Infor System21 Warehouse Management

Product Guide

Important Notices

Trademark Acknowledgements

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Contents

About this guide

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

Intended audience

The guide is intended for any users of the WH Warehouse Management business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 11.

Contacting Infor

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Chapter 1 Overview

Introduction

As warehouses become larger, labour becomes more expensive, and the 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 Warehousing application is a fully standardised application. 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 Warehousing is Inventory Management.

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

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

When the 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 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

As with all applications, Warehousing can be operated for a number of companies, the characteristics of each being maintained on control files. The Warehouse application uses the control data stored for the 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 prior to 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 which has 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 which is managed by the Warehouse 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 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 tasks 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, which are:

- 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

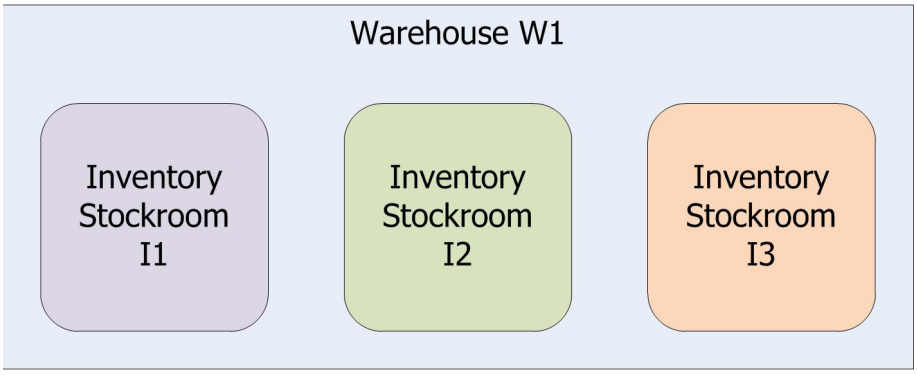
Information for the following may be maintained:

- 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.

Back order rules, including the ability to cancel any back order balance, are checked within Confirm Despatch (Refer to the Sales order Processing product Guide).

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.
- If Transport planning is in use, the Warehouse and its stockrooms must all be defined to the same Transport Centre.

Warehouse Profile

The warehouse profile is used for five 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. It is necessary to define to the application the parameters for the items as held in each 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 there are some items which 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, 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 or not 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 set-up 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 so as a result 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 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 batches instead of being performed interactively. Running jobs in batches 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 tasks. 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 true 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. Purchase Management, Inventory Management, Production or Sales Order Processing. These actions are interactive tasks. 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 sub-system 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 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 sub-system 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 such 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 task 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 either be 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 or 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 relocate 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 Sales Order Processing or 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 Warehousing application.

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

- The quantity to despatch
- Stock rotation
- Physical proximity of 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 Warehousing application and considers requests to despatch generated from the Sales Order Processing application or requests to issue generated from the Production Control and Costing application. A series of tasks are performed which result in the printing of the documents necessary to pick and despatch the items. The first task sets up the parameters which control the others 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 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.

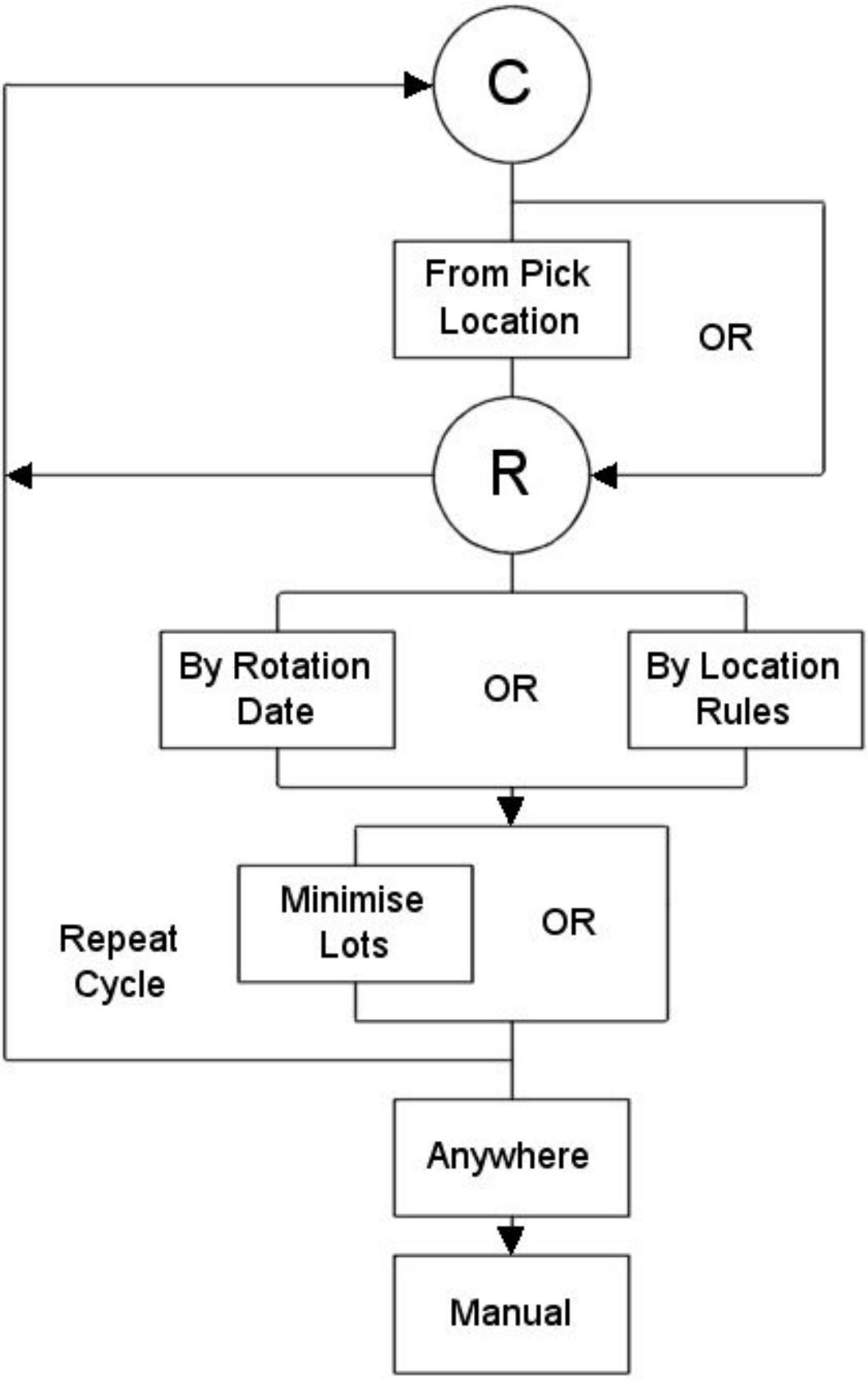
Reports are available from the application to aid the marshalling of complex loads which link picking lists and despatch/issue notes. If the despatch has taken place as intended, this may be confirmed using a single function. Provision is made for the addition of delivery and freight charges. A reprint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


C
From Pick Location
OR
R
By Rotation Date
OR
By Location Rules
Minimise Lots
OR
Repeat Cycle
Anywhere
Manual

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, and, what has happened?

Status

The status enquiries either start from examining 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 task 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 and 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:

- How Warehousing and other Applications should be used?
- How many warehouses should be set up?

Procedure

There are two possible implementation procedures that could apply:

- Warehousing with Inventory already installed
- Warehousing with Inventory 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
- Suspend processing of stock
- Initial date take-on/reconciliation

- Resume processing of stock

Warehousing with Inventory Already Installed

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

Master File Data

The data required to make the 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 Warehousing module that the movement of stock is controlled. To help achieve this it is advisable to minimise the activities 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 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 such 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 Warehousing Module.

Warehousing with Inventory Newly Installed

Appropriate training needs to be undertaken to enable users to understand both the Inventory and Warehousing Applications.

Master File Data Collection and Input

The data required to make both Inventory and 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 is 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 either be entered 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 taking the appropriate function from 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.

Quantity Formatting

The display and entry of quantities within a significant proportion of the Warehouse Management functions conforms to the same rules applied when entering / displaying quantities within Inventory Management, that is the quantities are shown, by default, in an item's default inventory unit of measure in preference to its issue unit of measure.

Quantities for those items flagged for **Multiple Unit Entry**:

- Are initially shown in their default inventory unit of measure within enquires, with toggles available to change to other valid units of measure for the item
- Are printed in multiple unit format on documents. For example: A quantity of 12.000 will be printed as:

  2 CA

  0 BT

  assuming that the issue unit is BT, the stock unit is CA and there are 6 BTs per CA.
- Can be entered in any valid unit of measure for the item or alternatively in multiple units of measure via the Enter Quantity pop-up.

Quantities for those items flagged as **Decimal**:

- Are initially shown in their Inventory Management item and stockroom issue unit of measure within enquires, with toggles available to change to other valid units of measure for the item
- Are printed as a single quantity, in decimal format, expressed in Inventory Management item and stockroom issue units on documents
- Can only be entered in the Inventory Management item and stockroom issue unit of measure when confirming warehouse transactions

- Can be entered in any valid unit of measure for the item when recording a movement request or adjusting committed to sales values or entering counted quantities

Constraints

Quantity formatting rules apply to most, but not all, Warehouse Management functions. The following functions display and expect entry of all quantities in the Inventory Management item and stockroom issue unit of measure:

- The Action List Enquiries (Items to be Moved; Items to be Put Away; Items to be Picked; Orders Awaiting Despatch; Items to be Picked for Production)
- The Action History Enquiries (Serious Errors)
- The Warehouse Report
- The Action Reports (Unconfirmed Action Lists; Movements; Serious Errors)
- All of the Data Take-on functions (Location Contents; Item Details; Updates; Reconciliation without Update; Reconciliation with Update)
- All of the Warehouse Utilities (Reconcile Warehouse Allocation; Reconcile Warehouse / Inventory)

When overriding warehouse instructions and entering quantities for decimal items quantities have to be entered in the Inventory Management item and stockroom issue unit of measure

Irrespective of the unit of measure recorded against any quantity entered on the display, all quantities on the Warehouse Management database are held in the appropriate item and stockroom issue unit of measure

The quantity and associated unit of measure in which any quantity is entered on the display is not recorded on the Warehouse Management database. Therefore, subsequent display of those transaction quantities within enquiries and on documentation will not necessarily show the same quantity and unit of measure as originally entered when a transaction was recorded

Chapter 2 Maintenance

Warehouse Configuration

Warehousing provides a greater degree of location control for items managed by Inventory Management, or by Location Control. This can operate for some or all of the stockrooms and you can select and control each stockroom independently.

If you use Inventory Management without Warehousing, you can set up a number of stockrooms to create a logical or physical differentiation of stock. When you install 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 Warehousing considers will meet the pick requirements of a single despatch.

Relationship between Warehousing and Other Applications

You must install Inventory Management before you can use Warehousing.

Caution: Warehousing and Location Control are mutually exclusive.

Using Warehousing

Before you start to use Warehousing, you must define the map of the warehouse and the relationships that Warehousing uses to identify what items are at which locations. 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. This is because some data is a prerequisite for other data. For example, you must define packaging types before you can define the packages in which you to 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 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 will use for 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 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 movements and so on, using this warehouse.

Warehouse Descriptions in Inventory

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

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

DIRE

Direction to Move in Warehousing

Code length - one character

1 - Ascending

2 - Descending

ORTP

Order Type

Code length - 1

1 - Sales

2 - Manufacturing

WHCS

Warehousing Commitment List Sequence

Code length - 1

1 - Order

2 - Customer

3 - Journey

4 - Despatch date

5 - Operation start date

WHIS

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

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

Warehousing Pick List Sequence

Code length - 1

1 - Warehouse

2 - Area

3 - Access point for Dimension 1

WHRS

Warehousing Reason Codes

Code Length - 2

#C - Manufacturing order completion

#P - Manufacturing 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 0 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 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 - Manufacturing order issue

Warehouse Profile

You must define a warehouse profile for each Inventory stockroom that you want to use for warehouse level processing.

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?

You use the warehouse profile to 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 task 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. 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. 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.

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 Warehousing, for example, pallets, and cartons.

Warehousing uses packaging types to calculate the quantity of stock that fits in individual locations. You need to define each different packaging type.

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. 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 confirm move instructions by entering codes that quickly 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 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.

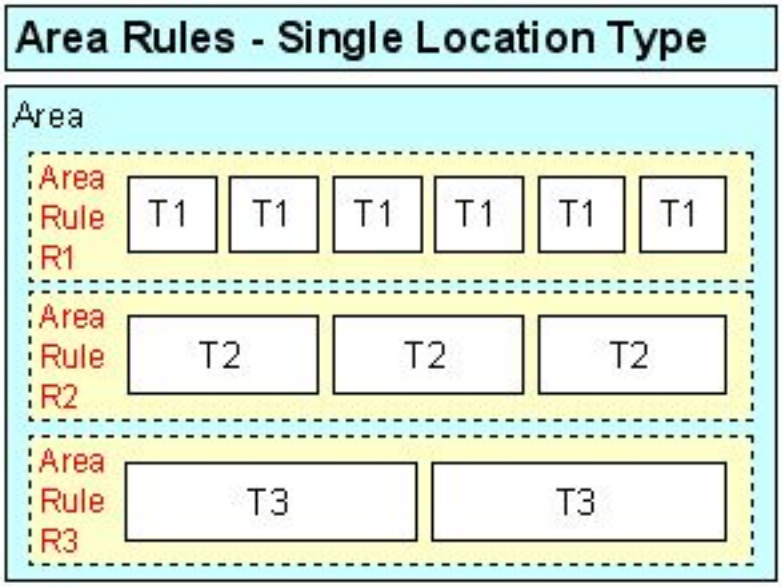
Area Rules

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.

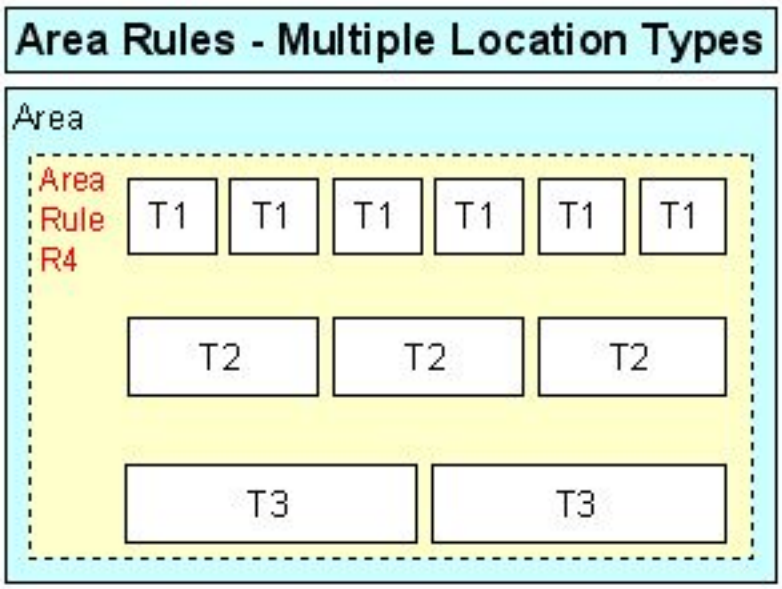
The put-away and committing processes first looks for an item rule, then for an area rule.

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.*

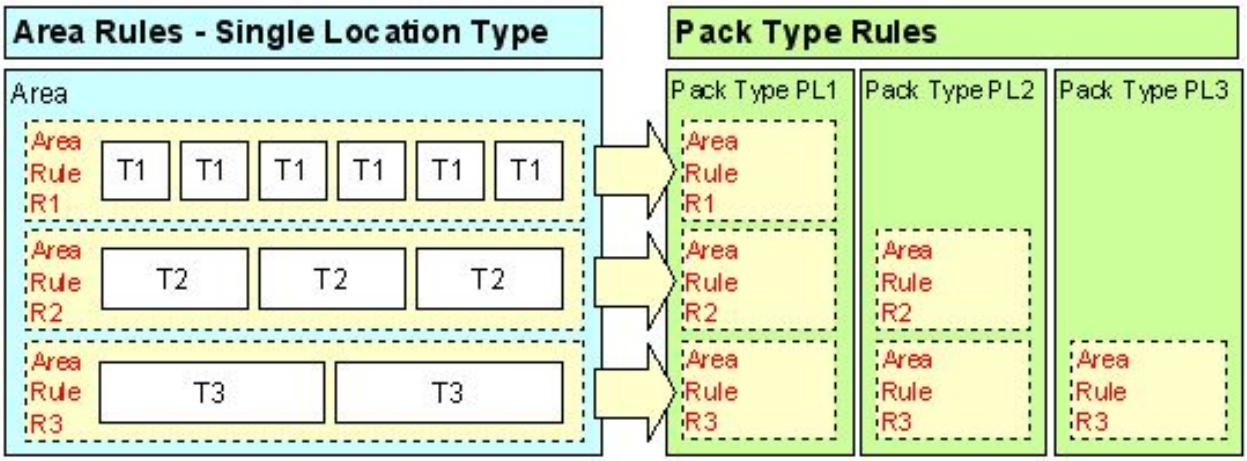
The pack type rule allows you to define a set of area rules that should be used in sequence when dealing with a specific pack type, so that if the first rule cannot find an applicable location for the pack, the next rule in sequence will be checked. To utilise pack type rules you need to indicate this 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 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 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 Warehousing to identify the next stock to use, you must specify the rules and restrictions which 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

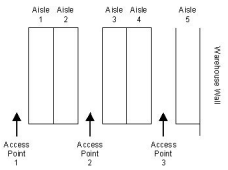
03 - Move list

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 is the warehouse accessed each time the user enters Warehousing. You can change the warehouse currently assigned to another authorised warehouse.

Warehouse Profile [1/WHM]

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 key messages. Therefore you must set up the basic details for the warehouse, and then return to this task when 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 the warehouse profile task a third time.

Caution: System21 maintains details in both Inventory and Warehousing. Consequently, activation of a Warehouse will switch on this synchronised processing. Similarly, de-activation will disable the Warehousing updates. We recommend, therefore, that access to activation/de-activation be restricted.

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

Caution: Warehousing and Location Control are mutually exclusive.

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.

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) - Not to use stock rotation dates

Receipt at warehouse (1) - To use the date on which when 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 a shelf life in Inventory, Warehousing adds the number of shelf life days to the current 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 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. This option is preferable.

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 and then select* ***Exit (F3)****.*

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

Maintain Warehouse Profiles Stockroom Details Popup

To display this popup, 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.*

Options

Select

Select or de-select one or more stockrooms

Select **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 Profile task for the second time.*

You use this window to define the standard receiving and marshalling points and set up key 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 Select Location pop-ups.

All actions resulting 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 Manufacturing

Enter the production marshalling location.

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

When you process a pick for production, 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 Select Location pop-ups.

When you process a pick for sales, 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 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 window, do not start the Serious Error Monitor.*

Message to Show if Location is not Recommended

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

Note: *Do not change this while 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.

Workstation to Receive Error Messages

Enter the workstation ID of the workstation you have nominated to receive any error messages if the user ID specified in the User to Receive Error Messages field is not signed on.

Note: *The summary of errors is automatically displayed when the nominated user for the warehouse accesses any 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 Maintain Warehouse Profiles Locations window and then press Enter.

Each item managed by Warehousing requires an item/warehouse profile. You can set up defaults to minimise the amount of data entry required when creating item/warehouse profiles.

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

Note: *You need to consider how you want to define the majority of items before you use this window to set up the defaults.*

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

Fields

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 do 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 of an item

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

Consume (3) - To consume split packs only

Putting Away (Whole Packs and Split Packs)

Multiple Rotation Dates

Use this checkbox as follows:

Unchecked - If you cannot put away items with mixed rotation dates at a single location

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

Multiple LOTS

Use this checkbox as follows:

Unchecked - If you cannot put away items with mixed lots at a single location

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

Picking Location

Use this checkbox as follows:

Unchecked - If you cannot put away items at the picking location

Checked - If you can 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 commit whole packs of the item in rotation date order

Checked - If you commit whole packs of the item in rotation date order

Rotation Date (Split Packs)

Select one of the following:

No (0) - If you do not commit the item in rotation date order

Yes (1) - If you commit the item 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 whole packs of lot-controlled items

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

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 do want to minimise lots when committing lot-controlled items

Warehousing commits all 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/WHM]

You use this task to create and maintain the data that defines 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.

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 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 fit into the location. For example, a location type RA (standard racking) can accept one pallet or ten boxes. For more information, see the Location Types section.

Proximity Rules

Warehousing uses proximity rules to generate recommendations for putting away, letting down 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, from one location to another. To simplify the definition use the following generalisations:

1. 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 needed to change access points or the amount of work involved.
2. 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 provides 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 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. 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: *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.

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

Weight

Select a unit of measure.

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

Volume

Select a unit of measure.

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

Enter 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 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 the answers to three questions for each dimension set up for the area. The questions are asked in turn for each dimension; and should only be answered in relation to that dimension.

Note: *An access point is a point of reference in the dimension. For example, the access point between aisles A and B can access two positions, while a truck positioned in front of column Q can only access this column.*

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

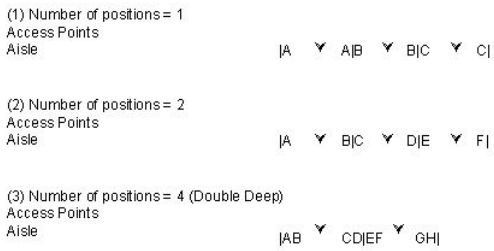
Enter the distance between access points.

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

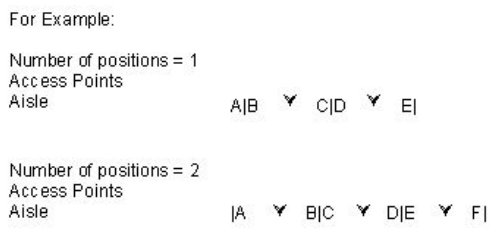
Enter the number of positions that you can access in the dimension without incurring the penalty of a move in the dimension.

For example:



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.



***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/WHM]

Once you have defined an area's 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 contiguous, 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, 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.

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 boxes 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: *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, 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. The top of the window displays the warehouse details. The middle of the window displays any existing codes, use the fields at the bottom of the window to add or amend codes.

To change a code, either enter the line number and the new code and then press Enter or enter the line number, press Enter, change the code in the Dimension Code field and then press Enter again.

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

This field displays a delete flag for codes that you have marked for deletion using **Delete (F11)**.

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 edit.

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, insert new codes in the correct collating sequence, and re-number the whole list.

Item/Warehouse Profile Maintenance [4/WHM]

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

If you use Warehousing to the fullest extent, it makes recommendations about where to put items, when and where you should replenish and the location from which you should 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, Warehousing goes to the pick face even if there is not enough stock. This is called over committing the pick face.

The pick face should hold 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 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 process, the stock has always been available in 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 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. 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 a function of the location type. The decision as to whether you can have multiple rotation dates of the same product is a function of the item.

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

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 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 Rotation dates check - can you store different rotation dates for an item in the same location?

3 Lots check - 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: *Warehousing only performs this check when you store a single pack type in a location.*

If 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 set up in the warehouse profile is printed on the put-away list.

Committing

Committing is the Warehousing equivalent of allocation in Inventory Management. When you run the Pick List task in 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 Warehousing when recommending the location from which you should pick an item. 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 (Maintenance) 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 an item that you have already defined in Inventory Maintenance.

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

Note: *Lot control is forced for items that are not flagged as batch-controlled, lot-controlled or serial-controlled in a bonded warehouse.*

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)** on 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 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.

Fields

Date to be Used for Stock Rotation

Select one of the following:

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

Receipt WH (1) - To use the date you 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 set up a shelf life for the item in 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 Warehouse 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.

Default Pack

Enter the pack type to use as the default when you make Inventory receipts.

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

Line

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.

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

You can define these using the Packaging Types task.

Quantity/Pack

Enter the number of items that fit in the pack, based on the entered unit of measure.

***Note**: For a multiple unit entry item, although the quantity/pack can be entered in a unit of measure other than the Inventory Management item and stockroom issue unit of measure the value stored on the database is always expressed in the Inventory Management item and stockroom issue unit of measure.*

Quantity/Pack Unit of Measure (UM)

Enter the unit of measure that qualifies the quantity/ pack entered.

Alternatively, use the prompt facility to enter the quantity/pack via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item*

***Note**: Set to the Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

***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, press Enter and then amend the data.

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

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 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 - If you do not want to store whole packs at the location

Checked - If you want to store whole packs at the location

Split Packs

Select one of the following:

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

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

Consume (2) - To use only split packs at this location

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 on this window. 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: *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 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 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.

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: *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.

Functions

Fixed Locations (F15)

Use this to define the fixed locations for the item.

Put-away (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 (F9)

Use this to define the packaging profiles for the item.

Restart (F20)

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

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 Whole Packs=UncheckedSplit Packs=Yes

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

2 Whole Packs=Checked Split packs=No

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

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 Whole Packs=Checked Split packs=Consume split packs ONLY

Qty 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:** Warehousing only uses the pick location when the required quantity is less than the maximum quantity to pick.*

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.

Fields

Picking Face Details

Picking Location

Enter a location.

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, based on the associated unit of measure.

***Note**: For a multiple unit entry item, although the quantity can be entered in a unit of measure other than the Inventory Management item and stockroom issue unit of measure the value stored on the database is expressed in the Inventory Management item and stockroom issue unit of measure.*

Maximum Quantity to be Picked from Picking Location Unit of Measure (UoM)

Enter the unit of measure that qualifies the Maximum Quantity to be Picked from Picking Location.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item*

***Note**: Set to the Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

Replenishment of Picking Face

Minimum Quantity at Picking Location

Enter the minimum quantity you allow at this location, based on the associated unit of measure. When the quantity falls below this level, replenishment is actioned.

***Note**: For a multiple unit entry item, although the quantity can be entered in a unit of measure other than the Inventory Management item and stockroom issue unit of measure the value stored*

on the database is expressed in the Inventory Management item and stockroom issue unit of measure.

Minimum Quantity at Picking Location Unit of Measure (Untitled)

Enter the unit of measure that qualifies the Minimum Quantity at Picking Location.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

***Note**: Set to the Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

Replacement Quantity for Picking Location

Enter the quantity required to replenish the pick location, based on the associated unit of measure. When the quantity falls below this level, replenishment is actioned.

***Note**: For a multiple unit entry item, although the quantity can be entered in a unit of measure other than the Inventory Management item and stockroom issue unit of measure the value stored on the database is expressed in the Inventory Management item and stockroom issue unit of measure.*

Replacement Quantity for Picking Location Unit of Measure (UoM)

Enter the unit of measure that qualifies the Replacement Quantity for Picking Location.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

***Note**: Set to the Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

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/WHM]

Use this task to set up standard packaging specifications.

Many of the movements in a warehouse are done on pallets or containers. Warehousing uses the information you enter, using this task, 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 an existing packaging type to maintain, or enter a new type to create.

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 three 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: *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.

Alternatively, use the prompt facility to select from the UNIT Unit Description 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 fields 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 types, 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, Warehousing calculates the number of packs and prints a label for each pack. Warehousing considers each label separately for processing. Warehousing 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/WHM]

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

Depending on the function of the warehouse, there are 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. 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. 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.

Fields

Warehouse

Enter any warehouse.

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

Location Type

To maintain a location type, enter a location type.

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

To add a location type, enter the location type code, using two 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. 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. This field is for use in reporting. 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 are displayed in the other fields on this line, for you to amend.

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

W/hse Pck

Enter an existing packaging type.

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, used 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/WHM]

Use this task to produce the complete warehouse layout.

An area of a warehouse is rarely uniform. You often have requirements to restrict 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 an area within a warehouse.

You can enter three levels of data: warehouses, areas and locations, to access directly 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 to display.

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

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

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.

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, Warehousing does not:

- Recommend put away
- Commit any stock for picking
- Replenish from the location (move)
- But you can:
- Move to
- Move from
- Put away or pick with override

Multi-Item

Use this checkbox as follows:

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

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

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 the 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

Select the lowest (minimum) position for the displayed dimension.

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

Maximum

Select the highest (maximum) position for the 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

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

Active (1) - If this location is active

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

Multiple Items

Use this checkbox as follows:

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

Checked - To allow Warehousing to recommend that you put different items away in the same location, if the pack type is the same and there is sufficient space

Maximum No. of Locations to be Created

Enter the maximum number of locations. Use this to make sure 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.

Create New Locations

Use this checkbox as follows:

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

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

Amend Existing Locations

Use this checkbox as follows:

Unchecked - Not to amend any existing locations

Checked - To amend existing locations

Note: *If you* ***check*** *this field, 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, if you **checked** the Amend Existing Locations field

Amend Multiple Items

Use this checkbox as follows:

Unchecked - Not to change whether you allow multiple items

Checked - To amend whether you allow multiple items, if you **checked** the Amend Existing Locations field

Amend Location Type

Use this checkbox as follows:

Unchecked - Not to amend the locations type

Checked - To amend the location type, if you **checked** the Amend Existing Locations field

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 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/WHM]

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 Warehousing checks locations when searching for the best location to pick from.

Maintain Location Rules Item Selection Window

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

Use this window to select the rule 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 defined moves. 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 next 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 a sequence 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 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 codes to move in the defined dimension.

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

Location Rules by Area [9/WHM]

Use this task to define the rules that reproduce the review of a large number of locations. You can define rules to answer questions such as:

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

The rule only operates within an area.

An area rule specifies the sequence Warehousing uses to test a range of locations, either for put-away or committing.

There are a number of sequences:

- Proximity - the shortest distance to move from a datum or search anchor point
- The software 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 regenerate 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 distribution is uniform 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

To amend a rule, enter the rule number and leave the Area field blank.

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

To add a new rule, enter a new rule number.

Area

If you are creating a new rule, enter an area in the 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 the 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/WHM]

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 highlighted 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 Type Detail 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/WHM]

Use this task to set up and maintain resource codes.

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, the resource required to move a pallet from a standard racking location could be a forklift truck, whereas the resource required 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

To maintain a resource, enter any resource already set up in the warehouse.

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/WHM]

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, 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, 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.

Leave this field blank to maintain check digits for the whole warehouse.

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 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 they can be misleading on a window or printout.

Note: *Use the Create Location Check Digits 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/WHM]

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

Warehouse List Profile [14/WHM]

If you manage your warehouse by instruction documents (pick, move and put-away lists) you must define where and when they are printed, 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 the warehouse and list type and 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 instruction lines to print on the list. You can change this at run time.

Maximum Lists per Run

Enter the number of lists 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 the 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 that holds this job queue.

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

Determine Access Points [21/WHM]

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.

Leave this field blank to determine access points for all areas.

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

Create Location Check Digits [22/WHM]

Use this task to apply sequentially the check digits that you have defined using the Location Check Digits 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 batch job 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 Create Location Check Digits 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/WHM]

This task displays the warehouse profile of your default warehouse. 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 for which you want to display the profile.

Fields

Stockroom

Enter the warehouse you require.

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, 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
- Default commitment date
- 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 shows the receiving location and the marshalling location for manufacturing and sales. It also displays the details 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/WHM]

This enquiry displays the area definition, the proximity variables, the 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 for which you want to display the details.

Fields

Area

Enter the area on which you want 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 Dimensions Window

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

This window displays the location code 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/WHM]

Use this enquiry to display the parameters that you have set up for an item so 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 location details.

Fields

Item

Enter a product that you have already defined in 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 Profile 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 Enquiry Selection window.

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

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 whether you allow whole and split packs in the location.

For further details of individual fields, see the Maintain Item/Warehouse 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/WHM]

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 the 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 location size, packaging capacity, and packaging specifications for the selected packaging type.

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/WHM]

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.

Fields

Location Type

Enter the 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

Main Tasks in Warehousing

You can divide most of the work 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 main function of Warehousing is to make recommendations for each of the three tasks, and then produce instruction lists on paper and on window. You can confirm the completion of these tasks either by entering a single character or by entering a check digit or return code from 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.

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 monetary transactions are processed 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 that 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 to either record specific actions or to make and process Warehousing recommendations.

You record all external events using interactive tasks. A subsystem carries out some of the processing. 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 as follows:

Inventory Receipt

You record the receipt in Purchase Management, Inventory Management, Production or Sales Order Processing. The batch program moves the item into the receiving warehouse location to balance Warehousing and Inventory. 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 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

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

Printing Documents

Warehousing must produce put-away labels before you can confirm actions. These labels specify where you put away each received item. 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, Warehousing prints the appropriate numbers on the put-away labels.

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.

You may need to move an item for a number of reasons, such as 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 Warehousing after the event.

In common with putting away and picking, Warehousing produces a list of instructions which you can view on a window and confirm or change the list.

There is a distinction between movements generated by 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 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 Sales Order Processing or 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.

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

Warehousing considers requests to despatch generated from Sales Order Processing or requests to issue from Production Control and Costing. 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 Warehousing actions. You can do this by entering either a character or a check digit. You can override Warehousing's instructions to change both the location and the quantity. 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 Production marshalling location at order level using the standard documentation produced in 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/WHP, 3/WHP]

You can request a move for both standard items and frozen items.

These are two supervisory functions that can be the result of a decision to empty part of the warehouse, or move items closer to despatch:

Before you record the moved items, use the Move List task to produce a move list and use the Confirm Movements task to confirm the actions on the list.

Use the Request a Move - Standard Movements task to define an instruction to move an item with certain characteristics from one location to another.

Use the Request a Move - Frozen Movements task to define an instruction to move stock frozen for an item with certain characteristics from one location to another.

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 Record 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.

Item

Enter the item you want to move.

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

Lot Number

Enter the lot or batch or serial number of the item.

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

If move requested for an item that is not flagged as batch-controlled, lot-controlled or serial-controlled in a bonded warehouse a lot number must be entered,.

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 Type 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 Quantity

Enter the quantity to move. This quantity is qualified by the unit of measure.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the movement quantity.

Alternatively, use the prompt facility to select a unit of measure from the Purchase/Issue Unit Selection pop-up for decimal items or enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note*: The entered unit of measure must be one of the three units of measure specified for the item.*

Note*: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit entry item.*

Note*: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.*

Movement Quantity in Issue Units (Untitled)

The movement quantity expressed as a number of Inventory Management item and stockroom issue units.

Note*: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

Unit of Measure (Untitled)

Show the Inventory Management item and stockroom issue unit of measure.

***Note**: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

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. 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/WHP, 4/WHP]

There are 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 Record a Non-requested Move - Standard Movements task, or the Record a 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.

Item

Enter the item that you have moved.

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

Lot Number

Enter the lot, batch or serial number of the item.

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

If move is recorded for an item that is not flagged as batch-controlled, lot-controlled or serial-controlled in a bonded warehouse a lot number must be entered.

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 Quantity

Enter the quantity to move. This quantity is qualified by the unit of measure.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the movement quantity.

Alternatively, use the prompt facility to select a unit of measure from the Purchase/Issue Unit Selection pop-up for decimal items or enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit entry item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.*

Movement Quantity in Issue Units (Untitled)

The movement quantity expressed as a number of Inventory Management item and stockroom issue units.

***Note**: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

Unit of Measure (Untitled)

Show the Inventory Management item and stockroom issue unit of measure.

***Note**: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

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. 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/WHP]

You use this task to confirm that you have performed the instructions in the move list, in other words, that you moved the items correctly and 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 a move list for confirmation.

Fields

List Number

Enter 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 Confirm Intra Warehouse Transfer Details window.

Confirm Intra Warehouse Transfer Details Window

To display this window, enter or select a list and then press Enter 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 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 move 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 move.

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.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Quantity

Enter the quantity of the item to move. This quantity is qualified by the unit of measure.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up.

Note*: The entered unit of measure must be one of the three units of measure specified for the item.*

Note*: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for multiple unit format items*

***Note**: Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

***Note**: Field protected when any existing adjustment line is selected for amendment*

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:** If actions are marked as PEND, check that you have started the Confirmation Updates job.*

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/WHP]

Use this task to confirm to Warehousing that you have performed the instructions in the put-away list, that is, you put the items away correctly and Warehousing can expect to find the items at the locations specified in the put-away list, unless you amended the put-away list.

***Note:** Held rotations of an item cannot be put away into a bonded warehouse.*

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 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.

Functions

Expand (F13)

Use this to display additional detail for each put away instruction.

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 inventory descriptions 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, lot, location and pack type combination to be put away in this location.

This quantity is qualified by the unit of measure.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

***Note**: Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

***Note**: Field protected when any existing adjustment line is selected for amendment*

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/WHP, 9/WHP]

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, that is, the items have been picked correctly.

You can either confirm pick for sales or confirm pick for production.

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 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, 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.

You have to 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.

You can however underpick with this task. You must then either generate a new pick list for the outstanding balance or ignore it.

When confirming pick, you are forced through the Build Pack/Pallet process if one of the following is true:

- The pick is for an ASN customer.
- One of the containers associated with the product being picked requires the printing of a bar-coded SSCC label.
- You specifically request the building of a container for the confirm pick quantity.

Container lines are not displayed in the list of items to be picked.

The quantity of the item being picked from the warehouse is shown in the appropriate default inventory unit of the item.

The quantity associated with any manufactured containers shown in the list of available containers is also displayed in the appropriate default inventory unit.

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 you want to confirm.

Note: *This window displays For Sales or For Production, depending on the task selected.*

Fields

Picking List Number

Enter a picking list.

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

Action

If you use check digit validation, enter the check digit at the pick location.

If you do not use check digit validation, select 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.*

Pack

Container Build is invoked automatically for each pick instruction for an ASN customer or where one of the container items associated with that product requires the printing of a bar-coded SSCC label to identify the content of the container.

However, you also have the choice of invoking Container Build for those customers that do not receive ASNs or for items to be packed into containers that do not require SSCC bar-coded labels by default.

Select one of the following:

Blank - Not to invoke the Container Build process for this pick line

1 - To invoke the Container Build process for this pick line

Functions

Expand (F13)

Use this to display additional detail for each put away instruction.

If you record any picking instruction overrides, the value entered regarding packing requirements at this level determines whether the Pack/Pallet Build function is invoked within the Override Pick Instruction window.

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 an entry with * and then select **Update (F8)** on the Confirm Picking Action window.

Use this window to amend and complete a pick instruction.

Depending on the commit sequence chosen during the generation of Pick Lists for Sales in a warehouse, a single warehouse pick instruction may cover the requirement for more than one order/order line. In other words, if the commit sequence is Load, the pick instruction generated for each item is the total quantity of that item for all orders planned onto a transport load.

If a short pick is recorded against any warehouse pick instruction, via the Pick Instruction Override window, and the original pick instruction covers the requirement for more than one order, the Container Build process is invoked multiple times (once per Pick Instruction Override Entry), thus permitting the correct quantities to be built onto the correct containers.

The system consumes pick/despatch lines until the quantity confirmed as picked has been satisfied. To ensure that the short pick is recorded against the correct customer, you must choose the quantity to be passed to the Container Build process for each pick/despatch line.

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.

Reason Code (Rsn)

Enter the reason why you need to make the change.

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, batch or serial number picked.

If overriding pick instructions for an item that is not flagged as batch-controlled, lot-controlled or serial-controlled in a bonded warehouse a lot number must be entered.

SR Date

Enter or select the stock rotation date of the item picked.

Quantity

Enter the quantity picked.

This quantity is qualified by the unit of measure.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

***Note**: Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

***Note**: Field protested when any existing adjustment line is selected for amendment*

Pack

Enter the pack type of the item picked.

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

Location

Enter the location from which you picked the item.

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

Caution: To confirm a pick of zero, do not enter override details but select Update (F8). 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 Warehousing suggests you should pick.

Container Build - Short Pick Override Pop-up

To display this pop-up, request to short pick a warehouse picking instruction which requires building onto a container on the Confirm Pick Manual Override window.

Use this pop-up to identify the pick/despatch line(s) to be short picked and to ensure that the sum of the quantities recorded against all of the pick/despatch line equals the quantity confirmed as picked.

The code, description and quantity of the item being short picked is displayed

A list of pick/despatch lines that constitute the warehouse pick instruction being confirmed is displayed. The following information is displayed against each line:

- Order number
- Despatch note number
- Suggested pick quantity
- Customer and delivery sequence

- An indication as to whether the customer receives an ASN

Note: *At this point in the process, you are not allowed to back out of a transaction. Any confirm pick quantity must be built onto a container.*

Note: *This type of override processing is only required to account for a short pick.*

Note: *Overrides that do not result in a short pick (i.e. where lots and/or rotation dates other than those suggested by the system are picked) can be processed without the need to select the appropriate pick quantity against each pick/despatch line to be built onto a container.*

Fields

Quantity (Qty)

Enter the confirmed pick quantity for each pick/despatch line. This will default to the suggested pick quantity from the pick/despatch line. The sum of the entered quantities must match the quantity being picked against the warehouse pick instruction.

Press Enter to continue. You cannot proceed to the Available Container pop-up unless the sum of the entered quantities matches the quantity confirmed as picked against the warehouse instruction.

Available Containers Pop-up

To display this pop-up, confirm pick in warehousing of an item that requires additional packing instructions.

Use this pop-up to select the container onto which goods picked from a warehouse are to be built.

A list of available containers is displayed to allow you to select the required container.

You can either:

- Add the confirm pick quantity to one of the available containers for the specified customer

or

- Create a new container for a customer and add the confirm pick quantity of an item to this new container

Note: *At this stage in the process, items that are confirmed as picked can only be built onto a container. The subsequent addition of these containers onto other containers must be performed as a separate function.*

Options

Select

Use this to select a container.

Functions

New Container (F5)

Use this to request the creation of a new container for the current customer.

Caution: At this point in the process you are not allowed to back out of a transaction. Any confirm pick quantity must be built onto a container.

Select **New Container (F5)** to create a new container or select an existing container by entering **1** against it to display the Add to Container pop-up.

Add to Container Pop-up

To display this pop-up, select **New Container (F5)** to create a new container or select an existing one by entering **1** against it on the Available Containers pop-up.

Use this pop-up to add items to containers.

Note: *When adding items to containers during confirm pick in Warehousing, you may only override the expiry date of the picked quantity. All the other fields in the Add Item to Container pop-up are defaulted from the pick/despatch line and appropriate Warehouse pick instruction and are protected.*

Fields

Expiry Date

Enter or select the expiry date.

Functions

Update (F8)

Use this to add the item to the chosen container. The Container Details window is displayed.

Select **Update (F8)** to add the item to the container and display the Container Details window.

Container Details Window

To display this window, select **Update (F8)** on the Add to Container pop-up.

Use this window to review the container details and optionally to print a container label.

Functions

Continue (F8)

Use this to continue processing further pick instructions in Warehousing.

Print Label (F13)

Use this to print an SSCC bar-coded label for the current container.

Select **Continue (F8)** to display the Confirm Pick Manual Override window and process further pick instructions in Warehousing.

Confirm Despatch [8/WHP]

Use this task to confirm that you have despatched an item and update stock balances. You can then create the invoice request.

If the Charges First Despatch field is **checked** in the company profile, confirm despatch will default the sales order sundry charges for the first despatch only.

Note: *This does not prohibit manual entry of sundry charges at confirm despatch time.*

When Charges first despatch is operating and a percentage charge is applied to the first despatch, if the charge is to be applied to the first despatch only, the charge value will be a percentage of the order value [excluding tax] and not the despatch value.

Note*: where a charge is established to the Inventory Description* ***CFAD****, charges are applied to all despatches and therefore a percentage charge will be a percentage of the despatch value.*

For any subsequent despatch, percentage charge values will be a percentage of the despatch value.

This task is similar to the despatch task within Sales Order Processing; however, during consolidation, commitment and picking within the warehouse you created further links.

For example, you may have moved a specific portion of stock, with a lot number and/or rotation date, into the marshalling area for an order.

When you confirm despatch, you must update Warehousing as well as Sales Order Processing and Inventory Management.

Picked quantities are confirmed in the appropriate default inventory unit. This is done to ensure that any stock movements generated are recorded in the correct unit of measure, particularly for those items that permit quantity entry in multiple unit format.

Note: *For more information about how POD affects Confirmation of Despatch, please see the Proof of Delivery Database Updates for a POD Pick Note in Processing section in the Sales Order Processing product guide.*

Note: *Although quantities are now recorded and displayed in the appropriate default inventory, they are still held on the database in the appropriate stockroom issue unit.*

When recording the despatch of an order line, the outstanding order balance of the appropriate account(s) is reduced by the value of the stock suggested for pick and the goods despatched not invoiced value is increased by the value of the goods despatched.

The value to be subtracted from the outstanding customer balance, which is passed to the Account Summary Balance Update routine, optionally includes the tax value of that stock as well as its goods value (if the Include Tax Values in Outstanding Debt flag on the SOP Company Profile is set to **1**).

The value to be added to the goods despatched not invoiced balance, which is passed to the Account Summary Balance Update routine, optionally includes the tax value of the despatched goods as well as their goods value (if the Include Tax Values in Outstanding Debt flag on the SOP Company Profile is set to **1**). If an invoice is generated for the despatched goods (i.e. proof of delivery of the despatched goods is not required), any sundry charge values associated with the invoice generated are also included in the customer's outstanding debt value at this point.

Note: *This task invokes the Credit Commitment Routine to establish whether an account is on stop or subject to litigation.*

Note: *No credit limit check is performed within this task.*

Sales invoice document

Sales invoice documents are allocated a document number based on the header stockroom site if that site has a document number type established. If no document number type is established the established company document type is used.

This applies to the following document types:

INVOICE	Sales invoices
INITINVOICE	Internal sales invoices
CREDITNOTE	Sales credit notes

Note*: if no CREDITNOTE document type is established to the site code, the INVOICE document site type is used in preference to the established company settings.*

Confirm Despatch Select Order Window

To display this window, select the Confirm Despatch task.

Use this window to select the order for which you want to confirm despatch.

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 field blank to display a list of outstanding* despatch notes for the order.

Consignment

You can optionally enter the consignment number for the despatch.

Note: *You use this instead of an order number if you use Transport Planning.*

Despatch Date

Enter or select the date on which the despatch was made. This cannot normally be in the future.

***Note**: Control over forward and backwards dating of the despatch date can be made by activating and defining the number of days forwards and backwards allowed against the inventory descriptions DFLT (parameters DATEFWDD and DATEBCKD).*

Refer to the Sales Order Processing Product Guide for details on this functionality.

Note: *If despatch is from a bonded warehouse the despatch date cannot be before the earliest transaction date allowed in that warehouse.*

Despatch Time

You can specify a despatch time in the format HHMM.

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 Method pop-up.

Press Enter to display the Confirm Despatch Select Sequence window.

Confirm Despatch Select Sequence Window

To display this window, enter the order number and then press Enter on the Confirm Despatch Selection window.

Use this window to select the outstanding despatch you require.

Note: *You can confirm a number of despatches for the same order at the same time. This produces a separate invoice for each pick note unless invoice consolidation is being used.*

Fields

Select

Select (1) the despatches you wish to confirm. You can select more than one at the same time.

Despatch Details

Select (1) to enter despatch details. The Despatch Details pop-up is displayed.

Press Enter to display the Confirm Despatch Details window.

Despatch Details Pop-up

To display this pop-up, enter * in the Despatch Details field on the Confirm Despatch Select Sequence window or select Despatch Details (F18) on the Confirm Despatch Details window. You can only do this if you accessed the window by entering an order and a sequence on the Confirm Despatch Select Order window.

This window displays the despatch details, retrieved from the Sales Order Header. The defaults depend upon the type of document:

- Sales despatch and miscellaneous invoice - defaults from order overrides

You cannot maintain the type of despatch note, if you require invoice consolidation.

- Consignments and internal transfers - defaults from Customer Sales Details Additional Details window
- Supplier returns and subcontract shipments - despatch note language defaults to language code of the supplier; all other fields are blank

Fields

Online Print of Despatch Notes

Use this checkbox as follows:

Unchecked - To print despatch notes in batch mode

Checked - To print despatch notes immediately

Priced Despatch Note

Use this checkbox as follows:

Unchecked - Not to print prices on the despatch note

Checked - To print prices on the despatch note

Type of Despatch Note

Select one of the following:

Separate despatch note & invoice (1)

Combined document (2)

Consolidated despatch note / separate invoice (3)

Despatch Note Language

Enter the language used to print the despatch note. You must define this to the General Ledger.

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

Despatch Method

Enter the default despatch method. You must define this in the Inventory Descriptions file, under major type MODE.

Alternatively, use the prompt facility to select from the MODE Despatch Method pop-up.

Transport Method

Enter the default transport method. You must define this in the Inventory Descriptions file, under major type TMTH.

Alternatively, use the prompt facility to select from the TMTH Transport Method pop-up.

Reason for Despatch

Enter the reason for despatch. You must define this in the Inventory Descriptions file, under major type MOVR.

Alternatively, use the prompt facility to select from the MOVR Movement Reason Code pop-up.

Terms of Delivery

Enter the default terms of delivery. You must define this in the Inventory Descriptions file, under major type TDEL.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

Note: *If World Trade is live, this field defaults to the value on the Sales Order Processing Customer Maintenance - Trade Details window.*

Carrier

Enter the default carrier.

Alternatively, use the prompt facility to select from the Name and Address Selection pop-up.

If you use Advanced Shipping, and the processing company is active with Sales Order Processing, the carrier defaults to that defined via Shipping Customer Defaults.

If you use Transport Planning, and the processing company is active within Sales Order Processing, the carrier defaults to the carrier defined to the Transport Planning Delivery Profile.

If you do not use Advanced Shipping or Transport Planning, the default is blank. You must define entries in the Inventory Descriptions file, under major type CARR.

Warehousing performs the following validation:

1. If you enter a new carrier and you use Advanced Shipping, your entry is checked against the Shipping Names and Address file (Shipping Customer Defaults Maintenance).
2. If you enter a new carrier and you use Transport Planning, your entry is checked against the Transport Planning Carrier file.
3. It checks whether you have defined a Sales Order Processing company to a Transport Planning company via a SOP company/stockroom combination.

Shipping Marks

Enter the shipping marks.

Number of Packs

Enter the quantity and packaging type.

Note: *If you use Advanced Shipping, you must define packs in the Pack Types file. Otherwise, you must define them in the Inventory Descriptions file, under major type TPPK.*

Weight

Enter a weight and a unit of measure (UoM). You must define the UoM in the Inventory Descriptions file, under major type UOM.

Volume

Enter a volume and UoM.

Any UoM code entered is validated against the Inventory Descriptions file, major type UOM.

Select **Update (F8)** to update details and return to the previous window.

Confirm Despatch Details Window

To display this window, either enter an order and a sequence on the Confirm Despatch Select Order window or select a despatch sequence on the Confirm Despatch Select Sequence window.

This window displays the order lines to despatch.

You can only confirm of despatch from a warehouse if:

1 The stock has been committed to the despatch note

2 Sufficient stock has been picked to satisfy the amount of the despatch being confirmed

If you despatched what you intended to despatch, you can select **Update (F8)** to confirm this.

If, however, you recorded short picks or if there is any doubt as to which lot is despatched, you must explicitly confirm the actual action. Equally, if you record 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: *If you selected more than one despatch, they are displayed consecutively.*

Fields

Override

To override the despatch quantity, enter *.

An asterisk (*) is automatically displayed if:

1 Insufficient stock has been picked for the order.

2 There is insufficient stock in the marshalling area to satisfy the despatch quantity.

3 The order was part of a consolidated pick request that spanned a number of lots and/or rotation dates and you are required to choose which lots and/or rotation dates are despatched.

4 The item despatched is a catchweight type 1 or 2.

Note: *If a component override is forced for a sales kit because of reason 1 or 2, this will force the override of the kit parent and all other components of the kit. Component force override for reason 3 has no effect on the other components or the kit parent.*

Note: *You cannot override components manually if they are not controlled by lot and/or rotation date. To change the despatched component quantities you must override the despatched kit parent quantity manually. Only complete kits may be despatched.*

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 override the kit parent quantity manually.

You should add the despatch charges before you confirm the update.

Note: *If + is displayed beside the Override field, override details have already been recorded for that item.*

Functions

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.

Despatch Details (F18)

Use this to maintain the despatch details. This function is only displayed if you accessed the window by entering an order and a sequence on the Confirm Despatch Select Order window.

Show/Hide Call-off Reference (F19)

Use this to display or hide the call-off reference for the order line.

Containers (F20)

Use this to display the Confirm Despatch - Container Summary pop-up for the requested pick note. See the Interactive Confirm Despatch section of the Sales Order Processing product guide for further details.

Note: *If you define the Sales Order Processing company profile to print clean despatch notes when you confirm despatch, they are printed when you select* ***Update (F8)*** *to confirm the despatch.*

Press Enter to validate the entries and then select **Update (F8)** to confirm the despatch. If there is no override, the despatch is confirmed. However, if you or Warehousing requested an override, the Override Quantity Despatched pop-up is displayed.

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.

If the Charges First Despatch field is **checked** in the company profile, confirm despatch will default the sales order sundry charges for the first despatch only.

Note: *This does not prohibit manual entry of sundry charges at confirm despatch time.*

Note: *This is not available when the company has Customer Scheduling active (where an AC company profile exists for your company).*

Note: *You enter charges in the currency of the customer.*

For any percentage charge type established for the despatch, the charge value will be calculated for the current nett goods value of the despatch (not the order).

Note*: for a percentage type charge, the current percentage effective for the established Customer Delivery Address or SUNC is used, where this is not established the existing value is used.*

Note*: percentage type charges are non-maintainable.*

If for a despatch no charges are established, where Customer Delivery Address charges are established these charges will be applied to the despatch (not the order).

***Note**: the existing Charges First Despatch feature is obeyed.*

Charges can be removed or added as per existing charge types. If a charge code is added that is established to the Customer Delivery Address charges, then that percentage or value is applied to the order, otherwise the percentage or value established to Inventory Descriptions **SUNC** is used.

On the panel after the charge amount, the Inventory Descriptions SUNC **P/V** indicator will be show to identify the type of charge.

A function key toggle **F9=Charge Percentage** will show the percentage from which the charge value is calculated.

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)** to display the rate and tax code associated with the charge code.*

Prime Amount (Untitled)

Enter the amount of the charge.

***Note:** The charge is in the Inventory Descriptions file in the base currency. If this despatch is for an order not in the base currency of Accounts Receivable, it is converted into the transaction currency and displayed in both base and transaction currency.*

Tax

Enter the tax code for the charge. This defaults to the value in the Inventory Descriptions file.

***Note:** You can delete a charge, retrieved from the order, by removing the charge code or amending the values. If you enter a value, 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, Euro VAT is catered for. You maintain VAT 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 VAT applies, (for example, in Spain), the extra VAT is kept against the VAT code in the General Ledger.*

Select **Update (F8)** to confirm the charge details, repeat the validation and process the despatch. Press Enter to add charges to the invoice request pro-forma and display the previous window.

Override Quantity Despatched Pop-up

To display this pop-up, enter * in the Override field and then select **Update (F8)** on the Confirm Despatch Details window.

Use this pop-up to record how much of an item that is not subject to lot and/or rotation date control was despatched against an order.

Fields

Despatch Quantity

Enter the quantity actually despatched to the customer. This defaults to the quantity Warehousing calculates could be despatched.

If the item being despatched is flagged as a multiple unit format item and its sales unit indicator signifies that it may not be sold in issue units, the entered quantity must be an exact multiple of stock units.

Note: *The despatched quantity must be an exact multiple of the items stock unit of measure if the despatch is from a bonded warehouse*.

Unit of Measure

Enter the unit of measure that qualifies the despatch quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note*: The entered unit of measure must be one of the three units of measure specified for the item.*

Note*: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

Note*: Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

Reason Code

Enter the code to indicate the reason why the full quantity was not despatched. 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.

Note: *For more information about the reason codes, display the WHRS major type code in the Inventory Descriptions file.*

Select **Update (F8)**. If the full quantity confirmed as picked is not confirmed as despatched, the Enter Reason for Short Shipment pop-up is displayed. If the item is catchweight type 1 or 2, the Secondary Value Entry pop-up is displayed. When the item is updated, the next item to override is displayed in this pop-up.

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 window to enter the reason for a short shipment.

The following quantities are displayed in the default inventory unit of the item:

- Quantity to Despatch
- Quantity Despatched
- Quantity Remaining

Note: *The above quantities must all be expressed in the same unit of measure, as the quantity remaining is calculated by subtracting the quantity despatched from the quantity to despatch.*

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. Any despatch lines accepted as ready for update are flagged with +.

Secondary Value Entry Pop-up

If this company uses catchweight and the item is catchweight type 1 or 2, this pop-up is displayed automatically when you select **Update (F8)** on the Override Quantity Despatch pop-up.

Note: *The title of this pop-up varies, because it is formed from the short description of the item's secondary UoM plus Details, for example: Kilos Details.*

Fields

<Nominal Secondary Value>

The field title is the short description of the item's UoM.

Enter the item's nominal secondary value.

An error message is displayed if you enter a value that exceeds the configured tolerance.

<Secondary Unit of Measure>

Select the unit of measure for the quantity of the item from the available configured units of measure.

Press Enter to carry out the override.

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, batch-controlled or serial-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 and/or rotations to produce the final despatch quantity for the selected item. The final despatch quantity total cannot exceed the picked quantity.

The following quantities are shown in the default inventory units of the item:

- Quantity to Despatch
- Despatch Quantity (Total)
- Despatch Quantity (Lot/Rotation)

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 change, you must enter a reason code.*

Fields

Lot

Enter the lot, serial or batch number for the item.

Rotation Date

Enter or select the rotation date of the lot.

Quantity

Enter the quantity of each lot and/or rotation to be despatched. This field defaults to the quantity Warehousing calculates could be despatched.

Note: *The despatched quantity of any lot must be an exact multiple of the items stock unit of measure if the despatch is from a bonded warehouse.*

Unit of Measure

Enter the unit of measure that qualifies the despatch quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note: *The entered unit of measure must be one of the three units of measure specified for the item.*

Note: *If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

Note: *Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

Rsn. Code

Enter the reason for the changes.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Note: *If you are updating a kit component, the Despatch Quantity must equal the Quantity to Despatch, which is the kit quantity.*

Note: *If you confirm part despatch for an item where you have performed a complete pick, Warehousing displays the Lots Not Despatched pop-up so that you can specify which picked lots are not despatched.*

Options

Select

Use this to amend the lot.

The details for the selected lot are displayed at the bottom of the pop-up where they can be amended.

Delete

Use this to delete the lot.

Functions

Lots Picked (F13)

When changing the displayed list of lots, you can use this to find other lots of this item in Marshalling. The Lots Picked in Marshalling pop-up is displayed.

Show in Issue Units (F14)

Use this to convert the displayed quantities to the issue unit of the item in the selected warehouse and re-display the window.

Select **Update (F8)** to record the lot and/or rotation details entered.

Lots Picked in Marshalling Pop-up

To display this pop-up, select **Lots Picked (F13)** on the Enter Lots Despatched pop-up or the Enter Lots Not Despatched pop-up.

Use this window to identify other picked lots and/or rotations in the marshalling area.

Options

Select

Use this to select a lot.

The Enter Lots Despatched or Enter Lots Not Despatched pop-up is re-displayed with the details for the selected lot displayed at the bottom of that pop-up where the lot can then be entered.

Functions

Lots Committed (F13)

Use this to refine the list of lots in Marshalling by identifying those committed to orders. The Lots Committed in Marshalling pop-up is displayed.

Choose a lot and then press Enter. The Enter Lots Despatched or Enter Lots Not Despatched pop-up is re-displayed with the selected lot shown.

Lots Committed in Marshalling Pop-up

To display this pop-up, select **Lots Committed (F13)** on the Lots Picked in Marshalling pop-up.

Use this pop-up to identify fully all picked lots and/or rotations committed in the marshalling area.

Options

Select

Use this to select a lot.

The Enter Lots Despatched or Enter Lots Not Despatched pop-up is re-displayed with the details for the selected lot displayed at the bottom of that pop-up where the lot can then be entered.

Functions

Lots Picked (F13)

Use this to return to the Lots Committed in Marshalling pop-up.

Choose a lot and then press Enter. The Enter Lots Despatched or Enter Lots Not Despatched pop-up is re-displayed with the selected lot shown.

Enter Lots Not Despatched Pop-up

This pop-up is displayed automatically if you confirm a despatch quantity of a lot-controlled, rotation date-controlled, batch-controlled and/or serial-controlled item that is less than the confirmed pick quantity.

Use this window to identify the picked lots and/or rotations in the marshalling area that are not to be despatched.

Note: *The actions Warehousing carries out on the remaining stock are based on the parameter limit of the reason. To display the parameter limits, use the prompt facility on the reasons, 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 change, you must enter a reason code.*

The following quantities are shown in the default inventory units of the item:

- Quantity Remaining
- Quantity Accounted For
- Lot/Rotation Quantity

Fields

Lot

Enter the lot, serial or batch number for the item. You can either enter lot numbers, or you can select from lots in marshalling using **Lots Picked (F13)**.

Rotation Date

Enter or select the rotation date of the item.

Quantity

Enter the quantity of the lot and/or rotation to be left in the marshalling area.

Note: *The quantity of any lot and/or rotation left in marshalling must be an exact multiple of the items stock unit of measure where the despatch is from a bonded warehouse.*

Unit of Measure

Enter the unit of measure that qualifies the despatch quantity.

Alternatively, use the prompt facility to enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

Note*: The entered unit of measure must be one of the three units of measure specified for the item.*

Note*: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit format item.*

***Note**: Field set to Inventory Management item and stockroom issue unit of measure and protected for a decimal item*

Rsn. Code

Enter the reason for the changes.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Options

Select

Use this to amend the lot

Delete

Use this to delete the lot

Functions

Lots Picked (F13)

Use this to find other lots of this item in Marshalling. The Lots Picked in Marshalling pop-up is displayed.

Show in Issue Units (F14)

Use this to convert the displayed quantities to the issue unit of the item in the selected warehouse and re-display the window.

Select **Update (F8)** to confirm that all stock picked for an order has been accounted for. The Confirm Despatch window is then displayed. Any despatch lines accepted as ready for update are flagged with +.

Confirm Issue for Production [10/WHP]

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:

- Committed the stock to the issue requirement
- Picked enough stock to satisfy the issue being confirmed

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 part-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 you do not need to issue them formally.

Note: *You can also have Catchweight processing for Production issues from a warehouse. The item must first be defined as a Catchweight item within Inventory Item Maintenance.*

Catchweight Processing

If Catchweight is active on the Inventory company profile, and any of the inputs being formally issued (that is, they are not backflush or floor stock items) are Catchweight items (specified on the Item Master file), the issue quantity is calculated in the secondary UoM.

If any item is defined as being of a Catchweight type 1 or 2, an additional window is displayed after you update your entries on the Confirm Issue Details window. This shows all the issue details for those Catchweight item types, along with the secondary value and associated UoM. You can override the defaults displayed for both those fields. However, they are both mandatory fields.

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 pick request to issue.

Alternatively, use the prompt facility to select from the Pick Request Number pop-up.

Note: *Only enter the pick request to display a list of current issue requirements.*

Issue Requirement

Enter the issue requirement sequence number.

Operation Sequence

Enter the operation sequence if you want to issue specific components for one operation.

Include Backflushes

Use this checkbox as follows:

Unchecked - If you do not require issue of backflush components

Checked - If you require issue of a backflush component, that is where you require additional material for the finished goods but you do not change the receipt quantity

Press Enter to display the Confirm Issue Requirements window.

Confirm Issue Requirements Window

To display this window, enter a pick request 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.

Options

Select

Use this against issues you want to confirm.

You can choose any number of issues for confirmation.

Press Enter to display the Confirm Issues Details window.

Confirm Issue Details Window

To display this window, either enter a pick request and issue requirement on the Confirm Issue Selection window or select an issue 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, serial-controlled or rotation date-controlled, Yes is displayed in the Lot field.*

Fields

Override

Enter one of the following:

Blank - If you do not require any amendment

1 - Complete issue - If, when you select **Update (F8)**, you want a pop-up to be displayed so that you can enter the changed issue quantity

If this quantity is less than the quantity to be issued, another pop-up is displayed so that you can account for the stock not issued. You must enter a reason for the change in issue quantity, to account for the stock not issued.

2 - Partial issue - If, when you select **Update (F8)**, a pop-up 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 for the change in issue quantity. You can make further issues against this pick request, until you have issued all the committed stock.

3 - Force completion - 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.

Select **Update (F8)** to confirm the update and, if necessary, display a pop-up so that you can override the selected issues.

Note: *When you select* ***Update (F8),*** *the data is validated and the secondary UoM and value are saved for each Catchweight item.*

Confirm Issue Override Quantity Issued Pop-up

This pop-up is displayed automatically when you request an override on an item that is not lot-controlled, batch-controlled, serial-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 Warehousing calculates could be issued.

Reason Code

Enter the reason why you could not issue the full quantity.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Select **Update (F8)** to save the changes.

Confirm Issue Override Secondary Value Window

To display this window, select **Update (F8)** on the Confirm Issue Override Quantity Issued pop-up.

Note: *This window is only displayed when you are issuing a Catchweight item type 1 or 2.*

You use this window to override the secondary value and unit of measure for a Catchweight item type 1 or 2.

Note: *If you make any changes, you must enter a reason code.*

Fields

Secondary Value

This field displays the secondary value for the issue. You can override this here.

Unit of Measure

This field displays the unit of measure for the secondary value. You can override this here.

Select **Update (F8)** to process the issue and return to the Confirm Issue Selection window.

Enter Reason for Short Issue Pop-up

This pop-up is displayed automatically 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 issue.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

The parameter limit of the reason code, defined in the Inventory Descriptions file, 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.

Use this 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 displays when you request an override on a lot-controlled, batch-controlled, serial-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 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.*

Options

Select

Use this to select the lot to amend.

Delete

Use this to delete a lot from the list.

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 Enter 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, batch-controlled or serial-controlled item which is less than the confirmed pick quantity.

Use this window to identify the picked lots or stock in the marshalling area that you have not issued.

Note: *The actions Warehousing carries out on the stock left are based on the parameter limit of the reason. To display the parameter limits, use the prompt facility 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.*

Note: *If you make any changes, you must enter a reason code.*

Fields

Lot

Enter the lot, serial or batch number for the item. You can either enter lot numbers or select from lots in marshalling.

Rotation Date

Enter or select the rotation date of the item.

Quantity

Enter the quantity on the order line that you are amending or adding.

Rsn. Code

Enter the reason for the changes.

Options

Select

Use this to amend the lot.

Delete

Use this to delete the lot.

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/WHP, 12/WHP]

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 define 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.

Item

Enter the item you want to adjust.

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

Lot

Enter the lot, batch or serial 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. This quantity is qualified by the unit of measure.

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.

Unit of Measure (UoM)

Enter the unit of measure that qualifies the quantity.

Alternatively, use the prompt facility to select a unit of measure from the Purchase/Issue Unit Selection pop-up for decimal items or enter the quantity via the Enter Quantity pop-up for a multiple unit entry item.

***Note**: The entered unit of measure must be one of the three units of measure specified for the item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom default inventory unit of measure will be used for a multiple unit entry item.*

***Note**: If you do not enter a unit of measure then the Inventory Management item and stockroom issue unit of measure will be used for a decimal item.*

Movement Quantity in Issue Units (Untitled)

The movement quantity expressed as a number of Inventory Management item and stockroom issue units.

***Note**: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

Unit of Measure (Untitled)

Show the Inventory Management item and stockroom issue unit of measure.

***Note**: Only shown when the movement quantity is entered in a unit of measure that is not the Inventory Management item and stockroom issue unit of measure.*

Reason Code

Enter a reason for the adjustment.

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/WHP]

Use this task to identify receipts made in Inventory, and update the stock levels in 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 makes enough recommendations to put the items away.

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 process receipts continually in the background by selecting the Start Receipts for Put-away task.*

Select Confirm **Submit (F8)** to run the batch job to update Warehousing.

Put Away Labels [21/WHP]

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 being put away
- Lot - the lot number of the item

- This is blank unless the item is lot, batch, or serial 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 to be put away
- Location - the warehouse location in which the item is placed
- If 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 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.*

Note: *When deciding where to put stock away in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they were lot-controlled.*

Select Confirm **Submit (F8)** to run the batch job.

Pick Lists [22/WHP, 25/WHP]

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

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.*

Note: *When deciding where to commit stock in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they were lot-controlled.*

Request Picking List for Sales Window

To display this window, select the Pick List for Sales task.

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

Customer (2) - To commit the items in the warehouse by customer

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

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.*

Carrier (7) - To group the order lines by the transport carrier company, and to commit the items by carrier basis

Note: *You can only commit by carrier and load if you use Transport Planning.*

Load (8) - To group the order lines by load, or truck number, and to commit the items in the warehouse by load

Note: *Warehousing consolidates order lines for the same item within the commit sequence to provide a total quantity to be committed.*

Item Sequence

Select one of the following:

Item (1) - To print the instructions by item

Alternative Location (2) - To print the instructions by alternative location (not currently used)

Location (3) - To print the instructions by location

Stockroom/item (4) – To print the instructions by Stockroom/item

Print Locations

Select one of the following:

Default Location (1) - To print only the suggested location only

All the locations with balance (2) – To print all the locations of the item with current stock balance

All the locations without balance (3) – To print all the locations of the item without current stock balance

Pick List Organisation

Select one of the following:

Warehouse (1) - To organise the pick lists by warehouse

A new list starts when the number of instructions per list has been exceeded.

Area (2) - To print a separate list for each area

The list is split into several lists if the number of instructions per list is exceeded.

Dimension 1 (3) - To print a separate list for each unit of dimension 1

This list is split into several lists if the number of instructions per list is exceeded. This is useful for narrow aisle trucks; you can produce a separate pick list for each aisle.

Note: *Warehousing will create a new list each time you exceed the number of instructions per list limit that you specified on the warehouse list profile.*

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, a new list is started.

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 determine the documentation required to cross-reference the orders and pick lists.

None (0) - If you do not require marshalling lists

Orders for pick list (1) - For orders for pick list

Pick list for orders (2) - For pick list 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.

Alternatively, use the prompt facility to select from a list of stockrooms

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.

Route From/To

Enter the range of route or journey required.

You can use the prompt facility on these fields to select from the Select Route pop-up.

Note: *You can only select 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 Date From/To

Enter or select the range of despatch dates.

Note: *The following fields will be available if you use Transport Planning.*

Consignment From/To

Enter the range of consignments.

Carrier From/To

Enter the range of carriers required.

You can use the prompt facility on these fields to select from the Select Carrier pop-up.

Load From/To

Enter the range of loads required.

You can use the prompt facility on these fields to select from the Select Load pop-up.

Caution: For certain combinations picking will allow the same item from different stockrooms to be picked on the same pick note.

Press Enter to produce the picking lists.

Request Picking List for Production Window

To display this window, select the Pick List for Production task.

Use this window to control the committing of stock and the production of the picking documentation for production orders.

Fields

Commit Sequence

Enter one of the following:

Pick Ref. (1) - To commit the items in the warehouse by picking reference

Operation Start Date (5) - To commit the items in the warehouse by operational start date

If two orders request the same item, the order with the earlier start date has its item committed first.

Note: *Order lines for the same item within the commit sequence are consolidated to provide a total quantity to be committed.*

Item Sequence

Enter one of the following:

Item (1) - To print the instructions by item

Alternative Location (2) - To print the instructions by alternative location

This is not currently used.

Location (3) - To print the instructions by location

Print Locations

Select one of the following:

Default Location (1) - To print only the suggested location only

All the locations with balance (2) – To print all the locations of the item with current stock balance

All the locations without balance (3) – To print all the locations of the item without current stock balance

Pick List Organisation

Enter one of the following:

Warehouse (1) - To organise the pick lists by warehouse

A new list starts when the number of instructions per list has been exceeded.

Area (2) - To print a separate list for each area

The list is split into several lists if the number of instructions per list is exceeded.

Dimension 1 (3) - To print a separate list for each unit of dimension 1

This list is split into several lists if the number of instructions per list is exceeded. This is useful for narrow aisle trucks, as you can produce a separate pick list for each aisle.

Note: *Warehousing will create a new list each time you exceed the number of instructions per list limit that you specified on the warehouse list profile.*

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, a new list is started.

Set this field to **0** or leave it **blank** to print any number of instructions on a single list.

Marshalling List

Enter 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

Pick Ref. for Pick List (1)

Pick Lists for Pick Ref. (2)

Both (3)

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.*

Pick Reference From/To

Enter the range of pick references required.

Operation Start Date From/To

Enter or select the range of start dates required.

Press Enter to produce the pick lists.

Reprint Pick List for Sales [23/WHP]

Use this task to re-print the reports associated with the Pick List for Sales option as well as allowing re-printing of associated sales pick notes.

Reprint Pick List for Sales Window

To display this window, select the Reprint Pick List for Sales task.

Use this window to select the pick lists to be reprinted.

Fields

Pick List Number From/Pick List Number To

Enter the range of pick lists required. If the To field is left blank, all pick lists after the From pick list will be re-printed.

Unconfirmed Pick Lists Only

Use this checkbox as follows:

Unchecked - If all pick lists in the range are to be printed

Checked - To print only unconfirmed pick lists

Associated Sales Pick Notes

Use this checkbox as follows.

Unchecked - If associated sales pick notes are not required

Checked - If associated sales pick notes are to be printed

Select **Submit (F8)** to submit the batch job to re-print the pick lists.

Move List [24/WHP]

Use this task to print an action list of requested moves and 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 on a 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 contents 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.

No. of Lists

Enter the maximum number of lists to print as a result of this request.

Selection Criteria

Stockroom

Enter the stockroom, or leave blank for all stockrooms.

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

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 which generates move lists.

Chapter 4 Enquiries

Warehouse Enquiries

You can group enquiries into three categories:

Status

You can use sequence criteria to view these enquiries by location, area or item rule.

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 thence access the Whole Order Enquiry within 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/WHE]

Use this enquiry to find out a particular item's location and status. You can enquire:

- By picking location
- On fixed locations
- In rotation date sequence
- On location rules by area and item
- On range of location
- By area
- By warehouse

Warehouse Enquiry by Item Selection Window

To display this window, select the By Item task.

Use this window to select the item and method 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**: 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

Enter the item for which you want to display the details.

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

Lot Number

If your item is lot-controlled, batch-controlled or serial-controlled, enter a lot reference number 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 check only the pick location defined for the selected item

Fixed locations (2) - To check only the fixed locations defined for the selected item

Rotation date (3) - To display the item's locations in the warehouse in rotation date order

Rotation rule by item (4) - To check only the locations defined by an item rule

You must then enter the item rule to use.

Rotation rule by area (5) - To check only the locations defined by an area rule

You must then enter the area rule to use.

Range of locations (6) - To check only a selected range of locations

You must then enter the From and To location to limit the range.

Area (7) - To check only the locations with a selected area

You must then enter the area.

Warehouse (8) - To check all locations within the default warehouse

After you have made all the appropriate selections, press Enter. The resultant qualifying locations are displayed on the Warehouse Enquiry Range of Locations window.

Warehouse Enquiry Range of Locations Window

To display this window, enter the selection criteria and then press Enter on the Warehouse Enquiry by Item Selection window.

This window displays the locations selected in the sequence defined.

The window displays the item and lot number and for each location, the area, the lot number, the rotation date, the packaging type, the label and the quantity available.

Note: *The lot number, rotation date, and pack type are only displayed if they are different for a particular location.*

Fields

Select

Use this checkbox as follows:

Unchecked - To not display more details for the location

Checked - To display more details for the location

Note: *You can select more than one location; the details are displayed sequentially for each selected item*.

Area

This field displays the area within your warehouse.

Location

This field displays the location within your area and warehouse.

Lot Number

This field displays the lot reference for your item, if your item is lot-controlled, batch-controlled or serial-controlled.

Rotation Date

This field displays the rotation date for your item, if you use rotation dates to control stock.

Pack

This field displays the pack type for your item, in this area and warehouse.

Label

If you use labelling, this field displays the label reference for this item.

Available

This field displays the quantity of stock that is held in this location for your item.

Functions

Item/Location Details (F14)

Use this to display item and location details for the selected locations.

Location Details (F15)

Use this to display details of the locations.

Location Contents (F16)

Use this to display the 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)

Select a location and the appropriate function to display more details.

Warehouse Enquiry Details of the Item Window

To display this window, select **Item/Location Details (F14)** on the Warehouse Enquiry Range of Locations window.

This window displays the details of the item in the selected location.

The details displayed include the 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, press Enter to display the next location.

Otherwise, select a further function or select **Exit (F3)** to return to the Warehouse Enquiry by Item Selection window. Select **Exit (F3)** again 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 the 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, press Enter to display the next location.

Otherwise, select a further function or select **Exit (F3)** to return to the Warehouse Enquiry by Item Selection window. Select **Exit (F3)** again to leave the task.

Warehouse Enquiry Location Contents Window

To display this window, select **Location Contents (F16)** on any of the Warehouse Enquiry windows.

This window displays all items at the location, and for each item displays the batch, lot or serial numbers, the stock rotation date, the pack types and the physical and available stock. The window also displays the characteristics of the location.

Options

Select

Use this to display the Warehouse Enquiry Details of the Item window for this item

Functions

Extended Details (F13)

Use this to display more details for each item.

Location Details (F15)

Use this to display the location details for this location.

Select a further function or select **Exit (F3)** to return to the Warehouse Enquiry by Item Selection window. Select **Exit (F3)** again to leave the task.

By Location [2/WHE]

This enquiry 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 (Warehouse Enquiries) task.

Use this window to select the locations 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 display only locations with something in them

Enquire By

Select one of the following:

Location rule by item (1) - To select the locations using an item rule

Enter the item rule in the displayed pop-up, and if the datum location for the rule is set to be the picking location, select also the datum location that indicates from where in the warehouse the rule starts selecting locations.

Location rule by area (2) - To select the locations using an area rule

In the displayed pop-up, enter the area rule to use.

Range of locations (3) - To select a range of locations for the enquiry

In the displayed pop-up, enter the From and To location.

Area (4) - To select all the locations in a specified area

In the displayed pop-up, enter the area.

Warehouse (5) - To select all the locations in the warehouse

Or

Location

Enter a single location within the warehouse for the enquiry. If you use this, 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 pop-ups required to specify the selection range, and then display the Warehouse Enquiry Selected Locations window.

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.

Upon initial display of this window the unit of measure that qualifies the quantity is shown for each of the listed items.

For each location, the window displays the area, the item, the lot, batch or serial number, the rotation date and the available quantity.

Fields

Select

Use this checkbox as follows:

Unchecked - Not to display more details for the location

Checked - To display more details for this location by selecting the appropriate function

Area

This field displays the area for this location. For example, the location could be part of your main stores area, or your marshalling area within your warehouse.

Location

This field displays the location code.

Item

This field displays the item currently held in the location.

Lot

If the item is lot-controlled, this field displays the lot reference assigned to the item.

Rotation Date

If you use rotation dates, they are displayed here.

Available

This field displays the quantity of stock that is available for allocation currently held in this location.

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.*

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 further function or select **Exit (F3)** to leave the task.

Items to be Moved [11/WHE]

You use this enquiry to display the status of outstanding move lists.

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 display the details.

Fields

List Number

Enter the move list you require.

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 or select 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, the lot, batch or serial number, the rotation date, the label, the quantity to move, the before and after locations, 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 in the warehouse profile unchecked. The status remains pending until you start the Confirmation Updates subsystem.*

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

Items to be Put-away [12/WHE]

Use this enquiry to display the status of the put-away lists.

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 a put-away list for which you want to display 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 also displays the list number, the list creation date, the number of actions on the list, and the number of complete actions. For each

action, it displays the item, the lot, batch, or serial number, the quantity to put-away, the label number, the status and the expiry and rotation dates.

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 in the warehouse profile unchecked. The status remains pending until you start the Confirmation Updates subsystem.*

Functions

Extended Display (F13)

Use this to display the second line of details for the actions.

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

Items to be Picked [13/WHE, 15/WHE]

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 display the details.

Note: *The name of the window varies depending on the task selected.*

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 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 also displays the list number, the list creation date, the number of actions on the list, and the number of complete actions. For each action, it displays the item, the lot, batch, or serial number, the quantity 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 in the warehouse profile unchecked. The status remains pending until you start the Confirmation Updates subsystem.*

Functions

Extended Display (F13)

Use this to show a second line of details for each action.

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

Orders Awaiting Despatch [14/WHE]

Use this enquiry to display details of orders that have been picked and are now waiting to be despatched to customers and so on. For more information, see the Orders Awaiting Despatch section in the Enquiries chapter of the Sales Order Processing product guide.

Warehouse Movements [21/WHE]

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 entered criteria; the detail displays the full details of each movement sequentially.

Note: *When enquiring on items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled.*

Warehouse Movement Enquiry Selection Window

To display this window, select the Warehouse Movements task.se this window to select the movements for which you want to display the details. You can display either summary or detailed information.

Fields

Stockroom

Enter the stockroom.

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

Item

Enter the item.

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

Lot

Enter the lot, batch or serial number.

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

Rotation Date

Enter or select the rotation date of the item required.

Pack Type

Enter the pack type for the item.

Alternatively, use the prompt facility to select from the Pack Types for Item pop-up.

Or

Label

Enter a label number.

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

Enter or select the From date. Leave this field blank to include all movements up to the To date.

To Date

Enter or select the To date.

Summary/Detail

Select one of the following:

Summary (1) - To list all movements which satisfy the search criteria

Detail (2) - To list, sequentially, full details of the movements which meet the search criteria

Press Enter to display either the Warehouse Movements Enquiry Summary window or the Warehouse Movements Enquiry 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 which meet the selection criteria. It displays the item number, and for each movement, the lot, batch or serial number, the rotation date, the pack type, the label, the before and after locations, and the quantity moved.

Options

Select

Use this to select a movement in order to display the Warehouse Movement Enquiry Detail window for the item

Functions

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 movement to display the Warehouse Movements Enquiry Details window.

Warehouse Movements Enquiry Detail Window

To display this window, either select a movement on the Warehouse Movement Enquiry Summary window or 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, batch or serial 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 person who confirmed the movement.

Functions

Summary (F14)

Use this to display the Warehouse Movements Enquiry Summary window.

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

Serious Errors [22/WHE]

When 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 Errors 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)

Use this checkbox as follows:

Unchecked - Not to select an error

Checked - To select an error to be displayed in greater detail

Note: *You can select more than one error; the details are displayed sequentially for each one selected.*

Press Enter to display the Serious Errors Display Details window.

Serious Errors Display Details Window

To display this window, check an error or errors and then press Enter on the Serious Error Selection window.

This window displays all of the recorded information associated with the error condition.

The information displayed includes the date, time, user, workstation, event number, action list, item details, reason, before and after locations, label number, pack type and quantity.

Press Enter to display the next selected error or select **Exit (F3)** to leave the task.

Chapter 5 Reports

Warehouse Report Selection [1/WHR]

This report outputs the status of any aspect of items or locations within the warehouse.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals – None

Note: *When reporting on items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled.*

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.

Fields

Report By

Select one of the following to specify the type of report you want:

Pick locations (1) - To produce a report displaying the status and contents of the pick locations for the items selected

Fixed locations (2) - To produce a report displaying the status and contents of the fixed locations for the items selected

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.

Location 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 the contents of all the locations within the warehouse

Area (6) - To produce a report displaying the status and the 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 the 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) - 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) - 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 for all stockrooms.

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

From Item/To Item

Enter the range of items for which you want to produce the report. The items specified must exist on the Item Master file, as set up in Inventory Management.

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

From Lot/To Lot

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

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 value to **0** or leave it blank.

Press Enter to submit the report.

Unconfirmed Action Lists Report [21/WHR]

It is vital that all of the work requested in the warehouse is completed. This report lists 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 a date, not in the future, using the format DDMMYYYY. If an action from before this date is unconfirmed, it prints on the report.

Select Action Lists to be Included

Put-away Lists

Use this checkbox as follows:

Unchecked - Not to include put-away lists in the report

Checked - 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 - To include pick lists in the report

Movement Lists

Use this checkbox as follows:

Unchecked - Not to include movement lists in the report

Checked - To include movement lists in the report

Press Enter to submit the report.

Movements [22/WHR]

Use this task to report on a selected range of movements. You would typically use this report to assist in the resolution of discrepancies or imbalances within the warehouse.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals – None

Note: *When reporting on movements of items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled.*

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

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.

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

Item From/To

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

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

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

Enter the range of reason codes 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

Enter or select the range of dates on which to report.

Time From/To

Enter the range of times on which to report.

Press Enter to submit the report.

Serious Errors Report [23/WHR]

This task produces a report listing all the serious errors, most recent first, logged by Warehousing.

Caution: After you run this report, Warehousing deletes the errors.

- Frequency - As required
- Stationery - Standard listing paper
- New Page - Overflow
- Totals - None

Select Confirm **Submit (F8)** to submit the batch job to produce the report.

Chapter 6 Data Take-on

Initial Data Take-on

You can use a number of tasks within 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 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 and quantity details. You enter counts by locations or item, and use the two routines to finely adjust the count.

Reconciliation provides a report showing count discrepancy with the Inventory balance, (when Inventory is already active). Reconciliation also identifies other data mismatches. You can run the reconciliation report without update until you have checked and verified the entered count. When you want to run the update, 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/WHD]

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.

Note: *When entering data for items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled.*

Data Take-on Location Contents Selection Window

To display this window, select the Location Contents task.

Use this window to select the location 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.

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.

Lot

If the item is lot-controlled, batch-controlled or serial-controlled, enter the lot number.

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

Note: *If you have not entered the lot control information for the item, the Lot Header Maintenance pop-up is displayed.*

Note: *A lot number must be entered for items that are not flagged as batch-controlled, lot-controlled or serial-controlled if the warehouse is a bonded warehouse. All items are treated as if they were lot-controlled in a bonded warehouse.*

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.

Quantity

Enter the quantity in the location, using the Inventory stockroom issue units.

Press Enter to validate your entries and then select **Update (F8)** to update the database.

Item Details [2/WHD]

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.

Note: *When entering data for items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled.*

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.

Item

Enter the item code.

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

Lot

If the item is lot-controlled, batch-controlled or serial-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.

Note: *A lot number must be entered for items that are not flagged as batch-controlled, lot-controlled or serial-controlled if the warehouse is a bonded warehouse. All items are treated as if they were lot-controlled in a bonded warehouse.*

Press Enter to display the Data Take-on Item Details window.

Lot Header Maintenance Pop-up

To display this pop-up, enter the details of a new lot and then press Enter on any Data Take-on window.

Use this pop-up to define the availability information for any new lot or batch.

Fields

Production Date

Enter or select the production date for the lot.

Expiry Date

Enter or select the date this on which lot expires.

First Available Date

Enter or select the date on which you can first issue this lot.

Last Available Date

Enter or select the last date on which you can issue this lot.

Stock Status

Enter the status of this lot.

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

Reason Code

Enter the reason why this lot is at this status.

Alternatively, use the prompt facility to select from the WHRS Warehousing Reason Code pop-up.

Suppliers Lot Ref.

Enter the supplier's reference for this lot.

Functions

Text (F11)

Use this to maintain text for this lot.

Press Enter twice to save the information and return to the previous window.

Data Take-on Item Details Window

To display this window, enter 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 the 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 choose 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/WHD]

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.

Note: *When reconciling data for items in a bonded warehouse, items that are not flagged as batch-controlled, lot-controlled or serial-controlled are treated as if they are lot-controlled i.e. lot numbers are printed on the reconciliation report for these items.*

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 summary information and details of item quantities, rotation dates and pack types, by location

Summary (2) - To provide just the summary information

The summary report provides the following information:

- Total quantity - the recorded quantity of the item in 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.

Range of Items From/To

Enter the range of items you want to include in the reconciliation. You must have defined these items to 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 Inventory Management for the stockroom.
- No summary data take-on records exist
- You have not recorded data take-on values for the item, but Inventory Management records a quantity of stock for the item. When final reconciliation takes place, the software adjusts the Inventory Management stock levels to reflect the stock counted, the warning is to prevent you unintentionally entering stock levels of zero.
- No item/warehouse profile record exists
- The item has been defined to Inventory Management but does not have an equivalent item/warehouse profile, and so cannot be processed within Warehousing.

Press Enter to confirm the selection and submit a batch job to produce the report.

Reconciliation with Update [12/WHD]

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 makes sure 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 Inventory Management and 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 summary information and details of item quantities, rotation dates and pack types, by location

Summary (2) - To provide just the summary information

The summary report provides the following information:

- Total quantity - the recorded quantity of the item in 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 functions until you have run the Data Take-on Completion task.

Range of Items From/To

Enter the range of items to include in the reconciliation. Leave both fields blank to include all items. These items must have an item/warehouse profile.

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/WHD]

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 7 Utilities

The Warehousing Subsystem

The 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 and start the appropriate task. Please refer to the Subsystems Control chapter in the Generic Function product guide for further 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 process, 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 do 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 Inventory Management, Sales Order Processing and Accounts Receivable 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 Inventory Management and 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/WHU]

Use this task to assign each user to a default warehouse and authorise them to any other warehouses where they work.

Maintain Authorised Warehouses User Window

To display this window, select the Authorise Users to Warehouse task.

Use this window to select the user and a company for which you want to maintain authorisation.

Fields

User

Enter the user 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 user and company and then press Enter on the Maintain Authorised Warehouses User window.

Use this window to define the default warehouse and the warehouses the selected user can access.

Fields

Default Warehouse

Enter the warehouse within which this user normally operates. This is the warehouse used for most Warehousing tasks.

Auth

Use this checkbox as follows:

Unchecked - If the user is not authorised to use this warehouse

Checked - If the user is authorised to use this warehouse

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

Serious Error Message Enquiry [2/WHU]

Use this enquiry to view new error messages across all warehouses for which you are defined as the nominated user (even across companies).

Note: *The enquiry is also displayed automatically if you are defined as the nominated user for the warehouse you are currently processing.*

The automatically displayed enquiry pop-up shows summary information for all new serious errors written for your current warehouse. (New errors are those 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 Serious Error Message Enquiry 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 any serious errors logged for this warehouse, the details displayed are:

- Company and Warehouse
- Error
- Item
- Lot number

Functions

Date/Time/Summary (F15)

Use this to switch between the summary pop-up and an extended pop-up that 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/WHU]

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 to use when deleting 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 report. 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/WHU]

Use this task to delete event and action records associated with put-away, pick and move transactions that are complete and dated up to and including the cut-off date.

Once you have used this task, we recommend that you re-organise the physical file for events and action lists.

Delete Complete Events and Action Lists Window

To display this window, select the Delete Event/Action List Records task.

Use this window to enter the date to use when deleting 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 report. 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 Balance [33/WHU]

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.

Reconcile Warehouse Allocation [41/WHU]

Use this task to run a report that compares the Inventory allocations with the warehouse allocations. There is limited access to this utility.

Note: *It is recommended 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 (Reconcile) 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/WHU]

Use this task to report on discrepancies between Inventory Management and Warehousing, in physical stock at the lot, batch or serial number level.

The batch job accumulates the warehouse location balances for each item and lot, batch or serial 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 Inventory Management balance is brought back in line with the accumulated 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 Warehousing company.*

Warehouse/Inventory Reconciliation Window

To display this window, select the Reconcile Warehouse/Inventory task.

Use this window to specify 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

Checked - To update the items with a discrepancy

If you **check** this field, the batch job writes stock adjustment movement records for each adjusted item.

Reporting Contents

Enter one of the following:

Detail (1) - To print all location balances for each item and lot

Summary (2) - To accumulate the location balances by item and lot

Items to be Included on Report

Enter one of the following:

None (1) - To include no items

Use this to update the records without printing the details.

Discrepancies only (1) - To only print 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/WH]

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

Use this to select the warehouse from which you want to process.

Options

Select

Use this to select the warehouse 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

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.

Area Rules

See Rules.

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.

Like items within the commit sequence are consolidated to give a single quantity to be presented to the commit process.

Continuous Processing Programs

This is 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

This is a location that is specified to store an item, or a number of items. This location is user specified rather than created by Warehousing.

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. This 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 select 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 option.

Proximity Rule

A particular type of Area Rule - see Rules.

Random Rule

A particular type of Area Rule - see Rules.

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

This is 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.

SKUs

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.