

MEMBER BUSINESS SOLUTIONS **FEEDING**[®] **AMERICA**

Order Staging

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Purpose of this document

This document will illustrate how to use the Agency Order/ Pick staging functionality in Ceres.

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Purpose

Once an Agency order has been picked, food banks need to keep track of the number of pallets and where the product is staged, by agency by order. Staging helps to find the Shipping Pallets and ensure that no pallets are missed during truck loading.

The staging functionality in Ceres was enhanced to support multiple workflow models by tracking as much information as possible within Ceres.

The staging enhancements are based on Inventory Picks (Ship Option 2) and include:

- 1. Default Staging Area Standard pre-defined staging areas that can be linked to an Agency, Zones and FBC Storage Requirement. The default staging areas flow when the Inventory Pick is generated based on the "Create Pick By" field on the Location Card
- 2. Staging Areas Free form staging areas that can be entered manually on the Inventory Pick. This field will default from the Default Staging Area field but can be overridden.
- 3. Shipping Pallet Tags Tag that can be printed and placed on the agency pallets that are staged.
- 4. Shipment Report Report that lists the Agency Orders that have been shipped but not invoiced.

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

Staging Areas Setup

1. The setup of default Staging Areas starts with defining Agency Pallet Staging Areas. Staging Areas can be accessed from Departments → Warehouse → Administration → Setup → Staging Areas.



2. To create a new Staging Area select Home \rightarrow New.



3. Then update the fields as follows.

Mew - Staging	Areas			x
✓ HOME				?
🔆 🏹 🔰 🔁 Vie	ew List 🛛 🗔	Show as List	StoneNote 🕄	
New Edi	it List 🛛 🗖	Show as Chart	🗧 Notes 🛛 🏹	
New XDe	lete		🔒 Links 👫	
New Mar	nage	View	Show Attached Page	
Staging Are	as - Typ	e to filter (F3)	Location Code 👻 🔿	~
			No filters applied	
Location Code 🔺	Code	Description		
-				=
HOU	STAG-C	Staging Coo	oler Area for Houston	-
HOU	STAG-D	Staging Dry	Area for Houston	
HOU	STAG-F	Staging Free	ezer Area for Houston	
KAN	AGC-1	Agency Area	a for Kansas	
KAN	STGD-1	Stage Dry Ar	rea 1 for Kansas	
KAN	STGD-2	Stage Dry Ar	rea 2 for Kansas	
KAN	STGD-3	Stage Dry Ar	rea 3 for Kansas	

Location Code: Select the Location you are creating a new staging area for.Code: A unique identifier for the new staging area.Description: A brief description of the staging area.

Linking and Updating Staging Areas

- 1. A Staging Area can be linked to an Agency, Zone or FBC Storage Requirement.
- 2. Link a Staging Area to an Agency from Departments → Agencies & Receivables → Agency Relations → Lists → Agencies.
 - a. Select the Agency and then open the Card.
 - b. Open the Shipping FastTab
 - c. Select or input a value in the Staging Area field

▼ HOME ACTIONS NAVIGATE REPORT	La Edit - Agency Card - B0459 · Safe	Home, Inc.					- • ×
Agency Agency Wiew Cash Receipt Journal Matriks Documents Resend Statistics Process Report B0459 - Safe Home, Inc. General B0459 Safe Home, Inc. General B0459 Safe Home, Inc. Report Agency No: B0459 Communication Invoices: Invoicing GENERAL Payments Invoices: Shipping Shipping Advice: Partial Patt. Invoices: Contro Code: KAN Shipping Agenty Code: Shipping Agenty Code: Delivery Info: Please use the wareh Delivery Info: Please use the wareh Order Adding Group Code: Shipping Area: Order Routing Group Code: Staging Area: Prefered Delivery Time: Order Routing Group Code: Prefered Pickup Time: Order Routing Group Code: Prefered Pickup Time: Otder And Order Adding Area: Otder And Order Adding Area: Otder And Order Adding Group Code: Stipping Agent Code: Delivery Info: Prefered Pickup Time: Order Adding Group Code: Stipping Agent Code: Order Adding Group Code: Stipping Agent Code: Order Adding Group Code: Stipping Agent Code: Delivery Info: Prefered Pickup Time: Order Adding Group Code: Stipping Agent Code: Order Adding Group Code: Stipping Agent Code: Order Adding Group Code: Stipping A	HOME ACTIONS N.	AVIGATE REPORT					0
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Communication Invoicing GENERAL Invoices: B0459 Payments Invoices: 0 Invoices: 0 Shipping Invoices: 0 Return Orders: 0 Location Code: KAN Shipping Advice: Partial Invoices: 0 Zone Code: Shipping Agent Code: Shipping Agent Service Code: Invoices: 0 Delivery Zone Code: Shipping Agent Service Code: Invoices: 0 Delivery Info: Please use the wareh Shipping Time: Invoices: 0 Default Ship-to Code: DEFAULT Customized Calendar: No 0 Combine Shipments: Order Routing Group Code: VEB 0 0 Preferred Delivery Time: Staging Area: STGD-1 0 0 Kitting Kitting 000 Credit Limit (\$): 1,000	B0459 · Safe Home, Inc	с.					
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Shipping Include Memosize Credit Memosize Credit Memosize Credit Memosize Credit Memosize Delivery Code: Shipping Advice: Partial Pstd. Shipments: Destd. Shipping Advice: Destd. Shipping Advice: Pstd. Shipping Advice: Destd. Shipping Advice: Destd. Shipping Advice: Destd. Shipping Agent Code: Invoices: O Delivery Zone Code: Image: Shipping Agent Service Code: Image: Shipping Agent Service Code: Image: Shipping Time: Image: Shipping Agent Code: Shipping Time: Image: Shipping Time: Image: Shipping Time: Image: Shipping Code: Shipping Time: Image: Shipping Code: Image: Shipping Code: Image: Shipping Agent Code: Shipped Not Inv Shipped Not Inv Shipped Not Inv 0.00 Sales Image: Staging Area: Image: Stag	Payments				v =		-
Location Code: KAN Shipping Advice: Partial Partia Partia Partial Part	Shipping						· · · · ·
Zone Code: Shipment Method Code: DELIVER Pstd. Invoices: 0 Territory Code: Shipping Agent Code: Pstd. Invoices: 0 Delivery Zone Code: Shipping Agent Service Code: Pstd. Invoices: 0 Delivery Info.: Please use the wareh Shipping Time: Agency Statistics - B #* ^ Agency No.: B0459 Default Ship-to Code: DEFAULT Customized Calendar: No Salance (S): 0.00 Combine Shipments: Order Routing Group Code: VEB Outstanding Or 0.00 Roadnet Location Type: PRG Order Routing Group Code: Outstanding Or 0.00 Preferred Delivery Time: Staging Area: STGD-1 Outstanding Inv 0.00 Kitting Agency Mole Amount 0.00 Outstanding Inv 0.00			a	0.11		Pstd. Shipments:	0
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Delivery Info:: Please use the wareh Shipping Time: Image: Comparison of the second	Territory Code:	-	Shipping Agent Code:			Psta. Credit Me	0
Default Ship-to Code: DEFAULT Customized Calendar: No Balance (\$): 0.00 Combine Shipments: Order Handling Group Code: WEB Outstanding Or 0.00 Roadnet Location Type: PRG Order Routing Group Code: Image: Comparison of the comparison of	Delivery Zone Code:	•	Shipping Agent Service	Code:	• /	Agency Statistics - B	
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Combine Shipments: Order Handling Group Code: WEB Outstanding Or 0.00 Roadnet Location Type: PRG Order Routing Group Code: Outstanding Or 0.00 Preferred Delivery Time: Staging Area: STGD-1 Outstanding Inv 0.00 Preferred Pickup Time: Staging Area: STGD-1 Outstanding Inv 0.00 Kitting Total (5): 1,000.00 Overdue Amoun 0.00	Default Ship-to Code:	DEFAULT -	Customized Calendar:	No		2 Y	0.00
Roadnet Location Type: PRG Order Routing Group Code: Shipped Not Inv 0.00 Preferred Delivery Time: Staging Area: STGD-1 Outstanding Inv 0.00 Preferred Pickup Time: Staging Area: STGD-1 Outstanding Inv 0.00 Kitting Staging Area: Outstanding Inv 0.00 Kitting Total Distrubute 0.00 Overdue Amoun 0.00	Combine Shipments:	Ξ	Order Handling Group (Code: WEB	→		
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Total Distrubute 0.00	received recop riner						
	Kitting				~ (Overdue Amoun	0.00
Lbs Distributed: 0.00	-	_					
						hs Distributed	
OK							OK

- 3. Link a Staging Area to a Zone from Departments → Warehouse → Administration → Setup → Locations.
 - a. Select the Location and then open the Card.
 - b. Select Home \rightarrow Zones.
 - c. Select or input a value in the Staging Area field.

🌆 Edit - Zones - K	AN · Kansas City Wareh	ouse					
▼ HOME	NAVIGATE						
New View New List	Edit Delete E List	as List	Show as Chart	OneNote No Show At		R efresh	Clear Filter Page
Zones 🔹							
Code 🔺	Description	Location Code ▲	Bin Type Code	Location Requires Pick	Exclude from Whse. Doc.	Exclude from Voxware	Staging Area
COOLER	Cooler Zone	KAN		Yes		V	STGR-1
DRY	Dry Zone	KAN		Yes			STGD-1
FREEZER	Freezer Zone	KAN		Yes		v	STGF-1
FREEZER2	Freezer Zone 2	KAN		Yes		v	STGF2-1
GR	Grocery Rescue Zone	KAN	SHOP	Yes	\checkmark	V	
KIT END	Completed Kits	KAN	PICK	Yes			STGD-1
KITTING	Kitting Zone	KAN		Yes			
RECEIVE	Receiving	KAN	RECEIVE	Yes		1	
SHOP	Shopping Zone	KAN	SHOP	Yes		V	
STAGE	Staging Zone	KAN	SHIP	Yes		1	

 Link a Staging Area to a FBC Storage Requirement from Departments → Administration → Application Setup → Warehouse → Inventory → Food Bank Number Codes → FBC Storage Requirement.

HOME	E											
New Vi	/iew List	Edit List Delete	Show as List	Show as Chart	OneNote	Notes Links		Clear Filter	Find			
New		Manage	Vie	ew	Sho	w Attached		Page				
DC Store		Doguiromon	to t				Type to filte	er (F3)	Code			,
BC Stora Code	_	Requiremen	ts •		IC Storage quireme	Invt. Pick Nos.	Type to filte Invt. Pick Printing Option	New Page			▼ → Iters applied Sorting Sequence No	e
	*		ts •		quireme		Invt. Pick	New Page on	Staging A	Excl from	ters applied Sorting Sequence No	g
Code	<u>م</u>	Description	ts •	Re DR	quireme	Nos.	Invt. Pick Printing Option	New Page on	Staging A	Excl from Vox	lters applied Sorting Sequence No	g e o.
Code DRY	_ ▲ 	Description Dry	ts •	Re DR	quireme Y DZEN	Nos. I-PICKD	Invt. Pick Printing Option Both (Pick a	New Page on	Staging A STGD-1	Excl from Vox	ters applied Sorting Sequence No	g e o. 0

5. The Staging Area linked to an Agency, Zone or FBC Storage Requirement flows to the Default Staging Area field on the Inventory based on the "Create Pick by" field on the Location Card when the picks are generated. The "Create Pick by" options are:

Blank: The Staging Area field will flow from the Agency to the Agency Order and from the Agency Order to the Default Staging Area field on the Inventory Pick. **Zone**: The Staging Area field will flow from Zone to the Default Staging Area field on the Inventory Pick.

FBC Storage Requirement: The Staging Area field will flow from the FBC Storage Requirement to the Default Staging Area field on the Inventory Pick.

General			KAN
Communication			
Warehouse			
Require Receive:		Ceres	
Require Shipment:		Directed Picking Option:	Base 🔹
Require Put-away:		Abandoned Pick Handling Method:	-
Use Put-away Worksheet:		WAP Template:	KAN -
Require Pick:		Existing WAP Deletion Method:	Keep all Existing WAP 👻
Enable Invt. Pick Shorts/Cuts:		Palletized Items Only (WAP):	·····
Bin Mandatory:	\checkmark	Create Pick by:	FBC Storage Require
Directed Put-away and Pick:		Pick Creation Sort Order:	The storage nequire
Use ADCS:		Pick Creation Soft Order:	-
Default Bin Selection:	Last-Used Bin 🔹	Require Inv. Pick on Transfers:	
Outbound Whse. Handling Time:		Movement Xfer. Template Name:	TRANSFER -
Inbound Whse. Handling Time:		Movement Xfer. Batch Name:	KAN -
Base Calendar Code:		ADCS Phys. Inv. Jrnl. Template:	PHYS. INVE
Customized Calendar:	No	ADCS Phys. Inv. Jrnl. Batch:	KAN -
Use Cross-Docking:		Shorts Cuts Template Name:	
Cross-Dock Due Date Calc.:		Shorts Cuts Batch Name:	-
		Sug. Full Pallet from Put Away:	
		Drop Full Pallet to Pick:	
		Exclude from Voxware:	

KAN · Kansas City Warehouse

6. It's assumed that the value that flows to the Default Staging Area field on the Inventory Pick is a standard pre-defined staging area where the product is staged until it is loaded on the truck or is picked up by the Agency. Thus the Default Staging Area field is un-editable on the Inventory Pick.

Invt. Pick · IPD-02508

General			^
No.:	IPD-02508	Posting Date:	8/13/2014 👻
Location Code:	KAN 👻	Shipment Date:	8/13/2014
Source Document:	Agency Order 🗸	External Document No.:	
Source No.:	AO-00482 🗸	External Document No.2:	
Agency No.:	C1423	Assigned User ID:	•
Agency Name:	Mirror Inc.	Picked By:	•
Shopper:	SH-07001	Shipment Method Code:	PICKUP -
Shopper Name:	Richard Gilchrist	Appointment Time:	
Shopper Email:	rgilchrist@mirrorinc.org	Pallet Count:	0
Order Handling Group Code:	KDC WEB 👻	Start Date:	
Order Routing Group Code:	KDC WEB 👻	Start Time:	
No. of VOX Errors:		End Date:	
Default Staging Area:	STGD-1	End Time:	
Staging Areas:	STGD-1		

7. The Staging Areas field on the Inventory Pick defaults based on the Default Staging Area field but can be overridden. The Staging Areas field is free form filed where generic text can be inputted to indicate where the product is staged, such as: back east wall; center west wall

General				^
No.:	IPD-02508	Posting Date:	8/13/2014	-
Location Code:	KAN 👻	Shipment Date:	8/13/2014	
Source Document:	Agency Order 🔹	External Document No.:		
Source No.:	AO-00482 👻	External Document No.2:		
Agency No.:	C1423	Assigned User ID:		•
Agency Name:	Mirror Inc.	Picked By:		•
Shopper:	SH-07001	Shipment Method Code:	PICKUP	•
Shopper Name:	Richard Gilchrist	Appointment Time:		
Shopper Email:	rgilchrist@mirrorinc.org	Pallet Count:		0
Order Handling Group Code:	KDC WEB 👻	Start Date:		
Order Routing Group Code:	KDC WEB 👻	Start Time:		
No. of VOX Errors:		End Date:	-	
Default Staging Area:	STGD-1	End Time:		
Staging Areas:	back east wall, center aisle	Life fille.		
Staging Areas	buck case wan, center asie			

Invt. Pick · IPD-02508

8. When the Inventory Pick is posted, the Default Staging Area and Staging Areas fields flow to the Posted Inventory Pick. This way Shipping Tags can be printed from the Inventory Pick and the Posted Inventory Pick.

Shipping Tag

There are a few options for Shipping Pallet Tag reports available, with slightly different sizes and configurations. They contain most or all of these fields. Your Ceres VAR can assist you in setting up the proper report to print from the Inventory Pick page.

- A Shipping Tag can be printed and placed on the product or pallet that is being staged to identify who it is for and where is located. The Shipping Tag can be printed from an Inventory Pick (Departments → Warehouse → Good Handling Order by Order → Inventory Picks) or from a Posted Inventory Pick (Departments → Warehouse → Archive → History → Posted Documents → Posted Invt. Pick).
- 2. The fields that print on the Shipping Tag are as follows

Shpt. No. = Inventory Pick No.
Order No. = Agency Order No. or Source No.
Parent Agency No. = Parent No. associated with the Agency on the Inventory Pick. This field does not display on the Inventory Pick Header
Agency No. and Name = Agency No and Name on the Inventory Pick Header
Text below the Agency No and Name = Shipment Method Code Description. Deliver in the example below.
Date = Shipment Date
Default Staging Area = Does not print since the Staging Areas field defaults based on this field.
Staging Areas = Prints based on whatever value is in this field.
Picked By = User Id.
Pallet Count = Must be filled in before the Shipping Tag will print. Multiple Shipping Tags will print based on the value in the Pallet Count field. On each tag the number of pallets will dynamically print as Pallet 1 of XX. For example, if a pallet count of 2 is entered then 2
Shipping Tags will print. The first tag will print Pallet 1 of 2, and the second tag will print Pallet

2 of 2.

Order No. AO-00482

C1423 - Mirror Inc.

PICKUP / KDC WEB / KDC WEB / 08-13-14

back east wall, center aisle / Picked by: KJK

Pallet 1 of 1

If a pick document was posted with a Pallet Count of 0, the Pallet Count on the posted pick document must be updated first before a Shipping Tag can be printed. Posted pick documents can be accessed from Departments → Warehouse → History → Posted Documents → Posted Invt. Pick.

HOME ACTIONS	NAVIGATE RE	PORT				
ew Navigate Shipping (11 x 8)		OneNote Show	Notes Links	Refresh Cle Fil	→ Go to A Previous ear ter Next Page	5
CK+-00203						
eneral						
No.:	PCK+-00203		External Doc	ument No.:		
ocation Code:	CA	-	External Doc	ument No.2:		
Source No.:	AO-00410-1S	-	Assigned Use	er ID:		
Agency No.:	C1422		Picked By:		-	
Agency Name:	Mirror Inc		Shipment Me	ethod Code:		
Order Handling Group Code:	WEB	•	Appointmen	t Time:		
Order Routing Group Code:	HARV WEB	•	Pallet Count:			
Default Staging Area:	STGD-1	•	Start Date:			-
Staging Areas:	STGD-1		Start Time:			
Posting Date:	7/11/2014		End Date:			
Shipment Date:	7/11/2014		End Time:			

4. To update the Pallet Count on the Posted Inventory Pick. Find the Posted Inventory Pick you want to update from the List. From the Posted Invt. Pick Card select Actions → Update Pallet Count. In the New Pallet Count field input the number of pallets. Click the OK button to update the Posted Inventory Pick.

Edit - Updt. Posted Pick Pal 💼 🔳 🗾
ACTIONS 🕜
T _×
Clear Filter
Page
Options
No.: PCK+-00203
New Pallet Count: 2
OK Cancel

5. Once the Pallet Count field has been updated on the Posted Inventory Pick, the Shipping Tag can be printed.

	IAVIGATE REPORT				0
Update					
Pallet Count Functions					
Functions					
PCK+-00203					
General			^	Notes	*
No.:	PCK+-00203	External Document No.:			
Location Code:	CA 👻	External Document No.2:			
Source No.:	AO-00410-1S 👻	Assigned User ID:	•		
Agency No.:	C1422	Picked By:	•		
Agency Name: I	Mirror Inc	Shipment Method Code:	-		
Order Handling Group Code:	WEB 👻	Appointment Time:			
Order Routing Group Code:	HARV WEB 👻 🧹	Pallet Count:	2	>	
Default Staging Area:	STGD-1 👻	Start Date:			
Staging Areas:	STGD-1	Start Time:			
Posting Date: 7	7/11/2014	End Date:			
Shipment Date: 7	7/11/2014	End Time:			

Shipment Report

 A Shipment Report was created that is based on the Sales Shipment Header and includes Agency Orders that have been shipped (Pick Posted) but not yet invoiced. These orders are considered staged. The Shipment Report can be accessed from Departments → Warehouse → Inventory → Reports → Shipment Report.



2. The Shipment Report Page will display where users can set filter criteria based on how they want to run the report, such as Shipment Date, Shipment Method, Batch Name, Order Handling Group Codes, etc.

Edit - Shipment Report	
 ACTIONS 	?
Clear Filter Page	
Agency Document Header	^ ^
Show results: ➤ Where Sell-to Agency No.	E
Agency Shipment Header	^
Show results:	
× Where Shipment Date ▼ is Enter a value.	
X And Shipment Method Code ▼ is Enter a value.	
🗙 And 🛛 Batch Name 🔻 is 🛛 Enter a value.	
+ Add Filter	-
Print • Preview	Cancel

Printing or Previewing the Report

The report can be printed or previewed by clicking on the Print or Preview button.

Shipment Report Finance Company							8		ł 12:54 PM Page 1 KJK		
Order No.	Batch Name	Sell-to Agency No.	Agency	Name							
	Ship Date	Shipmt No.	Location	Staging Areas		Gross Weigl		of ets	Route	Stop	
AO-00482	C1423			. of Topeka		j					
	8/13/2014	AO-00482-1S		back east wall, center aisle		400.0	00	1	0	0	
Pickup Time:				Totals:	400.0	01bs	1 Pallet(s)				

Related Topics:

- 1. Agency Overview
- 2. Agency Order Overview
- 3. Agency Express Managing Web Orders
- 4. Inventory Picks
- 5. Zone Overview