **N**.

Pallet#

Specify the number of a pallet. This field is only displayed if you are using an existing pallet.

New Box

To create a new box, specify **Y**. To use an existing box, specify **N**.

Box#

Specify the number of a box. This field is only displayed if you are using an existing box.

Printer

Specify a printer.

No of labels

Specify how many labels to print.

SealBox

If applicable, specify whether to seal the box.

SealPallet

If applicable, specify whether to seal the pallet.

Item

Scan the item number.

UOM

Specify the item unit of measure.

Lot

If applicable, scan the lot number

Date

If applicable, scan the inventory date.

Qty

Specify the quantity to pack.

5   Press **Enter**. The items are packed. The packing screen for the current order is displayed, allowing you to pack additional items on this order. To pack items on a different order, press **Esc**.

Sealing boxes

To seal a box:

1   Select **Packing Menu**.

2   Select **Seal Box**.

3   Scan the box number.

4   Specify the box dimensions.

5   Specify or review this information:

NetWeight

The weight of the contents of the box is displayed.

GrossWeight

The weight of the box and its contents is displayed.

Printer

If applicable, specify a printer.

No of Labels

If applicable, specify the number of labels to print.

Tracking#

Optionally, specify a tracking number.

Load#

Optionally, specify a load number.

6   Press **Enter**. A success message is displayed, and the box is sealed.

```
          Seal Box
Box#:BOX000055
Length:1
Width:2
Height:1
NetWeight:20
GrossWeight:21.00
Printer*:tek
No of Labels:1
Tracking#:
 TRK00055447
Load#:LD44552

------------------
Enter Load Id
```
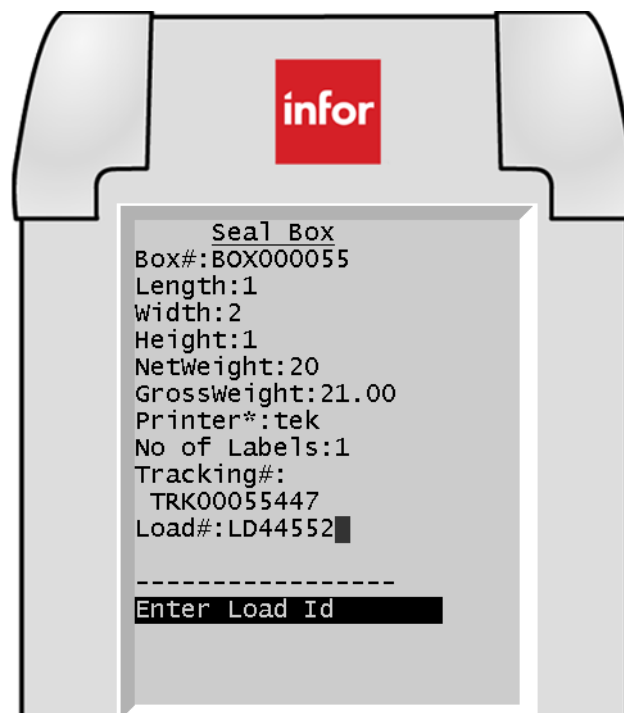
Sealing pallets

To seal a pallet:

1   Select **Packing Menu**.

2   Select **Seal Pallet**.

3   Scan the pallet number.

4   Specify the pallet dimensions.

5   Specify this information:

   NetWeight

   The weight of the contents of the box is displayed.

   GrossWeight

   The weight of the box and its contents is displayed.

   Printer

   If applicable, specify a printer.

   No of Labels

   If applicable, specify the number of labels to print.

   Tracking#

   Optionally, specify a tracking number.

   Load#

   Optionally, specify a load number.

6   Press **Enter**. A success message is displayed, and the pallet is sealed.

Reprinting box labels

To reprint a box label:

1   Select **Packing Menu**.

2   Select **RePrint BoxLabel**.

3   Specify this information:

   Printer

   Specify a printer.

   Box#

   Scan a box number.

   Label

   Specify how many labels to print.

4   Press **Enter**. The labels are printed.

Reprinting pallet labels

To reprint a pallet label:

1   Select **Packing Menu**.

2   Select **RePrint PalletLabel**.

3   Specify this information:

Printer
Specify a printer.

Pallet#
Scan a pallet number.

Label
Specify how many labels to print.

4   Press **Enter**. The labels are printed.

Unsealing boxes

To unseal a box:

1   Select **Packing Menu**.

2   Select **UnSeal Box**.

3   Scan the box number. A success message is displayed, and the box is unsealed.

Unsealing pallets

To unseal a pallet:

1   Select **Packing Menu**.

2   Select **UnSeal Pallet**.

3   Scan the pallet number. A success message is displayed, and the pallet is unsealed.

Unpacking boxes

To unpack a box:

1   Select **Packing Menu**.

2   Select **Unpack Items**.

3   In the **TotalBox** field, specify **Y** to unpack the entire box. To unpack only part of the box, specify **N**.

4   Scan a box number.

If you are unpacking the entire box, a success message is displayed, and the box is unpacked. If you are unpacking only part of the box, a list of items to unpack is displayed.
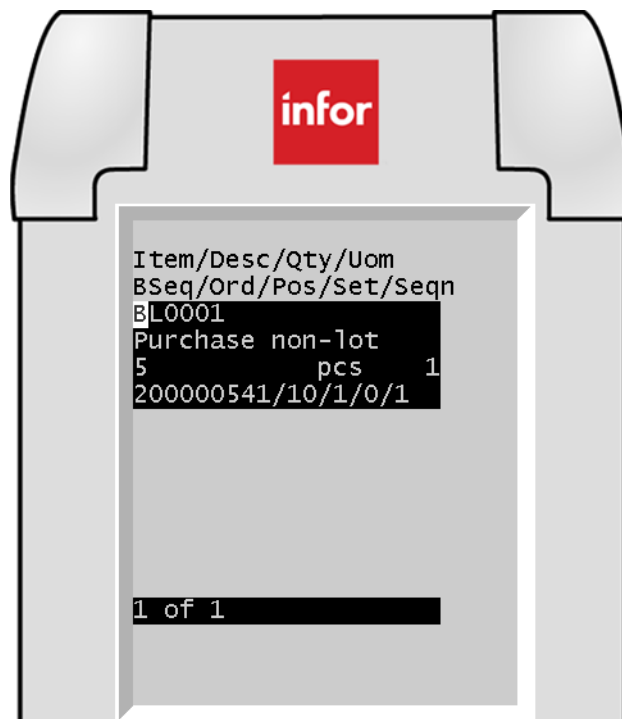
5   Select an item to unpack. This information is displayed:

   ●   Order number
   ●   Box sequence number
   ●   Item number

6   Specify how many items to unpack.

7   Press **Enter**. A success message is displayed, and the items are unpacked.

```
      UnPack Items
Order:200000617
BoxSeq:1
Item:BL0001
Qty:4█




-----------------
Enter Quantity
```
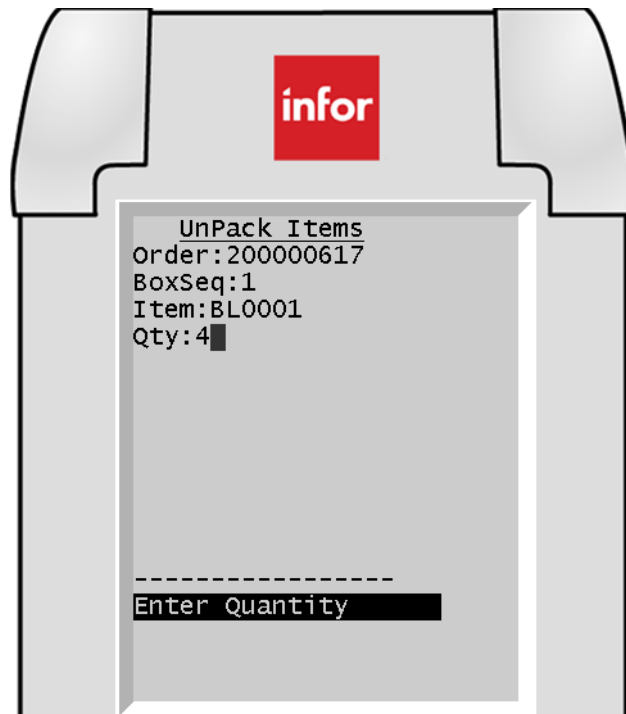
Unpacking pallets

To unpack a pallet:

1   Select **Packing Menu**.

2   Select **Unpack Pallet**.

3   In the **TotalPallet** field, specify **Y** to unpack the entire pallet. To unpack only part of the pallet, specify **N**.

4   Scan a pallet number.

If you are unpacking the entire pallet, a success message is displayed, and the pallet is unpacked. If you are unpacking only part of the pallet, a list of items to unpack is displayed.
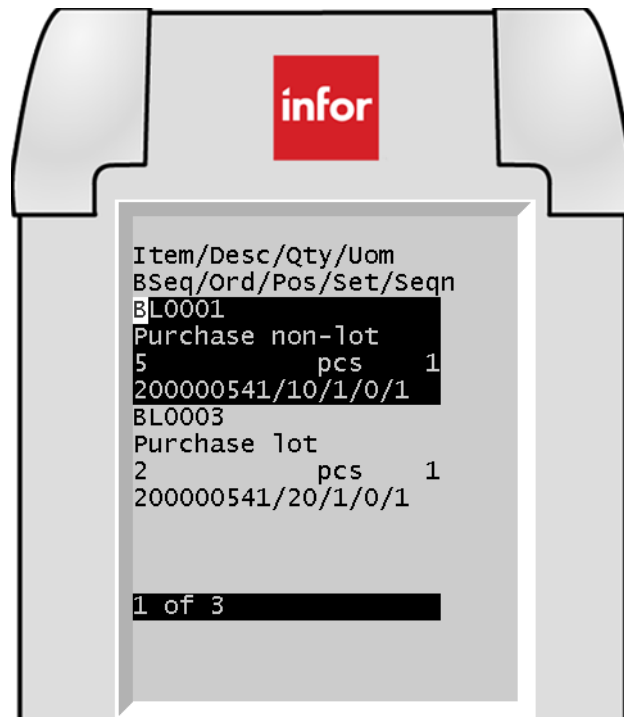
5   Select an item to unpack. This information is displayed:

- Order number
- Box sequence number
- Item number

6   Specify how many items to unpack.

7   Press **Enter**. A success message is displayed, and the items are unpacked.

```
    UnPack Pallet
Order:200000541
BoxSeq:1
Item:BL0001
Qty:5█




------------------
Enter Quantity
```

Confirming shipments

You can confirm shipments using shipment numbers; order numbers; or, if the items are packed, package numbers.

Confirming shipments using shipment numbers

To confirm shipment using a shipment number:

1 Select **Packing Menu**.

2 Select **Confirm Shipment**.

3 Specify this information:

Order Type
Specify the order type.

Order
Scan the order number.

Shipment
Scan the shipment number.

4   Press **Enter**. The shipment is confirmed.

Confirming shipments using an order number

To confirm shipment using an order number:

1   Select **ShipConfirmByOrder**.

2   Specify this information:

Order Type

Specify the order type.

Order

Scan the order number.

Shpm

Optionally, in the **ShipmFrom** and **ShipmTo** fields, specify a shipment number to only confirm orders on that shipment. Optionally, specify a different shipment number in the **ShipmTo** field to specify a range of shipment numbers, including both specified shipment numbers and all shipment numbers in between.

3   Press **Enter**. The shipment is confirmed.

Confirming shipments using package numbers

To confirm shipment using package numbers:

1   Select **Packing Menu**.

1   Select **ShipByPackage**.

2   Specify this information:

Pack Type

Specify **Box** or **Pallet**.

Package

Scan the package number.

Shipment

Optionally, specify a shipment number to only confirm items on that shipment.

3   Press **Enter**. The items are confirmed for shipment.

Reprinting packing slips

To reprint a packing slip:

1   Select **Packing Menu**.

2   Select **RePrintPackSlip**.

3   Specify this information:

Order Type
Specify the order type.

Order
Scan the order number.

Shipment
Scan the shipment number.

A success message is displayed, and the packing slip is printed.

Executing shipments

Use the Super Shipping transaction to execute shipments. You can ship by order, mission, or run.

Ship by order

To ship by order:

1   Select **Super Shipping**.

2   Specify this information:

Order Type
Specify the order type.

Type
Specify **Order**.

Order
Scan the order number.

Pos
Optionally, in the **Pos.Fr** and **Pos.To** fields, specify a position number to only ship items for that position. Optionally, specify a different position number in the **Pos.To** field to specify a range of position numbers, including both specified position numbers and all position numbers in between.

3   Press **Enter**. The items are shipped in ERP LN, and, if applicable, the packing slip and bill of lading are printed.

```
    Super Shipping
Order Type*:
 Sales
Type*:order
Order:200000684
Pos. Fr:0
Pos. To:20█



-----------------
Enter  "TO" Position
```
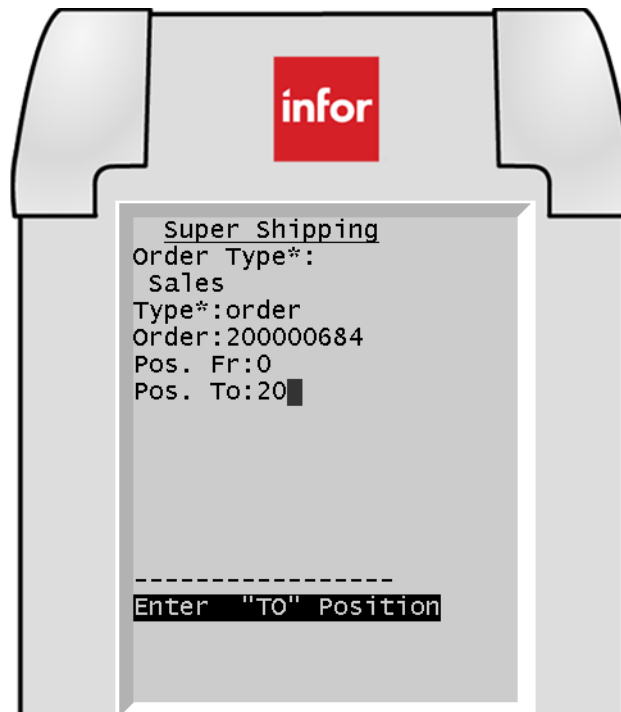
Ship by run

To ship by run:

1   Select **Super Shipping**.

2   Specify this information:

Order Type
Specify the order type.

Type
Specify **Run**.

Run
Scan the run number.

The items are shipped in ERP LN, and, if applicable, the packing slip and bill of lading are printed.

Ship by mission

To ship by mission:

1   Select **Super Shipping**.

2   Specify this information:

Order Type
Specify the order type.

Type
Specify **Mission**.

Run
Scan the run number.

Mission
Scan the mission number.

The items are shipped in ERP LN, and, if applicable, the packing slip and bill of lading are printed.

Using Kanban transactions

Use transactions in the Kanban menu to manage your Kanban system. See "Kanban" on page 17.

Creating Kanbans

To create a Kanban:

1   Select **Kanban Menu**.

2   Select **Kanban Create**.

3   Specify or review this information:

KanBan#
If you are using pre-defined Kanban numbers, scan the Kanban number. If you are not using pre-defined Kanban numbers, leave blank. A Kanban number will be automatically generated.

Loc
Scan the location.

Item
Scan the item number.

No of Kanbans
The number of Kanbans on the current Kanban loop is displayed.

Temporary?
Specify whether you are creating a temporary Kanban.

No of Loops

This field is only available for temporary Kanbans. Specify how many times this Kanban can be replenished before it is canceled.

Expiry Date

This field is only available for temporary Kanbans. Specify the date that the Kanban will be canceled.

4   Press **Enter**.

The new Kanban number is displayed, and the Kanban is created in ERP LN.
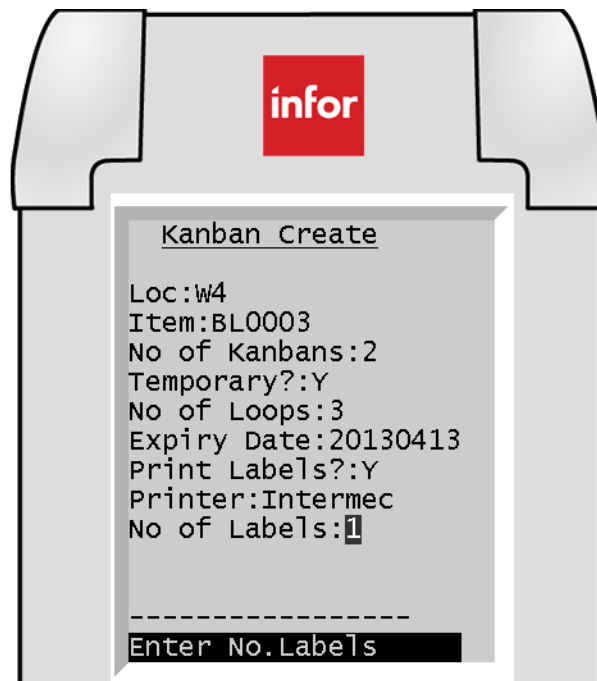
Requesting replenishments

To request the replenishment of a Kanban once it has been depleted:

1   Select **Kanban Menu**.

2   Select **Kanban Request**.

3   In the **KanBan#** field, scan the Kanban number. The Kanban location, item number, and item description are displayed.

4   In the **Complete** field, specify whether you have scanned the correct Kanban for replenishment.

If you specify **Y**, a Request order is created in ERP LN, and the corresponding number is displayed. The Kanban status is changed to, depending upon your organization's ERP LN system, Requested or Approved.

Advanced Inventory Management

If you specify **N**, use the arrow keys to return to the **Kanban#** field, and scan the correct Kanban number.

```
   Kanban Request

KanBan#:ID1000132
Loc:W4
Item:BL0003
Desc:Purchase lot
Complete:Y


   -----------------
Enter Complete Y/N
```
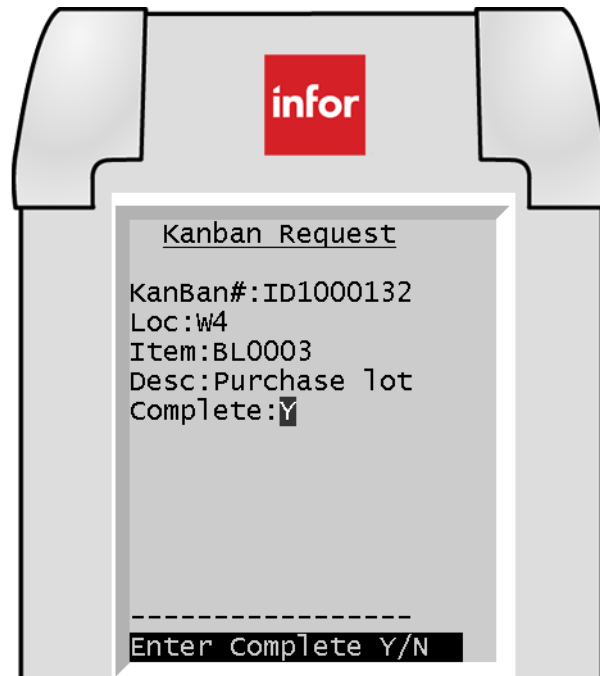
Picking items

Use the Picking transaction to pick items for Kanban requests. You can pick items by order, mission, or run.

Picking by order

To pick by order:

1   Select **Kanban Menu**.

2   Select **Picking**.

3   In the **Pick By** field, specify **Order**.

4   Specify this information:

Order Type
Specify the order type.

Order
Scan the order number.

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Sort Seq

Specify whether to sort the picking list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.

Stage Loc

Specify the location status for the item during the time between when the item is picked and when it is delivered.
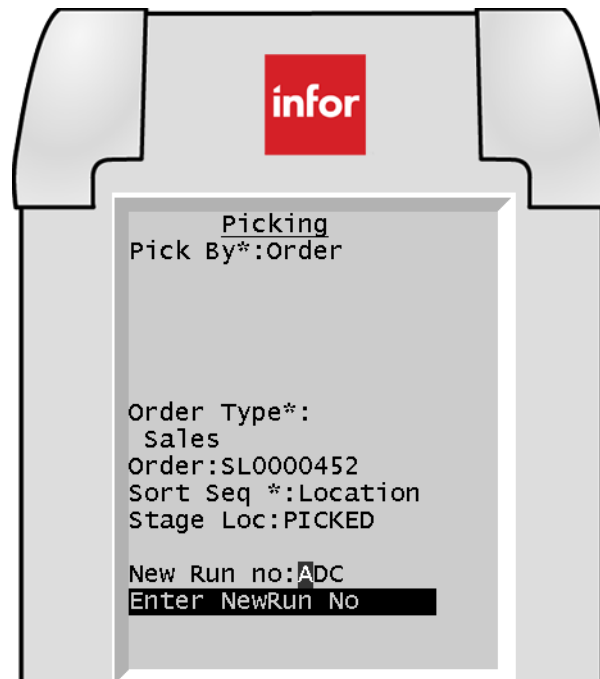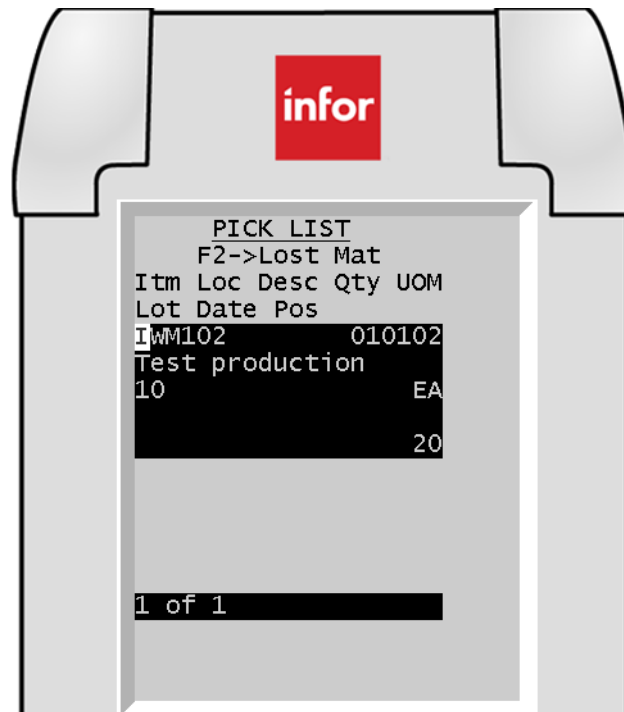
New Run no

Specify the run to which picked items are assigned, if they are not on the pick list.

5   Press **Enter**. The list of items to pick is displayed.

6   Select an item. This information is displayed:

- Order number
- Item number
- Item description
- Location
- Lot number, if applicable
- Inventory date, if applicable

7   In the **Qty** field, specify the quantity of items to pick.

8   Press **Enter**.

 If the quantity you specified is less that the amount on the pick list, you are asked whether you are
 conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you
 will not pick more items from this stock point, specify **N**. You are also asked whether there is lost
 material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If
 items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked,
and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry
screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying.
The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to
view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, the specified items are
picked, and the list of remaining items to pick is displayed.

Picking by mission

To pick by mission:

1   Select **Kanban Menu**.

2   Select **Picking**.

3   In the **Pick By** field, specify **Mission**.

4   Specify this information:

Run

Scan the run number for this request.

Miss.

Optionally, in the **Miss.Fr** and **Miss.To** fields, specify a mission number to only display items for that mission. Optionally, specify a different mission number in the **Miss.To** field to specify a range of missions, including both specified mission numbers and all mission numbers in between.

Pick.Seq.

Optionally, in the **Pick.Seq.Fr** and **Pick.Seq.To** fields, specify a sequence number to only display items for that sequence. Optionally, specify a different sequence number in the **Pick.Seq.To** field to specify a range of sequence numbers, including both specified sequence numbers and all sequence numbers in between.

Sort Seq

Specify whether to sort the picking list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.

Stage Loc

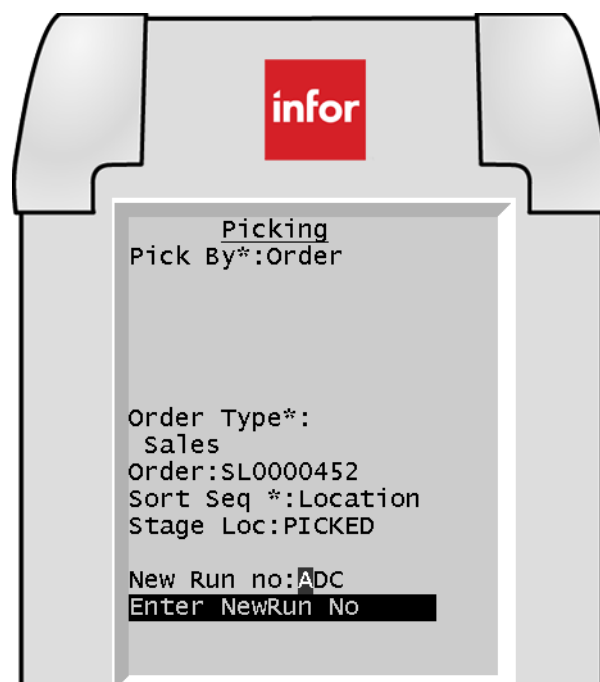Specify the location status for the item during the time between when the item is picked and when it is delivered.

CartLoc

Scan the cart location.

New Run no

Specify the run to which picked items are assigned, if they are not on the pick list.

5   Press **Enter**. The list of items to pick is displayed.

```
         Picking
Pick By*:Order




Order Type*:
 Sales
Order:SL0000452
Sort Seq *:Location
Stage Loc:PICKED

New Run no:ADC
Enter NewRun No
```

6   Select an item. This information is displayed:

- Order number
- Item number
- Item description
- Location
- Lot number, if applicable
- Inventory date, if applicable

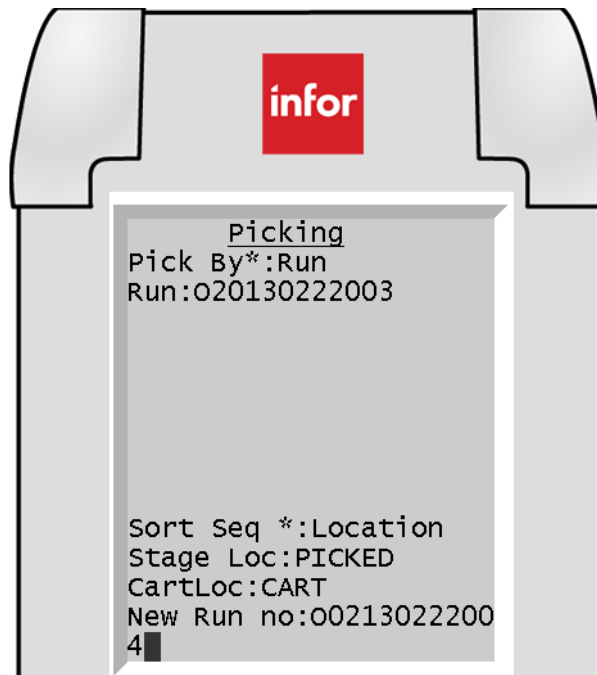7   In the **Qty** field, specify the quantity of items to pick.

8   Press **Enter**.

If the quantity you specified is less that the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you will not pick more items from this stock point, specify **N**. You are also asked whether there is lost material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed.

Picking by run

To pick by run:

1   Select **Kanban Menu**.

2   Select **Picking**.

3   In the **Pick By** field, specify **Run**.

4   Specify this information:

Run

Scan the run number for this request.

Sort Seq

Specify whether to sort the picking items list by **Location** or by **Order**. If you are picking all the items at once, specify **Location** to sort items by their proximity to you and to each other. If you are picking the items for each full order, one order at a time, specify **Order**.

Stage Loc

Specify the location status for the item during the time between when the item is picked and when it is delivered.

CartLoc

Scan the cart location.

New Run no

Specify the run to which picked items are assigned, if they are not on the pick list.

5   Press **Enter**. The list of items to pick is displayed.

6   Select an item. This information is displayed:

- Order number
- Item number
- Item description

- Location

- Lot number, if applicable

- Inventory date, if applicable

7   In the **Qty** field, specify the quantity of items to pick.

8   Press **Enter**.

If the quantity you specified is less that the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify **Y**. If you will not pick more items from this stock point, specify **N**. You are also asked whether there is lost material. If items are missing, specify **Y**. The missing items are transferred to a hold location. If items are not missing, specify **N**.

If the item is not serial-controlled, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.

In the **Serial** field, scan the serial number and press **Enter** for each serial number you are specifying. The **Qty Remaining** field shows how many serial numbers you must scan. Optionally, press **F2** to view serial numbers you have scanned.

After you have scanned every serial number, a success message is displayed, the specified items are picked, and the list of remaining items to pick is displayed.

Reporting production

Use the Report Production transaction to report the production of items for Kanban requests.

To report the production of items:

1   Select **Kanban Menu**.

2   Select **Production Report**.

3   In the **Order** field, specify the production order number.

4   This information is displayed:

   ●   Warehouse location

   ●   Item number

   ●   Item description

   ●   Lot number, if applicable

   ●   Inventory date, if applicable

   ●   Open quantity to be produced

5   Specify this information:

   Qty

   Specify the quantity produced including any rejected items.

Qty Rejected

If applicable, specify the quantity rejected.

Reason

If applicable, specify the reason for the rejections.

Shift

Specify the shift during which the items were produced.

6   In the **Complete** field, specify whether all items have been produced for this request.

If you specify **Y**, a success message is displayed. The Kanban status is changed to Received.

If you specify **N**, the produced item quantity is reported.
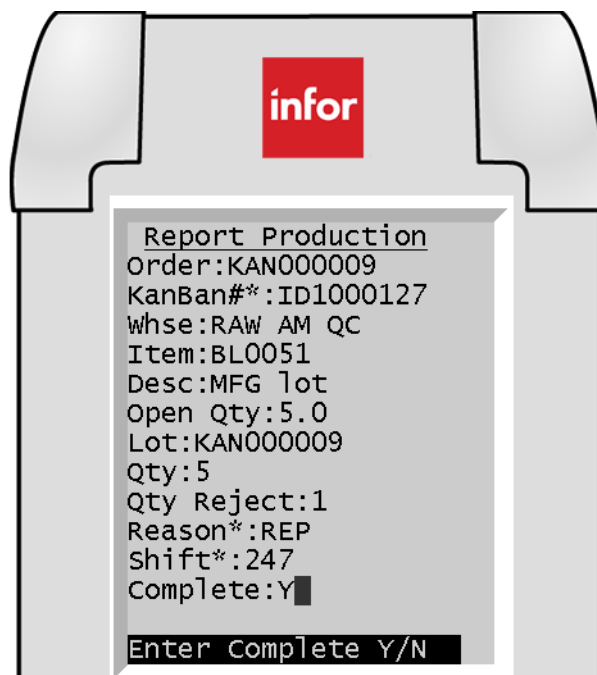
Delivering items

Use the Kanban Delivery transaction to deliver items to fill a Kanban request.
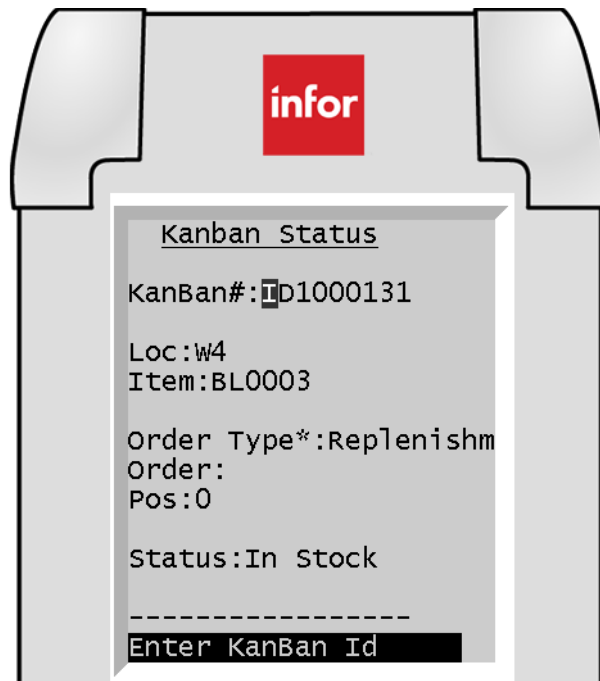
To deliver Kanban items:

1   Select **Kanban Menu**.

2   Select **Kanban Delivery**.

3   In the **Kanban#** field, specify the Kanban number.

4   This information is displayed:

- **FW**: Warehouse from which the items will be delivered.
- **From Loc**: Location from which the items will be delivered.
- **Item**: Item number.
- **Desc**: Item description
- **Qty**: Item quantity

5 Specify this information:

TW

Specify the warehouse to which the items will be delivered.

To Loc

Scan the location to which the items will be delivered.

Kanban Loc

Scan the location of the Kanban.

6 Press **Enter**. The Kanban status is changed to On Hand.
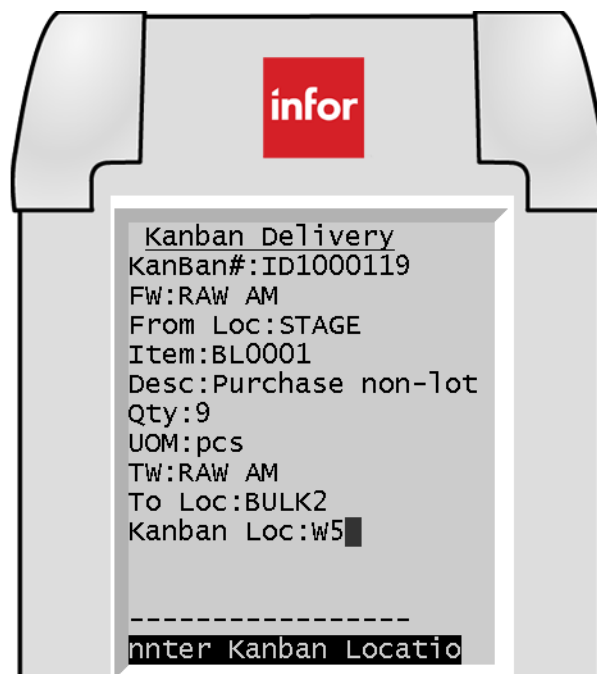
Canceling Kanbans

Use the Kanban Cancel transaction to remove a Kanban from use in ERP LN.

To cancel a Kanban:

1 Select **Kanban Menu**.

2   Select **Kanban Cancel**.

3   In the **Kanban#** field, scan the Kanban number.

4   This information is displayed:

  ●   Kanban location
  ●   Item number
  ●   Number of Kanbans

5   In the **Cancel?** field, specify whether you have scanned the correct Kanban to remove from use.

  If you specify **Y**, a success message is displayed. The Kanban status is changed to Canceled.

  If you specify **N**, scan the correct Kanban number in the **Kanban#** field.
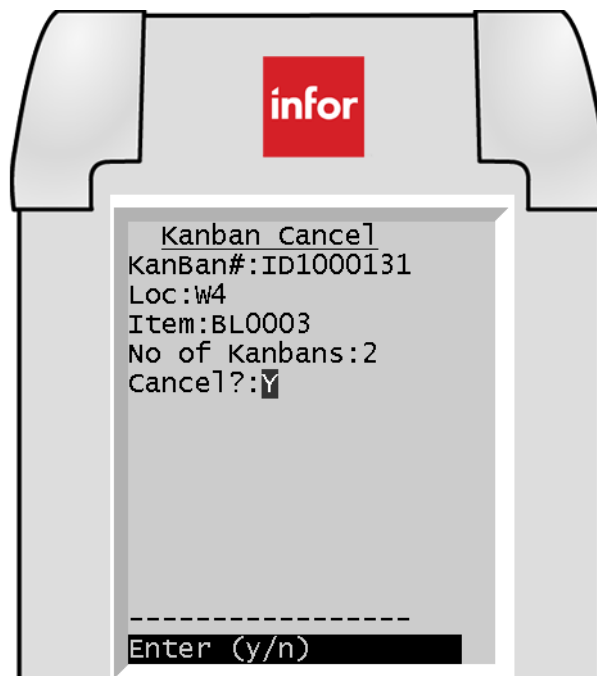
Reinstating Kanbans

Use the Kanban Reinstate transaction to return a previously canceled Kanban to use in a ERP LN.

To reinstate a Kanban:

1   Select **Kanban Menu**.

2   Select **Kanban Reinstate**.

3   In the **Kanban#** field, scan the Kanban number.

4   This information is displayed:

- Kanban location
- Item number
- Number of Kanbans

5 In the **Reinstate?** field, specify whether you have scanned the correct Kanban for return to use.

If you specify **Y**, a success message is displayed. The Kanban status is changed to In Stock.

If you specify **N**, scan the correct Kanban number in the **Kanban#** field.

```
 Kanban Reinstate
KanBan#:ID1000131
Loc:W4
Item:BL0003
No of Kanbans:1
Reinstate?:Y



-----------------
Enter (y/n)
```
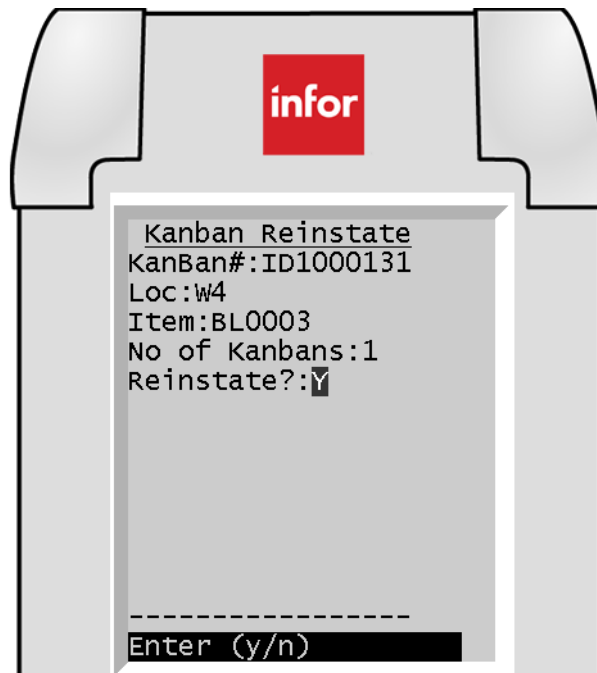
Printing Kanban labels

To print Kanban labels:

1 Select **Kanban Menu**.

2 Select **Kanban Print**.

3 In the **Kanban#** field, scan the Kanban number.

4 This information is displayed:

- Kanban location
- Item number
- Number of Kanbans

5 Specify the printer.

6 Specify the number of labels to print and press **Enter**.

The Kanban labels are printed.

```
      Kanban Print
KanBan#:ID1000131
Loc:W4
Item:BL0003
No of Kanbans:2
Printer*:Intermec
No of Labels:1


------------------
Enter No.Labels
```
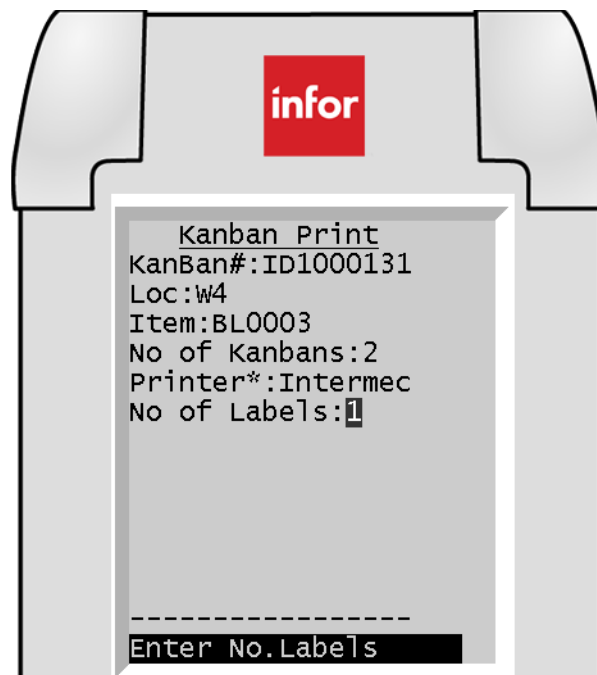
Resetting Kanbans

Use the Kanban Reset transaction to reset the status of a Kanban to In Stock.

To reset a Kanban:

1   Select **Kanban Menu**.

2   Select **Kanban Reset**.

3   In the **Kanban#** field, scan the Kanban number.

4   This information is displayed:

- Kanban location
- Item number
- Number of Kanbans

5   In the **Reset?** field, specify whether you have scanned the correct Kanban to reset:

If you specify **Y**, a success message is displayed. The Kanban status is changed to In Stock.

If you specify **N**, scan the correct Kanban number in the **Kanban#** field.
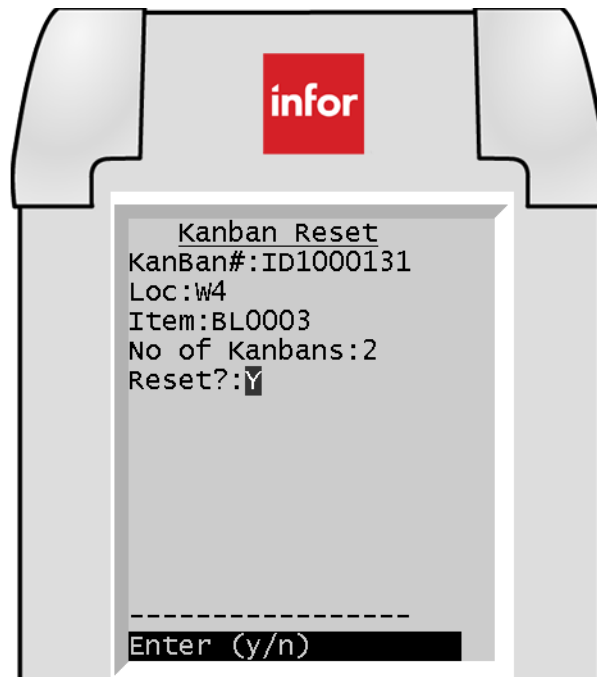
Viewing the status of Kanbans

To view the status of a Kanban:

1 Select **Kanban Menu**.

2 Select **Kanban Status**.

3 In the **Kanban#** field, specify the Kanban number.

4 This information is displayed:

- Kanban location
- Item number
- Order type
- Order number
- Position on order
- Status

Kanban Status

KanBan#: ID1000131

Loc: W4
Item: BL0003

Order Type*: Replenishm
Order:
Pos: 0

Status: In Stock

Enter KanBan Id

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