



# Infor Distribution SX.e Total Warehouse Logistics User Guide for Handling, Counting, and Balancing

Release 11.21.9

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## About this guide

This guide is designed to help you use the Total Warehouse Logistics module for handling, counting, and balancing orders.

### Intended audience

This guide is intended for users who are responsible for workflow tasks in the warehouse.

### Related documents

Infor product documentation is available from the Infor Support Portal. System administrators must have a working knowledge of the Distribution SX.e system and be familiar with the current version of these documents:

- *Infor Distribution SX.e Total Warehouse Logistics User Guide for <tasks>*  
Each guide provides overview and detailed instruction information to use the Total Warehouse Logistics application for TWL tasks:  
Receiving, inspecting, putting away stock, managing orders, picking, packing, shipping packages, kitting and fabrication, handling material, counting inventory, and balancing inventory.
- *Infor Distribution SX.e Setup and Administration Guide for Total Warehouse Logistics*  
This guide provides overview and detailed instruction information for implementing the Total Warehouse Logistics application. Descriptions of the many system parameters used in TWL are also provided.
- *Infor Distribution SX.e Administration Guide*
- *Infor Distribution SX.e User Guide*
- *Infor Distribution SX.e Release Notes*

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## Chapter 1: Overview

Total Warehouse Logistics (TWL) is Infor's warehouse management solution for the Distribution SX.e application. Use the TWL module to direct the workflow of goods from its original source to the final destination. This workflow includes order processing, picking, packing, shipping, and delivery. TWL also provides access to inventory control through replenishment, receiving, putaways, counting, and balancing.

### TWL Components

These integrated components create an interface between the modules and database, and enable you to share data and keep that data current:

- Distribution SX.e
- Warehouse Logistics (WL) module
- TWL Web module in Distribution SX.e
- TWL Radio Frequency (RF)
- End-of-day (EOD) process
- Database

#### Distribution SX.e

The financial data, static records, and the proprietary information of your organization are controlled by the Distribution SX.e system. Transactions occur throughout the business day. Those transactions that affect your warehouse pass data to TWL for processing.

#### Warehouse Logistics module

The Warehouse Logistics (WL) module includes functions for inquiry, entry, reports, and administration. The WL module setup is used to communicate to other extensions other than the TWL module, which is why WL module is separate from the TWL module.

A primary function in the module is the **WL Transaction Inquiry**. This function shows all data communication files that are passed between the modules and the system database. You can use the **WL Transaction Inquiry** to monitor, resubmit, or modify the status of some communications.

## TWL

TWL is composed of the TWL Web module and TWL RF modules. These components control the warehousing tasks that directly affect inventory. Although timing differences inherently exist with record updates, correct use of the RF and TWL Web module ensures that all components are accurately updated.

### TWL Web module

Warehouse managers use TWL Web module functions to schedule and direct tasks that are performed by the RF users. The information gathered by RF units updates the TWL Web module system immediately. Because every movement in the warehouse is recorded, several analysis and management reports are available and can be run from TWL Web module.

Access the TWL Web module from the **Menu**. Use this module to initially set up master records and system-wide parameters. Then, you can use this module to inquire on TWL records, generate TWL reports, and perform warehousing tasks. The TWL Web module functions are organized into these categories:

- **TWL Administration:** Administration-related processes, such as managing RF employees, reviewing communication with other TWL modules, or managing functional setup.
- **TWL Configuration:** Processes for managing the configuration of the warehouse, such as specific layout, locations, and the goods that are contained within them.
- **TWL Execution:** Processing for maintaining the integrity of the inventory in your warehouse.
- **TWL Inbound:** Processing specific storage and delivery of goods coming into a warehouse.
- **TWL Outbound:** Processing specific to goods going out of the warehouse.

### TWL Radio Frequency (RF)

The TWL Web module works in tandem with one or more RF units. The RF data communication unit consists of a keypad, screen, and scanner. For certain tasks that are performed with the RF, the TWL Web module works in the background to provide several edit checks that verify transactions for accuracy. The TWL Web module also directs movements to reduce wasted traveling, searching, and misdirection.

See [TWL Web RF Shortcut Keys](#) on page 68 for a list of shortcut keys to expedite the time it takes to perform certain RF tasks.

If your company uses RF units for both TWL and Integrated Barcode in the cloud, a menu that allows you to select an interface might display when you first sign in to your RF unit. Select 1 to access the TWL interface.

**Note:** The menu is only available if your system administrator requested Infor to enable it.

### End-of-day process

The End of Day (EOD) process is a background utility that maintains the age of data stored in the TWL files. EOD calculates inventory class by velocity, schedules cycle counts, cleans up system log files, clears any inventory discrepancies, and creates the product history files. Set up EOD to run on a daily basis.

## Database

The database contains schema and data for all modules.

## Functional overview

Your managed warehouse logistic workflow and the Distribution SX.e data is shared between modules in one database. Product requests can be initiated from sales orders, warehouse transfers, or purchase orders. The communications to TWL can be viewed in **WL Transaction Inquiry**. The status of the communication indicates its processing level and whether communication errors require attention.

When data is sent to another module in the system, the transactions reside in **WL Transaction Inquiry**, with **Active** status, until a batch process picks up the transaction. The batch process updates the system with the information. The transaction status is changed to **Inactive**, so that the transaction is not processed again. The data communications pass through a series of tables during each stage of data flow.

Batch processing includes these functions:

- **WL Entry Batch Shipping Report**
- **WL Entry Batch Receiving Report**
- **WL Entry Batch Adjust Inventory Report**

These batch processes are necessary for opening and closing journals, timing the updates correctly, and controlling lock processes.

The direction in which the data communication travels between the TWL Web module and other modules depends on the type of transaction that starts. For example, printing an order starts a send communication, with a PCK process type, to release the information to TWL. You can view the order detail from the **WL Transaction Inquiry-Order Data** grid. View the line items and specific characteristics, such as status, process type, error messages and, if applicable, serial or lot and component.

Transactions, such as receipts, shipments, and stock adjustments that are synchronized by TWL. The information that is synchronized from TWL to the other modules is processed in the order in which the data is created.

## Communication file structure

TWL and the system modules use a designated file structure to communicate data. This structure consists of these files:

- **WLET file:** The WLET driver file initiates the file communications between the two systems to send or receive information.
- **WLEM file:** This file contains static type of information, such as product information.
- **WLEH file:** If order data is transmitted from the system to TWL or from TWL to the system, the header information is contained in the WLEH file. The fields that show in **WL Transaction Inquiry** are dependent on the order type that relates to your inquiry.
- **WLEL file:** If line item records for shipping or receiving activities are transmitted from TWL to the system, the WLEL file connects the line items to the WLEH records. The WLEL file contains the assigned and unassigned information for serial and lot products and components. The fields that show in **WL Transaction Inquiry** are dependent on the order type that relates to your inquiry.

These files operate in the background, but you can view the information contained in the files with **WL Transaction Inquiry**. The **WL Transaction Inquiry** shows these files in a format in which you can obtain specific detail about a communication event. **WL Transaction Inquiry** initially shows the WLET records based on criteria that you enter. You can access different windows, pages, and tabs to obtain the necessary detail.

See [Communication file structure descriptions](#) on page 76.

## Chapter 2: Handling material

Material handling tasks include receiving inventory and filling customer orders. These tasks are typically performed after primary tasks such as stock consolidation, stock adjustments, and replenishment are complete.

Material handling is essential to ensure the efficient and economic use of warehouse space. Therefore, we recommend that you perform these tasks regularly.

### Consolidation

Consolidating inventory and moving stock are two ways to use your warehouse space more efficiently. Stock consolidations and stock movements take the inventory from one location and combine it with similar inventory in another location. For example, consolidation can minimize partially filled locations. An item can be removed from a bin location and put on a pallet to be released for putaway.

If a product is found outside of its default area, or there are multiple records for available inventory in the warehouse, then you should consolidate. You can consolidate products in multiple locations only if the status type of the products is the same.

Consolidation is a two-step process: build, then release. First you build a consolidation pallet, and then you release the pallet for put away. Your TWL administrator can use Replenishment parameters 2033 through 2038 to determine the rules for putting away consolidation pallets. The administrator must consider the default area and the types of locations that are excluded in consolidation. The administrator must also consider whether serpentine routing is used for putting away consolidation pallets.

If, during putaway, the inventory is on a replenishment pallet, a bin location matching the item's putaway group is suggested. This suggestion hierarchy is used by TWL to determine and suggest a location:

- 1 Suggest a bin location with a matching putaway group that already contains the inventory record.
- 2 If a bin location does not exist, then suggest an empty bin location with a matching putaway group.
- 3 If an empty bin location does not exist, then suggest a bin location with a matching putaway group that already contains a different inventory record.
- 4 If no putaway groups are defined for the item, use standard putaway logic for suggesting an empty bin location.
- 5 If no bins can be found with matching putaway group, use standard putaway logic for suggesting an empty bin location.

The putaway function on the RF shows all receiving pallets and consolidation pallets. If a consolidation pallet is located on a receiving dock, that pallet is treated by TWL as a consolidation pallet instead of a receiving pallet.

## Stock movement

Stock movements are initiated to accommodate seasonal products, promotional campaigns, and new product lines. You also perform stock movements when you rearrange a warehouse or change a profile because a customer requires changes. For example, when a product is closely tied to market price and the price increases drastically, the pick density decreases. Change the primary pick location to one further away from the shipping dock to use the space the product consumes in the forward pick area.

The stock status, lot numbers, customer hold and cargo ID are checked by the system before a stock movement is allowed. If any differences are found in the type of stock you are moving, then the stock move is prevented by the system.

You can move the entire quantity from a primary location to an overflow location. When you do, a message asks you to change the primary location for the product you are moving. If you change the primary location, the attributes from the original primary are transferred by TWL to the new primary location, and could be incorrect. Therefore, we recommend that you do not change the primary location.

Settings for parameter 5753, Non-Primary Space Check, and 5754, Primary Space Check, are checked by the system during stock movements. A warning is displayed if the cube of the item, the weight of the item, or pallet quantity exceed the capacity of the location.

## Units of measure

The default selling unit of measure (UOM) for individual units is **Each**. That default is displayed during housekeeping and replenishment tasks. Parameter 3604, Inventory Control - Multiple UOM, controls whether you can maintain multiple units of measure for the same product in the same location. If the parameter is set to **Yes**, you can use any valid unit of measure (UOM). Then, you can perform stock adjustments, stock moves, one-step replenishment, and unplanned replenishment using multiple units of measure. For example, if you have set up the units correctly, you can break open a package to obtain a single unit from the package.

To maintain multiple units of measure, we recommend you use the smallest equivalent unit of measure relevant to your products. Although pallet and case quantities can be expressed as decimals, be mindful of how the expression might be problematic. For example, if you have a product that is normally sold in a 4-pack, expressing the partial UOM as a 0.25 decimal is reasonable. Conversely, you may have a product that is normally sold in a 6-pack. Expressing the partial UOM as 2, each, is recommended over using a 0.33333 repeating decimal.

## Scheduling consolidation tasks

Use these instructions to consolidate products that do not have a designated primary location.

- 1 Select **TWL Execution > Replenishment > Consolidate Non-Primary**.
- 2 In the **Search** pane, specify the TWL warehouse.
- 3 Optionally, to improve performance, select the **Product** option to specify a range of products. Specify a **From Product** number and a **To Product** number. The product numbers must be consecutive.
- 4 Select one of these options and click **Search**:

To	Select
Consolidate products by area	<b>Move Items Back to the Item's Area</b> and go to step 7
Combine a product that is in several bin locations	<b>Consolidate Multiple Inventory Records</b>

- 5 In the grid, select a line or group of lines, or to consolidate all lines do not select any lines.
- 6 Click **Build** to process the selected lines.
- 7 Click **Yes** to schedule the consolidation tasks.
- 8 Select **TWL Execution > Replenishment > View Pending** to review the consolidation tasks.
- 9 In the **Search** pane, specify the TWL warehouse.
- 10 Select **Show Consolidations** and click **Search**.
- 11 Review the scheduled consolidations.

## Consolidating stock

On the TWL RF, if you select and confirm an invalid location, a message is displayed: `Location not available in location master`. If you specify a location that is valid, but is the primary location for a different item, a message is displayed: `Location is primary for Item#`. In both cases, the location on the **Stock Replenish**. screen is cleared and the cursor is placed back in the **Location** field. This prevents you from trying to process or cancel an invalid location.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Replenish..**

**Caution:** The **Item Consolid.** option on the RF **Material Handling** menu is not the same as the **Stock Replenish.** option described here. Do not confuse the two functions; they perform different functions.

- 3 Select **2 Step Build**.
- 4 Scan or specify the Cart/Truck ID.
- 5 Scan or specify the zone you are picking inventory from.
- 6 Scan or specify the zone you are taking inventory to.

- 7 Use the arrow keys to select a consolidation task and press **Enter**.
- 8 In **Load Cart Detail**, consolidations are marked with **c**.
- 9 Scan or specify the location you are removing inventory from.
- 10 Scan or specify the product you are removing from the location.
- 11 Scan or specify the pallet you are removing the product from.
- 12 Specify the quantity.
- 13 Scan or specify a pallet in the alternate location to place inventory in.
- 14 Repeat steps as necessary to collect additional inventory for consolidation.
- 15 Press the **Back** button in the RF browser to return to the **Material Handling-Replenishment** menu.
- 16 To release a consolidation pallet to be put away, select **2 Step Release**.
- 17 Scan or specify the name of the alternate location.
- 18 In the list of pallets in the alternate location, use the arrow keys to select a consolidation pallet and press **Enter** to release the pallet.  
 When you select a consolidation pallet [C], the entire inventory on the pallet is available to be put away. When you select a top-off pallet [T], a screen is displayed enabling you to put the top-off pallet away. Because you are topping off a location, the primary location is already known by TWL and a putaway location is not calculated.
- 19 A question is displayed. Specify **Yes** to release the consolidation items for put away.
- 20 Repeat steps as necessary to release additional consolidation pallets for put away.
- 21 Press the **Back** button in the RF browser to return to the **Material Handling-Replenishment** menu.

## Putting consolidations away

When you release a consolidation item to be put away, all consolidation items on the pallet are released. The items are no longer shown on the screen. The logic for determining the putaway location for consolidations is different than the logic that is used for putting away an inventory receipt.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Put Away**.
- 3 In **Select Location**, scan, or specify, or select the name of the consolidation location to put away. Locations with consolidation pallets are marked with **c**.  
 A status of **x** indicates an urgent receiving or consolidation putaway request.
- 4 Use the arrows to select a consolidation pallet from the **Select Pallet** browse, or scan the pallet ID.
- 5 Press **Enter** to view details.
- 6 In **Stock Put-Away - Material Handling**, scan or specify the product and location you are putting away from.
- 7 Scan or specify the quantity you are putting away.  
 When you remove the last product from the pallet, you can use the pallet for any other warehouse task.
- 8 Select another pallet to put away and repeat steps as necessary to continue putting stock away.



- 9 Press the **Back** button in the RF browser to return to the **Material Handling** menu.

## Moving stock to a different location

Use stock movement when a location is being changed and the inventory within the location must be moved.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Movements**.
- 3 Scan or specify the location you are moving stock from.  
The stock status, customer hold, and cargo ID are checked by TWL before you can move the stock. If any problems are found, a message is displayed and fields are cleared so you can try another location.
- 4 Select **Yes** to move the full quantity in the location. Otherwise, select **No** to specify a different quantity for moving.
- 5 Scan or specify the new location.
- 6 Scan or specify the new pallet, if applicable.
- 7 If you are moving a product from a primary location, a message is displayed: *Are you changing the primary pick for this item?*. Select **Yes**.
- 8 You may be changing the primary pick for the item, and the location is in a different zone. Select **Yes** to confirm the change of zone.
- 9 Repeat steps as necessary to move additional stock.
- 10 Press the **Back** button in the RF browser to return to the **Material Handling** menu.

## Optimizing locations

In the system, each product has a number that indicates where the product is available in the warehouse. Typically that number is a bin location ID. In TWL, location addresses are defined in terms of these categories and sub-categories:

- Type
  - Bulk
  - Carousel stage
  - Shelf
  - Pallet
  - Flow rack
- Storage capacity
  - Length
  - Width
  - Height

- Location
  - Zone
  - Aisle
- Pick velocity
  - Class A
  - Class B
  - Class C
  - Class D
- Stacking constraints

These location addresses and attributes are maintained as individual records in the database. Warning messages are displayed if you try to overfill a location, or perform a task that is inconsistent with the location attributes. You can either continue with the task or find a more suitable location.

If you use primary pick locations, then picking productivity can be up to 20 times greater than with a large reserve storage area. Maintaining primary pick locations is an ongoing task. It must be scheduled before dropping orders to ensure the order picker finds adequate stock to fill orders.

To obtain productivity gains, a location should hold enough quantity to prevent replenishment from occurring too frequently. The **TWL Bin Hits Report** helps determine if primary pick locations are being used correctly. This is a management report that measures the number of times a picker extracts inventory from a bin.

**Note:** Location records were defined during your implementation. Contact your TWL administrator for setup information.

## Changing a location type

You can change a location type. For example, you might change the location from a pallet to a shelf. However, you cannot change the type if you have inventory in the location. Therefore, in TWL, you must perform this task in phases:

- Temporarily move the inventory to another location,
- Change the location type,
- Move the inventory back to its original location.

Use these instructions to create a new temporary location.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Item Maintenance**.
- 3 Select **Location Update**.
- 4 Specify this information:

**Location**

Specify

**Print Label**

Specify whether to print a location label. If **Yes**, specify the label size.

- 5 Press **Enter**.
- 6 In **Create Location**, specify the type of location and other location attributes. For example, specify 500 as the maximum number of pallets and 4000 as the weight capacity.
- 7 Press **Enter**.
- 8 From the RF **Main Menu**, select **Material Handling**.
- 9 Select **Stock Movements**.
- 10 Scan the primary pallet location you are changing.
- 11 In **Please Choose Item**, scroll through the list of products in the location and press **Enter** to select or scan the one to move.
- 12 Review the product, description, lot, quantity, and unit of measure.
- 13 In **Full Quantity**, select **Yes**. The location must be empty to change the location type.
- 14 In **Move To**, scan the temporary location field. This message is displayed: `The from location is the primary pick location. Do you want to move the picks?`
- 15 Select **No**. Because this is a temporary move, you do not want to move the pick requests.
- 16 Repeat steps as necessary to move inventory from the pallet locations to the temporary location.  
Next, complete phase 2 of 3: [Changing a location type with the TWL Web module](#) on page 19.

## Changing a location type with the TWL Web module

Use these instructions to change the location type in the TWL Web module.

- 1 Select **TWL Configuration > Location**.
- 2 In the **Search** pane, specify the TWL warehouse.
- 3 In the grid, select the original location record and drill down to access the master record.
- 4 Click **Edit**.
- 5 In **Location Type**, select the new location type.
- 6 Click **Save**.  
Next, complete phase 3 of 3: [Moving inventory back to its original location with the RF unit](#) on page 19.

## Moving inventory back to its original location with the RF unit

Use these instructions to move inventory back to its original location.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Movements**.
- 3 Scan the temporary location that is holding the inventory.
- 4 Review the product, description, lot, quantity, and unit of measure.
- 5 In **Full Quantity**, select **Yes**.

- 6 In **To Pallet**, scan the original location. Press **Enter**. Your inventory is returned to its primary location.

## Setting up a primary location

We recommend that you use the RF unit to establish the primary location. You can view the physical size of the location and determine minimum and maximum quantity parameters more accurately.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Item Maintenance**.
- 3 Select **Primary Setup**.
- 4 Scan or specify the product.
- 5 In **Primary Pick Setup**, highlight the desired location type and press **Enter**.
- 6 Scan the location and specify the minimum, maximum, and replenishment unit of measure. The replenishment unit can be each, case, or pallet. The default replenishment unit of measure is each.
- 7 This message is displayed: `Are you sure you want to change the zone this item?`  
Press **Yes** to continue.
- 8 Repeat steps as necessary to update the other primary locations for the product.
- 9 Press the **Back** button on the RF browser to exit.

## Inquiring on a location

Use these instructions to find out the contents of a location. Pallet IDs and products contained in the location are displayed.

- 1 From the RF **Main Menu**, select **System Inquiry**.
- 2 Select **Location Inquiry**.
- 3 In **Location Inquiry - System Inquiry**, specify or scan the location.
- 4 In **Location Inquiry - Location Details**, view the contents of the location and complete your inquiry.
- 5 When you have completed your inquiry, return to the **Main menu** using the back button in the TWL RF browser.

## Locating products

Use the RF unit to find the locations in which a product is stored.

- 1 From the RF **Main Menu**, select **System Inquiry**.
- 2 Select **Locate Item**.
- 3 In **System Inquiry - Locate Item**, scan or specify the product number.  
All locations that contain the product selected, the zone, aisle, pallet ID, and quantity are displayed.

- 4 Use the arrow keys to scroll through the list and view additional information.
- 5 Press the **Back** button in the RF browser to exit.

## Inventory adjustments

Inventory adjustment (STK) processes are initiated from TWL when an inventory change is made to a product's quantity or status. Based on the type of data filtering through the system, the **WL Entry Batch Adjust Inventory Report** launches one or more of these functions to update or process inventory adjustments:

- **Product Adjustment Entry**
- **Product Adjust Non-stock/Direct Order Entry**
- **Product Unavailable Inventory Entry**
- **Product Warehouse Product Setup**

## Stock adjustments

When TWL was initially implemented, in **WL Administration Initialize Warehouse**, the **Create WL Tables Setups** option released the **SA Table Code Value Setup-Return/Adjust Reason-Type M** records. These codes populated the **TWL Adjustment Code Master** record.

A unique adjustment code is required by TWL to identify the stock adjustments made to the system. The adjustment codes are validated against the **TWL Adjustment Code Master** before adjustments are accepted.

A journal is opened, and General Ledger postings and inventory updates are created based on the information from TWL. During the data communication, TWL indicates to the system what the expected quantity was and what the actual quantity counted is.

## Entry adjustments

An adjustment cannot be made to an inactive product, labor product, direct product, or build-on-demand kit. The edits against the existing **Product Setup** and **Product Warehouse Product Setup** records are validated when data is communicated to the system. These conditions prevent the adjustment from taking place.

In Warehouse Logistics warehouses, you cannot manually generate Distribution SX.e-only adjustments in the **Quantity Adjustment Entry** page of the **Product Adjustment Entry** function. If you attempt to use this function, an error message is displayed: `WARNING: WL Whse; INV Controlled in WL; Out Of Balance Will Occur (8737)`. You must read the warning and click **OK**.

If you attempt to open a journal in the **Quantity Adjustment Entry** page of the **Product Adjustment Entry** function, and all warehouses are Warehouse Logistics warehouses, then the journal is not opened.

If quantity adjustments are made, cost adjustments associated with the transactions are not made. FIFO and **Product Unavailable Inventory Entry** files use the current **Product Warehouse Product Setup** cost.

## Unavailable stock adjustments

The **WL Entry Batch Adjust Inventory Report** processes the stock adjustment (STK) records. When **Product Adjustment Entry** is launched from the **WL Entry Batch Adjust Inventory Report**, the stock adjustments for stocked products, with an available adjustment that is created in TWL, are processed.

A journal is opened, and General Ledger postings and inventory updates are created based on the information from TWL. During the data communication, TWL indicates to the system what the expected quantity was and what the actual quantity counted is. The adjustment function determines the positive or negative quantity adjustment that must be made.

The **Product Unavailable Inventory Entry** function processes unavailable stock adjustments for stocked products only. Because you are moving inventory between the available and unavailable quantities, and not affecting General Ledger, no journal is opened for this function.

If an unavailable adjustment is created in TWL, the **WL Entry Batch Adjust Inventory Report** also processes the transaction. Because you are moving inventory and not affecting General Ledger, no journal is opened for this function. Stock products that are flagged as unavailable for sale are adjusted as needed.

If a negative quantity is sent from TWL, the quantity is moved from Unavailable and into On hand. If a positive quantity is sent from TWL, the quantity is moved from On hand and added to the Unavailable balance.

If you attempt to make a quantity adjustment for a Warehouse Logistics warehouse, this message is displayed: `Whse Logistics is Used in This Whse, Update Through WL.`

Because cost adjustments are not made with this function, a journal is not opened. Several edits are relayed to TWL if an error is found.

## Nonstock inventory adjustments

The **Product Adjust Non-stock/Direct Order Entry-Adjust** function is also launched from the **WL Entry Batch Receiving Report**. If inventory records must be created for the nonstock, access **Product Adjust Non-stock/Direct Order Entry** and use the **Product Adjust Non-stock/Direct Order Entry-Inventory** function.

Nonstock transactions create ICENH and ICENL table records that track the nonstock products when you perform these tasks:

- Receive them into the warehouse
- Allocate them to orders
- Ship them out of the warehouse

The **Product Adjust Non-stock/Direct Order Entry** function processes these records for nonstock products that are received from vendors, other warehouses, or from customer returns. The order number and line is passed from TWL so that the correct ICENH and ICENL table records are processed. If a journal is already open for the current date, then the transactions are posted to that journal. If the journal is open from a previous day, then that journal is closed and another journal is opened for the daily transactions.

Initiate **Product Adjust Non-stock/Direct Order Entry** processing by generating the **WL Entry Batch Adjust Inventory Report** when these conditions exist for a nonstock product that you receive:

- Damaged
- Undershipped by the vendor
- Not associated with an active order or warehouse transfer

The **Product Adjust Non-stock/Direct Order Entry-Adjust** function automatically handles the damaged goods transaction. If the internal ICENH and ICENL table records balance, then the ICEN table records are closed or removed. This action is based on the **Purge NS/DO Shipments After Closing** option setting in **SA Administrator Options-Products-Costs**. The **Product Adjust Non-stock/Direct Order Entry-Inventory** function is used to move the nonstock product into stock for future processing. This function creates the **Product Setup** and **Product Warehouse Product Setup** records, if they do not already exist, and creates the product as an order-as-needed product.

If a nonstock adjustment is synchronized from TWL without an attached cost, then the database is searched for the last active nonstock transaction. If a valid cost is found, then the cost is attached to the nonstock adjustment. If a cost cannot be found, then zero is used. The adjustment is processed, but this exception prints on the **WL Entry Batch Adjust Inventory Report** and must be resolved:

WARNING: No Cost Found For The Non-Stock Adjust; Manually Adjust-ICEAN.

Any primary bin location change that occurs in a live TWL warehouse is processed through **WL Entry Batch Adjust Inventory Report**. The corresponding **Product Warehouse Product Setup** bin locations are changed to reflect the TWL changes.

If you are running **WL Entry Batch Adjust Inventory Report** for a warehouse that is not live on TWL, then **Product Warehouse Product Setup** is not updated immediately and transactions are queued.

The **Product Warehouse Product Setup** record may be locked and **WL Entry Batch Adjust Inventory Report** cannot update the record. If so, then an exception prints and the transaction record is flagged as an error transaction. However, you cannot access **WL Transaction Inquiry** to reset the MST process type status to update the bin locations. After **WL Entry Batch Adjust Inventory Report** is run, the bin update is attempted again.

In **WL Transaction Inquiry**, the detail views, such as **Order Data**, show information enabling you research out-of-balance conditions, process returns, and resubmit error communications. The detail includes this information:

- Function
- Adjustment quantity
- Adjustment reason

- Reason unavailable
- Previous reason unavailable
- **Product Unavailable Inventory Entry** quantity
- **Product Warehouse Product Setup** or nonstock quantity
- **Product Warehouse Product Setup** unavailable quantity

## Primary bin locations

Any primary bin location change that occurs in a live TWL warehouse is processed through the **WL Entry Batch Adjust Inventory Report**. The corresponding **Product Warehouse Product Setup** bin locations are changed to reflect the TWL changes.

The **Product Warehouse Product Setup** record may be locked and the **WL Entry Batch Adjust Inventory Report** cannot update the record. If so, then an exception prints and the transaction record is flagged as an error transaction. However, you cannot access **WL Transaction Inquiry** to reset the MST process type status to update the bin locations. After the **WL Entry Batch Adjust Inventory Report** is run again, the bin update is attempted again.

You may be running the **WL Entry Batch Adjust Inventory Report** for a warehouse that is not live on TWL. If so, then **Product Warehouse Product Setup** is not updated immediately and transactions are queued for a batch process.

## Making stock adjustments

When you make status or quantity changes to a lot product, use these steps to avoid an out-of-balance condition. You cannot make stock adjustments to build-on-demand kits.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Stock Adjustment**.
- 3 In **Stock Adjustment**, scan the location.
- 4 The **Pallet ID** browse screen shows the pallets in the location. Use the arrow keys to select a pallet or specify **S** to scan the pallet label.
  - If you specify a pallet ID that does not exist, a message is displayed. Specify **Yes** to create a new pallet, and scan the product number when prompted.
  - If you selected an existing pallet from the browse in **Stock Adjustment**, then the pallet ID, product, unit of measure, U.P.C.#, and quantity are displayed. Verify the defaulted items.

**Note:** You can also scan a cross reference barcode instead of scanning the product number. The cross reference barcode is replaced by TWL with the product number. It is replaced if the cross reference is set up in TWL and if an item with the same number as the barcode does not exist. You can find the parent item with the existing item cross references in the TWL RF **Inventory Control-Item Maintenance-Item XRef**.
- 5 Specify or verify the quantity.



**Caution:** Specify the quantity that represents the final result of the stock adjustment transaction. For example, 16 units are shown in the location by the system, but there are only 5 units. Specify 5 in the **Qty** field.

- 6 Specify the stock status of the inventory in the location.
- 7 Specify a valid adjustment code; otherwise the **Invalid** status code is displayed. Select a valid code from the list.  
The adjustment codes are specific to your warehouse. The code is validated by TWL from those codes set up in **SA Table Code Value Setup**.
- 8 Optionally, if the **Memo** field is activated, that field is accessible after you specify an adjustment code. You can specify a brief description of the adjustment or leave this field blank.  
In the TWL Web module, the TWL administrator can activate the **Memo** field in **TWL Configuration-Adjustment Code** by selecting the **Memo Required** option. The memo is displayed in **TWL Configuration-Inventory Detail**.

## Replenishment

Replenishment tasks are affected by how your TWL administrator set up these system parameters; for example:

- Parameter 0008, Replenishment Options, determines which inventory to replenish inventory from; that is, by first in, first out (FIFO) or smallest to largest.
- Parameter 2011, Counter Primary Replenishment, determines which locations are used to replenish the counter locations. The parameter can be set to either replenish the counter locations from non-primary locations in the warehouse or from any location including other primaries.
- Parameter 2112, Replenish from Primary, when set to **Yes**, enables primary locations that are not counter locations to replenish another primary location. This replenishment includes standard replenishment and those created during the order drop process. With this parameter enabled, a pallet primary may replenish either case or split-case primaries, and a case primary may replenish a split-case location. Larger units of measure can replenish smaller units of measure, but smaller units of measure cannot replenish larger units of measure. Units of measure can change due to splitting.

For example, a case contains 20 units, and 5 cases are in the full-case primary location. No units are in the split-case primary location, but there are 10 cases in the overstock location. The quantity ordered is 25. A replenishment task is built to move the broken case to the split-case primary location. This table shows the condition, and resulting numbers for a full case, a split case, and overstock:

Condition	Full Case	Split Case	Overstock
Beginning quantity	5 cases of 20	0	10 cases
Pick request	1 full case of 20		
5 units from broken case	0	0	

Condition	Full Case	Split Case	Overstock
Quantity remaining in location	3 full cases of 20		
15 units from broken case	0	10 cases	
Quantity moved to replenish split case		15	
Ending balance	3 full cases of 20	15	10 cases

- Parameter 2113, Counter Zone Replenishment, may be set to **Yes**. If so, inventory in bin locations for the same counter zone as the primary counter location are available for generating replenishment.

## Dynamic replenishment quantities

The replenishment quantity is dynamically calculated to move the required quantity from a reserve location to the primary pick location. This quantity fluctuates, depending on the minimum and maximum quantities that are specified.

For example, your minimum is 10 and maximum is 100 and the quantity in the location is 40. A replenishment quantity of 60 is created by the system, if you are replenishing by product unit.

If you are replenishing by case quantity, and there are 25 in a case, the replenishment quantity is 2 cases.

Say, you are replenishing by pallet, and there are 75 on a pallet. A replenishment quantity is not recommended by the system because one pallet would overfill the location.

The system-calculated replenishment quantity can only be removed by a replenishment action. Stock movements and putaway tasks do not remove outstanding replenishment requests.

We recommend that older replenishments be cleared in **TWL View Pending Replenishment** and rebuilt. Use the **TWL Top Off Primary Replenishment** to keep current with actual quantities that have been adjusted by activity, such as picking or stock movements.

See [Viewing pending replenishment and consolidation tasks](#) on page 29.

## Replenishing primary locations with one step

Stock replenishments are created when the quantity in a primary location falls below its minimum quantity. One-step replenishment is performed by taking stock from an overstock location, one product at a time, to fill a primary location.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Replenish..**
- 3 Select **1 Step**.

- 4 Specify the zone parameters. Optionally, you can leave the **From Zone** and **To Zone** fields blank to view replenishments for the entire warehouse. Press **Enter**.
- 5 Use the arrow keys to highlight a replenishment request and press **Enter**.
- 6 In **Material Handling - Step 1**, scan the source location and product, and specify the quantity you are moving.
- 7 If you are moving stock from a pallet location, scan the pallet ID from which you are removing stock.
- 8 Scan the transfer pallet ID that holds the stock while the pallet ID is being moved to the primary location.
- 9 Scan the destination location.
- 10 A question is displayed. To continue primary location replenishment, select **Yes**.
- 11 Press the **Back** button in the RF browser to return to the **Material Handling - Main Menu**.

## Replenishing primary locations in a two-step replenishment

The two-step method is used when multiple products are being moved to multiple primary locations. Products being moved are scanned onto a truck or cart as a temporary location during transit. After the products are moved to the destination location, material is scanned into the location and the replenishment request can be released.

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Replenish. > 2 Step Build**.
- 3 In **2 Step Build - Material Handling**, scan the cart or truck that you use to transport the products from the source location to the destination location. The inventory in transit is tracked by TWL, although the location is temporary.
- 4 Specify the source and destination zones to view the replenishment requests. To view all replenishment requests in the system, leave the fields blank.
- 5 Highlight an item from the list and press **Enter**.
- 6 Scan the source location. This location should match the location identified on the top portion of the screen. If the locations do not match, you are asked to confirm the location.
- 7 Scan the product you are removing from the location and specify a quantity. If the location is a pallet location, you are asked to scan the pallet from which the location is being removed.
- 8 If the entire quantity is not being removed from the location, scan the location pallet to record the quantity removed from the pallet.
- 9 If you cannot find inventory at the location, specify 0 in **Qty Pulled**. This value clears the replenishment request.
- 10 Scan the cart bin, truck bin, or pallet that is used to transport the products to the destination location.
- 11 Repeat steps as necessary to load the cart or truck with additional products.

This completes the first part of the two-step replenishment task. After you have transported the products to the destination location, see [Releasing a replenishment request](#) on page 28.

## Releasing a replenishment request

Use these instructions to perform the second part of the two-step replenishment process.

See [Replenishing primary locations in a two-step replenishment](#) on page 27 for part one of the two-step replenishment.

- 1 After all products have been moved from the reserve or overflow locations to the cart or truck, press the **Back** button to return to the **Material Handling - Replenishment Menu**.
- 2 Select **2 Step Release**.
- 3 In **Material Handling - 2 Step Release**, scan the cart or truck that contains replenishment material that needs to be moved to the primary location. The replenishments to be released are displayed. This is the same cart ID that you scanned in the first of the two-step replenishment.
- 4 Highlight the replenishment to release and press **Enter**.
- 5 In **Stock Replenishment**, scan the product and pallet they are currently residing on. If the destination is a pallet location, specify a **To Pallet** quantity being placed in the destination location.
- 6 To continue releasing replenishment requests, repeat steps as necessary.
- 7 Press the **Back** button in the RF menu to return to the **Material Handling-Main Menu**.

## Performing an unplanned replenishment

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Unplanned Repln..**
- 3 Scan the overflow location ID.
- 4 Select the product. The product number, description, and quantity of the highlighted product are displayed.
- 5 Scan the pallet ID if the location is a pallet location.
- 6 Scan the product being removed from the source location.
- 7 Specify the quantity that is being removed from the source location.
- 8 If the quantity exceeds the maximum quantity, a message is displayed asking whether to continue. To overfill the location, specify **Yes**. To change the quantity, accept the default.
- 9 In the **Wood Pulled** field, specify **Yes** if you are removing an entire pallet. Otherwise, specify **No** if you are removing a partial pallet quantity.
- 10 Scan the destination location to which the stock was moved.
- 11 Confirm the destination location by scanning the location ID again. This location must match the location scanned in the previous step.
- 12 The screen is cleared after the location is confirmed. Press the **Back** button in the RF browser to return to the **Material Handling-Main Menu**.

## Inquiring on replenishment requests

- 1 From the RF **Main Menu**, select **Material Handling**.
- 2 Select **Stock Replenish. > Replenish. Stats**.
- 3 Specify a zone range, or repeatedly press **Enter** to view each zone separately. The urgent and scheduled replenishment requests are displayed.
- 4 Use the arrow keys to scroll to the right. You can view the type, number of moves, and number of units in the replenishment requests.
- 5 When you are finished with your inquiry, press the **Back** button in the RF browser to exit.

## Creating top-off replenishment requests

You can create top-off requests from the TWL Web module during slow periods as a secondary task. The top-off feature populates the RF with replenishment tasks.

- 1 Select **TWL Execution > Replenishment > Top Off Primary**.
- 2 In the **Search** pane, specify the TWL warehouse.
- 3 Specify additional selection criteria as needed to limit the requests to a specific destination zone, aisle, location, or product.
- 4 In the **Status** field, select one of these values:

Option	Description
<b>Low</b>	Filters for locations that are below their maximum, including zero quantities
<b>All</b>	Filters for all locations that are needing replenishment
<b>OK</b>	Filters for locations that meet the quantity requirements
<b>Over</b>	Filters for locations that are over their maximum

- 5 Click **Search**.
- 6 In the grid, select the products that should be topped off and click **Build**.
- 7 In the message confirming whether to build top-off replenishments for the selected location, click **Yes**.

## Viewing pending replenishment and consolidation tasks

From the TWL Web module, you can view top-off replenishments that were calculated and scheduled, or replenishments in the process of being completed. A message is displayed if you try to clear replenishments in the process of being put away. Work center requests reserve the inventory and can prevent replenishment from being scheduled from the same location.

- 1 To review the replenishments, select **TWL Execution > Replenishment > View Pending**.
- 2 In the **Search** pane, specify the TWL warehouse.

- 3 Optionally, specify additional selection criteria as needed to limit the records in these fields:
  - **From Zone**
  - **To Zone**
  - **From Aisle**
  - **Item**
- 4 Select **Show Top Offs** and click **Search**.
- 5 Review the replenishments.
- 6 To remove a replenishment task, select the record and click **Clear**.

## Logistics tasks

The warehouse manager can perform various tasks from the **Warehouse Logistics** module.

## Inquiring on inventory communications

Use these instructions to check on the status of primary location changes, stock adjustments, and inventory communications initiated in TWL. Refresh the page often to view the most current data because updates occur frequently.

- 1 Select **Warehouse Logistics > Inquiry > Transaction**.
- 2 In **Advanced Search**, specify this criteria to search for existing communications:
  - Warehouse**  
Select a TWL warehouse.
  - Status Type**  
Select a status type depending on the reason you are performing the inquiry.
  - Process Type**  
Select the type of communication. If you leave this field blank, all communications coming from TWL are displayed.
  - Transaction Type**  
Select **Received**. This option limits what is displayed to communications coming from TWL.
  - Starting Date and Ending Date**  
Specify a date range.
- 3 Click **Search**.
- 4 Review the information that is displayed.

## Changing the status of an inventory adjustment communication

Before a status is set to inactive, all the data files that are associated with the driver file must be inactive. The error processes must be maintained manually and the interface information must be resubmitted from the originating function.

- 1 Select **Warehouse Logistics > Inquiry > Transaction**.
- 2 In **Advanced Search**, specify this criteria to search for existing communication:  
**Status Type**  
Specify **Non-Inactive**.  
  
**Process Type**  
Specify **All**.  
  
**Trans Type**  
Specify **Received**.
- 3 Click **Search**.
- 4 In the grid, select the communication to review. The **Error Message** column provides information about the error.
- 5 Research and correct the error.
- 6 In the grid, you can perform these actions:
  - Select the record and click **Activate** to make the record available for the **WL Entry Batch Adjust Inventory Report** to process.
  - Select the record and click **Inactivate** to use the **WL Delete Transmissions Report** to delete inactive transactions.
  - Update the **Status** field to **Active** if the status is Open, Error, Vendor Return or WIP [Work in Process].
  - Research and fix errors. Then set the record to **Active** to make the record available for the **WL Entry Batch Adjust Inventory Report** to process. Otherwise, set the record to **Inactive** for the **WL Delete Transmissions Report** to delete.
  - Change **WIP** [Work in Process] to **Inactive**. Do so if the information is already in TWL or the system, and you are not required to reprocess. Select the record and click the **Inactivate** button.
  - Select a WIP record and click **Reset WIP Transactions** to change the record status type to Active.
  - Resubmit the record if you are updating an error. A message may be displayed asking to resubmit the error communication. Select **Yes** to resubmit the error. The information is processed by the corresponding batch processing report.
- 7 Repeat these steps as necessary to update other communications.

## Processing inventory adjustments

These adjustments and updates can be processed concurrently with the **WL Entry Batch Adjust Inventory Report**:

- Stock adjustments
- Unavailable adjustments
- Nonstock adjustments,
- Primary bin location updates

The data being communicated from TWL is set up so that duplicate data is not communicated more than once if two reports are running simultaneously. The **WL Entry Batch Adjust Inventory Report** opens and closes the journals per adjustment accordingly.

- 1 Select **Warehouse Logistics > Entry > WLE Reports > WL Entry Batch Adjust Inventory**.
- 2 Click **New > One Time**.
- 3 Specify the report, printing, and scheduling information, and then click **Next**.
- 4 On the **Ranges** page, specify a warehouse or product range to limit the qualifying warehouses. The warehouses are validated in **Product Warehouse Description Setup**.
- 5 Click **Next**.
- 6 On the **Options** page, specify this information:

### **Stock/Unavail Adjustment - ICEPA/ICEU**

Select **Yes**. With this option, you can process active stock and unavailable adjustments that have been communicated to the system from TWL.

This option launches the appropriate **Product Adjustment Entry** or **Product Unavailable Inventory Entry** function. If processing a stock adjustment, a journal opens after a valid product is found to process and the system updates are made. **Product Unavailable Inventory Entry** does not open a journal. Instead it moves the quantities to or from Unavailable. The products can be flagged as available or unavailable and must be stocked products.

### **Non-Stock Adjustment - ICEAN**

Select **Yes**. With this option, you can process all the active nonstock adjustments that have been communicated to the system from TWL. The ICENH and ICENL table records are created or updated.

### **Bin Locations - ICSW**

Select **Yes**. With this option, you can process all the primary bin location changes that have been communicated to the system from TWL. The corresponding **Product Warehouse Product Setup** record is updated with split case, full case, and counter sale locations.

If the **Product Warehouse Product Setup** record is locked, then the record cannot be updated. An exception is printed and the transaction record is flagged as an error. Then, the record is processed the next time the report is run.

### **WL Product Update - WLICSW**

Select **Yes**. With this option, you can update **Product Warehouse Product Setup** fields in the **Warehouse Logistics** view with modifications that occur dynamically between the RF system and the TWL Web module. The parameter 3613, P.P.- Overwrite of Item Zone?, must be set to **Yes**. These fields are updated in **Product Warehouse Product Setup**:

- **Box Quantity**



- **Case Quantity**
- **Pallet Quantity**
- **Warehouse Zone**
- **Counter Bin**
- **Kit Build Department**

**Check for Locks Prior to Processing**

Select **yes** for this report to check for record locks before the report attempts to process a transaction. If a lock is found, then the transaction is skipped. A **WL Transaction Inquiry** transaction is not applied to a company and warehouse because stock adjustments must be processed in the correct order.

**7 Click Finish.**

The **WL Entry Batch Adjust Inventory Report** presents a summary of the total adjustments processed for the corresponding options selected. The function totals are per warehouse. The report exceptions are listed by function, and the print interval exceptions are printed at the end of the report.

## Chapter 3: Counting inventory

Counting inventory ensures that the financial inventory value is correct and the inventory available for sale is accurate. Counting your entire inventory on a regular basis strengthens your inventory accuracy and improves the information recorded in TWL.

You must use the counting functions in **TWL Execution** rather than the system counting functions in **Product-Entry-Count** or **Product-Entry-ICE Reports**.

When the results of an inventory count are recorded, the quantities that are entered are treated as the true quantity and existing discrepancies are cleared. This count enables TWL to begin operations without discrepancies. The inventory quantities in **TWL Execution** and **Product-Entry** are synchronized.

Two types of inventory counts are supported in TWL: physical inventory and cycle counting.

### Physical inventory

Physical inventory ensures that the General Ledger value of your inventory is correct in your system. The value of your inventory is the physical inventory quantity according to **Product Warehouse Product Setup** prices and costs. During the count process, each product or item warehouse location and the corresponding count are recorded by a warehouse employee.

Discrepancies are discovered during a physical inventory. Any discrepancies that are outstanding when the results of the physical inventory are communicated are cleared. The TWL quantity is used to update the system to the correct quantity. Theoretically, then, the inventory in the warehouse after the physical inventory equals the value stated in the General Ledger at that point in time.

A physical inventory is generally performed annually to verify and audit inventory. A physical inventory typically involves a complete warehouse shutdown. During shutdown, your warehouse personnel physically count product in all locations and record their findings using the RF unit. Warehouse managers monitor and evaluate the count using inquiries and reports until the counting is complete.

A cutoff time must be established before a physical inventory. All orders for the day must be entered and picked by the warehouse at that time. All products received must be entered and put away. Any orders or receipts that occur after the cutoff time must be held until the next day or until the count is complete. We recommend that you move committed or sold inventory to a staging or accumulation area. The inventory remaining on the shelves should match the amounts available for sale.

## Physical inventory prerequisites

Because of timing differences between the system and TWL, ensure that processing that affects quantity updates is finished before you set a physical inventory in TWL. When you set a physical inventory in TWL, certain functions are locked and system updates cannot be made. Therefore, completing processing and prerequisites is vital to ensuring your physical inventory count reflects accurate quantities and inventory adjustments are not made unnecessarily. At a minimum, you must complete these prerequisites:

- Purchase orders that are received in TWL must be received in the system. Because there is a timing difference between the actual receipt in TWL when the **WL Entry Batch Receiving Report** updates the system, verify that both systems reflect newly received inventory.
- Active **WL Transaction Inquiry** transactions received from TWL must be processed. The associated batch process picks up transactions that can be processed without manual intervention, and the system is updated.

To run the **WL Audit Inventory Report** in update mode, which creates stock adjustments when your physical is complete, **WL Transaction Inquiry** transactions must be inactive. Before you begin the physical, check **WL Transaction Inquiry** to ensure that all active transactions have been processed. Then, run the **WL Delete Transmissions Report** to remove the inactive transactions. Running this report clears **WL Transaction Inquiry**. This is so that the only items in **WL Transaction Inquiry** at the end of the physical inventory are those generated by the physical inventory.

- Error, work-in-process, and open transactions in **WL Transaction Inquiry** received from TWL must be researched and resubmitted for processing. These transactions are items that require research and manual intervention before they are resubmitted for processing.
- Stage 3 (Shipped) orders in the system must be invoiced to relieve on-hand inventory. A list of Stage 3 (Shipped) orders can be obtained from **Sales Order Inquiry**.
- Orders and vendor returns in TWL must be shipped. Orders that have been released to TWL must be dropped, picked, packed, and shipped to transmit the results of the physical inventory. Orders that have been picked and are in totes, cartons, alternate moveable locations, or on pallets, must be shipped before the physical inventory is set. This enables the **Inventory Control Main Menu-Physical Inventory** function in the RF units.
- Inventory that is in stage-in or stage-out locations, and that does not have a pallet ID, are not marked for counting. An exception report lists the inventory that is in staging locations, as identified on the **TWL Configuration-Department** master record, but does not have pallet IDs. Place the inventory on a pallet with a pallet ID, or move the inventory to another location that is not a stage-in or stage-out location. Then, reset the physical.
- To reset the physical inventory when a count session is already open, close the current session and open a new count session. You cannot start a new physical count session when one is already being performed.
- Clear all TWL cycle count records.

When you set your physical inventory, you are expected by TWL to scan each location in the company and warehouse that has a **TWL Configuration-Location** master record. Then, you are expected to verify the location's contents before the physical inventory is considered complete by TWL. Access to warehouse-related menus on the RF is prohibited by TWL to prevent accidental changes from occurring.

You can access **Inventory Control Main Menu-Physical Inventory** on the RF, but other functions on the RF **Inventory Control Main Menu** menu are locked. If needed, you can access the picking, packing, and shipping menus to process emergency orders and reduce inventory.

When you perform a physical inventory count, you are asked to confirm two consecutive identical quantities. This confirmation process gives you the opportunity to have more than one person verify the count. Instead of creating a discrepancy, the product remains on the physical status list until a confirmation of the quantity is received by TWL.

**Note:** These parameters provide options to reduce the keystrokes during the physical inventory to minimize operator intervention: 3609, Physical - Skip 'By', 3610, Physical - Skip 'Labels?', and 3611, Physical - Skip 'Set PP?'. Ensure your TWL administrator has set these parameters to reflect your needs.

## Physical inventory strategies and workflow

To expedite the physical inventory process, we recommend these strategies:

- Break the physical count into a two-step process. Have your staff perform a count and mark the product quantities, and then perform a data load to scan the quantities into the RF.
- Count all slow-moving or dead stock the week before your physical. You can adjust the product quantities if product demand occurs after the count is performed.
- The day before the physical inventory, perform the count of each product in each bin in your warehouse. Write the quantity on a card and tape the card to the bin location.
- On the day of the physical, use this workflow:
  - Verify **WL Transaction Inquiry** does not contain any transactions.
  - Ensure everyone is aware that the physical inventory is about to begin. Remind users not to send anything through the system during the entire duration of the physical inventory count. For example, they can enter orders, but cannot print them.
  - Print a trial balance of the stock and nonstock inventory by running these reports:
    - **Product Trial Balance of Stock Inventory Report**
    - **Product Trial Balance of Non Stock Inventory Report**
    - **Product Warehouse Inventory Audit Report**
  - Generate the **WL Audit Inventory Report** and the **WL Entry Batch Adjust Inventory Report**. Then, rerun the **Product Trial Balance of Stock Inventory Report** and the **Product Trial Balance of Non Stock Inventory Report**. This is to synchronize the system and TWL, and to provide you with the out-of-balance values for monetary amounts and units.
  - Set the physical inventory from **TWL Execution-Physical Inventory**.
  - Using the RF unit, scan each location and corresponding product and specify the quantity from the card for each location in the warehouse.
  - When the counts are 95% complete, research the major discrepancies.
  - When the counts are 100% complete, research the total amount of your discrepancies.
  - Run the **WL Audit Inventory Report** in update mode to create the STK transactions in **WL Transaction Inquiry**. Resolve reported errors.
  - Run the **WL Entry Batch Adjust Inventory Report** to pick up the STK transactions and create stock adjustments in the system. Resolve reported errors.
  - Rerun the **Product Trial Balance of Stock Inventory Report** and the **Product Trial Balance of Non Stock Inventory Report**. This is to identify the differences the physical inventory has generated.

- Move error transactions in **WL Transaction Inquiry** to inactive.

## Physical inventory inquiries and reports

After you set a physical inventory in TWL and begin counting, you can check on the progress of the physical inventory count by accessing **TWL Execution-Physical Inventory**.

From the toolbar, you can access these inquiries:

- **Uncounted Locations**
- **Uncounted Inventory**
- **Discrepancy Locations**
- **Discrepancy Inventory**
- **Discrepancy Zone Locations**
- **Not Active Locations**

From the toolbar, you can access these reports specific to physical inventory:

- **Physical Inventory Summary**
- **Physical Inventory Valuation**
- **Physical Inventory Variances**
- **Physical Transactions**
- **Physical Uncounted Inventory**
- **Physical UnCounted Locations**

## Setting a physical inventory

- 1 Select **TWL Execution > Physical Inventory**.
- 2 In the **Search** pane, specify a TWL warehouse. An alert is displayed: *Physical Inventory Is Not Enabled*.
- 3 From the toolbar, click **Set Physical**.
- 4 For the question: *Are you sure you want to set the Physical?*, click **Yes**.
- 5 Review the information in the **Status** and **Counts** sections.
- 6 Notify the RF operators that they can begin the physical inventory count.

## Performing a physical inventory with RF units

RF operators move from location to location counting the inventory physically and inputting counts into the RF.

- 1 From the RF **Main Menu**, select **Inventory Control**
- 2 Select **Physical Inventory**.

**Note:** The **Physical Inventory** and **Initial Data Load** options are only available when you are performing a physical inventory.

- 3 Scan the bin location. If the bin location is empty, scan the location and press **Enter**.
- 4 If the location is a pallet location, a list of pallets in the location overlays the **Physical Inventory Selection** window. Use the arrow key to select a location.
- 5 If the pallet location is empty, select **No** to leave the window.
- 6 The **Physical Inventory Count** window is displayed in the **Inventory Control-Initial Data Load** window. Press **Enter** to accept the case quantity and unit of measure defaults, or specify new values.
- 7 Select **Yes** to reset the case quantity for this location only.  
For example, if the case quantity is 10 and you count 4 cases, specify **4** in the **Qty in Loc** field.  
For example, the case quantity is 10 and you count 4 cases and 3 units. Change the case quantity to 1 and specify **43** in the **Qty in Loc** field.
- 8 Specify the quantity in the location. If you recount a location, the last quantity entered overrides the previously entered quantity. Verify a quantity by specifying the same value again to confirm the quantity.
- 9 For the message: `Count More?`, select **Yes** to count more of the product in the location. Then repeat steps as necessary until your counting is finished.
- 10 If you are finished counting the location, press **Enter**.
- 11 Indicate whether to print labels. If you are printing labels, the **Num. of Labels** field is accessible. Indicate the number of labels to print.  
Each product in your warehouse should be labeled to facilitate material handling. The label prints at the defined label printer. You can choose a different label printer.
- 12 Indicate whether to set up this bin as a primary location for the product.  
Generally, primary locations are already established, so you can focus your attention on accurately counting inventory.
- 13 If the location contains additional products, then repeat the steps as necessary to add the products to the location.

**Note:** The last few steps may be affected by the settings for these parameters: 3609, Physical - Skip 'By', 3610, Physical - Skip 'Labels?', and 3611, Physical - Skip 'Set PP?'.

## Checking the physical inventory status

After a physical inventory is in session, you can check on the progress. The physical count status can be viewed from the TWL Web module.

- 1 In **TWL Execution-Physical Inventory**, when you start the physical inventory, the **Status** and **Counts** sections are displayed. If you leave this page open, then the data is available for review.
- 2 From the toolbar, you can also click **Inquiries** and select from the various predefined inquiries. Optionally, you can click **Reports** and run one of the relevant reports.

We recommend that you continually check the progress over the course of the physical inventory.

## Inquiring on locations not yet counted with the RF

After a physical inventory has been initiated, you can find out which locations have not been counted and the percentage of completion.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Physical Status**.
- 3 In **Physical Status - Inventory Control**, view the bin locations that remain to be counted. Select **Uncounted locations** for further details on uncounted locations such as the zone, aisle, location type, if the location is a primary pick location, and if the location is active. You can also view the progress of the physical count, and the percentage of locations that have been counted.
- 4 When you are finished with your inquiry, you can return to the **Inventory Control Main Menu** to make another selection or return to the RF **Main Menu** using the back button in the RF browser.

## Finishing a physical inventory

After you have completed a physical inventory, you can transmit the results to the host or abort the partially completed session.

- 1 In **TWL Execution-Physical Inventory**, when you started the physical inventory, the **Status** and **Counts** sections were displayed. If you leave this page open, then the data is available for review. You can determine if the physical inventory is complete.
- 2 From the toolbar, click **Finish Physical**.
- 3 For the message: `First checking if the Physical Inventory is completed. This may take some time. Do you want to proceed?,` click **Yes**.  
  
If the physical inventory is not complete, then this message is displayed: `There is inventory left to count. Do you still want to close the physical? Click no.` The **Status** and **Counts** sections remain open. We recommend you research which inventory has not been counted and request that the inventory be counted by an RF operator. Repeat the steps when the count is complete.
- 4 If the physical inventory is complete, then click **Yes** when this message is displayed: `Updating item physical information. This may take a couple minutes.`
- 5 For the message: `Physical Complete.,` click **OK**.
- 6 Close the function. Completing the physical inventory creates an STK upload to the system. The transaction detail can be viewed in **WL Transaction Inquiry**.
- 7 Select **Warehouse Logistics > Inquiry > Transaction**.
- 8 Click **Advanced Search**.
- 9 Specify this information, and then click **Search**:  
  
**Warehouse**  
Specify the TWL warehouse.  
  
**Process Type**  
Select **Stock Adjustment**.

**Starting Date and Ending Date**

Specify a date range.

- 10 Review the records in the grid.

## Cycle counting

A disciplined cycle counting program is a proven method of improving your inventory counts and the information in the database. Cycle counting is performed on a small portion of the warehouse every day. The goal of cycle counting is to keep the net available for sale as accurate as possible. Errors in the system should be removed at the same rate they are being generated.

Cycle count parameters are defined in **TWL Execution-Cycle Count-Setup**. Because you are continually counting inventory, you have an excellent opportunity to determine the cause of an error and take corrective action immediately.

**Note:** All locations for the item should be counted within a 48-hour time period. If so, the **Last Count** field is updated with the current date on the **TWL Configuration-Item-Miscellaneous** record

## ABC rotation

In **TWL Execution-Cycle Count-Setup**, set the **Count Type** to **ABC Rotation** to configure cycle counts. The EOD process creates tasks based on the class and last date counted to assign counting tasks based on settings in **TWL Configuration-ABC Classification**.

The ABC Classification function provides inventory classification that divides inventory into four classes. These classes are based on item or bin-hit velocity per company and warehouse combination. Each time an item is picked or a location is visited, this registers as a hit. The number of hits are used to rank and assign the classification level.

Use the ABC Classification function to test what-if scenarios. This is to determine what affect the new classification has on inventory before you update to save the values. In the **TWL Configuration-ABC Classification** toolbar, use **Calculate Pending ABC** to make changes to the ABC Classification. You can also view the effect of those changes before applying the changes. If you are satisfied with the effect of the changes, then select **Apply Pending ABC** to apply the changes. Updates to the product or location class on the respective master record are performed.

If no inventory exists, then an empty count record is created as an audit trail to verify that there is no inventory in the location.



## Types of cycle counts

In TWL, a cycle count can be a planned event or a task that is generated from an exception that occurred in normal processing tasks.

### Planned

Planned cycle counts can be generated when you run EOD processing. This processing automatically executes at midnight, if **Report Scheduler** is running, or whenever the report is started once per day. EOD processing performs these tasks:

- Ages the data that is stored in the TWL files
- Calculates inventory class by movement
- Schedules cycle counts
- Cleans up system log files
- Creates the item history files

In this process, the cycle counts are created based on ABC Classifications.

The frequency of the cycle count rotation is critical to correct system management. If you recalculate the ABC Classification more often than necessary, then you can adversely affect the data in the system. Incorrect data can affect slotting and counting functions. Yet, if you have highly seasonal products, then calculating class velocity once a month might be justified.

Based on your ABC Classification type, you can perform planned cycle counts by product or by location. Cycle counting by product is when every location for the product is counted regardless of where the locations are in the warehouse. Counting by product increases travel distances, but enables you to count each product in its entirety. We recommend you cycle count by product for at least the first 6 to 12 months after you go live on TWL. You should cycle count by product until you are confident that all warehouse personnel are correctly recording all inventory movements. This count also works well with serial and lot products.

Cycle counting by a range of locations may maximize counting productivity. This is because a section of the warehouse can be counted at one time, thus minimizing travel distances. The disadvantage of this method is that the accuracy is only for that location range, not the total for each product. A product can have several locations outside of the counting range. Usually when a shortage occurs, there is an overage in another location for the same product. Counting by location maintains accuracy at the individual inventory location. Shortages and overages are found when the other locations for that product are cycle counted.

Perform cycle counts during low-activity periods. When you set a cycle count, TWL expects a quantity of a product to be in a specific bin location.

A regular count wave can be manually set in **TWL Execution-Cycle Count-Create**. This type of cycle counting forces the warehouse to perform counts regardless of the workload and affect on productivity.

After you select the desired locations and click **Set Physical**, the **Status** and **Counts** summary data are displayed for you to review. If you created a physical inventory by location, then this summary includes any empty locations.

## Empty count

The end-of-day cycle count includes any empty bins present in the cycle count waves, which are created by the count. You can select the location status on the RF and set a cycle wave on the RF for locations that contains only empty bins. The RF lists those locations for you. With the RF, you can move to one of those locations, and visually verify the bin is empty. Then, enter a validation of the empty bin. A cycle count transaction entry is created in TWL so that the count can be reviewed in **TWL Execution-Cycle Count-Inquiry**. One of these two messages is displayed:

- This is an Empty Count location, manually adjust correct levels for any stock found: There may be inventory in the location. If so, follow internal procedures to do a manual stock move or stock adjustment to get the location to the correct inventory levels.
- Stock found in Empty Count location, verify system counts manually: The only time you need to verify system counts manually is when stock is put away or moved to the location after you scheduled the cycle count.

After the message is displayed, the next cycle count is displayed. A transaction record of CS is created for the cycle count. A CS record indicates that you attempted to count the location. If an empty count item is flagged for a count, but a stock adjustment is accidentally performed on the item, then two actions occur. First, the adjustment clears the cycle count flag on the inventory record. Second, the record is removed from the cycle count. Although no CS transaction record is created, a **TWL Execution-Cycle Count-Inquiry** shows the transaction detail for a stock adjustment (AS).

If the record has no quantity, then the empty count inventory record is removed. In most cases, the record should be removed. An audit trail is created in TWL. We recommend that you track the location and product.

If the inventory record is not removed because there is quantity, then the inventory record cycle count complete record is updated. The product in the empty location may not exist in TWL. If not, then the product is automatically set up as a nonstock product to associate the product with the location during the cycle count.

The starting and ending times on the cycle count record are updated with the times the cycle count record needs to be applied. This is so tracking against the cycle count progress continues. **TWL Execution-Cycle Count-Inquiry** tracks open counts against the inventory records and the closed counts, counts and discrepancies, against the transactions files.

## Automatic discrepancies

Automatic discrepancy cycle counts are triggered based on events that occur during normal business transactions. You are asked to verify the quantity in a location. For example, if you pick a location to zero on the RF unit, you are asked to verify that the location is empty. If the location is empty, you click **Yes**. Then the quantity should be equal to the quantity TWL expected. Thus, there is no quantity discrepancy. If you click **No**, then a discrepancy is created because the quantity is not what TWL expected.

When you are at the location and the quantity counted is zero, the impact to productivity is minimal and the planned cycle count is eliminated. An activity is also scheduled to replenish the location, if the location is a primary pick location, to its maximum quantity. The disadvantage is that only medium and

fast-moving parts are counted regularly. Slow-moving parts rarely reach the automatic discrepancy quantity.

Cycle counts are also triggered when a TWL warehouse is the shipping warehouse and an exception is processed in **Transfer Exception Receipt Entry**. The shipping warehouse is responsible for resolving warehouse transfer exceptions because the receiving warehouse verifies the error. A **Transfer Exception Receipt Entry** cycle count wave is created for the location in question, and you must verify that the location does not contain any inventory.

When a transfer exception triggers a count, TWL assigns a cycle-count wave number to the inventory record. You can access the number and begin looking for the discrepancy. You can also view the transfer exception wave number on the TWL **Cycle Count Accuracy** report.

## Discrepancies

You can create cycle count waves for inventory discrepancies automatically using the end-of-day function, or manually in **TWL Execution-Cycle Count-Setup**.

Discrepancies that are caused by zero or negative quantities in a location cannot be deleted after a count record is created. When a discrepancy occurs, it is beneficial to count all locations the product is stored in.

This table shows the cycle counts created by TWL for these discrepancies:

Description	Action	Problem Type	Code	Reason
Physical Inventory	Removes all discrepancies for all products			When you begin a physical all discrepancies are removed
Physical Inventory	Removes all discrepancies for all products			When you finish a physical all discrepancies are removed
Physical Inventory	Creates discrepancy	Quantity	YC	Quantity counted <> quantity in bin
Random Bin Count	Creates discrepancy	Quantity	CB	Adjust on Count field not selected
Random Bin Count	Removes all discrepancies for product	Quantity	CB	Adjust on Count field is selected
Random Item Count	Creates discrepancy	Quantity	CI	Adjust on Count field not selected
Random Item Count	Removes all discrepancies for product	Quantity	CI	Adjust on Count field is selected
Cycle Counts	Creates discrepancy	Quantity	CS	Adjust on Count field not selected
Cycle Counts	Removes all discrepancies for product	Quantity	CS	Adjust on Count field is selected

Description	Action	Problem Type	Code	Reason
Picking	Creates discrepancy	Quantity	IG	Quantity picked <> assigned quantity
Picking	Creates discrepancy	Location	IG	Bin location <> assigned bin
Receiving	Creates informational discrepancy	Unknown	ZI	Item cube or weight data missing
Receiving	Creates informational discrepancy	Unknown	ZI	You received a nonstock product not in the database
Stock Putaway	Creates discrepancy	Quantity	PA	Quantity put away <> quantity on pallet
Stock Putaway	Creates discrepancy	Location	PA	Put-away bin <> suggested bin
Stock Consolidation	Creates discrepancy	Quantity	MC	Quantity picked <> assigned quantity
Stock Consolidation	Creates discrepancy	Quantity	MC	Quantity moved > quantity on pallet
Stock Consolidation	Creates discrepancy	Location	MC	Bin location <> assigned location
Stock Movement	Creates discrepancy for from and to bins	Quantity	MS	Quantity picked <> assigned quantity
Stock Movement	Creates discrepancy	Location	MS	Bin location <> assigned location
Stock Replenishment Load Cart Detail	Creates discrepancy	Quantity	MR	
Unplanned Stock Replenishment	Creates discrepancy	Quantity	MU	
Create cycle counts from discrepancies	Option to remove			You can remove or save discrepancies
Stock Adjustment	Removes all discrepancies	Quantity		

You can view an audit trail of discrepancy cycle counts by generating the TWL **Cycle Counts Created for Discrepancies Report**.

## Specific cycle count reports

Specific cycle count reports are for cycle count forecasting and serial products.

## Cycle Count Forecasting

The report is accessed in **TWL Execution-Reports-Management Reports**. This report forecasts future cycle counts that are based on the user-defined number of days specified on the report parameter setting and the end-of-day logic. The report uses the records on-hand that have not been counted in the rotation period. It also uses the cycle counts that are created when end-of-day is run. To forecast a future cycle count, the dates of the last inventory must be greater than the number of days in the rotation period by classification code.

All inventory records for an item are evaluated using the standard on-hand logic. This logic determines if an item should be counted instead of the individual inventory records. This addresses scenarios where, for example, you have items with multiple inventory records across multiple bins. If one bin contained inventory, this prevents all records from being counted.

## Serial product reports

Your TWL administrator may have selected the **Assign Serial Number During Receiving** option in **SA Administrator Options-Product-Defaults**. If so, you are prompted to specify a serial number during counting functions if you find serialized products. If the option is not selected, your warehouse only captures serial numbers when you ship the product outbound from your warehouse.

This process retains the integrity of the serial number database. The database is verified and adjusted if any stock adjustments are generated after the **Quantity Discrepancy Report** is run from **TWL Execution-Reports-Inventory Reports**. These other inventory reports include detail for serial products:

- **Items - Serial Items**
- **Inventory Detail By Location**
- **Inventory Detail By Stock Number**

The counter sale of a serial product may be canceled due to product change, deletion, or lost business. If so, then the serial record quantity is added back into inventory. The serial history for the order line is also removed. You must still manually unpick the product to ensure the tracking for the product and its serial number is restored.

## Count management reports

Several count management reports are available from **TWL Execution-Reports-Management Reports** or **TWL Execution-Reports-Inventory Reports**.

## ABC Analysis Report

The **ABC Analysis Report** provides velocity analysis measured by the number of pick transactions per product or location. This report provides data that helps you determine where to slot products to facilitate the picking process. For example, a C product becomes an A product. If so, then the product should be moved to a primary pick area to ensure the product gets replenished.

Decide if it is worth the performance hit to continue picking from the C location, rather than moving the stock to an A location immediately. Through attrition, the C location is depleted fast because the product sells fast. You can then replenish the product in the new location. Stratifying inventory also helps you schedule other tasks and can be a guideline for a variety of other warehousing decisions.

## ABC Count Summary Report

The **ABC Count Summary Report** provides this information:

- The total product records by classification category such as A, B, C, D.
- The total product numbers by classification category that have a quantity on-hand.
- The number of products that are counted during the designated cycle count rotation period.

## Count History by Bin by Product Report

When you perform a cycle or physical count, the count history table accumulates transactions when:

- A physical count is completed for all locations, a YC record is added to the table
- A cycle count is completed for all locations, a CS record is recorded
- You complete a random bin count for all locations, a CB record is added to the table
- You complete a random item count for all locations, a CI record is added to the table
- You perform a stock adjustment for all locations, an AS record is added to the table
- All locations for the item are counted within a 48-hour time period. The **Last Count** field is updated with the current date on the **TWL Configuration-Item-Miscellaneous** record

A similar count record is created for each individual bin count, including location. Bin count can be stock adjustments (AS), physical counts (YC), random bin counts (CB), random item counts (CI), and cycle counts (CS) on the **Count History by Bin by Product Report**.

## Count History by Product by Bin Report

Use this report to review specific types of counting activities or stock adjustments that have been made. The count type includes stock adjustments (AS), physical counts (YC), random bin counts (CB), random item counts (CI), and cycle counts (CS).

## Count History by Product Report

Use the **Count Dates by Product** report parameter to specify a product range and the number of cycle count dates to include. You can sort the report by ABC code, last physical date, last cycle count date, product, or on hand status.

## Item History by Item Report

This report lists the transaction history for a product. This information is included on the report:

- Product number and description
- Date the transaction occurred
- Status
- Starting balance
- Adjustments receipts
- Returns
- Shipments
- On-hand quantity
- Calculated on-hand quantity and difference

## Cycle Count Accuracy Report

The **Cycle Count Accuracy Report** can be generated by wave, date, or both. A single input parameter or a range of waves and dates can be included on the report.

An accurate cycle count transaction is where the quantity and the lot match from before and after the count. Below is a list of cycle count transactions you can find in each report:

- **Location Accuracy** is based on the locations counted: Accurate locations and Counted Locations.
- **Inventory Accuracy** is based on the transactions recorded: Accurate transactions and Counted transactions.
- **Units Accuracy** is based on the stock quantity recorded: Total Quantity Counted and Total Expected Quantity Counted.

## Configuring count schedules

You can set the frequency and scope of your cycle count routine. After count schedules are set, the end-of-day programs automatically edit product activity, schedule daily cycle counts, and perform ABC classification calculations.

**1** Select **TWL Execution > Cycle Count > Setup**.

**2** In the **Search** pane, specify a TWL warehouse.

**3** Select the appropriate fields to set up the automatic scheduling process.

To prevent unnecessary adjustments from updating the system, ensure the **Adjust On Count** option is cleared. During the end-of-day process, CS transactions for warehouses that do not adjust Distribution SX.e remain in the system. You can review them before updating Distribution SX.e.

**4** In **Count Type**, select one of these options:

- **ABC Rotation:** Use to configure counts on ABC Classification. Specify the number of days in **A**, **B**, **C**, and **D**.

See [Classifying products](#) on page 48.

- **Maximum Daily Item Counts:** Use to specify the maximum number of items to count for each product class.
- **Maximum Daily Inventory Counts:** Use to specify the number of counts for each product class.

5 In **Exclude Product Categories**, select the product categories to exclude from the count.

6 Click **Save**.

## Classifying products

The information you set up in ABC Classification is used to calculate the inventory classification. We recommended you schedule your product classification to occur before you purge history files. For example, you may be removing records once a year. If so, classify your products before you delete records so that you have an adequate history base for the classification.

You may be classifying products by Bin Hits. If so, the classification does not look at bins that belong to work centers, receiving docks, or a warehouse zones for damaged, discrepancy, or cross dock items. Use these instructions to stratify or separate inventory into classes.

**Note:** If you do not implement the end-of-day processing function, use the instructions in [Generating system cycle counts](#) on page 49. You can manually create cycle counts using the product or bin ABC Classification rotation method. Generating system cycle counts

**Note:** On the **Inventory Count Setup** screen, the days in the rotation represent the days your End of Day processes run.

1 Select **TWL Configuration > ABC Classification**.

2 In the **Search** pane, specify a TWL warehouse.

3 Specify this information:

### Classify By

Select **Item Activity** or **Bin Hits** Generating system cycle to indicate the method for classifying inventory.

### Minimum Count Quantity

Specify the minimum number of items that qualify for ABC Classification. An item or bin may not meet this level. If not, that item or bin is skipped during the classification process and is assigned as a D class item or bin.

The **Minimum Count Quantity** is affected by the setting in parameter 3614, Minimum County Qty.

### A%, B%, C%, D%

In the classification percentages, specify the percentages for your operation. The sum of the percentages must equal 100%.

The classification process converts items that did not qualify for any other class [A, B, or C] to class D. Class D also includes dead stock, nonstocks, items with a blank class, and labor products.



**Classification Time Period**

Specify a value in the **Recalculate Every** field and select **Days**, **Weeks**, or **Months** to define the frequency in which TWL is to recalculate inventory.

**Classification By Item Activity Time Period**

Indicate the amount of historical data to use in the classification.

- 4 To include inactive products in the classification, select the **Include Zero Activity Items** option. This option is affected by the setting for parameter 1096, ABC Classification.
- 5 In **End of Day Processing**, select **Enable ABC Classification - Report Only**. This option is linked to parameter 3601, Printing ABC Report. When you select this option, you are also activating the parameter. If you do not want to print the ABC Report, clear the option.
- 6 Select the **Update ABC Values for Items or Bins** option to update the Item master record with the new classifications. This option corresponds to parameter 3602, Updating ABC Table.
- 7 Click **Save**. A warning is displayed if you try to run the **Calculate Pending ABC** function without first saving the new values.
- 8 In the toolbar, click **Calculate Pending ABC** to access the TWL **Calculate Pending ABC Utility Report**. Use this report to view the effects of your settings or changes before applying the changes. Ensure you review any messages you receive before applying changes.  
Make additional changes as necessary. You can run **Calculate Pending ABC** multiple times before the next calculated date.
- 9 When you are satisfied with the effects of the changes, click **Apply Pending ABC** to apply the changes.

## Generating system cycle counts

You may not be implementing the end-of-day processing function. If not, use these instructions to manually create cycle counts using the product or bin ABC Classification rotation method.

- 1 Select **TWL Execution > Cycle Count > Create**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Select the option, **Only Items with Inventory**. If there is no inventory for the item, the item is not displayed in the grid results. To use the **Only Items with Inventory** option, you must set the **Search Type** to **Item**.
- 4 Select **Item** or **Location**, and click **Search**.
- 5 From the toolbar, select **Generate System Cycle Count**.
- 6 For the message: Do you really want to create a Cycle Count based on your ABC and Cycle Count settings?, click **Yes**.
- 7 When the notification message is displayed: Cycle Count Successfully Created. Wave = <#>, note the wave number and click **OK**.
- 8 Using the wave number that was generated, complete the steps for [Performing a cycle count with the RF](#) on page 51.

## Creating a cycle count wave

When a cycle count wave is created, each selected product or location record is flagged to be counted.

- 1 Select **TWL Execution > Cycle Count > Create**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Select the option, **Only Items with Inventory**. If there is no inventory for the item, the item is not displayed in the grid results. To use the **Only Items with Inventory** option, you must set the **Search Type** to **Item**.
- 4 Select **Item** or **Location**, and click **Search**. You can add additional criteria to filter your search.
- 5 In the grid, select the items or locations to count.

If you are searching by location and a location is empty, the **Empty** column shows if there is no inventory in that location.

- 6 From the toolbar, select **Build**.

**Note:** If you have selected an empty location, or if you select from the item list and the locations for that item are empty, an error is displayed: An impact analysis reflects no inventory to set cycle count for. Please select alternate items. <data for Already in other cycle count waves...Items, Locations, Empty Locations> Cycle count was not created for the selected locations.

- 7 Click **OK** to return to the list.
- 8 A message is displayed: Setting the cycle count as you have entered will assign the cycle counts as follows:
  - <data for counts not currently part of any other cycle count waves - Inventory, Locations, Empty Locations>
  - <data for counts already in other cycle count waves - Items, Locations, Empty Locations>

A message is displayed: Do you want to continue with building the cycle count wave?

- 9 Select one of these options:

Option	Description
<b>Yes</b>	Select this option to proceed with the cycle count wave.
<b>No</b>	Select this option to create a different request.

- 10 A message is displayed: Created Cycle Count Wave <data for Wave number and Count> Do you want to assign employees?

- 11 Select one of these options:

Option	Description
<b>Yes</b>	Select this option to assign employees.
<b>No</b>	Select this option to abandon the cycle count

- 12 In **Cycle Count Employee Assignment**, select an employee from the list, and click **Assign**.

A message is displayed: `Information: Save Operation Completed Successfully`.  
The cycle count wave can now be viewed from the RF unit.

## Creating cycle counts from discrepancies

- 1 Select **TWL Execution > Inventory Discrepancy**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Add additional criteria to filter your search, and then click **Search**. You can filter by item, location, employee, and these optional criteria:
  - Specify a **Transaction Type** to view a specific transaction activity or task. Internal codes are used by TWL to track inventory transactions and tasks. You can find a list of transaction types in **TWL Configuration-Adjustment Code-Transaction Types**.
  - Specify a **Problem Type** to view discrepancies that were caused by a location, pallet, quantity, or unknown reasons.
  - Select the **Negative/Zero Inventory** option to view only inventory discrepancies that were created during normal processing tasks. Selecting this option limits the filters available.
  - For the **Record Type** field, `Data Related` is selected by default. If you select **Information Only**, you cannot create cycle counts from the results.
- 4 In the grid, select the discrepancies to be scheduled for cycle count wave.  
When you select lines in the grid, the **Create Cycle Counts for Date Range** option changes to **Create Cycle Counts**.
- 5 From the toolbar, click **Create Cycle Counts**.
- 6 In **Create Cycle Counts from Discrepancies**, review the options and change them as needed. You can make these changes:
  - Clear the **Delete discrepancies after the count is created** option, if available.
  - In **Locations**, select `All locations for discrepancy items (Recommended)` or `Just locations where the discrepancy occurred`.
- 7 Click **Create**.
- 8 Review the records in these sections: **Discrepancy Records Used in the Creation of Counts** and the **Cycle Counts Created from Discrepancies**.
- 9 Click **OK**.

## Performing a cycle count with the RF

**Note:** The **Last Count** field is updated with the current date on the **TWL Configuration-Item-Miscellaneous** record only if all locations for the item are counted within a 48-hour time period.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Cycle Count**.

3 Select one of these methods of cycle count to perform:

- **Count by Wave/Bin**
- **Count by Wave/Item**
- **Count by Employee**
- **Count by Zone/Aisle**

If you select **Count by Wave/Bin**, then inventory cycle counts are counted in bin sequence. If you select **Count by Wave/Item**, then inventory cycle counts are counted by product, then by zone, aisle, and bin.

If you are counting by zone and aisle, go to step 9.

4 You may be counting by wave or employee, in the **Wave Inquiry** screen. If so, specify the wave number or press **Enter** to view all waves in the system.

5 Select **Yes** to the prompt to view all cycle count waves.

6 Scroll through the list and press **Enter** to select a wave.

7 Scan the product.

If you scan an item that has a valid cross-reference, the product that is associated with the cross-reference is displayed.

8 Scroll through the list and press **Enter** to select the location you are counting.

The warehouse zone and aisle are honored for the bin locations used during the physical count. If an aisle is specified, then a zone must be specified, otherwise you receive an error. If you are counting a location the system considers empty, the message `Empty-Count` is displayed in the **UPC Code** field. You cannot count the location.

See [Planned](#) on page 41 for more information.

Additional line item information is available when you use the arrow keys to scroll to the right, or press **Enter** to view details.

The lot number is displayed on the RF device when you perform cycle counting on a lot item. If you scroll to the right when you display the multiple zones and aisles, the lot number is displayed above the UPC number.

9 Scan the location, product number, and specify the quantity in the location.

The quantity may not correspond to the quantity TWL expects. If not, you receive a message indicating the quantities do not agree and instructing you to count again.

10 Specify the quantity again. When you confirm the quantity and TWL accepts the quantity, the screen is cleared.

11 In the **Cycle Count Selection** screen, select another location that is assigned to the wave, or press **F4** to exit.

## Performing a manual cycle count

You can perform a cycle count wave for a list of products or bin locations you specify manually. Use this function to save time and avoid scrolling to individually select all the products, or to put products in separate cycle waves to count.

1 Select **TWL Execution > Cycle Count > Create**.

- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Select the option, **Only Items with Inventory**. If there is no inventory for the item, the item is not displayed in the grid results. To use the **Only Items with Inventory** option, you must set the **Search Type** to **Item**.
- 4 Select **Item** or **Location**.
- 5 Optionally, select the option, **Not In Cycle Count**, if you manually perform cycle counts from this **TWL Execution-Cycle Count-Create** page. This filters out items or locations not in cycle counts created from this page. You can set the **Search Type** to **Item** or **Location**. If all the inventory related to the item or location is in a Wave count, the item or location is not be displayed.
- 6 Optionally, to improve performance and save time, you can use the manual list text box. In the text box, specify the item numbers or locations, separated by a comma. For example, AA1, BB1, CC1. When you execute the search, the items or locations you specify are displayed in the grid. This search ignores the other search criteria selected in the pane, except the **Warehouse** and the **Not In Cycle Count** option, if there is anything in the search area manual list.
- 7 Click **Search**.
- 8 In the **Manual Selection** section, click **Show More**.
- 9 In the text box, specify the item numbers or locations, separated by a comma. For example, **AA1, BB1, CC1**. The field is case insensitive.
- 10 Click **Select In Grid**.
- 11 Click **Build**.
- 12 A message is displayed: Setting the cycle count as you have entered will assign the cycle counts as follows:
  - <data for counts not currently part of any other cycle count waves - Inventory, Locations, Empty Locations>
  - <data for counts already in other cycle count waves - Items, Locations, Empty Locations>

A message is displayed: Do you want to continue with building the cycle count wave?
- 13 Select one of these options:

Option	Description
<b>Yes</b>	Select this option to proceed.
<b>No</b>	Select this option to create a different request.

- 14 A message is displayed: Created Cycle Count Wave <data for Wave number and Count> Do you want to assign employees?
- 15 Select one of these options:

Option	Description
<b>Yes</b>	Select this option to proceed.
<b>No</b>	Select this option to abandon the count

- 16 In **Cycle Count Employee Assignment**, select an employee from the list, and click **Assign**.

A message is displayed: `Information: Save Operation Completed Successfully.`  
The cycle count wave can now be viewed on the RF unit.

## Performing a random item count with the RF

Random item counts are similar to a cycle count, but are performed on demand when a quantity is questioned. This procedure can be used to perform a four-wall count of a specific product. Discrepancies for random counts are handled by the selection of the **Adjust On Count** option in **TWL Execution-Cycle Count-Setup**.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Random Item Count**.
- 3 Scan the product. The locations in which the product is stored are displayed in the **Item Information** section.  
If the label contains a cross-reference number, use the arrow keys to access the **By** field. Specify `␣`, then scan the cross-reference. Your product number is displayed.
- 4 Press **Enter**. The cursor is displayed in the **Location** field. Scan the location and specify the quantity.  
If the quantity does not equal the expected quantity, then for the message: `Quantities didn't agree. Please count again,` press **Enter**.  
If you entered the expected quantity, or two consecutive equal quantities, then for the message: `Do you want to count this item in rest of the locations?,` click **Yes** to continue counting the product in other locations.
- 5 Repeat steps as necessary to count the product in other locations, or if you are finished with the random item count, press the **Back** button in the RF browser.

## Performing a random bin count with the RF

Use these instructions to perform an on demand count inventory in specific locations.

- 1 From the RF **Main Menu**, select **Inventory Control**.
- 2 Select **Random Bin Count**.
- 3 Scan the location. A single item location and the product number are displayed automatically if the location contains one product. Go to step 6.  
If the label contains a cross-reference number, use the arrow keys to access the **By** field. Specify `␣`, then scan the cross-reference. Your product number is displayed.
- 4 If there are multiple items stored in the location, a list is displayed in **Please Choose Item**.  
Additional line-item information is available when you use the arrow keys to scroll to the right, or press **Enter** to view details.
- 5 Use the arrow keys and press **Enter** on the chosen product.

- 6 Count the inventory. If the location contains a single product, a message is displayed: `No more items in this location.` Click **OK**. Press **Enter** and go to step 7.
  - If the quantity does not equal the expected quantity, in the message: `Quantities didn't agree. Please count again.,` press **Enter** and recount the inventory.
  - If you entered the expected quantity, or two consecutive equal quantities, in the message: `Count more?,` click **Yes** to continue counting.
- 7 Repeat steps as necessary to count locations with single or multiple products.
- 8 When you are finished with the random bin count, press the **Back** button in the RF browser.

## Inquiring on a cycle count wave

After a cycle count wave has been created, you can inquire on wave details.

- 1 Select **TWL Execution > Cycle Count > Inquiry**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Optionally, specify an **Item**, **Cycle Count Wave**, or **Cycle Count Wave List**.
- 4 Click **Search**.
- 5 In **Summary**, click **Show More**.
- 6 Review the information.

## Clearing a cycle count wave

If you created a cycle count wave in error, use these instructions to remove the wave from the queue. The wave is updated with a completed date but no other updating is performed.

- 1 Select **TWL Execution > Cycle Count > Inquiry**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Specify an **Item**, **Cycle Count Wave**, or **Cycle Count Wave List**.
- 4 Click **Search**.
- 5 In **Summary**, click **Show More**.
- 6 In the grid, select one or more lines, and from the toolbar, click **Clear**.
- 7 For the message: `Do you want to clear the selected cycle counts?,` select **Yes**.
- 8 Exit the inquiry.

## Deleting invalid discrepancies

Invalid inventory discrepancies are created in TWL during normal processing activities. If you are certain the discrepancies are invalid, use these instructions to remove them from your system. They are removed and no longer show on reports or inquiries.

- 1 Select **TWL Execution > Inventory Discrepancy**.
- 2 In the **Search** pane, specify a TWL warehouse.
- 3 Add additional criteria to filter your search, and click **Search**. You can filter by item, location, employee, and these optional criteria:
  - Specify a **Transaction Type** to view a specific transaction activity or task. TWL uses internal codes to track inventory transactions and tasks. You can find a list of transaction types in **TWL Configuration-Adjustment Code-Transaction Types**.
  - Specify a **Problem Type** to view discrepancies that were caused by a location, pallet, quantity, or unknown reasons.
  - Select the **Negative/Zero Inventory** option to view only inventory discrepancies that were created during normal processing tasks. Selecting this option limits the filters available.
  - For the **Record Type** field, **Data Related** is selected by default. If you select **Information only**, you cannot create cycle counts from the results.
- 4 In the grid, select the discrepancies to be deleted.
- 5 From the toolbar, click **Delete**.
- 6 For the warning: About to delete <number> discrepancies., click **OK**.
- 7 Exit the function.



## Chapter 4: Balancing inventory

After all discrepancies from the counting process are resolved, use the pre-live and post-live balancing reports to balance the systems. Then, generate **WL Entry Batch Adjust Inventory Report** to update Distribution SX.e.

### Item quantity balances

Although the Distribution SX.e system controls inventory within the four walls of the warehouse, you can use TWL to track all items in the warehouse by location. Because all locations in which items are stored are tracked in TWL, warehouse accuracy is measured in quantity variances and item variances per location.

Warehouse accuracy is the highest priority. Certain data is anticipated by TWL, and when unexpected information is received a discrepancy is created. The goal is to correct the inventory before other errors are introduced.

The quantity balances on the **TWL Configuration-Item** master and the Distribution SX.e system's **Product Maintain Balance Entry** records are updated by the respective systems in a slightly different manner. To compare the quantities between the two systems, this table shows how to balance the quantities:

Distribution SX.e	TWL
On Hand + Reserved + Unavailable	On Hand
On Hand	Available + Reserved
Net Available	Available To Promise
Unavailable	Unavailable
Committed	Reserved

The unavailable balance on both systems has a one-to-one relationship, with the exception of the stock being assembled in the work center. In Distribution SX.e, the Work Center stock is included in the on hand balance. In TWL, this stock is included in the unavailable balance because this stock is considered to be work in process.

When a pick ticket is printed in Distribution SX.e, quantities are moved to the committed balance. In TWL, a pick record is created when an order is dropped to be picked. When an item is picked or packed, the quantity is moved to the reserved balance in TWL.

## Pre-live balancing report

The **WL Audit Inventory Report** is used to balance the Distribution SX.e on hand and unavailable quantity balances in **Product Warehouse Product Setup** with the available, reserved, and unavailable balances in TWL. Because the activities in the warehouse are controlled by TWL, the TWL quantity is considered the accurate quantity. The balances for all stocked items, with the exception of labor items, are audited.

The **WL Audit Inventory Report** is used to identify out-of-balance conditions between the two systems and is generally run in review mode first. This mode gives you the opportunity to review the edit errors and exception messages. 'Edit' errors should be reviewed to verify the source of the error. In most cases, the error is due to a timing difference between the two systems and is corrected after processing is completed. Exception messages show at the end of the **WL Audit Inventory Report**. Exceptions require intervention to isolate the problem.

After you have made the necessary corrections, you can run the **WL Audit Inventory Report** in update mode. Running the report creates stock adjustments to correct the out-of-balance conditions and updates the unavailable quantities in **Product Unavailable Inventory Entry**.

The **WL Entry Batch Adjust Inventory Report** must be generated to activate the stock adjustments and adjust the General Ledger and Product modules in Distribution SX.e. Because the activities in the warehouse are controlled by TWL, the TWL quantity updates Distribution SX.e quantities.

## Work-in-process inventory

In TWL, when a component or kit is moved into the Kit Build Department, the inventory is flagged as work in process (WIP) and goes into unavailable stock. In Distribution SX.e, the stock is reserved or committed to a work order. For WIP stock in TWL, the **WL Audit Inventory Report** applies the related **Reason Unavailable** code in order to balance the **On Hand** inventory in Distribution SX.e. For example, in **SA Table Code Value Setup**, the **Reason Unavailable** code might be **WIP**.

## Orders picked but not shipped

The quantity picked for an order is removed by TWL from the reserved quantity after the order is shipped. There may be open orders currently being picked and packed in TWL when the **WL Audit Inventory Report** is run. If so, running the report initiates these actions:

- The pick records of an order in TWL are edited.

- The reserved quantity is calculated. For example, Available + Reserve = ICEMB On Hand.

## Update exceptions

These situations can prevent **WL Audit Inventory Report** from changing Distribution SX.e balances if you run the report in update mode:

- If there are orders in Stage 3 (Shipped), then the **WL Audit Inventory Report** does not update Distribution SX.e balances. Timing differences between the two systems affect the updates to inventory.
- Return lines and Return Merchandise (RM) orders do not update inventory balances in Distribution SX.e until they are invoice processed.
- When you receive a purchase order through the RF, the TWL inventory balances are updated in TWL. However, the Distribution SX.e balances are not updated until the **WL Entry Batch Receiving Report** is generated. Because a temporary out-of-balance condition exists, the **WL Audit Inventory Report** does not update any balances in Distribution SX.e.
- If RCV, STK, PAK, or SHP transactions are uploaded from TWL and have an error, active, or work-in-process status, then Distribution SX.e inventory balances are not updated.

## Missing records

The **WL Audit Inventory Report** can update inventory balances. It can also be used to audit the inventory records in both systems and create **TWL Configuration-Item** master records that do not exist in TWL. Use the **Create WL Item Records** option in **WL Initialize Warehouse Administration**, to initially get all **Product Warehouse Product Setup** records into TWL.

The **WL Audit Inventory Report** can be used to find any subsequent **Product Warehouse Product Setup** records that were created after **WL Administration Initialize Warehouse** was run, before go-live. The **Create Missing WL ITEM Records** option controls the creation of one WLET file record for each 500 records sent to TWL. Item records are created with a zero balance. Perform an initial physical inventory or cycle count of that item and download the quantity to TWL.

## Unavailable stock

An inventory record can be temporarily out of balance when the corresponding **Product Unavailable Inventory Entry** record is outstanding. This may be true even though the inventory quantities are the same in both systems. The **WL Audit Inventory Report** finds the **Product Unavailable Inventory Entry** records and recreates them from the TWL count transactions.

In the **WL Audit Inventory Report**, you can use the **Create WL Record For Qty Out Of Balance** option. If so, then the unavailable types from TWL update the **Product Unavailable Inventory Entry** values and types based on the actual detail uploaded from TWL.

This update creates stock adjustments to correct the out-of-balance conditions. The unavailable quantities in **Product Unavailable Inventory Entry** are also updated.

You may receive a shipment containing more than one unavailable type. If so, then Distribution SX.e shows the sum of the unavailable quantity with the first unavailable reason. For example, you receive a line item that contains a quantity of 5 transportation hold and 12 quality assurance hold. The entire quantity of 17 is recorded on the line item and in **Product Unavailable Inventory Entry** as transportation hold.

The **WL Entry Batch Adjust Inventory Report** must be run to balance unavailable quantities if there are out-of-balance conditions. If there are adjustments to move quantities from the unavailable balance to other buckets, then they are processed first. To ensure transactions are sequenced correctly, transactions that adjust available quantities are processed before transactions that move quantities from available to unavailable.

Plus or minus adjustments are made to the unavailable quantity in **Product Warehouse Product Setup** based on the count data in TWL. All **Product Unavailable Inventory Entry** records are removed and rebuilt with the actual detail downloaded from TWL.

## Balancing item quantities in a pre-live environment

The **WL Audit Inventory Report** includes stocked and nonstocked items that have inconsistent quantities in both Distribution SX.e and TWL. The report can be run for one WL location at a time. After you review the exceptions, run the report in update mode to create stock adjustments. After the stock adjustments have been made, process the **WL Entry Batch Adjust Inventory Report** to update balances and the General Ledger.

- 1 Select **Warehouse Logistics > Reports > WL Reports > Audit Inventory Report**.
- 2 Click **New > Stored**.
- 3 Specify the report, printing, and scheduling information, and click **Next**.
- 4 Optionally, specify a warehouse or product range on the **Ranges** page.
- 5 Click **Next**.
- 6 On the **Options** page, specify this information:

### **WL Location**

Specify the WL location for which the report is being generated. This location was set in **Product Warehouse Description Setup**.

Individual stored reports can be set up per location if multiple WL Locations exist on the system.

### **Create WL Record For Qty Out Of Balance**

Set this option to **No**. We recommend you first run the report with this option set to **No**. After researching the discrepancies, rerun the report with the option set to **Yes** to create internal transaction records and update files.

If you are running the report for a warehouse that is not live, set the **Create WL Record For Qty Out Of Balance** option to **No**. Before going live, this report can be used to get the quantities in balance after the full warehouse inventory is complete.

**Create Missing WL ITEM Records**

Set this option to **Yes** to create missing **TWL Configuration-Item** master records from **Product Warehouse Product Setup** records. If this option is **No**, and an item master record is missing, an exception is printed on the report. The items set up in the selected warehouses are compared by Distribution SX.e and matching records are created.

**Serial/Lots>Edit, Update, or Neither**

Set this option to **Yes** to audit serial or lot records. Exceptions for serial or lot out-of-balance quantities, nonexistent serial or lot records, and unmatched lot quantities provide the information to reconcile the items.

**Live WL Whse, Not Live, or Both**

Indicate whether you are running the report for a live TWL warehouse or not.

**Show Error Details**

Set this option to **Yes** to view detail for the reasons the **WL Audit Inventory Report** could not make a stock adjustment.

- 7 Click **Finish**.
- 8 Research the discrepancies, rerun the report, and set the **Create WL Record For Qty Out Of Balance** option to **Yes** to create WLET transactions.
- 9 Run the **WL Entry Batch Adjust Inventory Report** report to update the **Product Warehouse Product Setup** balances.

## Serial and lot items

In Distribution SX.e, lot information is maintained in **Product Extended Lot Number Setup** and in the ICETL table records. In Distribution SX.e, serial information is maintained in **Product Extended Serial Number Setup** and the ICETS table records. In TWL, corresponding information is maintained on the **TWL Configuration-Item** master record.

Before you can edit serial or lot records, the TWL item quantity must balance to the actual quantity in the warehouse. The **WL Audit Inventory Report** creates adjustments to synchronize the quantities associated with the entire warehouse. This sequence provides a high-level workflow of the serial or lot balancing:

- 1 Prepare:
  - a Clear unavailable stock from the warehouse.
  - b Clear **WL Transaction Inquiry** of open, error, work-in-process transactions.
  - c Finish processing WT, KP, OE, VA orders.
- 2 Balance:
  - a Count inventory.
  - b Generate the **WL Audit Inventory Report** to update item quantities only; that is, no serial or lot updates.
  - c Generate the **WL Entry Batch Adjust Inventory Report**.

- 3 Validate:
  - a Generate the **WL Audit Inventory Report** to validate updates.
  - b Run the **Product Warehouse Inventory Audit Report** to validate updates.

## Balancing serial and lot items

To automatically update serial or lot records, the item quantities in TWL must balance to the serial or lot detail records. Use these instructions to find exceptions for serial or lot records.

- 1 Clear serial records with an unavailable status from the warehouse.
- 2 Clear **WL Transaction Inquiry** of open, error, and work-in-process transactions.
- 3 Finish processing orders a) in shipped stage in Distribution SX.e, and b) in picked and packed stages in TWL.
- 4 Complete the initial load or physical count in TWL.
- 5 Generate the **WL Audit Inventory Report** with these options to isolate quantity differences:
  - a Set the **Create WL Record For Qty Out of Balance** option to **Yes**.
  - b Set the **Create Missing WL ITEM Records** option to **Yes**.
  - c Set the **Serial/Lot: E)dit, U)pdate, or N)either** option to **Neither**.

Although you can update quantities and serial or lot detail records concurrently without first balancing the item quantities, your report can be confusing. You create a better audit trail by balancing the item quantities first, and then adjusting the serial or lot records.

- 6 Run the **WL Entry Batch Adjust Inventory Report** and set the **Stock/Unavail Adjustment - ICEPA/ICEU** option to **Yes**.
- 7 Rerun the **WL Audit Inventory Report** with these options:
  - Set the **Create WL Record For Qty Out of Balance** option to **Yes**.
  - Set the **Serial/Lot: E)dit, U)pdate, or N)either** option to **Update**.
- 8 Run the **Product Warehouse Inventory Audit Report** to validate the serial or lot quantities to the **Product Warehouse Product Setup** quantities and find discrepancies between the on hand and unavailable quantities.

This verifies that the serial or lot totals balance with the Distribution SX.e on hand and unavailable quantities set by the **WL Audit Inventory Report** and the **WL Entry Batch Adjust Inventory Report**.

## Post-live balancing report

After you are live on TWL, review the quantities in the two systems daily to reduce or eliminate the requirement to perform physical inventory counts. Use the **WL Inventory Balance Report** to view orders and receipts in different stages. View active and error transactions in **WL Transaction Inquiry**.

This inquiry includes the transactions received from TWL and transactions sent to TWL that are not in the process of passing through the interface.

Nonstock items show on the report. Direct Order (DO) and lost business lines are not included on the report. The Distribution SX.e quantity consists of the **Product Warehouse Product Setup** On Hand and Received balances. If the Distribution SX.e quantity and adjusted TWL quantity do not match, an out-of-balance condition exists. Research the discrepancies and reconcile the quantities.

The **WL Inventory Balance Report** cannot analyze partially processed transmissions for balancing purposes. Because of this, ensure that there are no open transactions in **WL Transaction Inquiry** or transactions being uploaded from TWL. The best time to generate this report is when daily activity has been completed in Distribution SX.e and TWL.

## Post-live quantity update differences

Distribution SX.e and TWL quantities are updated at different times during processing cycles. These transactions cause temporary out-of-balance conditions, which are resolved after the transaction is completely processed. This table shows the type of transaction and the resulting discrepancy and resolution:

Type of Transaction	Discrepancy and Resolution
Processing Errors	Received purchase orders and warehouse transfers, shipped orders, and stock adjustments that contain errors cannot be updated by their respective processing function. This is even though TWL has already been updated. An out-of-balance condition exists until the error is corrected and the processing function updates Distribution SX.e.
Purchase order receipts	Stock partially or completely received in TWL has not been processed through the <b>WL Entry Batch Receiving Report</b> , or an open receipt transaction causes an out-of-balance condition.
Purchase order returns	Vendor returns that are on hold in <b>WL Transaction Inquiry</b> cause an out-of-balance condition until you release them and complete the processing.
Warehouse transfer shipments	When you ship a transfer, inventory is released by TWL. There is an out-of-balance condition until you generate the <b>WL Entry Batch Shipping Report</b> to reduce the Distribution SX.e inventory.
Warehouse transfer receipts	When you receive a warehouse transfer, the inventory balances are updated in TWL, but the Distribution SX.e balances are not updated until the <b>WL Entry Batch Receiving Report</b> is generated.
Orders picked	When you print a pick ticket in Distribution SX.e, reserved quantities are moved to the committed balance. In TWL, a pick record is created when an order is dropped to be picked. When an item is picked or packed, the quantity is moved to the reserved balance by TWL.  If you assign lot numbers when you enter the order, the committed lot quantities are included in the total quantity calculation.

Type of Transaction	Discrepancy and Resolution
Orders shipped	Inventory is reduced by Distribution SX.e when an order is invoiced. Inventory is reduced by TWL when an order is shipped. An out-of-balance condition exists until you run the <b>WL Entry Batch Shipping Report</b> and invoice an order.
Customer returns	When the warehouse receives the returned merchandise in TWL, inventory is updated. This does not occur in Distribution SX.e until the order is invoiced.
Counter Sales (CS) orders	Inventory is committed by Distribution SX.e when the order is printed. The order is downloaded by Distribution SX.e when the order is invoiced. The inventory is considered by TWL to be available for sale until the downloaded order is received by TWL.
Inventory used for kitting	If stock has been moved to the TWL work center for fabrication, that stock is included in the unavailable balance. The status is work-in-process, because the stock is not available for sale. In Distribution SX.e, this stock is included in the on hand, reserved or committed, balance.
Unavailable inventory	If stock has been moved to the TWL work center for fabrication, that stock is included in the unavailable balance. The status is work-in-process, because the stock is not available for sale. In Distribution SX.e, this stock is included in the on hand, reserved or committed, balance.
Stock adjustments	Stock adjustments that are in <b>WL Transaction Inquiry</b> waiting for the <b>WL Entry Batch Adjust Inventory Report</b> to update inventory and General Ledger cause an out-of-balance condition.

## Balancing buckets

The **WL Inventory Balance Report** uses buckets to separate the different stages an item progresses through as a transaction is processed. These buckets determine whether quantities in TWL and Distribution SX.e are out of balance. This table defines the buckets that print on the report:

Bucket	Contents
A	Warehouse transfers that were shipped from a TWL warehouse, passed through the interface, but could not be processed in the <b>WL Entry Batch Shipping Report</b> . Therefore, the <b>Product Warehouse Product Setup</b> balances and General Ledger have not been updated. These transactions remain in <b>WL Transaction Inquiry</b> in error status. Correct the problem and set the status to active so the <b>WL Entry Batch Shipping Report</b> can attempt the updates again.
B	Warehouse transfers that have been shipped from a TWL warehouse and are waiting to be processed in the <b>WL Entry Batch Shipping Report</b> . These transactions could potentially show in bucket 'A' if the <b>WL Entry Batch Shipping Report</b> detects errors during the update process.



Bucket	Contents
C	Orders that were shipped in Distribution SX.e, but have not been invoiced. This excludes Corrections (CR) orders. Inventory quantities and General Ledger balances are updated by Distribution SX.e when the orders are processed in the <b>Sales Entry Invoice Processing Report</b> .
D	Orders that were shipped in TWL but contained errors. The <b>WL Entry Batch Shipping Report</b> could not update inventory quantities or the General Ledger because of the errors that were encountered during the report run. These transactions remain in <b>WL Transaction Inquiry</b> in error status. Correct the problem and set the status to active so that the <b>WL Entry Batch Shipping Report</b> can attempt the updates again.
E	Orders, including loaded orders, that were shipped in TWL and have an active status in <b>WL Transaction Inquiry</b> and are waiting for the <b>WL Entry Batch Shipping Report</b> to pick them up. These transactions could potentially show in bucket 'D' if the <b>WL Entry Batch Shipping Report</b> detects errors during the update process.
F	Purchase orders that were partially or completely received in TWL, but the receipt transaction (RT) is still open. After you close the RT, the <b>WL Entry Batch Receiving Report</b> updates inventory and General Ledger. This bucket might also contain customer returns that have been received. It may include line items that were added during receiving, but the carton has not been shipped. After you ship the carton, the <b>WL Entry Batch Shipping Report</b> picks up the order and you can invoice the order.
G	Purchase orders that were received in TWL but contained errors. The <b>WL Entry Batch Receiving Report</b> could not update inventory quantities or the General Ledger because of the errors that were encountered during the report run. These transactions remain in <b>WL Transaction Inquiry</b> in error status. Correct the problem and set the status to active so that the <b>WL Entry Batch Receiving Report</b> can attempt the updates again.
H	Return Merchandise (RM) purchase orders that are in <b>WL Transaction Inquiry</b> with a hold status waiting to be released. Then, the <b>WL Entry Batch Receiving Report</b> can complete the processing and update inventory and General Ledger.
I	Purchase orders (POs) that were received in TWL. POs that have an active status in <b>WL Transaction Inquiry</b> . These POs are waiting for the <b>WL Entry Batch Receiving Report</b> to pick them up to update inventory and General Ledger.
J	Stock adjustments that were created in TWL but contain errors. The <b>WL Entry Batch Adjust Inventory Report</b> could not update inventory quantities or the General Ledger because of the errors that were encountered during the report run. These transactions remain in <b>WL Transaction Inquiry</b> in error status. Correct the problem and set the status to active so that the <b>WL Entry Batch Adjust Inventory Report</b> can attempt the updates again.
K	Stock adjustments that were created in TWL and have an active status in <b>WL Transaction Inquiry</b> . The status is active as they wait for the <b>WL Entry Batch Adjust Inventory Report</b> to pick them up to update inventory and General Ledger.

## Inventory adjustment report

TWL is responsible for correctly tracking inventory quantities and generating transactions to transmit the changes to Distribution SX.e. Run the **WL Entry Batch Adjust Inventory Report** as a stored report to activate the stock adjustments to adjust the General Ledger and Product modules in Distribution SX.e. Generating the **WL Entry Batch Adjust Inventory Report** updates other records with changes.

## Reconciling item quantities in post-live environment

Use the **WL Inventory Balance Report** to view orders and receipts in different stages. Use the report to view active and error transactions in **WL Transaction Inquiry**. This report includes the transactions received from TWL and transactions sent to TWL that are not in the process of passing through the systems.

Because partially processed transmissions cannot be analyzed for balancing purposes, there should be no work-in-process or open transactions in **WL Transaction Inquiry**. After you review the exceptions, run the report in update mode to create stock adjustments. After the stock adjustments have been made, run the **WL Entry Batch Adjust Inventory Report** to process and update balances and the General Ledger.

- 1 Select **Warehouse Logistics > Reports > WL Reports > Inventory Balance Report**.
- 2 Click **New > Stored**.
- 3 Specify the report, printing, and scheduling information, and click **Next**.
- 4 Optionally, specify a warehouse or product range on the **Ranges** page.
- 5 Click **Next**.
- 6 On the **Options** page, specify this information:

### **WL Location**

Specify the WL location for which the report is being generated. This location was set in **Product Warehouse Description Setup**.

### **View A)ll or O)ut of Balance Results**

Indicate whether to view all balances or only the items with discrepancies.

### **Buckets: A,B,C,D,E,F,G...K or X for all**

Indicate which buckets to view.

### **Legend: Each P)age or E)nd of Report**

Indicate whether the legend printed on each page or at the end of the report.

### **L)ive WL Whse, N)ot Live, or B)oth**

Specify the letter that indicates the status of the TWL environment.

### **Show Bucket Detail**

Specify **yes** to view the details of the out-of-balance buckets, or accept the default.

**Subtract Committed from Distribution SX.e Quantity**

Specify **yes** to subtract the committed and in-process quantities from the Distribution SX.e balance, or accept the default.

**Show Inventory Detail**

Specify **yes** to include inventory on the report, or accept the default.

**Show Serial/Lot Detail**

Specify **yes** to include serial or lot details on the report, or accept the default.

- 7** Click **Finish**.

## Appendix A: TWL Web RF Shortcut Keys

This table shows the TWL Web RF shortcut keys and their functions:

Shortcut Key	Action
<b>Down arrow</b>	<ul style="list-style-type: none"> <li>• <b>Carton Lookup</b> Displays all carton lookups</li> <li>• <b>Location Look up</b> Highlights any RF function containing a lookup</li> <li>• <b>Perform Product Lookup</b> Activates item lookup</li> <li>• <b>Unit Lookup</b> Displays all unit lookups</li> </ul>
<b>Alt+A</b>	<b>Add a Note</b> Creates notes from any applicable Picking and Receiving functions
<b>Alt+L</b>	<b>Change Zebra Printers</b> Changes zebra printers in any Set Label Printer menu and menu option in the System Inquiry menu
<b>Alt+N</b>	<b>View Notes/Comments</b> View notes and comments from any applicable function
<b>Alt+P</b>	<b>Change Laser Printers</b> Reprints receipt labels from any menu
<b>Alt+R or F6</b>	<b>Reprint Label</b> Changes laser printers in any Set Report Printer menu and menu option in the System Inquiry menu

Shortcut Key	Action
<b>Alt+S</b>	<b>Skip Pick</b> Skips a pick in the <b>Order Picking</b> screen. You can also press the <b>Skip Pick</b> button that is located in the header of the <b>Order Picking</b> screen.
<b>Ctrl+A</b>	<ul style="list-style-type: none"> <li>• <b>Create X-Ref</b> Creates cross references from the Stock Receiving data grid. You can also select the barcode icon or highlight the barcode field and press <b>Enter</b></li> <li>• <b>Add Line Order</b> Adds a pick to a line item in the <b>Order Picking Detail</b> menu</li> </ul>
<b>Ctrl+D</b>	<b>Send Line to Lost Business from Sales Order</b> Moves the pick to Lost Business. This function is triggered in the <b>Order Picking Detail</b> menu.
<b>Ctrl+P</b>	<b>Change Product on Line Item</b> Changes pick by selecting a new product. This function is triggered in the <b>Order Picking Detail</b> .
<b>F4+x</b> or <b>Back</b> button	<b>Back</b> Navigates back from any menu function and grid <b>Note:</b> You can only press <b>F4</b> and the <b>Back</b> button in the RF browser to navigate back from menus with editable cells
<b>F6</b>	<b>Item Details</b> Displays item details from any item lookup with an active row in any grid with an Item column
<b>F7</b>	<b>Get Staging</b> Displays the staging menu from any menu screen and menu options in the <b>Controls</b> menu
<b>F8</b>	<b>Store Staging</b> Access store staging from menu screens and menu options in the <b>Controls</b> menu
<b>F9</b>	<b>Reprint Pack Slip</b> Reprints pack slips in any <b>Print Packing Slip</b> menu and menu option in the <b>Controls</b> menu

Press **Enter** to change the edit mode of a cell. If the cell is equipped with control that uses a down arrow, then the control opens when you press **Enter**. Editable cells without controls switch to edit mode automatically when you specify a value or click in the cell. You are not required to press **Enter**.

## Appendix B: Troubleshooting

This section provides answers to some common questions you may encounter when working with handling, counting, and balancing tasks in TWL. Additional information is available by contacting Infor Support.

### Changing a location type

**Cause:** You can not change the type if you have inventory in the location.

**Solution:** You must temporarily move the inventory to another location, change the location type, and then move the inventory back to the original location.

## Appendix C: Reference information

This section provides additional reference information.

### Module-function reference

These tables list the TWL Web module function name for both the WebUI menu location and the corresponding previous graphical interface (GUI) location.

In the WebUI menu, the TWL Web module functions are organized into these categories:

- **TWL Administration**
- **TWL Configuration**
- **TWL Execution**
- **TWL Inbound**
- **TWL Outbound**

### TWL Administration

This table shows the previous GUI menu path and the current WebUI menu path for this category.

GUI menu path	WebUI menu path	Acronym
Main Menu > Master Files > Company	TWL Administration > Company	twlac
Main Menu > Master Files > Employee	TWL Administration > RF Employee	twlae
Main Menu > Master Files > Shift	TWL Administration > Shift	twlas
Main Menu > Master Files > Station	TWL Administration > Station	twlat
Main Menu > Master Files > Department	TWL Administration > Department	twlad
Main menu > Options > Display Database Connections	TWL Administration > Database Connection	twladc
Main Menu > Reports > Productivity	TWL Administration > Reports > Productivity Reports	twlrp

GUI menu path	WebUI menu path	Acronym
Main Menu > System Setup > Interfaces > Interface Layout	TWL Administration > Interface > Interface Inquiry	twlail
Main Menu > System Setup > Interfaces > Resend	TWL Administration > Interface > Interface Resend	twlair
Main Menu > System Setup > Label Setup	TWL Administration > Label	twlal
Main Menu > System Setup > Printers	TWL Administration > Printer	twlap
Main Menu > System Setup > System Parameters	TWL Administration > System Parameter	twlasp
Main Menu > System Setup > User Specific Config	TWL Administration > User Specific Configuration	twlau

## TWL Configuration

This table shows the previous GUI menu path and the current WebUI menu path for this category.

GUI menu path	WebUI menu path	Acronym
Main Menu > Master Files > Inventory Detail [see 'Modules > Inventory Control > Inventory Detail']	TWL Configuration > Inventory Detail	twlcin
Main Menu > Master Files > Item	TWL Configuration > Item	twlci
Main Menu > Master Files > Location	TWL Configuration > Location	twlcl
Main Menu > Master Files > Location-Create	TWL Configuration > Multiple Location Create	twlclm
Main Menu > Master Files > Unit of Measure	TWL Configuration > Unit of Measure	twlcu
Main Menu > Master Files > Warehouse Zone	TWL Configuration > Warehouse Zone	twlcz
Main Menu > Master Files > Warehouse > System Setup > Warehouse Parameters	TWL Configuration > Warehouse	twlcw
Main Menu > Modules > Inventory Control > ABC Classification	TWL Configuration > ABC Classification	twlabc
Main Menu > Modules > Inventory Control > Adjustment Code	TWL Configuration > Adjustment Code	twlca



GUI menu path	WebUI menu path	Acronym
Main Menu > Modules > Inventory Control > Return Reason Codes	TWL Configuration > Return Reason Code	twlcr
Main Menu > Modules > Labels [location labels] Main Menu > Modules > Labels [carton label printing]	TWL Configuration > Label Printing	twlclp
Main Menu > Reports > Master	TWL Configuration > Reports > Master Reports	twlrmst
Main Menu > System Setup > Alternate Location	TWL Configuration > Alternate Location	twlcla
Main Menu > System Setup > End of Day (EOD)	TWL Configuration > End of Day > End of Day Configuration	twlceod
Main Menu > System Setup > File Retention (EOD)	TWL Configuration > End of Day > File Retention	twlcefr

## TWL Execution

This table shows the previous GUI menu path and the current WebUI menu path for this category.

GUI menu path	WebUI menu path	Acronym
Main Menu > Modules > Inventory Control > Cycle Count Master > Create	TWL Execution > Cycle Count > Create	twlecc
Main Menu > Modules > Inventory Control > Cycle Count Master > Inquiry	TWL Execution > Cycle Count > Inquiry	twleci
Main Menu > Modules > Inventory Control > Cycle Count Master > Options > Inventory Counts Setup	TWL Execution > Cycle Count > Setup	twlecs
Main Menu > Modules > Inventory Control > Inventory Discrepancies	TWL Execution > Inventory Discrepancy	twlei
Main Menu > Modules > Inventory Control > Physical Inventory	TWL Execution > Physical Inventory	twlep
Main Menu > Modules > Inventory Control > Replenishments > Consolidate Non-Primaries	TWL Execution > Replenishment > Consolidate Non-Primary	twlerc
Main Menu > Modules > Inventory Control > Replenishments > Top Off Primaries	TWL Execution > Replenishments > Top Off Primary	twlert
Main Menu > Modules > Inventory Control > Replenishments > View Pending	TWL Execution > Replenishments > View Pending	twlerp

GUI menu path	WebUI menu path	Acronym
Main Menu > Reports > Inventory	TWL Execution > Reports > Inventory Reports	twlrinv
Main Menu > Reports > Management	TWL Execution > Reports > Management Reports	twlrmg

## TWL Inbound

This table shows the previous GUI menu path and the current WebUI menu path for this category. This category includes inbound transactions such as receipts, return orders, and inbound warehouse transfers.

GUI menu path	WebUI menu path	Acronym
Main Menu > Master Files > Vendor Information	TWL Inbound > Vendor Information	twliv
Main Menu > Modules > Receiving > Packing List Entry	TWL Inbound > Packing List Entry	twlip
Main Menu > Modules > Receiving > Receipt Master	TWL Inbound > Receipt Inquiry	twlir
Main Menu > Reports > Inbound	TWL Inbound > Reports > Inbound Reports	twlrin

## TWL Outbound

This table shows the previous GUI menu path and the current WebUI menu path for this category. This category includes transactions such as purchase orders, return purchase orders, and outbound warehouse transfers.

GUI menu path	WebUI menu path	Acronym
Main Menu > Modules > Orders > Auto Drop Log	TWL Outbound > Auto Drop > Auto Drop Log	twloal
Main Menu > Modules > Orders > Auto Drop Rules	TWL Outbound > Auto Drop > Auto Drop Rule	twloar
Main Menu > Modules > Orders > Carton Sizes	TWL Outbound > Shipping > Carton Size	twlocs
Main Menu > Modules > Orders > Enable Auto Drop	TWL Outbound > Auto Drop > Auto Drop Enable	twloae

GUI menu path	WebUI menu path	Acronym
Main Menu > Modules > Orders > Order Carton Info	TWL Outbound > Shipping > Order Carton Info	twloc
Main Menu > Modules > Orders > Order Inquiry	TWL Outbound > Order Management > Order Inquiry	twlooi
Main Menu > Modules > Orders > Order Manager	TWL Outbound > Order Management	twlom
Main Menu > Modules > Orders > Order Manager	TWL Outbound > Order Management > Order Drop Manager	twlom
Main Menu > Modules > Orders > Order Manager > Edit > Order Drop Criteria > Warehouse Pick Creation Criteria Setup Screen	TWL Outbound > Picking > Pick Sequence	twlops
Main Menu > Modules > Orders > Order Manager > Undropped > Drop > Order Drop Sequence Criteria > Employee	TWL Outbound > Order Management > Employee Wave Assignments	twloe
Main Menu > Modules > Orders > Order Manager > View > Order Count Status > Undropped Open Orders Status	TWL Outbound > Order Management > Dropped Order Status	twloms
Main Menu > Modules > Picking > Product Categories	TWL Outbound > Picking > Product Category	twlop
Main Menu > Modules > Shipping > Carrier Master	TWL Outbound > Shipping > Carrier Master	twlocm
Main Menu > Modules > Shipping > Dock Master	TWL Outbound > Shipping > Dock Master	twlod
Main Menu > Modules > Shipping > Shipping Manifest	TWL Outbound > Shipping > Shipping Manifest	twlosm
Main Menu > Reports > Outbound Reports	TWL Outbound > Reports > Outbound Reports	twlrout
Information Explorer	TWL Outbound > Order Management > Order Inquiry	twlooi
	TWL Outbound > Order Management > Order Inquiry [drill down an order, Lines tab, Inquiries button]	twlow
	TWL Outbound > Order Management > Wave Inquiry	

## Communication file structure descriptions

TWL and the system modules use a designated file structure to communicate data. This section describes the structure of these files:

- WLET Driver file
- WLEM Master file
- WLEH Order Header file
- WLEL Line Item file

### WLET Driver file

This table shows the fields and descriptions for the WLET Driver file:

Field	Description
Stat	<p>These status types are listed in the file as a letter:</p> <ul style="list-style-type: none"> <li>• A: Active; records are ready for processing</li> <li>• I: Inactive; records have been processed and are ready for deletion</li> <li>• O: Open; records are in the process of building the transaction files in the system</li> <li>• E: Error; records were found during processing</li> <li>• W: Work in Process; records are in the process of being transmitted</li> <li>• V: Vendor Return; records are held for manual release</li> </ul>
Created	The date and time the file was created.
Type	<p>These types are listed in the file as a three-character code:</p> <ul style="list-style-type: none"> <li>• MST: Master Record</li> <li>• PCK: Picking Record</li> <li>• PRT: Packing List Record</li> <li>• SHP: Shipping Record</li> <li>• RCV: Receiving Record</li> <li>• INV: Inventory Adjustment</li> <li>• PRE: Pre-Receiving Record</li> <li>• BCD: Barcode Record</li> </ul>
Whse	The TWL warehouse name.
Last Updated	Your initials and last date and time the record was updated.

Field	Description
Set #	<p>A unique sequencing number that changes incrementally. The number is created by combining these items:</p> <ul style="list-style-type: none"> <li>• Year</li> <li>• Month</li> <li>• Day</li> <li>• Time, seconds from midnight</li> <li>• Randomly generated number, such as 06</li> </ul> <p>For example, for a record created on 05/02/18 at 10:00 AM, the set number 200605023600018 is assigned.</p>

## WLEM Master file

This table shows the fields and descriptions for the WLEM Master file:

Field	Description
Actual Qty	The actual quantity that is entered into the system, expressed in stocking units.
Address	The address from the master file.
Adjustment Code	The adjustment code is sent by TWL based on the transaction.
Adjustment Reason	The transaction type from TWL.
Analysis Code	The ABC Classification code from <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Bin Loc 1	The bin locations on the <b>Product Warehouse Product Setup</b> record.
Bin Loc 2	The bin locations on the <b>Product Warehouse Product Setup</b> record.
Case Qty	The field from the <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Category	The product category from the <b>Product Setup</b> record.
Code/Carrier	The <b>SA Table Code Value Setup</b> record that is being transferred to TWL.
Counter Bin	The counter location from <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Country	The country in which the TWL warehouse resides.
Cross Reference	The vendor's part number.
Cube	The product's cubic dimensions from <b>Product Setup</b> .

Field	Description
DUNS #	The number from the <b>Vendor Setup</b> that is released to TWL.
EDI Cd	The EDI code from <b>Vendor Setup</b> that is released to TWL.
Expected Qty	The quantity that the system expected. The quantity is expressed in stocking units.
Extended Type	The product's serial or lot designation from the <b>Product Warehouse Product Setup</b> record.
Fax Phone	The fax number from <b>Vendor Setup</b> that is released to TWL.
Function	The system function that contains the static data. These functions are listed in the file as a character code: <ul style="list-style-type: none"> <li>• icsp: <b>Product Setup</b></li> <li>• icsw: <b>Product Warehouse Product Setup</b></li> <li>• icsd: <b>Product Warehouse Description Setup</b></li> <li>• sasc: <b>SA Company Setup</b></li> <li>• sastt: <b>SA Table Code Value Setup</b></li> <li>• wtee: <b>Transfer Exception Receipt Entry</b></li> <li>• wl: <b>Warehouse Logistics</b></li> </ul>
Height	The product's height from the <b>Product Setup</b> record.
Inner Pack	The field from the <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Kit Build Dept	The department the prebuilt kit is assembled in, from the <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Kit Type	If the product is a kit, the type of kit from <b>Product Setup</b> is displayed.
Length	The product's length, from the <b>Product Setup</b> record.
MSDS Product	Indicates whether this product requires an MSDS sheet.
MSDS Sheet #	The information sheet that is associated with the MSDS product.
Name	Depending on the master file, the name of the company or warehouse, for example.
Our Product	The system product number that is cross-referenced to a vendor's product number.
Pallet Qty	The field from the <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Phone	The phone number from <b>Vendor Setup</b> that is released to TWL.
Product	The system's product name.
Salesrep	The sales representative from <b>Vendor Setup</b> that is released to TWL.
Ship From	The ship-from location from <b>Vendor Setup</b> that is released to TWL.

Field	Description
Spec/Non-stock	For stock adjustments, the special or nonstock designation.
Stat	These status types are listed in the file as a letter: <ul style="list-style-type: none"> <li>• A: Active; records are ready for processing</li> <li>• I: Inactive; records have been processed and are ready for deletion</li> <li>• O: Open; records are in the process of building the transaction files in the system</li> <li>• E: Error; records were found during processing</li> <li>• W: Work in Process; records are in the process of being transmitted</li> <li>• V: Vendor Return; records are held for manual release</li> </ul>
Status	The <b>Product Setup</b> or <b>Product Warehouse Product Setup</b> product status.
Stk Qty	The number of stocking units in a cross-reference unit for a product.
Table Type	The <b>SA Table Code Value Setup</b> type that is transferred to TWL.
Type	The cross-reference type.
Unit/Unit Stock	The stocking unit from the product's <b>Product Setup</b> record.
Update Type	These transactions are listed in the file as: <ul style="list-style-type: none"> <li>• a: add</li> <li>• c: change</li> <li>• d: delete</li> </ul>
Vendor #	The <b>Vendor Setup</b> vendor number that is released to TWL.
Weight	The product's weight, from the <b>Product Setup</b> record.
Whse Zone	The field from the <b>Product Warehouse Product Setup-WL Setup</b> that is released to TWL.
Width	The product's width, from the <b>Product Setup</b> record.

## WLEH Order Header file

This table shows the fields and descriptions for values in the WLEH order header file:

Field	Description
Cust/Vend/Whse	The customer, vendor, or warehouse name or number.
Order #	The order number and suffix.

Field	Description
OrdTy	Order types are listed in the file as: <ul style="list-style-type: none"> <li>• c: Customer order</li> <li>• p: Purchase order</li> <li>• t: Transfer</li> <li>• w: Work order</li> </ul>
Priority	A value from 1 to 10. 1 is low priority, 5 is the default, and 10 is the highest priority.
Stat	Status types are listed in the file as: <ul style="list-style-type: none"> <li>• A: Active; records are ready for processing</li> <li>• I: Inactive; records have been processed and are ready for deletion</li> <li>• O: Open; records are in the process of building the transaction files in the system</li> <li>• E: Error; records were found during processing</li> <li>• W: Work in Process; records are in the process of being transmitted</li> <li>• V: Vendor Return; records are held for manual release</li> </ul>
TransID	Not currently used.
TransTy	Transactions are listed in the file as: <ul style="list-style-type: none"> <li>• S: Counter Sale</li> <li>• E: Emergency</li> <li>• H: Tag &amp; Hold</li> <li>• R: Regular</li> <li>• T: Transfer</li> <li>• V: Vendor Return</li> <li>• W: Will Call</li> <li>• X: Cross Docking</li> </ul>
UpdT	Transactions update types are listed in the file as: <ul style="list-style-type: none"> <li>• a: add</li> <li>• c: change</li> <li>• d: delete</li> </ul>

## WLEL Line Item file

This table shows the fields and descriptions for values in the WLEL line item file:

Field	Description
Bin Loc	The TWL location that is related to this transaction.
Entry Dt	The date the order was created.
Ext	The serial or lot type.
N	The special or nonstock designation.



Field	Description
Ln	The line number.
Product	The product or cross-referenced product number.
Quantity	Quantity ordered.
Stat	Status types are listed in the file as: <ul style="list-style-type: none"> <li>• A: Active; records are ready for processing</li> <li>• I: Inactive; records have been processed and are ready for deletion</li> <li>• O: Open; records are in the process of building the transaction files in the system</li> <li>• E: Error; records were found during processing</li> <li>• W: Work in Process; records are in the process of being transmitted</li> <li>• V: Vendor Return; records are held for manual release</li> </ul>
Trans ID	Not currently used.
Unavail	The quantity unavailable.
UpdTpy	Transaction update types are listed in the file as: <ul style="list-style-type: none"> <li>• a: add</li> <li>• c: change</li> <li>• d: delete</li> </ul>
WLELK	The WLELK file contains the component information for each kit-specific line item. The WLELK file interfaces with these functions: <ul style="list-style-type: none"> <li>• <b>Sales Order Entry</b></li> <li>• Kit Production</li> <li>• TWL kit activity, assemblies and disassemblies</li> </ul>
WLELS	The WLELS file contains serial and lot information.

## Process type descriptions

A process type is the transmission type that identifies the master file or transaction file information being transmitted between Distribution SX.e and TWL.

This table shows the process type, indicates whether the transmission is sent or received, and provides a description of the source of the information transmitted:

Type	Direction	Description
Master	Send	<p>Master records sent from the system to TWL. These files are included in the master file process:</p> <ul style="list-style-type: none"> <li>• <b>Product Warehouse Description Setup</b></li> <li>• <b>Product Setup</b></li> <li>• <b>Product Warehouse Product Setup</b></li> <li>• <b>Product Extended Product Cross Reference Setup</b></li> <li>• <b>Product UPC Number Setup</b></li> <li>• <b>SL Entry Update Products Report</b></li> <li>• <b>Vendor Setup</b></li> <li>• <b>Vendor Ship From Setup</b></li> <li>• <b>SA Table Code Value Setup</b></li> </ul>
Order Drop Manager	Send	<p>This type of transaction is created when you print an order for a TWL warehouse. These specific files are included in the picking process:</p> <ul style="list-style-type: none"> <li>• <b>Sales Entry Pick Tickets Report</b></li> <li>• <b>Transfer Entry Print Warehouse Transfer Report</b></li> <li>• <b>KP Entry Print Work Orders Report</b></li> <li>• <b>Purchase Entry Processing Print POs Report</b> (Vendor Return)</li> <li>• <b>VA Entry Processing Internal Value Add Print Report</b></li> <li>• <b>VA Entry Processing Pick Tickets Report</b></li> </ul>
Pre-Receive	Send	<p>This type of transaction is created when you print a purchase order for a TWL warehouse. These specific files initiate the pre-receiving release:</p> <ul style="list-style-type: none"> <li>• <b>Purchase Entry Processing Print POs Report</b></li> <li>• <b>Sales Entry Pick Tickets Report</b> [Customer Returns]</li> <li>• <b>Transfer Shipping Feedback Entry</b> [Receiving Warehouse]</li> </ul>
Ship	Send	<p>A SHP transaction is released to TWL to update the order to shipped if all these circumstances exist:</p> <ul style="list-style-type: none"> <li>• You are shipping from the order entry system or a shipping interface</li> <li>• You have set the TWL carrier in TWL to <b>Host</b></li> </ul>
WT Exception	Send	<p>Sent when a discrepancy occurs between the shipping warehouse and receiving warehouse, the product is flagged for a cycle count through the <b>Transfer Exception Receipt Entry</b> function.</p>
Barcode	Receive	<p>This transaction is received by the system to add, change, or remove barcodes from TWL.</p>

Type	Direction	Description
Master syn-chronize	Receive	<p>Master records sent from TWL to the system. The master file process includes this updated data:</p> <ul style="list-style-type: none"> <li>• Case quantity</li> <li>• Counter bin</li> <li>• Error message</li> <li>• Inner pack</li> <li>• Kit build department</li> <li>• Pallet quantity</li> <li>• Product zone</li> </ul> <p>If applicable, the system updates the <b>Product Warehouse Product Setup</b> record. Synchronized information is displayed in <b>WL Transaction Inquiry</b>.</p>
Packed Order	Receive	<p>This transaction type is created when an entire order is packed and the carrier is managed by the host. The PAK transaction must be in <b>WL Transaction Inquiry</b> if you are using a shipping interface or if you are printing a custom system packing slip. During these processes, the PAK transaction updates the system with the actual quantity shipped for each line. A PAK transaction is not created in <b>WL Transaction Inquiry</b> for Counter Sales orders, regardless of the carrier shipping type that is assigned to the order. Counter Sales orders are typically not shipped.</p>
Print Pack	Receive	<p>This type is created when an order is picked in TWL, and can be removed and recreated multiple times to reprint packing lists without interfacing to a shipping interface.</p> <p>The option is to use the system Packing List and printer that are specified on the Carrier master record in TWL. The PRT transaction has the same functionality as the PAK transaction when the system is updated.</p>
Received Order	Receive	<p>This transaction is created after the receipt is complete and the receipt transaction (RT) is closed. In the system, the purchase order remains in Stage 2 (Printed) until the <b>WL Entry Batch Receiving Report</b> initiates these functions when receiving has been completed:</p> <ul style="list-style-type: none"> <li>• <b>Purchase Entry Receipt of Inventory</b></li> <li>• <b>Transfer Entry Receipt of Inventory</b></li> <li>• <b>Sales Order Entry</b> (Customer Returns)</li> <li>• <b>KP Work Order Center Entry-Accept</b></li> <li>• <b>VA Entry Receipt of Inventory</b></li> </ul>
Shipped Order	Receive	<p>This transaction type is created when an order is ship-verified in TWL for a TWL-managed carrier. The ship-verify function is performed on each carton associated with an order. An order is updated to shipped stage in TWL after the last carton associated with the order is ship-verified. The order remains in Stage 2 (Picked) in the order entry system until the <b>WL Entry Batch Shipping Report</b> is run. Then the order is updated to Stage 3 (Shipped) if the transaction processes without error.</p>

Type	Direction	Description
Stock Adjustment	Receive	<p>This type of transaction is created after a TWL stock adjustment is completed. The system is updated when the <b>WL Entry Batch Adjust Inventory Report</b> is processed. These exceptions may occur:</p> <ul style="list-style-type: none"> <li>• If the TWL and system quantities match, but the quantities are incorrect, make an adjustment on the RF and use a valid <b>SA Table Code Value Setup</b> adjustment code.</li> <li>• If the TWL quantity is correct, but the system quantity is incorrect, make an adjustment in <b>Product Qty Adjustments Entry</b>.</li> <li>• If the system quantity is correct but the TWL quantity is incorrect, make an adjustment on the RF with the TWL adjustment code. This affects the TWL quantity, but does not affect the system.</li> </ul> <p>Use of these scenarios should be extremely rare. Before making an adjustment to the system or TWL only, verify all transactions are processed.</p>

## Communication exception descriptions

We recommend that you monitor **WL Transaction Inquiry** transactions daily and review exceptions or errors. This table shows, for each process type, the associated error message, whether the transaction is sent or received, and the cause or corrective action:

Type	Direction	Error	Cause or corrective action
Order Drop Manager	Send	Order Released For Picking	The order was reprinted. The order is already in TWL and is being picked. You can try to inactivate the error. You must undrop the order in <b>Order Drop Manager</b> and reprint the order in the <b>Sales Entry Pick Tickets Report</b> to release to TWL. You cannot change the order in <b>Sales Order Entry</b> if the order is dropped.
Order Drop Manager	Send	Order Not Found	The order does not contain line items. Change the status to inactive.
Pre-Receive	Send	Record Not Found	The purchase order was printed, but no line items exist. You can add lines to the purchase order and reprint the purchase order, or inactivate the transaction that erred.
Received Orders	Receive	Stage Not Valid (PO)	All or part of a purchase order is received in the system through <b>Purchase Entry Receipt of Inventory</b> before the order is received in TWL. If you use the system correctly, all receipts originate from TWL, you should never receive this error.

Type	Direction	Error	Cause or corrective action
Received Orders	Receive	Stage Not Valid (WT)	A warehouse transfer is in Stage 5 (Exception) or Stage 6 (Received). Clear the exception receipts and receive the transfer in the system. The received transfers were processed in <b>Transfer Entry Receipt of Inventory</b> before being received in TWL. If you use the system correctly, all receipts originate from TWL, you should never receive this error.
Received Orders	Receive	PO In Use By XXXX	Another user was updating the record while you were processing a RCV transaction. Wait until the user is finished with the record and resubmit the transaction for processing.
Received Orders	Receive	Units Not Set Up In Unit Table - IC-SEU or SASTT	The product was not set up correctly in the system before the purchase order was created. Process this transaction in <b>Purchase Entry Receipt of Inventory</b> .
Shipped Orders	Receive	Order Cannot Be Maintained After Shipping	The order was processed in <b>Sales Shipping Feedback Entry</b> , which should be the exception rather than the rule.
Stock Adjustment	Receive	BOD Kit Not Allowed	Perform a stock adjustment for each component, using a valid <b>SA Table Code Value Setup</b> adjustment code. If the product is not a build-on-demand kit, then change the <b>Product Setup</b> record to correct.
Stock Adjustment	Receive	Quantity Cannot Be > On Hand Minus Committed	If you are adjusting an unavailable quantity, then make a positive adjustment on the RF for the unavailable quantity without an unavailable code. Make an adjustment for the unavailable quantity using a valid unavailable status code.
Stock Adjustment	Receive	Negative Adjustment Cannot Exceed ICSW Qty On Hand	In the system, the on-hand quantity is less than the on-hand quantity in TWL. This is caused by unprocessed transactions. Use these steps to correct the issue: <ol style="list-style-type: none"> <li>1 Check for receipt transactions against this product in TWL and close the RT;</li> <li>2 Run the <b>WL Entry Batch Receiving Report</b>, the <b>WL Entry Batch Shipping Report</b>, and the <b>WL Entry Batch Adjust Inventory Report</b> to update the system with active data; and</li> <li>3 Process the appropriate adjustment in the system.</li> </ol>
Stock Adjustment	Receive	Cannot Be > Unavailable Qty For the Reason Unavailable Type Selected	The unavailable reason codes in system and TWL are different. Check the <b>SA Table Code Value Setup</b> Return/Adjust Reasons [type M] and Reason Unavailable [type L] codes for setup problems. Process the appropriate adjustment in the system.

## Inventory Control parameters

In TWL Web module, parameters are set to ensure the system is performing according to your company's operational standards. Your tasks are affected by how your TWL administrator set up system parameters. Ensure your TWL administrator has set these parameters to reflect your needs. For your information, task-related parameters are described in this section. The name, parameter type, level, value, and description are provided for each parameter. The default for each parameter is identified as [default].

### Parameter ID:0010

**Name**

QA Release

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an appropriate code, such as QUASTK. [default=QUASTK]

**Description**

When inventory is released from Quality Assurance Hold, the default adjustment code for the adjustment.

### Parameter ID:0017

**Name**

Work Center Dept Control

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Work Center Dept Control

Do you want to allow a W.C. user to see Work Orders not for their Department?

No - Only Work Orders for the users assigned department will be available.

Yes - Allow processing of all Work Orders in the warehouse.

### Parameter ID:0019

**Name**

Work Center Labels

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No
- Yes [default]

**Description**

Work Center Label Printing

This is the default response for printing labels in the Work Center?

**Parameter ID:0021****Name**

Work Center Receiving Method

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- Item: Default setting
- Pallet
- Choose (Default Item) [default]
- Choose (Default Pallet)

**Description**

Do you want to receive inventory into the WC by item, by pallet, or be presented with a choice each time you enter the WC receiving module?

If ITEM then standard by Item receiving will be performed.

If PALLET then by Pallet receiving will be performed.

If CHOICE then you will be prompted with the default filled in for easy entry on the RF gun.

**Parameter ID:0022****Name**

Work Center Picked Status

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No
- Yes [default]

**Description**

Staging of any inventory in a Work Center will change the status of all work orders in the Order Manager to "Picked" when they are in the same batch and consist of a component of the same item.

This will prevent unintentional un-dropping within the Order Manager that could leave inventory in unavailable status.

NO = Allow undrops.

YES = Do not allow undrops by changing the order status to picked.

**Parameter ID:1002****Name**

Stock Adjustments

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No: The discrepancy must be researched and a stock adjustment must be entered to clear the cycle flag.
- Yes: The cycle count flag is cleared. [default]

**Description**

Do stock adjustments at a given location clear the cycle flag?

**Parameter ID:1004****Name**

QA To Good Stock

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter. [default=WL]

**Description**

Adjustment code for inventory release from QA Hold to good stock.



**Parameter ID:1005****Name**

QA To Inventory Hold

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter.  
[default=WL]

**Description**

Adjustment code for inventory release from QA Hold to Inventory Hold (I).

**Parameter ID:1006****Name**

QA To Transportation Hold

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter.  
[default=WL]

**Description**

Adjustment code for inventory release from QA Hold to Transportation Hold (T).

**Parameter ID:1007****Name**

QA To Returns

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter.  
[default=WL]

**Description**

Adjustment code for inventory release from QA Hold to Returns (R).

**Parameter ID:1008****Name**

QA To Liquidation

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter.  
[default=WL]

**Description**

Adjustment code for inventory release from QA Hold to Liquidation (L).

**Parameter ID:1009****Name**

QA To QA

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify an adjustment code, such as WL. We recommend you retain the default for this parameter.  
[default=WL]

**Description**

Adjustment code for inventory release from QA Hold to QA Hold (Q).

**Parameter ID:1022****Name**

Kit Build Adjustment Code

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

Specify an adjustment code, such as WR. [default=WR]

**Description**

When building a kit, what adjustment code to be used. This adjustment code is not associated to any work centers.

**Parameter ID:1025****Name**

Check Cube

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Verify through a message on the RF put away screen, the cube has been assigned correctly in the system. The cube is checked through both on the item level and location level.

The message will only tell if the cube is not assigned.

**Parameter ID:1038****Name**

Maintain Four Wall

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No [default]
- Yes

**Description**

Maintain Four Wall

Four wall inventory maintenance requires the system to create a reciprocal inventory adjustment in the discrepancy zone for each inventory adjustment made to a specific inventory location. The net result of this adjustment is always zero.

For example:

Suppose we want to make an adjustment from 5 to 10 at location "A001A", and the discrepancy zone location is "X001X". On the inventory adjustment screen, we adjust the quantity from 5 to 10 at "A001A". The system will then create the reciprocal adjustment from 0 to -5 at location "X001X".

Should the host system be required to create an adjustment order to remove the inventory from the discrepancy zone location?

**Parameter ID:1039****Name**

Discrepancy Location

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a location. [default=X001a]

**Description**

The discrepancy location for the four wall maintenance adjustment. The opposite of the adjustment inventory is maintained here.

**Parameter ID:1040****Name**

Adjustment Code

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a location. [default=TWL]

**Description**

What adjustment code do you want entered for the four-wall adjustment.

**Parameter ID:1043****Name**

Non-Stock Items

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No

- Yes: Accept the default for this parameter. [default]

**Description**

Allow non-stock item to be received into TWL.

**Parameter ID:1085****Name**

Cycle Count Days of Week

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify one or more of these values: 2,3,4,5,6 [default]

**Description**

Cycle Count Days of Week

TWL will generate cycle counts on the days you specify based upon the table below.

For example, if you want counts generated Monday through Friday, enter 2,3,4,5,6.

Code - Day of week

- 1 - Sunday
- 2 - Monday
- 3 - Tuesday
- 4 -Wednesday
- 5 -Thursday
- 6 -Friday
- 7 - Saturday

**Parameter ID:1096****Name**

ABC Classification

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No: Do not exclude the inactive items.
- Yes: Exclude the inactive items. [default]

**Description**

ABC Classification

When running ABC Classification, should TWL consider all items whether or not they have had shipping activity within the time frame set up for Classification?

If you choose no, then items with no activity in that period will be assigned to a "D" classification. The remaining inventory will be assigned according to the percentages set up on the ABC Parts Classification screen.

**Parameter ID:2014****Name**

Return to Vendor - Out

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a code. [default=TWL]

**Description**

The adjustment code used for return to vendor, adjusting inventory out of the warehouse.

**Parameter ID:2015****Name**

Return to Vendor - Cancel

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a code. [default=TWL].

**Description**

The adjustment code used for canceling return to vendor procedures.

**Parameter ID:2800****Name**

Cargo Release

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No: Accept the default for this parameter. [default]
- Yes

**Description**

When releasing a cargo receipt from cargo hold, do you create it as a closed release.

**Parameter ID:2801****Name**

System Cycle Count

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a number of days. [default=7]

**Description**

The number of days to maintain a system cycle count wave. When the number of days is expired, a new cycle count wave is created.

**Parameter ID:3600****Name**

Allow Warehouse Zone Changes

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No [default]
- Yes

**Description**

Should TWL allow user to change the warehouse zone of a location?

**Parameter ID:3601****Name**

Printing ABC Report

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes: Accept the default for this parameter. [default]

**Description**

Allow printing of the ABC report when end of day (EOD) is processed.

**Parameter ID:3602****Name**

Updating ABC Table

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes: If you are using ABC classification, accept this default. [default]

**Description**

Allow the automatic update of the ABC codes in the ABC field of the Item Master or Location Master when end of day (EOD) is processed.

**Parameter ID:3603****Name**

Multi\_UOM Counting

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No [default]
- Yes

**Description**

Multiple UOM During Cycle & Physical Count

This parameter, if activated, allows the user to enter any valid Unit of Measure defined in SX.e into Inventory Control, Cycle, and Physical Counting programs.

NO - No UOM Entry, Always EACH

YES - Count by Any Valid Item\_UOMs Allowed.



**Parameter ID:3604****Name**

Inventory Control - Multiple UOM

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No [default]
- Yes

**Description**

Inventory Control - Multiple UOM.

Can the user enter quantities in alternate units of measure in the RF Inventory Control and Material Handling Modules?

If YES, the User can select from any valid unit of measure that has been defined in SX.e. The programs affecting include Stock Adjustments, Stock Movement, One Step Replenishment, and Unplanned Replenishment.

Select if Multi-UOM processing can be done:

NO - No UOM Entry, Always EACH.

YES - Any Valid UOMs Allowed.

**Parameter ID:3606****Name**

Pick/Pack Serial Scan Confirmation

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Disabling this parameter allows one to avoid an additional confirmation scan on the serial number during picking and packing.

**Parameter ID: 3607****Name**

Receive/PutAway Serial Scan Confirmation

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No [default]
- Yes

**Description**

Disabling this parameter allows one to avoid an additional confirmation scan on the serial number during Receiving/PutAway.

**Parameter ID:3608****Name**

Work Center Inventory Update

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No [default]
- Yes

**Description**

Do you want to wait until the pallet is released from the WC and the inventory is available before updating SX.e with the "RCV" transaction?

If NO then the "RCV" transaction will be created when the Work Order is completed and not yet available for use.

If YES then the "RCV" transaction will be created when the pallet is released from the WC and the inventory is available.

**Parameter ID:3609****Name**

Physical - Skip 'By'

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No

- Yes [default]

**Description**

Skip the 'By' on the Physical Inventory Selection screen?

NO - User will be allowed to change 'By' and will also need to enter through when not changing.

YES - 'By' will be automatically entered through by the system.

**Parameter ID:3610****Name**

Physical - Skip 'Labels?'

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No
- Yes [default]

**Description**

Skip the 'Labels?' on the Physical Inventory Initial Data Load screen?

NO - User will be allowed to print 'Labels?' and will also need to enter through when not changing.

YES - 'Labels?' will be automatically entered through by the system.

**Parameter ID:3611****Name**

Physical - Skip 'Set PP?'

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Skip the 'Set PP?' on the Physical Inventory Initial Data Load screen?

NO - User will be allowed to print 'Labels?' and will also need to enter through when not changing.

YES - 'Labels?' will be automatically entered through by the system.

**Parameter ID:3612****Name**

Overwrite Existing Item XREF

**Parameter Type**

Inventory Control

**Level**

Warehouse

**Value**

- No [default]
- Yes

**Description**

Do you want to allow an existing item cross reference (XREF) to be assigned to a new item?

If NO then a hard stop will not allow the overwrite of the existing XREF for another item.

If YES then you will be prompted to overwrite the existing XREF for another item.

**Parameter ID:3613****Name**

P.P.- Overwrite of Item Zone?

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Options:

No = Do not allow any change to the item zone setup when changing the primary pick locations for the item.

Yes = Prompt for the change to the item zone setup when changing the primary pick locations for the item.

**Parameter ID:3614****Name**

ABC Classification Minimum Count

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

Specify a minimum number. [default=0]

**Description**

ABC Classification Minimum Count

The minimum number of picks or hits in order to be classified.

A value of Zero "0" does not require a minimum value to be classified.

Items or Bins not meeting this minimum will be ranked as a "D" class.

**Parameter ID:3615****Name**

System Cycle Count Waves

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No [default]
- Yes: Activate the automated cycle count.

**Description**

Do you want the RF software to auto create a daily System Cycle Count as discrepancies happen?

This should only be enabled if you will not be reviewing and creating Cycle Counts from discrepancies

- neither manually nor through EOD.

**Parameter ID:3616****Name**

WC Outbound Serial Components

**Parameter Type**

Inventory Control

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

WorkCenter Kit Component Outbound Serial Capture

Do you want to capture the serial number for kit components used to create the parent kit if they are setup to only track outbound (sale)?

If "yes" then serial history records will be created for the Work Order detailing what serial number(s) were used for the kit components

This is the only opportunity to capture outbound serial history before the kit components are removed from inventory to create the parent kit product.

## Replenishment parameters

In TWL Web module, parameters are set to ensure the system is performing according to your company's operational standards. Your tasks are affected by how your TWL administrator set up system parameters. Ensure your TWL administrator has set these parameters to reflect your needs. For your information, task-related parameters are described in this section. The name, parameter type, level, value, and description are provided for each parameter. The default for each parameter is identified as [default].

### Parameter ID:0008

**Name**

FIFO or Size

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- FIFO [default]
- Smallest to Largest

**Description**

Replenishment Options

When finding inventory for replenishment, should the system find inventory by FIFO or from Smallest to Largest?

The inventory in the warehouse is searched for replenishment in a pre-defined order. The order options are either by size, from smallest to largest, or by first in first out logic.

There are advantages to both settings. If your primary concern in the warehouse is to consolidate inventory, then by choosing from smallest to largest will potentially consolidate material more than FIFO. If moving the oldest material is a primary warehouse concern, then selecting FIFO will move the oldest material first.

If more than one pallet has the same size, then FIFO is used to differentiate the goods.

### Parameter ID:2011

**Name**

Counter Primary Replenishment

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No [default]
- Yes

**Description****Counter Primary Replenishment**

When performing replenishments for the counter primary location in the counter zone do you allow inventory to be taken from the other primary bin locations in the warehouse?

No - Only replenish from non primary locations in the warehouse.

Yes - Allow replenishments from any location including other primaries.

Parameter 0008 logic will still be used to determine which inventory to replenish inventory from.

**Parameter ID:2033****Name**

Consolidation Type

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- Warehouse Zone [default]
- Putaway Group

**Description**

Will the warehouse perform consolidation based on the warehouse zone or the putaway group for the item?

**Parameter ID:2034****Name**

Invalid Consolidation Location Types

**Parameter Type**

Replenishment

**Level**

Global

**Value**

Specify one or more of these values: B, C, F, P, S, T [default=blank]

**Description**

Invalid Consolidation Location Types

Enter the types of locations where the system will not suggest a consolidation.

Example, if you want the system to not suggest a specific location, enter the location.

Enter B, T to exclude all Bulk and Stage locations.

Type	Description
B	Bulk
C	Carousel

Type	Description
F	Flow Rack
P	Pallet
S	Shelf
T	Stage

**Parameter ID:2035****Name**

Suggest Quantity

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- Zero [default]
- Suggested Quantity

**Description**

Consolidation

Suggested Quantity

Should the suggested quantity or a zero be displayed at Exp. Quantity when processing a consolidation transaction?

**Parameter ID:2036****Name**

Item Scan at Consolidation Putaway

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No [default]
- Yes

**Description**

Consolidation

Item Scan at Consolidation Putaway

Should TWL force the user to scan each item during consolidation?



**Parameter ID:2037****Name**

Multi-UOM

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No [default]
- Yes

**Description**

Consolidation

Consolidation Confirmation - Multiple UOM.

Can the user enter quantities in alternate units of measure during Consolidation PutAway? If YES, the User can select from any valid unit of measure that has been defined in the SX.e.

Select if Multi-UOM processing can be done:

NO - No UOM Entry, Always EACH

YES - Any Valid UOMs Allowed

**Parameter ID:2038****Name**

Serpentine Consolidation Putaway

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Consolidation

Should TWL force serpentine during the consolidation process?

**Parameter ID:2112****Name**

Replenish from Primary

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No [default]
- Yes

**Description**

Replenishment from Primaries

When a check is made to see if a Replenishment should be generated, should the system consider replenishing primary locations from other primary locations?

With this enabled a Pallet Primary may replenish either Case or Split-Case Primaries, and a Case Primary may replenish a Split-Case Location.

Replenishment will only go from Larger to Smaller UOMs.

**Parameter ID:2113****Name**

Counter Zone Replenishment

**Parameter Type**

Replenishment

**Level**

Global

**Value**

- No
- Yes [default]

**Description**

Counter Zone Replenishment

Do you want to allow replenishment of the counter primary location from additional non primary bin locations in the same Counter Warehouse Zone?

# Glossary

## ABC Product Classification

An accounting method used to identify items by value or other criteria. These classifications can be used to direct the cycle counting process where A items are counted more often than B items, and B items are counted more than C items. The ABC codes for TWL are handled completely in TWL.

## adjustment code

A return/adjust reason code that explains why a credit memo or Return Merchandise (RM) order was created for returned items. This code is set up in **SA Table Code Value Setup** and defines the disposition and parameters to handle the returned items.

## advanced shipping notice (ASN)

A standard electronic data interchange (EDI) transaction set that is communicated from a supplier to their customer. The ASN describes the items and quantities in a pending shipment and the expected time of its delivery to the customer site.

## alternate location

A movable location that temporarily stores items that are being moved to another fixed location. This location enables TWL to monitor the item at all times and is required to perform consolidation and replenishment tasks.

## ASNPO

Purchase order (PO) lines that are tied to an advance shipping notice (ASN) and represent a group of receipts.

## backorder flag

A line-item field that determines whether a backorder is created for the difference between the quantity shipped and the quantity ordered.

## bar code symbologies

Bar code symbols, which consist of parallel dark bars and light spaces, are read and deciphered by machines. The dark bars absorb light, and the light spaces reflect light. When the bar code is illuminated and a photo sensor views the reflective differences between the bars and spaces, the code generates a proportional electronic signal that is decoded by the system. The data can translate to part numbers, purchase orders, or anything that can be expressed numerically or alphabetically.

## batch

A function that executes a set of commands or jobs and provides results without human intervention.

## batch picking

Process by which goods are selected in quantities by picking-operators so as to satisfy the demand for more than one order. Goods are first picked by SKU and later sorted by order number or delivery destination.

## bay

A section of a storage system.

## bill of lading

Document used to acknowledge receipt of goods that can also serve as a contract for transportation.

## blind count

The expected count quantities are not displayed for the counter to view. The individual doing the count must specify the quantity counted without knowing what the system is expecting.

## build-on-demand kit

An item that does not exist in inventory until a customer requests the item and its production is set in motion. The components of the kit are specified at the time the order is entered into the system and are assembled when the components are picked from inventory. Pick tickets for build-on-demand kits include the components required and the quantity required for each component.

## bulk storage

This reserve location contains items in their original shipping container, usually full cases or pallets. This location cannot contain split cases or other fragmented units of measure.

## carousel

Carousels can be thought of as storage shelves on wheels. The shelves come to the operator, where all of the tasks can be completed.

## carton

A container that is constructed specifically for packing and shipping purposes.

## case

A container that holds a fixed, pre-determined quantity of an item. Items can be received, stored, and shipped by the case.

**committed quantity**

When a pick ticket or warehouse transfer is printed in Distribution SX.e, inventory, needed to fill the order or transfer, is moved into a committed stage. The inventory is not allocated by Distribution SX.e to any other orders or transfers.

**component**

An item that is combined with additional items to comprise a kit.

**consolidation**

Removing merchandise from one location and combining that merchandise with the same item in another location.

**counter bin location**

The primary pick counter location specified in the **TWL Configuration-Item** master record, and the **Product Warehouse Product Setup** record.

**counter sale (CS)**

Counter sale is a stock order taken in a counter sale environment, where you have direct contact with your customers. The order is in Stage 3 (Shipped) when the order is entered, and stock is committed at that time.

**cross docking**

The process of moving inbound material directly from the receiving dock to the shipping dock, essentially filling orders from new receipts.

**customer order**

One or more items ordered by a single customer that are shipped in one or more cartons or pallets in a single shipment. Orders consist of line items referencing single SKUs.

**cycle count**

Counting inventory by checking a particular location or set of locations and comparing the physical counts with the system-maintained inventory levels.

**decrement**

To reduce by a predetermined amount.

**default counter staging location**

A designated area that is used for items that are transferred from the main warehouse to the counter sales area. The location COUNTER is generated by the system. This location is the default value on the RF when a counter sale stock move is performed.

**default labels**

A set of Unibar ELS labels that are configured for the Zebra printer. You can copy these labels at the company-warehouse level to create labels for other printers.

**default receiving zone**

A location used during stock putaway, if the Item master record does not have an assigned zone or no primary location has been defined for the item.

**department**

A department is a functional group of employees that perform similar tasks. Within a warehouse, you might have a receiving department, a picking department, and a shipping department. At least one department must be set up, as is required on the Employee master record.

**directed put away**

Putaway locations are assigned based on internal logic that determines which storage location the goods are to be sent.

**discrepancy**

When the actual results of a cycle count do not coincide with the expected quantity, a discrepancy exists. The discrepancy must be researched and resolved to ensure quality information for warehousing activities.

**dock door**

Door to which a receiving or shipping container is assigned. Used for direction and association of merchandise to shipment.

**drill down**

Changing a query to access or view a greater level of detail.

**dropping orders to the floor**

Releasing orders from **TWL Outbound-Order Management-Order Drop Manager** to be picked, packed, and shipped.

**edit errors**

Errors found during the audit performed by the **WL Audit Inventory Report** when the report is generated in update mode. The corresponding Distribution SX.e balance is not updated for these errors. These errors are due to timing differences between the two systems, and after processing has been completed, the error is corrected. Therefore, there is no requirement for an adjustment to be made.

**emergency orders**

These are orders that must be filled immediately to satisfy customers requests. Referred to also as rush orders, orders that contain rush line items qualify as emergency orders. Emergency orders are prioritized and are displayed on the order selection screen with an E.

**end of day**

A routine that maintains the age of data stored in the TWL files, calculates inventory class by velocity, schedules cycle counts, cleans up system log files, and creates the item history files.

**expected quantity**

The quantity you expect to find on the shelf when you are counting inventory.

**first in first out (FIFO)**

An inventory rotation method that means the first items received are the first items pulled from the shelf to fill orders.

**flow rack**

Shelves designed to hold several cartons of product. Each shelf or lane of the rack is at an angle to accommodate gravity flow to enable picking from the front and loading from the back. Flow racks are used in high pick areas because the shelf facing the picker offers a large quantity of product. The racks can be replenished from the opposite side, thus allowing two tasks to occur simultaneously.

**four-wall warehouse**

Describes the entire area in which inventory is stored.

**hand-held scanner**

The hand-held scanner provides a means of fast and accurate data entry, and enables warehouse employees to collect data from anywhere in the building. The scanner is a hand-held device that emits a light beam over a bar-coded label. The light that is reflected back to the scanner from the white spaces, which exists between the black bars, is a signal that is converted to a computer-acceptable message. See radio frequency.

**hazardous materials**

Items that are potentially dangerous. Specifications for hazardous merchandise can restrict where that merchandise can be stored and how merchandise can be shipped.

**housekeeping**

Term encompassing the routine duties needed to maintain warehouse cleanliness and organization to facilitate primary tasks. In addition to the physical tasks associated with maintaining an orderly warehouse, this term includes the quality attitude of your employees regarding their jobs, work environment, and commitment to customer satisfaction. Housekeeping also includes safeguarding the warehouse and inventory investments.

**inactive data communications**

These communications are successfully communicated files that remain on the system as long as the system administrator determines they should be kept. The inactive records are removed from the system through the **WL Delete Transmissions Report** function.

**initial load**

The first physical count of a TWL warehouse that establishes the items and quantities contained in each bin location.

**initial physical inventory**

When you implement warehouse logistics (WL), information must be established before you begin processing. The warehouse and item records must be released to TWL and various tables must be set up. After the bin locations are established, a physical count is performed to ensure quantity accuracy.

**in pick**

This TWL stage indicates the order is in the process of being picked.

**interface**

The transparent flow of data between TWL and Distribution SX.e. This flow of data is automatic and processes are generated to ensure data integrity.

**LBL file**

Default label files for legacy labels. You can copy these files.

**LDD file**

A dictionary file template used for setting up your data structure for labels.

**legacy labels**

Standard TWL labels that do not require additional software or modifications. You can print these labels on Zebra printers or printers that emulate Zebra printers.

**less than load (LTL)**

Generic reference that describes shipments made by a carrier other than package carriers such as UPS, RPS, or FedEx. This carrier is usually a freight carrier that rates a shipment based on ICC tariff, taking into account commodity code, class, total weight or any shipment method.

**loaded stage**

A temporary or intermediate stage in TWL that is between the picked and shipped stages. This stage enables you to delay shipping, make last-minute changes to an order, or return inventory to stock if the customer cancels the order.

**location**

The storage or bin address of an item. An item can be found in more than one location within a warehouse.

**logistics**

The planning, implementation, and control mechanisms that promote efficient storage of goods, services, and related information from the point of origin to the point of consumption in order to meet customers' requirements.

**master type record**

A record that is associated with a master file communication release between Distribution SX.e and TWL. These records create data in TWL and maintain consistency between Distribution SX.e and TWL. If pertinent data changes, such as a record creation or deletion, then the corresponding TWL record is changed too.

**min/max**

These are lower and upper quantity parameters that are considered when a primary pick location is replenished. Quantities should be based on outbound activity of the item, in order to forecast the demand for the item. The quantities should also be based on how much is available for the picking demand, rather than randomly assigning a location.

**net available to be sold**

The amount of product that is available for sale. This quantity is calculated by subtracting the reserved and committed quantities from the on-hand quantity.

**on hand quantity**

The aggregate quantity of a stocked item before quantities are committed or reserved to fill orders.

**open, assigned**

This TWL stage indicates the order has been dropped to the floor.

**open, unassigned**

This TWL stage indicates the order has been released to TWL, but the order has not been dropped.

**order picking**

The process of removing items from storage to meet a specific demand. Order picking is the basic service a warehouse provides for its customers, and picking is the function around which most warehouse designs are based.

**overflow location**

A location containing excess stock that is used to replenish the primary pick locations.

**packed**

This TWL stage indicates the order has gone through the packing function.

**packing**

Process of putting picked goods into shippable cartons.

**pallet**

Wooden, plastic, or metal platform used for movement and storage of packaged goods.

**pallet footprint**

The number of pallets that fit into a two-dimensional location, usually on a warehouse floor or racking system.

**pallet LIFO**

A method of putting receipts away in which the last item placed on a put-away pallet is the first item to be put away. This put-away option is controlled by parameter 5757, Putaway Sort Order RF Prompt.

**pallet primary location**

A location designated on the Location master record as the primary picking location for an item. If selected during order dropping, pickers are directed to this location rather than the split case primary location. This location type only interfaces with order dropping and picking. This location type is not supported by other TWL functions, such as putaway or replenishment.

**parameters**

Parameters that affect the entire TWL system. You cannot set these parameters per warehouse or company.

**physical inventory**

The total of all inventory in all locations stored in the warehouse or the annual counting of all items in the warehouse.

**picked**

This TWL stage indicates all lines on the order have been picked and the order is ready to be packed.

**pick velocity**

The number of times a location is visited to fill customer orders. This is related to item classifications. Can also be referred to as pick hits.

**pick wave**

The release of a batch of orders assigned to pickers to be simultaneously picked. Batch picking requires a high degree of discipline and control picker activity. This methodology has the potential of improving the efficiency of retrieving items from storage to fill orders. Scheduled wave picking that is synchronized with order sorting and truck loading maximizes labor, equipment, and dock usage.

**prebuilt kit**

A kit that is assembled and stocked in your warehouse as a single item.

**pre-live**

A phrase used to describe the period of time prior to your TWL conversion.

**primary pick locations**

A forward location uniquely configured to store items that are frequently picked. Primary pick locations are replenished according to minimum and maximum quantities and replenishment units, such as item, case, pallet, specified on the Item master record. Primary pick locations can also be referred to as quick-pick areas.

**process type**

The communication type that identifies the master file (BIN, CYC, MST) or transaction file (PRE, RCV, PCK, PAK, SHP, STK) information being communicated between Distribution SX.e and TWL.

**productivity**

The amount of output per hour of work.

**productivity gains**

The conservation of labor, time, and equipment that is a result of the elimination of work content.

**putaway**

The process by which items are moved from either the receiving dock or a staging area to a bin location within the warehouse.

**putaway group**

A user-defined name that you can use to combine groups of similar items that are in the warehouse based on the way you set up the putaway group. Examples of similar items include drills, saw blades, and other categories. The putaway group enables TWL to find an empty putaway location after primary locations or locations with existing inventory were ruled out.

**putaway sequence**

Determines the order that a zone is selected for putting receipts away when **Disable** or **Zone Sequence** is chosen for parameter 5757, Putaway Sort Order RF Prompt.

**quick pick area**

An area of the warehouse that is usually compressed into highly utilized space to improve the efficiency of retrieving items from locations to fill customer orders. This area can also be referred to as a forward-pick area.

**radio frequency (RF)**

Technology that transmits data collected by scanning devices over radio frequencies. The obvious advantage for this technology is the real-time updates of data wherever data is collected without the use of wires. RF contributes to improving the quality of information for inventory and stock location accuracy, labor management, and responsiveness.

**real time updates**

The instantaneous update to the system for any activity that occurs in a warehouse that is captured by a radio frequency unit. The TWL Web system is updated as soon as a change is made from an RF unit. Distribution SX.e is updated after the appropriate batch process has been generated.

**receipt transaction (RT)**

A receipt record created in TWL. The RT contains the information related to a single purchase order. An RT number is the combination of the purchase order number and a two-digit suffix number from Distribution SX.e.

**receiving**

The collection of activities involved in the receipt of merchandise coming into the warehouse. Receiving includes scheduling the delivery vehicle and assigning a dock, unloading the merchandise, identifying the item, checking the quantity and quality are as ordered and on schedule. Receiving includes putting the merchandise away, and updating the system with the information.

**release (download)**

A data communication that originates in Distribution SX.e and passes through to TWL.

**repack**

Packing an item in another carton for shipment.

**replenishment**

Moving inventory from a bulk storage location to a picking location.

**replenishment quantity**

A dynamic quantity that the system calculates to replenish primary pick locations. The location is replenished by item, case, or pallet, based on the **Primary Pick Setup** screen.

**reserved quantity**

When an order is initially entered in Distribution SX.e the inventory needed to fill the order is reserved. The inventory is reserved so that the inventory cannot be sold to another customer or used for any other purpose.

**serpentine pick**

The path a picker takes through defined pick locations enables the picker to retrieve items in one trip through the zone, aisle, or location assigned to the picker.

**shelf**

Storage equipment that is intended for holding small items in small quantities.

**shift**

A shift is a block of time, usually in 8-hour increments, that an employee is scheduled to work.

**shipped**

This TWL stage indicates ship verification has occurred on the order and the order is on its way to its destination.

**shipping container**

A pallet or carton that can be used for transporting merchandise.

**Shipping Container Marking (SCM) Label**

A label that usually contains readable text and scannable bar code that uniquely identifies the origin and destination, contents of the container, and other vital shipping information.

**shipping request**

A document that is used as an audit trail for a shipment that does not affect inventory quantities or value and is not associated with an order.

**ship via**

A code set up in **SA Table Code Value Setup** to represent a method of shipping orders, transfers, and shipping requests.

**slotting**

Slotting is a method of organizing your warehouse. For each item in the warehouse, you should consider the appropriate storage mode, the appropriate allocation of space in the mode, and the exact location within the mode. Slotting is based on the measurement of the number of times an item is requested. This indicator is critical because the indicator is a measure of the number of potential times an operator visits the location for a particular item. Most of the work in a warehouse is traveling to, from, and between warehouse locations. Therefore, knowledge of the potential location visits for individual and families of items is critical to success in managing the overall work content in the warehouse.

**spike**

An unusually high demand of an item, which would trigger an unplanned replenishment because the demand would exceed the quantity needed to pick and could cause a stock out.

**stack height**

The number of fully loaded pallets that can be stacked on top of each other within a three-dimensional location, usually on a warehouse floor or racking system.

**stacking height**

The **Stacking Height** field value on the Item master and Location master records controls the maximum number of pallets or layers that can be safely stacked. Stacking height is important for items that are heavy or are packaged such that unlimited stacking would compromise the quality of the item. Items and locations must have valid dimensional data so TWL can compute the maximum quantity based on what can be safely stacked.

**stage-in location**

An intermediate location used for staging prebuilt kit components that were gathered from the warehouse. Prebuilt kit components are moved to this temporary location until they are received into the work center.

**stage out area**

A designated location in which assembled kits are stored until they are transferred into inventory.



**stage-out location**

An intermediate location used for staging finished prebuilt kits that were assembled in the work center. Completed prebuilt kits are placed in this temporary location before they are moved into the warehouse for storage.

**staging location**

A location in your warehouse that can contain several different items and store them for pending shipment, to fill backorders, or any temporary storage reason.

**stock keeping unit (SKU)**

A unique numbering system that makes a product or item distinguishable from all others.

**storage capacity**

The maximum number of units that can be stored in a location safely based on the height, length, width, and weight limit of the location.

**synchronize (upload)**

A data communication that originates in TWL and passes through to Distribution SX.e.

**system parameters**

Options that must be chosen to ensure the system is performing according to your operational standards. These options are similar to the administrator options in Distribution SX.e.

**top off**

A function used to assign replenishment for locations that are below the maximum quantity assigned on the **Primary Pick Setup** screen. The quantity is not low enough for the system to generate a replenishment because the quantity is above minimum.

**truck pallet**

A pallet that is used for picking and ship verification. When the truck pallet is ship verified, the packing step is skipped and the truck pallet is shipped directly from the dock. The pallet ID is printed on the packing slip according to the Packing List options on the **TWL Outbound-Shipping-Carrier Master-Additional** record for orders, transfers, and external VA work orders.

**unavailable inventory**

Inventory that cannot be sold to customers because the inventory is defective or obsolete.

**unavailable reason codes**

Codes assigned to items to identify the reason they are not available for sale. TWL requires specific Reason Unavailable codes, such as damaged, being inspected, or other reasons the item cannot be included in the on hand quantity.

**unit of measure**

Packaging quantity of an item (SKU) indicated for storage or shipping purposes. Units of measure are hierarchical in nature, such as individual units in a box, boxes in a case, and cases in a pallet. The default selling unit of measure (UOM) for individual units is Each.

**unplanned replenishment**

A user-generated replenishment in which the item and location is the source of the replenishment quantity.

**urgent replenishment**

The replenishment priority is only set during the creation of the replenishment and not on the RF gun during processing. This priority value (urgent) is only assigned as true when the bin location being replenished is a primary and the value is at or below zero on-hand, considering all pending picks and work order allocations for that product in that bin location.

**velocity**

A measure of how rapidly an item moves through a warehouse. Items that move rapidly have high velocities. Items that move less rapidly have lower velocities. Generally, high-velocity items should be stored in locations that are the most accessible, leading to a concentration of fast moving items. This results in more efficient picking operations.

**visibility**

When merchandise is received and the data is synchronized to Distribution SX.e, the data is visible on the system. The data is considered inventory available for sale, as long as there are not any holds on the inventory.

**warehouse management system (WMS)**

A management information system that controls warehouse activity, furnishing instructions to warehouse resources to manage operations. WMS systems typically interface with a host system (Distribution SX.e), process control system (TWL), and RF devices that collect and disseminate information.

**wave type**

Three different types of cycle count waves can exist in TWL. The wave types can be generated by the system, through the end-of-day processing, or created manually.

**work in process**

This status type is reserved for transactions that are in the process of communication or were interrupted during the communication process.

**work-in-process inventory**

In TWL, when a component or kit is moved into the Kit Build Department, the inventory is flagged as work-in-process and goes into unavailable stock. In Distribution SX.e, the stock is reserved or committed to a work order.

**work order**

Document used to build, or replenish, prebuilt kits. Work orders can be manually created in **KP Work Order Center Entry** or **Sales Order Entry**, but are usually created as part of the **KP Entry Recommended Work Orders Report** process.

**yard control**

Scheduling inbound and outbound delivery vehicles to maintain an orderly flow of traffic in and out of docks.

**zero-picked orders**

Orders that could not be filled because every line on the order contains a picked quantity of zero.

**zone**

A zone contains several locations and is a segment of your warehouse that is usually designed to fulfill a specific utility or purpose. For example, within your warehouse, you can have a secured zone, a cold storage zone, a quick pick zone, bulk storage zone, related items zone, or any other specialized partition.

**zone picking**

Assigning areas, or zones, to allow a picker to specialize in handling equipment, locations, and items.