Infor Distribution SX.e Total Warehouse Logistics User Guide for Receiving and Putting Away (Cloud and On-premises)

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About this guide

This guide is designed to help you use the Total Warehouse Logistics module for receiving and putting away 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.

Total Warehouse Logistics

Total Warehouse Logistics (TWL) is Infor's warehouse management solution for the Distribution SX.e application. You can use the TWL module to direct the workflow of goods from the original source to the final destination. This workflow includes order processing, picking, packing, shipping, and delivery. TWL also provides access to inventory control through 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 RF Shortcut Keys on page 73 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 82.

Chapter 2: Receiving inventory

Each receiving system is configured for a specific warehouse.

If you are a first-time TWL user, we recommend that you study all of the concept topics and step-by-step instructions. If you are a more experienced user, use the concept topics and step-by-step instructions for receiving inventory into the TWL warehouse, or troubleshooting. The receiving instructions are presented in the order in which they typically occur. Most are performed from the RF unit.

Purchase orders, warehouse transfers, and customer returns are created in the system, according to your business needs. The transactions are released from the system to TWL when orders and returns are printed.

The accuracy and consistency of information in the system is controlled based on settings and parameters that your TWL administrator selected during implementation. Those settings enforce receiving policies on the warehouse floor, define the system, and consistently apply the policies from one operator to the next.

When a purchase order is printed, that order is visible on the RF unit, and you can begin receiving inventory. Most warehouse personnel use a normal receiving workflow, but you can use an ASN workflow, or require other variations to the normal workflow. You may be required to make modifications or handle exceptions.

When you are ready, update the system with the receipt information.

TWL receiving stages

These are the stages of a purchase order processed in a TWL warehouse. The stages are the same as in a paper-based system warehouse.

- Stage 0 (Entered)
- Stage 1 (Ordered)
- Stage 2 (Printed)
- Stage 3 (Acknowledged)
- Stage 4 (Pre-received)
- Stage 5 (Received)
- Stage 6 (Costing)
- Stage 7 (Closed)
- Stage 9 (Canceled)

When you print a purchase order in the system, the order is transmitted to TWL. In TWL, the purchase order is open. After receiving is initiated, the purchase order is active. After receiving is completed, the purchase order is received. These stages can be viewed on the **Receipt Master** screen on the RF unit.

Normal receiving workflow

Purchase orders (POs) and warehouse transfers (WTs) are created through your established replenishment process. POs and WTs are also created through **Sales Order Entry**, when an order is tied to a specific purchase order or warehouse transfer.

This list shows the sequence of normal receiving workflow. The list begins with a purchase order, warehouse transfer, or sales order, and ends with the system being updated.

1 PO-WT-OE ordered
2 PO-WT-OE printed
3 RF - scan dock
4 RF - select order to receive
5 RF - scan item
6 RF - specify quantity and status
7 RF - scan pallet ID
8 RF - Receiving complete? Yes
9 RF - Close RT
10 TWL sends data to WL batch receiving
11 System is updated

When a purchase order or warehouse transfer is printed to a TWL warehouse, a pre-receiving transaction is sent to TWL. You can handle the receiving process with the RF unit. Receive inventory into the warehouse, based on pre-receiving transactions in the system and what has been delivered to your dock. When you finished recording a receipt transaction (RT) and close the RT, the receive transaction is sent to the system.

The communication files remain in **WL Transaction Inquiry** until the active files are processed by **WL Entry Batch Receiving Report**. **WL Entry Batch Receiving Report** launches **Purchase Entry Receipt of Inventory** or **Transfer Entry Receipt of Inventory** to update the system with the inventory.

The purchase order remains in Stage 2 (Printed) until active receive-communications are processed in the **WL Entry Batch Receiving Report**. When the report is run, the functions are updated. The purchase order stage is updated to Stage 5 (Received).

The options and receiving journal are opened and closed by the **WL Entry Batch Receiving Report**. The **Sales Entry Processing Back Order Fill Report** is also launched from **WL Entry Batch Receiving Report** to fill existing orders.

You can perform receiving tasks throughout the day, as required. The timing of the inventory update depends on when you make the merchandise visible to the system. The timing corresponds with the item becoming available for order fulfillment.

If the warehouse transfer is a Direct Order (DO), a pre-receipt record is not created in the receiving warehouse. It is not created because the shipping warehouse has already shipped the merchandise to the customer.

Downloading a receiving document to TWL

Limitations exist on what changes can be made to released purchase orders or warehouse transfers

See Purchase order modifications on page 34.

1. Print purchase orders and warehouse transfers from the related entry function.

   You can print purchase orders from these entry functions:

   - **Purchase Entry Processing Print POs Report**
   - **Purchase Order Entry**
   - **Purchase Entry RRAR Merge Process Report**

   You can print warehouse transfers from these entry functions:

   - **Transfer Entry Print Warehouse Transfer Report**
   - **Transfer Entry**
   - **Transfer Entry RRAR Merge Process Report**

2. Optionally, check **WL Transaction Inquiry** to verify that the transaction was sent to TWL. After the **WL Transaction Inquiry** send transaction is inactive, use the RF to receive the inventory.

Receiving inventory

1. From the RF **Main Menu**, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. From the **Stock Receipt Main Menu**, select **Receiving**.
4. Select **Purchase Order**.
5. Specify or scan the purchase order number.

   To view a list of purchase orders, press **Enter** and select one from the list.

6. In the **Purchase Order - Receiving** window, specify or scan the product you are receiving, or use the **Arrow** key to scroll through the list.

   If a scanned item is on several line items, a sorted list is displayed. Select the line to receive. If an item was previously received, an asterisk is displayed beside the line.

7. Drill down on a line item.
8. Count the items received.
9. In the **Purchase Order - Receiving** window, specify the quantity received.
10. In **Direct Receipt**, specify one of these options:

Option	Description
Yes	Indicates that you are performing a direct receipt, or dock to stock
No	Indicates that you are not performing a direct receipt

11 In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.

12 In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.

13 In **Labels?**, specify **Yes** or **No** to indicate whether to print product labels.

14 In **Skid Full**, specify **Yes** or **No** to indicate whether the pallet is full. If you are performing direct receiving, the field is automatically filled.

15 If you are printing labels, specify the number of labels to print in **How Many Labels?**, and specify a printer.

16 Press **Enter**.

17 To add a note to the receipt, press **Alt+A,** and then perform these steps:

a Specify the note in the **Note Entry** window.

b Press **Tab** to indicate if the note is required or printed.

c Select **OK**.

d Press **Enter**.

18 Perform one of these actions:

Action	Proceed to
If your warehouse performs direct receiving	Finish direct receipt on page 16
To continue to receive an item or add a line item, non-stock, supersede, or substitute to the purchase order	Continue receiving on page 16
If you are finished receiving	Finish receiving inventory on page 17

19 When you are finished, return to the RF **Main Menu** using the back button in the RF browser.

Finish direct receipt

1 When the **PutAway - Confirmation** screen is displayed, specify or scan the storage location in which you put the product.

The suggested location is displayed in the top portion of the **PutAway - Confirmation** screen.

2 In **Qty**, specify the quantity that you put away.

3 When you finish, proceed to Finish receiving inventory on page 17.

Continue receiving

1 To continue receiving line items, repeat steps as required to receive a line item.

2 If you are finished receiving, proceed to Finish receiving inventory on page 17.

Receiving overages

1 If all lines for a specific product are received in full and your warehouse allows receipt overages or line-item additions, this question is displayed when you scan the extra item: `Do you want to add this product as a new line instead of receiving against the existing line? Duplicate Item: <item#>`.

2 Specify one of these values:

Option	Description
Yes	Adds a new line to the purchase order
No	Increases the quantity received on an existing line, receive an overage, and complete steps as presented on the RF unit

3 In the **Add/Replacement** screen, select **Add**.

You can also use this procedure to receive supersede, substitute, or non-stock items.

4 When prompted to add an item to this receipt, select **Yes**.

The **Line Item Receiving** screen is displayed.

5 If you are receiving more than the quantity ordered, the **Line Item Selection** screen is displayed. Select the line to over-receive and press **Enter**.

6 Specify the quantity.

7 Specify the quantity again to verify the quantity being received.

8 Repeat steps as necessary to finish over-receiving the line.

9 If you are finished receiving, proceed to Finish receiving inventory on page 17.

Finish receiving inventory

1 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

2 In **Close RT?**, select **Yes**.

When you run the **WL Entry Batch Receiving Report**, the receiving information is updated in the system.

Scanning a truck

When scanning a truck, the Truck ID is associated with the receipt transaction for line item receiving.

1 From the RF main menu, select **Receiving**.

2 Specify or scan the Dock ID and press **Enter**.
3 In **Stock Receipt Main Menu**, select **Scan Truck**.
4 Scan or specify the Truck ID or trailer, and press **Enter**.

   When the **Stock Receipt Main Menu** is displayed, you can verify the trailer or Truck ID.
5 When you are finished, return to the RF **Main Menu** using the back button in the RF browser.

Processing customer returns in TWL

You can enter returns on a SO order, but we recommend that you use the RM order type for TWL warehouses. These high-level instructions provide information for processing a return in TWL.

1 In the system, create an RM or SO order in **Sales Order Entry**.

   If you are returning merchandise to the vendor, then you can create or tie a Purchase Order RM to the Sales Order RM. The customer order must be specified. The customer order is usually entered by a customer service representative, but it can be entered by warehouse personnel, depending on your operation.

   For instructions, access the online Help.
2 Print the customer order to release the order to TWL.
3 Use the RF to receive the merchandise into the warehouse and close the RT.

   The status of returned inventory determines how it is routed from the receiving dock.

   If your TWL administrator has selected **`D-Default from Host`** for parameter 6255, Return RT Processing, the stock status code is the return type when a return is received. The stock status code is specified by the customer service representative. Parameter 1071, Return RT Processing, is used to determine if you can override the default. If the field is blank, the inventory is returned to stock and can be allocated to orders.
4 In the system, generate a **WL Entry Batch Shipping Report** to synchronize customer returns.

   Although a customer RM is considered to be a receipt in TWL, the **WL Entry Batch Shipping Report** is used to upgrade the order to Stage 3 (Shipped).
5 In **SA Administration-Administrator Options-Logistics-WL Options**, ensure that your TWL administrator selected **`All`** in **Type of Returns to Place on Hold**. Selecting **`All`** enables all Return Merchandise (RM) orders and sales orders with return lines to be placed on hold.
6 Access the order in **Sales Shipping Feedback Entry**, and specify **`Yes`** in the **Approve** field.
7 In the system, run the **Sales Entry Invoice Processing Report** to invoice the order, and to adjust the customer's account and increase the inventory quantity.

ASN workflow

You can use the Advance Ship Notice (ASN) workflow instead of the normal receiving workflow. You receive EDI 856 Advance Ship Notices from your vendors in flat files or AdvanceShipNotice BODs. To

process the data in flat files, you must run the **EDI Entry Processing Ship Notice Report**. Data in inbound AdvanceShipNotice BODs is processed without user intervention.

See the *Infor Distribution SX.e Setup and Administration Guide for EDI*.

When ASN data is processed, batch purchase orders are created. Each batch purchase order header and line item is associated with an ASN number. An ASN number can be associated with one or more purchase orders or purchase order lines. Conversely, purchase orders or purchase order lines can be associated with one or more ASN numbers. These ASN/PO/PO line combinations are possible:

- One ASN number that is associated with one or more multiple purchase orders
- One ASN number that is associated with separate line items from one or more purchase orders
- Multiple ASN numbers that is associated with one purchase order
- Multiple ASN numbers that is associated with separate line items from one or more purchase orders

Enabling the ASN workflow for a vendor

The receiving method for ASNs depends on the TWL or ASN settings in **Vendor Setup-Ordering**.

1. In Distribution SX.e, select **Vendor > Setup > Vendor**.
2. Use the **Search** pane to search for the vendor's number.
3. Select **Ordering**.
4. In the **TWL/ASN** section, select the appropriate options:

   Create TWL ASN
   Select this option to send ASNs to TWL immediately after they are received from the vendor.
   To hold the ASN for review and approval, do not select this option. You can use the **Load ASN** function to send ASNs to TWL when appropriate. If you use the **Load ASN** function, you can make changes to line items in **Purchase Order Entry** before you send the ASN to TWL.
   To avoid sending ASNs to TWL too early, we recommend that you do not select this option. After a receipt transaction/ASN is sent to TWL, you cannot use the **Load ASN** option on the RF.

   WL Auto Receive ASN
   Select this option to automatically receive the full expected quantity of ASNs during RF **Receiving**. Select this option for trusted vendors only. When you use the **Shipment ASN** function on the RF **Receipt Inquiry/Update** menu, you are asked whether to auto receive the ASN.

   Block POs
   Select this option to prevent individual purchase orders that are associated with an ASN from being sent to TWL in an individual PO receipt transaction (RT). Instead, all POs for the vendor are contained in the ASN.
   Blocked POs include backorders with duplicate PO numbers. You can maintain the blocked POs in **Purchase Order Entry**.
   If this option is not selected, purchase orders are sent to TWL when the PO is printed through the **Purchase Entry Processing Print POs Report**. Both the purchase order backorder and ASN are visible on the **All Non-closed POs** browse of the RF unit.

5. Click **Save**.

Automatically receive ASNs in TWL

If the option, **`WL Auto Receive ASN`**, is selected in **Vendor Setup-Ordering**, you can automatically receive all the expected quantity on the vendor's ASN during RF **Receiving**. This automation is useful for vendors that mainly ship product quantities that match quantities expected on the ASN. The expected quantity on the purchase order lines is used as the received quantity.

If the option, **`WL Auto Receive ASN`**, is selected in **Vendor Setup-Ordering**, you are prompted to automatically receive the full expected quantity of an ASN. In the RF **Stock Receipt - Shipment ASN** screen, if the RT selected for receiving is an ASN, the prompt message, `Auto Rcv ASN?`, is displayed on the RF unit.

Auto receipt of ASNs is also controlled at the system level with the system parameter 6264, Auto Receive ASN. If this parameter is set to **`Yes`**, auto receipt of ASNs is permitted for vendors that are set up to auto-receive in **Vendor Setup-Ordering**.

See System parameters that are overridden by auto receiving on page 21.

Auto receiving is interrupted for serial or lot entry, based on your system settings. If you do not skip serial or lot entry, you are prompted to specify the serial or lot number for each PO line. When you specify a lot number, you can only assign a single lot number per RT transaction line, PO line. If you skip serial or lot entry, you can manually complete the lines. After the rest of the ASN is received, select the ASN and processing the serial or lot lines. You can also split any lots between PO lines, if required.

When the receipt is updated, you are prompted to close the ASN RT transaction. The message, `Close RT`, is displayed on the RF. Your TWL administrator can customize the wording of this prompt in **TWL Administration-User Specific Configuration**.

See User-specific configurations on page 24.

Limitations of auto receiving

Auto-receipt of ASNs in TWL has these limitations:

- Cross docking or dock-to-stock receiving is not supported in TWL for vendors that are set up for auto receiving.
- Pallet IDs are auto-generated when the ASN is released to TWL and are the same for all receipts. You cannot specify a pallet ID. The pallet ID is the RT ID from the ASN RT transaction. If an item also has an existing pallet in the system, a temporary pallet ID is assigned. The temporary pallet ID consists of the RT ID number with a sequential number added to the beginning. During put away, you can assign these temporary pallets to an actual pallet ID.
- Labels cannot be printed during receiving. You must transfer from the auto-generated pallet to an actual pallet and then print the labels during put away of the ASN products.
- Zones are not assigned, but are loaded with a blank value. You must assign a specific zone during put away.

System parameters that are overridden by auto receiving

TWL system parameters are set by your TWL administrator. The default settings for certain system parameters are overridden when auto receiving is performed. This table shows details of receiving-related parameters:

ID	Type	Term	Description
1023	System	Default Printing	Default value for printing labels; set to **No**
1043	Inventory Control	Non-Stock Items	Allow Non Stocks to be Received into TWL; set to **Yes**
1044	Receiving	Allow Overages	How to handle overages on the receiving dock; set to **3-Allow Any Overage**
1045	Receiving	Item Receiving Zone	Ask for the item default zone if it is missing in the item record; set to **No**
6251	Receiving	Receipt Notification Miss Cube	During receiving, do you want TWL to notify user when an item has an error or errors in the item's cube or weight assignment; set to **No**
6254	Receiving	Receiving Notes	When receiving notes or comments exist for a receipt, do you prefer the user view them during receiving; set to **No**
6256	Receiving	Receive to Pallets Using Zone	During receiving, only allow items that are to be put away in the same zone on the same pallet; set to **No**
6258	Receiving	Dock to Stock Receiving	If enabled, then during receipt of a purchase order, what is the default value to skip receipt to a pallet and directly receive the goods to a warehouse location; set to **3-Not Allow**
6261	Receiving	Receiving Labels	Enter the number of receiving labels you would like to use as the default quantity to print; set to **0**

See the *Infor Distribution SX.e Setup and Administration Guide for Total Warehouse Logistics*.

Manually receive ASNs in TWL

If you manually receive an ASN, all purchase orders are held until the related ASN is closed. If you attempt to close the receipt transaction (RT), then this message is displayed: `All POs in ASN have not had receipts. Some POs are not closed in the system if this RT is closed.`

After an ASN is closed in TWLTWL, a Receive transaction is sent from TWL to **WL Transaction Inquiry** for each PO that was processed for the ASN. The POs are received, based on the quantity that was received in TWL. When you run the **WL Entry Batch Receiving Report** to update the POs, POs that are short of any quantity are backordered. If the vendor was set up as an ASN vendor, then the vendor sends another ASN with a new shipment ID for the back-ordered POs.

Load ASN function

If the **`Create TWL ASN`** option in **Vendor Setup-Ordering** is not selected, you can use the **Load ASN** function from the RF. Use this function to request a specific ASN by scanning the shipment and package IDs or specifying them in the **ASN Inquiry** screen.

An exact match is required. Scanning is preferred, but you can specify the EDI shipment ID and the EDI package ID in the **Shipment ID** field. If you do not know the ASN number, you can perform a search against the shipment ID or vendor number. A search is performed to check the **Purchase Batch Receiving Entry** records in the system.

To pull the ASN into TWL from the system, a pre-receive release transaction is created through the **WL Transaction Inquiry**. These transactions are created in TWL:

- Master RT transaction with the shipment ID loaded
- AR (ASN Load Request) transaction

The pre-receive release transactions track the ASN including the shipment ID, operator, and time and date. You can view the AR transactions in inquiry functions like any other receipt transaction.

After the ASN is in TWL, you can use the **Shipment ASN** function in **Receiving - Receipt Inq/Update** to receive the ASN. The **Shipment ASN** function finds RT transactions with a shipment ID loaded. They are found even if they were created from within TWLTWL as an unplanned receipt from a packing list.

If the vendor is set up to allow auto-receiving, then the RF operator is prompted to auto-receive the full amount of the ASN.

Loading the ASN

1. From the RF **Main Menu**, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. From the **Stock Receipt Main Menu**, select **Load ASN**.
4. Specify the ASN in the **ASN to Load** field.

   This message is displayed: `Retrieving ASN`.

5 Press **Detail** to view the full shipment ID in the **ASN Inquiry** view. The status of the receipt transaction is shown on the **Detail** view.

6 When you are finished with your inquiry, return to the RF **Main Menu** using the back button in the RF browser.

You can check **WL Transaction Inquiry** to verify that the transaction was sent. An ASN Load Request (AR) transaction is also created in TWLTWL. When the pre-receive send transaction in **WL Transaction Inquiry** is inactive, you can use the RF to receive the ASN RT.

Receiving product on an ASN

After you load an ASN into TWL, you can receive the ASN. The RT transaction containing the ASN must be in Open status.

1 From the RF menu, select **Receiving**.

2 Specify or scan the Dock ID and press **Enter**.

3 From the **Stock Receipt Main Menu**, select **Receipt Inq/Update**.

4 Select **`Shipment ASN`**.

5 Select the ASN to receive from the list and press **Enter**. At this point, your steps may vary; select one of these options:

If	Then
Vendor is set up for auto receiving, message `Auto Rcv ASN?` is displayed. This message is displayed if these factors exist: • System parameter 6264 is set up to allow auto receiving • Vendor must be set up for auto receiving • **`WL Auto Receive ASN`** option in **Vendor Setup-Ordering** must be selected	Select **`Yes`** to automatically receive the full expected quantities of the ASN. Proceed to specifying lot or serial products.
You are not auto receiving the ASN.	Select the product you are receiving and specify the quantity received. Press **Enter**. Only purchase order lines with an expected quantity are shown in TWL.

6 If there are lot or serial products on the ASN, this message is displayed: `<Lot or Serial> lines exist on the ASN.` Use one lot entry per line during Auto Rcv, or skip lot lines and leave ASN open for lot receipt later. Specify an option in response to this question, `Skip <Lot or Serial> lines?`:

Option	Description
`Yes`	To skip lot or serial lines.

Option	Description
No	To specify the lot or serial number. For lot items, assign only one lot per detail line. Lot numbers cannot be split between multiple lines.

7 Optionally, add a note to the receipt, press **Ctrl+N**, and then perform these steps:
   a Specify the note in the **Note Entry** screen.
   b Press **Tab** to indicate if the note is required or printed.
   c Select **OK**.

8 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

9 In **Close RT?**, select one of these options:

Option	Description
Yes	To close the ASN RT. The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.
No	To keep the RT open. If you are receiving ASN products with serial or lot numbers, then you can assign the serial/lot numbers on the **Receiving - Line Detail** screen.

See Modifying a serial receipt on page 44 and Receiving a lot item on page 44.

If you manually assign lot numbers, you can assign multiple lots to a single line by creating multiple receipts against the line.

If you selected the option to automatically receive ASNs, then you can transfer the goods from the temporary pallet to an actual pallet. The temporary pallet was created for the RT ID from the ASN RT record. Then, you can print labels during the put away process. If you are required to assign a zone, you must assign the zone during put away.

See Transferring receipts to another pallet on page 46.

User-specific configurations

In the TWL module, questions are presented on-screen, primarily to the RF operator, to assist in completing tasks. These questions, similar to tooltips, provide advice, cautions, status, and reminders. Some of these questions and their configuration can be modified by your TWL administrator.

These configurations can be set at the operator, company, or warehouse level. This table shows receiving-related user specific configuration IDs and the default values:

ID	Default value
00022	Close RT?
00223	Auto Rcv ASN?
00224	LOT lines exist on the ASN. Use one lot entry per line during Auto Rcv or skip lot lines and leave ASN Open for lot receipt later. Skip LOT Lines?

ID	Default value
00225	SERIAL lines exist on the ASN. Skip the serial lines leaving the ASN open for later assignment, or enter serials per line during the Auto Rcv process. Skip SERIAL Lines?

See the *Infor Distribution SX.e Setup and Administration Guide for Total Warehouse Logistics*.

Packing list receiving

A variation to normal receiving workflow occurs if a vendor or supplier ships several purchase orders in one shipment. You can manually select the purchase orders (POs) and assign them to one receipt transaction (RT). This method of receiving is similar to receiving by ASN. In either method, you can combine purchase orders into one receipt, and both methods require you to receive each item individually.

Parameter 6260, Packing List Receipts, provides these options for RF prompts during packing list receiving:

- **`Disable - Allocate the Receipt to the First PO in the Browse`**
- **`Enable - Prompt for PO (Sorted by PO Number)`**
- **`Enable - Prompt for PO (Sorted with Open POs First)`**

If an item exists on several POs in a consolidated packing list, when parameter 6260 is enabled, optionally specify which purchase order to receive against.

You can assign the purchase order to the RT number and print the packing list. Afterwards, you can scan the RT number and use the report as a receiving document.

A line item on a PO can be changed or added in the system. If that PO is assigned to a packing list, then the packing list is automatically changed and released to TWL. It is not necessary to reprint the entire purchase order when it is part of a packing list.

The packing list function does not create backorders for the original RT. To associate backorders with a subsequent packing list, manually create another packing list and include the backorder on it. The backorders were created when the original RT was closed and processed in the **WL Entry Batch Receiving Report**.

Creating a packing list

You can bundle multiple purchase orders into a packing list, which creates a new RT and new RT number. For example, if your vendor includes several purchase orders in a shipment, you can use one RT for the receipt.

It may be necessary to make changes to the purchase orders that are assigned to a packing list. You can change or add the line in the system. The appropriate packing list is automatically changed and released to TWL. You cannot reprint the entire purchase order when it is part of a packing list.

1. In the system, select **TWL Inbound > Receipt**.
2. Select **`Packing List Entry`**.

   An RT number for this packing list is automatically created and assigned.
3. Specify this information:

   Trailer
   Specify the Truck ID.

   Carrier
   Specify the carrier name.

   Cargo Control
   Specify the cargo control requirements.

   Number of Cartons
   Optionally, specify the number of cartons expected in the shipment.

   Planned Receipt
   If the PO is a planned receipt, select this option.

   Customs Required
   If the products in the PO are subject to customs regulations or tariffs, select this option.
4. In the **PO** field, specify the first PO to include in the packing list.
5. Click **Add**.
6. If required, repeat the previous steps to include additional POs in the packing list.

   After PO numbers are displayed on the **Packing List Entry** grid, you can delete the selected purchase orders. You can view PO details of purchase orders.
7. Click **Save**.
8. Select **`Packing List`** from the **Purchase Orders** tab. You can print a packing list using TWL's **Packing List Summary Report**.

   The RT barcode on the report can be scanned and the packing list can be received.
9. Click **Close**.

Line item receiving

If you are receiving by line item, then you can receive against multiple purchase orders from a single shipment. You must specify the line item, the quantity received, and a Truck ID. The Truck ID links the multiple purchase orders together.

For example, you receive a large shipment from your vendor, which consists of three line items for ABC, LMN, and XYZ. These items were requested on multiple purchase orders. When you begin the receiving process, one or more active RT lines are in the system. You can view the open RT lines that contain the received items. You can then select the line and specify the receiving information.

After a truck has been unloaded, you can run the **WL Receiving Exception/RT Close Report**. Use this report to review the receipts and automatically close the RTs and POs that are represented by items on the truck. The **WL Receiving Exception/RT Close Report** creates all the receive transactions in **WL Transaction Inquiry** for **WL Entry Batch Receiving Report**. The **WL Entry Batch Receiving Report** picks up and updates the Distribution SX.e inventory balances and purchase order files.

Note: If modifications are required, then make them before you run **WL Receiving Exception/RT Close Report** to close the RT. An intermediate RZ transaction is created by TWL to record the pending receipt. After the RT is closed, you cannot modify a truck ID receipt.

An intermediate RZ transaction type is used right after a line is received in TWL RF and before the Receipt is closed in TWL RF. When the receipt is closed in TWL RF, then the transaction is changed to an RE type and is brought up to Distribution SX.e. The reason an intermediate RZ transaction type is used is to prevent the receipt from going to Distribution SX.e before the receipt is closed. This designation allows the receipt to be modified after receiving, but before the receipt is closed.

See Receipt modifications on page 34.

Units of measure

The buying unit of measure (UOM) is individual units. The UOM is displayed during receiving and put away. The inventory is managed by TWL in individual units of measure. You are not required to create a stock adjustment or move the inventory to a different location.

If you do not use multiple units of measure, the setting for parameter 6259, Quantity Field For Line Item Receiving, is used. Whether the cursor defaults to the **Case Qty** field or to the single-item **Qty** field during line-item receiving is determined by this parameter. If the single-item **Qty** field is selected for parameter 6259, select 1 for parameter 6252, Default Case Receiving Quantity.

The UOM is displayed on the receiving screens, and you can specify the unit of measure sent by the vendor. The quantity to be received is calculated, based on valid units of measure set up by the TWL administrator in these functions:

- **SA Table Code Value Setup**
- **Product Extended Unit Conversion Setup**

Receiving by item number

This procedure consolidates similar items from multiple purchase orders. You can also run **WL Receiving Exception/RT Close Report** to close the RTs that are associated with the Truck ID.

1. From the RF **Main Menu**, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. In the **Receipt Inquiry** screen, select **Item Number**.
4. In the **By** field, select **`Item`**.
5. In the **Receiving - Item Number** screen, specify or scan the **`Truck ID`**.

   Each Truck ID must be unique, such as combining the carrier and date. Receipt lines can be grouped by Truck ID during the initial entry of this screen. The ID is also used for reporting and RT closure.

6 In **By**, specify **`Item`**.

7 In **Item #**, specify or scan the Item number. Optionally, specify an interchange number.

8 In **Quantity**, specify the total quantity of the item that is being received. A list of open RTs is displayed for the item entered.

If only one RT line includes the item, then the **Line Item Receiving** screen is displayed. If there is more than one possible line, a list of all open lines with the item is displayed. Parameter 6257, Item Receiving Sort, determines whether receipts are sorted by the purchase order number or by the quantity left to be received on the PO.

9 Scroll through the list and press **Enter** on the purchase order to receive.

To ensure that your records match the vendor's invoice, you can select the PO, based on the vendor's packing list.

10 Count the items that were received.

11 In the **Line Item Receiving** screen, specify the quantity received in the **Qty** field.

12 In **Direct Receipt**, if you are performing a direct receipt [dock to stock], specify **`Yes`**. If you are not performing a direct receipt, specify **`No`**.

13 In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.

If the receipt contains more than one status type, for example, the receipt was partially damaged in transit, then multiple receipts must be performed. The put away process must route the different status types to different locations.

14 In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.

15 In **Labels?**, specify **`Yes`** or **`No`** to indicate whether to print product labels.

16 In **Skid Full**, if the pallet is full, specify **`Yes`**. If you are performing direct receiving, the field is automatically filled.

17 If you are printing labels, specify the number of labels to print in **How Many Labels?**, and then specify a printer.

18 Press **Enter**.

19 Optionally, add a note to the receipt. Press **`Alt`**+**`A`**, and then perform these steps:

a Specify the note in the **Note Entry** screen.

b Press **Tab** to indicate if the note is required or printed.

c Select **OK**.

20 Press **Enter**. This table shows how you can proceed with this task:

If	Then
There is a remaining quantity to be received	The list of POs on the **Receipt By Item** screen is displayed. Select the PO to receive. Repeat steps as required to receive the item.
The entire quantity has been received	Exit the **Receipt by Item** screen.
The total quantity received equals or exceeds the quantity entered in the **Receipt by Item** screen	The cursor is in the **Item** field and the browse is cleared. This placement indicates you can receive another item or exit the screen.
The total quantity is less than the quantity entered	The cursor stays in the browse area and you can select another RT to receive.

21 To exit the screen, press **Enter** on a blank line **Item** field.

22 Select **Yes** when `Leave this screen?` is displayed.

When you exit the **Receipt by Item** screen, you are disassociated from the truck receipt.

Dock to Stock or direct receipt variation

When receiving by line item in TWL, receipts can be received in multiple ways. For example, one operator could to be receiving product to a pallet and another putting that product away simultaneously. A user may also elect to put the receipt inventory away directly by direct receipt. This in turn becomes inventory that is not on the receipt pallet.

The dock-to-stock function is controlled by parameter 6258, Dock to Stock Receiving. Enable this parameter to combine the receiving and put away processes, and clear your receiving area. The receiving area is cleared because you verify the accuracy of the receipt when you put the items into a storage location. You are directed to place the item on a pallet with a pallet ID. That pallet ID default value is the purchase order number and the line number, rather than being directed to a system-assigned pallet.

The put away logic for direct receipts only considers the item being received. Pending receipts on the dock are not included in the put away calculation for direct receipts.

If an item is required to be cross docked, the put away process directs you to the cross dock location. If you choose not to perform cross docking, then the inventory is received at the dock you are working at. Standard put away logic is used by TWL.

The fourth character of the pallet ID number is incremented by one, if these factors exist:

- You are creating a direct receipt put away pallet for a lot item
- You have already received the same item with a different lot number and placed it on the pallet.

For example, you receive Lot 1 for item ABC as line 1 on order 50005. The direct receipt put away pallet is P001500051, and you continue receiving items without putting the items on the pallet away. You receive Lot 3 for the same line item. The direct receipt put away pallet is assigned P002500051. The fourth character of the pallet ID was changed to indicate you received a different lot for the same line item.

You may notice an incorrect quantity when you are putting away the received item. You can reverse the error and change the quantity. Do this by specifying a blank put away location or specifying a put away quantity that is different than the quantity received. The **Line Item Receiving** screen is displayed, and you can change the quantity received and redo the dock-to-stock receipt.

If your TWL administrator selected **Disabled** for parameter 6258, then the **Direct Receipt** field is disabled. The value default is automatically set to **No** on the **Stock Receipt** screen.

Note: With direct receipt, this inventory loses its receipt identity and becomes inventory in the warehouse when the put away process is completed. To handle this loss, an intermediate RZ transaction is implemented into the Truck ID receiving functionality.

An intermediate RZ transaction type is used right after a line is received in TWL RF and before the Receipt is closed in TWL RF. When the receipt is closed in TWL RF, then the transaction is changed to an RE type and is brought up to Distribution SX.e. The reason an intermediate RZ transaction type is used is to prevent the receipt from going to Distribution SX.e before the receipt is closed. This designation allows the receipt to be modified after receiving, but before the receipt is closed.

See Receipt modifications on page 34.

Cross docking variation

A variation to normal receiving workflow occurs if you are using a cross docking, across-the-dock, operation. This variation reduces the turnaround time of fulfilling a customer order. The reduction occurs by linking the receiving and shipping processes and minimizing the put away and picking processes.

You should set up a cross docking zone near your receiving docks. The quantities that are required to fill undropped backorders for put away in a cross dock location can be routed by TWL. The remaining quantity is routed to storage locations using the standard TWL put away process.

Cross dock usage

TWL uses opportunistic cross docking, meaning it analyzes back orders waiting for inventory and recommends moving that inventory quickly from the receiving dock to the shipping dock. This reduces the number of products being staged in the cross dock zones by only staging products with prioritized shipping. You can activate the days forward functionality from the promise date as required using parameter 6266 – Cross Dock Days Forward. The parameter defaults as zero, meaning no date limit.

Cross dock inventory for different cross dock zones can be merged on a pallet when destined for cross docking using parameter 6267 - Cross Dock - Allow Zone Mix. This reduces the number of pallets needed and will allow multiple zones of a cross-dock type to be mixed on the same pallet even if the dock zone restriction parameter 6256 - Receive To Pallets Using Zone Restrictions is set to **`Yes`**. Other pallet rules such as lot and status mixing still apply. The parameter will default with no effect on current restriction setup. You can set the parameter to **`Yes`** to activate the feature and **`No`** to deactivate.

When a receipt is selected in the TWL RF, **Product Warehouse Product Setup** data is checked to see if there is any demand or back order quantity for the product to determine a cross dock request quantity. Demand is only inquired based on parameter 6263 – Cross Dock-Include Demand Quantity. If parameter 6266 – Cross Dock Days Forward is greater than zero and it is not for a KP or a Purchase Order Return since they do not have a promise date, it will now calculate the demand or back order quantity using only orders with a promise date within the days indicated. This will set the base expected Cross Dock Quantity.

The following adjustments are made to this expected Cross Dock Quantity:

- Orders in TWL that have not been dropped for picking are also used to increase the expected Cross Dock Quantity. If parameter 6266 has a value greater than 0 and it is not a KP or a Purchase

Order Return, it will retrieve the promise date for those orders excluding quantities from orders outside of the promise date window. This will increase the expected Cross Dock Quantity.
- Active **WL Transaction Inquiry** receipts are reviewed to retrieve received inventory waiting for **WL Entry Batch Receiving** and reduce the expected Cross Dock Quantity by that amount.
- Pending quantity from inventory waiting to go to cross dock locations or already waiting in cross dock locations is also used to reduce the expected Cross Dock Quantity. Pending quantity is only used for adjustment if it is less than or equal to the receipts that have not been closed yet. If Pending is greater, it means that **WL Transaction Inquiry**, the back-order quantity, or the demand quantity has already been adjusted.

At this point, this calculated expected Cross Dock Quantity is what is used to determine whether to suggest cross docking after the user has entered the stock status during receiving.

Cross dock items during receiving

Cross docked receipts are used to fill orders. You are not required to put the items away before they are picked. This quantity is the backorder quantity in **Product Warehouse Product Setup** and the quantity from undropped backorders that have been printed and released to **Order Drop Manager**. These quantities are added by TWL to produce the total cross dock amount when receiving is performed at the line item level.

If parameter 6263, Cross Dock - Include Demand Qty, is set to **`Yes`**, then the amount to route to a cross dock zone is calculated by TWL RF Receiving. This amount includes the **Product Warehouse Product Setup** Demand quantity for any WT, KP, or VA backorders.

When items being received have a backordered quantity on the **Product Warehouse Product Setup** record, a message is displayed asking whether to cross dock the quantity.

If the quantity to be received is greater than the backorder quantity, another message is displayed. This message asks whether to receive the quantity to a cross dock pallet.

The additional received quantities are directed to a pallet designated for a specific bin location, based on the standard put away logic.

After completing the receiving process and updating the system, you can see which items were allocated to orders by viewing the **Sales Entry Processing Back Order Fill Report**.

Cross dock items during picking

When you print a backorder in the system, the backorder is flagged with an **`X`** by TWL. When the order is dropped for picking, the order type specifies which picker should fill the order. The order should be filled with the merchandise that was placed in the cross docking warehouse zone. Pick requests that are assigned to the cross dock warehouse zone have priority when pickers view tasks.

If the newly received stock is not in a cross dock zone, the backorder is changed to a regular order when you release the order. In this case, the picking task to the primary location is directed by TWL, and additional quantities of the received stock can be put away.

Inbound staging locations

Create inbound staging locations if you have limited dock space or frequently receive several large shipments. Then, you can stage inbound pallets on the dock floor until you can process them. A staging location is like any other location, and you cannot mix items with different stock statuses.

After you set up the inbound staging location, operators can stage inbound pallets, create a Stage Master record for the pallet, and un-stage the pallet.

When receiving a purchase order, you can press **F7** to search for an inbound staging location. The items must be on a pallet on the dock they were received to.

Use material handling, receiving, pallet movement, and item movement functions to move stock to the inbound staging locations. These functions are outside of the staging function and do not create a staging record. The **F8-Inquiry** function does not show the inventory in the location without a staging record. Use another inquiry function to view all the inventory at the inbound staging location. Then, use pallet transfer functions to move the pallets from staging.

Staging inbound receipts

1. From the RF **Main Menu**, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. From the **Stock Receipt Main Menu**, select **Receiving**.
4. Select **Purchase Order**.
5. Specify or scan the purchase order number.

   To view a list of purchase orders, press **Enter** and select one from the list.
6. Press **F7** to move a pallet to a staging location in the **Line Item Selection** screen. The container ID with the inventory you received autofills the **Container** field.
7. Ensure this is the correct container number, and press **Enter**.
8. In **Store Staging-Stage Receiving**, in **To Location**, specify or scan the inbound staging location to move this pallet to.

   To view all inbound staging locations, press **Enter** from the **To Location** field.
9. When the question is displayed, select **`Yes`**.

   The inventory in the inbound staging location must have the same stock status.
10. Move the container to the inbound staging location.

Retrieving receipts from a staging location

Use an inquiry to view this inventory and use the put away or pallet transfer functions to move the inventory from this location.

1. From the RF **Main Menu**, select **Receiving**.

2 Specify or scan the Dock ID and press **Enter**.
3 From the **Stock Receipt Main Menu**, select **Receiving**.
4 Select **Purchase Order**.
5 Specify or scan the purchase order number.

   To view a list of purchase orders, press **Enter** and select one from the list.

6 In the **Line Item Selection** screen, specify or scan the product you are receiving, or use the **Arrow** key to scroll through the list.

   If a scanned item is on several line items, a sorted list is displayed. Select the line to receive. If an item was previously received, an asterisk is displayed beside the line.

7 Select the item.
8 In the **Line Item Receiving** screen, specify the quantity received.
9 In **Direct Receipt**, specify one of these options:

Option	Description
Yes	If you are performing a direct receipt, dock to stock
No	If you are not performing a direct receipt

10 In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.
11 In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.
12 In **Labels?**, specify **Yes** or **No** to indicate whether to print product labels.
13 In **Skid Full**, if the pallet is full, specify **Yes**. If you are performing direct receiving, the field is automatically filled.
14 Press **F8** to access **Staging Loc Inquiry**.
15 Scan or specify the container to move.
16 Specify **Yes** to retrieve the container from the location.
17 When **Staging Loc Inquiry** is displayed, you can continue retrieving containers from the staging location.
18 If you are printing labels, in **How Many Labels?**, specify the number of labels to print and specify a printer.
19 Press **Enter**.
20 Optionally, add a note to the receipt, press **Ctrl+N**, and then perform these steps:
   a Specify the note in the **Note Entry** screen.
   b Press **Tab** to indicate if the note is required or printed.
   c Select **OK** when you are done.
   d Press **Enter**.
21 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.
22 In **Close RT?**, select **Yes**.

   The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Purchase order modifications

A variation to normal receiving workflow occurs if a purchase order is open in TWL and someone attempts to access the order in **Purchase Order Entry**. A message is displayed: `Verify Changes at the Line Level are Updated in TWL Once Complete.`

If you change the purchase order, then reprint the PO to send the changes to TWL. Use the **Purchase Entry Processing Print POs Report** to reprint the purchase order. In the options, select **`Yes`** for the **Print Changes Only?** option. All lines are sent to TWL. All lines are sent because the report replaces the purchase order lines that were previously released. If you print a hard copy of the purchase order, then only the lines that were changed are printed.

You can cancel a purchase order in Stage 2 (Printed). If a purchase order is canceled in the system, the PO is also canceled in TWL. If a purchase order is active in TWL, then the PO cannot be canceled because goods are being received against it.

If a purchase order is received in TWL, do not change it in the system. System security can prevent you from canceling a printed purchase order [level 2]. Monitor cancellations by checking the status of the RT in TWL before you attempt to cancel or change a purchase order or line item.

If a purchase order is inadvertently changed, then manually complete the processing. For example, if a line is received in TWL but removed in **Purchase Order Entry**, the purchase order is in error in **WL Transaction Inquiry**. Manually process the purchase order in **Purchase Receipt of Inventory Entry**. Use the information from the **WL Transaction Inquiry** detail to upgrade the purchase order in the system.

Receipt modifications

The receipt transaction (RT) number is required to make receipt modifications. An RT number is the combination of the purchase order number and two-digit suffix number from TWL. For example, the RT number for purchase order 295 is P000029500. After you close the RT, receipt data is sent to the system and you cannot modify the receipt. If you attempt to modify a closed RT, then this message is displayed: `Receipt Closed. Modify Not Allowed.`

The number of transactions including putaway, direct putaway, inventory movements, and inventory adjustments impact the ability to modify receipts before their closure. Serial and Lot inventory is more restrictive because of the multiple transactions made to track these identifiers during putaway including direct putaway. If **Modify Receipts** is not possible, the user is notified in TWL RF.

You can make changes to receipts that have been put away or received by truck ID. You can also make changes to direct receipts before closing the RT and updating the system.

During direct receipt, the inventory loses its receipt identity and becomes inventory in the warehouse when the put away process is completed. To handle this, the intermediate RZ transaction is implemented into the Truck ID receiving functionality. The intermediate RZ transaction ensures that the transactions are not sent to the system until the user closes a specified RT.

When you modify a receipt, this hierarchy is followed by TWL to determine the location of the inventory:

1. The inventory on a receipt pallet is found.
2. If that inventory cannot be found, a put away transaction with the pallet the inventory was received to is found.
3. If a matching put away transaction is found, a receipt modification transaction changes the inventory in the location.

A column on the RF **Modify Receipts** screen provides the status of the receipt. These values are valid:

- S: Indicates the receipt has been put away with the **Material Handling** function. The value, Stk, indicates that the inventory is in stock. You can make modifications to the inventory.
- R: Indicates the receipt is located on a receipt pallet in the receiving dock. The value, Rcv, is displayed to the right of the receipt pallet ID. You can modify the receipt.
- D: Indicates a direct receipt was performed. The value, Dir, indicates that the inventory was assigned to a location, which you can view by scrolling to the right. You can modify the receipt.

The **O/P** and **Quantity** fields show the case quantity and the corrected quantity.

If you modify the receipt of a lot item, then the lot number is displayed on the **Modify Receipts** screen on the RF. If the modified lot number does not match the received lot number, then this message is displayed: `Expected Lot: nnnn Entered Lot: nnnn Please enter the lot received to modify.`

You can view this information by scrolling to the right:

- Product description
- Pallet ID
- Inventory status
- Unit of measure
- Quantity ordered
- Initials of the receiving operator
- Transaction number
- Product serial number

If the receipt is available for sale, then the **Status** field is blank. If the receipt is unavailable for sale, then the status code is displayed.

Modifying receipts

Modify the receipt if you are receiving by purchase order and have quantity or unit of measure errors on an open RT. The open RT is not associated with a Truck ID.

1. From the **Stock Receipt Main Menu**, select **Modify Receipts**.
2. Specify the RT number to modify and press **Enter**.

   If lines on the purchase order can be changed, then they are displayed. Use the **Arrow** keys to select a line.

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

3 In the **Line Item Receiving** screen, make changes as required. For example, modify the quantity or unity of measure. You cannot change the stock status when you modify a receipt.

4 When you finish receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

5 In **Close RT?**, select **`Yes`**.

The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Receipt exceptions

Every warehouse processes both planned and unplanned transactions on a daily basis. If information about a transaction is in the system, the transaction is planned. Everything else is an unplanned transaction. When you receive a shipment, you can encounter both types of transactions. For example, the expected quantity of an item is one, but the received quantity is two. Other exceptions might involve these scenarios:

Parameters

TWL system parameters are set by your TWL administrator. Certain parameters affect your workflow when dealing with exceptions. For example, parameter 1044, Allow Receipt Overages, provides options to prevent an overage, allow an overage, or allow an overage within a certain tolerance. If overages are not allowed, a message is displayed when an attempt to receive a quantity greater than the quantity order is made. Acceptable overages are specified on the **TWL Configuration-Item** master record, in the **Miscellaneous** section.

Unplanned receipts

You can receive an item in the **Unplanned Receipts** function on an RF unit. An RT number of 9999 is generated. An inventory record for the item and a stock adjustment transaction show in **WL Transaction Inquiry**. The adjustment transaction is processed by **WL Entry Batch Processing Adjust Inventory** to update the General Ledger.

You should perform an RT close on RT Number 9999 to get the adjustment transaction created in the **WL Transaction Inquiry**. If you use the **Unplanned Receipts** function, we recommend using this function only for items that you do not get invoiced for. For example, promotional items or free samples. The **Unplanned Receipts** function creates an inventory record and stock adjustment that updates the General Ledger. The the function does not create a purchase order that can be submitted for payment.

Modifications

You can add, change, and delete line items on purchase orders in **Purchase Order Entry** after the PO is printed to TWL. If the RT is not closed in TWL, the change is updated in TWL.

In rare cases, the communication may error out in **WL Transaction Inquiry**. For example, if you closed the RT as you were editing the PO in **Purchase Order Entry**. To clear these transactions, you should

change the communication record to inactive status in **WL Transaction Inquiry**, and manually receive the purchase order in **Purchase Receipt of Inventory Entry**.

You can also add and change line items in the TWL RF **Receiving** screen, if allowed by the Receiving system parameter selections. The PO is updated in the PO module when the RT is closed and **WL Entry Batch Receiving Report** runs.

Handling an unplanned receipt

You can accept, for example, a promotional item or free sample that does not have a purchase order. Use these instructions to bring the merchandise into your warehouse. The merchandise is received on RT 9999.

An inventory record of the item received and a stock adjustment transaction are created and synchronized to the system. However, an actual purchase order is not created. Although the General Ledger is updated, Accounts Payable does not have sufficient information to generate payment. This type of receipt should be limited to free items.

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. Select **`Unplanned Receipt`**.

   To receive a sample of an item, create an item record in TWL before you receive it as an unplanned receipt.
4. Scan or specify the item number.

   See Receiving inventory on page 15.
5. From the **Stock Receipt Main Menu**, select **RT Send/Close**.
6. In the **Enter RT Id** field, specify **`9999`**.
7. Close the RT.

Make manual adjustments to the system and TWL to ensure that the item quantity is in balance.

Item exceptions

Item exceptions require minor changes to your receiving workflow. Item exceptions include cross-referenced items, tied orders, and nonstocks. Use the **Inbound Over/Short/Damaged Receipts Report** to identify exceptions, such as unavailable stock and nonstock receipts, which are marked on the report with an asterisk (*).

Cross-references

In most warehouses, items arrive with barcoded labels that include the vendor part number. The cross-reference must be present on the **TWL Configuration-Item** master record to receive by the Item

number. When a barcoded label contains a vendor part number that has a valid **Product Extended Product Cross Reference Setup** record, you can scan the label. The item can be received when you are receiving a purchase order by line item.

You can also set up, change, or remove barcode cross-reference records from the RF, the **TWL Configuration-Item** master function, and the **Vendor Information** function. The information is synchronized to update the **Transfer Exception Receipt Entry** files.

If you plan to use vendor UPC barcodes, then set up cross-reference records in **Product UPC Number Setup** to link the barcodes to your item records. If the UPC code is released to TWL, then you can receive by UPC number. Otherwise, the item is treated as a nonstock in TWL. A barcode record is displayed in **WL Transaction Inquiry** as an synchronize transaction.

In **TWL Execution-Management Reports**, run the **TWL Vendor Cross Reference Report** to view the cross-references between your vendor part number and your item number. You can sort by vendor, vendor part number, or item number and run it for a particular zone and aisle or for the entire warehouse.

Lots

Lots are groups of similar items that are manufactured and warehoused with unique identification numbers. Because slight variations occur from one lot to another in the manufacturing process, lot numbers are used track items through the supply chain. For example, the fasteners that are used to assemble automobiles are tracked with lot numbers. If a defect is discovered, the automobiles that were assembled with the defective fasteners can be identified and repaired. Lots differ from serial numbers because each lot record contains multiple units per record, whereas each serial number is a record.

The lots that you can select during receiving are determined by the setting of the **Receive Lots Into** field in **SA Administration-Administrator Options-Products-Defaults**. When lots are received, a unique **Product Extended Lot Number Setup** record is created and assigned to each lot. The record includes the correct quantity stored in that lot. As the item is sold, quantities are removed from the lot until the quantity left in the lot is zero. You can view the lot records from **Product Inquiry**.

Lot numbers are captured, and storage locations are assigned, when the item is received. If parameter 7506, Allow Multiple Lots Per Location/Pallet, is set to **`Yes`**, there is no limit on the number of lots you can store per location.

If **`No`** is selected for parameter 7506, then you can store one lot per location. In a pallet location, each lot must be stored on a separate pallet. If a location can hold multiple pallets, then several lots can be stored in the same location. However, each pallet must contain only one lot. Non-pallet locations can only store one lot.

Serials

Serial numbers are unique identification numbers that track an item from manufacturing to the final sale to the customer. Serial numbers can be used to track beyond the sale when service or replacement is required. All processing for serial products is based on each unit of measure. Individual units of serial products are tracked in TWL to ensure that a unique number is associated with each unit. Each serial number must have a **Product Extended Serial Number Setup** record to track this information:

- Receipt date

- Cost
- Order number
- Customer
- Invoice
- Price
- Relevant dates

The serial number entry field on the TWL RF unit allows entry of up to 30 characters. The serial number value is then validated by the **Product Extended Serial Formatting Setup** functionality. Specific characters are removed, resulting in the 20-character, or less, serial number required by Distribution SX.e. A message is displayed at each of these serial number validation points when there is no **Product Extended Serial Formatting Setup** record set up for that vendor, or when the resulting number is more than 20 characters. The message is: `Serial Number cannot be longer than 20 characters. Please re-enter.` Serial number validation occurs immediately upon entry wherever serial number entry is available in the TWL RF. Ensure that your **Product Extended Serial Formatting Setup** records are set up appropriately.

Parameter 3607, Receive/PutAway Serial Scan Confirmation, controls whether a serial number is verified during the receiving and putting away tasks.

When you modify a received serial product in RF, the **Serial Number - Modify** screen is displayed. The screen, either for a direct receipt or a receipt that is put away, is shown on the left. The screen for a regular receipt that is on a receipt pallet is shown on the right.

For example, based on an original receipt, 31 units and serial numbers were received. Only 30 units were put away, so you must delete the extra serial number. The **Modify Receipts** screen shows the 30 unit quantity after you delete the extra number.

After you close the RT and run the **WL Entry Batch Receiving Report**, the quantity in **Product Warehouse Product Setup** is updated. The serial numbers in **Product Extended Serial number Setup** reflect the correct receipt.

Nonstocks

Nonstocks are items you obtain from a source on demand because you do not stock them in your warehouse. This table shows nonstock situations and how to handle them in TWL:

If a nonstock item is	Then
Specified on purchase order in the system and released to TWL	An **TWL Configuration-Item** master record is created for the nonstock.
Received	The **TWL Configuration-Item** master record is updated, and the receipt data is provided to the system for processing.
Received, and does not have an Item master record	An **TWL Configuration-Item** master record is created for the nonstock. The default unit of measure is the smallest unit of measure [each] to allow conversions.

If a nonstock item is	Then
Cross-referenced to an **Product UPC Number Setup** record	The item is processed as a nonstock in TWL.
Received, and to place it in inventory	Set up item records so the item can be accounted for.
Shipped to you, but it does not exist on a purchase order that was created in the system	Set the item aside. Create a purchase order for the nonstock in the system. Print the purchase order to release the information to the RF. Receive the unexpected item against it; otherwise, an error occurs on the **WL Entry Batch Receiving Report**.
On an existing purchase order	Modify the purchase order, reprint the purchase order in the system to update TWL, and receive the item against the modified purchase order.
Specified on a purchase order from the TWL system and the RT is closed	The communication is placed in error status in the interface file until the data is established in the system to allow processing. This also occurs if a line is added to a purchase order in error. To clear these transactions, change the record to inactive status in **WL Transaction Inquiry**. Manually receive the purchase order in **Purchase Receipt of Inventory Entry**. This creates additional overhead and manual intervention, adding line items to a purchase order that is in the process of being received is not recommended.

Supersedes and substitutes

Vendors occasionally substitute or supersede items for those placed on purchase orders. Substitute items are not 100 percent interchangeable. They are temporary substitutes for existing items. An original item is displayed on the backorder or new purchase order when these factors exist:

- An item is substituted during receiving
- A backorder or new purchase order is created due to a short receipt

Supersede items replace existing items and are interchangeable in most situations. Superseding generally occurs when an item becomes obsolete or is no longer manufactured and is replaced with a better item. A new item is displayed on the backorder or new purchase order when these factors exist:

- An item is superseded during receiving
- A backorder or new purchase order is created

The item cost from the original order is displayed on the backorder.

You can set up **Transfer Exception Receipt Entry** records for supersede and substitute items. You can receive a supersede or substitute item with an existing **Transfer Exception Receipt Entry** record. If the record exists, then the **Add/Replacement** screen is displayed on the RF after the item is entered.

If the **Transfer Exception Receipt Entry** record does not exist, TWL treats the item as nonstock and adds the item to the receipt.

Tied orders

When handling an allocation through **Order Drop Manager**, drop the tied orders. Ensure you perform this after all tied receipts have been moved to the designated location and before new orders are dropped. The **WL Entry Batch Receiving Report** updates the received purchase order data. The Allocation Report within **Sales Entry Processing Back Order Fill Report** provides the order tie detail. During receiving, a **T** is displayed on the RF.

Unavailable for sale

Unavailable reason codes are used by TWL to segregate unavailable inventory from the inventory that is available for sale. Any status code, except a blank status code, marks the inventory as unavailable stock in TWL.

When you receive goods that are unavailable for sale, the record corresponds to **Product Unavailable Inventory Entry** and **Product Warehouse Product Setup** in the system.

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

If you receive a line item that contains available quantities and multiple types of unavailable stock, then a receive transaction is created. The receive transaction updates the On Hand quantity for the entire receipt quantity. The quantity that is assigned to the first unavailable reason code is also updated. Stock transactions are created to move the remaining unavailable quantities to the appropriate reason code. For example, you receive a line item that contains with these items:

- 5 available items
- 2 unavailable items with a reason code of Inventory hold
- 3 unavailable items with a reason code of Transportation hold

A receive transaction is created for 10 items with 2 unavailable and a stock adjustment to move the Transportation hold items to unavailable. When you process the transactions, **Product Unavailable Inventory Entry** is updated with the two unavailable quantities. Process the receive transaction in the **WL Entry Batch Receiving Report** before you process the stock adjustment in **WL Entry Batch Adjust Inventory Report**. Otherwise, the STK adjustment is skipped and a message prints on the **WL Entry Batch Adjust Inventory Report** report.

During receiving, the status for a receipt into a zone I or T is automatically set to I (Inventory Hold) or T (Transport Damage). You can control this default with the parameter 6265, Hold I and T Zones. Retain the default, **Yes**, to automatically set the status to match Zones "I" and "T". Select **No** to not

automatically set the status; allowing the operator to specify the status. Other configurations that may affect the status value during receiving include these settings:

- If parameter 1071, Return RT Processing, is No, the status set by parameter 6255, Return RT Processing, is used
- In **TWL Configuration-Warehouse-Default Settings**, if the Q/A Inspection option is selected the status is Q - QA Hold
- In **TWL Configuration-Item-Lot**, if a lot product is expiring within the item's receiving threshold days, the status is I - Inventory Hold
- If parameter 1061, Clearance Required Orders, is set and if the clearance required is C - Customs Hold on the Receipt Header, the status may show in TWL receipts

Creating a cross-reference record during receiving

Use these instructions to create, change, or remove a cross-reference record from the RF.

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. From the **Stock Receipt Main Menu**, select **Purchase Order**.
4. Specify or scan the purchase order number.

   To view a list of purchase orders, press **Enter** and select one from the list.
5. In the **Line Item Selection** screen, specify or scan the product you are receiving, or use the **Arrow** key to scroll through the list.

   If a scanned item is on several line items, then a sorted list is displayed. Select the line to receive. If you the item was previously received, then an asterisk is displayed beside the line.
6. Select the item that requires a cross-reference and press **Esc+A** (UNIX) or **Alt+A** (Windows).
7. In the **Input Barcode** screen, specify or scan the barcode for the item you are receiving.
8. In the **Line Item Receiving** screen, specify the quantity received.
9. In **Direct Receipt**, select one of these options:

Option	Description
`Yes`	Performing a direct receipt, dock to stock
`No`	Not performing a direct receipt

10. In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.
11. In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.
12. In **Labels?**, specify **`Yes`** or **`No`** to indicate whether to print product labels.
13. In **Skid Full**, if the pallet is full, specify **`Yes`**. If you are performing direct receiving, the field is automatically filled.
14. If you are printing labels, in **How Many Labels?**, specify the number of labels to print and specify a printer.
15. Press **Enter**.

16 Optionally, add a note to the receipt, press **Alt+A**, and then perform these steps:
   a Specify the note in the **Note Entry** screen.
   b Press **Tab** to indicate if the note is required or printed.
   c Select **OK** when you are done.
   d Press **Enter**.

17 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

18 In **Close RT?**, select **Yes**.

   The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Receiving a serial item

1 From the RF **Main Menu**, select **Receiving**.
2 Specify or scan the Dock ID and press **Enter**.
3 From the **Stock Receipt Main Menu**, select **Receiving**.
4 Select **Purchase Order**.
5 Specify or scan the purchase order number.

   To view a list of purchase orders, press **Enter** and select one from the list.

6 In the **Line Item Selection** screen, specify or scan the product you are receiving, or use the **Arrow** key to scroll through the list.

   If a scanned item is on several line items, then a sorted list is displayed. Select the line to receive. If an item was previously received, then an asterisk is displayed beside the line.

7 Select the item.
8 In the **Line Item Receiving** screen, specify the quantity received.
9 In **Direct Receipt**, select one of these options:

Option	Description
Yes	Performing a direct receipt, dock to stock
No	Not performing a direct receipt

10 In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.
11 In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.
12 In **Labels?**, specify **Yes** or **No** to indicate whether to print product labels.
13 In **Skid Full**, if the pallet is full, specify **Yes**. If you are performing direct receiving, the field is automatically filled.
14 If you are printing labels, in **How Many Labels?**, specify the number of labels to print and specify a printer.
15 Press **Enter**.
16 In **Serial Number Entry**, specify or scan the serial number, and press **Enter**.

Parameter 3607, Receive/PutAway Serial Scan Confirmation, controls whether a serial number is verified during the receiving and putting away tasks.

17 Optionally, add a note to the receipt, press **Alt+A**, and then perform these steps:
   a Specify the note in the **Note Entry** screen.
   b Press **Tab** to indicate if the note is required or printed.
   c Select **OK** when you are done.
   d Press **Enter**.

18 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

19 In **Close RT?**, select **`Yes`**.

   The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Modifying a serial receipt

Use these instructions to add, change, or delete a serial number on an open receipt. If you can receive overages, or the quantity received was less than expected, then you can also add serial numbers to the receipt.

1 From the **Stock Receipt Main Menu**, select **Modify Receipts**.
2 Specify the RT number to modify, and then press **Enter**.
3 Select the serial product.
4 In the **Serial Number - Modify** screen, specify or scan the serial number that you incorrectly received. Perform one of these actions:
   - To change a serial number, delete the incorrect number and add the correct number.
   - To add a serial number, press **Crtl+A** and then press **Enter**.
   - To delete a serial number, press **Ctrl+D** and then confirm the deletion.

   Note: Parameter 3607, Receive/PutAway Serial Scan Confirmation, controls whether a serial number is verified during the receiving and putting away tasks.
5 Press **F4** to return to the **Modify Receipts** screen.
6 On the **Line Item Selection** screen, press **F4** from a blank **Item** field.
7 In **Close RT?**, select **`Yes`**.

   The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Receiving a lot item

1 From the RF main menu, select **Receiving**.
2 Specify or scan the **Dock ID** and press **Enter**.

3 From the **Stock Receipt Main Menu**, select **Receipt Inq/Update**.

4 Select **PO**.

5 Specify or scan the purchase order number.

To view a list of purchase orders, press **Enter** and select one from the list.

6 In the **Line Item Selection** screen, specify or scan the product you are receiving, or use the **Arrow** key to scroll through the list.

If a scanned item is on several line items, then a sorted list is displayed. Select the line to receive. If an item that previously received, then an asterisk is displayed beside the line.

7 Select the item.

In **Lot Number** screen, this message is displayed: `This item is under lot control. Please enter lot number.`

8 Specify or scan the lot number, and press **Enter**.

9 In the **Line Item Receiving** screen, specify the quantity received.

10 In **Direct Receipt**, select one of these options:

Option	Description
Yes	Performing a direct receipt, dock to stock
No	Not performing a direct receipt

11 In **Status**, specify a status code, or leave the field blank to indicate a regular receipt.

12 In **Pallet**, scan the pallet ID or accept the system-assigned pallet and press **Enter**.

13 In **Labels?**, specify **Yes** or **No** to indicate whether to print product labels.

14 In **Skid Full**, if the pallet is full, specify **Yes**. If you are performing direct receiving, the field is automatically filled.

15 If you are printing labels, in **How Many Labels?**, specify the number of labels to print and specify a printer.

16 Press **Enter**.

17 Optionally, add a note to the receipt, press **Ctrl+N, and then perform these steps:**

a Specify the note in the **Note Entry** screen.

b Press **Tab** to indicate if the note is required or printed.

c Select **OK** when you are done.

d Press **Enter**.

18 When you are finished receiving inventory, on the **Line Item Selection** screen, press **F4** from a blank **Item** field.

19 In **Close RT?**, select **Yes**.

The receiving information updates the system when you run the **WL Entry Batch Receiving Report**.

Transferring receipts to another pallet

Use these instructions to perform a stock move from one receiving pallet to another. This task enables you to consolidate items for the process.

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. From the **Stock Receipt Main Menu**, select **Pallet Transfer**.
4. Scan the pallet.
5. Scan the item number.

   To view item detail, press **F6**.
6. Specify the quantity to move.
7. Scan the pallet to which you are moving the item.

   If the pallet that you scanned is not recognized, this message is displayed: `Unknown pallet. Is this a new pallet?`

   You can consolidate a pallet with a negative quantity with another pallet. The net quantity is calculated by TWL.
8. Specify **`Yes`** to indicate a new pallet.
9. When the **Pallet Transfer** screen is displayed, repeat steps as required to continue moving stock.

RT closure

After the receiving session has been completed, close the RT to initiate the communication to the system. Parameter 1011, Close RT Question, determines whether a message like this shows on the RF when receiving is complete: `Close RT P000010100?`

If you select **`No`** and notice entry errors, then you can change the unit of measure or quantity with the **Modify Receipts** function on the **Stock Receipt Main Menu**.

Select **`Yes`** to close the RT and create the receiving synchronize to the system. After the communication has been successfully synchronized, run the **WL Entry Batch Receiving Report** to close the journal and run the **Sales Entry Processing Back Order Fill Report**.

In **TWL Inbound-Reports**, the **TWL Receipts Detail By RT Report** lists this information:

- Expected date
- RT status
- Closed date
- Purchase order number
- Vendor ID and name
- Line and sequence number
- Item number
- Expected quantity

- Date received
- Received quantity
- Quantity remaining to be received
- Stock status by RT number

The total quantities that are received by purchase order number and RT number are also included on the report. Use the information to manage inventory receipts.

See Closing an RT on page 47.

Exception reporting

Exception reporting provides receipt documentation that can be compared to packing lists and invoices. The warehouse can use this reporting at the end of a receiving session and attach it to shipment paperwork for use by the accounting department.

Use the **WL Receiving Exception/RT Close Report** to print an exception report for all lines that are over or short when compared with the purchase order transaction. Zero receipt transactions can be included or excluded in this report. You print this report in detail if you are reconciling receipts to shipment paperwork. A summary report provides totals by purchase order without line details.

You can print the report by the Totals format to list the total number of purchase orders and lines that are exceptions. You can use this format to close all RTs that are associated with the Truck ID. Closing all RTs prevents the accidental closure of working receipts in a range entry.

Select **`Yes`** for the **Create RT Closure Interface?** option to create a send transaction with a pre-receiving process type for each closed purchase order. This transaction closes the RT in TWL and creates an receive transaction in **WL Transaction Inquiry**. After the receive transaction has been processed, the **WL Entry Batch Receiving Report** can be processed to update the system.

See Closing RTs and printing exceptions on page 48.

Closing an RT

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. Select **RT Send/Close**.
4. In **RT to Close**, specify the RT number to close.
5. Select one of these options:

Option	Description
`Yes`	Closes the RT
`No`	Does not close the RT, and this message is displayed: `RT 00100068400 NOT closed`

Note: Messages prevent a receipt transaction (RT) on warehouse transfer from being closed without receiving lines. If you try to close an RT on warehouse transfer without receiving lines, this message is displayed: `No lines have been received. Continue?`. If you select **`No`**, the transfer is not zero-received, the RT is not closed, and another message is displayed: `RT not closed due to no lines received`. When you press **Enter**, this standard message is displayed: `RT 00000000000 NOT closed`.

The message, `No lines have been received. Continue?`, is a default **User Specific Configuration**, #00227, created in **TWL Administration**. The default answer is **`No`**. If a TWL administrator changes the setting of this question to auto-answer **`No`** for a specific user, a second message is displayed. The second message, `RT not closed due to no lines received`, provides that user with the reason, because that user can no longer view the first message. The second message is a new TWL message.

6 When you are finished, return to the RF **Main Menu** using the back button in the RF browser.

Closing RTs and printing exceptions

The **WL Receiving Exception/RT Close Report** is a TWL-specific report. Use the report to create receive transactions in **WL Transactions Inquiry** when you are using line item receiving. When you receive purchase orders by entering the line item and quantity received, you can receive against multiple purchase orders in a single shipment. Line level receipts are tied to a truck ID. Review the receiving exceptions before you close the RTs.

1 In the system, select **Warehouse Logistics > Reports > WL Reports > Receiving Exception/RT Close Report**.

2 Specify these report options:

Warehouse
Specify the TWL warehouse.

Edit Receipts Based on R)T or T)ruck ID
Specify **`R`** to review receipts by RT number.
Specify **`T`** to review receipts by Truck ID number.

Enter RT number or Truck ID
Specify the **`RT`** or **`Truck ID`** number, based on the selected previous option.

O)pen, A)ctive, C)losed, or X)All Orders

Specify an option to indicate which type of RTs to include on the report.

Edit O)verage, U)nder, B)oth, or A)ll

Specify an option to indicate whether to review overages, shortages, both types, or all receipts.

Show Zero Received Lines?
Select **`Yes`** to review lines that contain zero receipts.

Show Only Unavailable Receipts?
Select **Yes** to view line items that were received as unavailable for sale. Any lines that contain an unavailable status are included.

Print By D)etail, S)ummary, or T)otals

Specify an option to indicate the detail to print.

If you are reconciling receipts to the vendor's paperwork, select **D**.

Create RT Closure Interface?
Select **Yes** to create a release interface to close RTs. After an RT is closed, an RT closure confirmation creates a pre-receive release with the update type of T. When the communication clears, the RT closure synchronize occurs and a receive communication is visible in **WL Transaction Inquiry**. The **WL Entry Batch Receiving Report** processes the active receive communications to update the system.
Verify that RTs are ready to close before you select **Yes**.

3 Click **Next**, and then click **Save**.

Transaction inquiry

The **WL Transaction Inquiry** shows all data communication files that are passed between the TWL module and the other modules. The inquiry starts with the WLET records, then drills down through the WLEH or WLEM (header) records, lines (WLEL), kits (WLELK), and serial/lots (WLELS). After all the items are transmitted, the **WL Transaction Inquiry** (WLIT) file (WLEH) becomes inactive to prevent redundant data from being transferred.

Use the **WL Transaction Inquiry** to periodically monitor communications. An error can occur at various levels during the interface process. View the communications with an error status in **WL Transaction Inquiry** if a purchase order is not updated as expected. After you determine the cause of the error, you may be required to change the status in **WL Transaction Inquiry**. When receiving data from TWL, an error can occur in these levels:

- WLET Driver File
- WLEM Master File Interface
- WLEH Order Header Records
- WLEL Line Item Records

If you change the status on a WLET, which is a master type record, the appropriate WLEM record is also changed. You cannot modify the status at the detail level. If the WLET is not a master type record and you update the WLET, then these attached records are changed:

- WLEH
- WLEL
- WLELS
- WLELK

Ask your TWL administrator for additional information about transaction file structure definitions.

Inquiring on receipt communications

1. In the system, 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 that corresponds to the reason that 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 limits what shows to communications coming from TWL.

   Starting Date and Ending Date
   Specify a date range.

3. Click **Search**.

   A list of communications is displayed in the grid.

4. Review the information that is displayed. Refresh this page often to view the most current data because communications occur frequently.

   See Transaction inquiry on page 49.

Updating the status of a receipt communication errors

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

1. In the system, select **Warehouse Logistics > Inquiry > Transaction**.
2. In Advanced Search, specify criteria to search for existing communication.

   In the grid, select the communication to review. The Error Message column provides information about the error.

3. Research and fix the error.
4. In the grid, select the record, and then select one of these options:

Option	Description
Activate	To resend
Inactivate	For **WL Delete Transmissions Report** to remove

5. Repeat steps as required to update other communications.

Inquiring on item history

In addition to item history, information about items, locations, containers, and orders is available with the **System Inquiry** on the RF.

1. From the RF **Main Menu**, select **System Inquiry**.
2. Select **Item History**.

   Additional line item information is available when you use the **Arrow** keys to scroll through the list. Drill down on an item to view its details.
3. Scan or specify the item number.
4. Indicate the period to view transaction history.
5. When you are finished with your inquiry, return to the RF **Main Menu** using the back button in the RF browser.

Inquiring on a pallet

You can use this function to view the items and quantities that have been received on a specific pallet. This function is useful if you have been interrupted during the receiving process. It is also useful as a verification inquiry if several people are receiving goods.

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Submit**.
3. From the **Stock Receipt** main menu, select **Pallet Inquiry**.
4. Specify or scan the pallet ID.
5. Specify or scan the item number.

   You can also press **Enter** from the **Item #** field.
6. When the **Receiving - Pallet Inquiry** line grid is displayed, complete your inquiry.
7. When you have completed your inquriy, return to the **Main menu** using the back button in the TWL RF browser.

WL Entry Batch Receiving Report

The **WL Entry Batch Receiving Report** launches the selected receiving functions to update the inventory records for one warehouse at a time. The **Sales Entry Processing Back Order Fill Report** is launched from the **WL Entry Batch Receiving Report** to fill orders with the inventory.

Certain system functions update and process the receiving interface, the **WL Entry Batch Receiving Report** interacts with these functions:

- **Purchase Receipt of Inventory Entry**
- **Transfer Receipt of Inventory Entry**

- **KP Work Order Center Entry- Accept**
- **VA Receipt of Inventory Entry**

Customer returns are an exception because the customer returns are synchronized by **Warehouse Logistics Entry Batch Shipping**.

Customer returns

Customer returns are processed through the same channels as purchase orders and warehouse transfers because these items are received in the warehouse. A customer may return an item to a TWL warehouse for credit. The return can be entered in **Sales Order Entry** on a Return Merchandise (RM) type order. Or, the return can be combined with sales lines on a Stock Order (SO). In either case, a return or adjust reason must be specified to identify the reason the customer is returning merchandise. The adjustment is made to inventory.

Customer returns have a default status of Return Hold in TWL, based on the **Approve Type For Customer Returns Placed On Hold** option in **SA Administration-Administrator Options-Logistics-WL Options**. After inspection, the items can be put back in stock, returned to the vendor, or disposed of. The default status requires a stock change that is processed through **WL Entry Batch Adjust Inventory Report** to adjust the system.

In TWL, you have another option for handling return or adjust codes. You can use the return or adjust code that is specified by the customer service representative (CSR) when the merchandise is received. To use this code, ensure the TWL administrator has selected the **D – Default from Host** option for parameter 6255, Return RT Processing. If the CSR specifies a return/adjust type that is not valid in TWL, then the default hold code is released to TWL. Other codes can also be selected as the 100% default with parameter 6255. You can overwrite this default code with validation even if parameter 1071, Return RT Processing, is **No**. The No setting means the status set by parameter 6255 is used. The user must use the stock adjustment screen to move the item to another status.

The RM order is released to TWL after you print the order. The order is displayed in the receipt file to be received into the warehouse. If sales lines and return lines are combined on a SO order, the order is split into two separate files during the release. The sales lines go to the TWL customer order file and the return lines go to the TWL receipt file.

When you try to close a RT, it is checked by the system. This check is to determine if it is related to a return line on a Stock Order (SO). If related, then the receiving file is searched for in the corresponding order and the status is checked. If the order is not being processed, the order is removed without notifying the system and the RT is closed. Closing the RT generates a backorder for the sales lines.

After the RT is closed, the RT should not be reopened. To receive additional quantities, create a backorder. The receipt should be posted against the backorder. An RT may be accidentally reopened in TWL and transactions uploaded to the system. If this occurs after **WL Entry Batch Receiving Report** has processed the RT, the transactions do not update the system with the new postings.

You cannot close an RT if you have not received items against the RT.

You can add line items to a customer return when you receive the goods. If so, then the lines are synchronized to the system as a ship transaction when you close the RT. The added lines are processed in **WL Entry Batch Shipping Report**.

A build-on-demand kit can only be returned to stock from **Sales Order Entry** when you specify the kit on a Return Merchandise (RM) order. The components of the kit are received with the same status code as the kit was assigned.

Vendor returns

When customers return items that you return to the vendor for credit, you can place the purchase order RMs on hold. Placing them on hold gives you the opportunity to verify the merchandise from the customer and invoice the returns. This hold updates the unavailable inventory, which you can pick when the return is dropped to the floor. This hold potentially reduces stock adjustments needed to correct timing differences. Holding the RM also gives you time to add freight charges to the purchase order RM before **WL Entry Batch Receiving Report** is generated.

The **Hold PO/RMs For Manual Release** option is in **SA Administration-Administrator Options-Logistics-WL Options**. If your TWL administrator selected this option, then a purchase order RM that you have picked, packed, and possibly shipped, is synchronized as a vendor return.

The **WL Entry Batch Receiving Report** only processes receipts that are active. Therefore, the vendor return is on hold in **WL Transaction Inquiry** until you release the RM, and you change the vendor return status to active. The next time **WL Entry Batch Receiving Report** is generated, the transaction is picked up and the system is updated.

Purchase orders

Each time the **WL Entry Batch Receiving Report** is generated, active receive communications (RCV) are processed and generated by the report. The report also initiates the F10-Update in the RF unit, essentially a **Purchase Order Receipt of Inventory**. The values for the F10-Update screen are loaded, and the receiving journal is opened and closed from the **WL Entry Batch Receiving Report**. The **Sales Entry Processing Back Order Fill Report** is also launched from **WL Entry Batch Receiving Report**, based on the Back Order options in **SA Administration-Administrator Options-Documents-Sales Orders**.

These events occur when a purchase order is processed by the **WL Entry Batch Receiving Report**:

- The TWL receiving file information per line received is used by the system to update the line item data communication files by order number (WLEL).
- After the receiving process is complete per PO, the system is notified by TWL of the completion. The PO header information is created by the system to tie to the line items (WLEH).
- The system is notified by TWL if a received line item is a substitute or supersede. If there are cross-reference items that do not exist in the system, a **Product Extended Product Cross Reference Setup** record is created for the items.

If an item is a serial or lot item, then the correct numbers are assigned by TWL. Records are created in the system for the serial or lot item accordingly. If your inventory contains lot items, your administrator selected **`Any Lot`** from the **Receive Lots Into** list in **SA Administration-Administrator**

Options-Products-Defaults-Receiving. If your inventory includes serialized items, your administrator selected the **`Assign Serial # During Receiving`** option.

If you add a line to a purchase order when you are receiving merchandise in TWL, then the **Product Setup** record is validated. If the item received on the new line does not have a **Product Setup** record, then the item is treated like a nonstock. If you are adding the item to inventory, then create **Product Setup** and **Product Warehouse Product Setup** records before you generate the **WL Entry Batch Receiving Report**. Creating these product records provides **WL Entry Batch Receiving Report** records to post the nonstock. If you do not want to add the item to your inventory, then you can return it to the vendor.

When a purchase order is received and a backorder is created, the correct suffix for the backorder is released to TWL automatically.

The TWL receiving file information is used by the system to update purchase order batch files, such as the **Warehouse Logistics Report Receiving Exception/RT Close**.

Warehouse transfers

When a TWL warehouse receives a warehouse transfer, the document is routed to the RF Receiving module. RF Receiving uses the same workflow as receiving a shipment from a vendor. Warehouse transfer order numbers begin with **`T`**.

Use the **Transfer Exception Report** to locate exceptions, such as shipped transfers that have and not been received. If you receive a different quantity or a different item from what was shipped, then the transfer becomes an exception. It is an exception because it could not be received with normal procedures. Reconcile the exception in the system in **Transfer Exception Receipt Entry**. The shipping warehouse is responsible for finding and correcting the error because the receiving warehouse has already verified the error.

Closing a transfer in TWL when no transactions have been processed does not cause a zero receipt transaction in the system.

Kit assemblies

The work order determines which components are moved to the kit build department. When the task is complete, create a pallet for the finished prebuilt kits that are assembled. A receive transaction (RCV) is triggered to synchronize to the system.

Fabricated finished goods

When a completed external (EX) section arrives at your warehouse, you can receive the goods in the same manner as any other receipt. When you close and synchronize the RT to the system, the **WL Entry Batch Receiving Report** launches **VA Receipt of Inventory Entry**. The **VA Receipt of Inventory**

Entry completes the order and closes the final external section. The charges for the inventory are recorded on the VA work order.

Journals

If two journals are opened for a single user, duplicate postings and communication errors could potentially occur. To prevent this situation, we recommend that the TWL administrator set up three different stored reports for four different operators. Use these reports to process orders at staggered times during the day to avoid a processing overlap. The orders include: the purchase orders, warehouse transfers, work orders, and VA work orders. The operators that you assign to the stored reports must be unique and cannot be assigned to any other processing function.

For example, to process the purchase orders in **WL Entry Batch Receiving Report**, set up a stored report for operator ABC with the correct option settings. This table shows the options for the report and the settings for each option, based on PO, WT, WO, and VA WO:

Option	PO	WT	WO	VA WO
Purchase Order Receiving	Yes	Yes	No	No
Whse Transfer Receiving	No	Yes	No	No
Kit Production Acceptance	No	Yes	Yes	No
Value Add IT Section Build Acceptance	n/a	Yes	n/a	Yes
Background Process	No	No	No	No
Printer for Allocation/Receipt Report	SX.e	null	SX.e	SX.e
Printer for Pick Tickets	SX.e	null	SX.e	SX.e
Print Order: (R)oute or (O)rder	O	O	O	O
Check for Locks Prior to Processing	No	No	No	No

To process transfers, set up a stored report for operator MNO with the option settings described in the table. Set up this stored report so that it does not begin processing until the stored report for purchase orders is finished.

To process work orders, set up a stored report for operator STU with the option settings described in the table. Set up this stored report so it does not begin processing until the stored reports for purchase orders and warehouse transfers are finished.

To process VA work orders, set up a stored report for operator XYZ with the option settings described in the table. Set up this stored report so it does not begin processing until the stored reports for purchase orders, warehouse transfers, and work orders are finished.

If you are setting up the stored reports to run automatically, then schedule them with a minimum interval of 15 minutes between them. Verify that the **WL Entry Batch Adjust Inventory Report** and **WL Entry Batch Shipping Report** reports are set up with unique operators. Verify that time schedules do not overlap.

If processing is halted before the journal is successfully closed, a notification message is displayed when you log back into the system. You must manually close the journal because the **WL Entry Batch Receiving Report** does not open the journals. The report does launch other functions that open the journals.

Receipt information

After you have received incoming shipments and corrected receiving exceptions, update the General Ledger and Product files and fill backorders. The **WL Entry Batch Receiving Report** incorporates the receiving transactions from TWL into the system. To process the receipts coming into the TWL warehouse, the report launches these functions:

- **Purchase Receipt of Inventory Entry**
- **Transfer Receipt of Inventory Entry**
- **KP Work Order Center Entry**
- **VA Receipt of Inventory Entry**

Use the **WL Entry Batch Receiving Report** to open and close the journals per function accordingly. You can also use it to run the **Sales Entry Processing Back Order Fill Report**, if you are automatically filling backorders. Customer returns, which are also considered receipts, are synchronized to the system from the TWL RF Receiving module and are processed by the **WL Entry Batch Shipping Report**.

Updating receipt information

1 Select **Warehouse Logistics > Entry > WLE Reports > Entry Batch Receiving**.

2 Specify one of these options:

If	Then
To limit the qualifying warehouses	Specify a warehouse range. The warehouses are validated in **Product Warehouse Description Setup**.
To process specific purchase orders	Specify a range of orders.

3 Specify these options:

Purchase Order Receiving?
Select **`Yes`** to update all the active purchase orders that have been transmitted to the system from TWL. The received quantity at the line level, serial and lot information, and order header totals are updated for active purchase orders. If an error is found, then it can be monitored in **WL Transaction Inquiry**. Two conditions prevent updating. One is when the purchase order is already in Stage 5 (Received) or higher, Two is when there is an invalid Product special costing record.

Whse Transfer Receiving?
Select **`Yes`** to update all the active warehouse transfers that were received in TWL. The received quantity at the line level and transfer header totals are updated for active warehouse transfers. If

an error is found, then you can monitor it in **WL Transaction Inquiry**. The only condition that prevents updating is if the transfer is already in Stage 6 (Received) or higher.

Kit Production Acceptance?
Select **Yes** to update all the active work orders that have been completed in TWL. Active work orders that have been transmitted are updated with the correct order and component information, like **KP Work Order Center Entry**. If an error is found, then you can monitor it in **WL Transaction Inquiry**. The only condition that prevents updating is if the work order is already in Stage 3 (Built).

Value Add IT Section Build Acceptance?
Select **Yes**. The **VA Receipt of Inventory Entry** function is forced to open and close a journal. This action creates General Ledger and Product updates for fabrication work orders, which completes the inventory components (IN) and internal (IT) process sections. An Inventory In (II) section is created for additional inventory that was needed to complete the fabrication.

Background Process?

Select **No** and receiving is performed immediately.

Select **Yes** to allow multiple operators to perform receiving updates simultaneously. The information from other operators who previously completed receiving are stored and updated when the last operator performs the update.

Printer for Allocation/Receipt Report
Specify which report printer to direct output to. Only use this option if the **Action to Take on Completion of Receiving** option was not set to **None** by your TWL administrator in the **SA Administrator Options-Documents-Sales Orders-Back Orders**.

Printer For Pick Tickets
Specify the printer that pick tickets are printed to. Only use this option if the **Action to Take on Completion of Receiving** option was not set to **None** by your TWL administrator in the **SA Administrator Options-Documents-Sales Orders-Back Orders**. The **Print Pick Tickets After BO Fill** option must also be selected.

Print Order: (R)oute or (O)rder
Retain the default **O** to print pick tickets in order number order, or specify **R** to print pick tickets in Route/Day/Stop order.

Check for Locks Prior to Processing?
Select **Yes** to check for locks before the **WL Entry Batch Receiving Report** processes a transaction. If a lock is encountered, then it is skipped and picked up for the next processing run.

4 Click **Next ,** and then click **Save**.

Closing an open journal

The **WL Entry Batch Receiving Report** launches other functions that open journals; for example, **Purchase Receipt of Inventory Entry**. If a journal is not successfully closed, then you must manually close the journal in **SA Journal Setup** so that you can resume processing.

Note: Before proceeding with these steps, ensure that the journal has no postings and values are 0.

1. In the system, select **System Administrator > Setup > Journal**.
2. Click **Advanced Search**.
3. Specify this information and then click **Search**:

   Function

   Specify **`POEI`**.

   Open/All

   Specify **`Open`**.

4. In the grid, click the drill down icon to open a record.
5. Click **Edit**.
6. In the **Required** view, in the **Flags**section, select **`Closed`**.
7. In the **Confirmation** window, click **`Yes`**.
8. Click **Save**.
9. Repeat steps as required to close additional journals.

To ensure that the journal status is updated, run **Purchase Receipt of Inventory Entry-Final Update**.

See the online Help for instructions.

Note: If you run the **Sales Entry Processing Back Order Fill Report** during the update, then indicate whether to run it in background.

Notes and comments

Notes and comments on a purchase order pass important information throughout your organization. This information alerts everyone dealing with the PO that there are specific requirements or information that is important. Notes can be entered in the system and released to TWL. This occurs based on the administrator options and system parameters that your TWL administrator set up during implementation.

The option, **`Send ICSP Product Notes with the Receipt Lines`**, in **SA Administration-Administrator Options-Logistics-WL Options** determines whether the item notes are released with the purchase order. System-wide parameter 6254, Receiving Notes, determines if line item and item notes associated with purchase orders display on the RF.

When parameter 6254 is **`Yes`** and the notes and comments are set up to print on purchase orders. The notes and comments are released with the purchase order when you print it.

Viewing notes on the RF unit

1. On the RF, select an order. If an order contains notes, then the notes are displayed first.
2. A message shows asking whether to display the header comment for each line. Select **`Yes`**.

The notes remain during the RF session. Line comments display each time you select a line that contains a comment.

Creating a note from the RF unit

You can create notes from the RF for all order types that support notes in the system. The exceptions are ASN and packing list receipts. You cannot use the RF to modify or remove existing system notes created from the RF. The notes are accessible for modification or removal only in the system. You can only create notes at the order level. You cannot create line-level comments from the RF.

1. When processing a receipt or order, press **Ctrl+N**.
2. In the **Note Entry** screen, specify the note.
3. Press **Tab** to access the fields on the screen.
4. Perform one of these actions:
   - To change the required and print defaults, press **Enter**.
   - To access the **Req** or **Prt** fields, press **Tab**.
   - To clear the field, press the **Spacebar**.
5. Press **Tab** to navigate to the **<OK>** field when the note is complete.
6. Press **Enter** to continue processing the order.

Viewing notes and comments in TWL Web

When printable notes and comments exist, the Comment column is marked and the **Comments** option is active.

1. Select **TWL Inbound > Receipt Inquiry**.
2. Use the **Search** pane to specify a TWL warehouse.
3. In the grid, select a PO or RT that contains notes or comments.
4. Click the drill down icon to access the master record.
5. Click **Comments** to view the note or comment.

Labels

During the implementation phase, your TWL administrator identified and labeled each item, container, and location in your warehouse to establish the logistics infrastructure. The labels likely use barcodes. Ensure you understand how the various labels are used and printed in your warehouse.

Several options for printing labels are provided with TWL, The details depend on your particular warehouse configuration. Contact your TWL administrator for additional information.

Receipt labels

During the receiving process, when you receive shipments into your warehouse, ensure that each item and container contains an identification label. The label must be valid in the **TWL Configuration-Item** master record. If you plan to use vendor barcodes, you must have cross-reference records set up to link the barcodes to your item records. Contact your TWL administrator.

If multiple printers are set up, then you are prompted to make a printer selection depending on how parameter 23, Receiving Labels is set. You can then print labels to the nearest available printer.

During receiving, you can select a label printer. These printers are set up in **TWL Administration-Printer Setup**.

Note: If a portable printer is required, we recommend using a mobile printer that is supported by Unibar ELS.

You should specify the maximum number that you can print in one session if your printer has quantity limitations. Specifying 0 (zero) or a negative number indicates all requested labels print. Parameter 6261, Receiving Labels, controls the number of labels that print during receiving. If this parameter is set to zero, the number of labels printed is based on the quantity received. Serialized items always print one label per serial number, regardless of the quantity received.

Pallet labels

Pallets provide a temporary location to track inventory as it is moved within the warehouse. After a pallet is assigned to the receiving function, the pallet cannot be used for any other activity until the items have been removed. These activities include picking or shipping. After the items have been removed, the pallet loses that specific identity and can be assigned to another function.

A warehouse parameter on the system, company, or warehouse master records determines whether you pre-print the labels or let the system assign the labels. Contact your TWL administrator. We recommend you pre-print labels for these reasons:

- Labels can be printed during slow period
- Truck drivers can be released as soon as the truck is unloaded
- Personnel stay in their functional areas

Printing item labels

To use the **Label Reprint** feature, before proceeding, ensure your TWL administrator has set your warehouse parameters. Warehouse parameters must be set at the system, company, or warehouse level to allow system-assigned pallet IDs.

1. From the RF main menu, select **Receiving**.
2. Specify or scan the Dock ID and press **Enter**.
3. Select **Label Reprint**.

   Additional line item information is available when you use the **Arrow** keys to scroll through the list. Press **F6** to view details.
4. Scan the item for which to print labels.

5 Specify the number of labels to print.

6 Press **F4**.

7 Select the label printer.

You can choose a different printer by pressing **Esc+L** (UNIX) or **Alt+L** (Windows).

8 When the **Stock Receipt Label Reprint** screen is displayed, continue printing labels, or press **F4** to return to the **Stock Receipt Main Menu**.

Chapter 3: Putting away inventory

After you have received merchandise, the system is updated with a receipt, and the merchandise is included in the inventory. You must put the products away in their correct location so they are available for sale. The inventory could have these tasks performed on it:

- Remain on the dock for a short period
- Be routed to an inspection area
- Put away for storage in the warehouse

If you are a first-time TWL user, we recommend that you study all of the put away concept topics and step-by-step instructions. If you are a more experienced user, use the concept topics and step-by-step instructions for inspecting and putting away inventory into the TWL warehouse. You can also use this information as a troubleshooting tool. The put away instructions are presented in the order that they typically occur. Most are performed from the RF unit.

Put away overview

The put away task is initiated when inventory is received. Put away is facilitated by pallet ID labels. Pallet labels are generated with a unique nine-digit number that begins with **P**. The labels can be fastened to the pallets before the truck arrives, or as the goods are unloaded. After the pallet IDs are attached to the pallet and scanned, the pallet cannot be used for another purpose until contents are put away. Another purpose may be shipping or picking.

Note: The TWL **Pending Put Away Activity Report** lists the inventory in dock or department stage-out locations that are ready to be put away.

TWL system logic is used to search for a location in a zone that already contains the product. The location must also match the zone that is identified on the **TWL Configuration-Item** master record. If a location with existing inventory is not found, the system logic is used to search for empty locations in the same zone and ABC code as the product. If an empty location is found, then the system logic is used to compare the put away groups on two records. The records are the **TWL Configuration-Item** master and **TWL Configuration-Location** master record.

This table shows how the put away groups are compared:

ABC code	Search order
A	ABCD

ABC code	Search order
B	BCDA
C	CDBA
D	DCBA

Depending on the comparison, these factors affect the put away process:

- If a suitable location is found, then established rules are applied, such as location constraints, product restrictions, and zone restrictions. Additional factors, such as top-off replenishment and open receipt transactions (RT) are considered by the system logic.

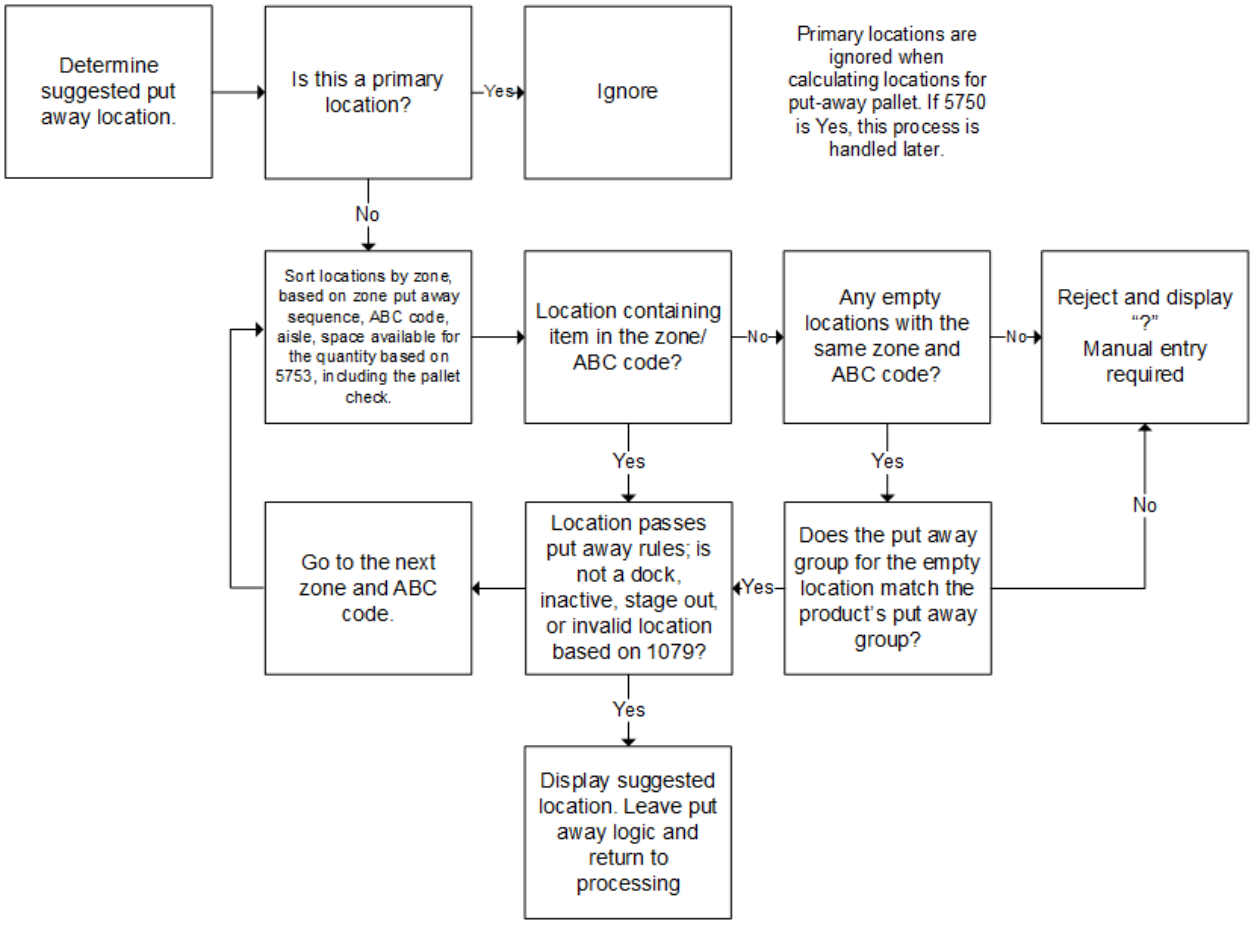
  After a location is determined, parameter settings are checked by the system logic. A location for put away is not suggested if these factors exist:

  - If parameter 7506, Allow Multiple Lots Per Location/Pallet, is set to **No**, and the lot does not match the existing lot in the pallet location
  - If the product status does not match the status of inventory in the location

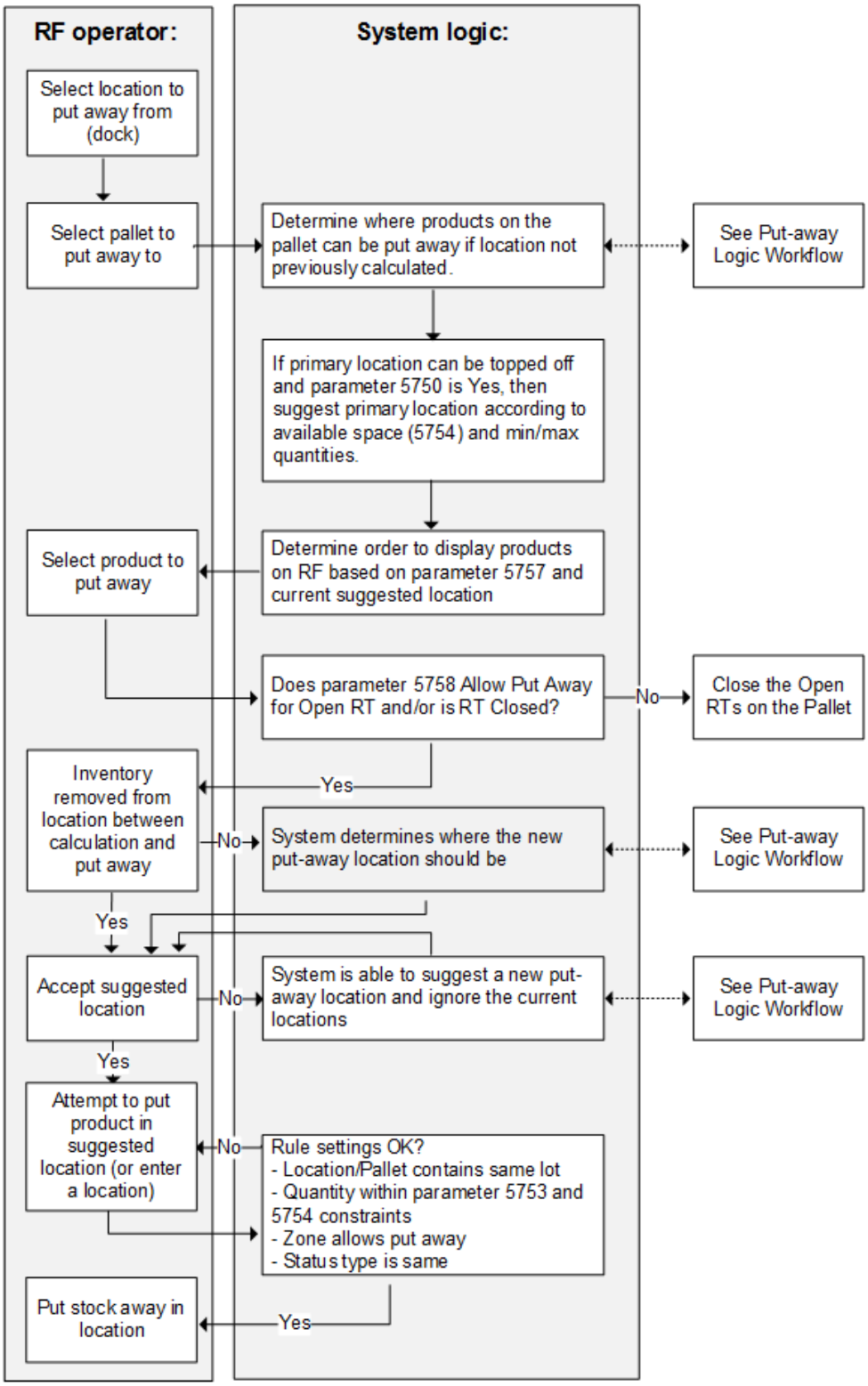
  The suggested location is displayed on the RF unit.
- If a suitable location is not found, then a question mark (?) is displayed on the RF unit. You can manually choose a put away location.

  Note: Do not attempt to put away an item with no suggested location to a warehouse zone that does not allow put away. Otherwise, an error is displayed: `Whse Zone XX does not allow put away. Please select another location.`

This workflow shows what is done by the RF operator during the put away process, and what is done by the TWL system. This diagram shows the high-level put away logic workflow:



This diagram shows what is done by the RF operator during the put away process, and what is done by the TWL system:



Impact of parameters on put away tasks

How the parameters were set up by your TWL administrator may affect your actions and options during the put away process.

Parameter 5750, Create Top Offs During Putaway

If parameter 5750 is set to **Yes**, and a primary bin location must be topped off, then you are directed to fill the location. You must fill the location according to the quantity and size constraints of the location. If parameter 5750 is set to **No**, then put away locations are suggested by the TWL system logic, if there is space available. For example, the put away quantity is greater than the maximum quantity that can fit in the location. Thus, another location in the same zone is suggested to store the overflow. Another location in the same zone may not be available. In that scenario, the TWL system logic is used to find a suitable location in the next zone in the sequence.

Parameter 5753, Non-Primary Space Check

Based on the selections made for parameter 5753, the TWL system logic is used to determine whether the expected quantity fits. This determination is made when you enter a non-primary location in the RF unit. This table shows the results of each available setting for parameter 5753:

If parameter 5753 is	Then
1 Maximum Level: The pallet quantity allowed for the product is greater than one. The summed quantity plus the quantity to be put away is greater than the maximum quantity for that location.	The location is rejected. The maximum quantity for the location is determined from the product pallet quantity because only primary bin locations have a maximum level. For example, the location is a pallet location, and not primary. Thus, the maximum quantity is determined from the product pallet quantity times the maximum pallet quantity for the location.
2 Cube: The sum of cubes plus the cube of what is to be put away is greater than the available cubic space.	The location is rejected.
3 Weight: The sum of weight plus the weight of the product to be put away is greater than the weight available in the location.	The location is rejected.
4 Pallet Quantity: The sum of the pallets plus one is greater than the maximum pallet count.	The location is rejected. The maximum pallet count is calculated by the minimum of the product stack height and the location stack height times the pallet footprint. This count is ignored if stack height or footprint is zero.

Parameter 5754, Primary Space Check

Parameter 5754 determines the maximum capacity and the quantity needed to fill the primary location according to your RF selection when these conditions apply:

- Parameter 5750 is set to **`Yes`**
- Existing primary locations do require topping off

Parameter 5754 determines the space available in a primary location during put away, stock movements, or product consolidation. This table shows the results of each available setting for parameter 5754:

If parameter 5754 is	Then
Set to **`1 Maximum Level`**	The maximum quantity allowed for the primary location is calculated, reduced by the existing quantity in the location.
Set to **`2 Cube`**	The cube of the location and how much product fits into the location is calculated and reduced by the existing cube in the location.
Set to **`3 Weight`**	The weight limit of the location and the weight of the product is calculated and reduced by the existing weight in the location.
Set to **`4 Maximum Pallet`**	The maximum pallet count of the location is calculated and reduced by the existing pallets in the location.

Parameter 5756, Serpentine Putaway

Serpentine put away is the default method of routing operators through the warehouse based on the products on the pallet. Serpentine is also the preferred method of putting stock away. If serpentine put away is disabled by parameter 5756, then the put away process is not as efficient.

Parameter, 5757, PutAway Sort Order RF Prompt

Parameter 5757 controls the method that directs how put away tasks are sorted and displayed on the RF. When you access the **Stock Put-Away** function from the **Material Handling** menu on the RF, a prompt is displayed. The prompt asks whether to change the sort order of product on a put away pallet. If parameter 5757 is set to **`Disable`**, then warehouse zones are sorted alphabetically in ascending order. You can change the method used to sort put away tasks by pressing **S**.

Parameter 5758, Allow PutAway Prior to RT Close

Parameter 5758 can be set to delay put away tasks until the receipt transaction (RT) on the product that was received has been closed. In some scenarios, multiple RTs for the same product are consolidated on a pallet. In this scenario, you cannot put the product in a storage location until all RTs for the product are closed.

Put away confirmation

The confirmation occurs when you, the RF operator, put the product in a location and record the transaction on the RF unit. Record this transaction in the **Stock PutAway-Select Item** screen.

- During the put away task, the RF operator may select a serial item. Parameter 3607, Receive/PutAway Serial Scan Confirmation, controls whether a serial number is verified during the receiving and putting away tasks.
- During the put away task, the RF operator may select a lot item. The lot number is visible in the **RF Stock PutAway-Select Item** screen, and on the **PutAway-Confirmation** screen. This **Lot** number field is beneficial if you allow multiple lots per Location or Pallet. For example, parameter 7506, Allow Multiple Lots Per Location/Pallet, is set to **`Yes`**. As you go through the lines in the Lot browse, the lot number is displayed above the line. If a lot is not relevant, the second description is displayed as usual.

After you select the product to put away and the location, the **PutAway-Confirmation** screen is displayed. On this screen, you can verify the product, location, and quantity that you are putting away.

If the TWL administrator has selected **`No`** for parameter 5752, Force Scan of Item During PA, the **Item** field is skipped on the RF unit. You are warned by the system logic if you specify a non-existent product or a different product than the one currently on the screen. The system logic accepts the actual product ID or the cross reference for the product.

If the location is a full-case primary location, then the quantity is displayed in case quantities. Pallet and case quantities can be expressed as decimals. If you pick from the dock, the amount of inventory on the dock that is assigned for picks is considered by the TWL system logic. The quantity is then segregated. You are notified of the quantity that can fit in the location according to the available location capacity. If the expected quantity does not fit in the location, then you receive a warning. You can ignore the warning or use the information to determine how much you can put in the location.

If the quantity you specify does not match the expected quantity, then you are asked to verify the quantity specified. If the expected quantity does not fit in the location based on specific parameters, then a warning is displayed on the RF unit. The specific parameters are parameters 5753, Non-Primary Space Check, and 5754, Primary Space Check. The quantity that fits in the location according to the location constraints is displayed.

If the system logic indicates you should put away a zero quantity, then you must correct the inventory record by the suggested put away quantity. The quantity in the put away location is updated by the zero quantity and the inventory record is updated.

Put away exceptions

Damaged receipts

Your TWL administrator specifies the default receiving zones and default damaged goods zones in the **TWL Configuration-Warehouse** master record. Only damaged inventory can be put in a location that is set up in the damaged goods zone. For example, you may receive 50 pallets of a product with no

damage and 20 pallets of the same product that are damaged. These pallets must be routed to different locations for put away.

Lots

If parameter 7506, Allow Multiple Lots Per Location/Pallet, is set to **Yes**, you can store multiple lots in a location. If parameter 7506 is set to **No**, then each lot is required to be stored in a different location or pallet. This setting distinguishes the lot numbers and it facilitates the picking task. A sales order may contain more than one lot for the same product. If so, then the quantity of each lot must be specified as a separate line item.

For example, an order is placed for a lot product. The customer does not mind if the quantities come from different lots. So, you can enter the quantities that are taken from each lot as separate line items. When the order is dropped, a pick request is created for each location.

Multiple units of measure

Your vendor might distribute the same product in many different units of measure. If parameter 5755, PutAway - Multi-UOM, is set to **Yes**, then you can put multiple units of measure for the same product into the same location.

For example, you buy, sell, and stock window-cleaning solution in three units: individual spray bottles, 12-pack spray bottles, and gallon units of measure. You store them in the same location. The vendor ships different units of measure, and you notice the shipment contains 12 packs. By specifying the unit of measure code for 12 packs, the equivalent number of units you must receive is calculated by the TWL system logic. Verifying the twenty-four 12-packs takes less time than verifying 288 individual units. Downstream tasks, such as put away and counting, also benefit from the unit of measure cross-reference.

Quality assurance inspection

Your TWL administrator may have set up one or more products such that, when the product is received, it requires a quality assurance (QA) inspection. If so, then the default value for the stock status of qualifying products is **Q**.

Although you can override this field, you are warned by the system that the product requires inspection for a specific reason.

Releasing QA hold status using the RF unit

Products that require quality assurance inspection are routed to an inspection area. After inspection, the products can be released from QA hold. You can assign an intermediate stock status to the products that is based on the results of the inspection. The products that can be put away are then assigned an available status and are visible to the system.

1 From the RF main menu, select **Material Handling > Quality Assurance**.

2 Select the hold status release method, and specify the pallet ID or truck number in the highlighted field or press **Enter**.

   Additional line-item information is available when you use the **Arrow** keys to scroll to the right, or press **F6** to view details.

3 Use the scroll bars to highlight the product, and then press **Enter**.

4 Change the status to an intermediate hold status. This status indicates that the goods are not available for sale until they have been put away and the status is changed to blank. These values are valid:

   - **`Inventory Hold`**
   - **`Transportation Damage`**
   - **`Customs Hold`**
   - **`Overage`**
   - **`Vendor Hold`**

5 Specify the quantity that you are releasing.

6 Place the products on another pallet, and then scan the pallet ID.

   You may have changed the status in a previous step. If so, you cannot leave the products on the same pallet as products that still have a quality assurance status.

7 If the pallet is full, in the **Skid Full** field, specify **`Yes`**. If it can hold additional stock, accept the default.

8 Repeat steps as required to release additional products from QA hold.

Finding open locations and pallets

Empty locations result from stock consolidations, picking, and stock movements. These locations can be used in the stock put away process.

1 From the RF main menu, select **System Inquiry > Open Locations**.

2 If you are putting stock away in a designated zone, then specify a warehouse zone and aisle that are suitable for storage.

   A list of empty locations, within the parameters set by your TWL administrator, are displayed. Stock put away can be prohibited in certain zones.

3 To view all empty locations in the warehouse, press **Enter** through both fields.

4 Specify **`Yes`** to view empty locations in all zones.

   All empty locations including pallets, totes, carts, and bins are displayed.

5 Use the **Arrow** keys to scroll through the list.

6 When you are finished with your inquiry, press **Cancel** to return to the **System Inquiry Main Menu**.

Changing a zone to accept put away

1. Select **TWL Configuration > Warehouse Zone**.
2. Specify the **Warehouse** and **Warehouse Zone**.
3. In the grid, select the zone record and click **Edit**.
4. Select **Allow Put-Away**.
5. Click **Save** to update the database.
6. Close the record.

   Stock can now be put away in the updated warehouse zone.

Moving pallet contents to a new location

1. From the RF Main Menu, select **Material Handling > Pallet Movements**.
2. In the **Pallet Transfer** screen, scan or specify the location from which the pallet is being removed.
3. Scan the Pallet ID.
4. Scan or specify the location that you are moving the product to.
5. If the source location is a primary pick location, answer the question that is displayed.
6. Repeat steps as required to move additional contents.

Putting receipts away

1. From the RF Main Menu, select **Material Handling > Stock Put Away**.

   Notice that a number of pallets are ready for put away; these are sorted by each available dock or stage location.
2. Specify the **Dock** location.
3. In the **Material Handling-PutAway** screen, press the **Down Arrow** to select one of the pallets from the browse.
4. Scan the Pallet ID. You can also press the **Down Arrow** to access the browse screen that is displayed the products on the pallet.
5. If you have the security to sort put away records, press **S** for sort, and scan the pallet to put away.

   That pallet is displayed as the first pallet on the browse. Additional line-item information is available when you use the **Arrow** keys to scroll to the right. You can also press **F6** to view details.
6. Scan or specify the product you are putting away.

   If another RF operator is putting the same line away, this message is displayed: `Proceed with putaway? User XXX is currently putting away this line!`
7. Select **`Yes`** to allow multiple operators to put away the line item. Scan or specify the product number to ensure the correct product is put away.

8 If you accept the suggested location, proceed to the confirmation step. To override the suggested location, specify or scan the location.

Note: Nonstock products show the value, `?NS ZN: #`, as the location if an existing location containing the product does not exist. You can put the nonstock product in any location without verifying it.

9 Select **`Yes`** to confirm the location override. The new location is displayed on the **PutAway Confirmation** screen.

10 Scan or specify the quantity you are putting away.

Fractional quantities are allowed. Optionally, you can specify a quantity that exceeds the location limit or the defined pallet quantity for the product. If so, a question is displayed for you to confirm the quantity variance. Based on parameters, location, and product dimensions, the quantity for the location is calculated by the TWL system logic.

11 Rescan or re-enter the quantity. The **Select Pallet** screen is displayed. Pallet and case quantities can be expressed as decimals.

12 Put the products in the designated location. When all products on the pallet have been put away, the pallet ID is available to be used in any other operation in the warehouse. If you leave the pallet in a location, then the pallet ID becomes associated with the location.

13 Press **F4** to end the session, or repeat steps as required to select another pallet to put away and continue putting away stock.

Appendix A: TWL RF Shortcut Keys

If you are upgrading from a CHUI RF environment to a Web RF environment, refer to the table below for a list of shortcut keys for both environments.

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

Action	CHUI RF Shortcut Key	CHUI Location	Web RF Shortcut Key	Web RF Location
Location Lookup	`Blue+6`	On any location field	**Down arrow**	Any location
Skip Pick Skips selected pick in Picking screen	`Down arrow`	Highlight a pick on the Picking screen	`Alt+S`	Picking screen
Change Zebra Printers Changes zebra printers	`ESC+L`	Any location	`Alt+L`	Any **Set Label Printer** menu and menu option in the **System Inquiry** menu
Change Laser Printers Changes laser printers in any Set Report Printer menu and menu option in the System Inquiry menu	`ESC+P`	Any location	`Alt+N`	Any **Print Packing Slip** menu
Reprint Pack Slip Reprints pack slips in any **Print Packing Slip** menu	`Blue+9`	Any location	`Alt+P`	Any **Print Packing Slip** menu

Action	CHUI RF Shortcut Key	CHUI Location	Web RF Shortcut Key	Web RF Location
Create X-Ref Creates cross references from the **Stock Receiving** data grid.	**Ctrl+A** or **Shift+A**	**Ctrl+A**: Highlight a line item in Stock Receiving data grid**Shift+A**: Highlight a line item in Purchase Order receiving data grid	**Ctrl +A**	Any Stock Receving line item
Reprint Label Reprints picking label	• **Receiving menu** **#1**, **#8** • **Material Handling menu** **#3**, **#9** • **Receiving and Picking line item screen** **Esc+R**	Any menu screen	**Alt+R** or **F6**	Any menu screen
Send line to Lost Buisness from Sales Order Moves line item to Lost Business	**Ctrl+D**	Highlight a line item in the Picking data grid	**Ctrl+D**	Highlight a line item in the Picking data grid
Add line item to Order	**Ctrl+A**	Highlight a line item in the Picking data grid	**Ctrl+A**	Highlight a line item in the Picking data grid
Add a Note Creates notes from any applicable Picking and Receiving functions	**Ctrl+N**	• Receiving menu • Picking menu • Customer Returns menu • Transfers menu	**F7**	Notes screen and available in any applicable Receiving and Picking menu

Action	CHUI RF Shortcut Key	CHUI Location	Web RF Shortcut Key	Web RF Location
Perform Product Lookup Activates item lookup	`F12`	Any item field	**Down arrow** You can also press **Tab** to the activate the lookup button and press **Enter**, or select the lookup button.	Any item lookup
Item Details Displays item details from any item lookup with an active row in any grid with an Item column	`F6`	Any item field	**F9**	Any item lookup
Get Staging Displays the staging menu	`F7`	Any location	**F7**	Any menu screen and menu option in the **Controls Menu**
Store Staging Access store staging from any menu screen	`F8`	Any location	**F8**	Any menu screen and menu option in the **Controls Menu**
Back Navigates back from any menu function and grid	`F4`	Any location	**F4**	Any location
View Notes/Comments View notes and comments	Auto popups	**Receiving Receipt Transactions**: Only header comments	`Alt+N` or select the Notes icon	Any applicable function screen

In TWL Web RF, 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 receiving and putaway tasks in TWL. Additional information is available by contacting Infor Support.

Purchase order was received short

Cause: The vendor did not ship all items that were included on the purchase order. Or, the vendor has shipped all items, but an error occurred during the receiving process and the items are not in your system.

Solution: In **TWL Inbound-Reports**, run the **TWL Over/Short/Damaged Receipts Report** to verify that the purchase order was not fully received. The report only shows purchase order lines that have not been fully received, or short. If a purchase order or a line item is fully received with no overages, damages, or short, then it is not included on the report.

Run the TWL Over/Short/Damaged Receipts report with reduced keystrokes

Cause: You can run the **TWL Over/Short/Damaged Receipts** report though **Report Scheduler**. You can also print the report for specific receipt transactions with reduced keystrokes.

Solution: You can run the **TWL Over/Short/Damaged Receipts** report efficiently through **TWL Inbound-Receipt Inquiry**. In the **Search** pane, in the **Search Type**, select **Report Inquiry**, then specify a TWL warehouse and a printer. The grid shows search results. You can find a specific receipt transaction (RT) by specifying the number in the **Receipt Transaction Number** field and clicking **Select**. That RT is selected in the grid. Optionally, you can select one or more RTs from the grid. Then, click the **O/S/D REPORT** button to run the **TWL Over/Short/Damaged Receipts** report on the selected RTs. A report is run for each RT selected. The printer must be previously set up in **SA Printer Setup**.

Appendix C: Reference information

This information is provided as 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 TWL Outbound > Order Management > Order Inquiry [drill down an order, Lines tab, Inquiries button] TWL Outbound > Order Management > Wave Inquiry	twlooi twlow

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	These status types are listed in the file as a letter: • A: Active; records are ready for processing • I: Inactive; records have been processed and are ready for deletion • O: Open; records are in the process of building the transaction files in the system • E: Error; records were found during processing • W: Work in Process; records are in the process of being transmitted • V: Vendor Return; records are held for manual release
Created	The date and time the file was created.
Type	These types are listed in the file as a three-character code: • MST: Master Record • PCK: Picking Record • PRT: Packing List Record • SHP: Shipping Record • RCV: Receiving Record • INV: Inventory Adjustment • PRE: Pre-Receiving Record • BCD: Barcode Record
Whse	The TWL warehouse name.
Last Updated	Your initials and last date and time the record was updated.

Field	Description
Set #	A unique sequencing number that changes incrementally. The number is created by combining these items: • Year • Month • Day • Time, seconds from midnight • Randomly generated number, such as 06 For example, for a record created on 05/02/18 at 10:00 AM, the set number 200605023600018 is assigned.

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 **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Bin Loc 1	The bin locations on the **Product Warehouse Product Setup** record.
Bin Loc 2	The bin locations on the **Product Warehouse Product Setup** record.
Case Qty	The field from the **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Category	The product category from the **Product Setup** record.
Code/Carrier	The **SA Table Code Value Setup** record that is being transferred to TWL.
Counter Bin	The counter location from **Product Warehouse Product Setup-WL Setup** 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 **Product Setup**.

Field	Description
DUNS #	The number from the **Vendor Setup** that is released to TWL.
EDI Cd	The EDI code from **Vendor Setup** 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 **Product Warehouse Product Setup** record.
Fax Phone	The fax number from **Vendor Setup** 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: • icsp: **Product Setup** • icsw: **Product Warehouse Product Setup** • icsd: **Product Warehouse Description Setup** • sasc: **SA Company Setup** • sastt: **SA Table Code Value Setup** • wtee: **Transfer Exception Receipt Entry** • wl: **Warehouse Logistics**
Height	The product's height from the **Product Setup** record.
Inner Pack	The field from the **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Kit Build Dept	The department the prebuilt kit is assembled in, from the **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Kit Type	If the product is a kit, the type of kit from **Product Setup** is displayed.
Length	The product's length, from the **Product Setup** 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 **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Phone	The phone number from **Vendor Setup** that is released to TWL.
Product	The system's product name.
Salesrep	The sales representative from **Vendor Setup** that is released to TWL.
Ship From	The ship-from location from **Vendor Setup** 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: • A: Active; records are ready for processing • I: Inactive; records have been processed and are ready for deletion • O: Open; records are in the process of building the transaction files in the system • E: Error; records were found during processing • W: Work in Process; records are in the process of being transmitted • V: Vendor Return; records are held for manual release
Status	The **Product Setup** or **Product Warehouse Product Setup** product status.
Stk Qty	The number of stocking units in a cross-reference unit for a product.
Table Type	The **SA Table Code Value Setup** type that is transferred to TWL.
Type	The cross-reference type.
Unit/Unit Stock	The stocking unit from the product's **Product Setup** record.
Update Type	These transactions are listed in the file as: • a: add • c: change • d: delete
Vendor #	The **Vendor Setup** vendor number that is released to TWL.
Weight	The product's weight, from the **Product Setup** record.
Whse Zone	The field from the **Product Warehouse Product Setup-WL Setup** that is released to TWL.
Width	The product's width, from the **Product Setup** 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: • c: Customer order • p: Purchase order • t: Transfer • w: Work order
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: • A: Active; records are ready for processing • I: Inactive; records have been processed and are ready for deletion • O: Open; records are in the process of building the transaction files in the system • E: Error; records were found during processing • W: Work in Process; records are in the process of being transmitted • V: Vendor Return; records are held for manual release
TransID	Not currently used.
TransTy	Transactions are listed in the file as: • S: Counter Sale • E: Emergency • H: Tag & Hold • R: Regular • T: Transfer • V: Vendor Return • W: Will Call • X: Cross Docking
UpdTy	Transactions update types are listed in the file as: • a: add • c: change • d: delete

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: • A: Active; records are ready for processing • I: Inactive; records have been processed and are ready for deletion • O: Open; records are in the process of building the transaction files in the system • E: Error; records were found during processing • W: Work in Process; records are in the process of being transmitted • V: Vendor Return; records are held for manual release
Trans ID	Not currently used.
Unavail	The quantity unavailable.
UpdTy	Transaction update types are listed in the file as: • a: add • c: change • d: delete
WLELK	The WLELK file contains the component information for each kit-specific line item. The WLELK file interfaces with these functions: • **Sales Order Entry** • Kit Production • TWL kit activity, assemblies and disassemblies
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	Master records sent from the system to TWL. These files are included in the master file process: • **Product Warehouse Description Setup** • **Product Setup** • **Product Warehouse Product Setup** • **Product Extended Product Cross Reference Setup** • **Product UPC Number Setup** • **SL Entry Update Products Report** • **Vendor Setup** • **Vendor Ship From Setup** • **SA Table Code Value Setup**
Order Drop Manager	Send	This type of transaction is created when you print an order for a TWL warehouse. These specific files are included in the picking process: • **Sales Entry Pick Tickets Report** • **Transfer Entry Print Warehouse Transfer Report** • **KP Entry Print Work Orders Report** • **Purchase Entry Processing Print POs Report** (Vendor Return) • **VA Entry Processing Internal Value Add Print Report** • **VA Entry Processing Pick Tickets Report**
Pre-Receive	Send	This type of transaction is created when you print a purchase order for a TWL warehouse. These specific files initiate the pre-receiving release: • **Purchase Entry Processing Print POs Report** • **Sales Entry Pick Tickets Report** [Customer Returns] • **Transfer Shipping Feedback Entry** [Receiving Warehouse]
Ship	Send	A SHP transaction is released to TWL to update the order to shipped if all these circumstances exist: • You are shipping from the order entry system or a shipping interface • You have set the TWL carrier in TWL to **`Host`**
WT Exception	Send	Sent when a discrepancy occurs between the shipping warehouse and receiving warehouse, the product is flagged for a cycle count through the **Transfer Exception Receipt Entry** function.
Barcode	Receive	This transaction is received by the system to add, change, or remove barcodes from TWL.

Type	Direction	Description
Master synchronize	Receive	Master records sent from TWL to the system. The master file process includes this updated data: • Case quantity • Counter bin • Error message • Inner pack • Kit build department • Pallet quantity • Product zone If applicable, the system updates the **Product Warehouse Product Setup** record. Synchronized information is displayed in **WL Transaction Inquiry**.
Packed Order	Receive	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 **WL Transaction Inquiry** 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 **WL Transaction Inquiry** for Counter Sales orders, regardless of the carrier shipping type that is assigned to the order. Counter Sales orders are typically not shipped.
Print Pack	Receive	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. 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.
Received Order	Receive	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 **WL Entry Batch Receiving Report** initiates these functions when receiving has been completed: • **Purchase Entry Receipt of Inventory** • **Transfer Entry Receipt of Inventory** • **Sales Order Entry** (Customer Returns) • **KP Work Order Center Entry-Accept** • **VA Entry Receipt of Inventory**
Shipped Order	Receive	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 **WL Entry Batch Shipping Report** is run. Then the order is updated to Stage 3 (Shipped) if the transaction processes without error.

Type	Direction	Description
Stock Adjustment	Receive	This type of transaction is created after a TWL stock adjustment is completed. The system is updated when the **WL Entry Batch Adjust Inventory Report** is processed. These exceptions may occur: • If the TWL and system quantities match, but the quantities are incorrect, make an adjustment on the RF and use a valid **SA Table Code Value Setup** adjustment code. • If the TWL quantity is correct, but the system quantity is incorrect, make an adjustment in **Product Qty Adjustments Entry**. • 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. Use of these scenarios should be extremely rare. Before making an adjustment to the system or TWL only, verify all transactions are processed.

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 **Order Drop Manager** and reprint the order in the **Sales Entry Pick Tickets Report** to release to TWL. You cannot change the order in **Sales Order Entry** 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 **Purchase Entry Receipt of Inventory** 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 **Transfer Entry Receipt of Inventory** 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 - ICSEU or SASTT	The product was not set up correctly in the system before the purchase order was created. Process this transaction in **Purchase Entry Receipt of Inventory**.
Shipped Orders	Receive	Order Cannot Be Maintained After Shipping	The order was processed in **Sales Shipping Feedback Entry**, 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 **SA Table Code Value Setup** adjustment code. If the product is not a build-on-demand kit, then change the **Product Setup** 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: **1** Check for receipt transactions against this product in TWL and close the RT; **2** Run the **WL Entry Batch Receiving Report**, the **WL Entry Batch Shipping Report**, and the **WL Entry Batch Adjust Inventory Report** to update the system with active data; and **3** Process the appropriate adjustment in the system.
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 **SA Table Code Value Setup** Return/Adjust Reasons [type M] and Reason Unavailable [type L] codes for setup problems. Process the appropriate adjustment in the system.

Receiving 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:0005

Name
Receive Without PO

Parameter Type
Receiving

Level
Global

Value
- No
- Yes [default]

Description
Receive Without PO
Allow receiving without a PO? When a receipt is processed without a PO, TWL will create a new line in PO number 9999. All postings are recorded there.

Parameter ID:0023

Name
Receiving Labels

Parameter Type
Receiving

Level
Global

Value
- No [default]
- Yes

Description
During receiving, can the user select a printer for label printing?

Parameter ID:1011

Name
Close RT Question

Parameter Type
Receiving

Level
Global

Value
- Both [default]
- RT Close/Send Only
- Receiving Only
- Do Not Ask

Description
Close RT
Do you want to close RT when leaving the receiving screen? The question will appear when the user is finished receiving, and leaves the Line Item Selection screen and the RT Close/Send Only screen.
Both
Ask to close on both screens.
RT Close/Send Only
Ask to close only under the RT Close/Send screen.
Receiving Only
Ask to close only under the Receiving screen.
Do Not Ask
Do not prompt the user for closing of a RT.
Do Not Ask

Parameter ID:1017

Name
New Receipt Line

Parameter Type
Receiving

Level
Global

Value
- Yes [default]
- No

Description
When adding a line to a PO, do we send the receipt to the host?
Some hosts will not be able to handle the added line from TWL.

Parameter ID:1021

Name
Cargo Hold Orders

Parameter Type
Receiving

Level
Global

Value
- Yes [default]
- No

Description
Cargo Hold Orders
There are two methods for entering cargo information for orders that are on customs hold prior to shipment.
The first method is to have the receiver on the dock enter the cargo information, and the second is to enter it through the TWL Web module.
Select "Yes" to allow the receiver on the dock to record the cargo information.
Select "No" to require the cargo information to be entered in the TWL Web module.

Parameter ID:1026

Name
Receiving Types

Parameter Type
Receiving

Level
Warehouse

Value
Specify one or more of these values: 1,2,3,4,5,6,7,8,9 [default]

Description
Receiving Types Security
Shown below are the valid receiving types:
1) PO
2) RT
3) Vendor
4) Item Number
5) Alternate Item Number
6) UPC Code
7) Item Description
8) Barcode Settings
9) Shipment ASN
Please enter a comma-separated list of all the receiving types that you wish to accept. To select ALL receiving types, then leave the field blank or enter each number separated by a comma.
Examples:
If you enter: 2
You are indicating that you want to receive only by RT

If you enter: 3,4,6
You are indicating that you want to receive by Vendor, Item Number, or UPC Code

Parameter ID:1041

Name
Full Pallet

Parameter Type
Receiving

Level
Global

Value
- No [default]
- Yes

Description
Default value on full pallet on receiving.

Parameter ID:1044

Name
Allow Receipt Overages

Parameter Type
Receiving

Level
Global

Value
- Don't Allow [default]
- Allow the item percentage
- Allow any overage

Description
How to handle overages on the receiving dock
1) Don't allow
2) Allow the item percentage over
3) Allow any overage

Parameter ID:1045

Name
Item Receiving Zone

Parameter Type
Receiving

Level
Warehouse

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

Description
Ask for the item default zone if it is missing in the item record.

Parameter ID:1046

Name
Expiration

Parameter Type
Receiving

Level
Global

Value
Specify a number of days. [default=1000]

Description
The number of days until the a receipt transaction is marked as old. The value is calculated from the receipt transaction date. Enter 9999 if you do not want to see the warning.

Parameter ID:1047

Name
Add Lines To RT

Parameter Type
Receiving

Level
Global

Value
- No
- Yes [default]

Description
Can the person on the floor add lines when receiving?

Parameter ID:1048

Name
Item Cross Reference

Parameter Type
Receiving

Level
Global

Value
- Reject Item
- Check Cross Reference [default]
- Prompt User

Description
In the receiving screens, the user may enter the item they are receiving. When the item is not found in the purchase order, should the system check the cross reference information for the items.
Options:
Reject Item -
Do not check the cross reference.
Check Cross Reference -
Check the cross reference automatically.
Prompt User -
Ask the user if they want to check the item cross reference.

Parameter ID:1053

Name
Suggest Pallet

Parameter Type
Receiving

Level
Global

Value
- No
- Yes [default]

Description
Suggest a pallet at receiving.

Parameter ID:1056

Name
BOD Kit Receiving

Parameter Type
Receiving

Level
Global

Value
- Kit
- Subcomponents [default]

Description
BOD Kit Receiving
Build on Demand (BOD) kits are made up of different inventory items(components). The kit itself can be considered an inventory item as well though. When you receive the components that make up a kit, TWL needs to know whether to place the kit into inventory or the individual components.
If you choose Kit:
The kit itself will be placed into inventory, and the individual subcomponents will not.
If you choose Subcomponents:
Each individual subcomponent will be placed into inventory, and the kit will not.

Parameter ID:1062

Name
Mark RT Complete

Parameter Type
Receiving

Level
Global

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

Description
Does TWL require the RT to be marked complete?

Parameter ID:1071

Name
Return RT Processing

Parameter Type
Receiving

Level
Warehouse

Value
- No
- Yes [default]

Description
Return RT Processing

A return RT is a specific type of Receipt Transactions sent from the host to TWL. The return RT forces the default status of the inventory to the status set by parameter 6255.
Can the user overwrite the status set by parameter 6255?.
No
The status set by parameter 6255 is used. The user must use the stock adjustment screen to move the item to another status.
Yes
The status set by parameter 6255 is defaulted. The user may overwrite the status with any other status.

Parameter ID:1073

Name
Receipt By Item

Parameter Type
Receiving

Level
Warehouse

Value
- Find RT
- Item Receiving [default]
- Prompt User

Description
Receipt By Item
This parameter is the definition of the RF receiving module, option four (4) under Receipt Inq/Update. The options outline the behavior for item receiving. The options are Find RT, Item Receiving, and Prompt User.
Find RT
Using the item that the receiving clerk has in front of them, find the RT to be received against. The Find RT option allows the user to select the appropriate RT and receive against it.
Item Receiving
If the shipper has consolidated several RTs for the same item into one shipment. The user will be asked the item and received quantity. The user will then select the RT they want to apply some, or all of the inventory towards. If more exists, the user will be allowed to select another RT.
Prompt User
Ask the user which option they desire.

Parameter ID:1088

Name
Receive By Item-Truck ID

Parameter Type
Receiving

Level
Global

Value
- Optional: The truck ID is optional
- Required: The truck ID must be entered [default]
- Disabled: The truck ID will be disabled on the Receive by Item screen

Description
When receiving by item, is the user required or able to enter a truck ID?

Parameter ID:2900

Name
Purchase Orders

Parameter Type
Receiving

Level
Global

Value
- Host [default]
- TWL

Description
Purchase Orders
A purchase order may be separated into many different RTs, each with a different suffix. Depending on the host system, one or more of these suffixes may indicate that a backorder condition exists for the purchase order.
This parameter determines whether the host system or TWL is responsible for maintaining these suffixes.

Parameter ID:6002

Name
Multi-UOM Receiving

Parameter Type
Receiving

Level
Warehouse

Value
- No [default]
- Yes

Description
Multiple UOM During Receiving.
Can the user enter Stock Receipts in an Unit of Measure other than EACH?
If YES, the User can select from any valid Unit of Measure that has been defined in SX.e.

Select if Receiving Multi-UOM can be done:
NO - No UOM Entry, Always EACH.
YES - Receipt by Any Valid UOMs Allowed.

Parameter ID:6003

Name
Hip Printers

Parameter Type
Receiving

Level
Global

Value
- No [default]
- Yes

Description
Hip printers attach directly to the RF unit. If "Yes", then receiving labels will print on the hip printer instead of the Zebra printer
Print receiving labels on the hip printer?

Parameter ID:6251

Name
Receipt Notification

Parameter Type
Receiving

Level
Global

Value
- No: If you are not concerned with errors in cube or weight assignments, accept the default. [default]
- Yes: If you have warehouse limitations or weight considerations, verifying these when the item is received enables you to maximize your warehouse.

Description
During receiving do you want TWL to notify user when an item has an error or errors in the items cube or weight assignment?

Parameter ID:6252

Name
Default Case Receiving Quantity

Parameter Type
Receiving

Level
Warehouse

Value
- Default Quantity = 0
- Default Quantity = 1 [default]

Description
Should TWL default the RF case receiving quantity to 0 or 1?

Parameter ID:6253

Name
Block Scan Truck on Receiving Menu

Parameter Type
Receiving

Level
Global

Value
- No [default]
- Yes

Description
Block Scan Truck on Receiving Menu
No - Allow the entry of a Truck ID in the Receiving menu on the RF.
Yes - Prevent the users from entering a Truck ID in the Receiving menu on the RF.

Parameter ID:6254

Name
Receiving Notes

Parameter Type
Receiving

Level
Global

Value
- No
- Yes [default]

Description
Receiving Notes
When receiving notes or comments exist for a receipt, do you want the user to view them during receiving?

Parameter ID:6255

Name
Return RT Processing

Parameter Type
Receiving

Level
Warehouse

Value
- D – Default From Host
- OK - No Hold Status
- C - Customs Hold
- H - Return Hold [default]
- I - Inventory Hold or Mis-Ship
- O - Overage
- Q - Quality Assurance Hold
- T - Transportation Damage

Description
Return RT Processing
A return RT is a specific type of Receipt Transaction sent from the host to TWL. The return RT forces the default status of the inventory to a status set by this parameter.
Choose the status that will be defaulted in Receiving when a return RT is received.
Determine if the status if forced using parameter 1071.

Parameter ID:6256

Name
Receive To Pallets Using Zone Restrictions

Parameter Type
Receiving

Level
Warehouse

Value
- No
- Yes [default]

Description
During receiving, only allow items that are to be put away in the same zone on the same pallet.
Options:
No = The item zone will be ignored during receiving.
Yes = Standard functionality will apply.

Parameter ID:6257

Name
Item Receiving Sort

Parameter Type
Receiving

Level
Global

Value
- PO
- Qty [default]

Description
During receiving by item number the PO should sorted using the following:
Options:
PO = Sort by the PO number
Qty = Sort By the Quantity left to be received on the PO. Will show over-receipts, under-receipts and full-receipts

Parameter ID:6258

Name
Dock to Stock Receiving

Parameter Type
Receiving

Level
Warehouse

Value
- Enabled: Default is Yes
- Enabled: Default is No
- Disabled: Do not allow [default]

Description
Dock to Stock Receiving.
If enabled, then during the receipt of a purchase order, what is the default value to skip receipt to a pallet and directly receive goods to a warehouse location?
If enabled and "Direct Receipt" is chosen during receiving then the item will be temporarily placed onto a pallet with the Id equal to PO# plus Line#. Standard TWL RF PutAway will then be called to move the item directly into a warehouse location.

Parameter ID:6259

Name
Quantity Field For Line Item Receiving

Parameter Type
Receiving

Level
Global

Value
- Case Qty [default]
- Item Qty

Description
When receiving and you DO NOT use Multi UOM receiving should the cursor default to the Case Qty field or the single Item Qty field?
Parameter 6252 should be set to 1 if you assign this parameter to Item Qty.

Parameter ID:6260

Name
Packing List Receipts

Parameter Type
Receiving

Level
Warehouse

Value
- Disable [default]
- Enable - Sort By PO Number
- Enable - Sort Open POs First

Description
Consolidated Packing List Receipts.
During TWL RF Receiving of Consolidated Packing Lists an Item Can Exist on Multiple POs.
Should the Operator be Prompted to Specify the PO to Receive Against?
1) Disable - Allocate the Receipt to the First PO in the Browse
2) Enable - Prompt for PO (Sorted by PO Number)
3) Enable - Prompt for PO (Sorted with Open POs First)

Parameter ID:6261

Name
Receiving Labels

Parameter Type
Receiving

Level
Global

Value
Specify a number of labels. [default=0]

Description
Receiving Labels
Please enter the number of receiving labels you would like use as the default quantity to print.
If 0 (Zero) then the number of receiving labels to print will be determined by the quantity received.
** Does not apply to serialized items which only print 1 label per serial number.

Parameter ID:6262

Name
Update Item Count if New Receipt

Parameter Type
Receiving

Level
Warehouse

Value
- No [default]
- Yes

Description
During receiving, if a new item is received for the first time should the item last count date be updated with the receipt date?
This will exclude new item receipts from the next days cycle count if assigning cycle counts through the EOD process.
Options:
No = The item will be prioritized and assigned to a cycle count as always.
Yes = The item last count date will be updated with the receipt date and will not be added to any count until the ABC Classification determines the need.

Parameter ID:6263

Name
Cross Dock - Include Demand Quantity

Parameter Type
Receiving

Level
Global

Value
- No
- Yes [default]

Description
During receiving should the SX.e ICSW demand quantity for WT, KP, and VA backorders be included in the Cross Dock quantity calculation?

Parameter ID:6264

Name
Auto Receive ASN

Parameter Type
Receiving

Level
Warehouse

Value
- Yes [default]
- No

Description
Auto Receive an ASN During Auto Receiving.
On the Receiving - Receipt Inq/Update menu, the operator can use the "Shipment ASN" select by option to find and existing ASN to process. Once they select the ASN to process, if they have the ability to Auto Receive the ASN, then they will be prompted with an option to do so.
Select if Auto Receiving an ASN can be done:
NO - Prompt does not display and auto receiving is not allowed.
YES - Prompted to Auto Receive the ASN or not.

Parameter ID:6265

Name
Hold I and T Zones

Parameter Type
Receiving

Level
Warehouse

Value
- NO [default]
- YES

Description
Hold I and T Zone Inventory during Receiving
During Receiving - Certain Zones may be for unavailable inventory and should go to the same status type as the zone code. This applies to "I" Inventory Hold and "T" Transportation Damage zones.
Select if this automatic setting of status from these two zones should be done:
NO - Do not Auto Set the Status
YES - Auto Set the Status for zones "I" and "T".

Put Away 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:1079

Name
Invalid Putaway Location Types

Parameter Type
Put Away

Level
Global

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

Description
Invalid Putaway Location Types
Enter the types of locations where the system will not suggest a putaway.
Example, enter B,T to exclude all Bulk and Stage locations.
Type - Description
B - Bulk
C - Carousel
F - Flow Rack
P - Pallet
S - Shelf
T - Stage

Parameter ID:1081

Name
Suggest Quantity

Parameter Type
Putaway

Level
Warehouse

Value
- Zero: The blind putaway option; the user must enter the putaway quantity. [default]
- Suggested Quantity: Select to have the suggested putaway quantity displayed.

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

Parameter ID:1090

Name
Suggest Putaway Stock Movement

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Accept this default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Stock Movement
Should TWL assign the suggested putaway location after completing a stock movement?

Parameter ID:1091

Name
Suggest Putaway Pallet Movement

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Accept the default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Pallet Movement
Should TWL assign the suggested putaway location after completing a pallet movement?

Parameter ID:1092

Name
Suggest Putaway Production Staging

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Always accept the default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Production Staging Release
Should TWL assign the suggested putaway location after completing a production staging release?

Parameter ID:1093

Name
Suggest Putaway Receiving

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Accept the default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Receiving
Should TWL assign the suggested putaway location after completing receiving?

Parameter ID:1094

Name
Suggest Putaway Pallet Transfer

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Accept the default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Pallet Transfer
Should TWL assign the suggested putaway location after completing a pallet transfer?

Parameter ID:1095

Name
Suggest Putaway Close RT

Parameter Type
Put Away

Level
Global

Value
- No: Do not assign suggested putaway location. Accept the default for this parameter. [default]
- Yes: Assign suggested putaway location.

Description
Suggest Putaway Close R.T.
Should TWL assign the suggested putaway location after closing a receipt transaction?

Parameter ID:5750

Name
Create Top Offs During Putaway

Parameter Type
Put Away

Level
Global

Value
- Yes
- No [default]

Description
During the putaway process, should TWL look at quantity in primary pick locations and suggest topping off those locations from inventory arriving at the dock?
Potential issues by doing this are:
1. FIFO logic could possibly be sacrificed while performing replenishments.
2. Split case quantities could be generated in bulk locations.

Parameter ID:5752

Name
Item Scan at Putaway

Parameter Type
Put Away

Level
Warehouse

Value
- No
- Yes [default]

Description
Item Scan at Putaway
Should TWL force the user to scan each item during putaway?

Parameter ID:5755

Name
Putaway Multi-UOM

Parameter Type
Put Away

Level
Warehouse

Value
- No [default]
- Yes

Description
PutAway Confirmation - Multiple UOM.
Can the user enter quantities in alternate units of measure during Receiving PutAway?
If YES, the User can select from any valid unit of measure that has been defined in SX.e.
Select if Multi-UOM processing can be done:
NO - No UOM Entry, Always EACH.
YES - Any Valid UOMs Allowed.

Parameter ID:5756

Name
Serpentine Putaway

Parameter Type
Put Away

Level
Warehouse

Value
- No
- Yes [default]

Description
Should TWL force serpentine during the putaway process?

Parameter ID:5757

Name
Putaway Sort Order RF Prompt

Parameter Type
Put Away

Level
Warehouse

Value
- Disable [Zone Alpha Asc]: Retain this default and the system does not prompt you for a sort method. The sort is based on the warehouse zone putaway sequence, and items are sorted alphabetically in ascending order. You cannot override the location suggested by the system. [default]
- Zone Alpha Asc: The sort method is based on the warehouse zone and items are sorted alphabetically in ascending order.
- Zone Alpha Desc: The sort method is based on the warehouse zone and items are sorted alphabetically in descending order.
- Zone Sequence: The sort method is based on the warehouse zone and items are sorted by the put-away sequence.
- Pallet LIFO: The sort method is based on the order items are put on the pallet. The last item on is the first item taken off the pallet.
- Item Num: The sort method is based on the item number, which is sorted alpha-numerically.

Description
PutAway Item Sort Order
During TWL RF Material Handling, Stock PutAway, in what order will items be taken off the pallet?
1) Disable Prompt During RF PutAway, Use Warehouse Zone Alpha Sort Asc.
2) By Warehouse Zone, Alpha Sort Ascending.
3) By Warehouse Zone, Alpha Sort Descending.
4) By Warehouse Zone, PutAway Sequence.
5) Item Pallet Order, Last Item on, First Off.
6) Item Number, Alpha/Numeric Sort.
This parameter controls the default sort value, which can be over-ridden by the User during TWL RF PutAway, unless disabled by choosing option 1 above.

Parameter ID:5758

Name
Allow Putaway Prior to RT Close

Parameter Type
Put Away

Level
Global

Value
- No

- Yes [default]

Description
Do you want to allow employees to begin PutAway of inventory prior to the RT being closed?
If multiple RT's for the same item are consolidated on the pallet you will not be able to perform PutAway until all RT's for the item in question have been closed.

Parameter ID:5759

Name
Allow Over PutAway

Parameter Type
Put Away

Level
Warehouse

Value
- No [default]
- Yes

Description
Do you want to allow employees to putaway more inventory than exists on the putaway pallet?
If NO a warning will be displayed and the user cannot exceed the inventory quantity on the pallet.
If YES the user can putaway more inventory than the pallet quantity.

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.