



Items on Released Agency Orders Report

Purpose of this document

This document explains how to use the Items on Released Agency Order Report to aide in the suggestion of quantities of items that need to be moved/ dropped to a pick bin to fulfill the Released Agency Orders for a day.

Ceres Object release 5.00.00 is required for the functionality described in this document.

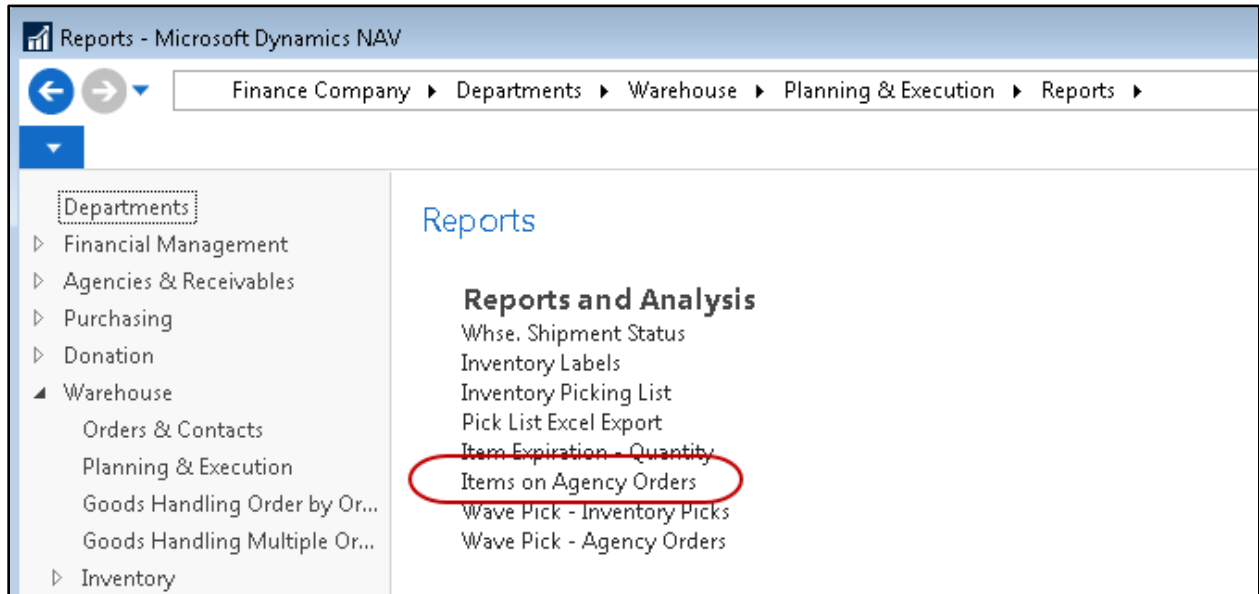
Table of Contents

RUNNING THE ITEMS ON AGENCY ORDERS REPORT.....	3
RELATED TOPICS.....	6

Running the Items on Agency Orders Report

This report must be run for a **single Shipment Date**. This has to do with logic related to the Consume by Date in Ceres. This report can be run regardless of which shipping option is deployed (from the Inventory Process Flows Procedure).

1. The report is available from the Departments → Warehouse → Planning & Execution → Reports → Items on Agency Orders.



2. On the Item FastTab, enter the location you are running the report for.

Edit - Items on Agency Orders

ACTIONS

Ceres 5.0 Testing

Clear Filter

Page

Item

Sorting: No.

Show results:

Where No. is Enter a value.

+ Add Filter

Limit totals to:

Where Location Filter is KAN

And Bin Filter is Enter a value.

+ Add Filter

Agency Order Line

Show results:

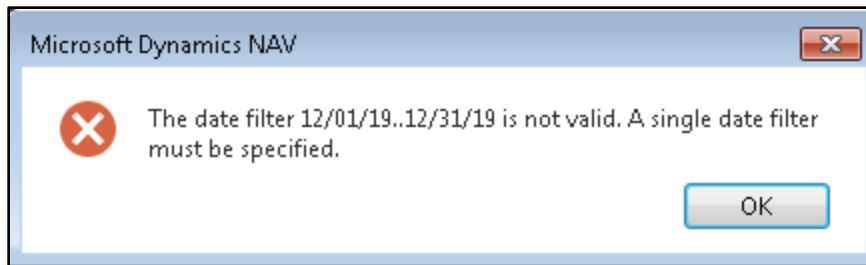
Where Shipment Date is 12/12/19

+ Add Filter

Print... Preview Cancel

3. On the Agency Order Line FastTab, enter the Shipment Date (single date, not a date range) for which you wish to get the drop information:

If the user attempts to enter a date range, the following message type will appear:



4. Select Print to print a hard copy or Preview to preview the report.
5. Any filters entered will display on the report as shown below (top left). The Quantity on the released orders will display for all items as well as the Qty. Available in Pick Bins (that are not already on picks for orders with a different shipment date) and Qty. in Storage Bins.

Items on Agency Orders

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2/6/2020 6:36 AM

Page 1

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Item: Location Filter: KAN

Agency Document Line: Shipment Date: 12/12/19

Order Number	Agency No.	Agency Name	Ship. Date	Quantity	Unit of Measure	Gross Weight	Quantity Shipped	Qty. to Ship	Qty. Avail. in Pick Bins	Qty. in Storage Bins	Qty. in Other Bins
ITEMFEE Item Fee Test Item											
AO-01178	A0592	TLC For Children and	12/12/2019	1	Case	12		1			
AO-01178	A0592	TLC For Children and	12/12/2019	1	Case	12		1			
AO-01177	B0129	Safehome, Inc.	12/12/2019	3	Case	12		3			
AO-01179	A0592	TLC For Children and	12/12/2019	1	Case	12		1			
Item No. ITEMFEE Total				6		48	0	6	188	0	0
PEAC-P006 Peach Cups											
AO-01178	A0592	TLC For Children and	12/12/2019	1	Case	9		1			
AO-01178	A0592	TLC For Children and	12/12/2019	1	Case	9		1			
Item No. PEAC-P006 Total				2		18	0	2	19	0	0
Report Total				8		66	0	8			

If Qty. Avail. in Pick Bins is negative, pick documents exist in excess of pick bin quantity. The DROP MIN reflects the requirement to fulfill existing pick documents as well as the released Agency Orders included in this report.

6. The report will recommend the minimum qty. of an Item to drop in order to fulfill orders for the shipment date specified in the DROP MIN line. The user may select to drop more than the minimum quantity.
7. This report is a guide for the warehouse team. After this report is run, the actual moves, with the associated Pallets, Lots, and Bins must be recorded in the Movement Worksheet and Posted prior to generating the Pick Reports for the day.

Related Topics

1. Agency Order Overview
2. Bin Overview
3. Inventory Process Flows
4. Warehouse Activity Plan – WAP
5. Warehouse Activity Plan and Default Bin Picking
6. Inventory Movement Worksheet for Manual Movements