

## Inventory Picks for Agency Orders

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### **Purpose of this document**

This document outlines the inventory pick process for Agency Orders. This document covers some pick generation enhancements introduced in Ceres 4, and the necessary setup.

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# Table of Contents

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<b>PURPOSE .....</b>	<b>3</b>
<b>PICK GENERATION OVERVIEW .....</b>	<b>3</b>
<b>LOCATION SETUP .....</b>	<b>4</b>
<b>ZONE SETUP .....</b>	<b>9</b>
<b>BIN SETUP .....</b>	<b>11</b>
<b>FBC STORAGE REQUIREMENT SETUP .....</b>	<b>12</b>
<b>GENERATING PICKS .....</b>	<b>13</b>
GENERATING A SINGLE PICK FROM AN AGENCY ORDER.....	14
<i>Single Pick with Create Pick By = Blank .....</i>	<i>17</i>
<i>Single Pick with Create Pick By = Zone .....</i>	<i>17</i>
<i>Single Pick with Create Pick By = FBC Storage Requirement .....</i>	<i>17</i>
GENERATING MULTIPLE PICKS .....	18
<i>Multiple Pick Documents where Create Pick By = Blank, with all Bin Policies Pick options = Yes with the following filters.....</i>	<i>21</i>
<i>Multiple Pick Documents where Create Pick By = Zone, with all Bin Policies Pick options = Yes with the following filters.....</i>	<i>22</i>
<i>Multiple Pick Documents where Create Pick By = FBC Storage Requirement, with all Bin Policies Pick options = Yes with the following filter.....</i>	<i>23</i>
<b>ALLOW PICK FROM STORAGE BIN .....</b>	<b>24</b>
DEFAULT PICK BIN .....	25
DROP ON DEMAND (PALLET, LOT, BIN) ASSIGNED ON THE AGENCY ORDER LINE.....	26
<b>PICK DOCUMENT LINES.....</b>	<b>26</b>
<i>Pick Document Lines created with Create Pick By = Blank. ....</i>	<i>27</i>
<i>Pick Document Lines created with Create Pick By = Zone. ....</i>	<i>27</i>
<i>Pick Document Lines created with Create Pick By = FBC Storage Requirement. ....</i>	<i>28</i>
<b>PROCESSING PICK DOCUMENTS.....</b>	<b>28</b>
<b>PICK DOCUMENT REPORTS.....</b>	<b>31</b>
PICKING LIST REPORT SETUP .....	31
PICKING LIST REPORT.....	32
WAVE PICK – INVENTORY PICKS.....	35
WAVE PICK – AGENCY ORDERS .....	38
<b>RELATED TOPICS: .....</b>	<b>41</b>

## Purpose

Food Banks can create one or more Inventory Pick pages and reports per Agency Order. This document typically provides staff with guidance on selecting the Items needed for pre-orders. Generally, the Picks should be created and assigned by Zone within the warehouse, honoring a Bin Ranking.

When multiple picks are created, food banks need the capability to manage the way picks are assigned for purposes of alignment with Voxware, Appian or ADCS.

This document outlines the inventory pick process, pick generation enhancements, and the necessary setup.

*Ceres object releases 4.00.00, 4.01.14 & 4.02.18 are required for the functionality documented in this procedure.*

## Pick Generation Overview

The pick generation process was modified to still allow a single pick per Agency Order to be generated or for groups of picks to be generated by Zones or FBC Storage Requirements for a day's activities.

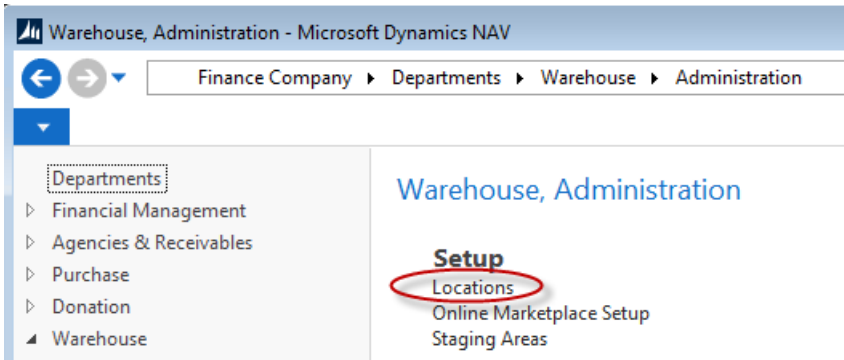
Options include:

- Ability to link a pick number series to the Zone and FBC Storage Requirement Tables. This way a different number can be assigned to the different types of picks, such as PKD for Dry product and PKF for freezer product. If a specific number series is not assigned to the Zone or FBC Storage Requirement, the standard inventory pick number series will be used.
- Ability to select how picks will be generated on a Location by Location basis.
- Ability to define the sort order in which the picks will be generated at runtime. The order is based on Create Pick By option that is selected.
- The ability to filter on all fields that end up on the Pick Header is required when running the routine.
- Ability to select or control which Zones or FBC Storage Requirements will be sent to Voxware. For example, food banks may want to exclude the Freezer Zone because Voxware or other equipment may not function properly in the freezer.
- Ability to select or control when a new page prints on the Pick List. For example, food banks may want to print cooler or freezer product on separate pages when a single pick is generated for each Agency Order.
- Creation of a Wave Pick List by Zone/Storage Report.

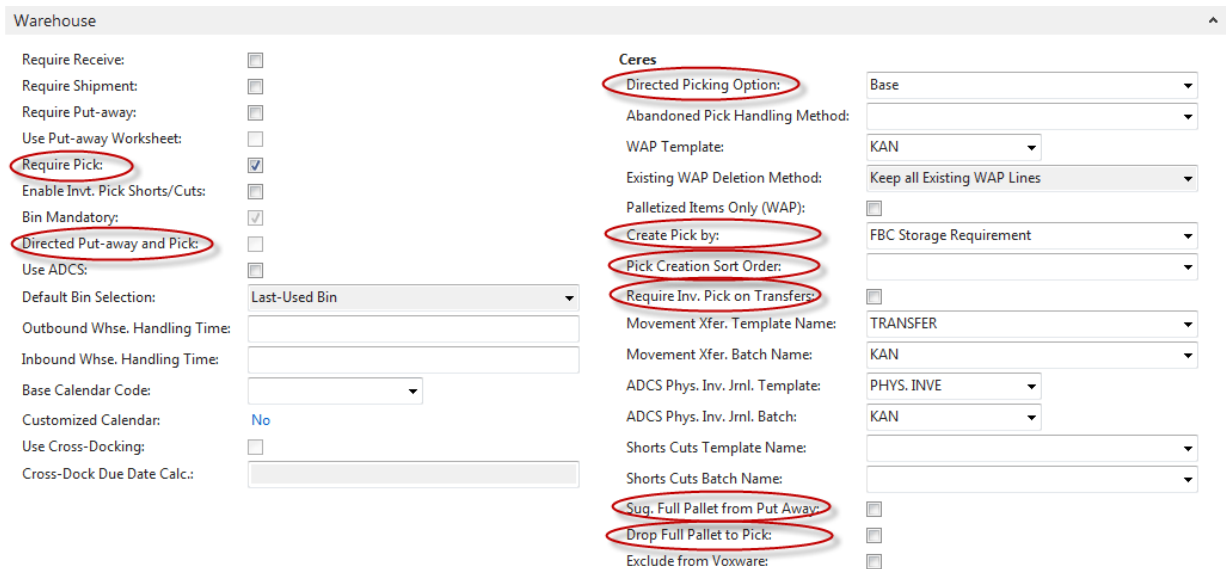
Various components must be setup before the enhanced pick generation functionality can be deployed. The setup is outlined below.

## Location Setup

The Location List can be accessed from Departments → Warehouse → Administration → Setup → Locations. The fields that can have an impact how picks are generated are outlined below.



## Warehouse FastTab



**Require Pick:** The Pick functionality only pertains to Shipping Option 2, this field must be checked to indicate that pick documents are required for this Location.

**Directed Put-away and Pick:** A checkmark in this field requires the Location to use advanced warehouse functionality such as calculate bin suggestion. This field is optional.

**Directed Picking Option:** Select the level of picking direction desired when you are using ADCS Handhelds or manually processing picks. This field is optional.

**Base** - This option pertains to ADCS and manual picking. With this option Ceres will make fully qualified inventory suggestions: Location, Zone, Bin, Pallet (for palletized items), and Lot on pick documents as well as on ADCS mini-forms. Note that fully qualified inventory suggestions can differ depending up other Locations settings as described in this document. It is always possible that Ceres will not be able to make fully qualified inventory suggestions when sufficient inventory does not exist.

**Drop on Demand (ADCS)** - This option pertains to ADCS Handhelds only. With this option Ceres will not display fully qualified suggestions on the pick document or the handheld mini-form. Instead, a single line (per item) will be created which represents the pick document's overall requirement per item. The mini-form displayed on handheld allows the user to scan a particular pallet, input the quantity to pick and submit an update to Ceres. Ceres will then "explode" the single line to a new line complete with fully qualified inventory information. This process is repeated until each original pick document line's demand has been fully qualified.

**Drop on Demand (Manual):** This option pertains to manual handling of pick documents only. As with the Base option, this option will direct Ceres to make fully qualified inventory suggestions on the pick document. However, the suggested Pallet (for Palletized items) and Lot information will be suppressed on the Picking List report. Users will pick using the Pick List report to annotate the inventory and then update the pick document within Ceres if there are differences.

**Create Pick By:** Select the manner in which you would like Ceres to create pick documents. This option applies to Shipping Option 2 only.

**Blank** - With this option Ceres will create a single pick document per Agency Order for inventory having a quantity. Additional pick documents can be created if new items are added to the Agency Order and the create pick process is run again.

**Zone Code** - With this option selected Ceres will create a new pick document per Agency Order and per Zone based on the full qualified inventory suggestions. Additional setup is required to utilize this option. See related topics for more information.

**FBC Storage Requirement** - With this option selected Ceres will create a new pick document per Agency Order and per FBC Storage Requirement based on the full qualified inventory suggestions. Additional setup is required to utilize this option. See related topics for more information.

**Pick Creation Sort Order:** Select the default sort order for pick document creation when running the Create Invt. Put-away / Pick process. The selection here is mirrored (defaulted) on the Create Invt. Put-away / Pick request page but can be overridden if desired. Select a sort order if desired from the options below. This option applies to Shipping Option 2 only.

**Blank**  
**Route-Leg-Stop-Appointment Time**  
**Appointment Time-Route-Leg-Stop**  
**Appointment Time-Order Handling Group-Order Routing Group**

**Note:** The setting of the Pick Creation Sort Order on the Location Card requires that the Create Picks By setting be other than Blank. Ceres will present an error message when a user attempts to set the Pick Creation Sort Order to other than blank if this is the case.

**Note:** The use of the Pick Creation Sort Oder on the Location Card as the default setting on the Create Invt. Put-away / Pick process is dependent on the "Use Pick Creation Sort Order" being enabled on the Location FastTab of the Inventory Setup page. See Related Topics for additional information.

**Require Invt. Pick on Transfers:** This option pertains to Shipping Option 2 only. With this option selected, Ceres will require a pick documents to be created and handled prior to posting the transfer order with the Ship option. If you would like to bypass the creation and handling of the pick document, do not place a check mark here. Not requiring a pick document can provide for better efficiency when processing transfer order; especially where ADCS Handhelds are concerned. This field is optional.

**Suggest Full Pallet from Put Away:** This setup option pertains to Shipping Option 2 only. With this option selected, Ceres will first attempt to make fully qualified inventory suggestions from put away (storage) bins during the pick creation process. This setup option is dependent upon other Location setting as described in this document. Additionally, certain criteria must be met in order for Ceres to suggest a full pallet. Refer to the related topics section for additional information. This field is optional

**Drop Full Pallet to Pick:** This setup option pertains to Shipping Option 2 only. This option is used in conjunction with the Suggest Full Pallet from Put Away option. When the latter is enabled, the Drop Full Pallet to (pick) bins will dictate whether Ceres will create a WAP suggestion line for full pallets. If selected, a WAP suggestion will be created and will be available for handling either via ADCS Handhelds or manually. If not selected, the full pallet suggestions will be translated to the appropriate pick documents during the pick creation process. Refer to the related topics for additional information. This field is optional.

**Bin Policies FastTab**

Bin Policies

Special Equipment:	<input type="text"/>	<b>Pick</b>	
Bin Capacity Policy:	Never Check Capacity	Always Create Pick Line:	<input checked="" type="checkbox"/>
Allow Breakbulk:	<input type="checkbox"/>	Pick According to FEFO:	<input type="checkbox"/>
<b>Ceres</b>		<b>Ceres</b>	
Consider Pallet Empty %:	0.00	Allow Picks when WAP Exists:	<input checked="" type="checkbox"/>
Consider Pallet Full %:	0.00	Allow Default Bin Picking:	<input checked="" type="checkbox"/>
Default Pallet Qty. on AO Opt.:	<input type="text"/>	Default Pick Bin Exception:	Use WAP Suggestion
<b>Put-away</b>		No Bin Suggestion on WAP:	<input type="checkbox"/>
Put-away Template Code:	<input type="text"/>	Allow Pick from Put-Away Bin:	<input checked="" type="checkbox"/>
Always Create Put-away Line:	<input type="checkbox"/>	Update Pick Line Bin from WAP:	<input type="checkbox"/>
		ADCS Prevent Pallet Diff Items:	<input type="checkbox"/>

**Consider Pallet Full %:** This field is used to determine what constitutes a full pallet for use in full pallet processing. For example, setting this field to 90% indicates that a pallet must have 90% or more of its original quantity still left to be considered full. Any quantity less than this percentage will exclude the pallet from consideration during full pallet processing.

**Always Create Pick Line:** A checkmark in this field indicates that Ceres will create a pick line even if it cannot find an appropriate Zone and Bin in which to pick the Item.

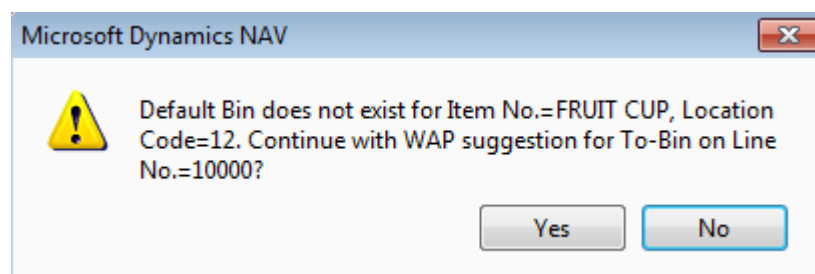
**Allow Picks when WAP Exists:** This option applies to Shipping Option 2 only and must be enabled when the Location allows default bin picking; otherwise it is optional. Place a checkmark here to allow an Agency Order to be reopened (for the purposes of adding or modifying lines) when it is represented on the WAP and to allow pick documents to be created with WAP lines exists.

**Allow Default Bin Picking:** This option applies to Shipping Option 2 only. Place a checkmark in this option if the Location processes picks using Default Bin Picking. Default Bin Picking provides for improved efficiency during the fulfillment process. With this methodology, Ceres will provide for the creation of pick documents against inventory that is recorded in the WAP but has not yet been physically dropped to a pick bin (e.g. WAP lines still exist). This allows for a reduction in warehouse movements as the inventory can move directly from put away (storage) bins to staging or delivery. Additional setup is required to configure Ceres for Default Bin Picking. See related topics for additional information.

**Default Pick Bin Exception:** This option applies to Shipping Option 2 only and only when Allow Default Bin Picking has been enabled. Select an option for how Ceres should handle the suggestion of the To-Zone Code and To-Bin Code when creating WAP entries for an item that does not have a Default Bin configured (e.g. no Item Location Default Bin record exist or an Item Location Default Bin exists but no Bin Code has been specified).

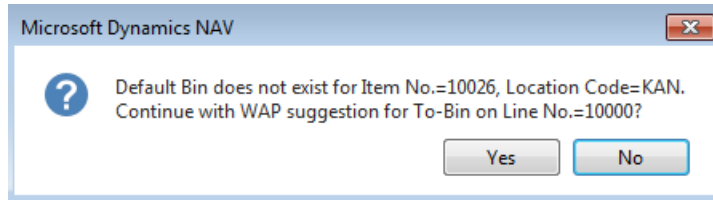
**Use WAP Suggestion:** Select this option of have Ceres automatically suggest the “To” Zone and Bin based on the WAP Template suggestion.

**Use WAP Suggestion with Confirmation:** Select this option of have Ceres provide a confirmation dialog before suggesting the “To” Zone and Bin based on the WAP Template suggestion. Select ‘Yes’ on the dialog to have Ceres create the WAP entry or ‘No’ to halt the processing with error (see Halt with Error below for sample of error message).

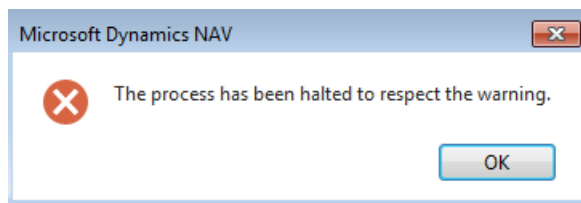


**Make no Suggestion:** Select this option of have Ceres automatically suggest blank values for the “To” Zone and Bin. The “To” Zone and Bin can be manually updated after the Create WAP process concludes.

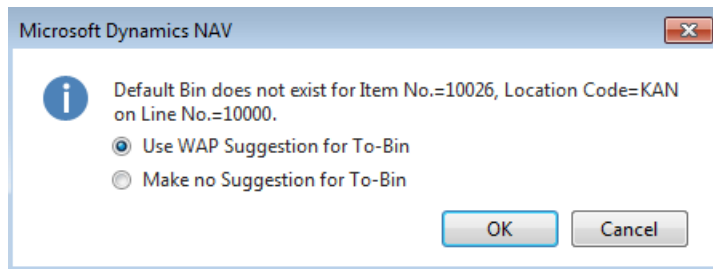
**Make no Suggestion with Confirmation:** Select this option to have Ceres provide a confirmation dialog before suggesting blank values for the “To” Zone and Bin. Select ‘Yes’ on the dialog to have Ceres create the WAP entry or ‘No’ to halt the processing with error (see Halt with Error below for sample of error message).



**Halt with Error:** Select this option to have Ceres halt the Create WAP process with error.



**Prompt for Suggestion Handling:** Select this option to have Ceres provide a menu option of how to handle missing Default Bins on a WAP line by WAP line basis.



**Use WAP Suggestion for To-Bin:** Click the OK button with this menu choice selected for Ceres to continue the WAP processing by suggesting the “To” Zone and Bin based on the WAP Template suggestion.

**Make no Suggestion for To-Bin:** Click the OK button with this menu choice selected for Ceres to continue the WAP processing by suggesting blank values for the “To” Zone and Bin.

**Cancel:** Click the Cancel button to halt WAP processing with error (see Halt with Error above for sample of error message).

**Allow Pick from Put-Away Bin:** This option applies to palletized inventory only for Shipping Options 2 and 3 only. Place a checkmark here if the Location allows for the specification of put away (storage) inventory directly on the Agency Order line. Ceres will carry the put away inventory specifications on the Agency Order through to the pick document (inventory pick or



shipment). Once the pick document has been created, the put away inventory on the pick document can be manually overridden with other inventory in put away or pick bins.

## Zone Setup

Zones for a Location can be accessed from the Location List by navigating Departments → Warehouse → Administration → Setup → Locations. The fields that can have an impact how picks are generated are highlighted in yellow below.

Code	Description	Location Code	Bin Type Code	Location Requires Pick	Exclude from Whse. Doc.	Invt. Pick Nos.	Invt. Pick Printing Option	New Page on Pick List Report	Staging Area	Exclude from Voxware	Special Equipm... Code
COOLER	Cooler Zone	KAN		Yes	<input checked="" type="checkbox"/>	I-PICKR	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGR-1	<input checked="" type="checkbox"/>	
DRY	Dry Zone	KAN		Yes	<input type="checkbox"/>	I-PICKD	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGD-1	<input type="checkbox"/>	
FREEZER	Freezer Zone	KAN		Yes	<input type="checkbox"/>	I-PICKZF	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGF-1	<input checked="" type="checkbox"/>	
FREEZER2	Freezer Zone 2	KAN		Yes	<input type="checkbox"/>	I-PICKZF	Both (Pick and Wave Pick)	<input type="checkbox"/>	STGF2-1	<input checked="" type="checkbox"/>	
GR	Grocery Rescue Zone	KAN	SHOP	Yes	<input checked="" type="checkbox"/>		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
KIT END	Completed Kits	KAN	PICK	Yes	<input type="checkbox"/>	I-PICKD	Both (Pick and Wave Pick)	<input type="checkbox"/>	STGD-1	<input type="checkbox"/>	
KITTING	Kitting Zone	KAN		Yes	<input type="checkbox"/>		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input type="checkbox"/>	
RECEIVE	Receiving	KAN	RECEIVE	Yes	<input type="checkbox"/>		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
SHOP	Shopping Zone	KAN	SHOP	Yes	<input checked="" type="checkbox"/>		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
STAGE	Staging Zone	KAN	SHIP	Yes	<input type="checkbox"/>		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

**Location Requires Pick:** There must be a checkmark in this field to create pick documents for this Location. By default this field is set from the Require Pick field on the Location Card.

**Exclude from Whse. Doc.:** Do not put a checkmark in this field for any Zone you would like to create a pick document for. A checkmark in this field indicates that this Zone is excluded from requiring a pick document to be created when the “Require Pick” flag is checked on the Location. For example, the “Exclude from Whse Doc” field may be checked for a Shopping Zone within a Location that is setup as “Require Pick:”

**Invt. Pick Nos.:** Select a number series that will be used to automatically create unique pick numbers by Zone when the Create Pick By field on the Location Card is Zone. If a Zone specific Number Series is not linked, the No. Series in the Inventory Setup is used. This field is optional.

In the screen shot below, a different Inventory Pick Number Series was linked to select Zones (Cooler, Dry, and Freezer). You can link the same Number Series to more than one Zone.

Code	Description	Location Code	Bin Type Code	Location Requires Pick	Exclude from Whse. Doc.	Invt. Pick Nos.	Invt. Pick Printing Option	New Page on Pick List Report	Staging Area	Exclude from Voxware
COOLER	Cooler Zone	KAN		Yes	<input type="checkbox"/>	I-PICKR	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGR-1	<input checked="" type="checkbox"/>
DRY	Dry Zone	KAN		Yes	<input type="checkbox"/>	I-PICKD	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGD-1	<input type="checkbox"/>
FREEZER	Freezer Zone	KAN		Yes	<input type="checkbox"/>	I-PICKZF	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGF-1	<input checked="" type="checkbox"/>

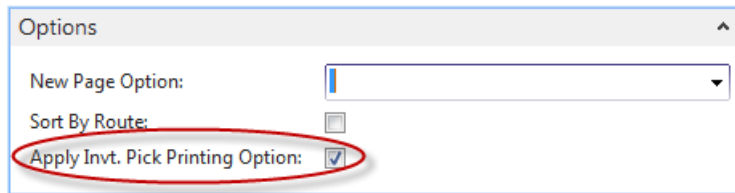
**Invt. Pick Printing Option:** Select an option to include/exclude the printing of items in this Zone on the Picking List and/or the Wave Pick List by Zone/Storage.

**Both (pick and Wave Pick)** – Select this option to print Items in this Zone on the Pick Wave Pick Documents

**Pick Document Only** – Select this option to print Items in this Zone on the Pick Document Only

**Wave Pick Document Only** – Select this option to print Items in this Zone on the Wave Pick Document Only

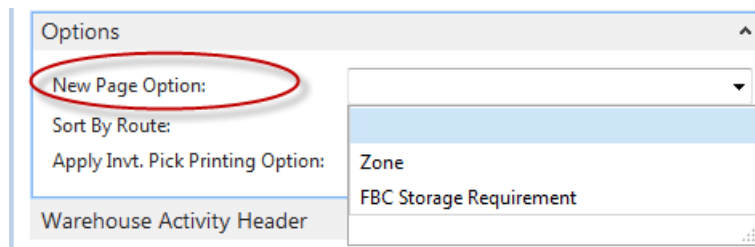
The setting of this field is either applied or not applied when printing either report based on the selection of the Apply Invt. Pick Printing Option on the request Page of either report, as shown below



The screenshot shows a dialog box titled "Options" with a close button in the top right corner. It contains three fields: "New Page Option:" with a dropdown menu, "Sort By Route:" with an unchecked checkbox, and "Apply Invt. Pick Printing Option:" with a checked checkbox. The "Apply Invt. Pick Printing Option:" field is circled in red.

**New Page on Pick List Report:** A checkmark in this field will cause a new page will printed for each Zone on the Pick List Report when the “Create Pick By” field on the Location Card is blank. By design, pick documents created by Zone or FBC Storage Requirement already print on a new page. This field is optional.

The setting of this field is either applied or not applied when printing the Pick List report based on the selection of the New Page Option on the request Page of either report, as shown below. The options are Blank, Zone, or FBC Storage Requirement.



The screenshot shows the "Options" dialog box with the "New Page Option:" dropdown menu open. The menu is circled in red and shows two options: "Zone" and "FBC Storage Requirement". The "Apply Invt. Pick Printing Option:" field is also visible and checked. The dialog box has a "Warehouse Activity Header" label at the bottom left.

**Exclude from Voxware:** A checkmark on this field will exclude pick documents for this Zone from being exported to Voxware. This field is optional.

**Staging Area:** Select a default Staging Area for this Zone. This will be the suggested Default Staging Area on a pick document when the Create Pick By field on the Location Card is set to

Zone. This field is optional.

Zones ▾

Code	Description	Location Code	Bin Type Code	Location Requires Pick	Exclude from Whse. Doc.	Invt. Pick Nos.	Invt. Pick Printing Option	New Page on Pick List Report	Staging Area	Exclude from Voxware
COOLER	Cooler Zone	KAN		Yes	<input type="checkbox"/>	I-PICKR	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGR-1	<input checked="" type="checkbox"/>
DRY	Dry Zone	KAN		Yes	<input type="checkbox"/>	I-PICKD	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGD-1	<input type="checkbox"/>
FREEZER	Freezer Zone	KAN		Yes	<input type="checkbox"/>	I-PICKZF	Both (Pick and Wave Pick)	<input checked="" type="checkbox"/>	STGF-1	<input checked="" type="checkbox"/>

## Bin Setup

Bins for a Location can be accessed from the Location List by navigating Departments → Warehouse → Administration → Setup → Locations. The fields that can have an impact how picks are generated are highlighted in yellow below.

Locat... Code	Zone Code	Code	Bin Class Code	Bin Type Code	Bin Ranking	Row No.	Picking Sequence No.	Red Check Digit	Green Check Digit	Yellow Check Digit
KAN	COOLER	31-101-B	CLR	STORAGE	0	31	31 825	513	790	
KAN	COOLER	31-101-C	CLR	STORAGE	0	31	31 448	300	166	
KAN	COOLER	31-101-D	CLR	STORAGE	0	31	31 832	052	957	
KAN	COOLER	31-102-A	CLR	PICK	0	31	31 365	827	488	
KAN	COOLER	31-102-B	CLR	STORAGE	0	31	31 469	634	807	
KAN	COOLER	31-102-C	CLR	STORAGE	0	31	31 661	842	528	
KAN	COOLER	31-102-D	CLR	STORAGE	0	31	31 265	754	014	
KAN	COOLER	31-103-A	CLR	PICK	0	31	31 010	312	957	

**Bin Type Code:** Only Items in Bins with a Bin Type Code indicating that the bin is a pick type bin will be suggested on the pick document.

**Bin Ranking:** This field indicates the ranking of the Bin. With all other inventory attributes (Bin Process Order, Expiration Date, Consume by Date, Received Date) being equal, Ceres will suggest inventory from the Bin with the highest ranking. This field is numeric only. This field is optional.

**Picking Sequence No.:** This field is used to identify the preferred picking sequence and controls the order in which pick document information is sent to Voxware, and the sequence in which the items print on the Wave Pick List by Zone/Storage Report.

Since Voxware cannot sort the data imported from Ceres, this field allows Voxware to present pick transactions in a sort order that provides for efficient warehouse navigation by the warehouse employees. This field is optional.

## FBC Storage Requirement Setup

FBC Storage Requirements can be accessed from the Location List from Departments → Financial Management → Administration → Setup → Food Bank Number Codes → FBC Storage Requirements. The fields that can have an impact how picks are generated are outlined below.

Code	Description	UNC Storage Requireme...	Inv. Pick Nos.	Inv. Pick Printing Option	New Page on Pick List Report	Staging Area	Excl... from Vox...	Sorting Sequence No.
DRY	Dry	DRY	I-PICKD	Both (Pick and Wave Pick)	<input type="checkbox"/>	STGD-1	<input type="checkbox"/>	0
FROZEN	Frozen	FROZEN	I-PICKZF	Pick Document Only	<input checked="" type="checkbox"/>	STGF-1	<input checked="" type="checkbox"/>	0
REF	Cooler	REF	I-PICKR	Wave Pick Document Only	<input checked="" type="checkbox"/>	STGR-1	<input checked="" type="checkbox"/>	0
XSALVAGE	Salvage, unsorted	DRY		Both (Pick and Wave Pick)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0

**Inv. Pick Nos.:** Select a number series that will be used to automatically create unique Pick Numbers by FBC Storage Requirement when the Create Pick By field on the Location Card is FBC Storage Requirement. If a FBC Storage Requirement specific No. Series is not linked, the No. Series in the Inventory Setup is used. This field is optional.

In the screen shot below, a different Inv. Pick No. Series was linked to select FBC Storage Requirements (DRY, FROZEN, and REF). You can link the same No. Series to more than one FBC Storage Requirement.

### FBC Storage Requirements

Code	Description	UNC Storage Requireme...	Inv. Pick Nos.
DRY	Dry	DRY	I-PICKD
FROZEN	Frozen	FROZEN	I-PICKZF
REF	Cooler	REF	I-PICKR
XSALVAGE	Salvage, unsorted	DRY	

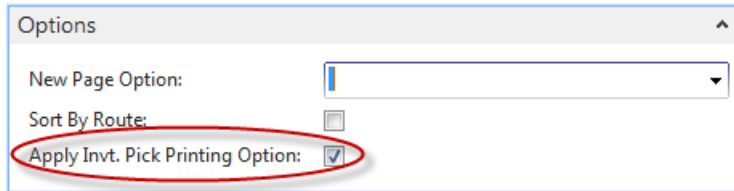
**Inv. Pick Printing Option:** Select an option to include/exclude the printing of items in this FBC Storage Requirement on the Picking List and/or the Wave Pick List by Zone/Storage.

**Both (pick and Wave Pick)** – Select this option to print Items in this Zone on the Pick Wave Pick Documents

**Pick Document Only** – Select this option to print Items in this Zone on the Pick Document Only

**Wave Pick Document Only** – Select this option to print Items in this Zone on the Wave Pick Document Only

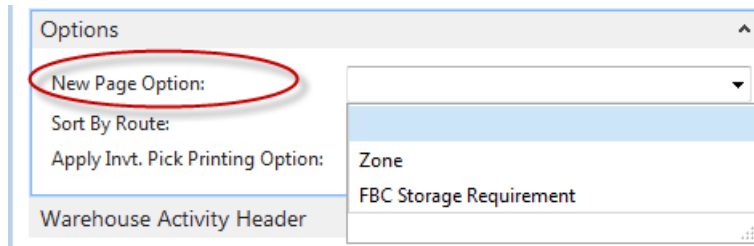
The setting of this field is either applied or not applied when printing either report based on the selection of the Apply Invt. Pick Printing Option on the request Page of either report, as shown below



The screenshot shows a dialog box titled "Options". It contains three fields: "New Page Option:" with a dropdown menu, "Sort By Route:" with an unchecked checkbox, and "Apply Invt. Pick Printing Option:" with a checked checkbox. The "Apply Invt. Pick Printing Option:" checkbox is circled in red.

**New Page on Pick List Report:** A checkmark in this field will cause a new page will printed for each FBC Storage Requirement on the Pick List Report when the “Create Pick By” field on the Location Card is blank. By design, Picks created by Zone or FBC Storage Requirement already print on a new page. This field is optional.

The setting of this field is either applied or not applied when printing the Pick List report based on the selection of the New Page Option on the request Page of either report, as shown below. The options are Blank, Zone, or FBC Storage Requirement.



The screenshot shows the "Options" dialog box with the "New Page Option:" dropdown menu open. The menu is circled in red and shows two options: "Zone" and "FBC Storage Requirement". The "Apply Invt. Pick Printing Option:" checkbox is also checked.

**Exclude from Voxware:** A checkmark on this field will exclude pick documents for this FBC Storage Requirement from being exported to Voxware.

**Staging Area:** Select a default Staging Area for this FBC Storage Requirement. This will be the suggested Default Staging Area on a pick document when the “Create Pick By” field on the Location Card is set to FBC Storage Requirement. This field is optional

## Generating Picks

In general, there are two ways to generate pick documents in Ceres that support the Pick Generation Enhancements. Directly from an Agency Order or from the Create Invt. Putaway/Pick function. With Shipping Option 2, pick documents can only be generated for Agency Orders that have been released.

There are many different factors that need to be considered as to how and when pick documents are generated and processed. This section of the document covers how to generate pick documents only.

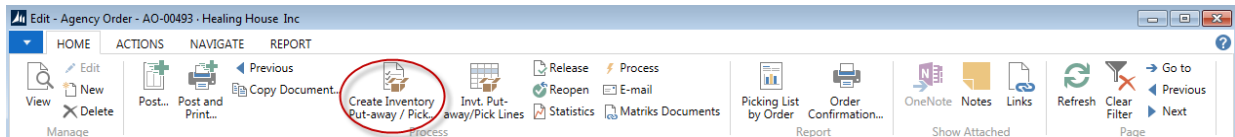
Please refer to other documents, such as WAP, Movement Worksheets, Agency Order Processing, Vox Integration, etc. for more details related to the picks.

**Note:** Creating pick documents from an Inventory Pick using the Source Documents function are not supported with these enhancements.

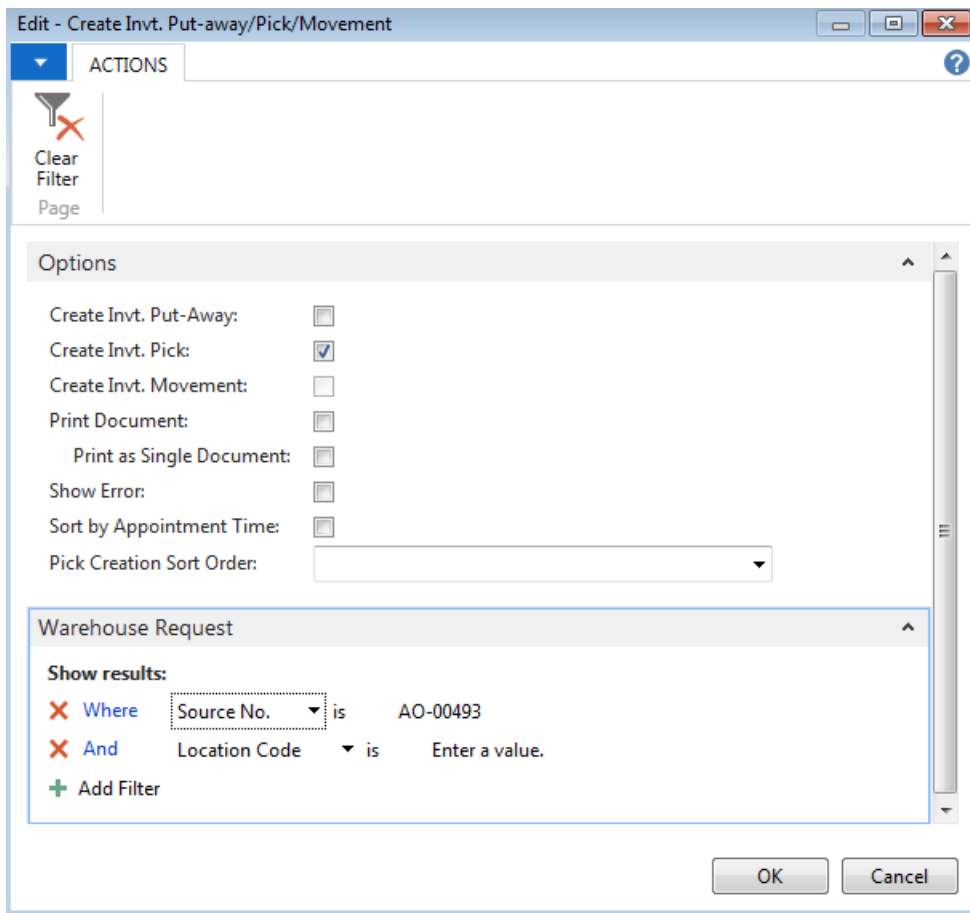
**Note:** As explained above the Create Picks By setting on the Location Card can configure Ceres to group items together on separate pick documents according to their Zone or FBC Storage Requirement. Under this configuration, Ceres will use the Invt. Pick Nos. number series for the Zone or FBC Storage Requirement to assign pick document numbers. This however only applies to pick documents for which Ceres is able to suggest pick-able inventory. In the case where Ceres is unable to suggest pick-able inventory (and is configured to do so according to the Always Create Pick Line setting), Ceres will create an “empty line” utilizing the generic Invt Pick Nos. number series as specified on Inventory Setup. All “empty lines” will be combined on a singular generic pick document on a per Agency Order basis.

## Generating a Single Pick from an Agency Order

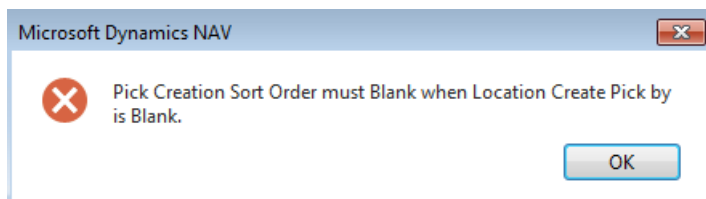
1. A pick document can be generated directly from an Agency Order from Home → Create Inventory Put-away / Pick. Generally this option is used to create a single pick on the fly.



2. From the Create Invt. Put-Away/Pick Page set filters on the Options FastTab based on how you want to sort the pick documents, and on the Warehouse Request FastTab which Agency Order you want to generate the pick document for. Since a single pick document is being generated in this example, the Pick Creation Sort Order is relevant.

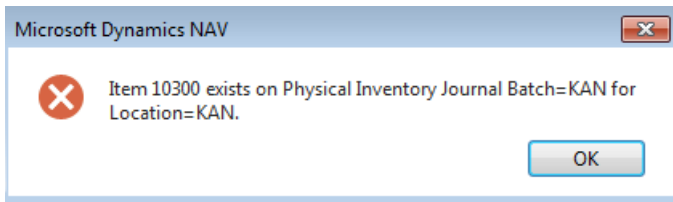


- Further if the Location Create by Pick option is Blank and a user selects a Pick Sort Order other than blank, the below error message will appear.

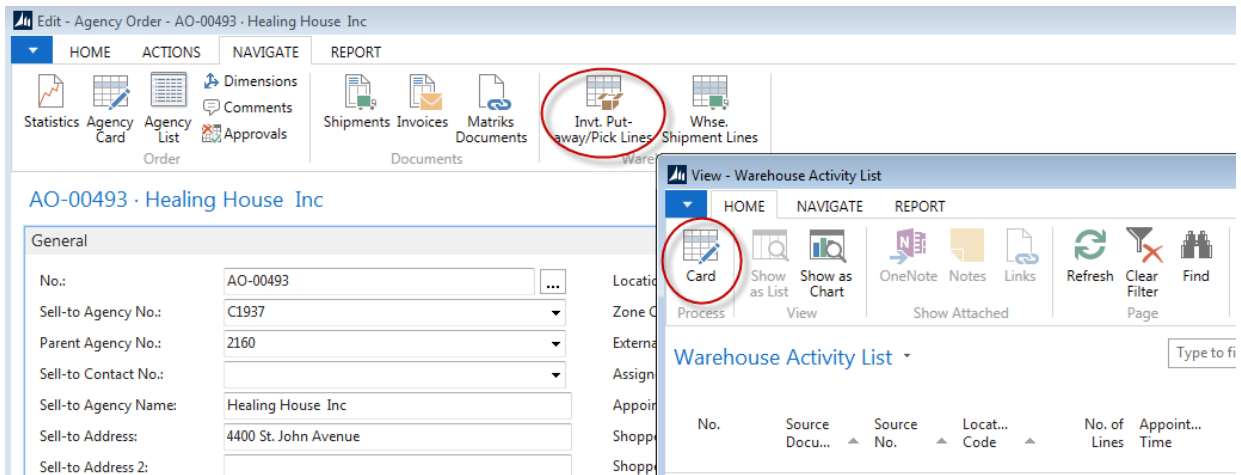


- If an Item exists in a Physical Inventory Journal based on the Calculation Method of Physical Inventory, the below error message will appear when generating pick documents. The Physical Inventory will need to be posted or the Items deleted from the Journal before a pick document can be created.

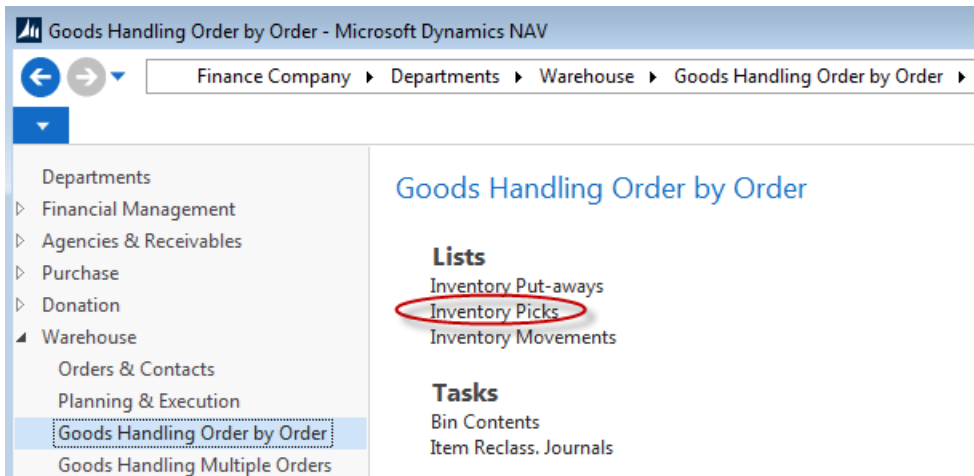
**Note:** You can do cycle counts when there are open pick documents as long as the Calculation Method of Cycle Count was selected when ran the Calculate Inventory function in the Physical Inventory Journal.



5. Once a pick document has been created. The Outstanding Picks field on the General FastTab of the Agency Order is updated to reflect how many different pick documents exist for that order.
6. Pick documents can be accessed directly from an Agency Order from Navigate → Invt. Put-away Pick Lines → Warehouse Activity List → Card.



The pick document can also be accessed from Departments → Warehouse → Goods Handling Order by Order → Lists → Inventory Picks.





The screen shots below are a simple example based on the different Create Pick By options for a single Agency Order with two different Zones (Dry and Freezer) and two different FBC Storage Requirements (Dry and Frozen).

### Single Pick with Create Pick By = Blank

A single pick document is created with seven lines for all Zones and FBC Storage Requirements

Inventory Picks ▾ Type to filter (F3) | No. ▾ | → ▾  
No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
PCK-01210	AO-00493	C1937	KAN	7	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	

### Single Pick with Create Pick By = Zone

Two different pick documents, one for Dry and another for Freezer, were created with a total of seven lines all with different pick numbers. Different pick numbers were assigned based on the Invt. Pick No field in the Zone setup.

Inventory Picks ▾ Type to filter (F3) | No. ▾ | → ▾  
No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
IPD-02518	AO-00493	C1937	KAN	6	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	
IPF-00893	AO-00493	C1937	KAN	1	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	

### Single Pick with Create Pick By = FBC Storage Requirement

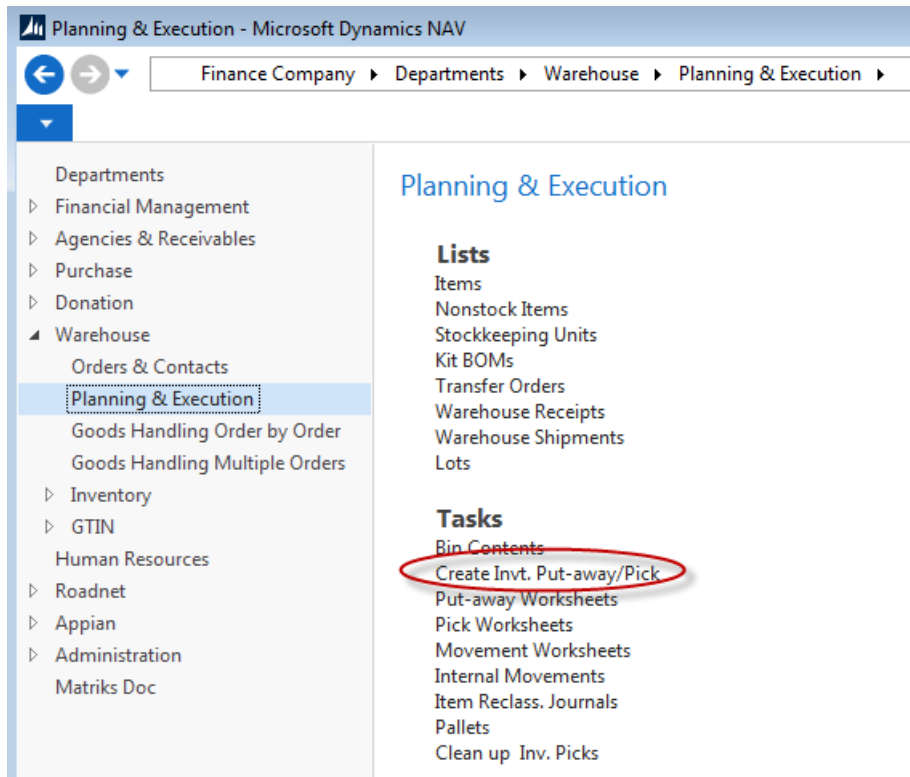
Two different pick documents, one Dry and another for Frozen, were created with a total of seven lines all with different pick numbers. Different pick numbers were assigned based on the Invt. Pick No field in the FBC Storage Requirement setup.

Inventory Picks ▾ Type to filter (F3) | No. ▾ | → ▾  
No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
IPD-02519	AO-00493	C1937	KAN	6	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	
IPF-00894	AO-00493	C1937	KAN	1	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	

## Generating Multiple Picks

1. Multiple picks can be generated at once from Departments → Warehouse → Planning & Execution → Create Invt. Put-away /Pick



2. From the Create Invt. Put-Away/Pick Page, set filters based on how you want to generate the pick documents.

### Options FastTab

Options

Create Invt. Put-Away:	<input type="checkbox"/>
Create Invt. Pick:	<input checked="" type="checkbox"/>
Create Invt. Movement:	<input type="checkbox"/>
Print Document:	<input type="checkbox"/>
Print as Single Document:	<input type="checkbox"/>
Show Error:	<input type="checkbox"/>
Sort by Appointment Time:	<input type="checkbox"/>
Pick Creation Sort Order:	<input type="text"/>

**Sort by Appointment Time:** Optional - Place a checkmark in this field to sort the Picks by Appointment Time when they are generated. This only applies when the Create Pick By option is Blank. Appointment Time is built into the keys when the Create Pick By option is Zone or FBC Storage Requirement

**Pick Creation Sort Order:** Required - Select from one of the options. This determines how the pick documents will be sorted based on the when they are generated. The options are:

**Blank** – This option is only valid when Create Pick By is set to Blank.

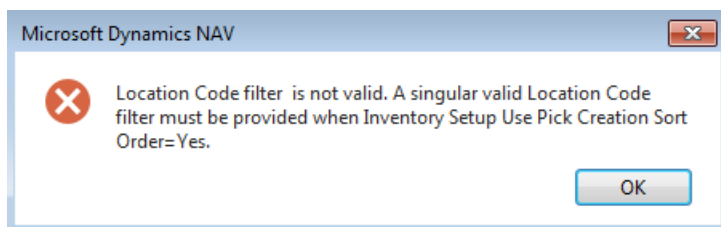
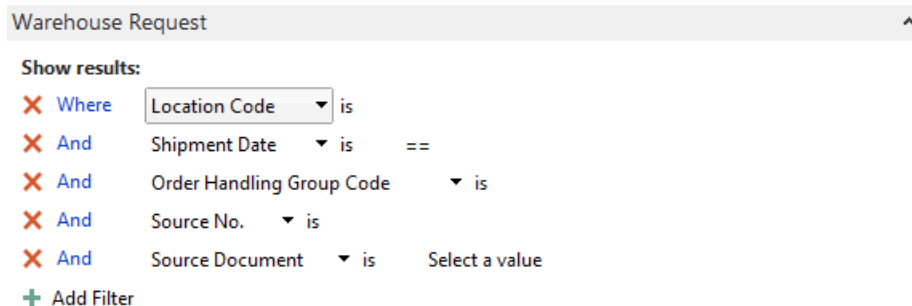
**Route-Leg-Stop-Appointment Time** – Picks will be generated in the order listed in this key

**Appointment Time-Route-Leg-Stop** – Picks will be generated in the order listed in this key

**Appointment Time-Order Handling Group-Order Routing Group** – Picks will be generated in the order listed in this key.

If Inventory Setup has been configured to enable the “Use Pick Creation Sort Order” option and the Location is configured to Create Pick By other than the blank option, Ceres will default the configuration selection of the Pick Creation Sort Order from the Location to the pick creation process. It is important to note that while the Pick Creation Sort Order as viewed on the Request Page of the Create Invt. Put-Away / Pick process will display as blank, Ceres will use the sort order as configured on the applicable Location.

Additionally, when Inventory Setup has been configured to enable the “Use Pick Creation Sort Order” option a singular and valid Location Code filter is required for the Create Invt. Put-Away / Pick process when the Create Invt. Put-Away / Pick process is being run across multiple Agency Orders to create a batch of pick documents.



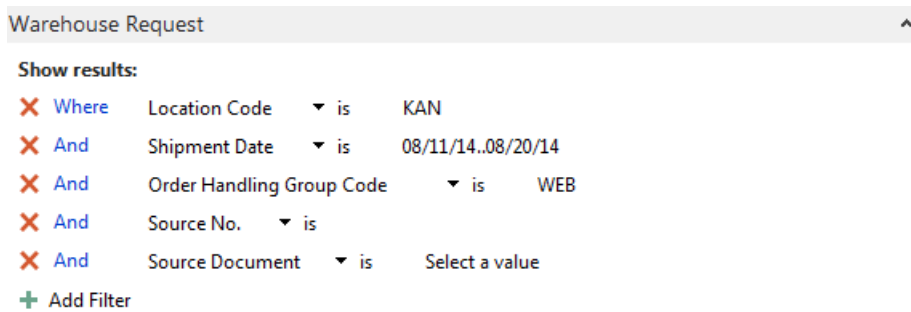
The absence of a Source No. filter on the Warehouse Activity FastTab indicates that the create pick process will apply to all eligible Agency Orders. A Location Code filter is required in order for Ceres to obtain the “Pick Creation Sort Order” for the Location and use it as the default for the Create Invt. Put-Away / Pick process. Ceres will present the error message below as applicable.

Providing a Location Code filter in this scenario will allow the create pick process to proceed without error. However, the process will only apply to orders meeting both conditions of the Source No. filter and the Location Code filter.

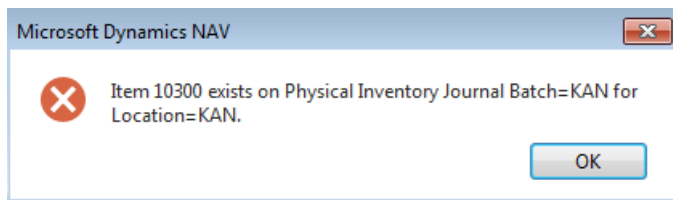
**Note:** Whereas you can create Inventory Picks for multiple Locations at once, it is recommended that Location Filter be set so all the Inventory Picks that are created in numerical sequence for specific Location.

### Warehouse Request FastTab

On the Warehouse Request FastTab select which Location, Order Handling Group, Shipment Date, Shipment Method, etc you want to generate pick documents for.



- The screen shots below are based on the different Create Pick By options for a single Agency Order with two different Zones (Dry, and Freezer) and two different UNC Storage Requirements (Dry and Frozen).
- If an Item exists in a Physical Inventory Journal, the below error message will appear when generating pick documents. The Physical Inventory will need to be posted or the Items deleted from the Journal before a pick document can be created.



- Once a pick document has been generated the Outstanding Picks field on the General FastTab of the Agency Order is updated to reflect how many different pick documents exist for that order.
- Pick documents can be accessed directly from
  - An Agency Order by drilling down on the Outstanding Pick field on the General FastTab.
  - An Agency Order from Navigate → Invt. Put-away Pick Lines → Warehouse Activity List → Related Information → Line → Card. Pick documents can also be accessed
  - From Departments → Warehouse → Goods Handling Order by Order → Lists → Inventory Picks
- The screen shots below are based on Agency Orders that have been released with for Location KAN with a Shipment Date of 08/18/14..08/18/14. Because many factors can impact how pick documents are generated not all iterations are represented below.

## Agency Orders

Type to filter (F3) | No. | [Dropdown] | [Search] | [Up Arrow]

### Show results:

- ✗ Where No. is Enter a value.
- ✗ And Status is Released
- ✗ And Shipment Date is 08/18/14..08/20/14
- ✗ And Location Code is KAN
- + Add Filter

No.	Status	Shipment Date	Location Code	Shipment Method Code	Order Handling Group ...	Sell-to Agency No.	Sell-to Agency Name	Outst... Picks	Posted Shipments
AO-00490	Released	8/18/2014	KAN	DELIVER	WEB	F1421	Raytown Emergency Assistance	0	0
AO-00493	Released	8/20/2014	KAN	DELIVER	WEB	C1937	Healing House Inc	0	0
AO-00494	Released	8/20/2014	KAN	PICKUP	WEB	D0846	First Assembly of God-Raytown	0	0

**Note:** Pick documents are generated based on the Location Code on the Agency Order Lines. Thus you will want to make sure the Location Code on the Shipping FastTab of the Agency Order is the same as the Location Code on the Agency Order Lines.

**Multiple Pick Documents where Create Pick By = Blank, with all Bin Policies Pick options = Yes with the following filters**

**Edit - Create Invt. Put-away/Pick/Movement**

**ACTIONS**

Clear Filter Page

**Options**

- Create Invt. Put-Away:
- Create Invt. Pick:
- Create Invt. Movement:
- Print Document:
- Print as Single Document:
- Show Error:
- Sort by Appointment Time:
- Pick Creation Sort Order: [Dropdown]

**Warehouse Request**

**Show results:**

- ✗ Where Location Code is KAN
- ✗ And Shipment Date is 08/18/14..08/20/14
- ✗ And Order Handling Group Code is
- ✗ And Source No. is
- ✗ And Source Document is Select a value

OK Cancel

Three different pick documents were created, one for each Agency Order, with a total of 12 lines. By default the Picks are sorted by Shipment Date, Agency Order No. The secondary sort is Appointment Time. The pick numbers were assigned based on the No. Series in the Inventory Setup.

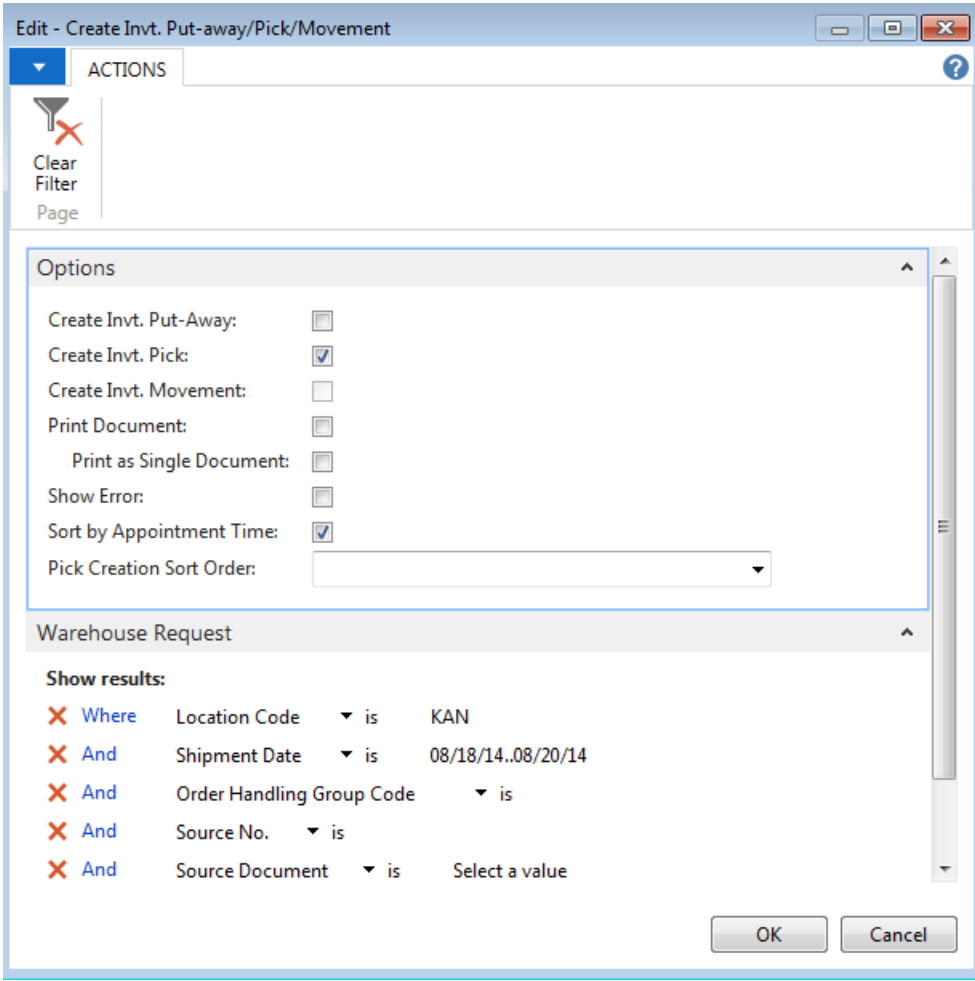
Inventory Picks ▾

Type to filter (F3) | No. ▾ | → ▾

No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
PCK-01222	AO-00490	F1421	KAN	4	WEB	HARV WEB	DELIVER	8/18/2014	0	0	0	0	
PCK-01223	AO-00493	C1937	KAN	6	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	
PCK-01224	AO-00494	D0846	KAN	2	WEB	HARV WEB	PICKUP	8/20/2014	0	0	0	0	

**Multiple Pick Documents where Create Pick By = Zone, with all Bin Policies Pick options = Yes with the following filters**



Five different pick documents were created; one for each Agency Order, with a total of 12 lines. Within each Zone, the pick documents are sorted by Shipment Date, Appointment Time, Agency Order No. The pick numbers were assigned based on the Invt. Pick No. Series in the Zone setup.

Inventory Picks ▾

Type to filter (F3) | No. ▾ | → ▾

No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
IPD-02531	AO-00490	F1421	KAN	2	WEB	HARV WEB	DELIVER	8/18/2014	0	0	0	0	
IPD-02532	AO-00493	C1937	KAN	5	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	
IPD-02533	AO-00494	D0846	KAN	2	WEB	HARV WEB	PICKUP	8/20/2014	0	0	0	0	
IPF-00902	AO-00490	F1421	KAN	2	WEB	HARV WEB	DELIVER	8/18/2014	0	0	0	0	
IPF-00903	AO-00493	C1937	KAN	1	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	

The sort order the Inventory Picks may be different based on the Pick Creation Sort Order and other setup when the picks are created.

**Multiple Pick Documents where Create Pick By = FBC Storage Requirement, with all Bin Policies Pick options = Yes with the following filter**

Edit - Create Invt. Put-away/Pick/Movement  
 ACTIONS  
 Clear Filter  
 Page  
 Create Invt. Put-Away:   
 Create Invt. Pick:   
 Create Invt. Movement:   
 Print Document:   
 Print as Single Document:   
 Show Error:   
 Sort by Appointment Time:   
 Pick Creation Sort Order: Appointment Time-Order Handling Group-Orde... ▾  
 Warehouse Request  
 Show results:  
 Where Location Code ▾ is KAN  
 And Shipment Date ▾ is 08/18/14..08/20/14  
 And Order Handling Group Code ▾ is  
 And Source No. ▾ is  
 And Source Document ▾ is Select a value  
 Add Filter +  
 OK Cancel

Five different pick documents were created; one for each FBC Storage Requirement per Agency Order, with a total of 12 lines. Within each FBC Storage Requirement, the pick documents are sorted by Appointment Time, Order Handling Group, Order Routing Group. The pick numbers were assigned based on the Invt. Pick No. Series in the FBC Storage setup.

No filters applied

No.	Source No.	Destination No.	Location Code	No. of Lines	Order Handling Group Code	Order Routing Group Code	Shipment Method Code	Shipment Date	Pallet Count	Stop	Route	Leg	Picked By
IPD-02540	AO-00494	D0846	KAN	2	JH	HARV JH	PICKUP	8/20/2014	0	0	0	0	
IPD-02541	AO-00490	F1421	KAN	2	WEB	HARV WEB	DELIVER	8/18/2014	0	0	0	0	
IPD-02542	AO-00493	C1937	KAN	5	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	
IPF-00907	AO-00490	F1421	KAN	2	WEB	HARV WEB	DELIVER	8/18/2014	0	0	0	0	
IPF-00908	AO-00493	C1937	KAN	1	WEB	HARV WEB	DELIVER	8/20/2014	0	0	0	0	

The sort order the Inventory Picks may be different based on the Pick Creation Sort Order and other setup when the picks are created.

## Allow Pick from Storage Bin

When the Allow Pick from Storage Bin is checked on the Location Card, the number of pick documents that are generated can be impacted by whether or not the WAP has been run. The pick documents that are created will still be based on the Create Pick By option. Typically Pick from Storage is used for Full Pallet Orders, not case level picks.

In the below example, A quantity of 150 was entered on the Agency Order for Item 15126. Item 15126 has a quantity on hand of 538; 118 of that quantity resides in a pick bin and the remaining 420 in three different storage bins. With the Create By Pick = FBC Storage Requirement, pick documents will be created as follows:

1. If the WAP has not been run, two different pick documents will be created. One pick document for 118, the quantity in pick bin 09-117-A, and a second pick document for 32, the quantity in storage bins. The Pallet, Lot, Bin will be blank on the second pick document, indicating that Item needs to be moved.

Alternatively the Pallet, Lot, Bin can be selected on the line. The pick numbers that are assigned will be based on two different Number Series. The pick document with the quantity of 118 is based on the Invt. Pick No. Series in the FBC Storage setup, whereas the pick document with the quantity of 32 is based on the No. Series in the Inventory Setup.

No.	Source No.	Destination No.	Location Code	No. of Lines	Shipment Date	Ship... Method Code	Route	Stop	Leg	Appointment Time	Default Staging Area
IPD-01625	AO-00119	F0175	KAN	1	11/19/12			0	0	0	STGD-1
PCK-00876	AO-00119	F0175	KAN	1	11/19/12			0	0	0	STGD-1

### Lines

Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quantity
15126	Beverage	Horchata	12 / 15 oz cans	1112-09625	LOT-434413	09-117-A	118

### Lines

Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quantity
15126	Beverage	Horchata	12 / 15 oz cans				32



- If the WAP has been run but not posted, a single pick document will be created with two lines. One line for 118, the quantity in pick bin 09-117-A, and another line for 32, the quantity in storage bins. The Pallet, Lot, Bin will be blank on the line with a quantity of 32 indicating the WAP needs to be posted.

Alternatively, the Pallet, Lot, Bin can be selected on the line. The pick number that is assigned is based on the Invt. Pick No. Series in the FBC Storage setup.

No.	Source No.	Destination No.	Location Code	No. of Lines	Shipment Date	Shipment Method Code	Route	Stop	Leg	Appointment Time	Default Staging Area
IPD-01699	AO-00119	F0175	KAN	2	11/19/12			0	0	0	STGD-1

Lines							
Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quantity
15126	Beverage	Horchata	12 / 15 oz cans				32
15126	Beverage	Horchata	12 / 15 oz cans	1112-09625	LOT-434413	09-117-A	118

**Note:** Only the Pick Lines where the Pallet, Lot, Bin has been suggested will be sent to Voxware.

## Default Pick Bin

The Warehouse Activity Plan and Default Picking Bin documents outlines the setup and process for generating pick documents with default pick bin setup. Below are examples as to how pick documents will be created with default pick bins.

A quantity of 150 was entered on the Agency Order for Item 15126. Item 15126 has a quantity on hand of 538; 118 of that quantity resides in pick bin 09-117-A and the remaining 420 in three different storage bins. A Default Pick Bin of 09-116-A was setup on the Item Card. With the Create By Pick = Zone, pick document will be created as follows:

- If the WAP has not been run, two different pick documents will be created. One pick document for 118, the quantity in pick bin 09-117-A, and a second pick document for 32, the quantity in storage bins. The Pallet, Lot, Bin will be blank on the second pick document, indicating that item needs to be moved.

Alternatively the Pallet, Lot, Bin can be selected on the line. The pick numbers that are assigned will be based on two different No. Series. The pick document with the quantity of 118 is based on the Invt. Pick No. Series in the FBC Storage setup, whereas the pick document with the quantity of 32 is based on the No. Series in the Inventory Setup.

No.	Source No.	Destination No.	Location Code	No. of Lines	Shipment Date	Shipment Method Code	Route	Stop	Leg	Appointment Time	Default Staging Area
IPD-01708	AO-00119	F0175	KAN	1	11/19/12			0	0	0	STGD-1
PCK-00883	AO-00119	F0175	KAN	1	11/19/12			0	0	0	STGD-1

Lines							
Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quantity
15126	Beverage	Horchata	12 / 15 oz cans	1112-09625	LOT-434413	09-117-A	118

Lines							
Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quantity
15126	Beverage	Horchata	12 / 15 oz cans				32

- If the WAP has been run but not posted, a single pick document will be created with two lines. One line for 118, the quantity in pick bin 09-117-A, and another line for 32, the quantity in storage bins. The Default Pick Bin 09-116-A will be suggested on the second line along with the Pallet and Lot. The pick number that is assigned is based on the Invt. Pick No. Series in the FBC Storage setup.

No.	Source No.	Destination No.	Location Code	No. of Lines	Shipment Date	Shipment Method Code	Route	Stop	Leg	Appointment Time	Default Staging Area
IPD-01717	AO-00119	F0175	KAN	2	11/19/12			0	0	0	STGD-1

Lines							
Item No.	Description	Description 2	Pack Size	Pallet No.	Lot No.	Bin Code	Quant...
15126	Beverage	Horchata	12 / 15 oz cans	1112-09625	LOT-434413	09-117-A	118
15126	Beverage	Horchata	12 / 15 oz cans	1112-09626	LOT-434414	09-116-A	32

**Note:** Only the Pick Lines where the Pallet, Lot, Bin has been suggested will be sent to Voxware.

## Drop on Demand (Pallet, Lot, Bin) Assigned on the Agency Order Line

The Full Pallet documentation and the Warehouse Activity Drop on Demand Procedure outlines the setup and process for generating drop on demand pick documents and therefore is not covered in this document.

## Pick Document Lines

When the Create Invt. Put-away / Pick function is run, Ceres uses the key "Bin Process Order, "Lot Expiration Date", Lot Consume by Date", "Received Date, "Bin Ranking" , "Pallet No.", "Lot No." for ordered selection of inventory to suggest on pick document lines for FEFO purposes.

The lines are then sorted and presented on the pick documents by Activity Type, Location, Picking Sequence No., Bin Code, Item No., Line No.

Below are examples of how the picks document lines are sorted.

**Pick Document Lines created with Create Pick By = Blank.**

Bins 14 – 30 have a higher Picking Sequence No. than Bins 1 – 13, and Bins 31 and 41 have a lower Picking Sequence than Bins 1 – 10.

**Pick Document for items on Agency Order AO-00493**

[Invt. Pick · PCK-01229](#)

General												
Lines												
Line No.	Source No.	Action Type	Item No.	Description	Pack Size	Pallet No.	Lot No.	Zone Code	Current Bin	Bin Code	Quantity	Unit of Measure Code
60000	AO-00493	Take	14959	Crackers	12 / 11.7 oz	1203-04295	LOT-455627	DRY	16-119-A	16-119-A	15	CASE
10000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1202-04004	LOT-447597	DRY	04-132-A	04-132-A	11	CASE
20000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1212-00451	LOT-01553	DRY	04-109-A	04-109-A	14	CASE
30000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1202-00095	LOT-443143	DRY	10-119-A	10-119-A	8	CASE
40000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1212-00454	LOT-01555	DRY	04-110-A	04-110-A	22	CASE
50000	AO-00493	Take	14649	Ham	2 / 16 lb packs	1202-05702	LOT-449641	FREEZER	42-128-B	42-128-B	2	CASE

**Pick Document Lines created with Create Pick By = Zone.**

Bins 14 – 30 have a higher Picking Sequence No. than Bins 1 – 13, and Bins 31 and 41 have a lower Picking Sequence than Bins 1 – 10. Refer to the Warehouse Activity Plan and Default Bin Picking and Warehouse Activity Plan for more information on Bin Ranking, etc.

**Dry Pick Document for Agency Order AO-00493.**

[Invt. Pick · IPD-02545](#)

General												
Lines												
Line No.	Source No.	Action Type	Item No.	Description	Pack Size	Pallet No.	Lot No.	Zone Code	Current Bin	Bin Code	Quantity	Unit of Measure Code
50000	AO-00493	Take	14959	Crackers	12 / 11.7 oz	1203-04295	LOT-455627	DRY	16-119-A	16-119-A	15	CASE
20000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1212-00451	LOT-01553	DRY	04-109-A	04-109-A	14	CASE
40000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1212-00454	LOT-01555	DRY	04-110-A	04-110-A	22	CASE
10000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1202-04004	LOT-447597	DRY	04-132-A	04-132-A	11	CASE
30000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1202-00095	LOT-443143	DRY	10-119-A	10-119-A	8	CASE

**Freezer Pick Document for Agency Order AO-00493.**

[Invt. Pick · IPF-00910](#)

General												
Lines												
Line No.	Source No.	Action Type	Item No.	Description	Pack Size	Pallet No.	Lot No.	Zone Code	Current Bin	Bin Code	Quantity	Unit of Measure Code
10000	AO-00493	Take	14649	Ham	2 / 16 lb packs	1202-05702	LOT-449641	FREEZER	42-128-B	42-128-B	2	CASE

**Pick Document Lines created with Create Pick By = FBC Storage Requirement.**

Bins 14 – 30 have a higher Picking Sequence No. than Bins 1 – 13, and Bins 31 and 41 have a lower Picking Sequence than Bins 1 – 10. Refer to the Warehouse Activity Plan and Default Bin Picking and Warehouse Activity Plan for more information on Bin Ranking, etc.

**Dry Pick Document for Agency Order AO-00493**

Invt. Pick · IPD-02542

Line No.	Source No.	Action Type	Item No.	Description	Pack Size	Pallet No.	Lot No.	Zone Code	Current Bin	Bin Code	Quantity	Unit of Measure Code
50000	AO-00493	Take	14959	Crackers	12 / 11.7 oz	1203-04295	LOT-455627	DRY	16-119-A	16-119-A	15	CASE
20000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1212-00451	LOT-01553	DRY	04-109-A	04-109-A	14	CASE
40000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1212-00454	LOT-01555	DRY	04-110-A	04-110-A	22	CASE
10000	AO-00493	Take	10256	Snacks	18 / 12 ct cartons	1202-04004	LOT-447597	DRY	04-132-A	04-132-A	11	CASE
30000	AO-00493	Take	10300	Cake Mix	12 / 18.25 oz boxes	1202-00095	LOT-443143	DRY	10-119-A	10-119-A	8	CASE

**Frozen Pick Document for Agency Order AO-00493**

Invt. Pick · IPF-00908

Limit totals to:

General

Lines

Functions Line Find Filter Clear Filter

Line No.	Source No.	Action Type	Item No.	Description	Pack Size	Pallet No.	Lot No.	Zone Code	Current Bin	Bin Code	Quantity	Unit of Measure Code
10000	AO-00493	Take	14649	Ham	2 / 16 lb packs	1202-05702	LOT-449641	FREEZER	42-128-B	42-128-B	2	CASE

## Processing Pick Documents

- Once the pick documents have been created, they should be reviewed and/or updated before the Pick List Reports or the Wave Pick List by Zone/Storage Reports are printed. Once the product has been picked, these same pick documents will need to be reviewed and perhaps updated.

### General FastTab

Invt. Pick · IPD-02545

Source No.:	<input type="text" value="AO-00493"/>	External Document No.2:	<input type="text"/>
Agency No.:	<input type="text" value="C1937"/>	Assigned User ID:	<input type="text" value="KJK"/>
Agency Name:	<input type="text" value="Healing House Inc"/>	Picked By:	<input type="text" value="WWH"/>
Shopper:	<input type="text" value="SH-00960"/>	Shipment Method Code:	<input type="text" value="DELIVER"/>
Shopper Name:	<input type="text" value="Bobbi Jo Reed"/>	Appointment Time:	<input type="text"/>
Shopper Email:	<input type="text" value="myangel@kc.rr.com"/>	Pallet Count:	<input type="text" value="2"/>
Order Handling Group Code:	<input type="text" value="WEB"/>	Start Date:	<input type="text"/>
Order Routing Group Code:	<input type="text" value="HARV WEB"/>	Start Time:	<input type="text"/>
No. of VOX Errors:	<input type="text"/>	End Date:	<input type="text"/>
Default Staging Area:	<input type="text" value="STGD-1"/>	End Time:	<input type="text"/>
Staging Areas:	<input type="text" value="Staging Aisle 10"/>		

**Staging Areas:** Input where the product will be staged. This is a free-form text field. Refer to the Staging document for more details

**Posting Date:** Update this field to reflect the date the pick document was posted

**External Document No.:** Free-form text field where additional document information can be inputted.

**Assigned Id:** Select the user who is assigned to this pick document. For those food banks using Voxware, this field will be updated automatically along with the Picked By field. If the User Id that Voxware sends back does exist as a warehouse employee in Ceres, a Voxware error will be logged.

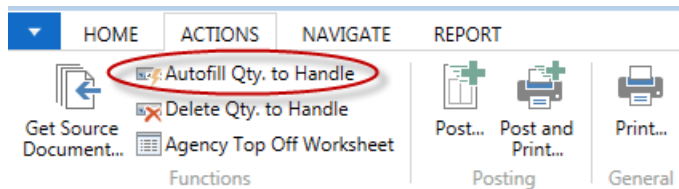
**Picked By:** Select the user who picked the inventory for this pick document. For those food banks using Voxware, this field will be updated automatically. If the Assigned Id or Picked by fields are left blank, they will automatically be updated with the User Id who posted the pick document.

**Pallet Count:** Input the number pallets associated with this pick document. This field must be filled in before the Shipping Tag will print. Refer to the Staging document for more details Refer to the Staging document for more details.

**Start/End Date and Start/End Time:** These fields are automatically updated by the handheld for those food banks using ADCS.

## Lines FastTab

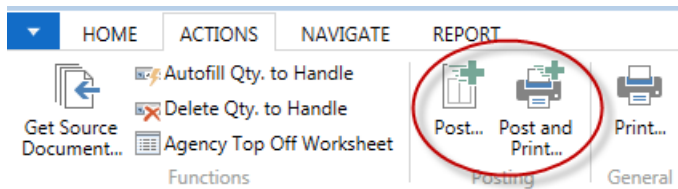
**Qty to Handle:** Update this field to reflect the quantity that was actually picked. To autofill this field, click Actions → Autofill Qty. to Handle. When the pick documents are created, the Qty to Handle field automatically defaults to the Quantity field for those food banks using ADCS or Voxware, this field will be updated automatically.



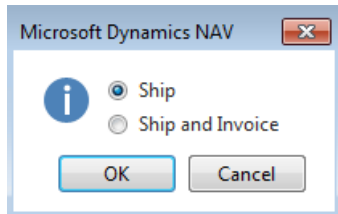
**Note:** The Qty to Handle field cannot exceed the Quantity field. If a greater quantity was picked that was suggested on the pick document, the Agency Order will need to be updated and a second pick document created. Therefore it is recommended that quantity that is suggested be picked.

**Pallet, Lot, Bin:** A Pallet, Lot, and Bin will be suggested when the pick documents are generated. Select a different Pallet, Lot, Bin you want to fulfill the inventory from. For those food banks using ADCS or Voxware, this field will be updated automatically.

2. After the lines have been updated you are ready to post. The posting function will allow you to post just the shipment or the shipment and invoice at the same time. If any required information for posting the invoice is missing, you will only be able to post the shipment, and the posting of the invoice will need to take place from the Agency Order. To post the shipment click Actions → Post or Post & Print.

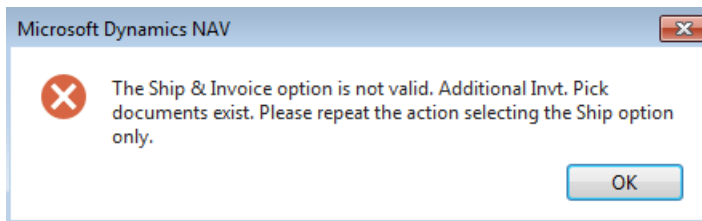


3. Choose from “Ship” or “Ship and Invoice” and press OK.

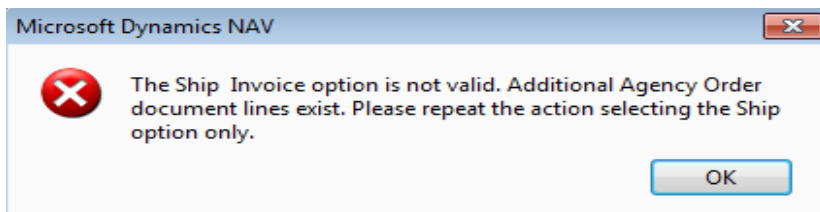


**Note:** The option selection (Ship or Ship and Invoice), is configurable in Ceres via the "Invt. Pick Default Posting Opt" located on the Posting FastTab of the Inventory Setup page. The setting of this field will determine which option users are presented with on the dialog shown above but can be overridden if desired.

**Note:** Ceres will not allow the Ship & Invoice option if one or more additional related pick documents exist. For example, consider that the current pick document being posted is IPD-02545 and is related to agency order AO-00493. If other outstanding pick documents exist for AO-00493, Ceres will present the error message as shown below. This edit is intended to prevent stranded (orphaned) pick documents.

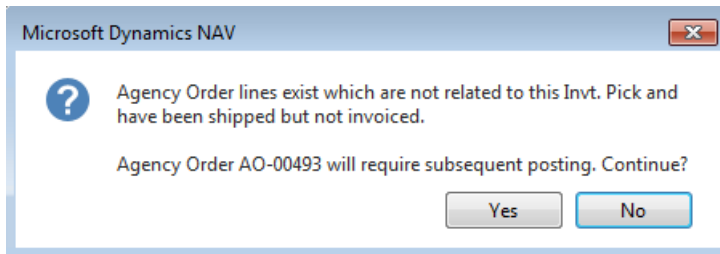


**Note:** Ceres will not allow the Ship & Invoice option if no other additional pick documents exist **but** the AO has one or more lines that have a Qty. to Ship. This situation can occur if an Agency Order line was added but a pick document for the line has not yet been created. In this situation, Ceres will present the error message as shown below.



**Note:** Ceres will display a message (information only) when the Ship & Invoice option was selected, validated to be allowed, and will result in its related Agency Order not being invoiced in its entirety. As an example of this scenario, consider that two lines exist for a given Agency Order; each with its individual pick document. The first pick document was posted with the

Ship only option. The second pick is posted with the Ship & Invoice option. Ceres will ship and invoice the related line(s) on the Agency Order but not the entire Agency Order. This is true because second pick document does not apply to all of the Agency Order lines. In this scenario, Ceres will present the message shown below. The purpose of the message is simply to inform the user so that he or she is aware that the Agency Order will need to be invoiced.



The display of the message above (whether it displays or not) is configurable in Ceres via the "Agency Order Invoice Warning" configuration option located on the Posting FastTab of the Inventory Setup page. Select 'Yes' to continue posting or 'No' to halt with error.

**Note:** Ceres can be configured to Ship and Invoice Agency Order lines of Type G/L Account when posting an Inventory Pick with the Ship and Invoice option. This configuration setting is controlled via the "Auto-Post G/L Account Lines" which can be found on the Posting FastTab on Inventory Setup.

When enabled, the "Auto-Post G/L Account Lines" configuration setting provides for increased efficiency in order processing by:

1. Reducing the steps/time required by staff to process the documents through the distribution process.
2. Resulting in a single invoice document containing lines of type Item and G/L Account according to the Agency Orders transactions.

## Pick Document Reports

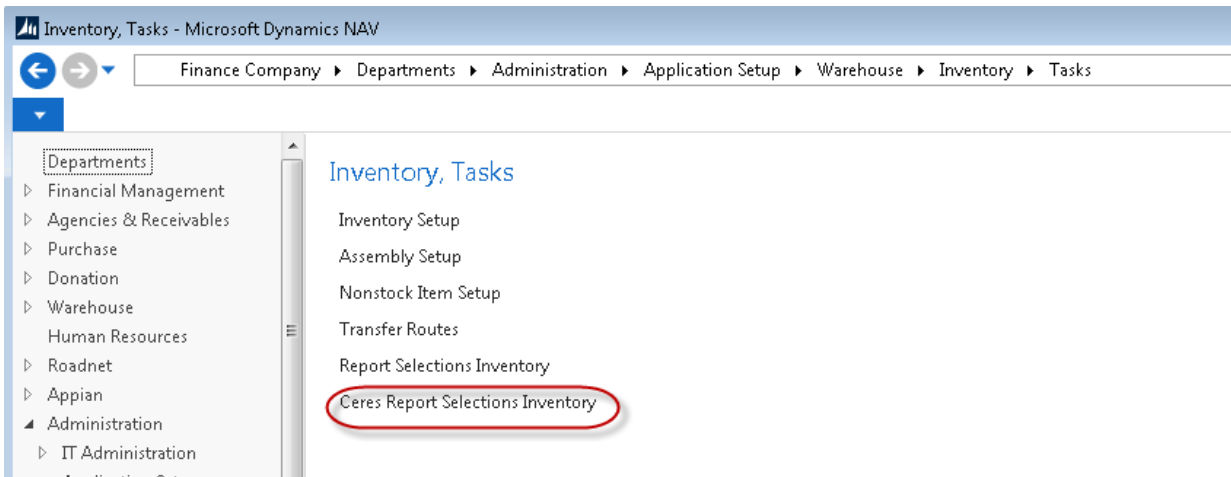
Once the pick documents have been updated they can be printed from the Picking List Report and the Wave Pick – Inventory Picks or Wave Pick – Agency Orders reports. All reports support the enhancements outline above.

**NOTE:** Ceres release 4.01.14 eliminated the Wave Pick Zone / Storage report and replaced it with Wave Pick – Inventory Picks (for Shipment Option 2) and Wave Pick – Agency Orders (for Shipment Option 1) reports.

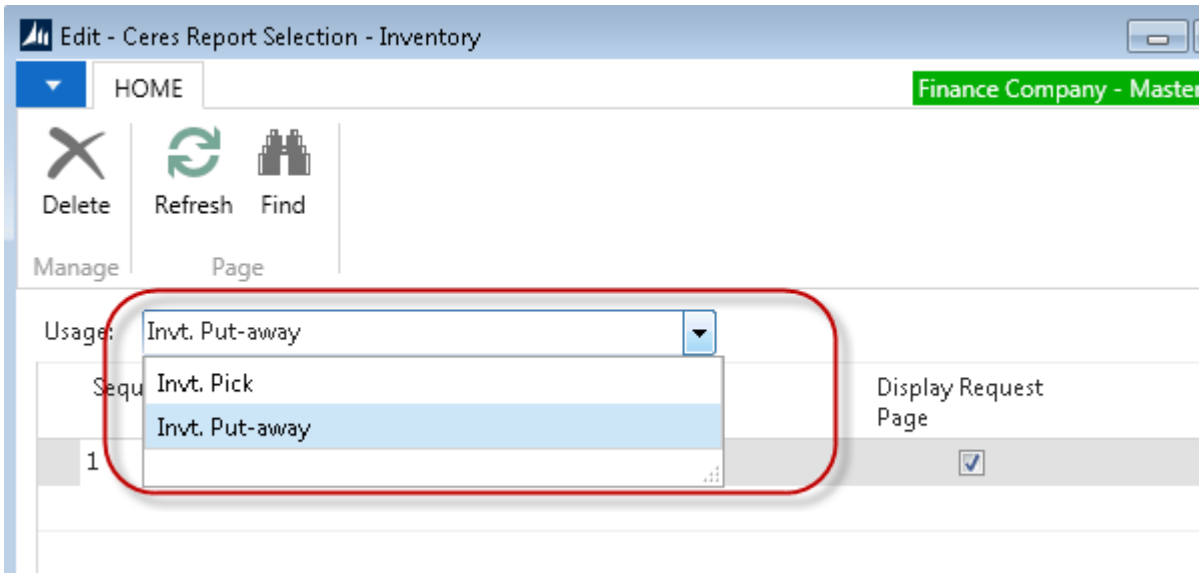
## Picking List Report Setup

1. The pick documents printed can be selected by specifying the report on the Ceres Report Inventory Selections page. This page can be accessed here: Departments → Administration → Application Setup → Warehouse → Inventory → Tasks → Ceres Report Selections Inventory.

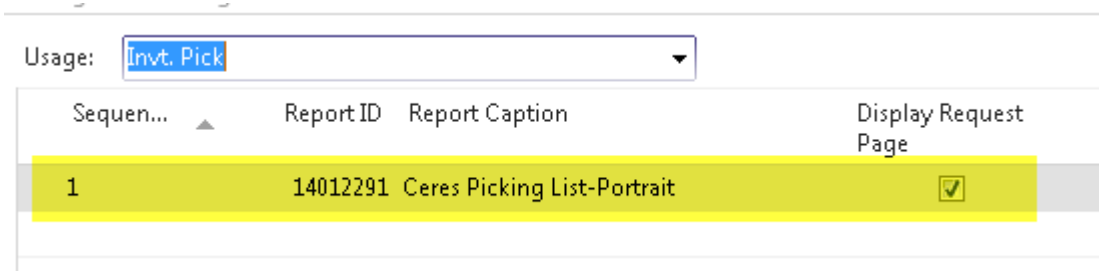
**NOTE:** This functionality was added with release 4.02.18



2. The Page has 2 options “Invt. Pick” and “Invt. Put-away”. Select “Invt. Pick”.



3. On this page specify the report to print for pick tickets. There are 2 options to choose from “14012290 – Ceres Picking List-Landscape” and “14012291 – Ceres Picking List – Portrait”. If you have a custom picking list report document, your implementer can provide the correct report ID.

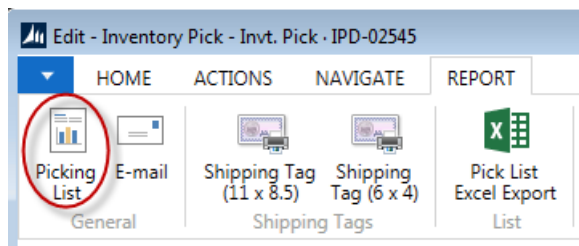
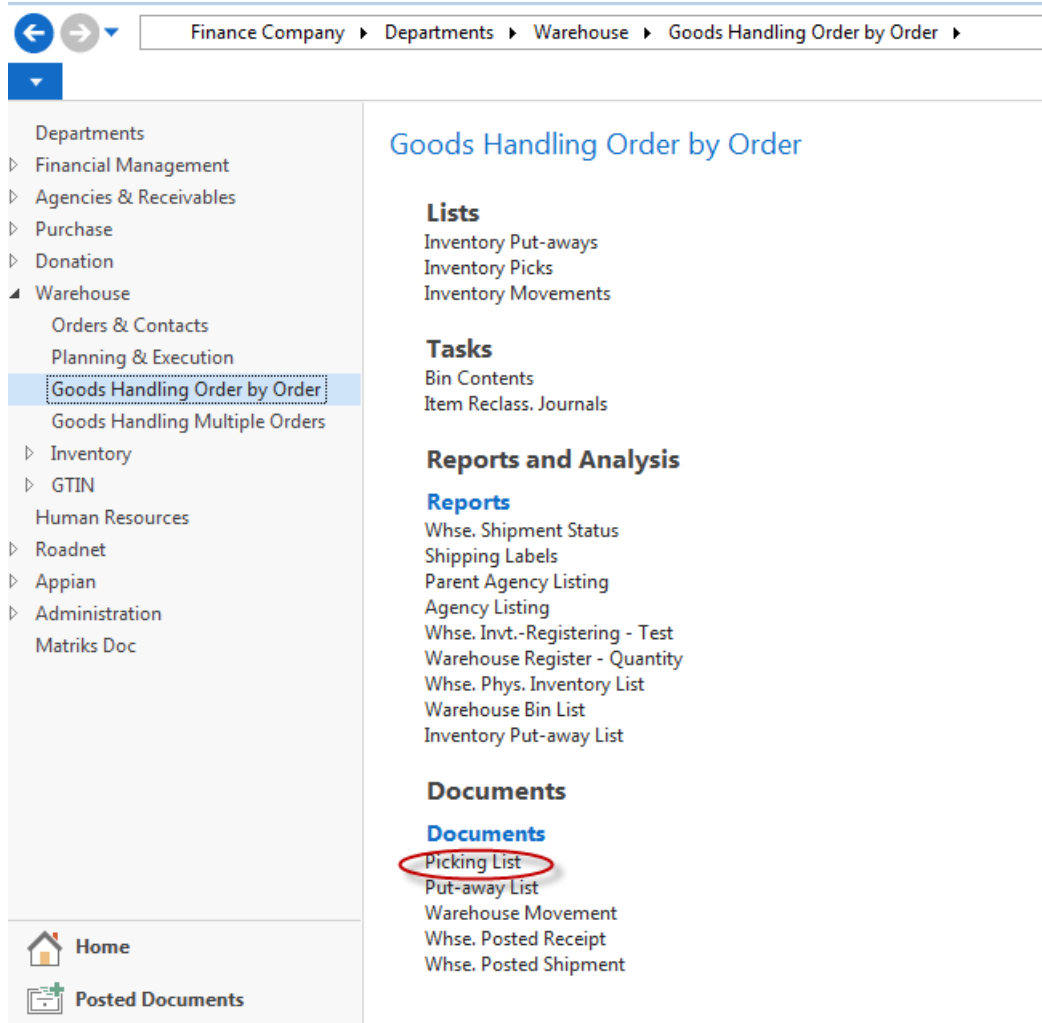


## Picking List Report

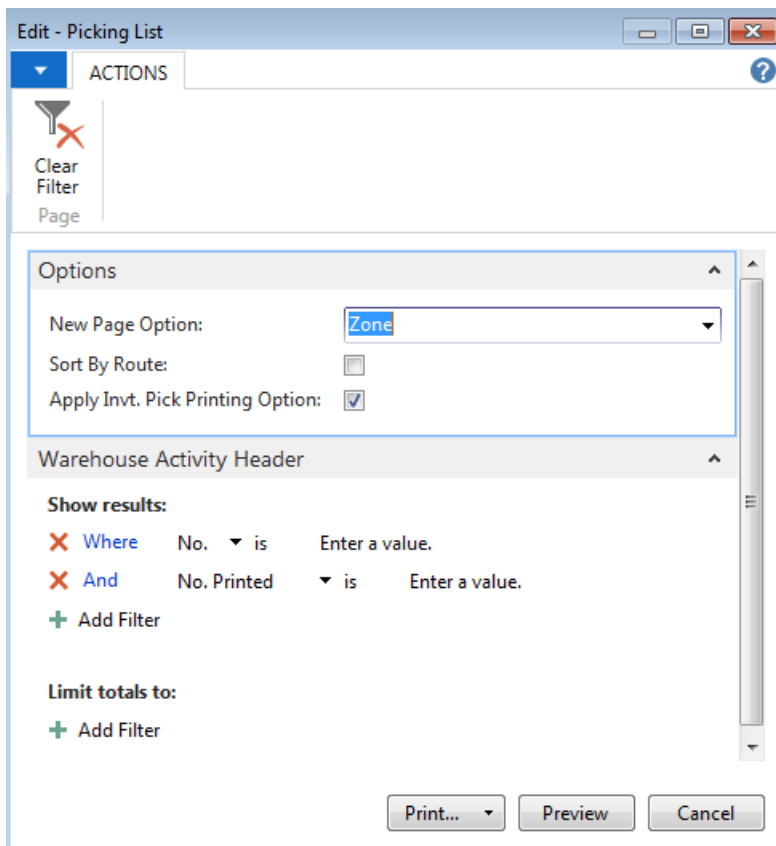
1. The pick documents can be printed from



- i. Departments → Warehouse → Goods Handling Order by Order → Documents → Picking List
- ii. Departments → Warehouse → Goods Handling Multiple Orders → Documents → Picking List.
- iii. An Inventory Pick by clicking Report → Picking List.



- 2. The Pick List Page will display where users can set filter criteria based on how they want to run the report, such as Shipment Date, Shipment Method, Order Handling Group Codes, etc. Update the Options FastTab as needed



**New Page Options:** Select from one of the option as to how you would like the Items to print on the Picking List

**Blank** - All Items on a pick document will print on a single Picking List. If the pick documents were Created By Zone or FBC Storage Requirement, such as Dry, Cooler, and Freezer, items will print on separate Picking Lists because separate pick documents exist.

**Zone** - Select this option to print separate Picking Lists by Zone. Generally this option would be selected when a single pick document is created yet you want separate Picking Lists to print by Zone. The New Page on Pick List Report field must be checked in the Zone Setup before separate Picking Lists by Zone will print. See the Zone Setup section above for more details.

**FBC Storage Requirement** - Select this option to print separate Picking Lists by FBC Storage Requirement. Generally this option would be selected when a single pick document is created yet you want separate Picking Lists to print by FBC Storage Requirement. The New Page on Pick List Report field must be checked in the FBC Storage Requirement Setup before separate Picking Lists by FBC Storage Requirement will print. See the FBC Storage Requirement Setup section above for more details.

**Sort by Route:** Place a checkmark in this field to sort the Picking Lists by Route.

**Apply Invt. Printing Options** - Place a checkmark in this field to apply the inventory printing options from the Zone Setup or FBC Storage Requirement Setup. The Invt. Pick Printing

Options tell Ceres whether to include/exclude in the printing of items in the Zone or FBC Storage Requirement on the Picking List and/or the Wave Pick List by Zone/Storage Report.

In the below example, are two different Picking Lists that were printed by Zone from a single pick document.

**Dry -**

Picking List  
Finance Company

August 26, 2014  
8:15:52 AM  
Page 1  
KJK

Warehouse Activity Header:

Location Code KAN  
No. PCK-01242

Source No.	Shipment Date	Item No. / Zone or FBC	Description / Description 2 / Pack Size	Lot No.	Pallet No.	Bin Code	Qty. (Base)	Unit of Measure	Qty. Handled
AO-00493	8/20/2014	10256	Snacks	LOT-01553	1212-00451	04-109-A	14	CASE	_____
		DRY	Combo's ~ 18 / 12 ct cartons						
AO-00493	8/20/2014	10300	Cake Mix	LOT-01555	1212-00454	04-110-A	22	CASE	_____
		DRY	Assorted Cake Mixes ~ 12 / 18.25 oz boxes						
AO-00493	8/20/2014	10256	Snacks	LOT-447597	1202-04004	04-132-A	11	CASE	_____
		DRY	Combo's ~ 18 / 12 ct cartons						
AO-00493	8/20/2014	10300	Cake Mix	LOT-443143	1202-00095	10-119-A	8	CASE	_____
		DRY	Assorted Cake Mixes ~ 12 / 18.25 oz boxes						

**Freezer -**

Picking List  
Finance Company

August 26, 2014  
8:15:52 AM  
Page 2  
KJK

Warehouse Activity Header:

Location Code KAN  
No. PCK-01242

Source No.	Shipment Date	Item No. / Zone or FBC	Description / Description 2 / Pack Size	Lot No.	Pallet No.	Bin Code	Qty. (Base)	Unit of Measure	Qty. Handled
AO-00493	8/20/2014	14649	Ham	LOT-449641	1202-05702	42-128-B	2	CASE	_____
		FROZEN	Boneless Fully Cooked Sliced Ham ~ 2 / 16 lb						

**Wave Pick – Inventory Picks**

1. The Wave Pick – Inventory Picks Report was designed to print the picks by Zone or by FBC Storage Requirement. The Report can be run from Departments → Warehouse → Reports and Analysis → Planning & Execution → Reports.



- Departments
- ▶ Financial Management
- ▶ Agencies & Receivables
- ▶ Purchase
- ▶ Donation
- ▲ Warehouse
  - Orders & Contacts
  - Planning & Execution
  - Goods Handling Order...
  - Goods Handling Multi...
- ▶ Inventory
- ▶ GTIN
- Human Resources
- ▶ Roadnet
- ▶ Appian
- ▶ Administration
- Matriks Doc

## Warehouse, Reports and Analysis

### Orders & Contacts

#### Reports

- Agency Shipment
- Agency Invoice
- Agency Credit Memo
- Agency Return Receipt
- Purchase Receipt
- Purchase Invoice
- Purchase Credit Memo
- Purchase Return Shipment
- Return Order
- Return Order Confirmation

### Planning & Execution

#### Reports

- Whse. Shipment Status
- Inventory Labels
- Inventory Picking List
- Pick List Excel Export
- Item Expiration - Quantity
- Items on Agency Orders
- Wave Pick - Inventory Picks
- Wave Pick - Agency Orders

2. The report is designed to run with Ship Option 2 where Inventory Picks are generated for Agency Orders.

Edit - Wave Pick - Inventory Picks

ACTIONS Finance Company - Mast...

Clear Filter Page

Options

Picking Pallet Wt. Limit (Lbs):

Print in Ascending Order (Bin Sequence):

Apply Invt. Pick Printing Option:

New Page Option:

Warehouse Activity Line

Show results:

Where Location Code is KAN

And Source No. is Enter a value.

And Sales Order Shipment Date is Enter a value.

+ Add Filter

Print... Preview Cancel

**Picking Pallet Wt. Limit (Lbs):** Input the weight a pallet should not exceed. If the pallet weight exceeds this limit, text will print on the report indicating as such indicating to begin a new pallet for this line.

**Print in Ascending Order (Bin Sequence):** Place a checkmark in this field to print the item on the Wave Pick in ascending Bin Sequence.

**Apply Invt. Printing Options** - Place a checkmark in this field to apply the Inventory Printing options from the Zone Setup or FBC Storage Requirement Setup. The Invt. Pick Printing Options tell Ceres whether to include/exclude in the printing of items in the Zone or FBC Storage Requirement on the Wave Pick report.

**New Page Options:** Select from one of the option as to how you would like the Items to print on the Wave Pick:

**Blank** - All Items will print on a single Wave Pick report and will not be grouped or sorted by Zone or FBC Storage Requirement. Zone or FBC Storage Requirement must be selected for the proper grouping

**Zone** - Select this option to print separate Wave Pick by Zone.

**FBC Storage Requirement** - Select this option to print separate Wave Pick by FBC Storage Requirement.

Below are excerpts of the Wave Pick – Inventory Picks printed by Zone. Items where the Pallet, Lot, or Bin was not assigned will print first.

Wave Pick - Inventory Picks

Zone / Bin	Pick No./ Order No.	Item No.	Description / Description 2	Qty	UOM	Qty Picked	Gross Weight
<b>Pick Seq.No.</b> 5 <b>DRY</b> PCK-01383 18989 Freezer Pops ~ Assorted Flavored Freezer 5 CASE _____ 55 11-107-A AO-00684 80 / 53 ml units <b>Lot</b> LOT-453039 <b>Pallet</b> 1203-02045 _____  <div style="text-align: right;"><i>Total Gross Weight for Item . . . . .</i> <b>55</b></div>							
 <b>Pick Seq.No.</b> 6 <b>DRY</b> PCK-01385 10040 Napkins ~ Decorated Party 8 CASE _____ 208 01-100-A AO-00685 24 / 6 packs of 16 <b>Lot</b> LOT-03228 <b>Pallet</b> 1305-00962 _____  <div style="text-align: right;"><i>Total Gross Weight for Item . . . . .</i> <b>208</b></div>							

**Wave Pick – Agency Orders**

1. The Wave Pick – Agency Orders Report was designed to print the picks by Zone or by FBC Storage Requirement. The Report can be run from Departments → Warehouse → Reports and Analysis → Planning & Execution → Reports.



- Departments
- ▶ Financial Management
- ▶ Agencies & Receivables
- ▶ Purchase
- ▶ Donation
- ▲ Warehouse
  - Orders & Contacts
  - Planning & Execution
  - Goods Handling Order...
  - Goods Handling Multi...
- ▶ Inventory
- ▶ GTIN
- Human Resources
- ▶ Roadnet
- ▶ Appian
- ▶ Administration
- Matriks Doc

## Warehouse, Reports and Analysis

### Orders & Contacts

#### Reports

- Agency Shipment
- Agency Invoice
- Agency Credit Memo
- Agency Return Receipt
- Purchase Receipt
- Purchase Invoice
- Purchase Credit Memo
- Purchase Return Shipment
- Return Order
- Return Order Confirmation

### Planning & Execution

#### Reports

- Whse. Shipment Status
- Inventory Labels
- Inventory Picking List
- Pick List Excel Export
- Item Expiration - Quantity
- Items on Agency Orders
- Wave Pick - Inventory Picks
- Wave Pick - Agency Orders

2. The report is designed to run with Ship Option 1 where no Inventory Picks are generated for Agency Orders. Shipment of Agency Orders is accomplished directly from the Agency Order.

**Picking Pallet Wt. Limit (Lbs):** Input the weight a pallet should not exceed. If the pallet weight exceeds this limit, text will print on the report indicating as such indicating to begin a new pallet for this line.

**Print in Ascending Order (Bin Sequence):** Place a checkmark in this field to print the item on the Wave Pick in ascending bin sequence.

**New Page Options:** Select from one of the options as to how you would like the items to print on the Wave Pick:

**Blank** - All items will print on a single Wave Pick report and will not be grouped or sorted by Zone or FBC Storage Requirement. Zone or FBC Storage Requirement must be selected for the proper grouping

**Zone** - Select this option to print separate Wave Pick by Zone.

**FBC Storage Requirement** - Select this option to print separate Wave Pick by FBC Storage Requirement.

Below are excerpts of the Wave Pick – Agency Orders printed by Zone. Items where the Pallet, Lot, or Bin was not assigned will print first.



## Wave Pick - Agency Orders

Zone / Bin	Order No.	Item No.	Description / Description 2	Qty	UOM	Qty Picked	Gross Weight
SO1		10183	Sauce ~ Marinara	5	CASE		195
SO1	AO-00686		6 / 6 lb 10 oz cans		Pallet		
			Lot LOT-03864		1305-01596		
<i>Total Gross Weight for Item . . . . .</i>							<b>195</b>
SO1		10442	Brown Sugar ~ Dark Brown Sugar	2	CASE		48
SO1	AO-00686		12 / 2 lb bags		Pallet		
			Lot LOT-03865		1305-01597		
<i>Total Gross Weight for Item . . . . .</i>							<b>48</b>

### Related Topics:

1. Agency Order Overview
2. Appian Overview and Integration
3. Inventory Short Handling
4. Bin Overview
5. Item Overview
6. Location Overview
7. Order Handling Groups Order Routing Groups
8. Warehouse Activity Plan - WAP
9. Warehouse Activity Plan and Default Bin Picking
10. Warehouse ADCS Barcode Processing
11. Voxware Overview and Integration
12. Zone Overview