

Advanced Kitting Overview

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Purpose of this document

This document covers set up and use of the Advanced Kitting functionality in Ceres.

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Purpose

The Advance Kitting process provides the user with the tools necessary to setup, manage and build kits. Kitting allows the grouping and packaging of items together to properly track inventory and costs associated with the components of the kit. Building kit items also facilitates the ability to expedite agency orders by distributing the pre-assembled kits. When creating the kit bill of materials, Ceres allows for the inclusion of substitute items which can be used if sufficient quantities of a primary item are not found. Common uses for kits within the food bank include USDA or CSFP boxes, and some child nutrition programs such as a “Backpack” program.

One major component of Advanced Kitting is the ability to track costs associated with the resulting finished goods Kits more specifically. Instead of a blended cost or assigned cost, Advanced Kitting allows you to maintain the cost changes associated with various types of substitutions. This is useful if you have kit substitutes that consist of Donated product, government commodities and purchased items that may be used in the same finished good. The specific cost is tracked for each created Lot.

Note: There are other Kitting processes for Ceres if you do not need the full advanced kitting functions. There are separate procedure documents for this process. See related documents.

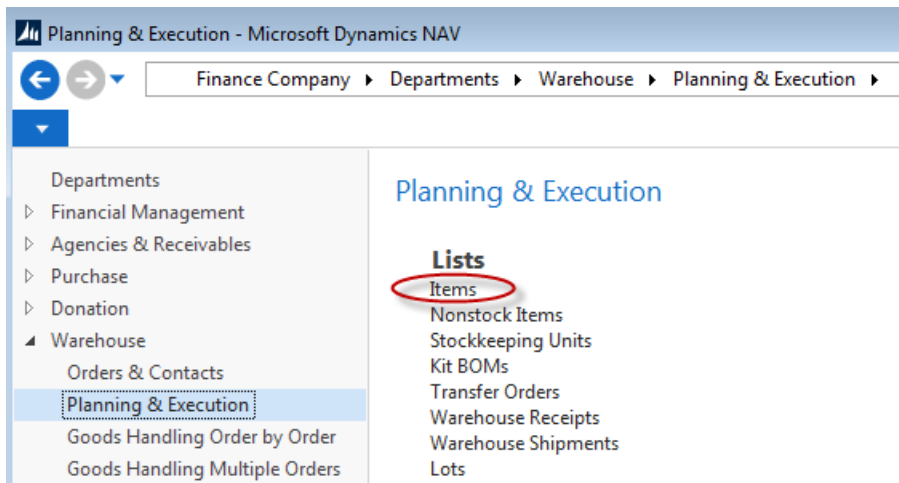
Ceres object release 4.00.00 is required for the functionality documented in this procedure.

Setting up Kitting

There are several steps to setting up kits that must be accomplished before you can start building kits with Ceres.

1. Create all the bulk component items that will go into the kit if they do not already exist. Setup of items is beyond the scope of this document. Refer to documentation on setting up items in inventory for more help. Bulk items are usually palletized full cases of product that must be opened so that the individual units within the case can be distributed amongst the kits.
2. Create the unit component items that will ultimately be tied to the kit bill of materials (BOM). These are usually generic type components that require special setup to pull from the bulk items from Step 1.
3. Create the Kit Finished Good Item Card. Kit Finished Good Items are setup very similar to regular items with a few small exceptions that will be documented later in this document. The finished good items are the products that are ultimately distributed to the Agencies.
4. Create a Kit Bill of Materials (Kit BOM) detailing the components contained in the kit and the quantity of each component in the kit.
5. Associate the Kit BOM with the Kit Item.
6. Set up Parameters to control the advance kitting process (security, etc.)

The creation of items involved with kits is all completed on the item card. Navigate to the Item Card by selecting Departments → Warehouse → Planning & Execution → Lists → Items.



Detailed documentation can be found in Item Setup that will more clearly define all the fields associated with setup of items. In this document we will concentrate only on the fields that are important to Advanced Kitting.

Bulk Component Items

Normally, bulk component items are palletized full case products that will be opened broken down into component units for inclusion in the kits. It is not required that the bulk components Items are palletized in that Advanced Kitting supports both palletized and non-palletized items. Fields on the Item Card that are associated with bulk component items are follows:

Base Unit of Measure: This is normally set to a case or box.

Gross Weight – This should reflect the total weight of the case or box.

Lot No. Required: All items in Ceres should have this box checked to facilitate lot tracking throughout Ceres.

Pallet No. Required: This is not required to be checked but it is important to note that Bulk items in Advanced Kitting may be palletized.

FB Kit – This field must not be checked on Bulk Component items.

FB Component Kit Item: This field must not be checked on Bulk Component items.

Eaches per Base UOM: Set this field to the number of singular items contained in the Base Unit of Measure.

CIC-100223 · CSFP, FRUIT PEARS

General	
No.:	CIC-100223
Description:	CSFP, FRUIT PEARS
Description 2:	
Pack Size:	24/12 OZ
Base Unit of Measure:	CASE
Gross Weight:	18
Shopping List:	<input type="checkbox"/>
Shelf No.:	
Automatic Ext. Text:	<input type="checkbox"/>
Item Category Code:	BKSK
Product Group Code:	
Eaches per Base UOM:	24
CMobile Related:	<input type="checkbox"/>
Dormant:	<input type="checkbox"/>
Nutritional Analysis Not Complete	
Search Description:	CSFP, FRUIT PEARS
Quantity on Hand:	0
Qty. on Purch. Order:	0
Qty. on Donation Order:	0
Qty. on Picks:	0
Qty. on Whse. Entries:	0
Qty. on Agency Order:	0
Qty. on Hold for AE:	0
Blocked:	<input type="checkbox"/>
Allocation Group No.:	CIC-100223
Feature Type:	
Length (Inches):	0
Width (Inches):	0
Height (Inches):	0
Cubic Feet:	0
Cube Density:	0
Stockout Warning:	Default (Yes)

CIC-100223 · CSFP, FRUIT PEARS

General		CIC-100223	CASE	0
Distribution		FIFO	0.00	BKSK
Replenishment		Purchase		
Planning		Optional		
Item Tracking				
Lot Nos.:	I-LOT	FBC Storage Requirement Code:	DRY	
Expiration Calculation:		UNC Handling Requirement Code:	DRY	
Consume by Date Calculation:		FBC Product Classification:		
Ship by Date Calculation:		Allocation Group No.:	CIC-100223	
Lot No. Required:	<input checked="" type="checkbox"/>	Permit Web Orders:	<input type="checkbox"/>	
Pallet No. Required:	<input checked="" type="checkbox"/>	Product Image URL:		
FBC Product Category Code:	BACKSNACK	UNC Product Category Code:	OTHERPURCH	
FBC Product Type Code:	FRU	UNC Product Type Code:	10	
FBC Package Type Code:	CASE	UNC Package Type Code:	LOOSE	
		UNC Storage Requirement Code:	DRY	
Warehouse				
Kitting (Ceres)				
Kit BOM No.:		FB Kit Comp. Generic:	<input type="checkbox"/>	
Kit Disassembly BOM No.:		Kit Component Item:	<input type="checkbox"/>	
Automatic Build Kit BOM:	<input type="checkbox"/>	Bulk Break Location Code:		
FB Kit Item:	<input type="checkbox"/>	Bulk Break Bin Code:		

Unit Component Items

Normally unit component items are generic description products that, once broken down from the bulk component items, will be used to track component units for inclusion in the kits. The reason why these items are considered generic is because they are placeholders within the bill of materials and may not be linked to a single item. For example, a unit component item might be called “Protein Source” and this generic item might then be linked to multiple protein source bulk items such as “Tuna Fish”, “Beans”, “Sandwich Meat” or any other source of protein.

Each time a bulk item is broken to create the component, the weight, cost and value of the bulk item is divided by the quantity per case to calculate these values for the Unit Component Items. These values are stored on each lot so that they can accurately be used throughout the advanced kitting process. This is what allows Ceres to use generic items as the specifics are all tracked on a lot basis each time the break bulk operation occurs. Unit component items must not be palletized. Fields on the Item Card that are associated with unit component items are follows:

Base Unit of Measure: This is normally set to each or some other singular type unit of measure.

Gross Weight: This field can be left at zero, since the actual weight will depend on the weight and the quantity in the case of the bulk component used for a particular kit. For example, if the weight of the bulk component item used weight 12 LBs and there are 48 units in the case, the weight of the unit would be 0.25 LBs ($48 / 12 = 0.25$).

Lot No. Required: All items in Ceres should have this box checked to facilitate lot tracking throughout Ceres.

Pallet No. Required: This field must be left unchecked. Generic components can't be palletized.

FB Kit: This field must be left unchecked.

FB Component Item: This field must be checked. This is what allows the item to be used in KIT Bill-of-materials.

Break Bulk Location Code: This field is required and is used to designate the specific location that will be used for the storage of the Unit Item Components until they are assembled into finished kits.

Break Bulk Bin Code: This field is required and is used to designate the specific bin code within the location that will be used for the storage of the Unit Item Components until they are assembled into finished kits.

CIU-100223 - CSFP, FRUIT PEARS

General	
No.:	CIU-100223
Description:	CSFP, FRUIT PEARS
Description 2:	
Pack Size:	24/12 OZ
Base Unit of Measure:	UNIT
Gross Weight:	0.75
Shopping List:	<input type="checkbox"/>
Shelf No.:	
Automatic Ext. Text:	<input type="checkbox"/>
Item Category Code:	BKSK
Product Group Code:	
Eaches per Base UOM:	0
CMobile Related:	<input type="checkbox"/>
Dormant:	<input type="checkbox"/>
Nutritional Analysis Not Complete	
Search Description:	CSFP, FRUIT PEARS
Quantity on Hand:	0
Qty. on Purch. Order:	0
Qty. on Donation Order:	0
Qty. on Picks:	0
Qty. on Whse. Entries:	0
Qty. on Agency Order:	0
Qty. on Hold for AE:	0
Blocked:	<input type="checkbox"/>
Allocation Group No.:	CI-100223
Feature Type:	
Length (Inches):	0
Width (Inches):	0
Height (Inches):	0
Cubic Feet:	0
Cube Density:	0
Stockout Warning:	Default (Yes)

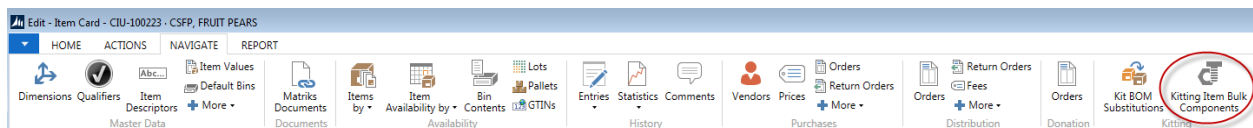
CIU-100223 · CSFP, FRUIT PEARS

General		CIU-100223	UNIT	0
Distribution		FIFO	0.00	BKSK
Replenishment		Purchase		
Planning		Optional		
Item Tracking				
Lot Nos.:	I-LOT	FBC Storage Requirement Code:	DRY	
Expiration Calculation:		UNC Handling Requirement Code:	DRY	
Consume by Date Calculation:		FBC Product Classification:		
Ship by Date Calculation:		Allocation Group No.:	CI-100223	
Lot No. Required:	<input checked="" type="checkbox"/>	Permit Web Orders:	<input type="checkbox"/>	
Pallet No. Required:	<input type="checkbox"/>	Product Image URL:		
FBC Product Category Code:	BACKSNACK	UNC Product Category Code:	OTHERPURCH	
FBC Product Type Code:	FRU	UNC Product Type Code:	10	
FBC Package Type Code:	CASE	UNC Package Type Code:	LOOSE	
		UNC Storage Requirement Code:	DRY	
Warehouse				
Kitting (Ceres)				
Kit BOM No.:		FB Kit Comp. Generic:	<input type="checkbox"/>	
Kit Disassembly BOM No.:		Kit Component Item:	<input checked="" type="checkbox"/>	
Automatic Build Kit BOM:	<input type="checkbox"/>	Bulk Break Location Code:	KAN	
FB Kit Item:	<input type="checkbox"/>	Bulk Break Bin Code:	90	

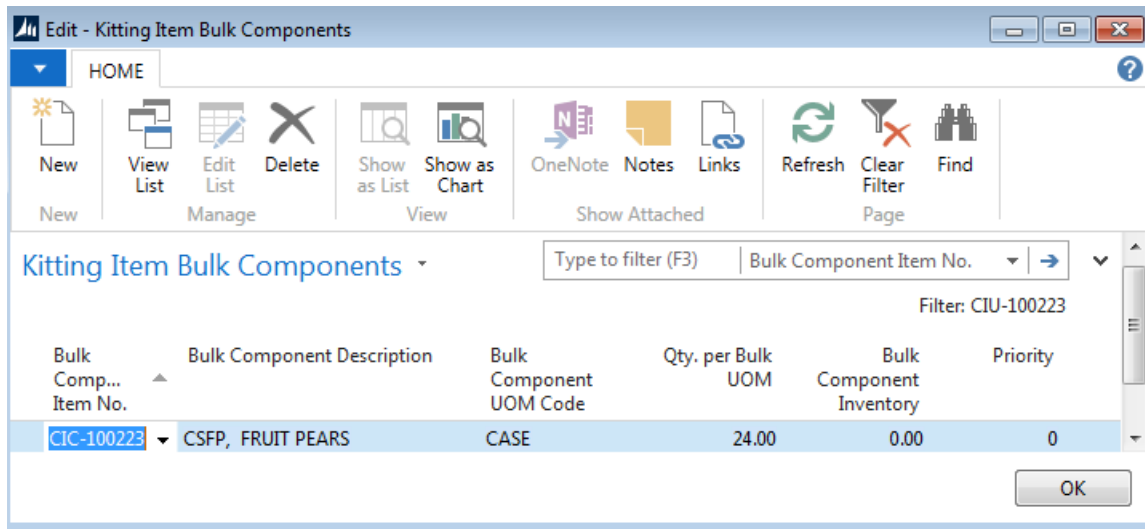
Associating Bulk Item Components with Unit Component Items

Once the generic unit component items and the bulk components have been defined, you must set up the relationship to assign the bulk components to the unit component items.. This is done to tell Ceres what bulk items may be used to satisfy the requirements for this unit component item. You may assign as many bulk components as needed for any generic component item. In Ceres, a parameter is set to control how it will decide which bulk components to use when performing the break bulk function. This will be discussed in the parameter setup section below.

To define the bulk item components, from the Item Card, click → Navigate → Kitting Item Bulk Components.



The Edit – Kitting Bulk Item Components page will be displayed. On this page you will record the bulk components acceptable for the generic component item selected. In this example we show two acceptable bulk items.



For each bulk item you must complete several fields as described here:

Bulk Component Item: Enter the item number of the bulk component item to be used.

Bulk Component Description: This field will automatically be populated with description from the bulk item selected. It is non-editable.

Bulk Component UOM: The Base Unit of Measure will default from the Bulk Component and must match the bulk item's base unit of measure.

Qty. per Bulk UOM: This field is used to define how many units are contained in the bulk component item and will be defaulted from the Bulk Component Item's Eaches per Base UOM. This allows for the calculations to determine the weight, cost and value of the unit component from the bulk items weight cost and value.

Bulk Component Inventory: This field will display the available inventory for the bulk item selected. It is non-editable.

Priority – This field can be used to assign the order in which bulk items are considered when performing the break bulk process. It should be noted that the actual order is determined by a parameter setting as explained below. If the parameter is set to "Priority" this field is used to determine the order.

Finished Goods Items Kits

This is the finished good kit that will be distributed to the agencies. Once the Kit BOM has been created it will be associated to these items. It is not required that these items are palletized but pallets are allowed on these items. Fields on the Item Card that are associated with finished goods items are follows:

Base Unit of Measure: This is normally set to each or some other singular type unit of measure.

Gross Weight: This field can be left at zero, since the actual weight will depend on the weight and the quantity of all the components consumed in the assembly of the finished kit item.

Lot No. Required: All items in Ceres should have this box checked to facilitate lot tracking throughout Ceres.

Pallet No. Required: This field is normally checked but is not required on the finished good kit item.

Kit BOM No.: This field is used to specify the current bill-of-materials to be used when assembling this finished good kit.

Kit Disassembly BOM No.: This field is used to specify the current bill-of-materials to be used when breaking a finished good back into its components. It is normally the same as the Kit BOM No. specified above.

FB Kit: This field must be checked. This is the field that designates that item is a finished good item.

FB Component Item: This field must not be checked.

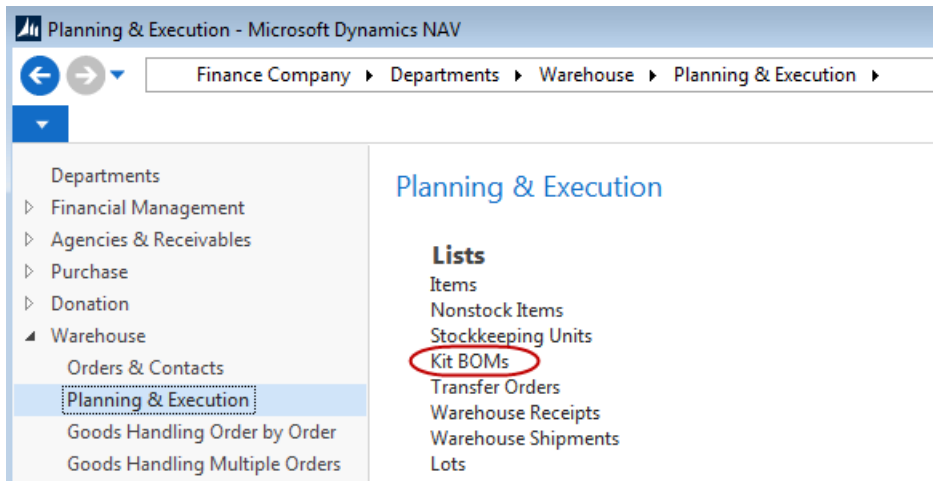
CI SR BOX 230 · CSFP, SR BOX 230

No.:	CI SR BOX 230	...	Quantity on Hand:	0
Description:	CSFP, SR BOX 230		Qty. on Purch. Order:	0
Description 2:			Qty. on Donation Order:	0
Pack Size:	10 PER CASE		Qty. on Picks:	0
Base Unit of Measure:	CASE		Qty. on Whse. Entries:	0
Gross Weight:	0		Qty. on Agency Order:	0
Shopping List:	<input type="checkbox"/>		Qty. on Hold for AE:	0
Shelf No.:			Blocked:	<input type="checkbox"/>
Automatic Ext. Text:	<input type="checkbox"/>		Allocation Group No.:	CI SR BOX 230
Item Category Code:	BKSK		Feature Type:	
Product Group Code:			Length (Inches):	0
Eaches per Base UOM:	0		Width (Inches):	0
CMobile Related:	<input type="checkbox"/>		Height (Inches):	0
Dormant:	<input type="checkbox"/>		Cubic Feet:	0
Nutritional Analysis Not Complete			Cube Density:	0
Search Description:	CSFP, SR BOX 230		Stockout Warning:	Default (Yes)

General		CI SR BOX 230		CASE	0
Distribution		FIFO		0.00	BKSK
Replenishment				Prod. Order	
Planning				Optional	
Item Tracking					
Lot Nos:	I-LOT	FBC Storage Requirement Code:	DRY		
Expiration Calculation:		UNC Handling Requirement Code:	DRY		
Consume by Date Calculation:		FBC Product Classification:			
Ship by Date Calculation:		Allocation Group No.:	CI SR BOX 230		
Lot No. Required:	<input checked="" type="checkbox"/>	Permit Web Orders:	<input type="checkbox"/>		
Pallet No. Required:	<input checked="" type="checkbox"/>	Product Image URL:			
FBC Product Category Code:	BACKSNACK	UNC Product Category Code:	OTHERPURCH		
FBC Product Type Code:	MIX	UNC Product Type Code:	16		
FBC Package Type Code:	CASE	UNC Package Type Code:	CASE		
		UNC Storage Requirement Code:	DRY		
Warehouse					
Kitting (Ceres)					
Kit BOM No.:	CI SR BOX 230	FB Kit Comp. Generic:	<input type="checkbox"/>		
Kit Disassembly BOM No.:	CI SR BOX 230	Kit Component Item:	<input type="checkbox"/>		
Automatic Build Kit BOM:	<input type="checkbox"/>	Bulk Break Location Code:			
FB Kit Item:	<input checked="" type="checkbox"/>	Bulk Break Bin Code:			

Kit Bill of Materials (BOM)

Once you have created the component items and kit item in the inventory system you can continue with the creation of the Kit Bill of Materials (Kit BOMS). Go to Departments → Warehouse → Planning & Execution → Kit BOMS.



To enter a new record click Home → New. To edit an existing record, click Home → Edit. The kit BOM card will be displayed. The Card has two FastTabs, General, and Kit BOM Lines.

No.	Description	Status	Unit of Measure Code
CI SR BOX 225	CI SR BOX 225	Certified	CASE
CI SR BOX 226	CI SR BOX 226	Certified	CASE
CI SR BOX 227	CI SR BOX 227	Certified	CASE
CI SR BOX 228	CI SR BOX 228	Certified	CASE
CI SR BOX 229	CI SR BOX 229	Certified	CASE
CI SR BOX 230	CI SR BOX 230	Certified	CASE
CI SR BOX 231	CI SR BOX 231	Certified	CASE

General FastTab -

CI SR BOX 230 · CI SR BOX 230

General	
No.:	CI SR BOX 230
Description:	CI SR BOX 230
Unit of Measure Code:	CASE
Status:	Certified
Search Name:	CI SR BOX 230
Last Date Modified:	8/26/2014
Process Substitutions By:	Using Substitute Item

No.: This is the main identifier for the Kit BOM, which can be entered as any combination of text and numbers. Ceres can be set up to automatically number each Kit BOM Card for you, or you can enter the number manually. While the Kit BOM can be any number, many food banks will associate the Kit BOM number with the Kit Item Card as we have done here. Kit BOM “CI SR BOX 230” will be used on Kit Item “CI SR BOX 230”. If you intend to keep old kit BOMs you might consider a No. that incorporates the item number and a time period. (For Example: CI SR BOX-NOV-14) This can be useful to later see what components were used in previous builds.

Description: Here you can enter a descriptive title of the Kit-BOM. If you intend to keep old bill-of-material Kit BOMS it might be helpful to enter a time period as part of title (For example: CI SR BOX NOV 14).

Unit of Measure Code: This unit of measure should match the base unit of measure of the kit item.

Status: There are four statuses to choose from. You will only be able to build items with a Kit BOM status of “Certified”. The other statuses are available to show various stages of the KIT BOM. The available statuses are:

New - Indicates a new or planned Kit BOM. This status usually indicates the Kit BOM has never been built before. Modifications to the Kit BOM are allowed under this status.

Under Development - Indicates a Kit BOM that has been used in builds before, however is now undergoing some modifications. If you wish to make changes to a Kit BOM that has a status of Certified, you must change it to this status “Under Development” before making the changes.

Certified - This status indicates that Kit BOM is complete and ready to be used in builds. Changes to the Kit BOM are not allowed under this status.

Closed - This status indicates that the Kit BOM is no longer in use but is being retained for historical purposes. No changes to the Kit BOM are allowed under this status. Kit BOM with a status of “Closed” can be reopened by changing the status to “Under Development” or “Certified”

Note: Ceres does not prevent the changing of status of a Kit BOM in any way at any time. The different statuses allow users to accurately identify the correct status of a Kit BOM and also prevent builds of kits that are not yet ready for building and also the accidental changes of Kit BOMs.



Search Name: Here you can enter a search name. You can use the Search Name field to search for a Kit BOM when you cannot remember the Kit BOM number “CI BOX NOVEMBER 2014,” for example. When you enter something in the Description field and press Tab, Ceres automatically copies the contents to the Search Name field. The contents of the Search Name field do not need to be the same as those of the Description field.

Note: If the search name was inserted automatically by Ceres, it will be changed each time you change the Description field. If you inserted the search name manually, it will not be changed automatically when the Description field is changed.

Last Date Modified: This field is updated by Ceres and will reflect the date the kit was last changed.

Process Substitutions By: This field is disabled. Currently Ceres only support “Using Substitute Item”. It should be noted that Advanced Kitting will not use this field, it is only applicable to basic kitting in Ceres.

Kit BOM Lines FastTab -

Kit BOM Lines				
Component ▾  Find Filter  Clear Filter				
Type	No.	Description	Quantity per	Unit of Measure Code
Item	CIU-100035	CSFP, DAIRY CHEESE REDUCED FAT	1	UNIT
Item	CIU-100050	CSFP, DAIRY UHT MILK	2	UNIT
Item	CIU-100127	CSFP, MEAT BEEF CANNED	1	UNIT
Item	CIU-100138	CSFP, MEAT BEEF CHILLI W/O BEANS	1	UNIT
Item	CIU-100207	CSFP, FRUIT APPLESAUCE	1	UNIT
Item	CIU-100223	CSFP, FRUIT PEARS	1	UNIT
Item	CIU-100306	CSFP, VEG GREEN BEANS	1	UNIT
Item	CIU-100751	CSFP, CEREAL RALSTON CORN FLAKES	1	UNIT
Item	CIU-100466	CSFP, CEREAL OATS	2	UNIT
Item	CIU-100895	CSFP, JUICE GRAPE JUICE	2	UNIT

Type: Enter the type of line from the list. You may choose from “Blank” or Item. The line types of resource and setup resource are not used in Ceres at this time.

Blank – You can enter a comment line on the Kit BOM using the Description field

Item – This is the most common line type. Use this type to enter the component lines on the Kit BOM.

Item No.: Here you can enter the item number of the component. Use the assist button to access the drop-down list of items.

Description: When entering an item line, this field will default to the description of the item entered. You can alter the description if desired.

Quantity Per: Here you can enter the quantity of this item that is needed to build one of the kits. The quantity is based on the base unit of measure of the component item. In our example above, we will include one (1) of each of the components in the kit.

Unit of Measure Code: The unit of measure will default from the item card once you have entered the component item no.

Note: When you have completed entering the components on the Kit BOM, it is important to set the status to “Certified” before you will be able to proceed with the building of kits in Ceres. Associating the Kit BOM with the Item.

Associating the Kit BOM with the Kit Finished Good Item

You must now associate the kit item with the Kit BOM. This can be done from the Item Card. Select Departments → Warehouse → Planning & Execution → Lists → Items to access the Item Card. Navigate to the Kit Item. Select the Kitting FastTab and fill in the “Kit BOM No.” field and check the “FB Kit” box. The “Kit Disassembly BOM No.” field will default to the same as the “Kit BOM No.” field. You may use the drop-down list to select from a list of available Kit BOMs.

CI SR BOX 230 - CSFP, SR BOX 230

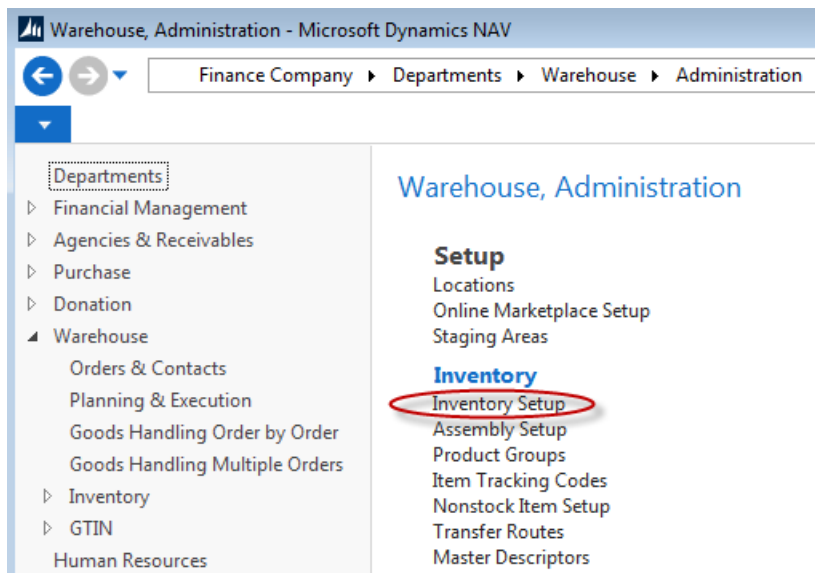
General	CI SR BOX 230	CASE	0
Distribution	FIFO	0.00	BKSK
Replenishment	Prod. Order		
Planning	Optional		
Item Tracking			
Warehouse			
Kitting (Ceres)			
Kit BOM No.:	CI SR BOX 230	FB Kit Comp. Generic:	<input type="checkbox"/>
Kit Disassembly BOM No.:	CI SR BOX 230	Kit Component Item:	<input type="checkbox"/>
Automatic Build Kit BOM:	<input type="checkbox"/>	Bulk Break Location Code:	
FB Kit Item:	<input checked="" type="checkbox"/>	Bulk Break Bin Code:	

Advanced Kitting Setup Parameters

There are several parameters within Ceres to control the process of advanced kitting. In this section we will describe those parameters and the possible settings of each.

Inventory Setup

To access the parameters navigate to the Inventory Setup Card by selecting Departments → Warehouse → Administration → Setup → Inventory → Inventory Setup.



Open the Kitting FastTab and update the fields.

The screenshot shows the 'Edit - Inventory Setup' window with the 'Kitting' tab selected. The 'Kit BOM Nos.' field is set to 'I-KIT', 'Kit Reclass. Journal Template' is 'KITRCLS', and 'Kit Item Journal Template' is 'KITITEM'. The 'Enable Advanced Kitting' checkbox is checked, 'Component Bulk Break Meth...' is 'FEFO', and 'Adv. Kitting Ref. Nos.' is 'I-KITREF'. An 'OK' button is at the bottom right.

Kit BOM Nos: Select the No Series that will be used for assigned number to your Kit BOMs. Numbers can be assigned automatically or manually.

Kit Reclass. Journal Template: Select the Reclass (Transfer) Journal Template that will be used during the kitting process.

Kit Item Journal Template: Select the Item Journal Template that will be used to break down the bulk item components into the unit item components.

Enable Advanced Kitting: This field must be checked to enable advanced kitting. Unchecking the field will set Ceres to basic kitting functionality described in other kitting documentation.

Component Bulk Break Method: This field defines the method Ceres will use to select the bulk item components to use during the break bulk operation which suggest cases of products to open to stock the unit item components to be used in the kits. In all instances, Ceres will use multiple bulk component items to satisfy the requirements to successfully build the kits required. The methods are shown here and further explained.

The close-up shows the 'Component Bulk Break Meth...' dropdown menu with the following options: FEFO, Priority, Greatest Quantity, and Least Quantity. The 'FEFO' option is currently selected.

FEFO – First expired first out. This method will select the bulk components to use based on the expiration dates of the lots for each of the bulk items to choose from. With this method it is possible to Ceres to pick from multiple items as it searches all the lots associated with all the bulk items specified to use the inventory that is expiring first.

Priority – This method will utilize the priority code field specified on the bulk items components setup for the generic component item. If multiple items have the same priority it will select based on the component item number next.

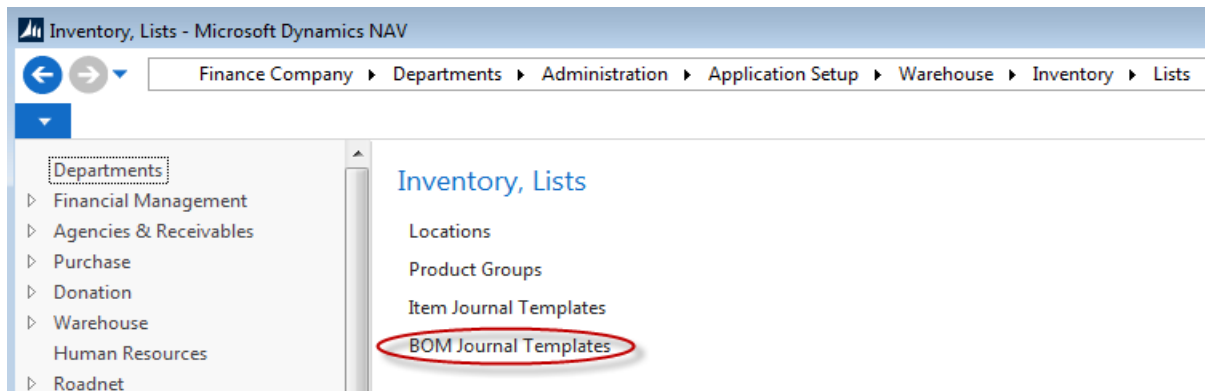
Greatest Quantity – This method will select the bulk item with the most inventories on hand first then proceed to item with less and less inventory.

Least Quantity – This method is the direct opposite of Greatest Quantity and will try and use up the bulk items with less on hand before proceeding to items with more available inventory.

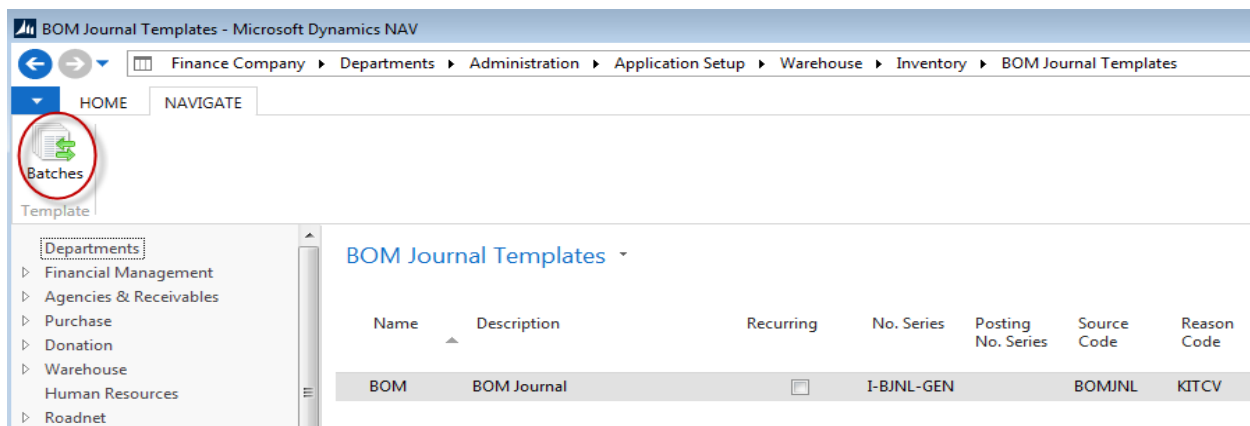
Adv Kitting Ref Nos: - Select the No. Series that will be used when processed the advanced kitting transactions.

BOM Journal Template and Batches

You must then set up the BOM Journal Template and batches to be used for kitting. To access the BOM Journal Template select Departments → Administration → Application Setup → Warehouse → Inventory → Lists → BOM Journal Templates.



Click on the Template you wish to use or create one. Then click Navigate → Batches.



This will open the Batch Page. Create a Batch and complete the fields as required.

Jour... Tem... Name	Name	Description	Reason Code	No. Series	Posting No. Series	Re...	Kit Recl. Journal Batch	Kit Item Journal Batch	KIT Comp. Item Jnl. Batch	Kit Item Journal Template	Print Retrieve Comp Pallet Tag
BOM	DEFAULT	Default Journal	KITCV	I-BJNL-GEN		No	KITRCLS	KITITEM	KITCOMP	KITITEM	
BOM	KAREN	Karen Kit Journal	KITCV	I-BJNL-GEN		No	KITRCLS	KITITEM	KITCOMP	KITITEM	

Name: Enter the name of the batch. Multiple batches may be setup for the BOM Journal Template.

Description: Enter a description of what the batch will be used to process. For example, you may enter “School Backpacks”, or “Holiday Boxes”, or you may leave a more generic batch name if desired.

No. Series: Enter the numbering series to be used to assign transaction journal numbers for kits created using this batch.

Posting No. Series: Enter a separate numbering series to be used for posted transactions from this batch. If left blank, transactions will post with the same number from the No. Series field.

Reason Code: Enter a default reason code to be entered for transactions created in this batch. All transactions generated from this batch will default to this reason code. Reason codes provide a convenient method of identifying transactions related to a specific task or function.

Kit Item Journal Template: Enter a valid Item Journal Template for use with this batch. All item journal transactions related to advanced kitting will use this Template.

Kit Item Journal Batch: Enter a valid Batch related to the Kit Item Journal Template specified above. This Batch will be used to post item journal transactions related to reversal transactions in advanced kitting if required.

Kit Item Reclass Journal Batch: Enter a valid Batch related to the Kit Item Journal Template specified above. This batch will be used to post item reclassification transactions in advanced kitting if required.

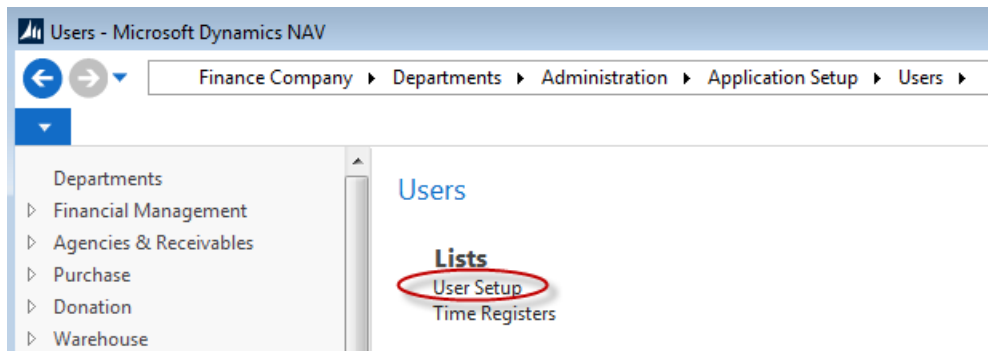
Kit Comp Item Journal Batch: Enter a valid Batch related to the Kit Item Journal Template specified above. This batch will be used to post component and bulk item journal transactions when the break bulk function is used to convert full cases into each items.

Print Retrieve Comp Pallet Tag: Check this box to specify that pallet tags should be generated when the completed kits pallets are created. If left unchecked, no pallet tags will be created for the finished kit pallets created.

Security for Advanced Kitting

Ceres provides the ability to determine which users are allowed to use the advanced kitting functions. This is accomplished by checking the appropriate box on the user setup card for all authorized users.

To access User Setup, select Departments → Administration → Application Setup → Users → Lists → User Setup.



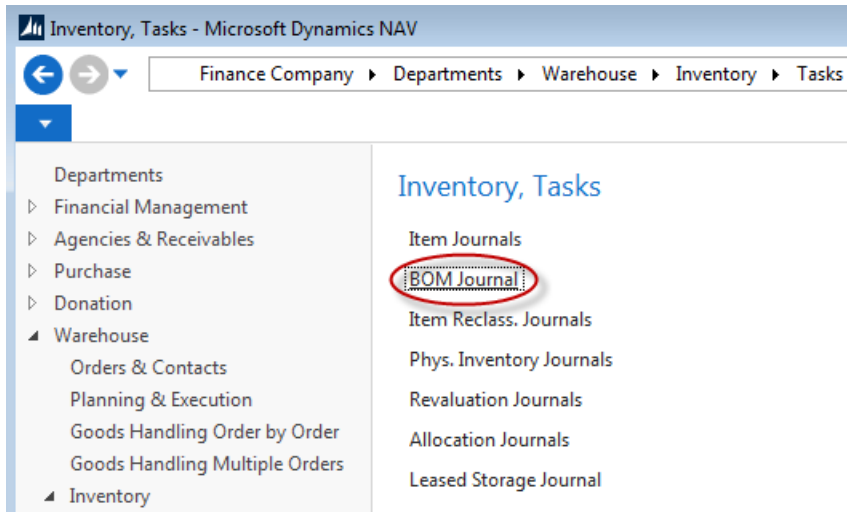
On the User Setup Page, check the box “Allow Advanced Kitting” for all authorized users.

User Setup ▾

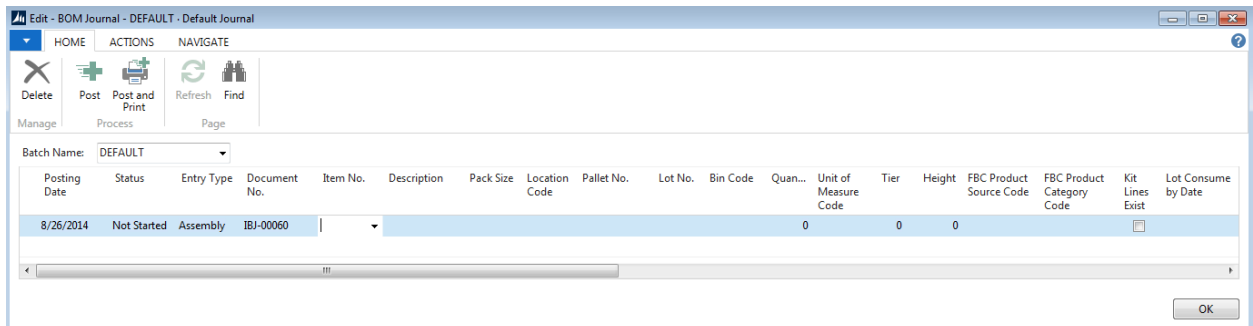
User ID	Allow Posting From	Allow Posting To	Allow Advanced Kitting
DCC			<input checked="" type="checkbox"/>
ESP			<input checked="" type="checkbox"/>
JAL			<input checked="" type="checkbox"/>
KJK			<input checked="" type="checkbox"/>
LCG			<input checked="" type="checkbox"/>
ODL			<input checked="" type="checkbox"/>
RDJ			<input checked="" type="checkbox"/>
RJB	7/1/2000	6/30/2020	<input checked="" type="checkbox"/>
RXF			<input checked="" type="checkbox"/>
SLL			<input type="checkbox"/>
SSY			<input type="checkbox"/>
SWPROS\KKW	7/1/2000	6/30/2020	<input type="checkbox"/>
WWH	7/1/2000	6/30/2020	<input checked="" type="checkbox"/>

Building Kits in Ceres

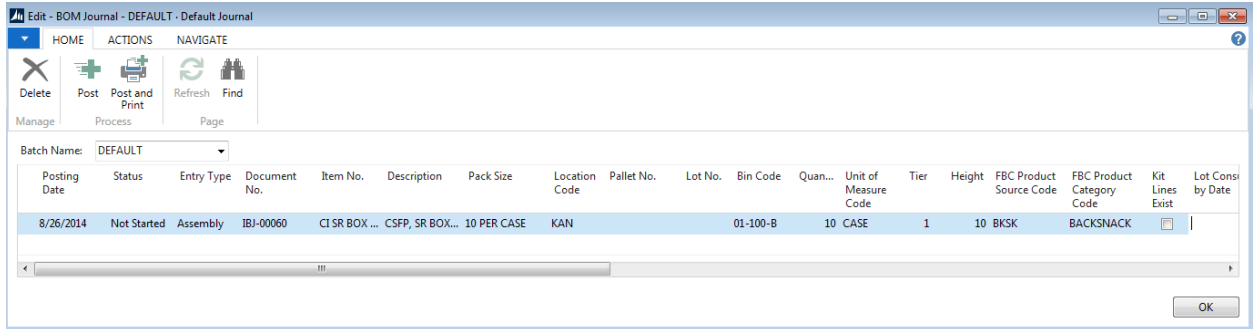
1. Building kits in Ceres is accomplished through the BOM Journal. The BOM Journal handles the receipt of finished kits into inventory and the posting the consumption of components relieved from inventory. Select Departments → Warehouse → Inventory → Tasks → BOM Journals to access the BOM Journal Page.



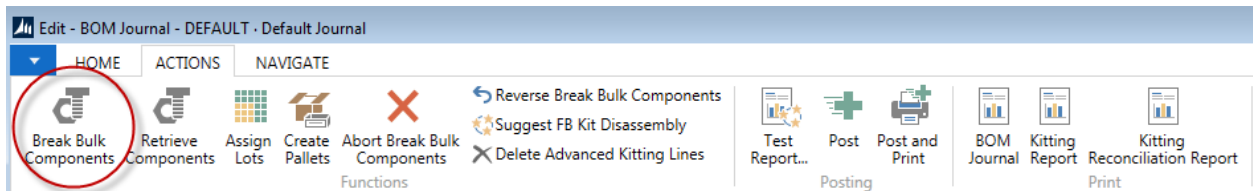
2. This will open the Edit – BOM Journal page.



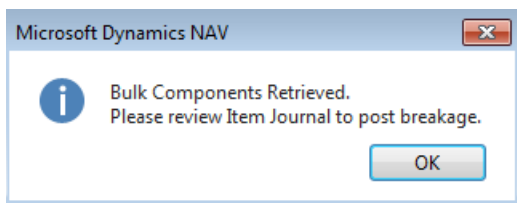
3. Begin by filling in the “Posting Date” and then enter the Kit Item to be built in the “Item No.” field. Set the “Entry Type” to Assembly. This should be the default entry. Fill in the Location and Bin where the Kit Finished Good Items will be stored when completed and enter the quantity of kits being assembled.



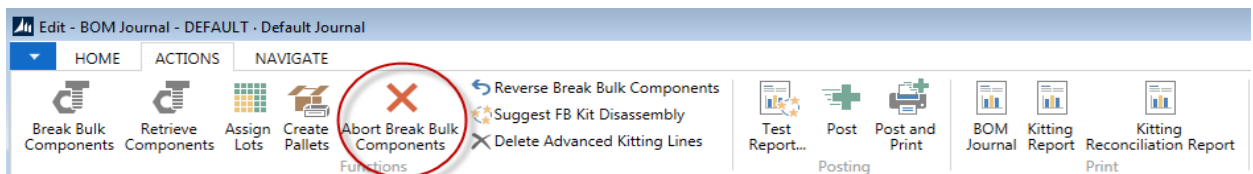
4. Use the “Break Bulk Components” function to have Ceres determine whether there are enough components to assemble the kits. If there are not enough unit components to assemble the kits, Ceres will calculate the required bulk component breaks to satisfy the unit component inventory requirements. Select Actions → Break Bulk Components.



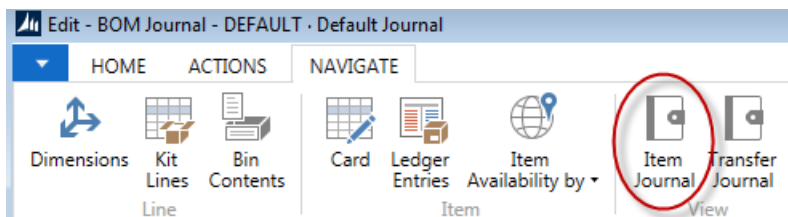
5. After Ceres has made the necessary component breaks, a confirmation message is displayed advising the user to review the Item Journal created. Ceres does not automatically post the journal. It must be reviewed and posted manually.



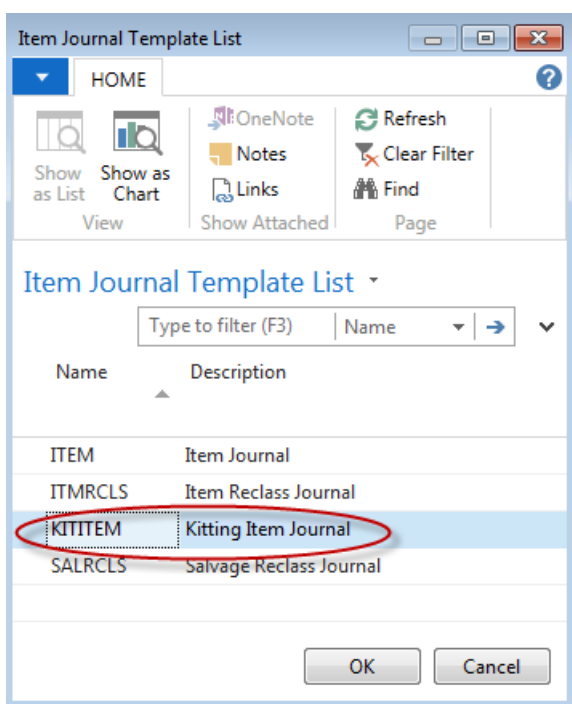
6. If there is an insufficient quantity of bulk item components or unit items components to create the kits a message will display indicating as such. To proceed additional component quantities will need to be received or Kit BOM components will need to be updated with bulk item components or unit item components with sufficient quantity.
7. If for any reason at this point you wish to stop the assembly operation, you may abort the process and cancel the break bulk components function. This will delete the item journal for bulk component breaks and return the BOM Journal to a status of “Not Started”. To abort to process, select Actions → Functions → Abort Break Bulk Components.



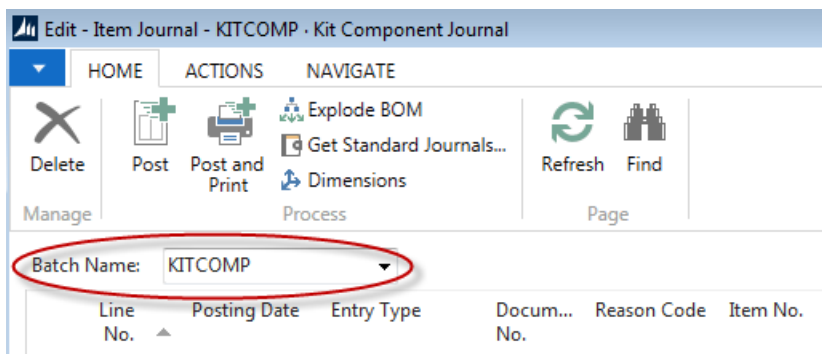
8. If you continue with the kitting process, the next step is to review the item journal and post the break bulk components. To view the journal, select Navigate → Item Journal.



9. Select the Journal Template being used for advanced kitting functions. This is setup in the Inventory Setup section of the Advanced Kitting Setup Parameters found in this document. For our example we have setup a KITITEM – Kitting Item Journal.



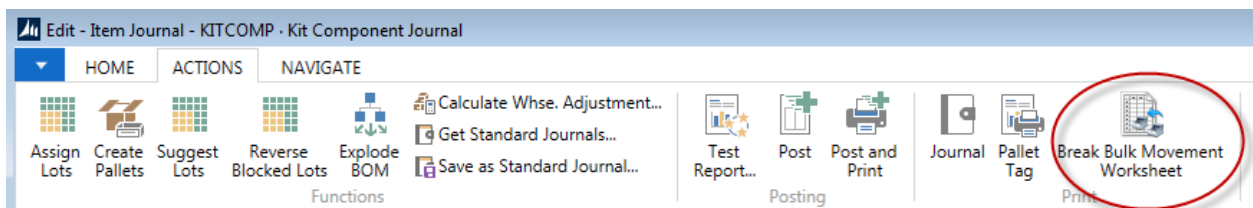
10. Next select the batch you assigned in the parameter section for Break Bulk Components by using the drop down arrow in the Batch Name field. We have used a batch called KITCOMP.



- The item journal will be displayed showing the bulk item components as negative adjustments and the unit item components as positive adjustments. If Ceres has enough unit components to complete the assembly without breaking additional bulk products this journal will be empty.

Posting Date	Entry Type	Docum. No.	Reason Code	Item No.	Description	Location Code	Pallet No.	Lot No.	Bin Code	Quantity	Unit of Meas.	Unit Cost	Unit Amount	Amount
10000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100035	CSFP, DAIRY CHEESE REDUCED FAT	KAN	1305-00933	LOT-03172	31-101-B	1	CASE	12.00	12.00	12.00
20000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100035	CSFP, DAIRY CHEESE REDUCED FAT	KAN		LOT-03208	90	12	UNIT	1.00	1.00	12.00
30000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100050	CSFP, DAIRY UHT MILK	KAN	1305-00935	LOT-03173	31-101-C	2	CASE	8.00	8.00	16.00
40000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100050	CSFP, DAIRY UHT MILK	KAN		LOT-03209	90	24	UNIT	0.66667	0.66667	16.00
50000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100127	CSFP, MEAT BEEF CANNED	KAN	1305-00938	LOT-03174	02-130-A	1	CASE	10.00	10.00	10.00
60000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100127	CSFP, MEAT BEEF CANNED	KAN		LOT-03210	90	24	UNIT	0.41667	0.41667	10.00
70000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100138	CSFP, MEAT BEEF CHILLI W/O BEANS	KAN	1305-00939	LOT-03175	02-130-B	1	CASE	5.00	5.00	5.00
80000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100138	CSFP, MEAT BEEF CHILLI W/O BEANS	KAN		LOT-03211	90	24	UNIT	0.20833	0.20833	5.00
90000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100207	CSFP, FRUIT APPLESAUCE	KAN	1305-00940	LOT-03176	02-130-C	1	CASE	6.00	6.00	6.00
100000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100207	CSFP, FRUIT APPLESAUCE	KAN		LOT-03212	90	24	UNIT	0.25	0.25	6.00
110000 8/26/2014	Negative Adjmt.	IGI-00263	KITCV	CIC-100223	CSFP, FRUIT PEARS	KAN	1305-00952	LOT-03207	02-130-D	1	CASE	6.00	6.00	6.00
120000 8/26/2014	Positive Adjmt.	IGI-00263	KITCV	CIU-100223	CSFP, FRUIT PEARS	KAN		LOT-03213	90	24	UNIT	0.25	0.25	6.00

- A convenient report is available provide the warehouse with the necessary documents to retrieve the bulk components required for assembly. To access this report select Actions → Break Bulk Movement. Worksheet.



- The request form should fill in with the appropriate Journal Template and Batch.

Item Journal Line

Show results:

Where Journal Template Name is KITITEM

And Journal Batch Name is KITCOMP

Print... Preview Cancel

14. Print the report. Below is an example of the worksheet.

Break Bulk Movement Worksheet
Demo Food Bank

8/26/2014 5:26 PM
Page 1
KJK

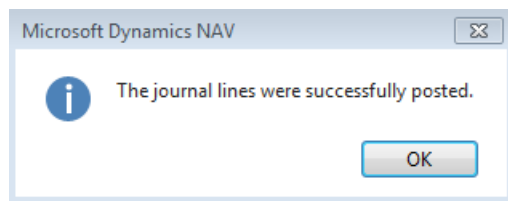
Journal Template Name KITITEM
Journal Batch Name KITCOMP

* - Represent partial pallet transfers.

Item No.	Description	Pallet No.	Lot No.	Location Code	Bin Code	Quantity	Qty. per UOM	Total to EA	UOM	Pallet Picked / Initial
<input type="checkbox"/> * CIC-100035	CSFP, DAIRY CHEESE REDUCED FAT	1305-00933	LOT-03172	KAN	31-101-B	1	12	12	CASE	_____
<input type="checkbox"/> * CIC-100050	CSFP, DAIRY UHT MILK	1305-00935	LOT-03173	KAN	31-101-C	2	12	24	CASE	_____
<input type="checkbox"/> * CIC-100127	CSFP, MEAT BEEF CANNED	1305-00938	LOT-03174	KAN	02-130-A	1	24	24	CASE	_____
<input type="checkbox"/> * CIC-100138	CSFP, MEAT BEEF CHILLI W/O BEANS	1305-00939	LOT-03175	KAN	02-130-B	1	24	24	CASE	_____
<input type="checkbox"/> * CIC-100207	CSFP, FRUIT APPLESAUCE	1305-00940	LOT-03176	KAN	02-130-C	1	24	24	CASE	_____
<input type="checkbox"/> * CIC-100223	CSFP, FRUIT PEARS	1305-00952	LOT-03207	KAN	02-130-D	1	24	24	CASE	_____
<input type="checkbox"/> * CIC-100306	CSFP, VEG GREEN BEANS	1305-00942	LOT-03178	KAN	02-131-A	1	24	24	CASE	_____
<input type="checkbox"/> * CIC-100751	CSFP, CEREAL RALSTON CORN FLAKES	1305-00946	LOT-03180	KAN	02-131-C	1	14	14	CASE	_____
<input type="checkbox"/> * CIC-100466	CSFP, CEREAL OATS	1305-00943	LOT-03181	KAN	02-131-B	2	12	24	CASE	_____
<input type="checkbox"/> * CIC-100895	CSFP, JUICE GRAPE JUICE	1305-00948	LOT-03179	KAN	02-131-D	3	8	24	CASE	_____

15. Once the components have been retrieved in the warehouse and operations has confirmed the break bulk components are available, you can post the item journal making the necessary deductions from bulk components and additions to the unit component inventory. You may use either "Post" or "Post and Print" if you require a printed document of the transaction.

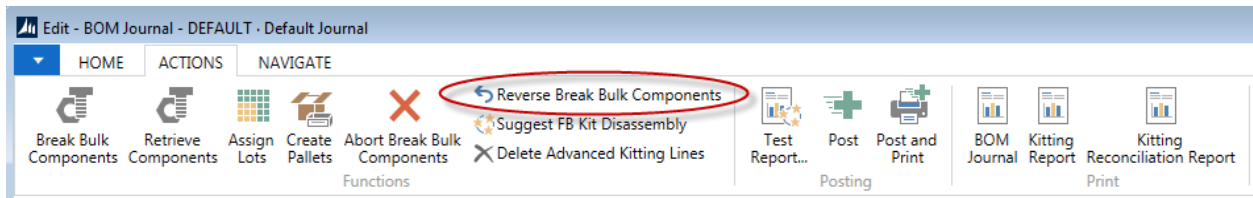
16. Ceres will acknowledge the successful posting of the journal.



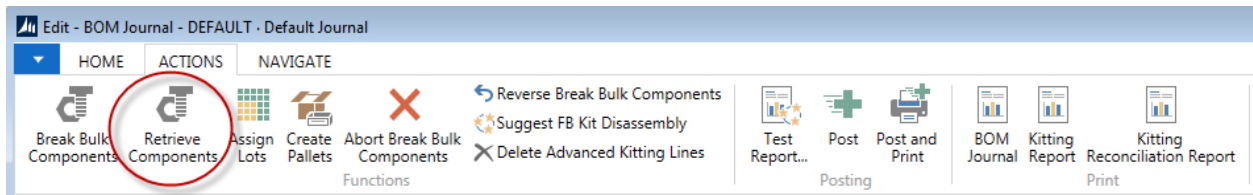
17. Close the item journal and you will be returned to the BOM Journal.

18. At this point you may no longer "abort break bulk components" because transactions have posted moving the inventory from bulk to units. However Ceres does provide the ability to reverse the break bulk process. This is done from the BOM Journal by selecting Actions → Reverse Break Bulk Components. This process will attempt to Item Journal just posted to move the inventory back from units into bulk.

Note: This function is only needed if you decide to cancel the assembly of the kits for any reason.



19. If you decide to continue with the kit assembly, the next step is to retrieve the components required for the kit. Prior to completing the next step it is important a few fields are completed on the BOM Journal line. You must designate a bin code and a tier and height for any pallets that are created. The bin code can be any valid bin in the Location selected. You will be able to change it if needed after the next step. For the tier and height, you need to specify the number of kits on one pallet layer in the tier number and the number of layers in the height. In our example, our pallet has 10 kits on a layer and we stack the pallet 1 layer high.
20. Once you have specified the bin, tier, and height, the next step is to retrieve the components. To retrieve the unit item components, select Actions → Functions → Retrieve Components.

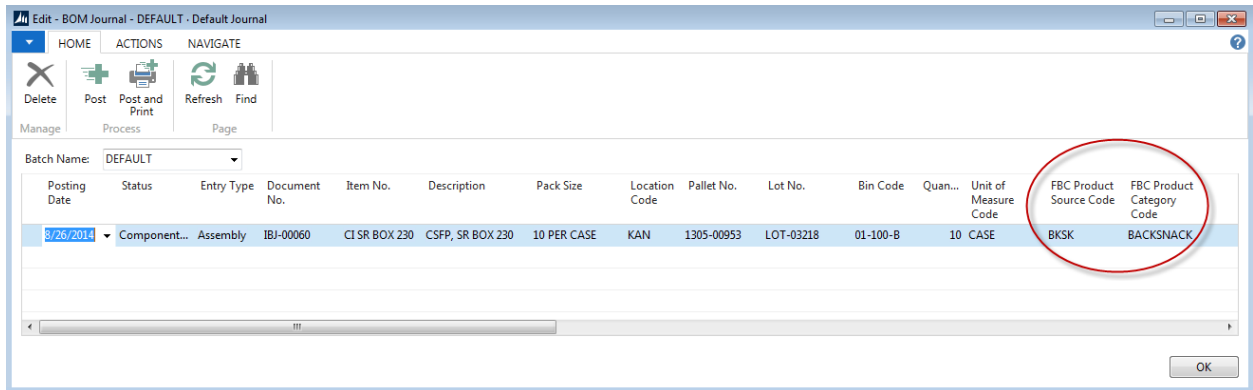


21. Ceres will respond by changing the status of the BOM Journal Line to “Components Retrieved” as shown below.

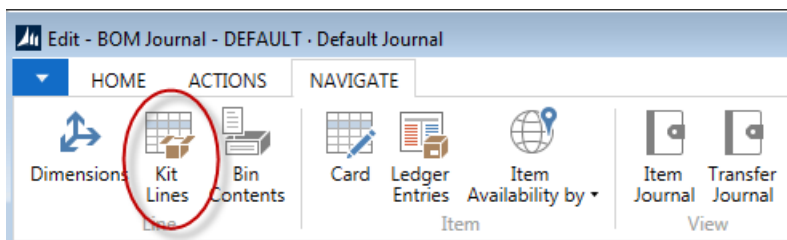
Batch Name: DEFAULT				
Posting Date	Status	Entry Type	Document No.	Item No.
8/26/2014	Components Retrieved	Assembly	IBJ-00060	CI SR BOX 230

22. Ceres will explode the BOM Journal to as many lines as necessary to accommodate the mix of component items consumed in the kit assembly while still respecting our pallet limits. Ceres will create lines for each unique combination of FBC Product Source and FBC Product Category code in proportion to the weight of the components consumed on the kits. For example if 50% of the product consumed was LOCAL / DONATED, then 50% of the kits created will have LOCAL / DONATED Codes.

In our example below, the lines were not broken out into groups since all of the components were purchased and are associated with a single FBC Product Source Code and a single FBC Product Category Code.



23. The Unit Item Components and extended quatity that will be consumed to create the Kit Finished Good Items, can be veiwed by clicking Navigate Kit Lines.

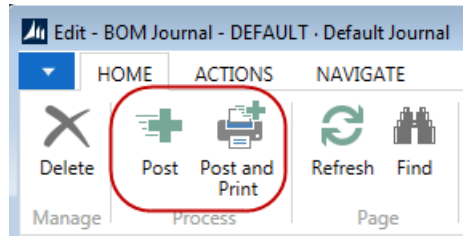


24. The Edit – Kit BOM Journal Lines Page displays the number of units that will be consumed to create the Kits.

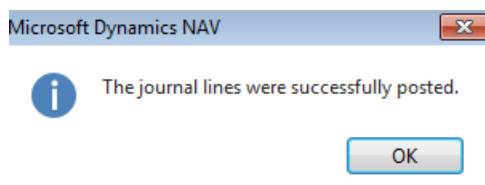
Type	No.	Description	Pallet No.	Lot No.	Bin Code	Quantity per	Unit of Measure Code	Extended Quantity	Applies-to Entry
Item	CIU-100035	CSFP, DAIRY CHEESE REDUCED FAT		LOT-03208	90	1	UNIT	10	0
Item	CIU-100050	CSFP, DAIRY UHT MILK		LOT-03209	90	2	UNIT	20	0
Item	CIU-100127	CSFP, MEAT BEEF CANNED		LOT-03210	90	1	UNIT	10	0
Item	CIU-100138	CSFP, MEAT BEEF CHILLI W/O BEANS		LOT-03211	90	1	UNIT	10	0
Item	CIU-100207	CSFP, FRUIT APPLESAUCE		LOT-03212	90	1	UNIT	10	0
Item	CIU-100223	CSFP, FRUIT PEARS		LOT-03213	90	1	UNIT	10	0
Item	CIU-100306	CSFP, VEG GREEN BEANS		LOT-03214	90	1	UNIT	10	0
Item	CIU-100751	CSFP, CEREAL RALSTON CORN FLAKES		LOT-03215	90	1	UNIT	10	0
Item	CIU-100466	CSFP, CEREAL OATS		LOT-03216	90	2	UNIT	20	0
Item	CIU-100895	CSFP, JUICE GRAPE JUICE		LOT-03217	90	2	UNIT	20	0

25. Finally, we are ready to post the BOM Journal which will make all the necessary withdrawals from unit components inventory and receive our finished kits into inventory. Prior to posting, you may

change the Bin where the Pallets will be stored in the warehouse. To post click Home → “Post” or “Post and Print”

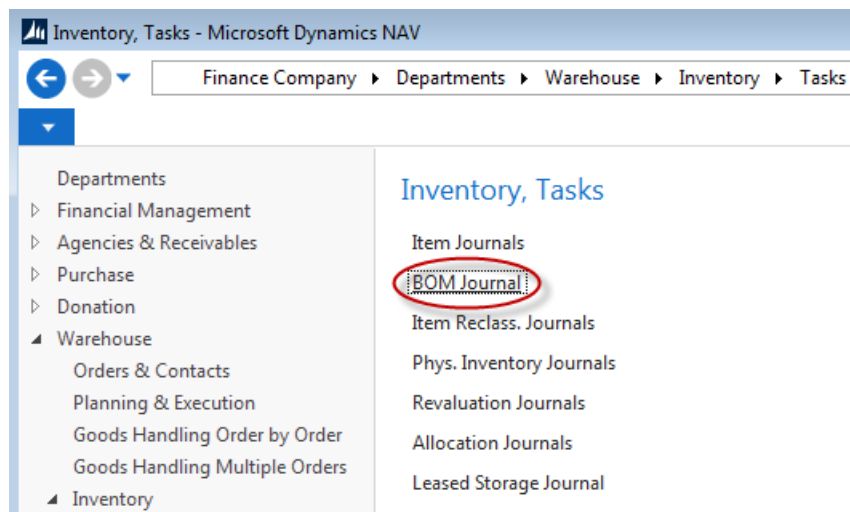


26. Ceres will ask you to confirm the posting selection. Select “Yes” and Ceres will post the journal and return the following message if the journal is successfully posted.

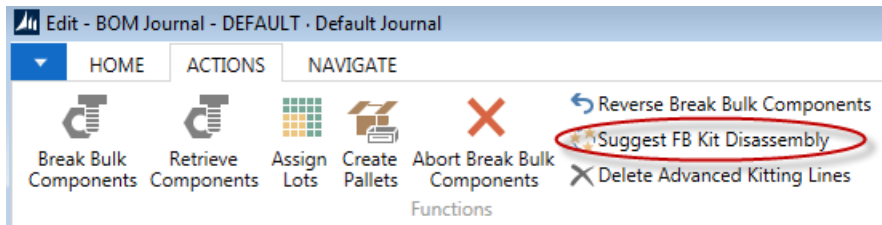


Disassembly of Kits

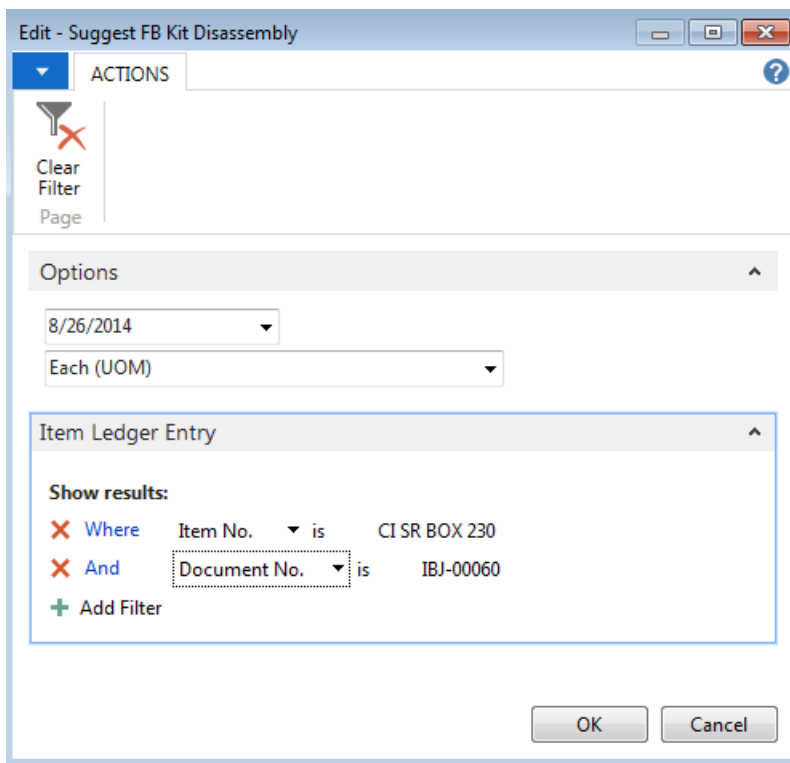
1. Once kits are built in Ceres, it may still be possible to disassemble the kits back into component inventory. This function is called “FB Kit Disassembly” and can be accessed from the same BOM Journal used to build the kits originally. Ceres will allow the disassembly process to return the components back to unit component inventory or completely to the bulk items they were taken from. This can be useful if some reason the wrong bulk items were used in the creation of the kits. To being the disassembly function, select Departments → Warehouse → Inventory → Tasks → BOM Journals to access the BOM Journal Page.



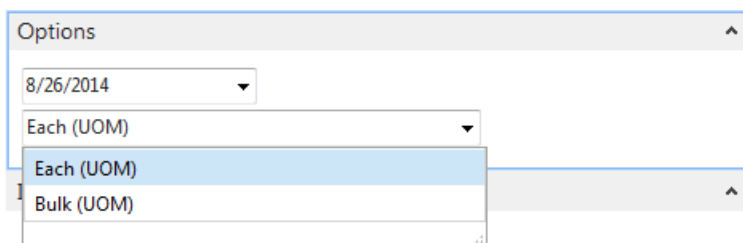
2. From the BOM Journal select Actions → Suggest FB Kit Disassembly.



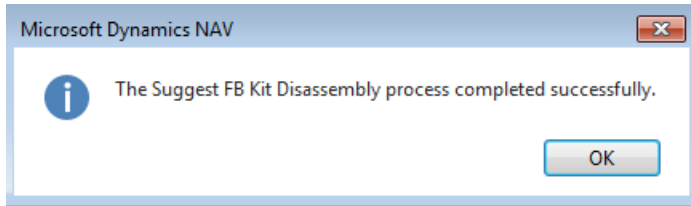
3. This will open the Edit – Suggest FB Kit Disassembly Page where you can filter to isolate the kits you wish to disassemble. For our example, we’ve selected Item CI SR BOX 230 and a posting date of 08/26/2014.



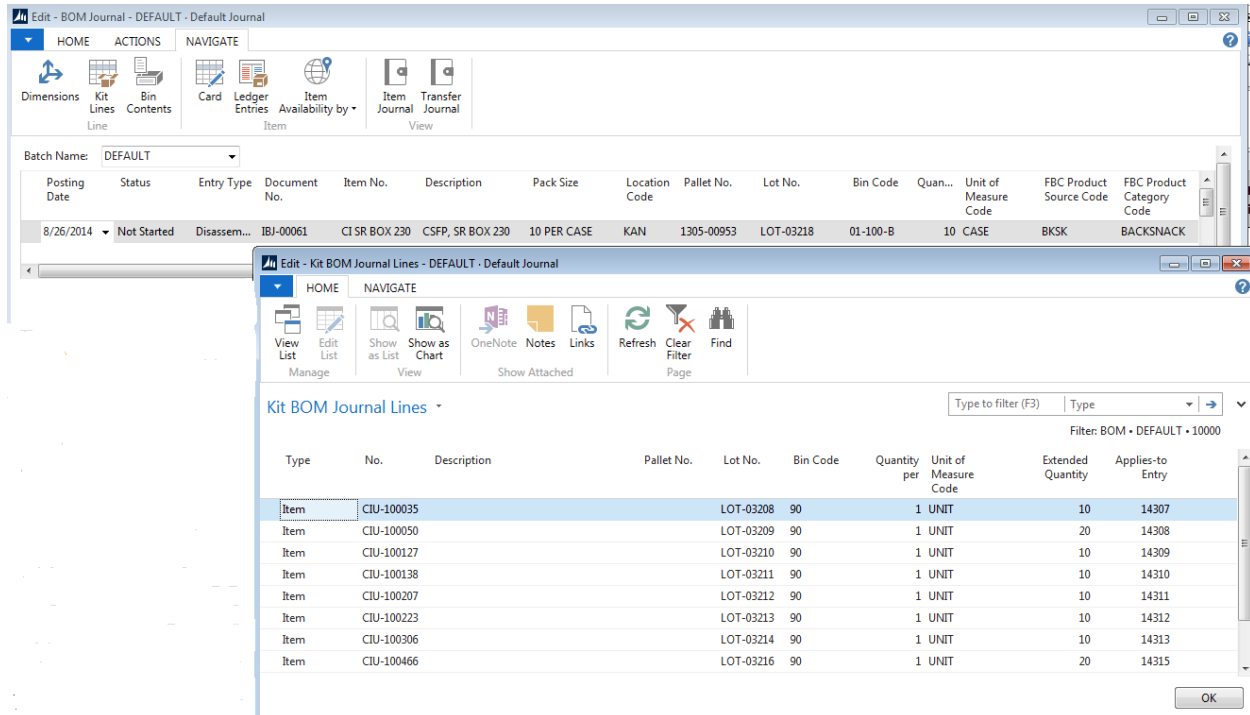
4. On the Options FastTab, select whether the disassembly will return inventory to the Each (UOM) “Unit Components” or Bulk (UOM) “Bulk Components”.



5. Click OK to continue. Ceres will return the following message.

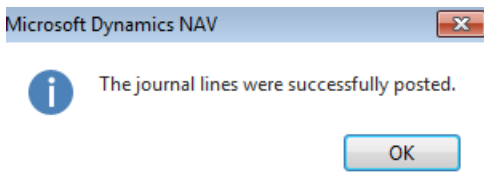


6. Ceres will build the BOM Journal Disassembly and Kit BOM Journal Lines as shown below.



27. To post click Home → “Post” or “Post and Print”.

28. Ceres will ask you to confirm the posting selection. Select “Yes” and Ceres will post the journal and return the following message if the journal is successfully posted.



Related Topics:

1. Bin Overview
2. Item Overview
3. Item Journal Repack and Item Reclass
4. Kitting Overview
5. Location Overview