Infor System21 Style Warehousing

Product Guide

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Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Style Warehousing Module.

Intended audience

The guide is intended for any users of the STWH Style Warehousing business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

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Chapter 1 Overview

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Introduction

As warehouses become larger, labour becomes more expensive and products change more frequently, increased pressure is placed upon the management of this vital asset. The pressures are not only of scale, loss of experienced staff and anonymous product packaging, but also of reduced turn-round time and smaller stock holdings.

Technology, and in particular computer systems, can provide the key to accurate recording and control, enabling improved performance against tougher objectives.

The Warehousing application provides different levels of support for different organisations, or indeed different warehouses within the same organisation. At the simplest level, it may be used to provide a tracking system for a limited range of key items. This can be expanded to encompass all aspects of warehouse control and management.

The map of the warehouse can include proximity algorithms, which are used as one of the ways of deciding where items should be located.

Picking and marshalling may either be order based or, depending on the organisational needs of the warehouse, can use the characteristics of journey, customer, and due date. Full account is taken of expiry dates, lots or batches, pallet numbers and warehouse organisation when stock is allocated to picking instructions.

The application is designed to fit into the operational environment of a warehouse, in that the minimum of data entry is required to operate it. Lists of tasks are displayed and all that is normally required is simple confirmation. The structure of the database simplifies the interface to technical advances in warehousing such as hand-held terminals.

Relationships to Other Applications

The Style Warehousing application is a fully standardised application. Style Warehousing is one of the group of Advanced Application Modules which extend the functionality of Base Application Modules.

The only application which is a prerequisite for the operation of Style Warehousing is Style Inventory Management.

The application, however, is designed to be used in conjunction with, and enhance, the following applications:

- Style Sales Order Processing
- Style Purchase Management
- Style Production Definition Management
- Style Production Order Control
- Style Production Schedule Control

When the Style Warehousing application is installed and a stockroom has been fully activated as a warehouse, links are switched on between the operational applications and the warehouse that provides the additional location management and control. Thus, items received against a purchase order can automatically have pallet labels printed that include put-away instructions. Despatches to be made for sales orders recorded by the Style Sales Order Processing application and issues of inputs to production orders and schedules can be picked, marshalled and despatched using the enhanced facilities of Warehousing. Receipts from production orders and schedules can be made into a warehouse and put-away routines are invoked.

Application Configuration

In common with all applications, Style Warehousing can be operated for a number of companies, the characteristics of each being maintained on control files. The Style Warehousing application uses the control data stored for the Style Inventory Management application. The precise control in this application, however, is required at the level of the warehouse because it will be appropriate to have different policies in different parts of the organisation. When the application is installed, a warehouse may be fully configured before it is activated. This enables the proper degree of preparation and checking to take place before the start of full operation.

The policies which can be controlled at each warehouse are:

- The application to give instructions or to record actions
- Check digits to be used for confirmation of actions
- Stock rotation
- The sequence in which action lists are produced

All actions in the operational applications resulting in an Inventory receipt will cause the item to be automatically located in the receiving location. Similarly, when picking is required, the application will recommend that stock for a number of items from certain locations should be moved to the marshalling location prior to issue. Any locations which have been set up in the warehouse may be defined as these two locations. However, it is very strongly recommended that warehouse areas be set up so that each contains a single location with a Location Code which is the 'normal' name for receiving and marshalling in the warehouse. These areas can be set up to satisfy the requirements of each individual warehouse.

Accuracy and discipline are the fundamentals of the warehousing operation. It is therefore vital that, if unexpected actions are necessary, the supervisor is notified immediately. If errors are detected by the application, a message can be directed instantly to a supervisor or to a terminal if the supervisor is not currently signed on.

Each item managed by the Style Warehousing application requires an item/warehouse profile in order to define its rules and characteristics. Defaults can be set up for the warehouse to minimise the amount of data entry required during the maintenance of these profiles.

A user of Style Warehousing will normally be at a particular site and therefore it is possible to define a default warehouse. This simplifies the day-to-day operational procedures particularly for recording transactions and making enquiries.

Maintenance of Reference Data

As this is an Advanced Application Module, much of the primary data has already been set up as part of the base modules. There is, however, additional information which must be entered in order to obtain the maximum benefit from the application.

There are a number of common features to aid the maintenance of the data:

- The standard item and descriptions search routines have been adopted.
- The application makes the minimum use of codes and, where they are employed, the prompt facility is always available to assist in selecting the correct one.
- Selection is normally from a displayed list.

Information for the following may be maintained:

- Warehouse profiles
- Area profiles and dimensions
- Item/warehouse profiles
- Packaging types
- Location types
- Warehouse map
- Action rules
- Resources
- Check digits
- List profiles

Multi-Stockroom Warehouse

Multiple inventory stockrooms can be part of the same warehouse. The list of inventory stockrooms within a warehouse is specified on the warehouse profile.

***Note**: The assignation of multiple stockrooms to a warehouse is optional. By default the inventory stockroom with the same code as the warehouse is automatically assigned to the warehouse.*

In the above illustration the warehouse could represent a physical building whereas the inventory stockrooms within it represent different areas within that building (for example, inventory stockroom I1 could represent a bonded area within the warehouse and the stockrooms I2 & I3 separate duty paid areas)

Note: Bonded warehousing checks are performed at inventory stockroom level, so to make a whole warehouse subject to bond control all stockrooms within the warehouse must be defined as bonded within the Bonded Warehousing application.

The following are attributes of the warehouse:

- Area profile
- Area dimensions
- Location types
- Warehouse Map
- Location Rules by Item
- Location Rules by Area
- Location Rules by Pack Type
- Resource Codes

Item/Warehouse profiles are required for each item/stockroom combination within a warehouse

Stock movements into and out of a warehouse are recorded against the appropriate inventory stockroom. Where that inventory stockroom is part of a warehouse additional warehousing information must also be recorded for that transaction (i.e. pack types, expiry dates, warehouse location etc…). Stock retains the stockroom to which it has been received for trading and financial purposes.

All transactions (and their associated documentation), enquiries and reports for a warehouse identify the item/stockroom combination to which they relate. Where a warehouse contains multiple inventory stockrooms you may select the stockroom(s) to which those functions are constrained but where the warehouse contains a single stockroom the stockroom will be defaulted and protected from entry.

Assumptions and Constraints

- A stockroom is wholly contained within a single warehouse.
- Warehousing rules are used to provide appropriate segregation of stock from different stockrooms.

- The Warehouse must exist as a stockroom on the Inventory Company profile.

Warehouse Profile

The warehouse profile is used for six distinct functions:

1. To set up the policies for the warehouse, such as whether check digits should be used for confirmation
2. To set up the special areas for receiving and marshalling
3. To define the target for any error messages produced by the application, such as no location being suggested for the picking of stock based on the rules defined
4. To define defaults that are used in the item/warehouse profiles
5. These defaults are set to save time when defining the item/warehouse profiles.
6. To activate or de-activate the warehouse

Area Profiles and Dimensions

The purpose of setting up a warehouse is to record and manage the locations and quantities of items stored within that warehouse. Before this can be done, it is necessary to define the shape and structure of the warehouse to the application.

The application treats the warehouse as a series of areas, each of which is divided into a number of locations. For example, to reflect the physical nature of a warehouse you could define three areas, one called Floor, which is used for the receiving and marshalling locations, another called Main Store, which represents most of the aisles, rows and bays in the warehouse and another called Picking, which represents the pick locations.

Each area is defined using up to four dimensions, such as aisle, bay, row, etc. The dimensions are used to build up the code that identifies individual locations. The code for each dimension may be up to six characters in length, but the final location code (the concatenation of all the dimension codes) may not exceed twelve characters.

Item/Warehouse Profile

Each item to be kept in a warehouse must be associated with a location. If the application is to be used effectively, it will make recommendations regarding where items will be put, when and from where replenishment should take place, and from where items should be picked. The management of an item will vary between warehouses in the same company.

Item/Warehouse profiles are required for each item/stockroom combination within a warehouse.

The information and parameters are held under five headings.

Packaging

This relates the item, in inventory stockroom issue units of measure, to the pack types used in the warehouse. It also defines the basis of stock rotation.

Fixed Locations

Despite the many advantages of random locations, some items are best kept in fixed locations.

Put-away

This defines the processing steps to be used by the application when making recommendations as to where an item should be put. This includes trying the picking locations, using the item location rule and using the area location rule.

Commit

This defines the processing steps taken by the application when making recommendations of where an item should be picked. These steps include the consideration of stock rotation, picking location, fixed locations, and item and area rules.

Pick Location

Control data for the picking location can be set up, including replenishment trigger and the replenishment quantity. It is also possible to define the maximum, in a single pick, to be taken from this location before the pick is made direct from bulk.

Pack Types

Many of the movements in a warehouse are performed using pallets or containers of some kind. These can be defined to the application and then the relationship between the pack and item can be created. A default pack type must be set up for each item to obviate the necessity to enter a pack type for each movement.

Location Types

Depending on the purpose of the warehouse there will be a number of types of locations. The size, shape, and use of these will be chosen to meet particular storage requirements including the number and distribution of pack types. This information is used by the application, together with the number of packs per location, to decide whether a particular receipt should be put away in a location.

When the location types have been established, their distribution throughout the warehouse areas can be defined. For example, there may be standard pallet racking which will accept all standard pallets, picking locations which are equivalent to one and a half pallets, and locations on the top of the racks which are used to store rolls of packing material and cardboard boxes.

In addition to these characteristics, it is possible to remove locations from use by tagging them as void and to limit their use to single-item occupancy or to specify multi-item occupancy as being allowed.

Warehouse Map

The warehouse map assigns location types to locations. This determines the characteristics of the locations.

For example, the locations within an area called Main Store can be set to have a location type of Standard Pallet Racking which limits the locations to being capable of storing only one pallet at a time.

Location Rules

When a warehouse movement takes place, it should only ever be done because of an instruction. Before the instruction is issued, a decision is made as to which is the best location to be used. The best location will depend upon a number of factors such as:

- The item itself
- How it is packed
- Whether it requires special conditions
- Whether the item is picked from a picking location
- Whether mixed lots can be put in the same location
- Whether the receiving area must be cleared quickly

The warehouse operator uses considerable experience to make such decisions unconsciously. It is possible to create rules in the application that, to some extent, mimic these decisions. Combinations of the following can be set up to control the recommendations for put-away, pick and replenish:

- Use the pick location.
- Use the fixed locations.
- Use an item rule.

  An item rule is intended to reproduce the kind of review that would be done by line-of-sight checks, for example, if a replenishment is to be performed to the picking location from the nearest full pallet or, conversely, if a pallet is to be stored as close to the pick location as possible. Creating the rule involves defining a series of locations to be tested in relation to the pick location.

- Use an area rule.

  This rule is intended to review a large number of locations to answer such problems as:

  - Find the first not-full location in this part of the warehouse which is closest to the receiving bay.
  - Select randomly a not-full location.
  - This type of rule may make use of the proximity data set up for an area or the randomising algorithm.

- Use stock rotation dates.

  These dates include expiry and arrival date.

Obviously, different types of moves are conditioned by different factors. For example, stock rotation is used for picking and replenishment but not for putting away.

Resources

Resources relate to the warehouse equipment, such as trolleys and fork lift trucks. A resource can be defined to the system and then related to pack types within a location type. For example, a resource of Trolley could be related to a pack type of Pallet in a location type of Floor, whereas the resource of Fork Lift Truck would be related to the pack type of Pallet if the location type were Standard Racking, as the location may not be at ground level.

Check Digits

Check Digits or Return Codes can be used within the application to ensure that the warehouse staff have visited the defined location where the check digit is displayed. The confirmation of the action can then be by the entry of the return code or check digit. In the case of an intra-warehouse movement, both check digits must be entered. Check digit usage is controlled as follows:

- The use of check digits is requested for the warehouse.
- A set of default check digits can be set up for the warehouse.
- This may be overridden for each or for all areas.
- If no defaults are set up, but check digits have been requested, modulus 23 is the base used to generate digits.

Processing

Most of the work in a warehouse can be divided into three types of tasks:

- Putting away items
- Moving items to optimise storage, picking and despatching
- Picking and despatching

  One of the main functions of the Warehousing application is to make recommendations for each of the three tasks and then produce instruction lists on paper and on a window. Once these tasks have been completed, they can be confirmed either by the entry of a **1** against the action, or, if check digits are being used, the entry of the appropriate digits. If check digits are not required, actions can be set to be confirmed by default. This will still allow you to override those actions.

Actions may be changed to indicate that different locations were used when carrying out the instructions. This is necessary to keep the application up to date with what is happening within the warehouse.

In order to manage computer resources, some of the processing can be carried out in a background subsystem or may be run in batch instead of being performed interactively. Running jobs in batch can be especially useful for printing, where special stationery for work planning is required.

Receiving and Putting Away

There are a number of steps in recording the receipt of an item and putting it away within the warehouse. These steps are either the recording of specific actions or the processing and making of recommendations by the application. The recording of all external events is done by using interactive procedures. In order to manage the computer resources, some of the processing is carried out in a continually processing subsystem. This waits for the next instructions and then carries them out. As a third possibility, work can be performed in small batches. This is particularly useful where printing is involved and special stationery for work planning is required. In some instances you are provided with a choice in the way processing is performed. The steps involved with receiving and putting away are as follows:

Inventory Receipt

This is recorded in one of the operational applications, i.e. Style Purchase Management, Style Inventory Management, Style Production or Style Sales Order Processing. These actions are interactive procedures. The result is an increase in the inventory balance at the stockroom. This must be reflected as an increase in the warehouse. The continually processing subsystem moves the item into the location denoted as RECEIVING. The warehouse and inventory are now in balance. No explicit additional action is required in the operational application to achieve the second posting. However, as the Style Warehousing application can operate in multiple packaging types, an opportunity is provided to confirm or change the pack type at the time the receipt is made into a warehouse.

The receiving subsystem performs the following functions:

- It moves the item into the receiving location.
- It determines the number of packs.
- It identifies the rules for putting the item away.
- It makes a sufficient number of recommendations to put the item away into the warehouse.
- One recommendation is produced for each unique combination of item/lot/pack type and location.

The item is now planned out of receiving and planned into the locations.

Printing Documents

Before an action can be confirmed, an instruction must have been generated by the application. If the item is packed in such a way that pallet labels have been requested, they will be produced; if not, a list will be printed. In order to provide the proper control, these are only printed in the warehouse when requested.

Confirmation of the Action

As with all recording of actions, this procedure is interactive. There is an obvious advantage in this recording being as close to real-time processing as possible. Confirmation of the put-away can be either by entry of a single character or by a check digit which can only be found by visiting the location.

In order to guarantee the best possible response times while recording put-away transactions, the update of the database may be moved into a continuously updating subsystem. Update is normally complete within seconds of entry being finished.

Intra-warehouse Move

Movements inside the warehouse (intra-warehouse movements) are performed to improve the organisation of items in order to reduce work at more critical times.

It is necessary not only to be able to record that a move is required, but also that a move has been done. A move may be occasioned by a number of factors. The most common is letting down from bulk to a picking area. At times, it may be decided to refurbish part of the warehouse, which may result in the movement of items out of a specific part of the warehouse. Finally, the need for action may be so immediate that the action to re-locate is taken and then reported to the application after the event. In a well-planned warehouse, such events will be rare.

In common with the other two types of actions, putting away and picking, a list of instructions is produced which you can see on a window and confirm or change.

A distinction is drawn between movements generated by the application for replenishment and those manually requested. These may be produced on separate lists in order to assign the proper priority for the different actions. When confirmation is being performed, different overrides are appropriate for the different moves. For example, if a replenishment of a picking location has been requested by the application, it is not possible to change the item or the move to location because the intention of the instruction is to replenish a fixed picking location.

Picking and Despatching

The initial allocation of stock to sales orders takes place in the Style Sales Order Processing or Style Production Control and Costing applications. This allocation is done against the available stock figure in the nominated stockroom but does not identify in which location the stock will be found to meet that particular requirement. This is performed in the Style Warehousing application.

The particular location is decided upon by reviewing such factors as:

- The quantity to despatch
- Stock rotation
- Physical proximity of the location
- The practicality of picking a number of order lines together

The picking and despatching cycle has the following events:

- Request Picking Lists
- Confirm Pick
- Confirm Despatch or Confirm Issue

Request Picking Lists

This is performed by the Style Warehousing application and considers requests to despatch generated from the Style Sales Order Processing application or requests to issue generated from the Style Production Control and Costing application. A series of tasks is performed which results in the printing of the documents necessary to pick and despatch the items. The first task sets up the parameters to control the other tasks, which are to:

- Select a range or group of orders
- Sequence and combine them
- Decide from which locations the stock should be picked
- Print a pick list organised to suit the warehouse
- Print appropriate marshalling lists which cross-reference picking lists and despatch or issue notes
- Print the despatch/issue notes

Note: *Kit parent and non-stock items are not committed and do not print on the warehouse pick list.*

Confirm Pick

This is essentially similar to confirmation of all the warehouse actions and can be performed by entering either the check digit or the return code. It is possible to override the application instruction by changing both the location and the quantity. This will result in an error being recorded. The result of the confirmation is to transfer the stock to the marshalling location.

Confirm Despatch

Confirmation of despatch may be performed from the sales marshalling location. This confirmation is carried out at order level using the standard picking note/despatch note as produced from the Sales Order Processing application.

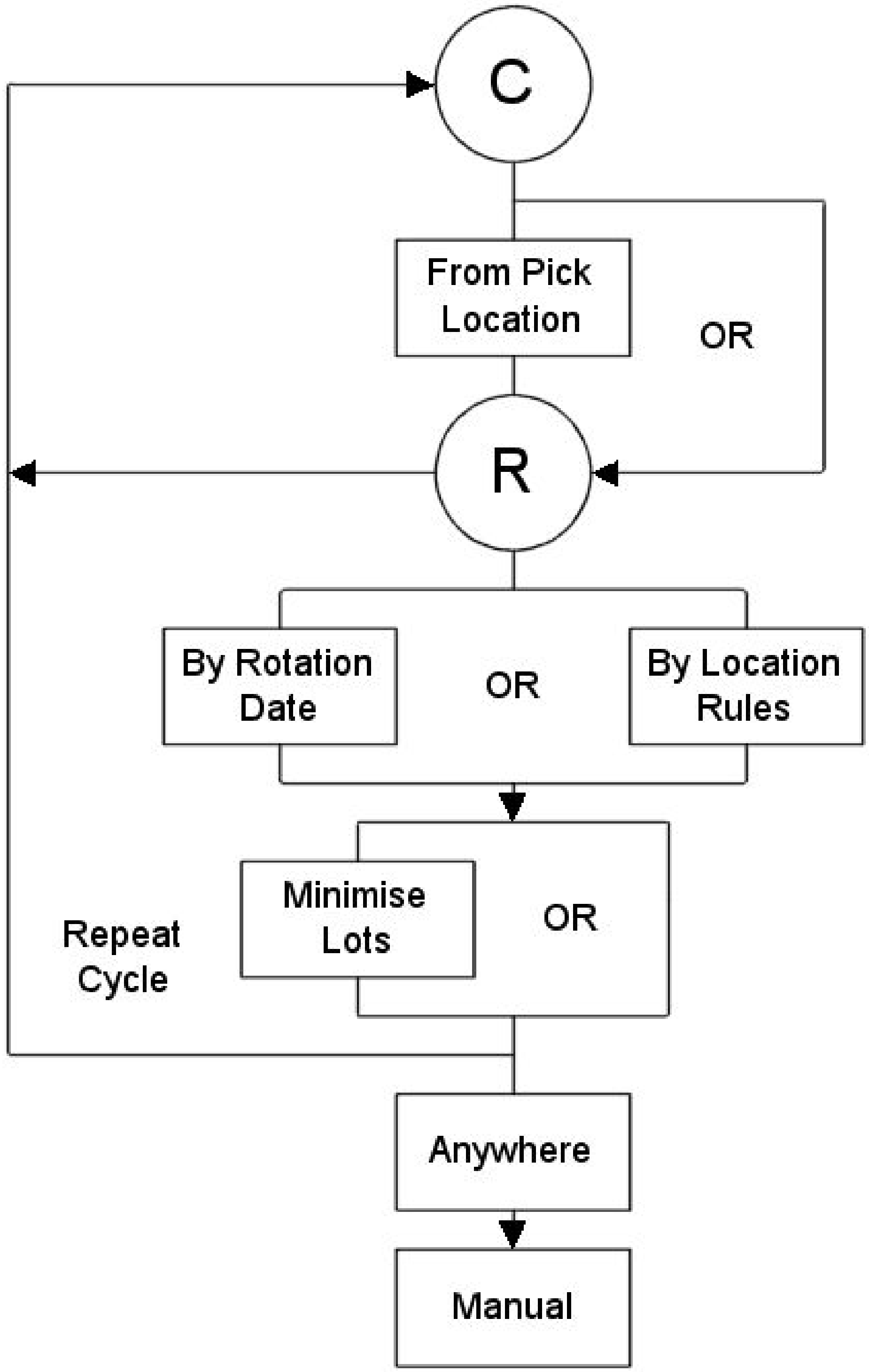
Reports are available from the application to aid the marshalling of complex loads, which link picking lists and despatch/issue notes. If the despatch has taken place as intended, this may be confirmed using a single function key. Provision is made for the addition of delivery and freight charges. A re-print of the despatch note, printing actual despatch quantities, can be produced.

Confirm Issue

From the production marshalling location, confirmation of despatch may be performed. This confirmation is carried out at order level using the standard shop documentation as produced from the Style Production Control and Costing application.

Reports are available from the application to aid the marshalling of complex loads, which link picking lists and despatch/issue notes. If the issue has taken place as intended, it may be confirmed using a single function.

Illustration of the Commit/Replenish Cycle



The process is performed for each commit action. A commit action is at the level of item, lot, stock rotation date, pack type or pack number.

Enquiries

Enquiries can be grouped into one of three categories:

- Status
- Action Lists
- Movements

More simply, these can be regarded as:

- Where are things?
- What is to be done?
- What has happened?

Status

The status enquiries start from examining either what is in a location or range of locations, or in which location an item is stored. Whenever a number of locations are to be displayed, it may be appropriate not only to select them but also to sequence them. The most obvious sequence is the Location Code and this will be the one which is normally used; however, if empty locations are being displayed, it may be appropriate to list them by an Area or Item Rule. In this way, manual decisions can be made on the same sort of basis as application decisions.

Whichever entry is chosen into the status displays it is possible to examine:

- Item/Location Details
- Location Contents
- Location Details

Action Lists

There are three types of action lists:

- Put-away
- Move
- Pick

The lists which have not been finished are displayed. The details of despatch instructions sent but not yet actioned are available for enquiry with direct access to the full order enquiry within the Sales Order Processing application.

Movements

This class of enquiry includes the warehouse movements and the reported error conditions. If an action is requested but not then confirmed as instructed, an error record is written. These can be displayed. Multiple selection criteria are provided for both movements and errors enquiries.

Reports

As part of the general policy of applications, selection and sequencing parameters are available before a report is run. In general, standard reports are printed on standard listing paper with 132 print positions and 6 lines to the inch.

All reports are printed with the procedure or program number in the top left, and the page number, date and time to the top right. As with enquiries, the reports can be grouped into:

- Status
- Actions
- Movements

Implementation

It is of vital importance to the success of any software implementation that certain issues are considered before detailed steps are undertaken. In case of Warehousing, these issues are:

- In what way should Style Warehousing and other applications be used?
- How many warehouses should be set up?

Procedure

Two possible implementation procedures could apply:

- Style Warehousing with Style Inventory Management already installed
- Style Warehousing with Style Inventory Management newly installed

The appropriate procedure should be used as a guide.

It is strongly advised that, whichever procedure is used, a project plan is followed in order that the necessary data can be captured and recorded in advance of the entry of the stock count.

The basic steps for a successful implementation are:

- Master file data collection and input
- Work load organisation
- Suspension of processing of stock
- Initial date take-on/reconciliation
- Resumption of processing of stock

Warehousing with Inventory Already Installed

It is assumed that the users are familiar with the Style Inventory Management application and that training has been provided to enable them to use the Style Warehousing module.

Master File Data

The data required to make the Style Warehousing Module functional must be defined. The amount of effort required will depend upon the number of items, locations, pack and location type details which need to be defined.

Work Load Organisation

It is essential that during the stock count exercise and the early stages of processing with the Style Warehousing module, the movement of stock be controlled. To help achieve this, it is advisable to minimise the tasks for receiving and issuing stock.

Receipts

Any receipts which have been booked into stock, but have not been put away, should be reviewed. The possible actions that can be performed for each receipt are:

- Put the items away, thus reducing the items at the receiving area to those not yet booked into stock.
- If the receipts were made through the Style Purchase Management application, the items could be transferred back to either goods inwards or inspection. The items would then be received into stock after the activation of the warehouse.
- Leave the items at the receiving location. The stock should be recorded at Data Take-on and then moved manually after the activation of the Warehouse.

Issues

All requests for issuing stock, e.g. order despatch, should be processed in such a way that the items to be despatched have been picked and moved to the marshalling location. Obviously, it would make processing simpler if the items were despatched and the actions confirmed.

Leaving items at the marshalling locations means that the full details required for Confirmation of Despatch must be entered.

Suspend Processing of Stock

The movement of stock into, around and out of the warehouse must be suspended whilst the stock count for Data Take-on is performed and reconciled.

From this point until the warehouse is activated, the processing of Inventory, Purchasing, Production and Sales Order Processing must be suspended. Outstanding transactions must be completed.

Initial Data Take On/Reconciliation

A full stock count is required to include every item and every location in the Warehouse. The details are entered using the Data Take-on data entry programs.

The count should be reconciled to the Inventory lot and stockroom balances: discrepancies are shown on the report. Any variances should be verified. Once the count is cleared as correct, the location details should be updated using the Reconciliation with Update task. This will also make appropriate adjustments to the Inventory balances.

Resume Processing of Stock

The warehouse must be activated. This is done by selecting the **Activate Warehouse (F14)** function from within the Warehouse Profile Maintenance task.

Transaction processing can be resumed in all areas of the warehouse. Transactions can be recorded in the applications previously suspended.

Receipts and issues are now subject to the control of the Style Warehousing module.

Warehousing with Inventory Newly Installed

Appropriate training needs to be undertaken to enable users to understand both the Style Inventory Management and Style Warehousing applications.

Master File Data Collection and Input

The data required to make both Style Inventory Management and Style Warehousing functional must be defined. Care must be taken to ensure that dependencies are entered in the appropriate order. The amount of effort required will depend upon the number of items, location, pack and location type details that need to be defined.

Work Load Organisation

It is essential that during the stock count exercise and the early stages of processing with the Warehousing module the movement of stock be controlled.

Receipts

Items that are in the receiving area should be reviewed. The possible actions that can be performed are:

- Put the items away before the stock count.
- Record, at data take-on, the items in the receiving area. Manual moves will be required after the activation of the warehouse.
- Leave the items at the receiving location; do not record the stock during data take-on. The items are received after activation of the warehouse. Obviously, the status of stock at the receiving location must reflect the status of stock received into Inventory.

Issues

Items to be despatched should be processed through to the marshalling area. Obviously, the stock status must reflect the requests for despatch in other applications.

It is better to start with as few incomplete despatches as possible.

Suspend Processing of Stock

The movement of stock must be suspended whilst the stock count for Data Take-on is performed and reconciled.

Movement of stock can be resumed after the activation of the warehouse.

Initial Data Take-on/Reconciliation

A full stock count is required to include every item and location in the warehouse. The details can be entered either through the Data Take-on data entry programs or by recording Physical Stock Adjustments in Inventory.

If Data Take-on is used, Reconciliation with Update will set the Inventory balances.

Resume Processing of Stock

The warehouse must be activated. This is done by selecting the appropriate function in the Warehouse Profile Maintenance task.

Transaction processing can be resumed in the warehouse.

Receipts and issues are now subject to the control of the warehousing module.

Chapter 2 Maintenance

2

Warehouse Configuration

Style Warehousing provides location control for items managed by Style Inventory Management. You can choose to do this for some or all of the stockrooms. You can use Style Warehousing to select and control each stockroom independently.

If you use Style Inventory Management without Style Warehousing, you can set up a number of stockrooms to create a logical or physical differentiation of stock. When you install Style Warehousing, you need to re-evaluate the best use of the stockrooms or warehouses.

The most significant definition for a warehouse is the area that contains all of the stock that Style Warehousing considers to meet the pick requirements of a single despatch.

Relationship between Style Warehousing and Other Applications

You only need to install Style Inventory Management before you can use Style Warehousing. However, you can also use:

- Style Sales Order Processing
- Style Purchase Management
- Style Production, with either MRP or MPS or both

Before you implement Style Warehousing, you must consider how you want to use it, and how you want it to relate to your other applications. Once you have installed Style Warehousing and activated your warehouse, you can link to other applications.

Using Style Warehousing

Before you start to use Style Warehousing, you must define the map of the warehouse and the relationships that Style Warehousing uses to identify the items held at each location. You must also decide how many warehouses you will need.

To set up a warehouse, you must set up your data in a logical order, as some data is a prerequisite for other data. For example, you must define packaging types before you can define the packages in which you store your items.

To set up and maintain a warehouse, do the following in this order:

1. Create your warehouse as an Inventory stockroom. You can also define the stockroom as a depot within Style Sales Order Processing before you define it as a warehouse.
2. Maintain your warehouse descriptions in Inventory.

3 Create Inventory interface profiles.

4 Create your warehouse profile, which is how you define an Inventory stockroom as a warehouse.

5 Maintain your area profiles.

6 Maintain your area dimensions.

7 Specify the resources you want to use in this warehouse.

8 Specify the packaging types you want to use for items in this warehouse.

9 Specify the different location types.

10 Create your warehouse map.

11 You can choose to specify your own location check digits, or let Style Warehousing use a formula to create them for you.

12 Create your location rules.

13 Create the item and warehouse profile.

14 Maintain the warehouse list profile.

15 Determine the access points that exist for your warehouse.

16 Authorise the personnel who will be processing within this warehouse.

Warehouse Descriptions in Inventory

Before you can set up and use Style Warehousing, you need to define the following description identities in Style Inventory Management. For more information, see the Descriptions section in the Maintenance chapter of the Style Inventory Management product guide.

Note: *This lists the minimum codes you need to operate your warehouse.*

DIRE

Direction to Move in Style Warehousing

Code length - 1

1 - Ascending

2 - Descending

Use the literals when defining the location rules by item.

ORTP

Order Type

Code length - 1

1 - Sales

2 - Production

WHCS

Style Warehousing Commitment List Sequence

Code length - 1

1 - Order

2 - Customer

3 - Journey

4 - Despatch date

5 - Operation start date

WHIS

Style Warehousing Item Sequence

Code length - 1

1 - Item

2 - Alternative location

3 - Location

WHLS

Warehouse/List Type

Code length - 2

01 - Put away list

02 - Move list

03 - Pick list

04 - Count list

WHML

Move List by Sequence

Code length - 1

1 - Warehouse

2 - Area

3 - Access point for dimension 1

WHMS

Move List Sequence

Code length - 1

1 - Item

2 - Arrival

WHMT

Style Warehousing Movement Type

Code length - 1

1 - Put-away

2 - Pick

3 - Sundry movement planned

4 - Sundry movement not planned

5 - Adjust committed to sales

6 - Count reconciliation

7 - Sundry frozen movement

WHNL

Number of Locations to Create

Code length - 3

MAX - Maximum number of locations

WHPS

Style Warehousing Pick List Sequence

Code length - 1

1 - Warehouse

2 - Area

3 - Access point for dimension 1

WHRS

Style Warehousing Reason Codes

Code Length - 2

#C - Production order completion

#P - Production order partial issue

#1 - Put-away found in error

#2 - Commit found in error

#3 - Replenishment error

#4 - Instruction overridden

#5 - Item/pack profiles missing

#6 - Item/warehouse profiles missing

#7 - Planned movement

#9 - Count reconciliation

If you need to vary an instruction, you can create extra user-defined reason codes.

If the variation from an instruction relates to stock in the marshalling area, the parameter limit defined for the reason code determines what happens to the stock. A limit of zero freezes the stock and a limit of 1 leaves the stock committed.

WHSE

Warehouse Miscellaneous Parameters

Code Length - 4

CDID - Confirm dispatch identifier

DTAQ - Data Queue Wait Time in Seconds

EOFD - End of File Delay in Seconds

The parameter limit against DTAQ and EOFD sets the data file polling delay in seconds, for example, 120.

Inventory Interface Profiles

To record transactions that affect the total stock position in Inventory accurately, you must define certain Inventory Interface Profiles, using the Processing Profiles task. For more information, see the Utilities chapter of the Style Inventory Management product guide.

Define the following profiles:

001 - Adjust physical stock

002 - Customer order issue

003 - Adjust frozen stock

014 - Adjust back order quantity

015 - Adjust allocated

018 - Production order issue

Warehouse Profile

You must define a warehouse profile for each warehouse.

Before you create the warehouse profile, you need to consider the following:

- Is processing interactive or batch?
- What are the special receiving and marshalling locations?
- What are the default put-away and commit rules?
- Do you want to use check digits to check that operatives carry out instructions correctly?
- What inventory stockrooms are to be a part of the warehouse

You use the warehouse profile to define the list of inventory stockrooms that are part of the same warehouse and maintain warehouse policies, such as the special receiving and marshalling locations, and item/warehouse profile defaults. Because you cannot specify information about the receiving and marshalling locations until a later stage, you must set up the basic details for the warehouse, and then return to warehouse profile when you have defined the required data.

You activate the warehouse after you have defined all the data for the application. To do this, you must access the warehouse profile for a third time.

Area Profile

You must define area profiles for the receiving and marshalling locations and other areas needed for the warehouse to function as required.

For each area, you must specify the dimensions for the structure of that area. For example, you could have three dimensions: aisle, bay and row. Style Warehousing uses the dimensions to build up the codes for the locations in the area.

Before setting up the area profiles, consider the following:

- How to structure the warehouse for general operation
- How to divide the warehouse into logical areas, for example, floor area, main store area, bulk store area
- The structure of locations in the area, for example, racking, block stacker
- The kind of location code structure you require for each area

Area Dimensions

You must define the range of codes for each area dimension. Style Warehousing produces the overall location code by the concatenation of the dimension codes for the area.

For example, if a floor area has two dimensions, length and breadth, and the range of codes for each is AA to AC and 01 to 20, a location code could be AB12, or AC01.

Resource Codes

You must define at least one resource code. A resource code refers to the resource required to move a particular pack type into or out of a specific type of location, for example, Fork Lift Truck.

Style Warehousing does not consider resources as separate entities, but you can use them for memorandum purposes.

Packaging Types

Packaging types define the storage units related to items processed by Style Warehousing, for example, pallets, and cartons.

Style Warehousing uses packaging types to calculate the quantity of stock that fits in individual locations.

Note: *You must define at least one packaging type.*

Location Types

The location type defines the characteristics of a group of common locations. You also define the relationship between locations and packs. Style Warehousing uses this information, together with the packs and location relationship, to decide whether to put a pack away in a location.

Note: *You must define at least one location type, with at least one pack type.*

Warehouse Map

The warehouse map provides the layout of the warehouse with all specified locations. You can define zones, or parts of areas, where you need to identify the type of location, for example, to restrict where you store items by weight, access, or temperature.

Note: *You can use this task several times to cover all areas and locations and produce the complete map.*

Location Check Digits

You only require location check digits if you want to enter codes to confirm move instructions and identify if the item is in the correct location.

If you want check digits, you can use the default, based on modulus 23, or you can define your own location check digit codes.

You can define and apply these check digits at any time before you activate the warehouse. You must display the codes at the physical locations.

Location Rules

You can create two types of rules to suggest storage locations for a product received into Style Warehousing.

Note: *You can use the same rules for committing and picking stock, if you are not using rotation date control.*

You can create item and area rules. When you define an item (using the Item/Warehouse Profile task), you can link the rule to that item.

A product can have one item and one area rule for whole packs, and the same or different rules for split packs.

As well as associating a single area rule to an item, it is also possible to associate a number of area rules to a packaging type to define the sequence rules that should be used. See later notes on Pack Type Rules.

Note: *If you need location rules, it is best to define them before the item/warehouse profiles to minimise updates. However, you can define the rules at a later stage.*

Item Rule

The item rule defines a sequence of locations to test for receiving and committing stock, based around a specific location. This can be a fixed location or, more usually, a defined preferential pick location for the item.

One item rule can have a variable start point, which depends on the item's preferential pick location. This helps to make sure that, if the preferential pick location requires replenishment, the stock is nearby.

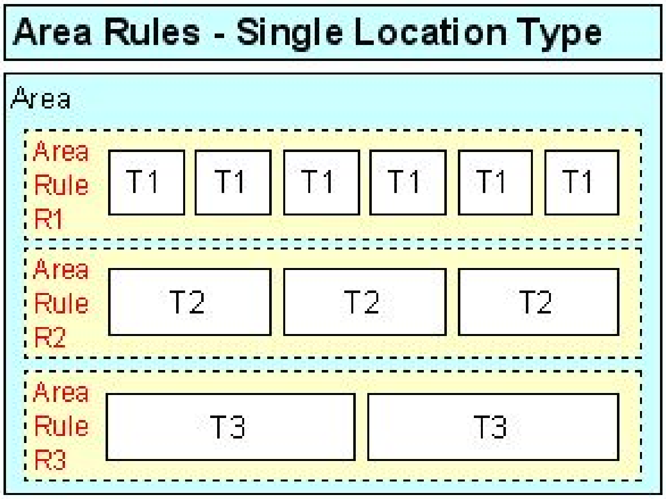
Area Rules

Area rules are based on a fixed (or datum) location and cover a range of locations in an area. Thus, you can link similar products that you want to store in the same locality to the same area rule. Area rules provide similar functionality to item rules, but select locations on different criteria, such as proximity to a location or usage of locations.

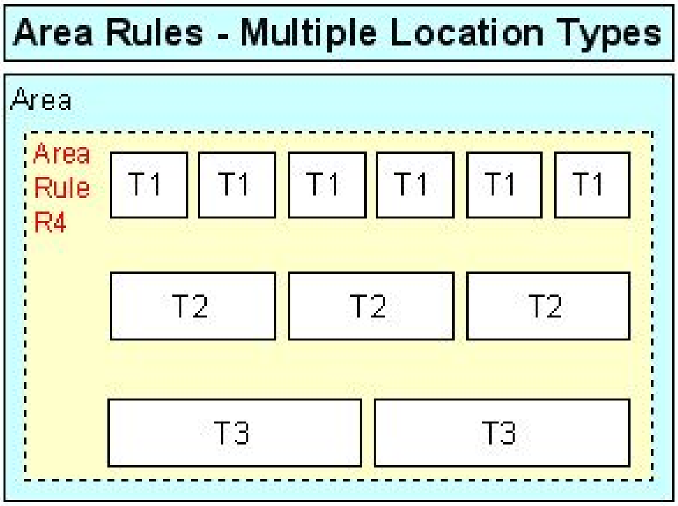
The put-away and committing processes first looks for an item rule, then for an area rule.

Within one area, a number of area rules can be defined, each scoping different sets of locations, and then the most appropriate rule subsequently associated to the items stored in those blocks of locations.

The locations selected for the area rule might include locations that have different location types. For example, in the diagram that follows, the area rule includes locations with three different location types, LT1, LT2 and LT3 - perhaps locations of different sizes.



Using the Single Location Type option, it is possible to constrain area rules to scope a sub-set of locations to just those of a specific location type, perhaps associating types of the same size:



Note: *Build multiple area rules with the Single Location Type option where you do not want to define multiple areas or are unable to separate the locations using the simple location ranges selection.*

Pack Type Rules

Where it is not possible to devise a single rule that can satisfy a number of items with various pack type types, this further pack type rule might be useful.

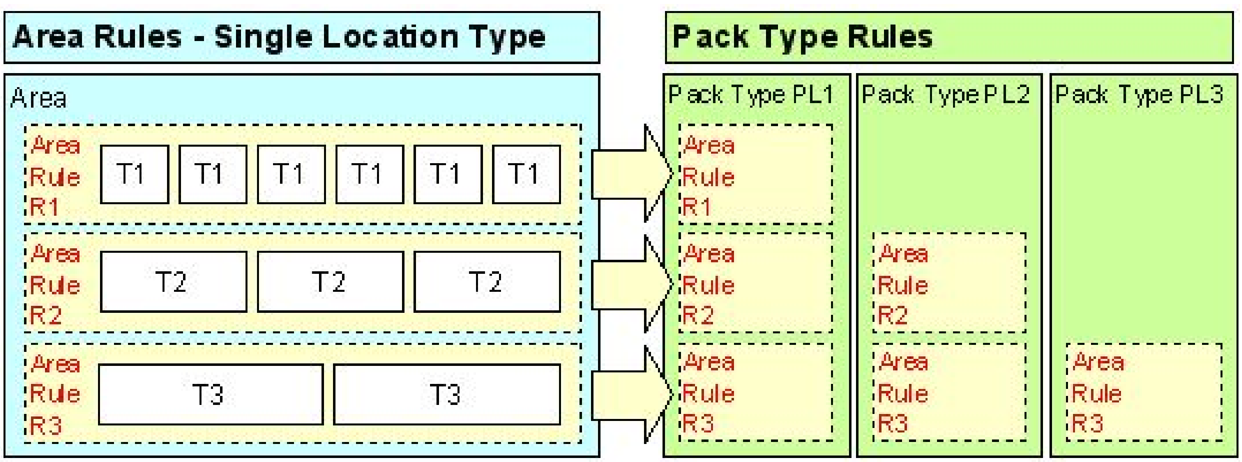
Note: *This pack type rule is only applicable to the put-away process, not the committing process.*

The pack type rule allows you to define a set of area rules that should be used in sequence when dealing with a specific pack type, so that if the first rule cannot find an applicable location for the pack, the next rule in sequence will be checked. To utilise pack type rules you need to indicate this in the item/warehouse profile. They can be applied to both whole and split packs.

They can be applied before or after the item's single area rule.

When used in conjunction with the area rule Single Location Type, it is possible to define a number of area rules that scope different types of location and then control which type of location is preferred for each pack type. Although the location type profile allows you to specify which pack types are allowed in those locations, that alone does not allow you to define a preference; these pack type rules do allow you to define such a preference.

In the diagram that follows, the locations of the same size are associated together and given their own area rules, rules R1, R2 and R3, for different sizes of location. The pack type rule then controls which sizes of location can be used and the sequence in which they should be utilised. In this example, the smallest pack, PL2, would utilise all smaller locations of type T2 before going on to use the larger location type T3.



As an example:

Within a picking area, the location types have the following heights, equating to three pallet sizes:

- Location type T1 - 1.20 metre high pallet - pack type PL1
- Location type T2 - 1.35 metre high pallet - pack type PL2
- Location type T3 - 1.85 metre high pallet - pack type PL3

When the pallet is put away, the rule will:

- Look to the location type equal to the size of the pallet being put away
- Then look to the next greatest location size if there is no available space within the equal location size

Example: If a 1.35m pallet is being put away, the system will review all available 1.35m locations, and only if there is no space within those locations will it look to the 1.85m location sizes.

***Note:** Without using the pack type rule, the 1.85m location (which must be set up to accept 1.85m and 1.35m pallets) will be accepted for a 1.35m pallet if it is found as an empty location, even though there may still be other 1.35m locations available.*

Item/Warehouse Profile

You must define all items that you use in the warehouse at this level. If you have defined the item in Inventory at item/stockroom level, you must also define the following:

- Date for stock rotation, if applicable
- Default pack type
- Relationship between pack types and quantities per pack
- Fixed locations, if you store an item at a specific locations
- Pick location - if you pick the item from a specific picking location, you must also define the pick and replenishment details.
- Put away processing - for Style Warehousing to recommend locations to use for a receipt, you must specify the rules and restrictions that apply. These rules provide the basis for the effective organisation of the warehouse.
- Commit processing - for Style Warehousing to identify the next stock to use, you must specify the rules and restrictions that apply.

Warehouse List Profile

You use the warehouse list profiles to define where, when and how many work documents to print. (Work documents are pick, move and put-away lists.)

There are four reserved codes:

01 - Put-away List

02 - Pick List

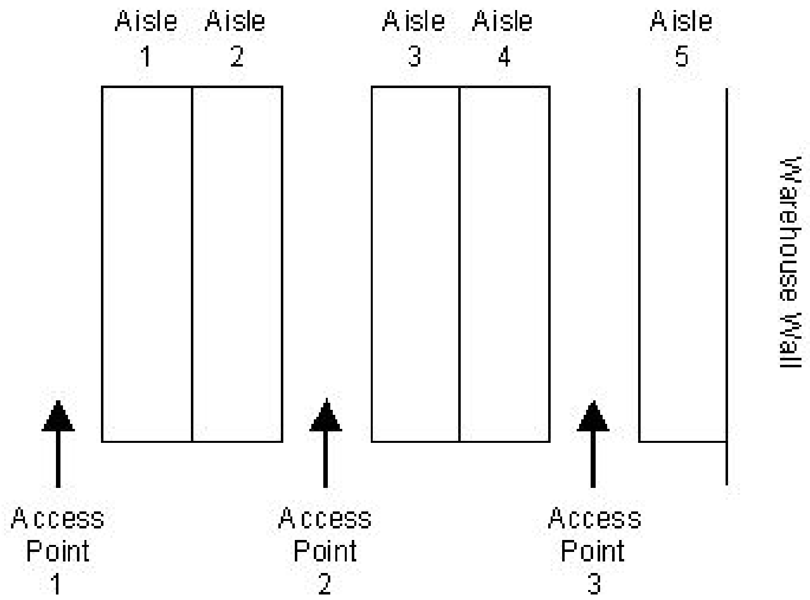
03 - Move List

04 - Count List

Determine Access Points

This sets the relative access point for locations based upon the area proximity details.

For example, if you define warehouse dimension 1 as aisles, this associates each location with the appropriate physical point of access for the aisle.



Authorise Warehouse Users

You cannot perform processing functions within a warehouse unless you are authorised to the warehouse. You must define appropriate authorisation before you activate the warehouse.

You can nominate a default warehouse for each user. This becomes the warehouse accessed each time that user enters Style Warehousing. You can change the warehouse currently assigned to another authorised warehouse.

Warehouse Profile [1/STWHM]

You use this task to maintain warehouse policies for each stockroom requiring warehouse level processing.

You must enter the warehouse profile defaults before you can enter the area profiles and dimensions. However, you need to set up the area profiles and area dimensions before you can enter the standard receiving and marshalling points and set up essential messages. Therefore, you must set up the basic details for the warehouse and then return to this task once you have defined the required data.

You can only activate the warehouse after you have defined all the data that you need to use your warehouse. To do this, you must use this task a third time. You can change all of the data for a warehouse before you activate it.

Caution: We recommend that you restrict access to this task as activating or de-activating a warehouse has critical implications for stock levels, order processing and so on.

Maintain Warehouse Profiles Selection Window

To display this window, select the Warehouse Profile task.

Use this window to select the warehouse you want to maintain, or the stockroom you want to define as a warehouse.

Fields

Stockroom

To maintain a warehouse or define a stockroom as a warehouse, enter a stockroom code.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Press Enter to display the Maintain Warehouse Profiles Defaults window.

Maintain Warehouse Profiles Defaults Window

To display this window, enter or select a stockroom and then press Enter on the Maintain Warehouse Profiles Selection window.

You use this window to maintain warehouse defaults. When you first create a warehouse, **INACTIVE** is displayed. You can only activate the warehouse when you have created certain minimum definitions.

You can change all of the data for a warehouse before you activate it.

Fields

Default Sequence For…

These fields are for future development. Although different values may be selected, they do not affect processing elsewhere.

Note: *You can set the picking list sequence when you produce pick lists.*

Default Date for Committing

Select one of the following to define the date used for stock rotation:

None (0) - If you do not wish to use rotation dates

Receipt at warehouse (1) - To use the date on which you confirm that the item is in the receiving area

Receipt at location (2) - To use the date on which you put away stock

Expiry (3) - To use the expiry date of the stock

You can override this default using the Item/Warehouse Profile task.

Note: *If you use expiry dates and have defined a shelf life for your product within Inventory, Style Warehousing adds the number of days to the current date to calculate the rotation date. Otherwise, the rotation date is the date the stock enters the warehouse.*

System to Generate Locations

Use this checkbox as follows:

Unchecked - If you want to allocate a location manually

Checked - If you want Style Warehousing to suggest a location when you perform put-away

Are Location Check Digits to be Entered at Confirmation

Use this checkbox as follows:

Unchecked - If you do not want to control the warehouse with check digits

Checked - If you want to control the warehouse with check digits

If you **check** this, when you confirm actions, you must enter a check digit corresponding to a location. You should display these digits at the physical location within the warehouse.

Note: *You cannot check both this field and the Allow Default Confirmation field.*

Are Confirmation Updates to be Performed Interactively

Use this checkbox as follows:

Unchecked - To confirm updates by continuous operation

This means that the program is always in the background, which slows down the confirmation process.

Checked - To confirm updates interactively

It is quicker to enter the updates to confirm.

Allow Default Confirmation

Use this checkbox as follows:

Unchecked - Not to use default confirmation

Checked - To confirm put-away, move or pick lists automatically

If you check this, you must unconfirm the lines where the operation failed.

Note: *You cannot check both this field and the Are Location Check Digits to be Entered at Confirmation field.*

Functions

Delete (F11)

Use this to delete any information you have already set up for your warehouse. You cannot use this to delete the stockroom.

Activate Warehouse/Deactivate Warehouse (F14)

Use this to activate or de-activate a warehouse.

Stockrooms (F15)

Use this to define the stockrooms that are processed through this warehouse.

***Note:** To leave this task without losing any data, press Enter followed by **Exit (F3)**.*

To display the Maintain Warehouse Profiles Locations window, press Enter.

Maintain Warehouse Profiles Stockroom Details Window

To display this window, select **Stockrooms (F15)** on the Maintain Warehouse Profiles Defaults Window

Use this window to define stockrooms which are to be processed through this warehouse.

***Note**: Any stockrooms defined to a different warehouse are displayed but not available for selection.*

***Note**: A stockroom cannot be removed from a warehouse if it has any item/stockroom definitions in this warehouse.*

***Note**: Location (LC) controlled stockrooms cannot be included in a warehouse.*

Select or de-select one or more stockrooms and **Update (F8)** to update the details before returning to the Maintain Warehouse Profiles Defaults Window.

Maintain Warehouse Profiles Locations Window

To display this window, press Enter on the Maintain Warehouse Profiles Defaults window.

***Note:** Use this window when you access the Warehouse Profiles task for the second time.*

You use this window to define the standard receiving and marshalling points and set up important messages. Before you can enter these locations, you must set up area profiles and area dimensions.

***Note:** To leave this task without losing any data, press Enter on the current window and then select **Exit (F3)**.*

Fields

Maintain Receiving and Marshalling Locations

Caution: We recommend that you do not attempt to change the marshalling and receiving locations once you have established them and activated the warehouse.

Receiving Location

Enter the receiving location.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Selection Location pop-ups.

All actions that result in an Inventory receipt will locate the items in the receiving location. You can choose any location in the warehouse to be the receiving location. We recommend that you prepare an area for receiving.

Marshalling Location for Production

Enter the production marshalling location.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Selection Location pop-ups.

When you process a pick for production, Style Warehousing recommends that you move the stock into the marshalling area before you issue it to production. You can choose any location in the warehouse. We recommend that you set up an area for the marshalling location for production.

Marshalling Location for Sales

Enter the sales marshalling location.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Selection Location pop-ups.

When you process a pick for sales, Style Warehousing recommends that you move the stock required into the marshalling area before despatching it to your customer. You can choose any location in the warehouse. We recommend that you set up an area for the marshalling location for sales.

Serious Error Monitoring

If Style Warehousing cannot recommend a location for putting away or for picking, it prints the message that you specify here on the list, instead of a location. The message is also displayed on a window. You can choose to direct this message to a specific user, for example, the warehouse manager.

Note: *If you do not want to display messages on a window, do not start the Serious Error Monitor.*

Message to Show if Location is not Recommended

Enter the message you want to display, using up to 12 characters, if Style Warehousing cannot recommend a location.

Note: *Do not change this whilst there are outstanding actions in the warehouse.*

User to Receive Error Messages

Enter the user ID of the user you have nominated to receive any error messages generated during movement transactions.

Work Station to Receive Error Messages

Enter the workstation ID of the workstation you have nominated to receive any error messages generated during movement transactions. This happens if your nominated user is not using the system.

Note: *The summary of errors is automatically displayed when the nominated user for the warehouse accesses any Style Warehousing task.*

Press Enter to validate and save the information and display the Maintain Warehouse Profiles Item Defaults window.

Maintain Warehouse Profiles Item Defaults Window

To display this window, complete the fields on the Maintain Warehouse Profiles Locations window and then press Enter.

You need to create an item/warehouse profile for each item that Style Warehousing manages. You use this window to set up default information that will help to minimise the amount of information you need to provide when you create the item/warehouse profiles.

This window displays the default values to use for any new item/warehouse profiles. You can change these defaults in the Item/Warehouse Profile task to cater for specific products.

Note: *You can define all of the following fields separately for whole and split packs.*

Fields

Note: *The following settings are default values only. They may all be overridden for specific items. For more information about these settings see the Item/Warehouse Profile section.*

Fixed Locations

Whole Packs

Use this checkbox as follows:

Unchecked - If you do not use fixed locations for whole packs of an item

Checked - If you use fixed locations for whole packs of an item

Split Packs

Select one of the following:

No (0) - If you do not use fixed locations for split packs

Yes (1) - If you use fixed locations for split packs

Consume (2) - To consume split packs only at the fixed locations

Putting Away (Whole Packs and Split Packs)

Multiple Rotation Dates

Use this checkbox as follows:

Unchecked - If you do not want to put away items with mixed rotation dates at a single location

Checked - If you want to put away items with mixed rotation dates at a single location

Multiple LOTS

Use this checkbox as follows:

Unchecked - If you do not want to put away items with mixed lots at a single location

Checked - If you want to put away items with mixed lots at a single location

Picking Location

Use this checkbox as follows:

Unchecked - If you do not want to put away items at the picking location

Checked - If you want to put away items at the picking location

Apply Pack Type Rules

Select one of the following:

No (0) - Not to apply any additional pack type rules

Before (1) - To apply pack type rules before area rules

After (2) - To apply pack type rules after area rules

If pack type rules are being applied to both whole and split packs, they must both be applied at the same time, i.e. both before or both after.

Committing

Rotation Date (Whole Packs)

Use this checkbox as follows:

Unchecked - If you do not want to commit items in rotation date order

Checked - If you want to commit items in rotation date order

Rotation Date (Split Packs)

Select one of the following:

No (0) - If you do not want to commit items in rotation date order

Yes (1) - If you want to commit items in rotation date order

Consume (2) - If you want to commit the items in rotation date order for split packs only

Minimise LOTS (Whole Packs)

Use this checkbox as follows:

Unchecked - If you do not want to minimise lots when committing lot-controlled items

Checked - If you want to minimise lots when committing lot-controlled items

Style Warehousing commits the whole of a lot in the warehouse before starting another lot.

Minimise LOTS (Split Packs)

Select one of the following:

No (0) - If you do not want to minimise lots when committing lot-controlled items

Yes (1) - If you want to minimise lots when committing lot-controlled items

Style Warehousing commits the whole of a lot in the warehouse before starting another lot.

Consume (2) - If you want to minimise lots for split packs only

Picking Location (Whole Packs)

Use this checkbox as follows:

Unchecked - If you do want not to check the pick location of the item when committing

Checked - If you want to check the pick location of the item when committing

Picking Location (Split Packs)

No (0) - If you do want not to check the pick location of the item when committing

Yes (1) - If you want to check the pick location of the item when committing

Consume (2) - If you want to check the pick location of the item when committing for split packs only

Press Enter to save the data and return to the Maintain Warehouse Profiles Selection window. Select **Exit (F3)** to leave the task.

Area Profile [2/STWHM]

You use this task to create and maintain the data that define the areas you want to use in your warehouse.

You set up a warehouse to record and manage the locations of items at the appropriate level. Before you can do this, you must define the shape and structure of the warehouse.

Style Warehousing treats the warehouse as a series of areas, divided into a number of locations. For example, to reflect the physical nature of a warehouse you could define three areas: one called Floor, set up to contain locations for receiving and marshalling, another called Main Store, representing most of the aisles and bays, and a third called Bulk, used to store very large items. The definition and naming of areas is very flexible and therefore you should consider carefully how you want to represent your warehouse before you set up the areas.

Area Dimensions

After you have set up an area, you can divide it into a number of locations, using up to four dimensions, for example Aisle, Bay, Row and Front or Back. You can set the area to five units in the length dimension and two units in the width dimension, making a total of ten possible locations.

After you have divided an area into a set number of locations, you must give each location a type. The location type specifies what types of packs and how many of each pack type can fit into the location. For example, a location type RA (Standard Racking) could accept one pallet or ten boxes. For more information, see the Location Types section.

Proximity Rules

Style Warehousing uses proximity rules to generate recommendations for putting away, or picking, based on how near items are to the location. In order to do this, you must generate a physical map of relationships and create some measure of proximity between one location and another. To simplify the definition, use the following generalisations:

- The distance between access points in any dimension need not be physical distance. What is important is the relative difficulty of changing access points in each dimension. This might be the time to change access points or the amount of work involved.
- Any distance moved is the average for the area, for example, the average distance between column centres or level centres.
- An access point is a point of reference in the dimension being defined, for example, the access point between aisles A and B provide access to two positions, while a truck positioned in front of column Q can only access this column.

Maintain Area Profiles Selection Window

To display this window, select the Area Profile task.

Use this window to select the warehouse and area you want to maintain.

Fields

Warehouse

Select a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Note: *You cannot define areas for a stockroom until you define the stockroom to Style Warehousing. You can select active or inactive warehouses.*

Area

Enter a new or existing area code.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Press Enter to display the Area Profiles Details window.

Maintain Area Profiles Details Window

To display this window, enter or select a warehouse and area and then press Enter on the Maintain Area Profiles Selection window.

Use this window to define the dimensions of the area and the format of the location code.

The location code is a unique code, made up of up to twelve characters, used to identify a particular location within an area. Style Warehousing produces the code from the dimensions set up for the area. For example, for a floor area with two dimensions (Length and Width), three units long (A to C) and twelve units wide (01 to 12), the location codes are three characters in length: A01, A02, A03 to C12.

The code, built from the dimensions, can have up to six characters for each dimension, but no more than twelve characters in total.

Note: *Style Warehousing prevents you from changing code lengths when this would produce unpredictable results, for example, if you have already generated locations.*

Fields

Area

Enter a description for the area.

Unit of Measure

These are the default units of measure for memorandum purposes only.

Length

Enter a unit of measure defined in the Inventory Descriptions file, under major type UNIT.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

Weight

Enter a unit of measure defined in the Inventory Descriptions file, under major type UNIT.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

Volume

Enter a unit of measure defined in the Inventory Descriptions file, under major type UNIT.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

Dimension

Name

Enter a description for the dimension.

Note: *You must define at least one dimension.*

Code Length

Specify the number of characters, between 1 and 6, to use for the location code.

Note: *The sum of the code lengths must not exceed 12.*

Control Data for Proximity Rules

Use this checkbox as follows:

Unchecked - If you do not want to set up proximity data

Checked - If you want to set up proximity data for the area

For more information on the Proximity Rules field see the Maintain Area Profiles Proximity Rules Window section.

Press Enter either to return to the selection window or, if you checked the Proximity Rules, to display the Maintain Area Proximity Rules window.

Maintain Area Profiles Proximity Rules Window

To display this window, check the Proximity Rules field and then press Enter on the Maintain Area Profiles Details window.

Use this window to define the control data for proximity rules.

This window displays three questions for each dimension you have set up for the area. The questions are asked in turn for each dimension; you need to answer these questions in relation to the dimension you are currently defining.

Fields

Dimensions 1-4

Name

This field displays the description that you defined on the Maintain Area Profiles Details window for each dimension of your warehouse.

Distance to be Moved between Access Points in the Dimension

Enter the distance between access points.

You do not need to define the physical distance here; you can use this field to indicate the time or relative effort that it would take to move a load from one access point to another.

The Number of Positions That Can Be Accessed from Access Point

Enter the number of positions that you can access in the dimension without incurring the penalty of a move in the dimension.

For example:

```
(1) Number of positions = 1
Access Points                      Y      Y      Y
Aisle                          |A     A|B    B|C    C|

(2) Number of positions = 2
Access Points                      Y      Y      Y
Aisle                          |A     B|C    D|E    F|

(3) Number of positions = 4 (Double Deep)
Access Points                      Y         Y
Aisle                          |AB     CD|EF     GH|
```

Number of Positions at the First Access Point

Enter the number of positions at the first access point. This is necessary to define precisely what the warehouse looks like.

```
For Example:

Number of positions = 1
Access Points              Y      Y
Aisle                 A|B    C|D    E|

Number of positions = 2
Access Points             Y      Y      Y
Aisle                 |A     B|C    D|E    F|
```

Note: *If you change the parameters after you have set up a rule, you must regenerate it to reflect the latest changes.*

Press Enter to save the data and re-display the Maintain Area Profiles Selection window. Select **Exit (F3)** to leave the task.

Area Dimensions [3/STWHM]

Once you have defined areas dimensions and location codes using the Area Profile task, you can set up the dimension sizes and hence the codes for each of the locations. If you want the codes to be continuous, such as A-Z, 1-9, you only need to nominate the start and end of a range of codes.

Once you have set the size of each dimension, Style Warehousing can calculate and label the locations for that area. You can then allocate types to the locations, which define what pack types can be in the location and how many of each pack type will fit.

Maintain Area Dimensions Select Area Window

To display this window, select the Area Dimensions task.

Use this window to select the warehouse and area for which you want to maintain locations.

Fields

Warehouse

Enter a stockroom.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Area

Enter an existing area in the selected warehouse.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Press Enter to display the Maintain Area Dimensions Location Code window 1.

Maintain Area Dimensions Location Code Window 1

To display this window, enter or select a warehouse and area and then press Enter on the Maintain Area Dimensions Select Area window.

Use this window to select the dimensions for which you wish to generate location codes automatically.

Fields

Select

Use these checkboxes as follows:

Unchecked - If you do not wish to generate codes automatically for that dimension

Checked - If you wish to generate codes automatically for that dimension

OR

Select Dimension

Enter the dimension number to maintain individual codes.

The dimension number is displayed in the left-hand column.

Note: *If you use this, it produces a list of location codes. To convert location codes to usable locations, assign location types to them.*

Note: *All the Select fields must be left unchecked if you want to use this field.*

Check one or more of the Select fields and then press Enter to display the Maintain Area Dimensions Location Code window 2 or enter a value in the Select Dimension field to display the Maintain Area Dimensions Individual Codes window.

Maintain Area Dimensions Location Code Window 2

To display this window, check one or more of the Select fields and then press Enter on the Maintain Area Dimensions Location Code window 1.

Use this window to set the size of the dimensions for an area by specifying the characters you want to use in the code. For example, if you specify codes A to C for a dimension, this sets the size of that dimension to 3 units, and labels those units A, B and C.

You can enter the characters and code ranges for each dimension, and use a batch process to generate the codes, or you can select a single dimension for interactive maintenance.

The dimension names and the code lengths defined in the Area Profile task are displayed.

Fields

Allowable Characters

0, 1-9 and A-Z

Use these checkboxes as follows:

Unchecked - If you do not use this character or range of characters to create the code

Checked - If you use this character or range of characters to create the code

Lowest

Enter the lowest code in the range of codes. The code must conform to the allowable characters specified.

You can use the prompt facility to select from the Select Dimension Values pop-up.

Highest

Enter the highest code in the range of codes. The code must conform to the allowable characters specified.

You can use the prompt facility to select from the Select Dimension Values pop-up.

Note: *Style Warehousing generates the codes within the allowable character sets according to the standard IBM collating sequence; this is A to Z, 0, and 1 to 9. A low of AA and a high of CC with only the characters A to Z allowed generates 55 codes not 3, for example: AA, AB, AC, AD.....BA, BB.....CA, CB, CC.*

Note: *If you only want to create one code, you must enter it in both the Lowest and Highest fields.*

OR

Select Dimension

This field can only be used if all the Select fields are **unchecked**. In this case, the Maintain Area Dimensions Location Code window 1 is re-displayed and you can enter the dimension required.

Press Enter to make sure that the range limits specified comply with the constraints. If no errors are found, Style Warehousing starts a batch job to generate the location codes for each dimension.

Maintain Area Dimensions Individual Codes Window

To display this window, enter the number of the required dimension in the Select Dimension field and then press Enter on the Maintain Area Dimensions Location Code window 1.

You use this window to maintain the location codes for any selected dimension.

To change a code, enter the existing line number and then press Enter. Change the code in the Dimension Code field at the bottom of the window and then press Enter again to save the changes.

To delete a code, enter the line number of the code and select **Delete (F11)**. Select **Delete (F11)** a second time to confirm the deletion.

To add a new code, enter it in the dimension code field, with no line number. Press Enter to insert the new code into the sequence.

Fields

Table

Line

This field displays the line number of an existing code.

Code

This field displays an existing dimension code.

Dlt

An * in this column indicates a code that is flagged for deletion.

Input Fields

Line

Enter the line number of the code to change or delete.

Dimension Code

Enter the dimension code you want to add or amend.

Functions

Delete (F11)

Enter a line and dimension code and then select this function to delete the code. A confirmation pop-up is displayed. Select **Delete (F11)** again to flag the code for deletion.

Select **Update (F8)** to remove codes flagged for deletion, add new codes in the correct collating sequence, and re-number the whole list.

Item/Warehouse Profile [4/STWHM]

You must associate each item you want to keep in a warehouse with a location.

If you use Style Warehousing fully, it makes certain recommendations concerning where to put items, when and where you should replenish, and the location you should use to pick items.

You can vary the way you manage items between warehouses in the same company. You therefore define the parameters for each item and warehouse combination.

Picking Location

You set up a pick face so that you can pick quantities less than the normal pack size without splitting packs in other parts of the warehouse.

You must define, for each pick face, the maximum pick quantity, the minimum quantity at the location and the replenishment quantity.

If, for example, the normal pack size contains one hundred items:

- Set the maximum quantity to 99; any more would be a whole pack.
- Set the minimum quantity to 10, so that when the quantity at the pick location drops below 10 you replenish the location.
- Set the replacement quantity to 100 (a whole pack).

The minimum quantity at the picking location depends on when it is appropriate to trigger replenishment of the pick face. You must make sure there is enough space at the pick location to take any replenishment.

If the pick quantity does not exceed the defined maximum pick quantity, Style Warehousing goes to the pick face even if there is not enough stock. This is termed "over committing the pick face".

You should make sure that the pick face holds enough stock to cover a working period, such as a shift or a day. You can then replenish the face at the end of the shift.

You can set up pick faces without running the automatic replenishment.

The Confirm Pick task updates stock and therefore it is this operation that triggers possible replenishment. Confirm Pick updates a data queue, which is read by the replenishment monitor. Moving stock from a pick face also updates the replenishment data queue.

Note: *If you use pick faces but not replenishment, the queue builds up. If at some later stage you switch on replenishment, contact your DP department to clear the data queue.*

Automatic replenishment looks for stock to move to the pick face using the normal committing rules for the item. Automatic replenishment commits stock at specific locations to move to the pick face; therefore, this stock is not available for any other reason, such as sales. You must run the Move List task to produce the actual replenishment move list. You can separate ordinary move lists from replenishment move lists. You must then confirm these replenishment lists, with overrides if necessary, to make this stock available again. During this procedure, the stock is always available within Inventory.

Put-Away

When you receive stock into Inventory it is moved into the receiving location set up in the warehouse profile.

Put-away defines the steps Style Warehousing takes when recommending where to put an item. You can define different rules for whole packs and split packs.

You can change the pack type displayed when you receive goods; however, this can affect the put-away recommendations. Style Warehousing does not recommend mixing different packaging types in a single location.

The decision as to whether you can have multiple products per location is attached to the location type. The decision as to whether you can have multiple rotation dates of the same product is attached to the item.

Style Inventory Management stockrooms do not hold items received into Style Purchase Management with status G (Goods) or I (Inspection). Therefore, Style Warehousing does not select these items for put-away recommendations. Put-away only happens when you receive items into Purchase Order Management with a status of S (Stores).

Style Warehousing determines the put-away location by following these steps:

1. Is this a whole or split pack? Is the quantity greater than or equal to the quantity defined for the pack?
2. Test defined pick locations
3. Test defined fixed locations
4. Test defined item rules
5. Test additional pack type rules if being applied before area rule
6. Test defined area rule

Once Style Warehousing finds a location, it performs various checks to make sure you can place the item there. The checks are:

1. Have you defined the pack type for this location?
2. Can you store different rotation dates for an item in the same location?
3. Do you want to store different lots for an item in the same location?
4. Will it fit? Does the number of packs exceed the permitted limit?

Note: *Style Warehousing only performs this check when you store only one pack type in a location.*

If Style Warehousing cannot place an item in that location, it repeats the steps to find another location. If it cannot find another location, it logs a serious error and the serious error message you have previously set up in the warehouse profile is printed on the put-away list.

Committing

Committing is the warehouse equivalent of allocation in Style Inventory Management. When you run a Pick List task in Style Warehousing, it commits specific elements of stock in the warehouse locations to sales, which reduces the available stock in these locations.

You can define the processing steps taken by Style Warehousing when recommending where you should pick an item. Style Warehousing commits items using four overriding principles:

- Rotation dates
- Minimise lots
- Picking locations
- Physical position

Maintain Item/Warehouse Details Selection Window

To display this window, select the Item/Warehouse Profile task.

Use this window to select an item and warehouse for which you want to enter location details.

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Stockroom

Enter the stockroom associated with the item.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Item

Enter a product that you have already defined within Style Inventory Management.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *Products must be defined at full SKU level*

Press Enter to display the Maintain Item/Warehouse Details Packaging window.

Maintain Item/Warehouse Details Packaging Window

To display this window, enter an item and warehouse and then press Enter on the Maintain Item/Warehouse Details Selection window.

Alternatively, select **Packaging (F19)** from any other Item/Warehouse Details window.

Use this window to maintain the relationship between the item and the warehousing packing types, and define the stock rotation rules.

Use the upper part of the window to define the minimum information required in order for the warehouse to recognise the item. Use the lower part to define the pack types you use to store this item within this warehouse and the default pack type for this item.

***Note:** This window is also displayed during Style Maintenance if you create a new style once you have activated your warehouse.*

Fields

Date to be Used for Stock Rotation

Select one of the following:

None (0) - If this item is not date-controlled

Receipt W/H (1) - To use the date on which you received the item into the warehouse as the stock rotation date

Receipt Loc (2) - To use the date on which you confirmed put-away at the location as the stock rotation date

Expiry (3) - To use the expiry date as the stock rotation date

If you select **Expiry**, if you set up a shelf life for the item in Style Inventory Management, when you receive a product, the rotation date is the current date plus the shelf life days. You can override the rotation date when you receive stock.

Warehouse Activity, Stocking and Packaging Units of Measure

Conversion Factor to Measure Warehousing Activity

This field is not currently used.

Unit of Measure

Enter the unit of measure for the item.

Alternatively, use the prompt facility to select from the UNIT Unit Description pop-up.

This field is for memo purposes only.

Default Pack

Enter the pack type you want to use as the default when you receive this item into Inventory.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

The pack must already have been entered as a Warehouse pack in the table.

Line

For amendment only, enter the number of the line you want to change.

If you want to create a new pack type, leave this field blank.

Warehouse Pack

Enter the pack type.

You can define these using the Packaging Types task.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Quantity/Pack

Enter the number of items that fit in the pack, based on the Style Inventory Management item and stockroom issue units of measure.

Note: *If the item does not have a standard pack type, use standard units of volume or weight. You can then define the number of items that this unit of volume or weight can contain.*

Note: *You can define different pack types for an item for different storage methods.*

Functions

Fixed Locs (F15)

Use this to define the fixed locations used for this item.

Putaway (F16)

Use this to define the put-away profile for the item.

Commit (F17)

Use this to define the commit profile for the item.

Picking (F18)

Use this to define the picking location for the item.

Restart (F20)

Use this to return to the Maintain Item/Warehouse Details Selection window.

Select **Update (F8)** to save the information on this window. Then select a function to carry out further definitions or select **Exit (F3)** to leave the task.

Maintain Item/Warehouse Details Fixed Locations Window

To display this window, select **Fixed Locs (F15)** on any other Item/Warehouse window.

Use this window to maintain an individual fixed location or create a fixed location.

To maintain a location, enter the line number at the bottom and then press Enter. You can then amend the data.

To add a fixed location, enter the data at the bottom of the window and then press Enter.

Note: *This window is also displayed during Style Maintenance if you create a new style once you have activated your warehouse.*

Fields

Line

Enter the number of the line you want to maintain.

Leave this field blank when you add a new location.

Location

Enter the location you want to use as a fixed location for this item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Whole Packs

Use this checkbox as follows:

Unchecked - Not to store and consume whole packs from the location

Checked - To store and consume whole packs from the location

Split Packs

Select one of the following:

No (0) - If you do not allow split packs in this location

Yes (1) - To allow the storage and consumption of split packs in the location

Consume split packs ONLY (2) - To allow storage of split packs and to consume only split packs at this location but not split any new packs.

See the Maintain Item/Warehouse Details Commit Window section for more information about these settings.

Functions

Putaway (F16)

Use this to define the put-away profile for the item.

Commit (F17)

Use this to define the commit profile for the item.

Picking (F18)

Use this to define the picking location for the item.

Packaging (F19)

Use this to define the packaging profiles for the item.

Restart (F20)

Use this to return to the Maintain Item/Warehouse Details Selection window.

Select **Update (F8)** to save the information. Then select a function to carry out further definitions or select **Exit (F3)** to leave the task.

Maintain Item/Warehouse Details Put Away Window

To display this window, select Putaway (F16) on any other Item/Warehouse window.

Use this window to set the put-away conditions for whole and split packs of this item.

This window displays either the current data for the item, or, if this is a new item profile, the defaults set up in the Warehouse profile.

Note: *This window is also displayed during Style Maintenance if you create a new style once you have activated your warehouse.*

Note: *You need to enter all of this information for both split and whole packs.*

Fields

Putting Away (Whole Packs and Split Packs)

Multiple Rotation Dates

Use these checkboxes as follows:

Unchecked - Not to allow items with different rotation dates in one location

Checked - To allow items with different rotation dates in one location

Note: *This is only relevant if you use stock rotation by date.*

Multiple LOTS per Location

Use these checkboxes as follows:

Unchecked - Not to allow items with different lot numbers in the same location

Checked - To allow items with different lot numbers in the same location

Note: *This is only relevant if you use lot numbering.*

Picking Location

Use these checkboxes as follows:

Unchecked - Not to test and use picking locations in preference

Checked - To test and put away items in picking locations by preference

Note: *This is only relevant if you use picking locations.*

Apply Pack Type Rules

Select one of the following:

No (0) - Not to apply any additional pack type rules

Before (1) - To apply pack type rules before area rules

After (2) - To apply pack type rules after area rules

If pack type rules are being applied to both whole and split packs, they must both be applied at the same time, i.e. both before or both after.

Putting Away Rules (Whole Packs and Split Packs)

Rule 1 - Item

Enter the item rule you want to use to determine the location in which Style Warehousing will put away this item.

Alternatively, use the prompt facility to select from the Select Location Rules pop-up.

Rule 2 - Area

Enter the area rule you want to use to determine the location in which Style Warehousing will put away this item.

Alternatively, use the prompt facility to select from the Select Area Rule pop-up.

Functions

Fixed Locs (F15)

Use this to define the fixed locations for the item.

Commit (F17)

Use this to define the commit profile for the item.

Picking (F18)

Use this to define the picking location for the item.

Packaging (F19)

Use this to define the packaging profiles for the item.

Restart (F20)

Use this to return to the Maintain Item/Warehouse Details Selection window.

Press Enter to save the information. Then select a function to carry out further definitions or select **Exit (F3)** to leave the task.

Maintain Item/Warehouse Details Commit Window

To display this window, select **Commit (F17)** on any Item/Warehouse window.

Use this window to define the principles and, if appropriate, the specific rules to use for committing or picking your selected item.

This window displays the current data for the item or, if it is a new item, the defaults set up in the Warehouse profile.

Note: *This window is also displayed during Style Maintenance if you create a new style once you have activated your warehouse.*

Note: *You need to enter all of this information for both split and whole packs.*

Fields

Committing Stock (Whole Packs)

By Rotation Date

Use this checkbox as follows:

Unchecked - Not to commit in date order

Checked - To commit in date order, oldest date first

Note: *This is only relevant if you use stock rotation.*

Minimise LOTS

Use this checkbox as follows:

Unchecked - Not to minimise use of lots

Checked - To use all of a lot before moving to another lot

This only applies in a single commit action.

Note: *This is only relevant if you use lot numbering.*

Picking Location

Use this checkbox as follows:

Unchecked - Not to test and use picking locations in preference

Checked - To test and put away items in picking locations by preference

Note: *This is only relevant if you use picking locations.*

Commit Reserved Lots

Use this checkbox as follows:

Unchecked - Not to commit reserved lots

Checked - To commit reserved lots if they are allocated to a specific lot or batch number

Committing Stock (Split Packs)

By Rotation Date

Select one of the following:

No (0) - Not to commit in date order

Yes (1) - To commit in date order, oldest date first

Consume split packs ONLY (2) - To commit split packs by rotation date until all are consumed and then not to split any more.

Note: *This is only relevant if you use stock rotation.*

Minimise LOTS

Select one of the following:

No (0) - Not to minimise use of lots

Yes (1) - To use all of a lot before moving to another lot

Consume split packs ONLY (2) - To commit all split packs for a lot before moving on to another lot, but not to commit to split any new packs within a lot.

This only applies in a single commit action.

Note: *This is only relevant if you use lot numbering.*

Picking Location

Select one of the following:

No (0) - Not to test and use picking locations in preference

Yes (1) - To test and put away items in picking locations by preference

Consume split packs ONLY (2) - To commit all split packs at the picking location but not to split any new packs

Note: *This is only relevant if you use picking locations.*

Commit Reserved Lots

Select one of the following:

No (0) - Not to commit reserved lots

Yes (1) - To commit reserved lots if they are allocated to a specific lot or batch number

Consume split packs ONLY (2) - To commit reserved lots for existing split packs only and not to split any new packs.

Example

The following example shows how the different settings for split packs would be applied:

Item	P#1
Pack Size	100
Available Qty	410
Available Qty (Whole Packs)	400
Available Qty (Split Packs)	10
Order Qty	120

1 1. Whole Packs=**Unchecked** Split Packs=**Yes**

Qty committed is 10 leaving 110 to be committed from other locations.

2 2. Whole Packs=**Checked** Split packs=**No**

Qty committed is 100 leaving 20 to be committed from other locations.

3 3. Whole Packs=**Checked** Split packs=**Yes**

Qty committed is 120 leaving an available balance of 290 i.e. 2 whole packs and a new split pack quantity of 90.

4 4. Whole Packs=**Checked** Split packs=**Consume split packs ONLY**

Quantity committed is 110, i.e. 1 whole pack and a split quantity of 10, leaving 10 to be committed from other locations. An available balance of 300 remains at the location i.e. 3 whole packs and no split quantity.

Committing Rules (Whole Packs and Split Packs)

Rule 1 - Item

Enter the item rule you want to use for committing.

Alternatively, use the prompt facility to select from the Select Locations Rules pop-up.

Rule 2 - Area

Enter the area rule you want to use for committing.

Alternatively, use the prompt facility to select from the Select Area Rule pop-up.

Allow Commit at any Location

Use this checkbox as follows:

Unchecked - Not to commit anywhere if all other rules fail

Checked - To commit the item anywhere in the warehouse if all other rules fail

Note: *Style Warehousing only commits stock at the pick location when the required quantity is less than the maximum quantity to pick.*

Functions

Fixed Locs (F15)

Use this to define the fixed locations for the item.

Putaway (F16)

Use this to define the put-away profile for the item.

Picking (F18)

Use this to define the picking location for the item.

Packaging (F19)

Use this to define the packaging profiles for the item.

Restart (F20)

Use this to return to the Maintain Item/Warehouse Details Selection window.

Press Enter to save the information. Then select a function to carry out further definitions or select **Exit (F3)** to leave the task.

Maintain Item/Warehouse Details Picking Location Window

To display this window, select Picking (F18) on any Item/Warehouse window.

Use this window to enter the picking face and replenishment of picking face details.

This window displays two types of data: the picking location details and the replenishment details.

Note: *This window is also displayed during Style Maintenance if you create a new style once you have activated your warehouse.*

Fields

Picking Face Details

Picking Location

Enter the location you want to use as the picking location for this item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Maximum Quantity to be Picked from Picking Location

Enter the maximum quantity you can pick from this location.

Replenishment of Picking Face

Minimum Quantity at Picking Location

Enter the minimum quantity you want to hold at the location. When the quantity falls below this level, replenishment is actioned.

Replacement Quantity for Picking Location

Enter the quantity required to replenish the pick location.

Default Resource Code at Picking Location

Enter the resource normally used to move items from the picking location.

Alternatively, use the prompt facility to select from the Select Resource Code pop-up.

Functions

Fixed Locs (F15)

Use this to define the fixed locations for the item.

Putaway (F16)

Use this to define the put-away profile for the item.

Commit (F17)

Use this to define the commit profile for the item.

Packaging (F19)

Use this to define the packaging profiles for the item.

Restart (F20)

Use this to return to the Maintain Item/Warehouse Details Selection window.

Press Enter to update. Then select a function to carry out further definitions or select **Exit (F3)** to leave the task.

Packaging Types [5/STWHM]

Use this task to create and maintain standard packaging specifications.

Many of the movements in a warehouse are carried out using pallets or containers. Style Warehousing uses the information you enter here to decide whether to put the pack in a particular location.

Maintain Packaging Code Specification Selection Window

To display this window, select the Packaging Types task.

Use this window to select the existing packaging type you want to maintain, or enter the code to create a new type.

Fields

Packaging Code

To amend packaging details, enter an existing packaging type.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

To add a pack type, enter the new code using up to 3 alphanumeric characters.

Enter or select a packaging type and then press Enter to display the Maintain Packaging Code Specification Details window.

Maintain Packaging Code Specification Details Window

To display this window, enter or select a packaging type and then press Enter on the Maintain Packaging Code Specification Selection window.

Use this window to maintain the data for the packaging type.

Note: *Style Warehousing does not check weight or volume to test if the pack fits in the location.*

Fields

Packaging Code

Enter the description of the packaging type.

Unit of Measure for Check against Location Size

Weight/Length/Volume

Specify the default weight, length and volume units of measure for this packaging type.

You can use the prompt facility to select from the UNIT Unit Descriptions pop-up.

These fields are for memorandum purposes only.

Packaging Capacity

Weight/Volume

Specify the volume and weight of items that this packaging type can contain.

These are for memorandum purposes only.

Packaging Specification and Sizes

Tare Weight/Length/Height/Depth

Enter the tare weight, length, height and depth of the packaging type, in the appropriate unit of measure.

Processing by Label Number

Use this checkbox as follows:

Unchecked - If you do not want to process this packaging type by label number

Checked - If you want to process this packaging type by label number

In this case, Style Warehousing calculates the number of packs and prints a label for each pack. Style Warehousing considers each label separately for processing, and generates label numbers during the receiving process. Use this to double-check that the pack is in the right location.

Note: *You should not check this if any stock already exists in the warehouse under this packaging code.*

Press Enter to save the information and return to the Maintain Packaging Code Specification Selection window. Select **Exit (F3)** to leave the task.

Location Types [6/STWHM]

Use this task to set up the location type in the warehouse.

Depending on how you want your warehouse to function, you can create a number of types of location. Choose the size, shape and use of the locations to meet the particular storage requirements and the number and distribution of the pack types. Style Warehousing uses this information, together with the packs per location, to decide whether a pack should be put away in a location.

For each location type you need to:

- Set up the maximum storage length, weight, height, depth and volume for the location. Style Warehousing does not require these, but they are needed for clarification.
- Enter a cost of storage. This is for memorandum purposes only.
- Enter the packaging allowed at this location.

Maintain Location Types Selection Window

To display this window, select the Location Types task.

Use this window to maintain existing location types for a warehouse or to add new location types to your warehouse.

Fields

Warehouse

Enter the reference code for your warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Location Type

Enter a location type to maintain.

Alternatively, use the prompt facility to select from the Select Location Type pop-up.

To add a location type, enter a new location type code, using 2 alphanumeric characters.

Press Enter to display the Maintain Location Types Details window.

Maintain Location Types Details Window

To display this window, enter or select a warehouse and location type and then press Enter on the Maintain Location Types Selection window.

Use this window to enter the storage constraints and the packing allowed at the selected location.

Fields

Location Type

If you are creating a new location type, enter the description. If necessary, you can amend the description for an existing location type.

Maximum Storage Constraints

Volume/Length/Weight/Height/Depth

Enter the maximum storage volume, weight, length, height and depth for this location. Style Warehousing does not require this information, but you can enter it for clarification.

Cost of Storage

Enter the cost of storing items at this location. The information you specify in this field is used in reporting. Style Warehousing does not use it in any pre-defined calculations.

Line

To amend a pack type, enter the line number and then press Enter. The details display in the other fields on this line so that you can make amendments.

Note: *If you are entering a new pack type, leave this field blank.*

W/hse Pck

Enter an existing packaging type. You create these using the Packaging Types task.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Packs/Location

Enter the number of your selected packaging type that you normally store in this location type.

Rsrce

Enter the normal resource, for example, trolley, that you use to move the packaging type into or out of the location.

Alternatively, use the prompt facility to select from the Select Resource Code pop-up.

Press Enter to save the details and add them to the list of allowed packaging types.

Select **Update (F8)** to update the database and then select **Exit (F3)** to leave the task.

Warehouse Map [7/STWHM]

Use this task to produce the complete warehouse layout.

An area of a warehouse is rarely uniform. You often need to put some restrictions on the locations where you store items, because of weight or access constraints. You need to define these zones or parts of an area and identify the type of location. You can do this on a location-by-location basis, or by a range of locations.

Note: *To produce the complete map, you have to go through this procedure a number of times.*

Maintain Warehouse Map Selection Window

To display this window, select the Warehouse Map task.

Use this window to select the area within your warehouse for which you want to define the warehouse map.

You can enter three levels of data, warehouses, areas and locations, to access the part of the area you want to maintain. If you do not select a location, the display starts at the first location.

Note: *Make sure there are no batch jobs running, because you cannot make any changes until the batch job is finished. If a batch job is running, an error message is displayed.*

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Area

Enter the area you want to maintain.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Start Display At

Enter the first location you want to display.

Leave this field blank to start the display at the first location.

You can use the prompt facility to select from the Select Location pop-up.

Press Enter to display the Maintain Warehouse Map Location window.

Maintain Warehouse Map Location Window

To display this window, enter your selection criteria and then press Enter on the Maintain Warehouse Map Selection window.

Use this window to maintain the characteristics of single locations.

Note: *You can only add locations if the code is a valid combination of the dimension codes and the code does not already exist. You can only maintain or delete the location if the location is not occupied.*

Note: *To define a specific location as a particular location type, enter the line number in the Line field and then press Enter. Then enter the location type in the Type field.*

Fields

Line

Enter the line number you want to maintain.

Leave this field blank if you are entering a new location.

Location

Enter the location if you want to add a new location not already in the list.

Alternatively, use the prompt facility to select from the Select Location pop-up.

Status

Use this checkbox as follows:

Unchecked - If the location is not used

Checked - If the location is used

If the location is not used, Style Warehousing does not:

- Recommend put-away to this location
- Commit any stock for picking from this location
- Replenish from the location (move)

But you can:

- Move stock to this location
- Move stock from this location
- Put away or pick stock with override to this location

Multi-item

Use this checkbox as follows:

Unchecked - If you do not want Style Warehousing to recommend that you put different items in the same location

Checked - If you want Style Warehousing to recommend that you put different items in this location

Style Warehousing will only recommend a move if:

- All of the other tests are met, that is, the pack types are the same.
- There is sufficient space at the location.

Type

Enter a location type.

Alternatively, use the prompt facility to select from the Select Location Type pop-up.

Functions

Delete (F11)

Use this to delete a selected line. Select **Delete (F11)** again to confirm deletion. The line is marked as pending deletion and is deleted when you select **Update (F8)**.

Maintain Range (F15)

Use this to access the Maintain Warehouse Map by Range window.

Press Enter to accept any line changes and then select **Update (F8)** to save the changes to the database.

Maintain Warehouse Map by Range Window

To display this window, select **Maintain Range (F15)** on the Maintain Warehouse Map Location window.

Use this window to enter ranges of codes to limit the scope of the amendment, define the characteristics of the locations, and define how the characteristics are applied.

Fields

Location Definition

Minimum

Enter the lowest (minimum) position for each displayed dimension.

Alternatively, use the prompt facility to select from the Select Dimension Values pop-up.

Maximum

Enter the highest (maximum) position for each displayed dimension.

Alternatively, use the prompt facility to select from the Select Dimension Values pop-up.

Location Status

Select one of the following:

Void (0) - If this location is void

Style Warehousing should not recommend this location for put-away, pick or replenishment.

Active (1) - If this location is active

Style Warehousing can use this location for put-away, pick or replenishment.

Multiple Items

Use this checkbox as follows:

Unchecked - If you do not want Style Warehousing to recommend that you put two different items in the same location

Checked - If you want Style Warehousing to recommend that you put different items away if the pack type is the same and there is enough space

Maximum No. of Locations to be Created

Enter the maximum number of locations you want to create. Use this to make sure that Style Warehousing does not create an unreasonable number of locations.

Note: *Select* ***Number of Locations (F16)*** *to calculate and display the number of possible locations in the specified range.*

Location Type

Enter a location type.

Alternatively, use the prompt facility to select from the Select Location Type pop-up.

Maintenance Constraints

Create New Locations

Use this checkbox as follows:

Unchecked - Not to create any locations within the requested range that do not currently exist

Checked - To create any locations in the requested range that do not currently exist

Amend Existing Locations

Use this checkbox as follows:

Unchecked - Not to amend any existing locations

Checked - To amend any existing locations

Tip: If you **check** this, you can use the next three fields to select the characteristics you want to amend

Amend Location Status

Use this checkbox as follows:

Unchecked - Not to amend the status of existing locations

Checked - To amend the status of the locations

Amend Multiple Items

Use this checkbox as follows:

Unchecked - Not to amend whether you allow multiple items

Checked - To amend whether you allow multiple items

Amend Location Type

Use this checkbox as follows:

Unchecked - Not to amend the location type

Checked - To amend the location type

Functions

Number of Locations (F16)

Use this to calculate and display the number of locations defined by the specified range on the Maintain Warehouse Map Number of Locations pop-up. Press Enter to close the pop-up.

Press Enter to submit job to the batch queue. Only one job for each area can be active at a time.

Maintain Warehouse Map Number of Locations Pop-up

To display this pop-up, select **Number of Locations (F16)** on the Maintain Warehouse Map by Range window.

Use this pop-up to check that the number of locations that you want to create is not too great before you submit the batch job.

Press Enter to re-display the Maintain Warehouse Map by Range window.

Location Rules by Item [8/STWHM]

Use this task to reproduce a line of sight check for an empty location for a specified item.

You can define rules to specify the order in which you want Style Warehousing to check locations when searching for the best location from which to pick.

Maintain Location Rules Item Selection Window

To display this window, select the Location Rules by Item task.

Use this window to select the rule that you want to amend or enter a number to create a new rule.

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Rule No.

Enter a rule number to amend an item rule.

Alternatively, use the prompt facility to select from the Select Location Rules pop-up.

To add a rule, enter a new rule number.

Press Enter to display the Maintain Location Rules Item Details window.

Maintain Location Rules Item Details Window

To display this window, enter or select a warehouse and rule number and then press Enter on the Maintain Location Rules Item Selection window.

When you define an area, you also define the dimensions for the area. This type of rule tests a series of locations in a defined sequence. You must therefore define the first location and which dimension and how many positions to move before performing the next test.

The upper part of the window displays the area and dimensions. The lower part displays a list of the moves you have defined as part of the check sequence. A new step number starts from the datum location; a new sequence number starts from the previously tested location.

Fields

Rule No

Enter the rule description.

Area

Enter the area for which you want to set up the rule.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Picking Location = Datum Location

Use this checkbox as follows:

Unchecked - To search from a specific point

Enter the location in the Datum Location field.

Checked - To start the search from the picking location individually defined for the items

Datum Location

If you have selected to search from a specific point, enter the reference for that search point here.

Alternatively, use the prompt facility to select from the Select Location pop-up.

Line

Enter the number of the line you want to maintain or delete.

Note: *If you are defining a new rule, leave this field blank.*

Step No

Enter a step number.

Note: *Increase each step number by 10 so that you can insert more lines later.*

When you specify a new step, the search returns to the datum location to start in a different direction.

Sequence

Enter the sequence number of this specific check within your step number.

Note: *Increase each sequence number by 10 so that you can insert more lines later.*

When you specify a new sequence number, the search starts from the last point searched.

Dimension

Enter the number of the dimension in which the move is made. These dimensions are specified when you first create area profiles for your warehouse.

Direction

Enter the direction.

Alternatively, use the prompt facility to select from the DIRE Direction to Move in Wh'sing pop-up.

The following default values should be available:

1 - To move up the dimension

2 - To move down the dimension

Step Size

Enter the number of moves to make in the defined dimension.

Select **Update (F8)** to re-order the instructions in sequence within each step number and save the changes. Select **Exit (F3)** to leave the task.

Location Rules by Area [9/STWHM]

Use this task to define the rules that reproduce the review of a large number of locations.

You can define rules to:

- Find the location with space, in this area, which is closest to the receiving bay
- Select a not-full location randomly

This rule only operates within a specified area.

An area rule defines the sequence in which Style Warehousing tests a range of locations, either for put-away or for committing.

There are a number of sequences:

- Proximity

  This is the shortest distance to move from a datum or search anchor point. Style Warehousing derives the distances between locations from the proximity data entered for the area. For more information, see the Determine Access Points section.

- Random

  The locations are accessed in a random sequence. When you first generate a random rule, the locations within the parameter set are randomised; this is the set sequence until you re-generate the rule.

- Utilisation

The locations are accessed in order of the locations with the least number of movements. This, like the random rule, tries to make sure of a uniform distribution throughout the warehouse and therefore should minimise congestion. You must re-create these rules to reflect changes in Warehouse Location Utilisation.

Maintain Location Rules Area Selection Window

To display this window, select the Location Rules by Area task.

Use this window to select the area rules you want to maintain or enter a number to create a new area rule.

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Rule

Enter the rule number.

Alternatively, use the prompt facility to select from the Select Area Rule pop-up.

Area

If you are creating a new rule, enter the area that this rule will affect in your selected warehouse.

Alternatively, use the prompt facility to select from the Select Area pop-up.

If you want to amend an existing rule, leave this field blank.

Press Enter to display the Maintain Location Rules Area Details window.

Maintain Location Rules Area Details Window

To display this window, enter or select a rule and then press Enter on the Maintain Location Rules Area Selection window.

Use this window to define or amend the selected area location rule.

The upper section of the window displays the rule, the area and the type of rule. The lower section displays the range of locations in the area to which the rule applies.

Fields

Rule No

Enter or amend the rule description.

Area

This field displays the area in which this rule operates.

Single Location Type

Enter a location type if you wish this rule to restrict the selection of locations to those that match this one single location type.

Leave this field blank to include all location types amongst the selected locations.

You can use the prompt facility on this field to select from the Select Location Type pop-up.

Rule Class

Select one of the following to define the rule class:

Proximity (1)

Utilisation (2)

Random (3)

Datum Location

If you select proximity in the Rule Class field, enter a fixed location. This is the search anchor point for the rule.

You can use the prompt facility to select from the Select Location pop-up.

Range of Locations From/To

For each dimension, enter the upper and lower limits of the scope of the rule.

You can use the prompt facility to select from the Select Dimension Values pop-up.

Select **Update (F8)** to save the rule details and submit a batch job to build the new rule sequence.

Location Rules by Pack Type [10/STWHM]

Maintain Location Rules Pack Type Selection Window

To display this window, select the Location Rules by Pack Type task.

Use this window to select the pack rule you want to build or maintain.

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up. Active warehouses are coloured in the selection pop-up.

Packaging Type

Enter a packaging type for which you want to build or maintain a location rule.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Press Enter to display the Maintain Location Rules Pack Type Details window.

Maintain Location Rules Pack Detail Selection Window

To display this window, specify a pack type and then press Enter on the Maintain Location Rules Pack Type Selection window.

Use this window to build or amend the pack type rule.

Fields

Sequence (Seq)

This field displays the sequence number in which the rules will be actioned in the put-away process.

The sequence number is pre-defined, but can be amended if you wish to insert a new entry in front of or between existing entries.

For example, if you want to insert an entry between sequence 10 and 20, another line can be overridden with the number 15. When you select **Update (F8)**, the rows will be re-sequenced and re-displayed.

Rule

A number of area rules may be entered against the sequence numbers. These must be valid area rules in the warehouse.

You can use the prompt facility on this field to select from the Select Area Rule pop-up.

If the area rule is defined with a single location type, the area rule will only be accepted if this pack type is allowed in that location type.

When you select **Update (F8)**, the rows will be re-displayed with the rule's area code and rule descriptions.

***Note:** To delete a pack type rule, select a sequence to bring the line to the bottom of the window and then select **Delete (F11)**.*

Area

This field displays the area to which the rule applies.

Description

This field displays the rule's description

Location Type

Where an area rule is constrained to a single location type, the location type and description are shown.

Functions

Delete (F11)

Use this to delete selected sequences.

Press Enter to validate the input data, re-sequence the rows, and refresh the rule details.

Select **Update (F8)** to apply the changes after each sequence is entered.

Select **Previous (F12)** to return to the selection window or select **Exit (F3)** to leave the task.

Resource Codes [11/STWHM]

Use this task to set up and maintain resource codes.

A resource code refers to the resource you need to use to move a particular pack type into or out of a specific type of location. For example, the resource needed to move a pallet from a standard racking location could be a forklift truck, whereas the resource needed to move a pallet from a floor location might be a trolley.

You can associate resource codes with location and pack types using the Location Types task.

Maintain Resource Codes Selection Window

To display this window, select the Resource Codes task.

Use this window to select the resource and warehouse combination you want to maintain or create.

Fields

Warehouse

Enter a warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Resource Code

Enter any resource already set up in the warehouse in order to maintain it.

Alternatively, use the prompt facility to select from the Select Resource Code pop-up.

To add a resource, enter a resource code using four alphanumeric characters.

Press Enter to display the Maintain Resource Codes Details window.

Maintain Resource Codes Details Window

To display this window, enter or select a warehouse and resource code and then press Enter on the Maintain Resource Codes Selection window.

You use this window to maintain the resource details. The data you enter here is for information only.

Fields

Description

You must enter a text description of the resource.

Cost

Enter a cost rate. This is for memorandum purposes only.

Functions

Delete (F11)

Use this to delete the resource. Select **Delete (F11)** again to confirm the deletion.

Press Enter to save the changes. Select **Exit (F3)** to leave the task.

Location Check Digit Codes [12/STWHM]

You use this task to create check digits for your warehouse.

You can use check digits or return codes to make sure that warehouse staff visit the defined location. Your warehouse staff can confirm that an action is complete by entering a check digit that is only displayed at the physical location.

To use check digits you need to:

- Specify whether the warehouse uses check digits
- You do this in the Warehouse Profile task.
- Define a set of default check digits for the warehouse
- You can override these for an area.

Note: *If you specify that the warehouse uses check digits but do not set them up, Style Warehousing determines a check digit based on Modulus 23.*

Maintain Check Digits Selection Window

To display this window, select the Location Check Digit Codes task.

Use this window to select the warehouse and, if required, the area for which you want to maintain location check digits.

Fields

Warehouse

Enter the warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Area

You can also enter an area.

Alternatively, use the prompt facility to select from the Select Area pop-up.

If you want to create check digits for your entire warehouse, leave this field blank.

Note: *If you select a warehouse that has not been set up to use check digits, an error message is displayed, and you cannot maintain the check digits.*

Press Enter to display the Maintain Check Digits Details window.

Maintain Check Digits Details Window

To display this window, enter or select a warehouse and optionally an area and then press Enter on the Maintain Check Digits Selection window.

You use this window to set up and maintain up to 50 check digits. The window displays any check digits already defined for the warehouse and area.

Fields

Code

Enter up to 50 check digits, using two alphanumeric characters.

You can use any character; however, we recommend that you only use A to Z and 1 to 9. Avoid 0 (zero), I, U and Z, as these values can be misleading on a window or printout.

Note: *Use the Check Digits Generation/List task to apply the check digits to the warehouse locations sequentially.*

Press Enter to update the check digits and return to the Maintain Check Digits Selection window.

Warehouse Descriptions Maintenance [13/STWHM]

Use this task to create and maintain description codes for Style Warehousing. This task is the same as the Descriptions task in Style Inventory Management. For more information, see the Maintenance chapter of the Style Inventory Management product guide.

Warehouse List Profile [14/STWHM]

If you manage your warehouse by instruction documents, that is, pick, move and put-away lists, you must define where and when they print and how many instruction documents are printed at a time. You can use this task to define this information.

Maintain Warehouse/List Profiles Selection Window

To display this window, select the Warehouse List Profile task.

Use this window to select the list type and warehouse you want to maintain.

Fields

Warehouse

Enter the warehouse.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

List Type

Select the list type to maintain. These are defined in the Inventory Descriptions file, under major type WHLS.

Alternatively, use the prompt facility to select from the WHLS Warehouse/List Type pop-up.

Press Enter to display the Maintain Warehouse/List Profiles Details window.

Maintain Warehouse/List Profiles Details Window

To display this window, enter or select a warehouse and list type and then press Enter on the Maintain Warehouse/List Profiles Selection window.

Use this window to maintain the defaults for your selected warehouse instruction documents.

Fields

No of Instructions per List

Enter the default number of lines you want to print on the list. You can change this at run time.

Maximum Lists per Run

Enter the number of lists you want to print in the run.

Allow Continuous Processing

This is not currently used and can be left as it is.

Output Queue for Continuous Processing

You must enter an output queue, for example, QPRINT. This is job queue for the printer on which you want to print these lists.

Library for Output Queue

You must enter the library to use for the output queue, for example QGPL. This is the library in which the job queue resides.

Press Enter to save the changes and then select **Exit (F3)** to leave the task.

Determine Access Points [21/STWHM]

Use this task to set the relative access point for locations, based upon the area proximity details.

You need to run this task if you use area proximity rules in the warehouse and you produce pick lists based on warehouse dimension 1.

You use this task to determine the correct access point for each warehouse location.

***Note:** This task runs for your default warehouse. To run this for another warehouse, use the Change Warehouse task to change your default warehouse.*

***Note:** You must run this batch job every time you alter the structure of the warehouse.*

Determine Access Points Window

To display this window, select the Determine Access Points task.

Use this window to select the area for which you want to determine access points.

Fields

Area

To determine access points for a single area, enter the area.

Alternatively, use the prompt facility to select from the Select Area pop-up.

If you want to determine access points for all areas within your warehouse, leave this field blank.

Select **Submit (F8)** to submit the batch job for processing.

Check Digits Generation/List [22/STWHM]

Use this task to apply sequentially the check digits that you have defined using the Location Check Digit Codes task to the warehouse locations.

This task also prints a report detailing the check digits assigned to the warehouse and area.

The batch job processes all of the locations for the nominated area in turn. For each location, it selects the next non-blank pair of check digits and assigns it to the location. When it has used all of the check digits, the sequence is repeated.

If check digits are not present for the area, it uses the check digits for the warehouse. If they are not present, the batch job generates a single check digit based on Modulus 23.

Note: *This task runs for the default warehouse. To run this job for another warehouse, you must change your default warehouse, using the Change Warehouse task.*

Create Location Check Digits Window

To display this window, select the Check Digits Generation/List task.

Use this window to select the area in the default warehouse for which you want to create location check digits.

Fields

Area

Enter the area required.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Update Locations

Use this checkbox as follows:

Unchecked - If you do not want to apply check digits to the locations

Checked - If you want to apply check digits to the locations

Print

Use this checkbox as follows:

Unchecked - If you do not want to print a report

Checked - If you want to produce a report showing the location and check digit relationship

Note: *You must generate and print the check digits before fixing them at the physical location.*

Press Enter to submit the batch job.

Enquire on Warehouse Profile [31/STWHM]

Use this task to view a warehouse profile. It shows details of the warehouse policies, such as check digit usage, the locations defined for marshalling and receiving, and the defaults set for item/warehouse profiles.

Warehouse Profile Enquiry Selection Window

To display this window, select the Enquire on Warehouse Profile task.

Use this window to select the warehouse profile you want to view.

Fields

Stockroom

Enter the stockroom code for the warehouse you want to view.

Alternatively, use the prompt facility to select from the Select Warehouse pop-up.

Press Enter to display the Warehouse Profile Enquiry Defaults window.

Warehouse Profile Enquiry Defaults Window

To display this window, enter or select a warehouse and then press Enter on the Warehouse Profile Enquiry Selection window.

This window displays:

- The default picking, put-away and movement sequence
- The default commitment date
- The location and check digit defaults

For more details on the individual fields, see the Maintain Warehouse Profiles Defaults Window section.

Press Enter to display the Warehouse Profile Enquiry Locations window.

Warehouse Profile Enquiry Locations Window

To display this window, press Enter on the Warehouse Profile Enquiry Defaults window.

This window displays the receiving location and the marshalling location for production and sales. It also displays the details you have set up for serious error monitoring.

For more details on the individual fields, see the Maintain Warehouse Profiles Locations Window section.

Press Enter to display the Warehouse Profile Enquiry Item Defaults window.

Warehouse Profile Enquiry Item Defaults Window

To display this window, press Enter on the Warehouse Profile Enquiry Locations window.

This window displays the commit and put-away rules for split and whole packs.

For more details on the individual fields, see the Maintain Warehouse Profiles Item Defaults Window section.

Select **Exit (F3)** to leave the enquiry.

Enquire on Area Profile/Dimensions [32/STWHM]

Use this enquiry to view the area definition, proximity variables, location code structure and dimension values.

Area Profile Enquiry Selection Window

To display this window, select the Enquire on Area Profile/Dimensions task.

Use this window to select the area on which to enquire.

Fields

Area

Enter the area on which to enquire.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Press Enter to display the Area Profile Enquiry Dimensions window.

Area Profile Enquiry Dimensions Window

To display this window, enter or select an area and then press Enter on the Area Profile Enquiry Selection window.

This window displays the defined dimensions for the selected area.

For further details of individual fields, see the Maintain Area Profiles Details Window section.

Functions

Proximity Details (F14)

Use this to display the proximity details set up for the area.

Area Dimensions (F15)

Use this to display the area dimension information.

Select **Exit (F3)** to leave the enquiry.

Area Profile Enquiry Proximity Details Window

To display this window, select **Proximity Details (F14)** on the Area Profile Enquiry Dimensions window.

This window displays the measures of proximity used to determine the relative distance between locations in the selected area.

For further details of individual fields, see the Maintain Area Profiles Proximity Rules Window section.

Select **Exit (F3)** to leave the enquiry.

Enquire On Area Dimensions Window

To display this window, select **Area Dimensions (F15)** on the Area Profile Enquiry Dimensions window.

Use this window to select the dimension for which you want to see the area dimensions.

Fields

Select Dimension

Select the number of the dimension to display.

For example, to display the codes used in the first dimension, select **1** and then press Enter.

Press Enter to display the Area Profile Enquiry Area Dimensions window.

Area Profile Enquiry Area Dimension Window

To display this window, enter the number of the dimension to display and then press Enter on the Enquire on Area Dimensions window.

This window displays the location codes for the selected dimension and highlights the codes marked for deletion in the Dlt field.

For further details of individual fields, see the Maintain Area Dimensions Individual Codes Window section.

Select **Exit (F3)** to leave the enquiry.

Enquire on Item/Warehouse Profile [33/STWHM]

Use this enquiry to view the parameters that you have set up for an item so that you can process it in the warehouse.

These details include packaging information, locations, put-away details, commitment details and picking information.

Item/Warehouse Profile Enquiry Selection Window

To display this window, select the Enquire on Item/Warehouse Profile task.

***Note:** You can only view details for your default warehouse. To view details for another warehouse, you must change your default warehouse, using the Change Warehouse task.*

Use this window to select an item for which you want to view the profile details.

Fields

Item

Enter a product that you have already defined in Style Inventory Maintenance.

You can use the prompt facility to select from the Item Master Scan pop-up.

Enter or select an item and then press Enter to display the Item/Warehouse Enquiry Packaging window.

Item/Warehouse Profile Enquiry Packaging Window

To display this window, enter or select an item and then press Enter on the Item/Warehouse Profile Selection window.

Alternatively, select Packaging Information (F19) on any Item/Warehouse Profile Enquiry window.

***Note:** You can only view details for your default warehouse. To view details for another warehouse, you must change your default warehouse, using the Change Warehouse task.*

This window displays the stock rotation rules and the packaging types for this item.

For further details of individual fields, see the Maintain Item/Warehouse Details Packaging Window section.

Functions

Fixed Locations (F15)

Use this to display the fixed locations for the item.

Put Away Details (F16)

Use this to display the put-away details for the item.

Commitment Details (F17)

Use this to display the commit details for the item.

Picking Information (F18)

Use this to display the picking details for the item.

Select **Exit (F3)** to leave the enquiry.

Item/Warehouse Profile Enquiry Locations Window

To display this window, select **Fixed Locations (F15)** on any of the Item/Warehouse Profile Enquiry windows.

This window displays the fixed locations set up for an item, and shows whether you allow whole and split packs in the location.

For further details of individual fields, see the Maintain Item/Warehouse Details Fixed Locations Window section.

Functions

Put Away Details (F16)

Use this to display the put-away details for the item.

Commitment Details (F17)

Use this to display the commit details for the item.

Picking Information (F18)

Use this to display the picking details for the item.

Packaging Information (F19)

Use this to display the packaging details for the item.

Select **Exit (F3)** to leave the enquiry.

Item/Warehouse Profile Enquiry Put Away Window

To display this window, select Put Away Details (F16) on any of the Item/Warehouse Profile Enquiry windows.

This window displays the put-away rules set up for an item. These rules are for both split and whole packs.

For further details of individual fields, see the Maintain Item/Warehouse Details Put Away Window section.

Functions

Fixed Locations (F15)

Use this to display the fixed locations for the item.

Commitment Details (F17)

Use this to display the commit details for the item.

Picking Information (F18)

Use this to display the picking details for the item.

Packaging Information (F19)

Use this to display the packaging details for the item.

Select **Exit (F3)** to leave the enquiry.

Item/Warehouse Profile Enquiry Commitment Window

To display this window, select Commitment Details (F17) on any of the Item/Warehouse Profile Enquiry windows.

This window displays the committing rules set up for both split and whole packs of the item.

For further details of individual fields, see the Maintain Item/Warehouse Details Commit Window section.

Functions

Fixed Locations (F15)

Use this to display the fixed locations for the item.

Put Away Details (F16)

Use this to display the put-away details for the item.

Picking Information (F18)

Use this to display the picking details for the item.

Packaging Information (F19)

Use this to display the packaging details for the item.

Select **Exit (F3)** to leave the enquiry.

Item/Warehouse Profile Enquiry Picking Window

To display this window, select Picking Information (F18) on any of the Item/Warehouse Profile Enquiry windows.

This window displays the picking details set up for an item, including location, maximum quantity, minimum quantity and replacement quantity.

For further details of individual fields, see the Maintain Item/Warehouse Details Picking Location Window section.

Functions

Fixed Locations (F15)

Use this to display the fixed locations for the item.

Put Away Details (F16)

Use this to display the put-away details for the item.

Commitment Details (F17)

Use this to display the commit details for the item.

Packaging Information (F19)

Use this to display the packaging details for the item.

Select **Exit (F3)** to leave the enquiry.

Enquire on Packaging Types [34/STWHM]

This enquiry displays the characteristics set up for a packaging type. These characteristics include the location and packaging capacities.

Packaging Types Enquiry Selection Window

To display this window, select the Enquire on Packaging Types task.

Use this window to select a packaging type on which to enquire.

Fields

Packaging Code

Enter an existing packaging code.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Press Enter to display the Packaging Types Enquiry Details window.

Packaging Types Enquiry Details Window

To display this window, enter or select a packaging code and then press Enter on the Packaging Types Enquiry Selection window.

This window displays the information about the selected packaging code, including capacity, specification and size and whether it is processed by label number.

Note: *You can only view details for your default warehouse. To view details for another warehouse, you must change your default warehouse, using the Change Warehouse task.*

For further details of individual fields, see the Maintain Packaging Code Specification Details Window section.

Select **Exit (F3)** to leave the enquiry.

Enquire on Location Types [35/STWHM]

This enquiry displays the location type characteristics and the relationships between the location type and the packaging types.

Location Type Enquiry Selection Window

To display this window, select the Enquire on Location Types task.

Use this window to select the location type to display.

Note: *You can only view details for your default warehouse. To view details for another warehouse, you must change your default warehouse, using the Change Warehouse task.*

Fields

Location Type

Enter an existing location type.

Alternatively, use the prompt facility to select from the Select Location Type pop-up.

Press Enter to display the Location Type Enquiry Details window.

Location Type Enquiry Details Window

To display this window, enter or select a location type and then press Enter on the Location Type Enquiry Selection window.

This window displays a list of package types allowed for this location type, with the maximum number of packs you can store at one time and the resource used to move the pack.

For further details of individual fields, see the Maintain Location Types Details Window section.

Select **Exit (F3)** to leave the enquiry.

Chapter 3 Processing

3

Main Tasks in Style Warehousing

You can divide most of the work done in a warehouse into three types of tasks:

1. Putting away items
2. Moving items to optimise storage, picking and despatching
3. Picking and despatching

One of the main functions of Style Warehousing is to make recommendations for each of the three types of task, and then produce instruction lists on paper and on a window. You can confirm the completion of these tasks either with a single character or by entering a check digit or return code recorded at the target location. If you follow the instructions exactly, you do not need to enter item numbers or locations. Even if you do need to make a change, you can select all the information from a displayed list. This reduces the amount of work and reduces the risk of error.

Style Warehousing can interface to an RDT (Remote Data Terminal), or to intelligent storage systems.

Currency rates are stored on transactions within System21. With the introduction of the Euro and European Monetary Union (EMU) in 2000, the way in which we process any monetary transaction has changed.

There are now three scenarios to determine the currency conversion rate used in this case:

- Sundry Invoices and Credits use the customer order date entered on the credit/invoice window.
- Customer Returns Credit Notes that are not based on an original invoice retrieve the conversion rate, which is applicable to the pricing date, entered on the window.
- Customer Returns Credit Notes that are based on an original invoice retrieve the conversion rate applicable to the date on that original document. If the rate was fixed, that is, part of the Euro, it is retrieved and used on the credit note.

Each time the software calculates an invoice line value from the prime currency to the base currency, the value is converted by taking into account these Euro considerations.

Base Invoice Header Values are calculated from the Invoice Header Prime Values by accumulating all the base goods, tax and charge totals.

If both currencies are defined as an IN Currency, the Prime Grand Total is converted to the Base Grand Total.

Receiving and Putting Away

There are a number of steps to record the receipt of an item and put it away within the warehouse. These steps are either to record specific actions, or to make and process Style Warehousing recommendations.

You record all external events using interactive procedures. A continuously running background subsystem carries out some of the processing automatically. This waits for the next instructions and then carries them out. You can also perform work, such as printing, in small batches. In some instances, you can choose the way you perform the processing.

The steps involved with receiving and putting away are described below.

Inventory Receipt

You can record the receipt of goods in Style Purchase Management, Style Inventory Management, Style Production or Style Sales Order Processing. The batch program moves the item into the receiving warehouse location to balance Style Warehousing and Inventory. Style Warehousing can use multiple packaging types, so when you receive the item into the warehouse, you must confirm or change the pack type.

The receiving subsystem:

- Moves the item into the receiving location
- Determines the number of warehouse specific packs
- Identifies the rules for putting the item away
- Makes a recommendation to put the item away
- Produces a recommendation for each unique combination of item/lot/pack type and location

Once this step is complete, the item is considered planned out of receiving and planned into the locations.

Printing Documents

Style Warehousing must produce put-away labels before you can confirm any actions. These labels specify where you put away each received item. Style Warehousing produces a separate label for different lot numbers, pack types and rotation dates. If you process the item pack type by label number, which you set up in Packaging Types Maintenance, Style Warehousing prints the appropriate numbers on the put-away labels.

Style Warehousing will only print put-away labels on request.

Confirmation of the Action

It is important to record the confirmation of the action as close to real-time processing as possible. You can confirm put-away by entering a single character or by entering a check digit displayed at the location.

You can move the recording of put-away transactions into a continuously updating subsystem. This process applies updates sequentially, based upon the update request arrival.

Intra-warehouse Move

You move items within the warehouse to improve the organisation of items and therefore reduce work at times that are more critical. You must be able to record that a move is required, and confirm that the movement has occurred.

There can be any number of reasons why you need to move an item, for example, moving items from a main storage area to a picking area, or moving all items out of an area for refurbishment. Occasionally you may need to re-locate the item and then report the action to Style Warehousing after the event.

In common with putting away and picking, Style Warehousing produces a list of instructions that you can view on a window and confirm or change the list.

There is a distinction between movements generated by Style Warehousing as replenishments of pick location and manually requested intra-warehouse movements. You can produce separate lists to assign the appropriate priority for the different actions. When you confirm an action, you use different overrides for the different moves. For example, if Style Warehousing requests a replenishment of a picking location, you cannot change the item or the move to location, because this instruction is to replenish a fixed picking location for a specific item.

Picking and Despatching

You allocate stock to sales orders in Style Sales Order Processing or Style Production. You allocate against the available stock figure in the nominated stockroom. This does not identify the location where you can find the stock to meet this requirement.

Style Warehousing identifies the stock location by considering such factors as:

- The quantity you want to despatch
- Whether you use stock rotation
- The physical proximity of the location if the item is not date-controlled
- The practicality of picking a number of order lines together

The picking and despatching cycle involves:

- Requesting picking notes
- Requesting pick lists for sales or production
- Confirming pick for sales or production
- Confirming despatch for sales or confirming the issue for production

Request Picking Lists

Style Warehousing considers requests to despatch generated from Style Sales Order Processing or requests to issue from Style Production Control and Costing. Style Warehousing performs the tasks outlined below:

- It selects a range or group of orders that need to be picked.
- It prints the pick list, which is organised to suit the warehouse.
- It prints appropriate marshalling lists, which cross-reference picking lists and despatch or issue notes.
- It prints the despatch or issue notes.

Note: *Kit parent and non-stock items are not committed and are not printed on the warehouse pick list.*

Confirm Pick

This is similar to confirming Style Warehousing actions. You can do this by entering either a character or a check digit. You can override Style Warehousing's instructions to change both the location and the quantity. Style Warehousing records an error. The result of a confirmation is to transfer the stock to the marshalling location.

Confirm Issue

You confirm issue from the Style Production marshalling location at order level using the standard documentation created in Style Production. You can produce reports to help marshal complex loads, which link picking lists and despatch or issue notes. If the issue is as intended, you can confirm it using a single function.

Request a Move [1/STWHP, 3/STWHP]

You can use the Request a Move - Standard Movements task to define an instruction to move an item with certain characteristics from one location to another.

Alternatively, you can use the Request a Move - Frozen Movements task to define an instruction to move stock that has been frozen for an item with certain characteristics from one location to another.

Before you record the moved items, you need to use the Move List task to produce a move list and use the Confirm Movements task to confirm the actions on the list.

Request Intra-warehouse Transfer Window

To display this window, select either the Request a Move - Standard Movements task or the Request a Move - Frozen Movements task.

Note: *If you select the Frozen Movements task, this window is called Request Intra Warehouse Frozen Stock Transfer.*

Use this window to enter sufficient information to identify uniquely the item you want to move.

Fields

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is protested where the warehouse contains a single inventory stockroom.*

Item

Enter the item you want to move. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window to select the SKU you want to move. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot Number

Enter the lot or batch number of the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the date used for stock rotation of the item, for example, the expiry date.

Pack Type

Enter the packaging type of the item.

Alternatively, use the prompt facility to select from the Select Packaging pop-up.

Label No

If you have specified label control for the pack type, enter the label number.

Note: *You can only move a whole label quantity.*

Movement Qty

Enter the quantity to move.

From Location

Enter the location from which you want to move the item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

To Location

Enter the location to which you want to move the item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Press Enter to process the move. Style Warehousing checks that the item is present in the From location, that it fits in the To location, that there is sufficient stock and, if relevant, that the stock is frozen.

Non-requested Move [2/STWHP, 4/STWHP]

You can use two tasks to record non-requested moves:

- Record a Non-requested Move - Standard Movements

  You use this to record that you have moved an item.

- Record a Non-requested Movement - Frozen Movements

  You use this to record that you have moved frozen stock for an item.

You can also use these tasks to record the re-packaging of items, providing you have already defined the new packaging type to the item in its item/warehouse profile.

Record Intra Warehouse Transfer Window

To display this window, select either the Non-requested Move -Standard Movements task, or the Non-requested Move - Frozen Movements task.

Note: *If you select the Frozen Movements task, this window is called Record Intra Warehouse Frozen Stock Transfer.*

Use this window to enter sufficient information to identify uniquely the item that you have moved.

Fields

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is protested where the warehouse contains a single inventory stockroom.*

Item

Enter the item that you have moved. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window to select the SKU you want to move. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot Number

Enter the lot or batch number of the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the date used for rotation of the item, for example, the expiry date.

From

Pack Type

Enter the packaging type associated with the item in the From location.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Label Number

If you have specified label control for the pack type, enter the label number.

Note: *You can only move a whole label quantity.*

Location

Enter the location from which you moved the item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

To

Pack Type

Enter the packaging type associated with the item in the To location.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Note: *You must enter a pack type if you are not moving the item to the marshalling location.*

Label Number

If you have specified label control for the pack type, enter the label number.

The label number must refer to an existing pack. Do not enter a label number when moving to the marshalling location.

Location

Enter the location to which you moved the item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Movement Qty

Enter the quantity that you moved.

Movement Reason

Enter the reason why you moved the item.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Select **Update (F8)** to confirm your move details. Style Warehousing checks that the movement does not violate any location rules and that there is sufficient stock. Select **Update (F8)** again to confirm the recorded move.

Confirm Movements [5/STWHP]

You use this task to confirm that you have performed the instructions detailed on the move list, in other words, that you have moved the items correctly and Style Warehousing can expect to find the items at the locations specified in the move list, unless you have amended them.

You can either generate move lists manually, using the Request a Move (Standard Movements) or Request a Move (Frozen Movements) tasks, or generate them as part of the replenishment of picking locations process.

Confirm Intra Warehouse Transfer Selection Window

To display this window, select the Confirm Movements task.

Use this window to select the move list you want to confirm.

Fields

List Number

Enter the reference number for the list you want to confirm.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Enter a list reference and then press Enter or select a list reference to display the Confirm Intra Warehouse Transfer Details window.

Confirm Intra Warehouse Transfer Details Window

To display this window, enter a list reference and then press Enter or select a list reference on the Confirm Intra Warehouse Transfer Selection window.

Use this window to confirm instructions or mark instructions for amendment. You use a secondary window to amend the actions. At the right-hand end of each instruction is the status of the action, which is either Move or Replenish.

- Replenishments are generated transfers to replenish the pick locations.
- Movements are user-requested transfers.

Fields

Action

If you use check digit validation, enter two check digits, one for the From location and one for the To location.

If you do not use check digit validation, enter one of the following:

1 - To confirm an action

* - To mark an action for amendment

Note: *If actions are marked as PEND, check that you have started the Confirmation Updates job.*

Note: *If you select default confirmation in the warehouse profile, any actions not requiring override or in error are set to 1. You can change this to * for amendment.*

Note: *Default confirmation and confirmation using check digits are mutually exclusive.*

Select **Update (F8)**. The records flagged for update are either processed by the subsystem or interactively processed. Instructions flagged for amendment are displayed sequentially in the override windows.

Confirm Intra Warehouse Transfer Move Window

To display this window, select a movement line with * and then select **Update (F8)** on the Confirm Intra Warehouse Transfer Details window.

Use this window to amend an intra-warehouse move. The information you can enter depends upon whether this is a replenishment or a movement transaction.

The window displays the item, lot, quantity, label and pack type. For move instructions, it displays the To location; for replenishments, it displays the From location.

Note: *When you complete the override, the total quantity moved should be less than or equal to the quantity requested.*

Fields

Note: *If this is a replenishment, you must define the item uniquely within the location, using some or all of the following fields.*

Line

To amend an existing entry, enter the line number and then press Enter.

If you want to add a new entry, leave this blank.

Reason

Enter the reason code for the move. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Quantity

Enter the quantity of the item to move.

To Location

Enter a location.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Pack

Enter a pack type for the item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Note: *To move a label-controlled item, you must move the whole pack or use a non-label-controlled pack type.*

Press Enter to save the data on the entry line and then select **Update (F8)** to check that the total accounted for is equal to the total to move. Select **Update (F8)** again to confirm the update.

Confirm Put-Away [6/STWHP]

Use this task to confirm to Style Warehousing that you have performed the instructions in the put-away list, that is, you put the items away in the locations specified on the put-away list, unless you amended the put-away list.

Items to be Put Away Selection Window

To display this window, select the Confirm Put-Away task.

Use this window to select the put-away list you want to confirm.

Fields

List Number

Enter the number of the list you want to confirm.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Press Enter to display the current status of the outstanding instructions on the list.

Items to be Put Away Action Window

To display this window, enter or select a list and then press Enter on the Items to be Put Away Selection window.

Use this window to confirm instructions or mark instructions for amendment.

Fields

Action

If you use check digit validation, enter the check digit at the put-away location.

If you do not use check digit validation, enter one of the following:

1 - To confirm an action

* - To mark an instruction for amendment

Note: *If you select default confirmation in the warehouse profile, this sets any actions not requiring override and not in error to 1 by default, but you can change this. You cannot select default confirmation and check digit validation at the same time.*

Select **Update (F8)**. The records flagged for update are processed either by the subsystem or interactively. Instructions flagged for amendment are presented to the override window sequentially.

Items to be Put Away Override Window

To display this window, select a movement line with * and then select **Update (F8)** on the Items to be Put Away Action window.

Use this window to record a receipt in the warehouse. The window displays the item, lot, quantity and recommended location.

Note: *The quantity put away must equal the original quantity.*

Fields

Line

To amend an existing entry, enter the line number and then press Enter.

If you want to add a new entry, leave this field blank.

Reason

Enter a reason for the put-away. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Quantity

Enter the quantity of this item, lot, location and pack combination to put away in this location.

Location

Enter the location in which you want to put these items away.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Pack

Enter a pack type for the item.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

> ***Note:*** *If the instruction has a label number, you can only put the whole pack into a different location. If you move part of the pack to a different pack type, you can put it away in a different location.*

Note: *If actions are marked as PEND, check that you have started the Confirmation Updates job.*

Press Enter to save the data in the entry line, and then select **Update (F8)** to check that the total accounted for is equal to the total received and update the database.

Confirm Pick [7/STWHP, 9/STWHP]

There are two confirm pick tasks:

- Confirm Pick - for sales picking lists
- Confirm Pick for Production - for production picking lists

Use these two tasks to confirm that you have performed the actions listed in the pick list and that the items have been picked according to the recommendations listed on the picking list.

For each generated pick list, you can record exactly what you have picked, which lots, which lot station and the quantity. If the picked item is exactly as Style Warehousing recommended (it matches the entry on the pick list), enter **1** in the Action field to enter and confirm the override details.

When you confirm pick, Style Warehousing processes an internal movement of stock from the warehouse location where picking occurred into the marshalling location from where it you can issue it, or it can be consumed by production or sales.

If you are processing a Confirm Pick for Production, you must pick all components (including backflush) from the warehouse before you can consume them. You consume backflush components from the marshalling area.

You cannot use these tasks to overpick. To overpick, use the relevant Generate Warehouse Requirements task.

However, you can underpick with this task. You must then either generate a new pick list for the outstanding balance or ignore it.

Confirm Picking Selection Window

To display this window, select either the Confirm Pick task or the Confirm Pick for Production task.

Use this window to select a pick list that you want to confirm.

Note: *This window displays For Sales or For Production, depending on the task selected.*

Fields

Picking List Number

Enter the number of the picking list that you want to confirm.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Press Enter to display the Confirm Picking Action window.

Confirm Picking Action Window

To display this window, enter a picking list and then press Enter on the Confirm Picking Selection window.

Use this window to confirm the actions specified on the pick list, or mark actions for amendment.

Note: *This window displays For Sales or For Production, depending on the task selected.*

Fields

Ac

If you use check digit validation, enter the check digit at the pick location.

If you do not use check digit validation, enter one of the following:

1 - To confirm an action

* - To mark an action for amendment

Note: *If you select default confirmation in the warehouse profile, this sets any actions not requiring override and not in error to 1 by default. You cannot select default confirmation and check digit validation at the same time.*

Press Enter to save the changes and start the update routine. The actions flagged for amendment are displayed sequentially on the Confirm Pick Manual Override window.

Confirm Pick Manual Override Window

To display this window, select a movement line with * and then select **Update (F8)** on the Confirm Picking Action window.

Use this window to amend and complete a pick instruction.

Note: *To cancel a pick instruction, select **Update (F8)** with no lines entered.*

Fields

Line

To update an entry, enter the line number.

If you want to add a new entry, leave this field blank.

Rsn

Enter the reason why you need to make the change. Reason codes are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Label

If you have specified label control for the pack type, enter the label number.

Lot Number

Enter the lot, or batch number of the item that you have picked.

SR Date

Enter or select the stock rotation date of the item you have picked.

Quantity

Enter the quantity you have picked.

Pack

Enter the pack type of the item you have picked.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Location

Enter the location from which you picked this item.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-up.

Caution: To confirm a pick of zero, do not enter override details but select **Update (F8)**. Style Warehousing warns that you requested a zero pick. Select **Update (F8)** again to confirm.

Press Enter to save the data in the entry line. Select **Update (F8)** to check that the total entered is equal to the total that Style Warehousing suggests you should pick.

Confirm Despatch [8/STWHP]

Use this task to confirm that you have despatched an item and to update stock balances. Once you have confirmed the despatch, you can create the invoice request.

This process is similar to the despatch process within Style Sales Order Processing; however, during consolidation, committing and picking within Style Warehousing, you have created other links.

For example, if you move a specific portion of stock, with a lot number and expiry date, into marshalling for an order, when you confirm despatch you must update Style Warehousing as well as Style Sales Order Processing and Style Inventory Management.

Note: *The inventory movement to reduce stock details the customer code to which it was despatched.*

Despatch notes are printed with the following information in the customer's language if present. If none is present, it is printed in the supply company's native language.

- The style description, colour and sizes
  - The external order header text

    If none is present, but external customer text is available, this is printed.
  - The external order line text

    If none is present, but external style text is available, this is printed.
  - Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.

Note: *Native language text is defined with a blank language code.*

Note: *If size systems are in use, foreign language descriptions are retrieved from the appropriate size system.*

If the customer account is a Factored account the following additional information is written to the invoice header file so the GL posting can be made to an alternative account(s) rather than the AR control account.

- Factored invoice flag (This is only set if the suppress post to AR flag is set to Yes (1) or Invoices only (2) on the Factor)
- Factor ID
- Factors Customer ID

The total order value is reduced by the value of confirmed despatches. This value is added to the goods despatched not invoiced value.

Refer to the Style Sales Order Processing Product Guide for details on Factors and Credit Checking.

Confirm Despatch Select Order Window

To display this window, select the Confirm Despatch task.

Use this window to select the order to be confirmed as despatched.

Fields

Order

Enter the reference number of the order you want to despatch.

Alternatively, use the prompt facility to select from the Unconfirmed Despatch Prompt pop-up.

Sequence

You can optionally enter the despatch note sequence number.

Note: *An order can have several sequence numbers, so that if you could not pick the whole order at once, you could despatch part orders.*

Note: *Leave the sequence blank to display a list of outstanding despatch notes for the order.*

Despatch Date

Enter or select the date on which the despatch was made. This cannot be a future date.

Note: *If the Validate DNSB Date in Confirm Despatch field in the Style Sales Order Processing company profile is set to Yes or Warning, any Do Not Ship Before dates associated with the order lines being despatched are validated against this date.*

Despatch Method

You must enter a despatch method as defined in the Inventory Descriptions file, under major type MODE.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Carrier Code

Enter the carrier code for this shipment.

Alternatively, use the prompt facility to select from the CARC Carrier Codes pop-up.

You use this information as a reference if you use consignment notes. These codes are defined in the Descriptions file, under major type CARC.

If you use consignments, you can leave this field blank, in which case the carrier code for the consignment will be used by default.

Employee Number

Enter the reference number for the employee processing this despatch.

This must be a valid reference defined in the Descriptions file under major type EMPN.

If you use consignments, you can leave this field as zeroes, in which case the employee number for the consignment will be used by default.

Press Enter. If you have entered a despatch sequence number, the Confirm Despatch Details window is displayed.

If you have not entered a despatch sequence number, the Confirm Despatch Select Sequence window is displayed.

Confirm Despatch Select Sequence Window

To display this window, leave the sequence number blank and then press Enter on the Confirm Despatch Select Order window.

Fields

Select (Sel)

Use this to select the despatch sequence number you require.

Press Enter to accept the sequence number selected and display the Confirm Despatch Details window.

Confirm Despatch Details Window

To display this window, enter the order and a sequence and then press Enter on the Confirm Despatch Selection window.

Alternatively, select a sequence number and then press Enter on the Confirm Despatch Select Sequence window.

This window displays the order lines to be despatched. You may also override the order header text.

Use this window to remove any order lines that do not comply with the Do Not Ship Before date set against each line, if you wish to confirm the despatch of the other order lines on the selected pick note.

You can only confirm despatch from a warehouse if the following are true:

1. The stock has been committed to the despatch note.
2. Sufficient stock has been picked to satisfy the quantity that you want to confirm.
3. Despatch clears credit check, where this function is switched on. See the Interactive Confirm Despatch section for more information. However, the entry of a zero despatch resets the order line quantity to outstanding instead of allocated.

Note: *If a suspension is found, all SKUs on an order line are prevented from being despatched. This will show as several lines within warehouse confirm despatch and all lines are forced to a confirmed quantity of zero.*

If you despatched what you intended to despatch, you can select **Update (F8)** to confirm the despatch.

If, however, you recorded short picks or if there is any doubt as to which lot was despatched, you must explicitly confirm the actual action. Equally, if you recorded a full pick, but did not despatch everything, you must identify the stock not sent.

If you take any non-standard action when confirming the despatch, you must enter a reason.

Note: *You can confirm a number of despatches for the same order at the same time. This produces a single invoice.*

Fields

No. Cartons

Enter the number of cartons that will make up this despatch.

Weight/UoM

Optionally enter a weight and an associated Unit of Measure code, or leave both fields blank

Alternatively, use the prompt facility to select from the UNIT Unit of Measure codes.

Despatch Date

The despatch date entered on the Confirm Despatch Select Order window is displayed for reference.

Note: *If the Validate DNSB Date in Confirm Despatch field in the Style Sales Order Processing company profile is set to Yes or Warning, any Do Not Ship Before dates associated with the order lines being despatched are validated against this date.*

Override

To override the despatch quantity, enter *****.

The ***** is automatically displayed if one of the following is true:

1. Insufficient stock has been picked for the order.
2. There is insufficient stock in the marshalling location.
3. The order was part of a consolidated pick, which spanned a number of lots or rotation dates, and you need to choose which lots or rotation dates you want to despatch.

If a component override is forced for sales kits because of reason 1 or 2, this will force kit parent and all other components to be overridden. Component force override for reason 3 has no effect on other components or the kit parent.

You cannot manually override components that are not controlled by lot references or rotation dates.

You can override lot-controlled or rotation date-controlled components, but the despatch quantity must equal the lot parent quantity (or ratio thereof).

To change component quantities for despatch, you must manually override the kit parent quantity.

You should add the despatch charges before you confirm the update.

Functions

Update (F8)

Use this to confirm the despatch.

Charges (F14)

Use this to enter charges for the item in the Charge Details pop-up. If you have generated this consignment using Advanced Shipping, this function is not displayed.

Order/Invoice Text (F15)

Use this to maintain the order text.

Mark For (F16)

Use this to display the Despatch Mark For Details window.

Note: *If you specified in the Style Sales Order Processing company profile that you want to print clean despatch notes when you confirm despatch, they print when you select* ***Update (F8)*** *to confirm the despatch.*

Select **Update (F8)** to confirm despatch. If a line fails the validation against the Do Not Ship Before date, that line is highlighted and a similar error or warning to that issued in Interactive Confirmation of Despatch is displayed.

You can choose to cancel the despatch of the order by selecting **Exit (F3)**. The order remains on pick with the normal status of P2.

If the SOP company profile is set to prevent despatches and you wish to continue, it is necessary for those lines that fail the date validation to be processed via the override option. Select each line in error with an asterisk (*) in the Override field and then press Enter to display the Override Quantity Despatched pop-up.

Charge Details Pop-up

To display this pop-up, select **Charges (F14)** on the Confirm Despatch Details window.

Use this pop-up to add additional charges, up to a maximum of three, to the despatch.

Note: *You enter charges in the currency of the customer.*

Fields

Code

Enter the charge code as defined in the Inventory Descriptions file.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Codes pop-up.

Note: If you use the prompt facility, select **Extend (F15)** on the prompt pop-up to display the rate and tax code associated with the charge code.

Amount

Note: *The charge is in the Inventory Descriptions file in the base currency. If this despatch is for an order not valued in the base currency of Accounts Receivable, it is converted into the transaction currency and displayed in both base and transaction currency.*

Enter the amount of the charge.

Note: *You can delete a charge retrieved from the order by removing the charge code or amending the values. If you enter a value, Style Warehousing assumes it is in the transaction currency of the account.*

Note: *If the General Ledger is not active, the Tax Code must be in the Inventory Descriptions file. Cash discount is deducted from tax.*

Note: *If the General Ledger is active, the software caters for Euro Tax. You maintain tax details in the General Ledger. You can deduct for cash discount at either order time or payment time, or you can ignore cash discount.*

Note: *If Extra Tax applies, for example, in Spain, the extra tax is held against the tax code in the General Ledger.*

Note: *If the special tasking codes are chargeable and based on selling unit, the sundry charge values are recalculated during confirm despatch. Similarly, if the charge is based on per despatch the special tasking charge is added to each despatch. This is done before the charges window is presented to the user for verification before being added to the invoice.*

Select **Update (F8)** to confirm the charge details, repeat the validation and process the despatch. Press Enter to add charges to the invoice request proforma and display the previous window.

Override Quantity Despatched Pop-up

To display this pop-up, select each line in error with an asterisk (*) in the Override field and then press Enter on the Confirm Despatch Details window.

Use this pop-up to specify how much of a non-lot-controlled item was despatched against the order.

Fields

Despatch Quantity

Enter zero in this field.

Reason Code

Enter a valid reason code.

Select **Update (F8)** to update the order and complete the despatch of those lines eligible to ship.

Enter Reason for Short Shipment Pop-up

This pop-up is automatically displayed when you select **Update (F8)** on the Override Quantity Despatched pop-up, if you did not confirm the full amount picked as despatched.

Use this pop-up to enter the reason for a short shipment.

Fields

Reason Code

Enter the reason for the short shipment. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

The parameter limit of the reason code defines what action is carried out on the remaining stock in the marshalling area.

To display the parameter limits, use the prompt facility and then select **Extend (F15)**. Parameter limits are displayed in the Limit field. They are:

0 or Blank - Stock remains frozen for further investigation.

1 - Stock remains committed.

You can use the parameter limit to control breakages and short picks.

Note: *If the item is a kit item, any components with Lot - No are overridden with the entered Lot Quantity and Reason Code.*

Select **Update (F8)** to check that all the stock picked for the order has been accounted for. The Confirm Despatch Details window is re-displayed.

Enter Lots Despatched Pop-up

This pop-up is displayed automatically when you press Enter or **Update (F8)** on the Confirm Despatch Details window and you have chosen to override the despatch details for a lot-controlled and/or rotation date-controlled item.

You can reduce the despatch quantity of a lot-controlled or batch-controlled item by adjusting the amount of each lot involved in the order line. Use this pop-up to adjust the quantities of specific lots to bring the total amount for the order line to the original despatch quantity or less.

You can amend, add or delete lots to produce a final total number of items to despatch for the order line. The total cannot be greater than the original quantity for the order line.

Note: *To add a new lot to the list, enter the appropriate details at the bottom of the pop-up and then press Enter.*

Note: *Any alternative lots entered must have stock already committed in the marshalling location.*

Note: *If you make a change to these details, you must enter a reason code.*

Fields

Lot

To add a new lot, enter the lot or batch number for the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the rotation date of the lot.

Quantity

Enter the quantity on the order line you want to amend or add.

Rsn. Code

Enter the reason for the changes. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Options

Select (1)

Use this to amend the lot. The details are displayed in the fields below the table.

Delete (4)

Use this to delete the lot.

Note: *If you are updating a kit component, the Despatch Quantity must equal the Quantity to Despatch, which is the kit quantity.*

Select **Update (F8)** to update the lots and perform the overrides.

If you confirm part despatch for an item where you have performed a complete pick, Style Warehousing displays the Lots Not Despatched pop-up so that you can specify which picked lots are not despatched.

Enter Lots Not Despatched Pop-up

This pop-up is automatically displayed if you confirm a despatch quantity of a lot-controlled or batch-controlled item which is less than the confirmed pick quantity.

Use this pop-up to identify the picked lots, or stock, in the marshalling area that are not to be despatched.

Note: *The actions Style Warehousing carries out on the remaining stock are based on the parameter limit held on the reason code. To display the parameter limits, prompt on the Reason Code field and then select Extend (F15) to display the extended information.*

Note:*If the Limit field is 0 or Blank, the stock will be frozen.*

Note:*If the Limit field is 1, the stock will remain committed in the marshalling location.*

Note: *To add a new lot to the list, enter the appropriate details at the bottom of the pop-up and then press Enter.*

Note: *Any lots entered must have stock committed in the marshalling location.*

Note:*If you make any changes to these details, you must enter a reason code.*

Fields

Lot

Enter the lot or batch number for the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the rotation date of the item.

Quantity

Enter the quantity on the order line you want to add or amend.

Rsn. Code

Enter the reason for the changes. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Options

Select (1)

Use this to amend the lot. The details are displayed in the fields below the table.

Delete (4)

Use this to delete the lot.

Select **Update (F8)** to make sure that the stock picked for the order has been accounted for. The Confirm Despatch Details window is then displayed.

Despatch Mark for Details Window

To display this window, select Mark For (F16) on the Confirm Despatch Details window.

If details were entered on the order or defaulted from the customer, these will be displayed; otherwise, new details may be added.

Fields

Consolidator

This is usually an external shipping company.

You must set up the company that is to be the consolidator as a customer, and then enter it here to mark it as a consolidator.

Enter a valid customer code so it can be validated against the AR Customer file. This must be a different customer from the one being maintained.

Alternatively, use the prompt facility to select from the displayed pop-up.

Customer DC

To mark a customer as a distribution centre, enter the delivery sequence; the customer code is the same as the one being maintained.

You can use the prompt facility on the delivery sequence part of this field to select from the Customer DC Prompt pop-up.

Consolidator Docking Bay

Enter the docking bay where goods are consolidated for this customer. This is a memo field.

Customer DC Docking Bay

Enter the docking bay for this customer's distribution centre. This is a memo field.

Ship Via

Enter the shipping method to use for this despatch. You set up the shipping routes in the Inventory Descriptions file, under major type SVIA.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

This is a memo field.

Shipping Zone

Enter the shipping zone for this despatch. This field is a memo field.

Update Order Mark For

Use this checkbox as follows:

Unchecked - If you do not wish to update the order so that further dispatches have the information entered here

Checked - If you do wish to update the order Mark For details

Function

Customer (F16)

Use this to view the Customer Address and Mark For Details pop-up.

Select **Update (F8)** to update the Mark For details for this despatch.

Customer Address and Mark For Details Pop-up

To display this pop-up, select **Customer (F16)** on the Despatch Mark For Details window.

Select **Previous (F12)** to return to the previous window.

Confirm Issue for Production [10/STWHP]

Use this task to reduce the physical stock balances in the warehouse inventory stockroom and record the issued quantity against the production order WIP, or increase the physical and allocated floorstock.

You can only confirm issue if you have done the following:

- Committed the stock to the issue requirement
- Picked enough stock to satisfy the issue you want to confirm

In most cases, the procedures are standard. Committing takes place, which results in picking and confirmation of pick. If you issue what was intended to be issued, you can use a single function to confirm. If, however, you record short picks or there is any doubt as to which lot is issued, you must explicitly confirm the actual action.

If you confirm a full pick but do not issue everything, you must identify the stock not issued. You must enter a reason if you take any non-standard action when confirming an issue.

You can only issue stock that you have picked. If the stock has not been picked, it is displayed in reverse image with a message to state that there are no outstanding pick requests. You cannot issue this stock.

When you enter a pick request number, a list of one or more issue requirements is displayed. If you partially pick an item quantity and then generate and confirm another pick list, this new list reference is Issue Requirement 2.

To display backflush items you must set a flag on the selection window. When you pick backflush items, they are consumed from the marshalling area so that you do not need to issue them formally.

Confirm Issue Selection Window

To display this window, select the Confirm Issue for Production task.

Use this window to select the pick request for which you want to confirm issues.

Fields

Pick Request Number

Enter the reference number of the pick request you want to issue.

Alternatively, use the prompt facility to select from the Pick Request Number pop-up.

Issue Requirement

Enter the issue requirement sequence number.

Note: *Leave this field blank to display a list of current issue requirements.*

Operation Sequence

Enter the operation sequence if you want to issue specific components for a single operation.

Include Backflushes

Use this checkbox as follows:

Unchecked - If you do not want to issue backflush components

Checked - If you want to issue a backflush component, that is, where you need additional material for the finished goods but you do not change the receipt quantity

Press Enter. If you have entered an issue requirement, the Confirm Issue Details window is displayed.

If you have not entered an issue requirement, the Confirm Issue Requirements window is displayed.

Confirm Issue Requirements Window

To display this window, leave the Issue Requirement field blank and then press Enter on the Confirm Issue Selection window.

Use this window to select an outstanding issue requirement.

The window displays the pick request, finished item details and a list of outstanding issues.

Fields

Select (Sel)

Enter **1** to select the issue number you require.

Press Enter to display the Confirm Issue Details window.

Confirm Issue Details Window

To display this window, enter or select a pick request and issue requirement and then press Enter on the Confirm Issue Selection window.

Alternatively, select an issue and then press Enter on the Confirm Issue Requirements window.

Use this window to issue the stock for production. Details of the selected issue requirements are displayed. If you have selected more than one issue, they are displayed consecutively.

Note: *If the item is lot-controlled, batch-controlled or rotation date-controlled, Yes is displayed in the Lot field.*

Fields

Override

Select one of the following:

No override (Blank) - If you do not want to override or amend the issue details

Complete issue (1) - If, when you press Enter or **Update (F8)** you want a window to be displayed so that you can enter the changed issue quantity

If this quantity is less than the quantity to be issued, another window is displayed so that you can account for the stock not issued. You must enter a reason code for the change in issue quantity, to account for the stock not issued.

Partial issue (2) - If, when you press Enter or **Update (F8)** you want a window to be displayed so that you can change the issue quantity

Any stock not issued is left committed in the marshalling area. You must enter a reason code for the change in issue quantity. You can make further issues against this pick request, until you have issued all the committed stock.

Force completion (3) - To confirm all the stock picked for the line as issued regardless of any previous amendments

Reference

Enter the reference for this issue.

Functions

Detail (F22)

Use this to display additional details for each component line. Extra fields are displayed to the right of those shown above.

Select **Update (F8)** to confirm the update and, if necessary, display a window so that you can override the selected issues.

Confirm Issue Override Quantity Issued Pop-up

This pop-up is automatically displayed when you request an override for an item that is not lot-controlled, batch-controlled or rotation date-controlled.

Use this pop-up to specify how much of the item you issued against the order.

Fields

Quantity to Issue

This field displays the planned issue quantity and you cannot change it.

Issue Quantity

Enter the quantity actually sent. This field defaults to the quantity that Style Warehousing calculates could be issued.

Reason Code

Enter the reason why you could not issue the full quantity. These codes are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Select **Update (F8)** to save the changes.

Enter Reason for Short Issue Pop-up

This pop-up is automatically displayed if you do not confirm the pick quantity as issued and you select the Complete Issue option on the Confirm Issue Details window.

Use this pop-up to enter the reason for the short issue.

Fields

Reason Code

Enter the reason for the short shipment. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

The parameter limit of the reason code defines what action is carried out on the remaining stock in the marshalling area.

To display the parameter limits, use the prompt facility and then use **Extend (F15)** Parameter limits are displayed in the Limit field. They are:

0 or Blank - Stock remains frozen for further investigation.

1 - Stock remains committed.

You can use this parameter limit to control breakages and short picks.

Select **Update (F8)** to make sure that all the stock picked for the order has been accounted for. The Confirm Issue Details window is displayed.

Enter Lots Issued Pop-up

This pop-up is displayed when you request an override on a lot-controlled, batch-controlled or rotation date-controlled item.

Use this pop-up to confirm which lots you have issued against the pick request.

The pop-up displays the item details, the target quantity to issue and the lots that Style Warehousing suggests you issue.

Note: *To enter new lots, enter the lot number or select a lot in marshalling.*

Note: *If you make any changes, you must enter a reason code.*

Fields

Lot

To add a new lot, enter the lot or batch number for the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

On the pop-up, you can select **Lots Committed (F13)** to view and select lots committed in marshalling.

Rotation Date

Enter or select the rotation date of the lot.

Quantity

Enter the quantity on the order line you want to amend or add.

Rsn. Code

Enter the reason for the changes. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Options

Select (1)

Use this to select the lot for amendment.

Delete (4)

Use this to delete a lot from the list.

Functions

Lots Committed in Marshalling (F13)

Use this to view and select from lots committed in marshalling.

Note: *If you require a full override and confirm a part issue for an item for which you have confirmed a full pick, you must identify lots picked but not issued in the Lots Not Issued pop-up.*

Select **Update (F8)** to save any changes.

Enter Lots Not Issued Pop-up

This pop-up is displayed automatically if you confirm an issue quantity of a lot-controlled or batch-controlled item which is less than the confirmed pick quantity.

Use this pop-up to identify the picked lots or stock in the marshalling area that you have not issued.

Note: *The actions Style Warehousing carries out on the remaining stock are based on the parameter limit of the reason. To display the parameter limits, prompt on the Reason Code field and* *then select **Extend (F15)** to display the extended information. In the Limit field, enter 0 or blank to freeze the stock or 1 to commit the stock to marshalling.*

***Note:** To add a new lot to the list, enter the appropriate details at the bottom of the pop-up and then press Enter.*

***Note:** If you make any changes, you must enter a reason code.*

Fields

Lot

Enter the lot or batch number for the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the rotation date of the item.

Quantity

Enter the quantity on the order line that you want to add or amend.

Rsn. Code

Enter the reason for the changes. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Options

Select (1)

Use this to amend the lot. The details are displayed in the fields below the table.

Delete (4)

Use this to delete the lot.

Functions

Lots Committed in Marshalling (F13)

Use this to view and select from lots committed in marshalling.

Select **Update (F8)** to make sure that the stock picked for the pick request has been accounted for. The Confirm Issue Details window is then displayed, with any despatch lines accepted as ready for update flagged with 1.

Adjustments [11/STWHP, 12/STWHP]

You can adjust the quantity of items in the marshalling location, using the following tasks:

- Adjust Committed to Sales

You use this task to adjust the items committed to sales. Use this when you make short despatches.

- Adjust Committed to Production

You use this task to adjust the items committed to production. Use this when you make short issues.

Adjust Committed Window

To display this window, select either the Adjust Committed to Sales task or the Adjust Committed to Production task.

Note: *This window name varies depending upon which task you select.*

Use this window to specify the item that you want to adjust.

Fields

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Item

Enter the item you want to adjust. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window to select the SKU you want to move. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot

Enter the lot or batch number.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

Enter or select the date used for rotation of the item, for example, the expiry date.

Quantity

Enter the quantity of the item to adjust. A positive quantity increases the quantity of this item committed and a negative quantity reduces it. The resulting value cannot be less than zero and the available cannot be less than zero.

Reason Code

Enter a reason for the adjustment. These are defined in the Inventory Descriptions file, under major type WHRS.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Select **Update (F8)** to make sure that the adjustment is acceptable and then select **Update (F8)** again to process the adjustment.

Process Receipts for Put-away [13/STWHP]

Use this task to identify receipts made in Inventory and update the stock levels in Style Warehousing. The process also does the following:

- It moves the receive items into the receiving area.
- It determines the number of packs and packaging types received.
- It identifies the rules for putting the items away.
- It processes enough recommendations to put the items away.

Style Warehousing produces one recommendation for each unique combination of item, lot, pack, type and location.

- It processes all outstanding receipts for the current warehouse.

***Note:** You can select the Start Receipts for Put-away task to process receipts continually in the background.*

Select **Confirm Submit (F8)** to run the batch job to update Style Warehousing.

Put-away Labels [21/STWHP]

Use this task to submit a batch job to produce put-away labels that specify the item movements from the receiving location to the recommended locations. This task also produces labels for all warehouse receipts not previously printed.

It produces a separate put-away label for each lot, rotation date and pack type combination of an item. Label-controlled packs have a label for each pack to put away.

The put-away label specifies:

- Label Number - This defaults to **0** unless you set the pack type to process using label numbers
- Item - the item you want to put away

- Lot - the lot number of the item, which is blank unless the item is lot-controlled or batch-controlled.
- Date - the rotation date of the item
- Pack - the pack type associated with the item
- List - the put-away confirmation list number

You separate the put-away actions onto lists of a size determined in the warehouse list profile. You must specify the list number when you confirm put-away actions.

- Quantity - the quantity of the item you want to put away
- Location - the warehouse location in which you want to place the item
- If Style Warehousing cannot recommend a location, it prints the text specified for a serious error, set up in the warehouse profile, instead.
- Check Digit - a blank line so that you can enter the check digit at the put-away location

Note: *You must produce put-away labels before confirming that you have put away the items.*

Select **Confirm Submit (F8)** to run the batch job.

Pick Lists

You can use two pick list tasks to select and sequence a group of orders to create a picking job. These are:

- Pick List for Sales
- Pick List for Production

Style Warehousing uses picking rules to commit the stock to the orders. Committing identifies items in specific locations and marks them as committed to either sales or production. This prevents you from allocating the same stock to different orders. You can sequence the picking locations and print the picking lists.

Note: *You do not commit non-stock items and kit parent items so you do not need to pick them.*

Picking List for Production

This task produces two spool files:

- Marshalling List

  This displays the pick lists generated, and details the order or schedule and Issue they satisfy, as well as the finished goods associated with that order or schedule, and the due date.

- Pick List

  This contains a number of lists, one per order or schedule. Each list contains all the warehouse-controlled components required, the quantities, the locations within the warehouse, and, if appropriate, the lot details.

Request Picking List for Sales Window [22/STWHP]

Use this window to control the committing of stock and the production of the picking documentation for sales orders.

Fields

Commit Sequence

Select one of the following:

Order (1) - To commit the items in the warehouse by order number sequence

Customer (2) - To commit the items in the warehouse by customer reference sequence

Journey (3) - To group the order lines by journey, and commit the items in the warehouse by journey

Despatch (4) - To commit the items in the warehouse in despatch date order

Note: *Style Warehousing consolidates order lines for the same item within the commit sequence to provide a total quantity to be committed.*

Operation Start (5) - To commit the items in the warehouse by operational start date

Item Sequence

Select one of the following:

Item (1) - To print the picking instructions by item code

Alternative location (2) - To print the picking instructions by alternative location

This is not currently used.

Location (3) - To print the picking instructions by warehouse location

Pick List Organisation

Select one of the following:

Warehouse (1) - To organise the pick lists by warehouse

Area (2) - To print a separate list for each area

Dimension 1 (3) - To print a separate list for each unit of dimension 1

This is useful for narrow aisle trucks, as you can produce a separate pick list for each aisle.

Note: *Style Warehousing will create a new list each time the number instruction per list limit that you specified on the warehouse list profile is exceeded.*

Instructions per List

Enter the maximum number of instructions to print on one list. This defaults to the value on the warehouse list profile.

If the number of instructions exceeds this value, Style Warehousing will create a new list.

Enter **0** or leave this field **blank** to print any number of instructions on a single list.

Marshalling List

Select one of the following to determine the documentation required to cross-reference the orders and pick lists:

None (0) - If you do not require marshalling lists

Orders for pick lists (1) - For orders for pick lists

Pick lists for order (2) - For pick lists for orders

Both (3) - For both of the above

Selection

Note: *For each criterion, enter the From and To fields to define the required range. To select all of a particular range, leave the From and the To fields blank.*

Stockroom From/To

Enter the range of Inventory stockrooms required, or leave blank for all stockrooms within the current warehouse.

Alternatively, use the prompt facility to select from a list of stockrooms.

Note: *These fields are protected if the current warehouse is associated with a single inventory stockroom.*

Order From/To

Enter the range of orders required.

Customer From/To

Enter the range of customers required.

You can use the prompt facility on these fields to select from the Select Customer pop-up.

Journey From/To

Enter the range of journey required.

You can use the prompt facility on these fields to select from the TSDR Delivery Routes pop-up.

Despatch Date From/To

Enter or select the range of despatch dates.

Press Enter submit a job to produce the picking lists.

Request Picking List for Production Window [24/STWHP]

Use this window to control the committing of stock and the production of the picking documentation for production orders.

Fields

Commit Sequence

Select one of the following:

Order (1) - To commit the items in the warehouse by production order reference

Customer (2) - To commit the items in the warehouse by customer reference sequence

Journey (3) - To group the order lines by delivery routes, and commit the items in the warehouse by route or journey

Note: *You can only commit by journey if you use Telesales and by route if you use Transport Planning. If you use both Telesales and Transport Planning, route takes precedence.*

Despatch (4) - To commit the items in the warehouse in despatch date order

Note: *Style Warehousing consolidates order lines for the same item within the commit sequence to provide a total quantity to be committed.*

Operation start (5) - To commit the items in the warehouse by operational start date

With **Operation start**, if two orders request the same item, the order with the earlier start date has its item committed first.

Consignment (6) - To group the order lines and commit the items by consignment

Note: *You can only commit by consignment if you use Scheduling or Shipping.*

Note: *Order lines for the same item within the commit sequence are consolidated to provide a total quantity to be committed.*

Item Sequence

Select one of the following:

Item (1) - To print the instructions by item code

Alternative location (2) - To print the instructions by alternative location

This is not currently used.

Location (3) - To print the instructions by location

Pick List Organization

Select one of the following:

Warehouse (1) - To organise the pick lists by warehouse

Area (2) - To print a separate list for each area

Dimension 1 (3) - To print a separate list for each unit of dimension 1

This is useful for narrow aisle trucks, as you can produce a separate pick list for each aisle.

Note: *Style Warehousing will create a new list each time the number instruction per list limit that you specified on the warehouse list profile is exceeded.*

Instructions per List

Enter the maximum number of instructions to print on one list. This defaults to the value on the warehouse list profile.

If the number of instructions exceeds this value, Style Warehousing will create a new list.

Enter **0** or leave this field **blank** to print any number of instructions on a single list.

Marshalling List

Enter one of the following to specify the documentation required to cross-reference the orders and pick lists:

None (0) - If you do not require marshalling lists

Order for pick lists (1) - For orders for pick lists

Pick lists for order (2) - For pick lists for order

Both (3) - For both of the above

Selection

Note: *For each criterion, enter the From and To fields to define the required range. To select all of a particular range, leave the From and the To fields blank.*

Order From/To

Enter the range of order references required.

Operation Start Date From/To

Enter or select the range of start dates required.

Press Enter to submit a job to produce the pick lists.

Move List [23/STWHP]

Use this task to print an action list of requested moves and Style Warehousing-generated replenishment moves.

There are a number of parameters which control how the move lists are sequenced and printed. This task controls:

- The number of lists printed
- The number of instructions included on each list
- The sequence in which these lists are printed

Note: *You must print the action list before you can confirm the moves.*

Move List Details Window

To display this window, select the Move List task.

Use this window to define the layout and the content of move lists.

Fields

Print Lists By

Select one of the following:

Warehouse (1) - To produce a move list for the warehouse

Area (2) - To produce a move list for each area

Access to Dimension 1 (3) - To produce a list for each major dimension of each area

Sequence By

Select one of the following:

Item (1) - To order the list by item

Arrival (2) - To order the list in the order in which the moves were requested

List Definitions

Separate Replenish, Move Available & Move Frozen

Use this checkbox as follows:

Unchecked - To print both replenishment and frozen moves on the same list

Checked - To print separate lists for moves and replenishment

No. of Instructions per List

Enter the maximum number of instructions to print on a move list. The default value displayed is that defined on the list profile.

No. of Lists

Enter the maximum number of lists to print as a result of this request. The default value displayed is that defined on the list profile.

Selection Criteria

Stockroom

Enter a stockroom, or leave blank to produce move lists for all stockrooms in a warehouse.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is protected if the warehouse contains a single stockroom.*

Item From/To

Enter the range of items for which you want to print move lists.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Press Enter to submit a batch job to generate move lists.

Chapter 4 Enquiries

4

Warehouse Enquiries

You can group enquiries into three categories:

Status

You can use these enquiries to view:

- Item details
- Location contents
- Location details

Action Lists

There are three types of action lists:

- Put-away
- Move
- Pick

You can view unfinished lists and details of despatch instructions sent but not yet actioned, and from there, access the Whole Order Enquiry within Style Sales Order Processing.

Movements

You can use multiple selection criteria to view the warehouse movements and reported error conditions. If you have requested an action but have not confirmed as instructed, an error condition occurs.

By Item [1/STWHE]

Use this task to find out the location and status of a particular item.

Warehouse Enquiry by Item Selection Window

To display this window, select the By Item task.

Use this window to select the item and specific information on which you want to enquire.

Fields

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note*: This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Note*: For enquiry types Range of Locations (6), Area (7) and Warehouse(8), if the stockroom is not selected, then all stockrooms for the item selected are displayed.*

Item

You must enter the item for which you want to display the details. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window, to select the SKU (Stock Keeping Unit). For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot number

If your item is lot-controlled or batch-controlled, enter a lot reference for the item.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Label Number

If you use labelling, enter a label number.

Alternatively, use the prompt facility to select from the Select Label pop-up.

Note: *You cannot specify both the lot number and the label number for your item.*

Enquire By

Select one of the following:

Pick location (1) - To display the pick location defined for the selected item

Fixed locations (2) - To display the fixed locations defined for the selected item

Rotation date (3) - To display the item's locations in the warehouse in rotation date order

Location rule by item (4) - To display the locations defined by an item rule

A pop-up will be displayed for you to specify the item rule to use.

Location rule by area (5) - To display the locations defined by an area rule

A pop-up will be displayed for you to specify the area rule to use.

Range of locations (6) - To display a selected range of locations

A pop-up will be displayed for you to specify the From and To location codes that limit the range.

Area (7) - To display the locations with a selected area

A pop-up will be displayed for you to specify the area to use.

Warehouse (8) - To display all locations within the default warehouse

Select your item and the information you want to display, and then press Enter to display the resultant qualifying locations on the Warehouse Enquiry Details window. The window displayed depends on the selection criteria you choose.

Warehouse Enquiry Details Window

To display this window, enter the selection criteria and then press Enter on the Warehouse Enquiry by Item Selection window. The window displayed depends on the selection criteria you chose.

This window displays the locations selected in the sequence defined.

Note: *The lot number, rotation date, and pack type are only displayed if it is different for a particular location.*

Fields

Select

Check this to display more details for the location. You use this field in conjunction with the functions described below.

Note: *You can check more than one location; the details are displayed sequentially for each selected item.*

Note: *The fields below are for display only.*

Area

This field displays the area within your warehouse.

Location

This field displays the location within your area and warehouse.

SR

This field displays the stockroom within your warehouse.

Lot Number

This field displays the lot number for your item, if your item is lot-controlled or batch-controlled.

Rotation Date

This field displays the rotation date for your item, if you use rotation dates.

Pack

This field displays the pack type for your item, in this area and warehouse.

Label

This field displays the label for your item in this area and warehouse.

Available

This field displays the available stock of this item held in this location, area and warehouse.

Functions

Item/Location Details (F14)

Use this to display item and location details for the selected locations. The Warehouse Enquiry Details of the Item window is displayed.

Location Details (F15)

Use this to display details of the locations. The Warehouse Enquiry Location Details window is displayed.

Location Contents (F16)

Use this to display the location contents. The Warehouse Enquiry Location Contents window is displayed.

Change units (F17)

Use this to display the quantities in any of the items valid units of measure (i.e. purchase, issue or stock unit)

Select a location and the appropriate function to display more details.

Warehouse Enquiry Details of the Item Window

To display this window, select a location and then select **Item/Location Details (F14)** on the Warehouse Enquiry Details window.

This window displays the details of the item in the selected location.

The details displayed include lot number, pack details and current stock levels.

Functions

Location Details (F15)

Use this to display details of the locations.

Location Contents (F16)

Use this to display location contents.

Change units (F17)

Use this to display the quantities in any of the items valid units of measure (i.e. purchase, issue or stock unit)

***Note**: Any change to the displayed unit of measure on this window will not be honoured upon return to the window from which this window was invoked.*

If you selected more than one location, you can press Enter to display the next location.

Alternatively, select **Exit (F3)** to leave the task.

Warehouse Enquiry Location Details Window

To display this window, select **Location Details (F15)** on any of the Warehouse Enquiry windows.

This window displays summary information for the selected location.

The information displayed includes location details, the storage capacity, the dates on which various transaction types were last performed and the current state of the location.

Functions

Location Contents (F16)

Use this to display a list of all items at the location.

If you selected more than one location, you can press Enter to display the next location.

Alternatively, select **Exit (F3)** to leave the task.

Warehouse Enquiry Location Contents Window

To display this window, select **Location Contents (F16)** on any of the other Warehouse Enquiry windows.

This window displays all items at the location, and for each item displays the batch or lot numbers, stock rotation date, pack types, physical stock and available stock. The window also displays the characteristics of the location.

***Note:** The quantity fields are qualified by unit of measure, which can be viewed be requesting **Extended Details (F13)**.*

Options

Select

Check this to display the Warehouse Enquiry Details of the Item window for the selected item.

Functions

Extended Details (F13)

Use this to display more details for each item. These details may be viewed by scrolling right.

Location Details (F15)

Use this to display the location details for this location.

Select an item or function, or select **Exit (F3)** to leave the task.

By Location [2/STWHE]

This task displays a selected range of locations in a nominated sequence showing the items contained within them and the quantity available.

Warehouse Enquiry by Location Selection Window

To display this window, select the By Location task.

Use this window to select the locations, within your default warehouse, for which you want to display the details.

Fields

Empty/full

Select one of the following:

All locations (0) - To display all locations whether they are empty or full

Empty only (1) - To display only empty locations

Not empty (2) - To only display locations that are currently holding stock

Enquire By

Select one of the following:

Location rule by item (1) - To select the locations using an item rule

Select the item rule in the displayed pop-up. If a datum location for the rule has been specified, this will be used automatically to calculate the locations to display. If not, you will be asked to select a datum location from which the rule will start selecting locations.

Location rule by area (2) - To select the locations using an area rule

Select the area rule you want to use in the displayed pop-up.

Range of locations (3) - To select a range of locations for the enquiry

Select the From and To location in the displayed pop-up.

Area (4) - To select all the locations in a specified area

Select the area in the displayed pop-up.

Warehouse (5) - To select all the locations in the warehouse

Location

Alternatively, you can enter a single location within the warehouse for the enquiry. If you use this field, you must leave the Empty/Full and Enquire By fields blank.

You can use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Note: *You can only display the contents of the special receiving and marshalling locations when you explicitly select the single location.*

Press Enter to display any windows necessary to specify the selection range. The Warehouse Enquiry Selected Locations window is displayed automatically.

Warehouse Enquiry Selected Locations Window

To display this window, enter the selection criteria and then press Enter on the Warehouse Enquiry by Location Selection window.

This window displays the selected locations in the requested sequence.

Fields

Select

To display more details for the location, **check** this and then select the appropriate function.

Note: *You can select more than one location; the details are displayed on the appropriate window in sequence. Press Enter to display the next location.*

Note: *The fields below are for display only.*

Area

This field displays the area where you have set up this location.

Location

This field displays the location code.

Item

This field displays the item currently being held in this location.

Lot

If the item is lot-controlled, this field displays the lot reference number for that item.

Rotation Date

If you use rotation dates, they are displayed here.

Available

This field displays the quantity of stock available at this location.

UoM

This field qualifies the unit of measure of the displayed quantity.

Functions

Item/Location Details (F14)

Use this to display the Warehouse Enquiry Details of the Item window for this location.

Location Details (F15)

Use this to display the Warehouse Enquiry Location Details window for this location.

Location Contents (F16)

Use this to display the Warehouse Enquiry Location Contents window for this location.

Select a location or multiple locations and a function or select **Exit (F3)** to leave the task.

Items to be Moved [11/STWHE]

You use this enquiry to display the status of any outstanding move lists. These are lists created using the Move Lists task, which have not yet been actioned, or completed.

Enquire on Items to be Moved Selection Window

To display this window, select the Items to be Moved task.

Use this window to select the move list for which you want to view the details.

Fields

List Number

Enter the move list you want to view.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Press Enter to display the Enquire on Items to be Moved Details window.

Enquire on Items to be Moved Details Window

To display this window, enter a list number and then press Enter on the Enquire on Items to be Moved Selection window.

This window displays the move list, the creation date, the number of actions and the number of completed actions.

It displays, for each item, the description, lot or batch number, rotation date, label, quantity to move, locations before and after the move, and the status.

Note: *If the status is PEND, the move has been confirmed, but the database has not yet been updated. This occurs if you leave the Are Confirmation Updates to be Performed Interactively flag unchecked in the warehouse profile. The status remains pending until you start the Confirmation Updates subsystem.*

Select **Exit (F3)** to leave the task.

Items to be Put-away [12/STWHE]

Use this enquiry to display the status of the put-away lists. These are lists created when you use the Put-away Labels task.

Enquire on Items to be Put-away Selection Window

To display this window, select the Items to be Put-away task.

Use this window to select the put-away list for which you want to view the status.

Fields

List Number

Enter the number of the required put-away list.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Press Enter to display the Enquire on Items to be Put-away Details window.

Enquire on Items to be Put-away Details Window

To display this window, enter or select a list number and then press Enter on the Items to be Put-away List Selection window.

This window displays the current status of this selected list.

It displays the list number, the list creation date, the number of actions held on the list and the number of completed actions. For each action, this window displays the item, the lot or batch number, the quantity to put away, the label number, the status, the expiry date and the rotation date.

Note: *If the status is PEND, the move has been confirmed, but the database has not yet been updated. This occurs if you leave the Are Confirmation Updates to be Performed Interactively flag* *unchecked in the warehouse profile. The status remains pending until you start the Confirmation Updates subsystem.*

Functions

Extended Display (F13)

Use this to display extra fields. These may be viewed by scrolling right.

Select **Exit (F3)** to leave the task.

Items to be Picked [13/STWHE, 15/STWHE]

There are two enquiries, one to display the picking lists for sales and one for production picking lists. The information displayed is the same. These lists are created if you use the Pick List for Sales or Pick List for Production tasks.

Enquire on Items to be Picked Selection Window

To display this window, select either the Items to be Picked task or the Items to be Picked for Prod. task.

Use this window to select the picking list for which you want to view the details.

Note: *The title of the window depends on the task you select.*

Fields

Picking List Number

Enter the number of the required picking list.

Alternatively, use the prompt facility to select from the Select Action List pop-up.

Press Enter to display the Enquire on Items to be Picked Details window.

Enquire on Items to be Picked Details Window

To display this window, enter or select a picking list and then press Enter on the Enquire on Items to be Picked Selection window.

This window displays the current status of the selected list.

It displays the list number, the list creation date, the number of actions held on the list and the number of complete actions. For each action, this window then displays the item, the lot or batch number, the quantity that you need to pick, the status, the rotation date and the location.

Note: *If the status is PEND, the move has been confirmed, but the database has not yet been updated. This occurs if you leave the Are Confirmation Updates to be Performed Interactively flag unchecked in the warehouse profile. The status remains pending until you start the Confirmation Updates subsystem.*

Functions

Extended Display (F13)

Use this to show extra details for each line. These may be seen by scrolling right.

Select **Exit (F3)** to leave the task.

Orders Awaiting Despatch [14/STWHE]

Use this enquiry to view any orders that have been picked, but are currently awaiting despatch.

Orders Awaiting Despatch Enquiry Selection Window

To display this window, select the Orders Awaiting Despatch task.

Use this window to select the order and picking note on which you want to enquire.

Ref : ST0NO99

Fields

Order Number

Enter the order number on which you want to enquire.

Alternatively, use the prompt facility to select from the Unconfirmed Despatch Prompt pop-up.

Picking Note Number

Enter the corresponding picking note number on which you want to enquire.

Alternatively, use the prompt facility to select from the Unconfirmed Despatch Prompt pop-up.

Press Enter to display the Orders Awaiting Despatch Enquiry Details window.

Orders Awaiting Despatch Enquiry Details Window

To display this window, enter or select an order number and a picking note number and then press Enter on the Orders Awaiting Despatch Enquiry Selection window.

Use this window to view the details of your selected order and picking note number.

Fields

Note: *The fields below are output only.*

Order Number

This field displays your selected order number.

Customer

This field displays the customer who requested the order.

Picking Note Number

This field displays your selected picking note number.

Date/time Created

This field displays the date and time you created the sales order.

Delivery Required On

This field displays the customer requested delivery date for the products on order.

Status

This field displays the current status of the order.

Currency

This field displays the currency that you have used to price the order.

Line

This field displays the order line numbers.

Product Code

This field displays the product reference code, to SKU level.

Description

This field displays the full description of the product that is on order.

Quantity

This field displays the quantity on order, and subsequently on pick.

Functions

Whole Order Enquiry (F13)

Use this to view the Whole Order enquiry for your selected customer order and picking note number. For more information, see the Whole Order Enquiry Selection Window section in the Style Sales Order Processing product guide.

Select **Exit (F3)** to leave the task.

Warehouse Movements [21/STWHE]

Use this enquiry to display a selected range of historical warehouse movements.

You can display either summary or detailed information. The summary displays a list of movements that meet the entered criteria; the detail displays the full details of each movement sequentially.

Warehouse Movement Enquiry Selection Window

To display this window, select the Warehouse Movements task.

Use this window to select the movements for which you want to display the details. You can display either summary or detailed information. You can specify movements by item, lot number, rotation date, or pack type, or you can specify movements by label number.

Fields

Stockroom

Enter the stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Item

You must enter the item if you are not entering a label. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window to select the SKU. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot

You can optionally enter the lot or batch number.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

Rotation Date

You can optionally enter or select the rotation date of the item required.

Pack Type

You can optionally select the pack type for the item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Label

You must enter a label number if you are not entering an item.

Alternatively, use the prompt facility to select from the Select Label pop-up.

Note: *To enquire on the movements of a specific pack, enter the label number. In this case, you should not enter an item, lot and rotation date.*

From Date

You can optionally enter or select the From date.

Leave this field blank to include all movements up to the To date.

To Date

You can optionally enter or select the To date.

Summary/Detail

Select one of the following:

Summary (1) (default) - To list all movements which satisfy the search criteria

Detail (2) - To list, sequentially, full details of the movements that meet the search criteria

Press Enter to display either the Summary or Detail window.

Warehouse Movements Enquiry Summary Window

To display this window, enter the search criteria, set the Summary/Detail field to Summary and then press Enter on the Warehouse Movement Enquiry Selection window.

This window displays a list of all the movements that meet the selection criteria.

It displays the item number and, for each movement, the lot or batch number, the rotation date, the pack type, the label, the before and after locations, and the quantity moved.

Options

Select (1)

Use this to display the Warehouse Movement Enquiry Detail window for the item.

Select a movement to display the Warehouse Movements Enquiry Details window.

Warehouse Movements Enquiry Detail Window

To display this window, select a movement on the Warehouse Movement Enquiry Summary window.

Alternatively, enter the search criteria, set the Summary/Detail field to Detail and then press Enter on the Warehouse Movement Enquiry Selection window.

This window displays the full details of the movement in the warehouse.

These details include the item, the lot or batch number, the rotation date, the pack type, the label number, the reason for the move, the movement type and transaction, the before and after locations, the quantity moved and the user who confirmed the movement.

Functions

Page Up/Down

Use these keys to view details of further movements with the same selection criteria, i.e. those displayed on the summary window.

Summary (F14)

Use this to display the Warehouse Movements Enquiry Summary window.

Select **Exit (F3)** to leave the task.

Serious Errors [22/STWHE]

When Style Warehousing receives non-standard responses for instructions, it records an error condition. This enquiry displays the recorded serious errors.

The enquiry lists the current serious errors, with the most recent first.

Serious Error Enquiry Selection Window

To display this window, select the Serious Errors task.

Use this window to select the errors on which you wish to enquire.

This window displays the date, time, item user and reason for each serious error.

Fields

Select (Untitled) (1)

Use this to display the Serious Error Enquiry Detail window for the selected line(s).

Select an error or multiple errors and then press Enter to display the Serious Error Enquiry Detail window.

Serious Error Enquiry Detail Window

To display this window, select an error or errors on the Serious Error Selection window and press Enter.

This window displays all of the recorded information associated with the error condition.

The information displayed includes the date, the time, the user, the workstation, the event number, the action list, the item details, the reason, the locations before and after, the label number, the pack type and the quantity.

Press Enter to display the next selected error or select **Exit (F3)** to leave the task.

Chapter 5 Reports

5

Report Selection [1/STWHR]

This task produces a report listing the status of any aspect of items or locations within your default warehouse.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals - None

Warehouse Report Selection Window

To display this window, select the Report Selection task.

Use this window to specify the type of report and the information and sequence of the warehouse report you want to produce.

Fields

Report By

Select one of the following:

Pick locations (1) - To produce a report displaying the status and contents of the pick locations for your selected items

Fixed locations (2) - To produce a report displaying the status and contents of the fixed locations for your selected items

Location rule by item (3) - To produce a report displaying, for each item selected, the status and contents of the locations identified using an item rule

Enter the item rule in the pop-up displayed when you press Enter.

Locations rule by area (4) - To produce a report displaying the status and contents of the locations identified using an area rule

Enter the area rule in the pop-up displayed when you press Enter.

Warehouse (5) - To produce a report displaying the status and contents of all the locations within the warehouse

Area (6) - To produce a report displaying the status and contents of all the locations within a selected area

Enter the area required in the pop-up displayed when you press Enter.

Range of locations (7) - To produce a report displaying the status and contents of a range of locations

Enter the location range in the pop-up displayed when you press Enter.

Empty locations (8) - To produce a report displaying all the empty locations within the warehouse

Item/location Seq

Select one of the following:

Item (1) - To sequence the report by the items involved

This report only includes used locations. You cannot sequence the Empty Locations report by item.

Location (2) - To sequence the report by location

This report includes both empty and used locations.

Location Detail

Select one of the following:

Summary (1) (default) - To display only the location and status

Detail (2) - To display all the details for the location, together with statistical information, such as number of receipts, date last counted and so on

Item Detail

Select one of the following:

Summary (1) (default) - To display only the basic item details, such as lot number, rotation date, pack type, physical stock in the location and available stock in the location

Detail (2) - To display further details about the current stock status in the location, such as physical stock, committed to sales, committed to production, committed to transfer, frozen, available and planned in

Stockroom

Enter the stockroom, or leave blank to report on all stockrooms in the current warehouse.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

From Item/To Item

You can optionally enter the range of items for which you want to produce the report. The items specified must exist in the Item Master file, as set up in Style Inventory Management.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

From Lot/To Lot

You can optionally enter the range of lot numbers for which you want to produce the report. The lot numbers must exist for the selected item.

You can use the prompt facility on these fields to select from the Select Lot pop-up.

Max. Locations

You can optionally enter the maximum number of locations you want the report to process. Use this to limit the size of potentially large reports.

To report on all locations, set the field to **0** or leave it **blank**.

Press Enter to submit the report.

Unconfirmed Action Lists [21/STWHR]

It is vital that all of the work requested in the warehouse is complete. This task produces a report listing all unconfirmed action lists up to the nominated date. You can include any of the three types of action lists in the report.

- Frequency - At least daily
- Stationery - Standard listing paper
- New Page - Overflow
- Totals - None

Unconfirmed Action List Report Request Window

To display this window, select the Unconfirmed Action Lists task.

Use this window to specify the content of the unconfirmed action list report.

Fields

Cut-off Date

Enter or select a date (not in the future). If an action from before this date is unconfirmed, it prints on the report.

Put-away Lists

Use this checkbox as follows:

Unchecked - Not to include put-away lists in the report

Checked (default) - To include put-away lists in the report

Pick Lists

Use this checkbox as follows:

Unchecked - Not to include pick lists in the report

Checked (default) - To include pick lists in the report

Movement Lists

Use this checkbox as follows:

Unchecked - Not to include movement lists in the report

Checked (default) - To include movement lists in the report

Press Enter to submit the report.

Movements [22/STWHR]

Use this task to report on a selected range of movements. This report will assist in the resolution of discrepancies or imbalances within the warehouse.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals - None

Warehouse Movements Report Request Window

To display this window, select the Movements task.

Use this window to specify the sequence of the report and the movements you want to include in the report.

Fields

Select Sequence

For the five fields (Movement Type, Item/Lot, Label, Reason, Date/Time) you can enter the numbers **1** to **4** to specify the order to sequence the report. **1** is the major sequence, **4** is the minor sequence.

Selection Criteria

Note: *Leave a range blank to include all of that information in the report.*

Movement Type From/To

You can optionally enter the range of movements on which to report.

You can use the prompt facility on these fields to select from the WHMT Warehousing Movement Type pop-up.

Stockroom

Enter the stockroom, or leave blank for all stockrooms in the current warehouse.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.

Item From/To

You can optionally enter the range of items on which to report.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Lot From/To

You can optionally enter the range of lots on which to report.

You can use the prompt facility on these fields to select from the Select Lot pop-up.

Label From/To

You can optionally enter the range of labels on which to report.

You can use the prompt facility on these fields to select from the Select Label pop-up.

Reason From/To

You can optionally enter the range of reasons on which to report.

You can use the prompt facility on these fields to select from the WHRS Warehousing Reason Code pop-up.

Date From/To

You can optionally enter or select the range of dates on which to report.

Time From/To

You can optionally enter the range of times on which to report.

Press Enter to submit the report.

Serious Errors [23/STWHR]

This task produces a report listing all the serious errors, most recent first, logged by Style Warehousing.

Caution: After you run this report, Style Warehousing deletes the errors.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals - None

Select **Confirm Submit (F8)** to submit the task.

Chapter 6 Stock Counting

6

Processes within Stock Counting

You can use Style Warehouse Management to count stock. You can produce counts that are:

- Time based
- Manually requested

Time Based

Use this for cycle counting or perpetual inventory. The software uses item classification to suggest WHAT to count and WHEN. Items are classified using the values from the Maintain Company Profile Stock Weeks Matrix window as follows:

- **A** - High value and high usage or both
- **B** - Medium value and medium usage or both
- **C** - Low value and low usage both
- **Z** - Ignore these items in a class/date control count

Warehouses have a count objective per year, per ABC classification. With the definition of a number of working days, the software calculates time intervals so that you can meet the count objectives.

Manual Request

You can use group ranges to select items for counting at any time (for example major group, minor group and so on).

Warehousing Stock Counting

The primary options of Warehousing are to record item locations and quantities, and item movements. This incorporates a stock counting task that provides assistance with the control, documentation, reconciliation and adjustment of stock counting.

The Warehousing Stock Counting tasks apply to the default warehouse only. You can use the Authorise Users to Warehouse task to change a user's default warehouse.

Physical Warehouse Areas/Locations

You can request stock counts by a range of locations within a given area. In addition, you can select specific location types with the omission of void locations.

Stock Counting Steps

Count Creation

You can use ABC classification or manual range to create a count. For either method, the software provides a series of recommendations of what to count, but does not record details (lot/batch/serial). You can print count sheets at this stage but this will bypass the review stage and the count has an immediate status of outstanding.

Review Recommendations

If you have created a stock count, you can review those recommendations.

Maintain the Count

Once you have created a count, you can add items to, or delete items from, the count list.

Print Count Sheets

The software records the computer stock figure. The count is now of outstanding status. The produced count sheets can cover a number of action lists. You can also use the Reprint Count Sheets task to re-print the count sheets.

Count Entry

You can record actual count figures. You can add new items to the count at that time.

Count Reconciliation With/Without Update

Without Update

You can compare your counted figure with the recorded computer stock figure. If you use this task, you can report any variances by quantity and value. If these variances fall outside your defined tolerance limits, they are designated as errors.

With Update

You can automatically adjustment the computer-recorded figures to reflect your counted figures.

Maintain Count Profile [1/STWHS]

Use this task to create the profiles that control the range of items that you want to count and the time in which it is done.

Stock Count Profile Maintenance Selection Window

To display this window, select the Maintain Count Profile task.

Use this window to specify the warehouse for which you want to make the stock count.

Fields

Stockroom

Enter the stockroom code for which you want to create or maintain a count profile.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter to display the Stock Count Profile Maintenance Detail window.

Stock Count Profile Maintenance Detail Window

To display this window, press Enter on the Stock Count Profile Maintenance Selection window.

Use this window to specify the counting criteria your selected warehouse.

Fields

Last Count Number

This field displays the last count number used within the warehouse.

Overdue Days

Enter the number of days after which the counts become overdue for printing. This is based on the date of the count recommendation that you enter at count request time.

Time Fence Days

This is the number of days' information that you want to print on each count sheet. If you enter **1**, you will only print count details for counts recommended for the current day. Enter a number greater than 1 to produce count sheets for extra days.

View Quantity on Count

Select one of the following to determine the level of information you want to print on count sheets:

No (0) - Not to view the computer-counted quantity either on the screen or on the printed count sheet

Print (1) - To view the computer counted-quantity on the printed count sheet

Panel (2) - To view the computer counted-quantity on a window

Both (3) - To view the computer counted-quantity both on a window and on the printed count sheet

Count Frozen Stock

Use this field to establish a default setting for the warehouse.

Use this checkbox as follows:

Unchecked – If you cannot view and maintain free and frozen stock quantities on count sheets and windows

Checked - If you can view and maintain free and frozen stock quantities on count sheets and windows

This default setting can be overridden at count level within the count sheet generation and printing tasks.

Count by Class

Use this to indicate whether you want to produce recommended counts by item class.

Use this checkbox as follows:

Unchecked - Not to produce count recommendations using item class categorisations

Checked - To define count tolerances so that you produce recommended counts by item class

See the Stock Count Profile Maintenance Count by Class Window section for more information.

Tolerances

Percentage (-ve)

Enter the maximum percentage tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

Enter the maximum percentage tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Value (-ve)

Enter the maximum value tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

Enter the maximum value tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Select **Update (F8)** to validate the details and save them.

Stock Count Profile Maintenance Count by Class Window

To display this window, check the Count by Class field and then press Enter on the Stock Count Profile Maintenance Detail window.

Use this window if you want to maintain your stock count profile to produce recommended counts based on item classification.

Fields

***Note:** The fields on the window are the same as those on the Stock Count Profile Maintenance Count Detail window, with the addition of the three fields described below.*

Number of Days/Year

Enter the number of days that you normally work in a year.

Number of Counts/Year

Enter the number of counts that you want to process for each item class per year. For example, you can decide to count class A items more frequently than class C and so on.

Maximum Items/Count

Enter the maximum number of items that you want to count each time you process a recommended count.

Select **Update (F8)** to validate the details and save them.

Enquire on Count Profile [2/STWHS]

Use this task to view the count processing criteria and item/stockroom ABC classification that you have created for a warehouse.

Stock Count Profile Enquiry Selection Window

To display this window, select the Enquire on Count Profile task.

Use this window to select the warehouse on which you want to enquire.

Fields

Stockroom

Enter the stockroom on which you want to enquire.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Press Enter to display the Stock Count Profile Enquiry window.

Stock Count Profile Enquiry Window

To display this window, enter or select the stockroom on which you want to enquire and then press Enter on the Stock Count Profile Enquiry Selection window.

Use this window to view a detailed breakdown of the stock count for the selected stockroom including negative/positive tolerances and count by class specifications, if they are permissible within that particular stockroom.

Fields

Last Count Number

This field displays the last count number used within the warehouse.

Overdue Days

This field displays the number of days after which the counts become overdue for printing. This is based on the date of the count recommendation that you enter at count request time.

Time Fence Days

This field displays the number of days' information that you want to print on each count sheet. If this field is set to **1**, you will only print count details for counts recommended for the current day. A number greater than 1 indicates that you will produce count sheets for extra days.

View Quantity on Count

This field displays the level of information you want to print on count sheets as follows:

No (0) - If you do not wish to view the computer-counted quantity either on the screen or on the printed count sheet

Print (1) - If you wish to view the computer-counted quantity on the printed count sheet

Panel (2) - If you wish to view the computer-counted quantity on a window

Both (3) - If you wish to view the computer-counted quantity both on a window and on the printed count sheet

Count Frozen Stock

This field indicates whether you want to view and maintain both free and frozen balances on count sheets and windows.

The checkbox is displayed as follows:

Unchecked - If you cannot view and maintain both free and frozen balances on count sheets and windows

Checked - If you can view and maintain both free and frozen balances on count sheets and windows

Count by Class

This field indicates whether you want to produce recommended counts by item class.

The checkbox is displayed as follows:

Unchecked - If you do not normally produce count recommendations using item class categorisations

Checked - If you define count tolerances so that you produce recommended counts by item class

See the Stock Count Profile Maintenance Count by Class window for more information.

Tolerances

Percentage (-ve)

This field displays the maximum percentage tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

This field displays the maximum percentage tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Value (-ve)

This field displays the maximum value tolerance for stock shortage in terms of both percentage and value terms. Any excess greater than this tolerance is identified during reconciliation.

Percentage (+ve)

This field displays the maximum value tolerance for stock excess in terms of both percentage and value. Any excess greater than this tolerance is identified during reconciliation.

Note: *If you have specified that you want to use this profile to recommend counts by item class, the window displays the next three fields.*

Number of Days/Year

This field displays the number of days that you normally work in a year.

Number of Counts/Year

This field displays the number of counts that you want to process for each item class per year. For example, you can decide to count class A items more frequently than class C and so on.

Maximum Items/Count

This field displays the maximum number of items that you want to count each time you process a recommended count.

Regenerate ABC Classifications [11/STWHS]

Use this task to re-classify items within a stockroom based on their average usage and cost in relation to the stockroom cost/usage matrix. When you re-classify these items, the next count date is re-calculated based on the last count date and criteria defined for the stockroom count profile.

We recommend that you use this task to re-assign classifications and the next count dates to items. You need to do this if you have changed the stockroom matrix or stockroom count profile.

The software prompts for this task during period end processing within Style Inventory when average usages for stockroom/item profiles are re-calculated.

You can view the ABC classification of items in the Item/Stockroom enquiry task.

ABC Regeneration Selection Window

To display this window, select the Regenerate ABC Classifications task.

Use this window to confirm submission of the regeneration process.

Press **Submit (F8)** to regenerate the classifications.

Create Count for ABC Recommendations [21/STWHS]

Use this task to create counts based on the next due for count date defined for each item within the stockroom.

You can choose whether to count physical stock quantities only or free and frozen stock quantities.

The software produces a count for any item that is due for count before or on the count recommendation date that you enter on the window.

This task will produce additional counts for each day after the date up to the number of days specified. These counts will contain items that are due on those days only. You can use this to provide a method of evaluating future workloads.

Create Count by Class/Date Control Details Window

To display this window, request the Create Count by ABC Recommendations task.

Use this window to specify the selection criteria you want to use to produce the recommended counts.

Fields

Time Fence Days

Enter the number of days after the date of recommendation for which you want to produce count sheets. This is reviewed separately for the count creation.

From

Enter or select the date from which items are selected based on their next due for count date.

Print Count Sheets

Use this field to indicate whether count sheets should be printed immediately upon generation of recommendations.

Use this checkbox as follows:

Unchecked - Not to print count sheets immediately

In this case, you can review the recommendations before you process the count.

Checked - To print count sheets immediately

In this case, the balance is outstanding immediately after generation and you cannot review recommendations before printing.

Number of Instructions per List

Enter the maximum number of items or print location details that you want to print on each action list.

Note: *If you use Warehousing, this value will default to the value you have defined for the warehouse list profile for count lists.*

Organise Count By

Select one of the following:

Warehouse (1) (default) - As the count only relates to your default warehouse, to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

Area (2) - To create a separate count list for each change of area code within the warehouse

In this case, the software creates a new list for each change in area code. There may be several lists per area if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the warehouse, the software produces one action list per aisle..

Sequence Count By

Select one of the following:

Item (1) (default) - To order the actions on the list by item within stockroom

Location (2) - To order the actions on the list by location code

There are two possible reasons why the software does not produce a count after you have run the Create Count by ABC Classification task:

- If you have set the Number of Counts per Year to count items relatively infrequently and you have recently counted all items, no items may be due to be counted, and hence no count recommendations are produced on the Count Profile.
- The software cannot include items that are currently being counted on other count lists, whether active or recommended. Therefore, any items that appear on manually requested counts lists, at either a summary or detail level, do not appear on a count list created by ABC classification.

Include Zero Balances

Use this checkbox as follows:

Unchecked (default) - If items with zero physical stock will not be included in the stock count

Checked - If you wish to include zero balance items

Count Frozen Stock

Use this field to specify whether frozen stock quantities are to be counted.

Select one of the following:

No - If you can view and maintain physical quantities on count sheets and windows

Yes - If you can view and maintain free and frozen quantities on count sheets and windows

***Note**: Setting this field to **No** or **Yes** overrides the setting of this flag to the specified value on every count header generated based on the selection criteria you have entered.*

***Note**: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.*

***Note**: This field is used in conjunction with the **Include Zero Balances** field to control what items are excluded from a count.*

***Note**: This field is only relevant if you choose to print count sheets immediately.*

There are two possible reasons why no count recommendations are produced once you have used this task:

- If you specified how often you want to count each item class on the count profile, you have set the number of counts per year field to count items relatively infrequently, and all items have been recently counted.
- Items that are currently being counted cannot be included on other count lists, whether active or recommended. Therefore, any items appearing on manually requested count lists, at either a summary or a detail level, will not appear on a count list created by ABC Recommendation.

Select **Submit (F8)** to create the count.

Create Count for Manual Range [22/STWHS]

You can use this task to create counts for one or more stockrooms, based on the item range selection or item attribute selection.

You can create a count for a single stockroom or range of stockrooms and choose to create the count based on a single selection or range item attributes for the item.

Create Count by Item Selection Window

To display this window, select the Create Count for Manual Range task.

Use this window to select a stockroom and item combination on which to base a stock count.

Fields

Range From/Range To

Stockroom

Enter the stockroom within the default warehouse for which you want to process this stock count. Leave this field blank to process a count over all stockrooms in the default warehouse for your selected item(s).

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Note: *You can use the next five fields to select the item(s) for which you want to process this stock count.*

Item

You can choose to enter the item, or style, for which you want to produce this stock count. If you enter a single item, it must exist on the Item Master file. If you enter a range of items, the From and To fields used to define the range do not have to be on the Item Master file, unless they are of the same value.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Item Group Major

You can choose to enter a single code, or a range of item group major codes, as defined in the Inventory Descriptions file under major type PGMJ.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Item Group Minor

You can choose to enter a single code, or a range of item group minor codes, as defined in the Inventory Descriptions file under major type PGMN.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Item Type

You can choose to enter an item type, or a range of item types, as defined in the Inventory Descriptions file under major type PTYP.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Item Class

You can choose to enter an item class, or a range of item classes, as defined in the Inventory Descriptions file under major type PCLS.

You can use the prompt facility on these fields to select from the PCLS Item Class Product Class pop-up.

Count Class

You can enter an item count class, or a range of item count classes. These are the classification codes that Inventory assigns each item within a stockroom based on their usage and value.

Count Date

Enter or select the date associated with this count recommendation.

Include Zero Balances

Use this checkbox as follows:

Unchecked (default) - If items with zero physical stock will not be included in the stock count

Checked - If you wish to include zero balance items

Count Frozen Stock

Use this field to specify whether frozen stock quantities are to be counted.

Select one of the following:

Default from profile (default) - If the setting of the Count Frozen Stock field on each generated count is to be inherited from the appropriate count profile definition

No - If you can view and maintain physical quantities on count sheets and windows

Yes - If you can view and maintain free and frozen quantities on count sheets and windows

***Note**: Setting this field to **No** or **Yes** overrides the setting of this flag to the specified value on every count header generated based on the selection criteria you have entered.*

***Note**: This field is used in conjunction with the **View Quantity on Count** field in the count profile to control what is displayed on count sheets and windows.*

***Note**: This field is used in conjunction with the **Include Zero Balances** field to control what items are excluded from a count.*

***Note**: This field is only relevant if you choose to print count sheets immediately.*

***Note**: If you use Warehousing, the next two fields are displayed.*

Print Count Sheets

Use this field to indicate whether you want to print count sheets immediately once you have generated count recommendations.

Use this checkbox as follows:

Unchecked - Not to print count sheets immediately

> In this case, you can review the recommendations before you process the count.

Checked - To print count sheets immediately

> In this case, the balance is outstanding immediately after generation and you cannot review recommendations before printing.

No. of Instructions/List

Enter the maximum number of items or print location details that you want to print on each action list.

***Note:** This value will default to the value you have defined for the warehouse list profile for count lists.*

Organise Count By

Select one of the following:

Warehouse (1) (default) - As the count only relates to your default warehouse, to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

Area (2) - To create a separate count list for each change of area code within the warehouse

In this case, the software creates a new list for each change in area code. There may be several lists per area if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the warehouse, the software produces one action list per aisle.

Sequence Count By

Item (1) (default) - To order the actions on the list by stockroom and item

Location (2) - To order the actions on the list by location code

Select **Submit (F8)** to create the count.

Create Count for Warehouse Location [23/WHS]

Note: You can only use this task if you use Warehousing.

You can create count for the default warehouse by location within a defined area.

You can choose whether to count physical stock quantities only or free and frozen stock quantities.

You can choose to use a range of criteria to select the locations within the area:

- By range selected by dimension
- By status, so that you only count within active locations or all locations
- By location type

You can select a maximum number of locations, so that count lists do not become too large.

You can print counts or create recommended counts to review before printing them.

Create Count by Warehouse Location Area Selection Window

To display this window, select the **Create Count for Warehouse Location** task.

Use this window to select the area containing the locations you want to count, and specify the date associated with the count.

Fields

Area

Enter the area within your warehouse that you want to target for the count.

Alternatively, use the prompt facility to select from the Select Area pop-up.

Count Date

Enter or select the date associated with the count recommendation.

Press Enter to display the Create Count by Warehouse Location Detail window.

Create Count by Warehouse Location Detail Window

To display this window, select an area and count date and then press Enter on the Create Count by Warehouse Location Selection window.

Use this window to select the locations within the chosen area for stock counting.

Fields

Location Ranges

You can leave both the From and To fields blank to select the entire range of dimension codes for the particular dimension.

Note: Warehouse dimensions are flexible and those illustrated here are simply one example.

Aisle

Enter the target range of dimension codes for count creation within the area.

Alternatively, use the prompt facility to select from the Select Dimension Values pop-up.

Bay

Enter the target range of dimension codes for count creation within the area.

Alternatively, use the prompt facility to select from the Select Dimension Values pop-up.

Row

Enter the target range of dimension codes for count creation within the area.

Alternatively, use the prompt facility to select from the Select Dimension Values pop-up.

Location Status

Select one of the following:

All (0) (default) - To select all locations defined by the dimension range.

Active Only (1) - To ignore void locations (generated via the warehouse map) and select those locations defined as active from the dimension range

Location Type

You can restrict the target locations for count by type. You must have defined the location type you enter within Warehousing.

If this field is left blank, the software selects all location types found for the dimension range.

Maximum Number of Locns

This is the maximum number of target locations for the count.

This defaults to the entry held in the Inventory Descriptions file, under major type WHNL, code description MAX.

It is strongly recommended that you maintain this value, so that you can guard against the entry of dimension ranges that targets a large number of locations

Print Count Sheets

Use this checkbox as follows:

Unchecked - To review recommendations through the Maintain Recommended Count task before printing

Checked - To print immediately after generating recommendations

Note: If you check this field, the count is outstanding immediately. This action bypasses the option to review before printing.

No of Instructions/List

If you checked the Print Count Sheets field, use this to determine the maximum number of item or location details you want to print on an action list. This value defaults to the value defined in the Warehouse list profile for count lists.

Enter 0 to indicate that a new list should not be initiated based the number of item or location details. New lists can however be initiated by using the Organise Count By field.

Organise Count By

Select one of the following:

Warehouse (1) (default) - As the count only relates to your default warehouse, to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

Area (2) - To create a separate count list for each change of area code within the warehouse

> In this case, the software creates a new list for each change in area code. There may be several lists per area if the number of location or item details to be checked exceeds the value set for Number of Instructions/List.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

> In this case, if, for example, you set up Aisle to be the first dimension in the warehouse, the software produces one action list per aisle.

Sequence Count By

Select one of the following:

Item (1) - To order the actions on the list by stockroom and item

Location (2) (default) - To order the actions on the list by location code

Count Frozen Stock

Use this field to define whether frozen stock quantities are to be counted.

Use this checkbox as follows:

Unchecked - If you can view and maintain physical quantities on count sheets and windows

Checked - If you can view and maintain free and frozen quantities on count sheets and windows

The default setting of this field is retrieved from the count profile.

Note*: This field is used in conjunction with the* ***View Quantity on Count*** *field in the count profile to control what is displayed on count sheets and windows.*

Note*: This field is only relevant if you choose to print count sheets immediately.*

Functions

No. of Locns. (F16)

Use this to review the number of locations targeted for count based on the specified dimension range.

Note: *We recommend that you use No of Locations (F16) to guard against producing counts over a large number of locations.*

Select **Submit (F8)** to submit the count request.

Maintain Count [31/STINS]

You can use this task to review recommended counts if you did not select the option to print count sheets when you requested the count.

You can add or delete a request to count all balances for an item. In addition, you can request detail recommendations, (specific lots, batches or serial numbers) for a count. You can delete counts in their entirety and take all associated items off a count.

The software records any items that you add as unplanned requests. When you add items, you must enter an appropriate reason code.

Maintain Count Selection Window

To display this window, select the Maintain Count task.

Use this window to select the count number and stockroom for which you want to retrieve the count.

Fields

Count Number

Enter the count number you want to review.

Alternatively, use the prompt facility to select from the Recommended Count Selection pop-up.

Note: *The count must have a status of Recommended (not Outstanding). Counts have a status of Outstanding once you have printed the count.*

Enter or select the count number and then press Enter to display the Maintain Count Detail window.

Maintain Count Detail Window

To display this window, enter or select the count number and then press Enter on the Maintain Count Selection window for an item based count

Use this window to add or delete summary or detail item recommendations. The stockroom, the count number and the number of items or lots to count are displayed at the top of the window. Below this, the window displays detailed recommendations to count specific lot, batch or serial numbers.

Fields

Select (Untitled)

Select **Delete (4)** to delete the count recommendation for a particular line and then select **Update (F8)**. When you do this, the Maintain Count Selection window is re-displayed. When you return to this window; the count recommendation you have deleted is not displayed window and is not included in the count.

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Functions

Add (F9)

Use this to add an item to the count. This displays the Maintain Count Addition pop-up.

Delete (F11)

Use this to delete the entire count recommendation. Select **F11** again to delete the count.

Caution: You must delete summary recommendations for an item before you can add a detail recommendation for an item.

Caution: Lot-controlled items are displayed at summary level. Use **Add (F9)** to specify individual lots for a count.

Select **Update (F8)** to update all item additions and deletions for your selected count.

Maintain Count Addition Pop-up

To display this pop-up, select **Add (F9)** on the Maintain Count Detail window.

Use this pop-up to specify individual lots to add to the count.

Fields

Location

Enter a location in your warehouse.

Alternatively, use the prompt facility to select from the Location Selection pop-up.

Note: *You only need to enter a location (and any other detail for the item to be added) if you wish to request a count of a specific item balance within your warehouse.*

SR

Enter the stockroom within the warehouse containing the item you want to add to the count.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Item

Enter the item that you want to add.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Lot

If your item is lot-controlled or batch-controlled you must also enter a lot reference.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Rotation

Enter or select the rotation date if the item being added to the count is date-controlled within your warehouse.

Pack

Enter the pack type for the item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Label

Enter the label number where the pack type is label-controlled.

Reason Code

You must enter a reason code for this addition.

Alternatively, use the prompt facility to select from the CTRE Count Reason pop-up.

You must select a code that details the reason as of an unplanned nature.

Caution: You must remove summary recommendations from the count before you can add detailed recommendations for an item.

Press Enter to confirm the additions and return to the Maintain Count Detail window.

Location-based Maintain Count Detail Window

To display this window, select a count on the Maintain Count Selection window and then press Enter, when the count is by location.

You use this window to review recommended count details add location summary or detail recommendations to the count.

Fields

Position to Location

Enter the first few characters of a location code to position the details to the point you want to view.

Options

Delete (4)

Use this to delete a location recommendation.

***Note**: You must delete summary recommendations before you can add detailed recommendations for a location.*

This takes effect when you select **Update (F8)**.

Functions

Add (F9)

Use this to add recommendations.

Labels (F15)

Use this to display label numbers for label-controlled pack types.

Select **Update (F8)** to update the data

Count Size Warning Pop-up

This pop-up is automatically displayed as a warning when you select **Update (F8)** for a count request by ABC classification where the number of items specified for any of the classifications exceeds the maximum number of items per count sheet that you specified in the stockroom count profile.

This situation can arise where unplanned additions are made to the count.

You can select **Previous (F12)** to amend the current count.

Alternatively, press Enter to accept the count with the excess items.

Enter Count Details [32/STINS]

You use this task to enter your actual count details on a list-by-list basis. You can add details, amend them or delete details until you record the list as complete. You can delete lists and take all associated items off count (unless those item details span a number of lists).

You can only add item details if the item already exists as on count for this particular count. If you add any items they are considered to be override details and you must enter an appropriate reason code.

We recommend that you do not complete the list until you have reviewed the reconciled detail, since, once you have recorded a list as complete, you cannot maintain it.

Note: *Before you can use this task to record count details, you must print your count sheets.*

Enter Count Selection Window

To display this window, select the Enter Count Details task.

Use this window to select the count for which count details are to be maintained.

Fields

Count Number

Enter the count number for the count you want to maintain.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

List Number

Enter the list number for the count you want to maintain.

Alternatively, use the prompt facility to select from the Select List Number pop-up.

Press Enter to display the Enter Count Detail window.

Enter Count Detail Window

To display this window, press Enter on the Enter Count Selection window.

Use this window to enter the item quantities you have counted.

Fields

Select (Untitled)

Select one of the following:

Select (1) - To select one or more lines to enter or amend detail item count quantities

When you press Enter, the Enter Count Amendment pop-up is displayed, showing current information available for amendment.

Lot Header (2) - To display the lot header window for a detail count

Delete (4) - To delete the line from the count

This displays the Enter Count Delete window.

Position to Item

Use this field to position the count list to the item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Functions

Add (F9)

Use this to add item details to the count. You can only do this if the item already exists as on count in this particular count. For example, you can use this if you find different lots of an item from those detailed on original count sheets. If the item is lot-controlled, the software displays the Lot Reference Maintenance window for completion. When you add item details to the count, they are considered as overrides, so you must specify a reason for the addition.

Delete (F11)

Use this to delete the complete list.

Include/Exclude Zero Balances (F13)

Use this to toggle between including and excluding zero balance items, whether from the original stock count or entered later.

Select an option and then press Enter or select **Update (F8)** to confirm the completed list.

Enter Count Amendment Pop-up

To display this pop-up, select an item on the Enter Count Detail window.

Use this pop-up to enter or amend details for your selected item. The pop-up displays current information available for amendment.

Fields

SR

This field displays the stockroom within the warehouse associated with your selected item.

Item

This field displays your selected item.

Lot

If the selected item is lot-controlled or batch-controlled, this field displays the selected lot or batch of this item.

Rotation

If the selected item is date-controlled this field displays the rotation date of the item.

Pack

This field displays the pack type of the selected item.

Label

This field displays the label number of the pack.

Reason

This field displays the reason code for the amendment. These are defined in the Inventory Descriptions file under major type CTRE.

Recorded Qty

This field displays the quantity recorded within Inventory stock balances.

Note: *This displays either the recorded physical quantity or the recorded free quantity depending upon whether you chose to count frozen stock when printing count sheets.*

Recorded Frz

This field displays the frozen quantity recorded within Inventory stock balances.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

Entered Qty/UoM

Enter the actual counted quantity for your selected item and its associated unit of measure.

Note: *If frozen stock is being counted you should enter the free quantity you have counted. The system calculates the counted physical quantity by adding this to the entered frozen quantity.*

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Entered Frz/UoM

Enter the counted frozen quantity for your selected item and its associated unit of measure.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

Press Enter to confirm the details and return to the Enter Count Detail window.

Enter Count Delete Window

To display this window, select Delete against an item on the Enter Count Detail window.

This window displays the item that you have selected for deletion, marked with Delete.

Functions

Delete (F11)

Use this to delete the entire count. Select **F11** again to confirm deletion.

Enter Count Addition Pop-up

To display this pop-up, select **Add (F9)** on the Enter Count Detail window.

Use this pop-up to add new item details to your count list.

Fields

Location

Enter the location within your warehouse for which you want to add details to this count.

Alternatively, use the prompt facility to select from the Location Selection pop-up.

SR

Enter the stockroom within your warehouse for which you want to add details to this count.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: *This field is defaulted to the appropriate stockroom and protected where your warehouse contains a single stockroom.*

Item

Enter the item from which you want to add details to this count.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *Enter the item details if you find different lots of an item from those detailed on original count sheets. If the item is lot-controlled, the software displays the Lot Reference Maintenance window for completion.*

Lot

If the new item details are lot-controlled or batch-controlled, enter a lot or batch number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Rotation

Enter or select the rotation date if the item being added to the count is date-controlled within your warehouse.

Pack

Enter the pack type for the item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Label

Enter the label number where the pack type is label-controlled.

Reason Code

Enter the reason code for this addition.

Alternatively, use the prompt facility to select from the CTRE Count Reason pop-up.

The reason code must be of an override nature.

Entered Qty/UoM

Enter the actual counted quantity of the added item and its associated unit of measure.

Note: *If frozen stock is being counted you should enter the free quantity you have counted. The system calculates the counted physical quantity by adding this to the entered frozen quantity.*

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Entered Frz/UoM

Enter the counted frozen quantity for the added item and its associated unit of measure.

You can use the prompt facility on the UoM field to select from the Purchase/Issue Unit Selection pop-up.

Note: *This field is only shown if you chose to count frozen stock when printing count sheets.*

Note: *When you return to the Enter Count Detail window, the stock balance for the added item will not be displayed in the Recorded Quantity column.*

Press Enter to save these details and re-display the Enter Count Detail window. Select **Update (F8)** to update the list and, if there are no errors, display the Update Confirmation pop-up.

Update Confirmation Pop-up

To display this pop-up, select **Update (F8)** on the Enter Count Detail window where no errors occurred during the update.

Use this pop-up to confirm that you want to complete this count list.

Note: *You must complete all lists associated with a count before you can use the Reconciliation with Update task to update the stockroom balance figures for your count.*

Fields

Complete List

Use this field to specify whether you want to complete this list or not.

Use this checkbox as follows:

Unchecked - To record this list as incomplete

You can still maintain this list and amend any details if required.

Checked - To record this list as complete

You cannot make any changes to any details held in the count list, and you can use these figures to update stockroom balances.

Note: *We recommend that you do not complete a list until you have run the Count Reconciliation without Update task to check your figures, as you cannot change details for a completed list.*

Press Enter to confirm your selection.

Complete Count List [33/STINS]

You can use this task as an alternative to completing lists during count entry. Before you use this task, you must make sure that you do not want to amend any details held on the lists associated with the count as this task completes all count lists for a count number en masse.

Note: *We recommend that you review the results of the Count Reconciliation without Update task before you complete your lists, so that you can change the details held on your lists if required.*

Note: *You cannot complete count lists if they contain detail records with lots referring to the special case of * Lot Error *. These lot errors occur when you print count sheets if no lot details exist for a batch-controlled or lot-controlled item.*

Count Completion Selection Window

To display this window, select the Complete Count List task.

Use this window to select the count number that you want to complete.

Fields

Count Number

Enter the count number you want to complete.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

Press Enter to display the Complete Count Lists List Selection window.

Complete Count Lists List Selection Window

To display this window, select a count number and then press Enter on the Complete Count Lists Count Selection window.

Use this window to select an action list associated with a chosen count for completion.

Fields

Select (S)

Use **Select (1)** to select a list number associated with this count.

Select **Update (F8)** to perform the update.

Print Count Sheets [41/STINS]

Once you have reviewed the count recommendations for your count, you can choose to print the stock count sheets. It is at this point that the software records computer stock figures and expands the recommendations to include item details down to lot/batch reference number.

Note: *If a lot-controlled or batch-controlled item has no recorded lots, the software adds a record with a lot reference of * Lot Error *.*

Print Count Sheets Window

To display this window, select the Print Count Sheets task.

Use this window to select the count number that you want to print.

Fields

Count Number From

Enter the start of the range of count numbers whose count sheets you want to print. If you want to print a single count number, enter that number in this field.

You can use the prompt facility on this field to select from the Recommended Count Selection pop-up.

Count Number To

Enter the end of the range of count numbers whose count sheets you want to print.

You can use the prompt facility on this field to select from the Recommended Count Selection pop-up.

Note: *Leave both of the Count Number fields blank to print all recommended counts for your selected stockroom.*

No of Instructions/List

Enter the number of count instructions you want to print on each count sheet.

Count Frozen Stock

Use this field to specify whether frozen stock quantities are to be counted.

Select one of the following:

From Count Header (default) - If the decision as to whether you can view and maintain free and frozen quantities on count sheets and windows on each printed count is inherited from the appropriate count header

No - If you cannot view and maintain free and frozen quantities on count sheets and windows

Yes - If you can view and maintain free and frozen quantities on count sheets and windows

Organise Count By

Select one of the following:

Warehouse (1) (default) - As the count only relates to your default warehouse, to create a new list when the number of location or item details exceeds the value set for No of Instructions/List

Area (2) - To create a separate count list for each change of area code within the warehouse

In this case, the software creates a new list for each change in area code. There may be several lists per area if the number of location or item details to be checked exceeds the value set for Number of Instructions/List. Select Submit (F8) to print your count details.

Access to Dimension 1 (3) - To create a separate count list for each change of access to dimension 1

In this case, if, for example, you set up Aisle to be the first dimension in the warehouse, the software produces one action list per aisle.

Sequence Count By

Select one of the following:

Item (1) (default) - If the actions on the list are to be ordered by item

Location (2) - If the actions on the list are to be ordered by location code

Select **Submit (F8)** to submit the job to print the count sheets.

Reprint Count Sheets [42/STINS]

Use this task to re-print count sheets. You can re-print all lists or select specific lists.

Reprint Count Sheets Window

To display this window, select the Reprint Count Sheets task.

Use this task to re-print count sheets for your selected stockroom.

Fields

Count Number From/Count Number To

Enter the range of count numbers whose count sheets you want to re-print. If you enter a single count, it must exist and have a status of outstanding. If you enter a range of count numbers, these need not exist as they act as limiters. If you leave these fields blank, the software includes all recommendations.

You can use the prompt facility on these fields to select from the Outstanding Count Selection pop-up.

List Number From/List Number To

Enter the range of list numbers you want to re-print. If you enter a single count, it must exist and have a status of Outstanding. If you enter a range of count numbers, these need not exist as they act as limiters. If you leave these fields blank, the software includes all recommendations.

You can use the prompt facility on these fields to select from the Select List Number pop-up.

Select **Submit (F8)** to re-print the count sheets.

Count Reconciliation

You use reconciliation to compare counted stock quantities with recorded computer stock quantities so that you can assess any stock count errors.

You can assess stock errors as both percentage quantity variance and a value variance basis; these variances are defined by the tolerances specified for the stockroom count profile. If you have chosen to count frozen stock, count errors are assessed against the free, frozen and optionally the physical counted values independently and adjustments made accordingly. If you have not chosen to count frozen stock, count errors are assessed against physical counted values only.

You can split the reconciliation process into two tasks:

- Count Reconciliation with Update
- Count Reconciliation without Update

Both tasks display the same window, which requests a stockroom and count number. Once you have entered these details, the window that is displayed depends on the one you have requested.

You can restrict Count Reconciliation without Update to take into account only complete lists within the count, or you can take into account lists that are still available for modification.

You can choose to print full detail or summary information by item, with selection by item range.

The software highlights any detail or item summaries that are included with an asterisk to the right hand side of the report.

The software highlights item summaries that are in error, but where no errors have occurred for the detail lines, with a double asterisk. You would normally see this if the software recorded a small number of variances (positive or negative), which in total constitute an error.

The software highlights detail or item summaries with free and frozen count errors with errors with # at the right-hand side of the report.

If an item summary if found with a free or frozen count error but no free or frozen count errors have occurred for the detail lines, the summary is highlighted with ##. This situation normally arises due to a number of small positive (or negative) errors at detail level that in total constitute an error.

If you want to assess whether variances are true count errors, you can print inventory movements that have occurred since the count sheets were printed, (and the computer stocks recorded), for those items that are in error.

You can use reconciliation with update to make adjustments involving the update of stockroom balances according to the tolerances specified. Full movement audit and history updates are reflected in Inventory for any adjustments that take place.

Additionally, item count summaries are updated to reflect the type of count carried out for the item, together with the last count date and a re-calculated next due count date. The stockroom period count history is updated to reflect the number and type of counts carried out for the stockroom.

Count Reconciliation without Update [51/STINS]

Use this task to reconcile your counted and computer-recorded stock figures for count sheets that you still want to maintain.

Request Count Reconciliation (without Update) Selection Window

To display this window, select the Count Reconciliation without Update task.

Use this window to select the count number for which you want to reconcile actual and computer recorded stock balances.

Fields

Count Number

Enter the count number whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

Press Enter to confirm your selection and display the Request Count Reconciliation (without Update) window.

Request Count Reconciliation (without Update) Window

To display this window, enter or select a stockroom and count number and then press Enter on the Request Count Reconciliation (without Update) Selection window.

Use this window to specify the criteria you want to include on the reconciliation report.

Fields

Count Lists

Select one of the following:

Completed (1) - To include only completed lists on the report

All (2) - To include both open and completed lists on the report

Report Content

Select one of the following:

Detail (1) - To include item detail, that is lot, batch or serial numbers, on the report

Summary (2) - To include only item totals on the report

Print Movements

Use this checkbox as follows:

Unchecked - Not to print movements in the report

Checked - To print the item movements, the counted quantity, the value of the count and the recorded quantity of items on the report

Note: *The items printed on the report will depend on the entry in the Items to be Included field.*

Items to be Included

Select one of the following:

None (0) - Not to include any items on the report

Variance (1) - To report only on items that have either a quantity or value variance

All (2) - To report on all items regardless of variance

Stockroom

Enter a stockroom in the current warehouse.

Alternatively, use the prompt to select a stockroom in the current warehouse from the Select Stockroom pop-up.

Note: *This field is set to the appropriate stockroom and protected if the current warehouse contains a single stockroom.*

Range of Items From/To

Enter the item you want to include within your reconciliation process.

If you enter a single item, it must exist on the Item Master file. However, if you enter a range, the From and To items used to define the range need not exist on the Item Master file except when they are the same value.

If you leave the To field blank, the detail will default to the From item.

Leave both of these fields blank to include all items on the count within your reconciliation process.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Note: *You can use these fields to restrict the report so that you can investigate specific item discrepancies.*

Select **Submit (F8)** to submit the details for processing.

Count Reconciliation with Update [52/STINS]

Use this task to reconcile your counted and computer-recorded stock figures for count sheets that you still want to maintain. This task also uses your reconciled figures to update the computer-recorded stock figures for the items held on the count.

Request Count Reconciliation (with Update) Selection Window

To display this window, select the Count Reconciliation with Update task.

Use this window to select the count number combination for which you want to reconcile between system-recorded and manually-counted stock figures.

If you use this task, you can update the inventory stockroom balances, according to the variances specified in the count profile.

Fields

Count Number

Enter the count number whose count sheets you want to reconcile.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

Press Enter to confirm your selection and display the Request Count Reconciliation (with Update) window.

Request Count Reconciliation (with Update) Window

To display this window, enter or select a stockroom and count number and then press Enter on the Request Count Reconciliation (with Update) Selection window.

Use this window to specify the criteria you want to include on the reconciliation report. If an item is lot-controlled or batch-controlled, the report will give details, but the software does not process any stock adjustments. You must manually process any required stock adjustments.

Fields

Report Content

Select one of the following:

Detail (1) - To include item detail, that is lot, batch or serial numbers on the report

Summary (2) - To include only item totals on the report

Print Movements

Use this checkbox as follows:

Unchecked - Not to print movements in the report

Checked - To print the item movements, the counted quantity, the value of the count and the recorded quantity of items on the report

Note: *The items printed on the report will depend on the entry in the Items to be Included field.*

Items to be Included

Select one of the following:

None (0) - Not to include any items on the report

Variance (1) - To report only on items that have either a quantity or value variance

All (2) - To report on all items regardless of variance

Generate Adjustments

Select one of the following:

No (0) - Not to make any stock adjustments

All (1) - To adjust all inventory quantity variances regardless of size

Outside Tolerances (2) - To adjust those variances that are flagged as being outside the specified tolerances

Reference

Enter the reference number to be assigned to any inventory movements using up to fourteen alphanumeric characters.

Reference Date

Enter or select a valid calendar date to specify the reference date to be written to any stock movements generated by this task.

This defaults to the current system date but can be changed.

The reference date is cross-referenced with the table of period and week end dates to decide the week and period numbers for the ageing of the stock movements and history records.

The value entered cannot be earlier than the date on which the physical stock "snapshot" of the items included on the count being reconciled was taken, nor can it be a future date.

Reference Type

Enter the reference type using up to three alphanumeric characters.

Alternatively, use the prompt facility to select from the TRAN Transaction Reference Type pop-up.

Note: *The reference type can be used as a mnemonic to describe the reference number. For example, INT could be used for internal company references.*

Reason Code

You must enter a movement reason if you want to automatically reconcile adjustment.

Alternatively, use the prompt facility to select from the MOVR Transaction Reason Codes pop-up.

When you select to submit the reconciliation, the following count history updates are performed:

Item Count History

- If you selected to process a Count by Class, the number of recommended counts is incremented if the item was a planned summary recommendation. This task also increments the number of unplanned if the item was an unplanned recommendation, that is, it was added to the count when you reviewed the count recommendations
- If you selected to process a Count by Manual Range, the number of unplanned counts is incremented.

Stockroom Count History

- If you selected to process a Count by Class, the A, B and C items counted are incremented for all items that were planned using summary recommendations. In addition, the numbers of A, B and C items that are in error are incremented for all items in error that were planned summary recommendations.
- If you selected to process a Count by Manual Range, the number of other counts is incremented. In addition, the numbers of other counts that are in error are incremented if any of the items on those counts are in error.
- If you use Warehousing and you select Count by Warehouse Location, other updates associated with these counts are performed.

Select **Submit (F8)** to submit the details for processing.

Enquire on Recommended Counts [61/STINS]

Use this task to view the details of any counts that you have created with a status of Recommended.

Count Enquiry Selection Window

To display this window, select the Enquire on Recommended Counts task.

Use this window to select the count number you want to view.

Fields

Count Number

Enter the count number for which you want to view the count details.

Alternatively, use the prompt facility to select from the Recommended Count Selection pop-up.

Press Enter to display the Count Enquiry Detail window.

Count Enquiry Detail Window

To display this window, enter or select a stockroom and count number and then press Enter on the Count Enquiry Selection window.

Use this window to view the details of your selected count.

Fields

Count Number

This field displays your selected count number.

Create Date/Time

This field displays the date and time at which the selected count number was created.

Item Summaries to Count

This field displays the total number of item summaries included on the count, that is, the number of items that are not lot-controlled or batch-controlled.

Item Details to Count

This field displays the total number of lot-controlled or batch-controlled items included for count on your selected count number.

Item Summaries Cancelled

This field displays the number of items you have deleted from the count.

SR

This field displays the stockroom selected for the item included on the count.

Item

This field displays the item included on the count, to SKU level.

Lot

This field displays the lot number of the item included on the count. This information is only displayed if your item is lot-controlled or batch-controlled.

Rotation

This field displays the rotation date of the item included on the count. This information is only displayed if your item is date-controlled within the warehouse.

Pack

This field displays the pack type of the item included on the count.

Reason

This field displays the reason for the item being included on the count.

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Functions

Labels (F15)

Use this to display the label number of the item included on the count.

Select **Exit (F3)** to leave the enquiry.

Enquire on Outstanding Counts [62/STINS]

Use this task to enquire on outstanding counts for a stockroom. You can review either open or complete lists for a count.

Count Details Enquiry Selection Window

To display this window, select the Enquire on Outstanding Counts task.

Use this window to specify the count number and the list number on which you want to enquire.

Fields

Count Number

Enter a count number.

Alternatively, use the prompt facility to select from the Outstanding Count Selection pop-up.

List Number

Enter a list number.

Alternatively, use the prompt facility to select from the Select Count List Number pop-up.

Press Enter to display the Count Enquiry Detail window.

Count Enquiry Detail Window

To display this window, enter or select a stockroom, count number and list number and then press Enter on the Count Details Enquiry Selection window.

Use this window to view the detailed count analysis.

Fields

Position to Item

Use this field to position the count list to item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Select **Exit (F3)** to leave the enquiry.

Enquire on Item Count Summary [63/STINS]

Use this task to view the yearly summary count information by item: the number and type of counts carried out to date, with dates of the last count and the next count due.

Item Count Summary Enquiry Selection Window

To display this window, select Enquire on Item Count Summary task.

Use this window to select the item and stockroom for which you want to view the summary count information.

Fields

Stockroom

Enter a stockroom code in the current warehouse.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Item

Enter an item code to display count details for that item only.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to display all item summaries associated with the specified stockroom.

Note: *If you enter a stockroom and leave the Item field blank, the software displays a window which shows summary count information for all items in the specified stockroom.*

Enter or select a stockroom and then press Enter to display the Item Count Summary Enquiry Detail window.

Alternatively, enter or select a stockroom and an item and then press Enter to display the Item Count Summary Enquiry Stockroom Detail window.

Item Count Summary Enquiry Detail Window

To display this window, enter or select a stockroom, leave the Item field blank and then press Enter on the Item Count Summary Enquiry Selection window.

Use this window to select the item whose summary count information you want to view from a list selected items in your selected stockroom. The window displays the item reference number (to SKU level), the current year, the number of recommended and unplanned counts that have been processed for the item during that year, the date of the last count for the item and the date that the next count is due for the item.

Fields

Position to Item

Use this field to position the count list to the item reference number that you want to view. You can enter the full item reference, or the first few characters of an item.

Options

Select

Use this to display count details for that item.

Select an item to display the Item Count Summary Enquiry Stockroom Detail window.

Item Count Summary Enquiry Stockroom Detail Window

To display this window, select an item on the Item Count Summary Enquiry Detail window.

Alternatively, enter or select both an item and stockroom and then press Enter on the Item Count Summary Enquiry Selection window.

Fields

Stockroom

This field displays your selected stockroom.

Item

This field displays your selected item.

Year

This field displays the year.

Date/Time of Last Count

This field displays the date and time at which you last performed a stock count for your selected item and stockroom.

Date/Time of Next Count

This field displays the date and time of the next planned count for your selected item and stockroom.

Recommended Counts

This field displays the number of recommended counts that have been carried out this year.

Unplanned Counts

This field displays the number of unplanned, or manually requested, counts that have been carried out this year.

Negative Stock Counts

This field displays the number of negative stock counts that have occurred this year.

Note: *The Low Stock Counts, Zero Stock Counts, and Transaction Frequency Counts fields refer to currently unsupported count methodologies, which are for future development.*

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the enquiry.

Enquire on Count History [64/STINS]

Use this task to view the stockroom summary count information by period. You can only enquire on counts once you have completed the count, even if no stock adjustments were actually generated.

You can view the number of counts at summary level, with information on the number of each ABC classified item counted with the number of items in error.

The window displays the number of other counts, those where you manually select the range. Any other counts in error are displayed at a detail level on an individual period basis.

Count History Enquiry Selection Window

To display this window, select the Enquire on Count History task.

Use this window to select the stockroom and period on which you want to enquire.

Fields

Period

Enter the week or period you want to review. You must enter the period in the same units as the usage cycle.

Enter one of the following:

YYMM - If you have defined your usage cycle as monthly

YYWW - If you have defined your usage cycle as weekly

(where YY is the current year, MM is the current period and WW is the current week).

Note: *The usage cycle is defined in your company profile.*

Note: *Leave this field blank to display all period summaries associated with the stockroom. Summaries are displayed in descending period sequence by year.*

Enter your selection criteria and then press Enter to display the Count History Enquiry Class window.

Count History Enquiry Class Window

To display this window, press Enter on Count History Enquiry Selection window.

Use this window to view detailed stockroom enquiry information broken down into class type categories.

Fields

Position To

If the summary count history extends over more than a single window, enter the period you want to view in this field and then press Enter. You must enter the period in the correct format (YYMM or YYWW).

Options

Select

Use this to display more detailed count history.

Select the period you want to view to display the Count History Enquiry Detail window.

Count History Enquiry Detail Window

To display this window, select a period on the Count History Enquiry Class window.

Use this window to view summary period information for the stockroom. This includes the number of ABC classified items counted and the number of items with errors.

Select **Exit (F3)** to leave the enquiry.

Chapter 7 Data Take-on

7

Initial Data Take-on

You can use a number of tasks within Style Warehousing to capture the initial stock count. Use these tasks to enter, reconcile and adjust the data before you accept it.

Note: *You should carry out this exercise whilst Style Warehousing is not processing any Inventory transactions.*

You enter details that reflect the type of items you are counting. You need to enter the item, lot, rotation date, pack type and quantity details. You enter counts by locations or item, and use the two tasks for fine adjustment of the count.

Reconciliation provides a report showing any count discrepancy with the Inventory balance, (when Inventory is already active). Reconciliation also identifies other data mismatches. You can run the Reconciliation without Update until you have checked and verified the entered count. When you want to run Reconciliation with Update, Style Warehousing produces the final report and makes the appropriate adjustments to the Inventory balances.

Note: *The Warehouse must remain inactive until you have completed the initial data take-on. De-activate the warehouse by selecting* ***Deactivate Warehouse (F14)*** *in the Warehouse Profile task.*

Once you have reconciled the data take-on and updated the warehouse, you must select the Data Take-on Completion task. This accurately sets the location content and fullness details used for put-away and commit processing. This then activates the warehouse.

Location Contents [1/STWHD]

Use this task to record the initial item details by location.

The initial item details include:

- Item
- Lot
- Rotation date
- Pack quantity

This is the same information as you enter by item, but listed by location. If you want to enter the information by item, use the Item Details task.

Data Take-on Location Contents Selection Window

To display this window, select the Location Contents task.

Use this window to select the location in your default warehouse for which you want to record the item details.

Fields

Location

Enter the required location.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Press Enter to display the Data Take-on Location Contents Detail window.

Data Take-on Location Contents Detail Window

To display this window, enter or select a location and then press Enter on the Data Take-on Location Contents Selection window.

Use this window to enter physical counts of items at the specified location.

Fields

Line

If you have already added the item, enter the line number to amend this line. If you want to add new details, leave this field blank.

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Item

Enter the item that has been counted. The item must have an item/warehouse profile.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Quantity

Enter the quantity that you have stored in the location, using the Inventory stockroom issue units.

Rotation

If the item is rotation date-controlled, enter or select the rotation control date.

Pack

Enter the default pack type that you use to store this item within this particular location.

Alternatively, use the prompt facility to select from the Select Packaging Type pop-up.

Label

If you use unique labels to store the item, enter the label number.

Lot

If the item is lot-controlled or batch-controlled, you must enter the lot number.

Press Enter to validate your entries and then select **Update (F8)** to update the database.

Item Details [2/STWHD]

Use this task to enter how much of each item and lot is found in each location.

The initial item details include:

- Item
- Lot
- Rotation date
- Pack quantity

This is the same information as you enter by location, but listed by item. If you want to enter the information by location, use the Location Contents task.

Data Take-on Item Details Selection Window

To display this window, select the Item Details task.

Use this window to select the item or lot for which you want to record details.

Fields

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Item

Enter the item code. You can enter the full product reference code, or just the initial nine characters of the product reference. Once you have completed the rest of the details for the transaction, press Enter to display the Style Matrix Processing window to select the SKU you require. For more information, see the Style Matrix Processing Window section in the Style Sales Order Processing product guide.

You can use the prompt facility to select from the Item Master Scan pop-up.

Lot

If the item is lot-controlled or batch-controlled, enter the lot number.

Alternatively, use the prompt facility to select from the Select Lot pop-up.

If you enter a new lot number, you must maintain the lot header details, using the Lot Header Maintenance pop-up, before you can continue to process these item details.

Press Enter again to display the Data Take-on Item Details window.

Data Take-on Item Details Window

To display this window, enter or select an item and then press Enter on the Data Take-on Item Details Selection window.

Use this window to enter the location and item characteristics, and counted quantities.

Fields

Line

If you have already added the item, enter the line number to amend this line. If you want to add new details, leave this field blank.

Rotation

If the item is rotation date-controlled, enter or select the appropriate date.

Pack

Enter a code to indicate the way in which you normally pack this item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Label

If you use unique labels to store the item, enter the label number.

Location

Enter the location code.

Alternatively, use the prompt facility to select from the Select Location Prompt, Select Area and Select Location pop-ups.

Quantity

Enter the quantity, in Inventory stockroom issue units.

Press Enter and then select **Update (F8)** to save the changes.

Stock Reconciliation

There are two ways to reconcile your counted stock details with the system stock figure.

- You can choose to reconcile without update, which lets you compare figures and, if necessary, to re-count until you are satisfied that your figures are correct.
- You can then choose to reconcile your counted stock details with the system stock details, effectively updating the system.

Reconciliation without Update [11/STWHD]

Use this task to compare the system stock figure at location, lot and item/stockroom levels with the counted details.

The reconciliation is based on the comparison of the quantities entered and the current physical stock quantities.

Data Take-on Reconciliation Report Window

To display this window, select the Reconciliation without Update task.

Use this window to enter the selection criteria for the data take-on reconciliation.

Fields

Report Content

Select one of the following:

Detail (1) - To provide the summary information and details of item quantities, rotation dates and pack types, by location

Summary (2) - To provide summary information only

The summary report provides the following information:

- Total quantity - the recorded quantity of the item in Style Inventory Management
- Entered quantity - the quantity entered during this data take-on session
- Variance - the difference between the recorded quantity and the counted quantity entered for the item

Items to be Included on Report

Select one of the following:

None (0) - To include no items on the report

Discrepancies only (1) - To include discrepancies only

All (2) - To include all items

Stockroom

Enter a stockroom, or leave blank for all stockrooms.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Range of Items From/To

Enter the range of items you want to include in the reconciliation. You must have defined these items to Style Warehousing.

Leave these fields blank for all items.

To include only one item, enter an item in the From field and leave the To field blank.

You can use the prompt facility to select from the Item Master Scan pop-up.

Report Messages

The report may contain the following messages:

- Variance error has occurred

  A discrepancy exists for the item between the counted stock and the stock recorded in Style Inventory Management for the stockroom.

- No summary data take-on records exist

  You have not recorded data take-on values for the item, but Style Inventory Management records a quantity of stock for the item. When final reconciliation takes place, the software adjusts the Style Inventory Management stock levels to reflect the stock counted; the warning is to prevent you from unintentionally entering stock levels of zero.

- No item/warehouse profile record exists

  The item has been defined to Style Inventory Management but does not have an equivalent item/warehouse profile, and thus cannot be processed within Style Warehousing.

Press Enter to confirm your selections and submit a batch job to produce the report.

Reconciliation with Update [12/STWHD]

Use this task to compare the system stock figure at location, lot and item/stockroom levels with counted details.

The reconciliation is based on the comparison of quantities entered and the current physical stock quantities. If you request an update, the software uses the entered counts to set the initial stock position for items at the specified locations. This ensures that the sum of the items at each location in the warehouse equals the item/stockroom balance. An appropriate stock adjustment is performed.

***Note:** Once you request completion, you cannot amend the items in the selected range using data take-on.*

When you have completed the items, you must run the Data Take-on Completion task to update the stock levels in both Style Inventory Management and Style Warehousing.

Data Take-on Reconciliation Update Report Window

To display this window, select the Reconciliation with Update task.

Use this window to define the details of the reconciliation report and to indicate whether the data take-on is complete.

Fields

Report Content

Select one of the following:

Detail (1) - To provide the summary information and details of item quantities, rotation dates and pack types, by location

Summary (2) - To provide summary information only

The summary report provides the following information:

- Total quantity - the recorded quantity of the item in Style Inventory Management
- Entered quantity - the quantity entered during this data take-on session
- Variance - the difference between the recorded quantity and the counted quantity entered for the item

Items to be Included on Report

Select one of the following:

None (0) - To include no items on the report

Discrepancies only (1) - To include discrepancies only

All (2) - To include all items

Complete

Use this checkbox as follows:

Unchecked - Not to complete the data take-on

You can still make amendments to the stock count data.

Checked - To mark the data take-on as complete for the items selected

You cannot then make any amendments for the selected items using the data take-on tasks until you have run the Data Take-on Completion task.

Stockroom

Enter a stockroom, or leave blank for all stockrooms.

Alternatively, use the prompt facility to select from a list of stockrooms in this warehouse.

Note: *This is defaulted to the appropriate stockroom and protected where the current warehouse contains a single stockroom.*

Range of Items From/To

Enter the range of items to include in the reconciliation. These items must have an item/warehouse profile.

Leave both these fields blank to include all items.

You can use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to confirm the selection and submit a batch job to produce the report and perform the appropriate updates.

Data Take-on Completion [21/STWHD]

Use this task to set the space available and current usage characteristics for each location. This batch job clears the data take-on files and activates the default or current warehouse.

If you try to run this task when the default or current warehouse is already active, an error message will be displayed.

There are no parameters for this task and no confirmation window. You will be informed that a batch job has been submitted.

Chapter 8 Utilities

8

The Style Warehousing Subsystem

The Style Warehousing subsystem runs continuous programs that perform certain background tasks, such as monitoring receipts at the warehouse and preparing put-away instructions, or monitoring pick locations to detect, for example, when the warehouse needs replenishment.

If you need any of the background processing tasks, you must activate the subsystem. Please refer to the Generic Function product guide for more information.

Receipts for Put-away

This task monitors all receipts at all warehouses and prepares the put-away instructions determining the recommended location. This controls put-away for all locations but does not produce put-away labels.

Note: *If you do not use this task, use the batch task Process Receipts for Put-away.*

Confirmation Updates

This task processes the updates required for all warehouses as a result of confirmation of put-away, move and pick. You can also perform these updates interactively. You specify whether the updates are interactive or batch-controlled from the warehouse profile.

Replenishment Monitor

The replenishment monitor produces requests to move stock to appropriate pick locations, for all warehouses, when the physical plus planned in stock falls below the set minimum quantity. You can control replenishment manually.

Serious Error Monitor

The serious error monitor informs the user, identified in the warehouse profile, that planned instructions were not executed accurately. The monitor, once active, processes errors for all warehouses. You can find similar information in the Serious Error enquiry and Serious Error report.

Confirm Despatch Updates

This task processes the Style Inventory Management, Style Sales Order Processing and Sales Ledger updates necessary as a result of despatching orders. The warehouse profile determines whether you require interactive or batch updates.

Confirm Material Issue Updates

This task processes the Style Inventory Management and Style Production Control and Costing updates necessary as a result of issuing components for orders. The warehouse profile determines whether you require interactive or batch updates.

Authorise Users to Warehouse [1/STWHU]

Use this task to assign each user to a default warehouse and authorise them to any other warehouses where they work.

Maintain Authorised Warehouses Selection Window

To display this window, select the Authorise Users to Warehouse task.

Use this window to select the user and the company for which you wish to maintain authorities.

Fields

User

Enter the user profile ID of the user you want to authorise.

Company Code

Enter the company for the warehouse you want to authorise.

Press Enter to confirm the selection and display the Maintain Authorised Warehouses window.

Maintain Authorised Warehouses Window

To display this window, enter a company and user and then press Enter on the Maintain Authorised Warehouses Selection window.

Use this window to define the default warehouse and the warehouses that the selected user can access.

Fields

Default Warehouse

Enter the warehouse within which this user normally operates. This is the warehouse used for most Style Warehousing tasks.

Auth

Check all the warehouses you want this user to use.

Press Enter to save the information and then select **Exit (F3)** to leave the task.

Enquire on Serious Error Messages [2/STWHU]

Use this enquiry to view new error messages across all warehouses for which you are defined as the nominated user (even across company).

Note: *The enquiry also displays automatically if you are defined as the nominated user for the warehouse you are currently processing.*

The automatically-displayed version of the enquiry shows summary information for all new serious errors written for your current warehouse. (New errors are those that about which you have not yet been notified.)

Note: *The automatically-displayed version of the enquiry is displayed before you actually enter the selected task. If there are no new errors, the enquiry is not displayed.*

Serious Error Monitor Pop-up

To display this pop-up, select the Enquire on Serious Error Messages task.

This pop-up displays summary information for all new serious errors for all warehouses for which you are the nominated user. If there are no new errors, a message to that effect will be displayed.

Fields

Note: *These fields are all output only.*

Company/Warehouse

This field displays the company and warehouse in which the error has occurred.

Error

This field displays the details of the error.

Item

This field displays the product that has been affected by the error.

Lot

This field displays the lot reference number of the affected product, if that product is batch-controlled or lot-controlled.

Functions

Date/Time/Summary (F15)

Use this to switch between the summary pop-up and an extended pop-up that also shows the user, date and time of the serious error.

Select **Previous (F12)** to leave the task. Once displayed, the messages are deleted.

Delete Movement Records [31/STWHU]

You use this task to delete those movement records you no longer need. The software deletes all records up to and including the entered date.

This data deletion allows you to recover disk space by removing unwanted or redundant data, such as historical records of warehouse movements.

Once you have used this task, we recommend that you re-organise the physical file for warehouse movements.

Delete Movement Records Selection Window

To display this window, select the Delete Movement Records task.

Use this window to enter the date you want to use when you delete historical movement records.

Fields

Date for Deletion of Movement Records Up To

Enter or select a date. Only records after this date remain available for enquiry or reporting. This field defaults to the period end date of the current period minus two months.

Select **Update (F8)** to submit the batch job for processing.

Delete Event/Action List Records [32/STWHU]

Use this task to delete event and action records associated with put-away, and pick and move transactions which are complete and are dated up to and including the cut-off date.

Once you have used this task, we recommend that you re-organise the physical files for events and action lists.

Delete Complete Events and Action Lists Selection Window

To display this window, select the Delete Event/Action List Records task.

Use this window to enter the date you want to use when you delete complete event and action list records.

Fields

Date for Deletion of Events and Action Lists Up To

Enter or select a date. Only records after this date remain available for enquiry and reporting. This field defaults to the period end date of the current period minus two months.

Select **Update (F8)** to submit the batch job for processing.

Delete Location Details with Zero Bal [33/STWHU]

Use this task to delete the location detail records that have no stock balance information.

Once you have used this task, we recommend that you re-organise the Location Detail physical file.

Select **Confirm Submit (F8)** to submit the batch job.

Delete Shipment Receipts [34/STWHU]

Use this task to delete shipment receipts.

Select **Confirm Submit (F8)** to submit the batch job.

Reconcile Warehouse Allocation [41/STWHU]

Use this task to run a report that compares the Inventory allocations with the warehouse allocations. There is limited access to this utility.

Note: *We recommend that you limit access to this task to one or two key users who have responsibility for the total system.*

Allocation Reconciliation Window

To display this window, select the Reconcile Warehouse Allocation task.

Use this window to specify whether you want to update the reconciled quantity.

Fields

Update Reconciled Quantity

Use this checkbox as follows:

Unchecked - Not to update the reconciled quantity

Checked - To update the reconciled quantity

Select **Submit (F8)** to submit the allocation.

Reconcile Warehouse/Inventory [42/STWHU]

Use this task to report on discrepancies between Style Inventory Management and Style Warehousing, in physical stock at the lot or batch number level.

The batch job accumulates the warehouse location balances for each item and lot or batch number, then compares the balances with the corresponding inventory balance and reports any discrepancies.

You can process a single item or a range of items in report or update mode.

If you run the update mode, the batch job adjusts the items with discrepancies, so that the Style Inventory Management balance is brought back in line with the accumulated Style Warehousing location balances. The batch job also writes stock adjustment movement records for each adjusted item.

Note: *To use this task, you must have exclusive use of the Style Warehousing company.*

Warehouse/Inventory Reconciliation Window

To display this window, select the Reconcile Warehouse/Inventory task.

Use this window to specify for the item, or range of items, for which you want to run the reconciliation and whether you want to update the records.

Fields

Update Reconcile Qty

Use this checkbox as follows:

Unchecked - To run the reconciliation report only without updating item balances

Checked - To update the item balances with a discrepancy

If you **check** this field, the batch job writes stock adjustment movement records for each adjusted item.

Reporting Contents

Select one of the following:

Details (1) - To print all location balances at detail level for each item and lot

Summary (2) - To accumulate the location balances by item and lot

Items to be Included on Report

Select one of the following:

None (0) - To include no items

Use this to update the records without printing the details.

Discrepancies only (1) - To print only items with discrepancies on the report

All (2) - To print all items on the report

Range of Items From/To

Enter the range of items you want to include on the report.

Leave these fields blank to include all items.

To include a single item, complete the From field and leave the To field blank.

You can use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to submit the report.

Change Warehouse [80/STWH]

Use this task to change the warehouse from which you are processing.

Change Warehouse Window

To display this window, select the Change Warehouse task.

Use this window to view the list of warehouses from which you are authorised to process and to change the warehouse you are currently using. The window displays your default warehouse and a list of all valid warehouse codes.

Fields

Warehouse

Enter the warehouse from which you want to process.

Options

Select

Use this to select the warehouse from which you want to process.

If you have entered a value in the Warehouse field, press Enter to confirm your selection and leave the task.

Appendix A Glossary

A

Access Point

This is a point of reference in the dimension of the key element you want to define. For example, there is an access point between aisles A and B.

Action List

A list of instructions to perform a number of warehouse moves including picks, put-aways and transfers

Area

This is a defined part of a warehouse that corresponds to a section of the Location Code. The area has a two-character code.

Area Dimension

There can be up to four elements to a Location Code. Each element is called an Area Dimension.

Check Digits

You can define Check Digits or Return Codes within Warehousing to make sure that warehouse staff have visited the defined location. You enter a pair of characters, displayed on the location, to confirm an action.

Committing

Sales Order Processing, Invoicing and Production Control allocate stock against the four-wall inventory for the warehouse. When you have made the picking decisions, the inventory at a location is committed.

Committing Sequence

You can commit inventory by sorting the despatch documents by journey, customer, order or despatch note. This determines the quantity you want to pick in one pick action and may, therefore, determine where you pick it from.

Like items within the commit sequence are consolidated to give a single quantity to be presented to the commit process.

Continuous Processing Programs

These are a number of programs that the software runs continuously to monitor action taken in one part of the application that cause a re-action in another part. For example, the software monitors receipts to Inventory Management to make put-away decisions.

Datum Location

The start point or reference location for the execution of an Area or Item Rule

See Rules.

Dimension Code

You can define an area by a number of dimensions, for example aisle, level and column. Each value in a dimension is a dimension code, for example, aisle C.

Fixed Location

Although mostly you may store items randomly within a warehouse, it is possible to define a single or a number of nominated locations to house the item.

Handheld Terminals

Also called PDTs (portable data terminals), these are small hand-held devices that you can use to download a small batch of instructions from a computer equipped with a Bar Code reader for confirming action.

IN Currency

A European currency that is linked to the Euro currency with a fixed exchange rate

Instruction Documents

See Action List.

Item Profile

Information that defines how you want the item put away, stocked, moved and picked in the warehouse

Item Rules

See Rules.

Label

When you receive stock, you can set up Warehousing to print labels for each pack to identify the item, lot number, quantity and dates. You can assign labels to a unique reference so that each pack has a unique label.

Location Type

You can classify locations so that you can perform fit calculations.

Lot Numbers

You can define an item as being controlled by a lot number.

Marshalling

This is a nominated location, normally set up solely for this purpose, which contains all items that have had picking activities confirmed but where despatch has not yet taken place. It is a special location not subject to the constraints of standard locations.

Minimise Lots

When Warehousing decides which locations it will pick items from, if the item is lot-controlled, you can decide that Warehousing will consume all of the first selected lot, wherever it is in the warehouse, before selecting the next lot.

Modulus 23

This is a method of generating Check Digits from a number by dividing it by 23 and then using the remainder to select a letter from the alphabet, (omitting O, V and I). You use this if you do not want to define Check Digits yourself.

Movement Programming

The method by which the locations to be tested are established in an Item Rule - see Rules.

Pack Types of Package Types

You can define the packaging you use to move Items, for example, standard outer packs such as pallets, crates and so on.

Pick Location

This is a fixed location for a normally fast moving item from which the majority of picking takes place. You can choose to automatically replenishment this location using the Warehousing activity.

Proximity Rule

A particular type of Area Rule

Random Rule

A particular type of Area Rule

RDTs

Radio Data Terminals are either hand-held or truck mounted and allow continuous contact between an operator and Warehousing. This means that you can complete actions using real-time processing.

Reason Code

If you select to take a non-standard action, you must provide a reason for this choice. You can select this reason from a list of established Reason Codes.

Receiving

A nominated location, normally set up solely for this purpose, which contains all items received into Inventory and recommended for put-away, but confirm put-away has not yet taken place. This is a special location not subject to the constraints of standard locations.

Replacement or Replenishment Quantity

The quantity to be found and placed in the picking location to refill it

Resources

Whenever a movement takes place in a warehouse, you always use some kind of agent or resource, for example, a forklift truck.

Rotation Date

You can use a number of dates to process stock rotation, for example the expiry date, the date of receipt to the warehouse or to the location.

Rules

When Warehousing makes a recommendation to put away into or pick from a location the decision is based upon one of a number of rules.

There are item rules and area rules. An item rule moves from a nominated location in a pre-defined pattern to test the neighbouring locations, while an area rule tests all the locations in an area or a defined part of an area, in a specified sequence. You can choose to check locations using random rules, or proximity rules which determine how close the location is to a defined search anchor point, or the frequency of use of locations.

Serious Error Monitoring

When Warehousing detects a non-standard action, it logs the event. It can also direct a message to a nominated user or window so that you can take instant action.

SKU

Stock Keeping Unit or the unit of measure in which the item is accounted for and actioned in the warehouse

Split Packs

This is when an item is stored in units of less than a complete pack. You can set up separate rules to control this condition.