Warehouse ADCS Barcode Processing

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Purpose of this document

This document illustrates how to set up and use the handheld barcode scanning functionality (ADCS) with Ceres.

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Purpose

The Ceres ADCS functionality allows users to use handheld barcode scanning devices with the Ceres database. Users are able to perform Inventory Picks, Warehouse Transfers, Bin to Bin Movements, Inventory Counts, WAP Pallet Movements, Lookup warehouse information, Reprint Tags, add Items to existing Donation and Agency Orders. If your food bank is not already a user of the ADCS handheld functionality, this document is designed to supplement the project work. It does not represent all the needed tasks for initial use.

Ceres object release 4.01.62, 4.51.13, and 4.51.83 are required for the functionality documented in this procedure.

NOTE: You must have an ADCS server, a dedicated NAS, as well as a terminal capable of using VT100 communication. Your Ceres license must also contain the supporting license keys. Assistance from your VAR is typically required for the initial setup of the ADCS handheld infrastructure.

Setup

Location Setup

1. In order to use the ADCS functionality with a Location, the Use ADCS field must be checked on the Warehouse FastTab of the Location Card.

2. In order to utilize the ADCS Inventory Count functionality for a location, you must specify an ADCS Physical Inventory Journal Template and ADCS Physical Inventory Journal Batch.

3. An ADCS Receipt Bin Code on the Bins FastTab of the Location Card can be defined. If specified, this Bin will be used as the receiving bin during the Donation Order building function. If left blank the user will need to enter or scan the receiving bin during the Donation Order building process.

ADCS Users

All ADCS users must have a database login. Windows Logins are not accessible from the ADCS terminal. Please contact your system administrator if you need to have your credentials added. To begin using the ADCS functionality, you must set up the ADCS User on the Warehouse Employee record.

1. The Warehouse Employees page can be accessed from Departments → Administration → Application Setup → Warehouse → Warehouse → Lists → Warehouse Employees.
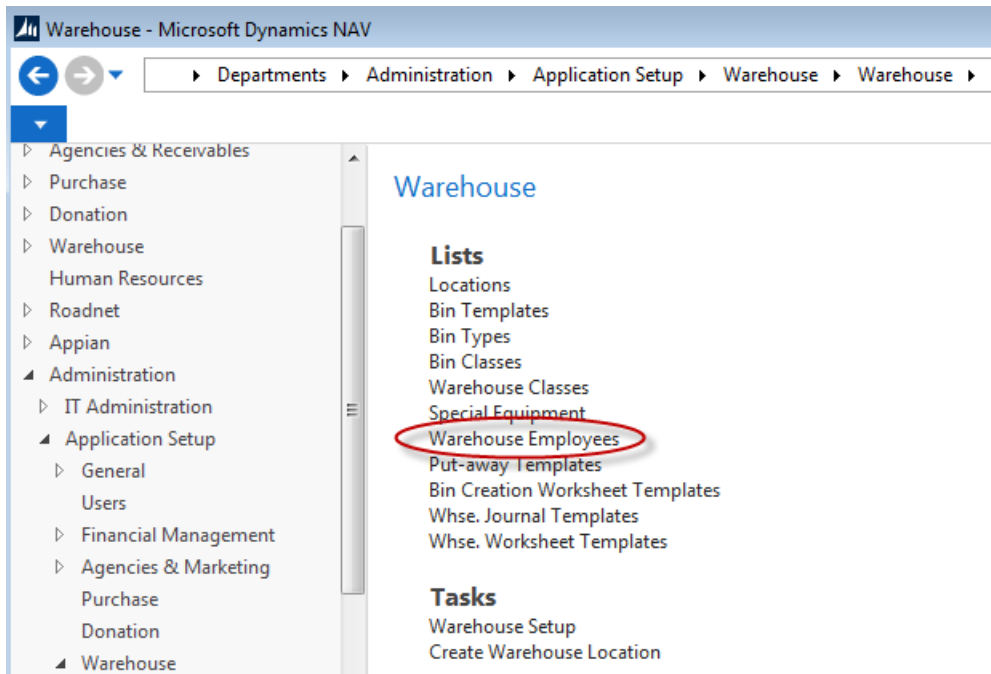
2. To setup a new Warehouse Employee, click Home → New.

3. In the User ID field, enter or select the user's login.

4. In the Location Code, enter the location where the User may perform ADCS interaction

5. In the ADCS User field, enter the database login to be used with ADCS

6. Check the Default box if this is the user's main location to perform work. Each user must have a default location

7. Click Home → ADCS Password

NOTE: The ADCS password is not the same as the Ceres login password. In other words, you could make your users log into the Ceres database with one password, and log into ADCS with a separate password.

8. In the Password field, enter the password for use with ADCS.
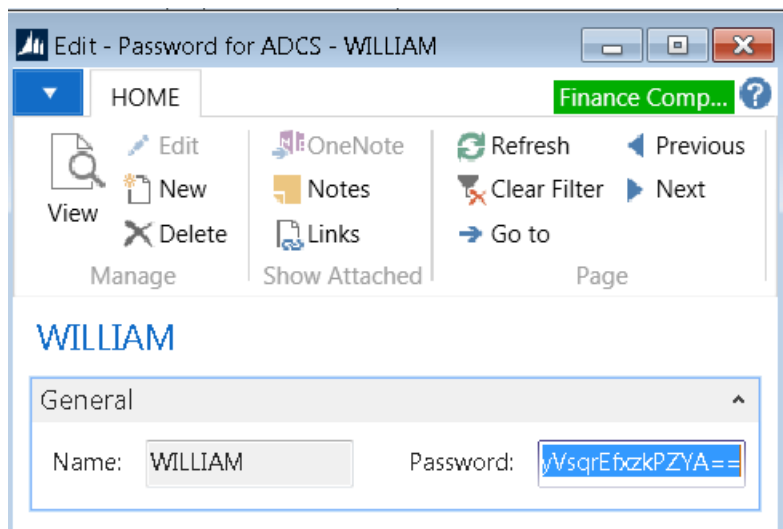
NOTE: The ADCS password is visible upon first entry in the Password field, but once you leave the field, the password is obfuscated.

9. Click OK.

Inventory Setup

1. The ADCS functionality has several parameters that will tailor the features available within ADCS. These can be accessed from Departments → Financial Management → Inventory → Setup → Inventory Setup
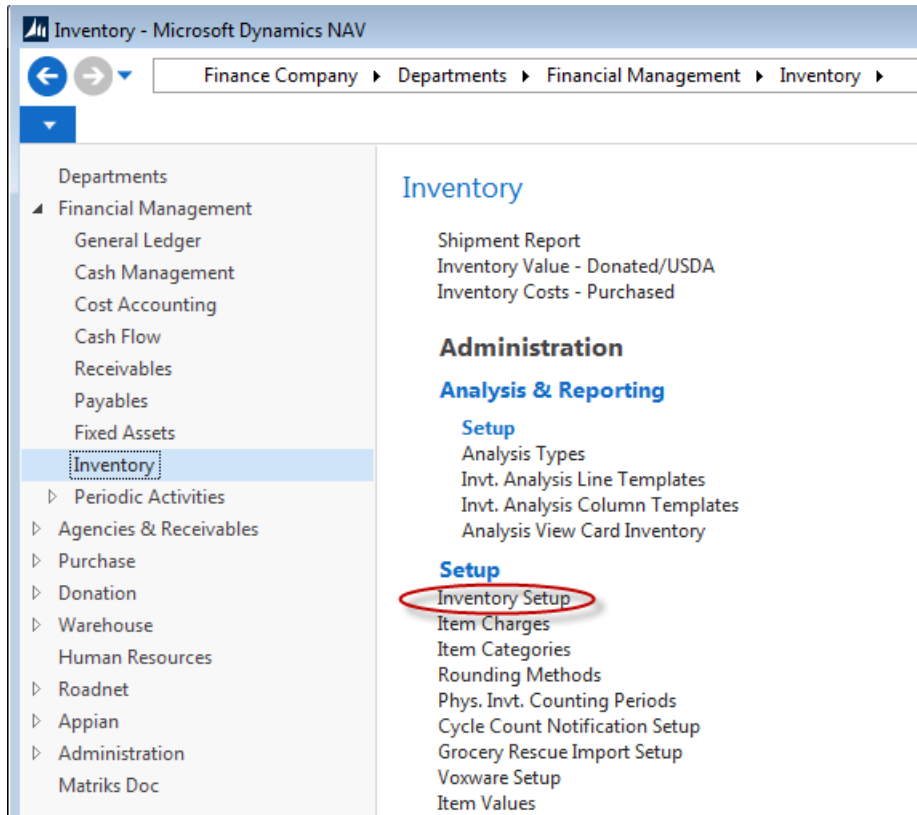
Click on the ADCS FastTab to display the options available.

Auto Transfer Journal Posting: This field indicates whether or not the Transfer Pallet function will automatically post the Movement from the handheld immediately. If checked the movement of the pallet will post, if left unchecked, the transaction will be entered into the Movement Xfer. Template Name and Batch Name specified on the Location card. Then it will be accessible via the Movement Worksheet in Ceres to review/post.

Max. Pick Labels per Item: This field is used to limit the quantity of pick labels generated for any one item. A value of zero indicates no limit.

ADCS Pick Posting Option: This field controls the update and posting option Ceres will perform when utilizing the ADCS Inventory Pick Function. This field has four options as explained below.

Ship Only – The inventory pick will posted with the "Ship" option. This will occur regardless if the pick has any unfulfilled lines.

Ship and Invoice Fulfilled Only – The inventory pick will be posted with the "Ship and Invoice" function only if all the lines on the pick have been fulfilled. Otherwise the pick will not post and must be posted manually.

Ship and Invoice – The inventory pick will be posted with the "Ship and Invoice" function regardless of whether or not all the lines on the pick have been fulfilled.

Update Only – This pick will be updated with the information collected from the ADCS but the pick will remain un-posted. Manual posting of the pick will be required

Cycle Count Notification: This field indicates how the handheld code will handle pallet movements when the item is currently involved in a physical inventory cycle count. When attempting a pallet move via ADCS, the Item will be checked to see if it is currently on a physical inventory cycle count journal. If the Item is not on a cycle count the process will proceed. If the Item is on a cycle count, this field will determine the handhelds appropriate action. There are three possible options.

Blank – The handheld will accept the transfer without any warnings or errors.

Warning – The handheld will warn the user that the item is involved in a cycle count currently but will still allow the transfer to occur.

Error – The handheld will warn the user that the item is involved in a cycle count currently and will not allow the transfer to occur.

In-Transit Location: This field should be set to the valid in-transit Location when using the ADCS system to create, ship, and receive Transfer Orders between Locations (buildings). All transfer orders initiated by the ADCS system will utilize this Location as the in-transit location.

Lot Match Required: Pallet consolidation allows 2 pallets of the same Item, in the same Location, to be consolidated into one pallet. This field is used during the ADCS Pallet Consolidation functionality. If this field is checked, then the pallets being consolidated must be from the same lot number in addition to the pallet having the same Item number and Location. Leave this unchecked if you wish to be able to consolidate pallets from different lots. Please note that consolidating Pallets from different Lots will impact proper FEFO aging tracking.

Consolidation Template: Specify a valid item journal template to be used to post transactions from the pallet consolidation function.

Consolidation Batch: Specify a valid batch name to be used to post transactions from the pallet consolidation function.

ADCS Handheld Printer Selections

The ADCS functionality has the capability of reprinting pallet, bin, and shipping tags. To enable this feature, you need to specify which printer the reports will be sent to.

1. The printer selections can be accessed from Departments → Administration → IT Administration → General → Printer Selections.
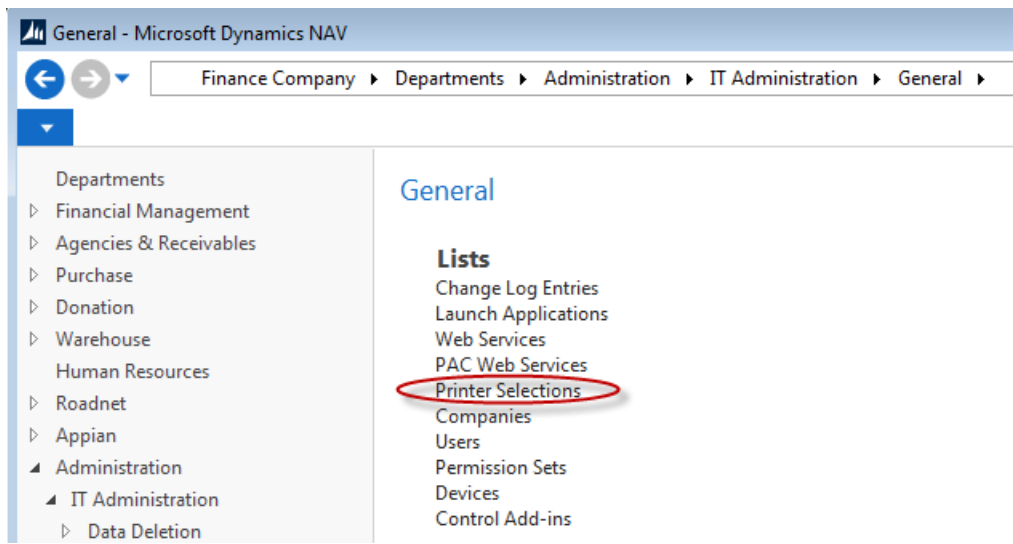
2. From the Printer Selections Page, click Home → Edit List.

3. In the Report ID field, enter the Bin Label report.

4. In the Printer Name field, use the lookup to select the desired printer

5. Repeat the above steps to specify the Pallet Tag and Shipping Tag reports.
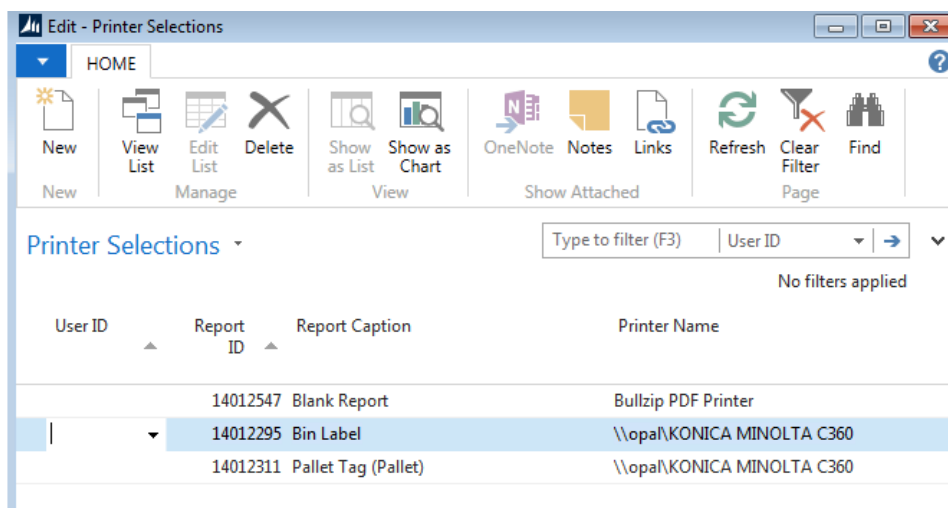
General Handheld Functions

Logging In

1. Access the Welcome screen from the ADCS terminal

```
-- Welcome to Ceres 4 Test --
User ID:_
Password
Location
---- Ceres 4 Test DB ----
```

2. Enter your User ID and press enter

3. Enter your Password and press enter

4. The Location will automatically flow in the default location for this user. Press enter to accept, or type the desired location and press enter

```
-- Welcome to Ceres 4 Test --
User ID: WILLIAM
Password
Location:KAN
---- Ceres 4 Test DB ----
```

NOTE: If your login is not associated with the desired location, you will receive an error. Please add the information to the Warehouse Employees form as described earlier in this document.

Main Menu

The Main Menu is the central screen where you may access your ADCS activities. From this menu, press the number key of the functional area you want to access, and then press enter.

```
--Main Menu--
1. Warehouse
2. Lookup
3. Scan/Print
4. Log off
Select:
```

Logging Off

1. From the Main Menu, press 4

2. Press Enter

```
Log off ?
1. Yes
2. No
Select:
```

3. To Log off, press 1. To continue your session, press 2 to return to the Main Menu

Warehouse Transactions

Warehouse - Pallet Movements

ADCS Pallet Movements are a way for users to perform transfers without needing to access the Item Journal. To compare this process, please reference Transferring Items using the Item Reclass Journal.

1. From the Main Menu, select Warehouse

2. From the Whse Activities Menu, select Transfer Pallet

3. Scan or type the pallet number to be moved. The terminal will flow in the Item, Description, Lot, Qty, and Bin where the item is currently stored.

```
--Transfer Pallet--
Pallet=PAL-0935
Item=03CBM1
=Chicken Breast, Se
Lot=0809-00014
Qty=20
From=73-REC-2
To=:
```

4. Scan or type the To Bin Code, and then press enter. The pallet will be moved from the bin specified on the "From" line to bin specified on the "To" line.

5. Continue processing pallets, or press escape to return to the Whas Activities Menu.

NOTE: Pallets currently on the WAP (Warehouse Activity Plan) are not allowed to be moved using this ADCS function. Attempting to move a pallet on the WAP will result in an error message directing the user to use the "Move WAP Pallet" ADCS function instead. Transfer Pallet is for manual movements.

```
--Transfer Pallet--
Pallet=:_
Item=
=
Lot=
Qty=
From=
To=
WARNING: Pallet on WAP. Use Move WAP Pallet.
```

Warehouse - Move WAP Pallet

The ADCS terminal allows you to complete a pallet drop as indicated on a Warehouse Activity Plan (WAP).

NOTE: A WAP needs to be generated before processing this work with the handheld.

1. From the Main Menu, select Warehouse

2. From the Whse Activities Menu, select Move WAP Pallet

3. Scan or type the item number to be moved. The terminal will flow in the rest of the fields based on the first entry in the WAP.

```
--Move WAP Pallet--
Item=66YOG02
=Yogurt, Dannon
Pallet=PAL-0115
Qty=49
From=12-PUX-2
To=:12-pux-1
```

4. Verify the "To" field, which signifies the bin the pallet will be placed in. If it is incorrect, scan or type the desired bin.

5. Press enter.

Warehouse - Inventory Counts

The ADCS Inventory Counts functionality allows you to use ADCS with physical inventory counting. Entries made via ADCS are logged in the Physical Inventory Journal where a manager may review and post the entries.

NOTE: Inventory quantities will not be affected until the Physical Inventory Journal is posted from the Ceres database.

1. From the Main Menu, select Warehouse

2. From the Whse Activities Menu, select Inventory Count

3. Scan or type the pallet to count. The terminal will flow in the item, description, lot, and bin

```
--Inventory Count--
Pallet=PAL-0982
Item=03CBM1
=Chicken Breast, Se
Lot=0809-00033
Bin=73-REC-1
Qty=:15
```

4. Verify the bin. If it is incorrect, scan or type the correct bin code. Press enter

5. Type the quantity and press enter.

Lookup – Item

1. From the Main Menu, select Lookup

2. From the Lookup Menu, select Item

3. Scan or type the item number. The terminal will flow in the Description, Description 2, and Pack Size

```
--Item Lookup--
No.=03CBM1
=Chicken Breast, Seasoned Mt
=Donated
Pack Size=6/4 oz breasts
=:_
```

Lookup – Pallet

1. From the Main Menu, select Lookup

2. From the Lookup Menu, select Pallet

3. Scan or type the pallet number. The terminal will flow in the item number, description, the bin where the pallet is being stored, the lot, and the quantity on hand vs. the quantity on warehouse picks.

```
--Pallet Lookup--
Pallet=PAL-0982
Item=03CBM1
=Chicken Breast, Se
Bin=0809-00033
LOT=73-REC-1
QOH\Pick=40\0
=:_
```

Scan/Print – Barcodes

The Scan Barcode function allows you to test the reliability of your barcode scanner.

1. From the Main Menu, select Scan/Print

2. From the Scan/Print Menu, select Scan Barcode

3. Scan a barcode

```
--Scan Barcode--
:6546
```

4. Press enter. The terminal will return the translated barcode information

```
--Scan Barcode--
:
6546
```

Scan/Print – Pallet Labels

1. From the Main Menu, select Scan/Print

2. From the Scan/Print Menu, select Reprint Pallet

3. Scan or type the pallet number, and then press enter. The pallet report will be sent to the printer

Scan/Print – Bin Labels

1. From the Main Menu, select Scan/Print

2. From the Scan/Print Menu, select Reprint Bin

3. Scan or type the bin number, and then press enter. The bin report will be sent to the printer

Transfer Orders
Transfer Order Shipments

Ceres has the ability to create and process Transfer Orders directly from the ADCS handheld device.

1. To begin this process, select the Warehouse menu on the handheld. From this menu select "Transfer Shipment", option 5.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. The transfer shipment form will be displayed.

```
--Transfer - Shipment--
No.=
To Location=:
Pallet No.=
Item No.=
=
From Bin=
Quantity=
```

3. Enter the "To Location", where the product is being transferred to.

```
--Transfer - Shipment--
No.=TRO-0031
To Location=HOU
Pallet No.=1305-01885
Item No.=10018
= Chocolate Syrup
From Bin=:01-129-B
Quantity=50
```

4. Scan the Pallet label or enter it on the handheld keypad manually. Once a valid pallet is entered, the system will populate the item number, description, from bin, and quantity automatically.

```
--Transfer - Shipment--
No.=TRO-0031
To Location=HOU
Pallet No.=1305-01885
Item No.=10018
= Chocolate Syrup
From Bin=:01-129-B
Quantity=50
```

5. For verification, you must still enter the bin and quantity even though they are displayed. You may scan the bin code label if it's available otherwise enter manually via the handheld's keypad. Next, enter the quantity. The quantity must match the pallet quantity or an error will result.

```
--Transfer - Shipment--
No.=TRO-0031
To Location=HOU
Pallet No.=1305-01885
Item No.=10018
= Chocolate Syrup
From Bin=:01-129-B
Quantity=50
```

6. Repeat these steps for each pallet being transferred.

7. Once all the pallets for the Transfer Order have been entered, use the "Register" button on the handheld to post the Transfer Order shipment if desired. Otherwise, the Transfer Order will just be entered and you can post the shipment form Ceres when required. Here is an example of the Transfer Order just entered.

Edit - Transfer Order - TRO-0031

HOME ACTIONS NAVIGATE REPORT

View | Edit | New | Delete | Post... | Post and Print | Release | Reopen | Print... | Statistics | Inventory - Inbound Transfer | OneNote | Notes | Links | Refresh | Clear Filter | Go to | Previous | Next

Manage | Process | Report | Show Attached | Page

TRO-0031

General

No.:	TRO-0031	Department Code:	
Transfer-from Code:	KAN	Project Code:	
Transfer-to Code:	HOU	Assigned User ID:	
In-Transit Code:	INTRANSIT	Status:	
Posting Date:	9/7/2016		

Lines

Functions ▾ Line ▾ Find Filter Clear Filter

Item No.	Description	Pallet No.	Lot No.	Transfer-from Bin Code	Transfer-To Bin Code	Quantity	Unit of Measure Code
10018	Chocolate Syrup	1305-01885	LOT-03809	01-129-B		50	CASE
10026	Tea	1305-00307	LOT-02678	01-101-A		10	CASE

Transfer Order Receipts

1. To begin this process, select the Warehouse menu on the handheld. From this menu select "Transfer Receipts", option 6.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. A list of open Transfer Orders will be displayed. Each order will show two lines, the first indicates the Transfer Order number, and the second shows the location the transfer is coming from.

```
  --Transfer Receipts-
1. TRO-0032
1. HOU
Select:
```

3. Select the Transfer Order number to work with.

```
--Transfer - Receipt--
Order No.=:TRO-0032
Pallet No.=
Item No.=
=
To Bin=
Qty. Shipped=
Quantity=
```

4. Next scan the pallet number, or enter it manually via the handheld keypad.

```
--Transfer - Receipt--
Order No.=TRO-0032
Pallet No.=1305-01969
Item No.=10018
= Chocolate Syrup
To Bin=:
Qty. Shipped=0
Quantity=0
```

5. The Item No., description and quantity will be displayed. Next you must enter or scan a valid bin number to move the pallet into and enter quantity on the pallet. You must enter the quantity even though it is displayed for verification purposes.

```
--Transfer - Receipt--
Order No.=TRO-0032
Pallet No.=1305-01970
Item No.=10026
=Tea
To Bin=01-123-C
Qty. Shipped=50
Quantity=:50
```

6. Repeat this step for all the pallets on the Transfer Order. Once all pallets have been successfully scanned or entered, you can post the receipt from the handheld if desired via the "Register" button on the handheld. If you prefer to post the orders manually in Ceres skip this step and access the Transfer Order in Ceres to complete the process.

Consolidate Pallets

Ceres has the ability to consolidate pallets of a like item into one pallet. This is used typically when a small amount remains on one pallet and it is desirable to move the quantity from the smaller pallet onto the larger pallet to maintain only one Pallet slot for the Item at time of pick. It is a requirement that the pallets being consolidated are for the same item and in the same warehouse location. Based on a parameter setting (see Setup above for parameter settings). Ceres can also force the lot numbers to match before allowing the consolidate process.

1. To begin this process, select the Warehouse menu on the handheld. From this menu select "Consolidate Pallets", option 7.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. The consolidate pallets form will be displayed.

```
--Pallet Consolidation--
From Pallet=:
To Pallet=
```

3. Scan or enter the pallet that will be consolidated onto another pallet. This first pallet is normally the smaller quantity but Ceres does not enforce this. Next enter the pallet the first pallet's quantity will be consolidated onto.

```
--Pallet Consolidation--
From Pallet=1305-01001
To Pallet=:1305-01002_
```

4. The system will check the validity of the consolidation and ensure that both pallets for the identical Item and Warehouse Location. If the Location of the pallet entered is not the same as the

handheld's location or the pallets contain different Item numbers an "Invalid Pallet" message is displayed.

5. If the Item and Location match, next the "Lot Match" parameter is checked. If matching lot numbers is required and the lots from the two pallets do not match, an "Invalid Pallet" message is displayed.

6. If all requirements are met, the system processes a negative adjustment to the first pallet effectively zeroing its quantity and the quantity is then added to the second pallet.

Item Ledger Entries ˅

Posting Date	Entry Type	Document Type	Document No.	Item No. ▲	Description	Pallet No.	Quantity	Remaining Quantity	So
9/7/2016	Negative Adjmt.		IGJ-00308	10018	Chocolate Syrup	1305-01001	-10	0	
9/7/2016	Positive Adjmt.		IGJ-00308	10018	Chocolate Syrup	1305-01002	10	10	

NOTE: The process of consolidating pallets clears (deletes) all Item Journal Line records within the Consolidation Template and Consolidation Batch as specified on Inventory Setup. This mandates that the pallet consolidation process is a one-user-at-time operation.

Donation Order

This process allows the user to enter information onto an existing Donation Order directly from the handheld. This process requires that the Donation Order is created in Ceres first and that the Items expected are entered as lines on the Donation Order. The lines must exist but the quantity should be left blank. The process will allow updating of the Donation Order for any Item that is specified on the Donation Order.

1. First, we'll create a Donation Order (See Donation Orders for more information on creating Donation Orders). Add lines to the Donation Order for expected Items to receive. Here is the example order we are using. Notice that we are expecting 2 items on the Donation Order, 6K119 and 10799.

DO-00375 · Pilgrims Pride

General

Donation Order Subform

Line ▾ Functions ▾ 🔍 Find   Filter 🗙 Clear Filter

Type		No.	Description	Vendor No. Payables	Quantity	Direct Unit Cost Excl. Tax	Location Code	Bin Code
Item	▾	6K119	100311 Corn				KAN	03-124-C
Item		10799	Cereal				KAN	01-101-C

2. On the handheld, choose from the Warehouse menu, option 8 – Donation Order.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

3. Next enter or scan the Donation Order number into the handheld.

```
---Donation Order---
Order No.=DO-00375
Item No.=:
Description=
Quantity=0
```

4. Enter or scan the Item number for the first item received and the description will be displayed.

```
---Donation Order---
Order No.=DO-00375
Item No.=6K119
Description=100311 Corn
Quantity=:0
```

5. Enter the quantity received.

```
---Donation Order---
Order No.=DO-00375
Item No.=6K119
Description=100311 Corn
Quantity=:120
```

6. Repeat this process for all pallets received – here we will bring in two more pallets of Cereal.

```
---Donation Order---
Order No.=DO-00375
Item No.=10799
Description=Cereal
Quantity=:80_
```

```
---Donation Order---
Order No.=DO-00375
Item No.=10799
Description=Cereal
Quantity=:82_
```

7. If you enter and item that does not exist on the order, you will receive the following error.

```
---Donation Order---
Order No.=DO-00375
Item No.=:
Description=
Quantity=0
You have specified an invalid Item No..
```

8. At the completion of the scanning, exit the function and the Donation Order is updated with the appropriate information. If the parameters specify a default ADCS Receipt Bin that bin code will be entered on the donation order lines otherwise it will be left blank or default to the last used bin based on warehouse location settings.

   Here is the Donation Order as it now stands.

DO-00375 · Pilgrims Pride

General

Donation Order Subform

Line ▾ Functions ▾ 🔍 Find   Filter 🔻 Clear Filter

Type	No.	Description	Quantity	Location Code	Bin Code	Pallet No.	Lot No.
Item	6K119	100311 Corn	120	KAN	01	1305-01983	LOT-03858
Item	10799	Cereal	80	KAN	01	1305-01984	LOT-03859
Item	10799	Cereal	82	KAN	01	1305-01985	LOT-03860

9. At this point the Donation Order could be updated into the system. However, if your process involves a put-away function as well as the receiving, the handheld or another handheld can be used to perform the update of the destination bin code for the product.

Receiving Put-Away's

This process will update a Donation or Purchase order with a destination bin code prior to posting. This is normally used when the operation involves two or more warehouse workers working together to receive and put-away the product. The first handheld handles the order receiving process and gets the quantities and pallets built on the Donation or Purchase order. The second set of workers will move the pallets to the correct bins and record the bin the pallet was placed in.

1. This process is accessed from the Warehouse menu by choosing option 9 – Receiving put-Away.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. Next enter or scan the pallet number.

```
---Receiving Put-aways---
Pallet No.=1208-00001
Order No.=FD-00021
Item No.=6K119
Description=100311 Corn
Bin Code=:_
```

3. The Order number, Item No and description are displayed. After moving the pallet to the desired bin code, scan or enter the bin code the pallet was placed in.

```
---Receiving Put-aways---
Pallet No.=1208-00001
Order No.=FD-00021
Item No.=6K119
Description=100311 Corn
Bin Code=:01-101-A_
```

4. Repeat this process for all the pallets.

```
---Receiving Put-aways---
Pallet No.=1208-00002
Order No.=FD-00021
Item No.=10799
Description=Cereal
Bin Code=:01-101-B_
```

```
---Receiving Put-aways---
Pallet No.=1208-00003
Order No.=FD-00021
Item No.=10799
Description=Cereal
Bin Code=:01-101-C_
```

5. When done, the Donation or Purchase order is updated to reflect the bin codes entered during the receiving put-away process.

	Type	No.	Description	Description 2	Quantity	Bin Code	G
	Item	6K119	100311 Corn	USDA KS	120	01-101-A	
	Item	10799	Cereal	Assorted Flavors	80	01-101-B	
	Item	10799	Cereal	Assorted Flavors	82	01-101-C	
	Item						

General
Shipping
Donation Order Subform

Agency Order

This process allows the user to enter information onto an existing Agency Order directly from the handheld. This process requires that the Agency Order is created in Ceres first. The process will allow product to be added to the Agency Order by scanning the Pallet No for each Item you would like to add to the order

1. First, we'll create an Agency Order ensuring that the "ADCS Order" flag is checked (See Agency Orders for more information on creating Agency Orders).

AO-00877 · Safe Home, Inc.

General

No.:	AO-00877	...	Zone Code:	▼
Sell-to Agency No.:	B0459	▼	External Document No.:	
Parent Agency No.:	686	▼	Assigned User ID:	
Sell-to Contact No.:	RMCON-0038	▼	Appointment Time:	▼ ...
Sell-to Agency Name:	Safe Home, Inc.		Shopper:	
Sell-to Address:	Do Not Disclose		Shopper Name:	
Sell-to City:		▼	Your Reference:	
Sell-to State:	KS		Order Modifications:	
Sell-to ZIP Code:		▼	Order Version:	0
Sell-to Contact:	Rachael Beebe		Status:	Open
Sell-to Contact Phone:			Fund No.:	UR ▼
Sell-to Contact Phone Ext.:			Mobile Pantry:	☐
Posting Date:	9/7/2016	▼	Send to Voxware:	☐
Order Date:	9/7/2016	▼	Outstanding Picks:	0
Shipment Date:	9/7/2016	▼	Posted Shipments:	0
Location Code:	KAN	▼	ADCS Order:	☑

Lines

Line ▾   Functions ▾   Order ▾   Find   Filter   Clear Filter

Type	No.	Quantity	Available Quantity	Description	Unit Fees	Location Code	Pallet No.	Lot No.	Zone
			0						

2. On the handheld, choose from Warehouse menu, option 10 – Agency Order.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

3. Next, select option 1 – "Scan Pallets" from the Agency Order Menu to select the Agency Order and begin scanning Pallets onto the order.

```
--Agency Order Menu--
1. Scan Pallets
2. Post Shipment
3. Previous Menu
Select: _
```

4. Next enter or scan the Agency Order number into the handheld.

```
--AO Scan Pallets--
Agency Order No.=:AO-00877
Description=
Pallet No.=
Item No.=
Bin Code=
Lot No.=
Quantity=0
```

5. Enter or scan the Pallet No. for the first Item to be added to the order. Once entered the Item No.,
    Bin Code, Lot No. and Pallet Quantity available will populate.

```
--AO Scan Pallets--
Agency Order No.=AO-00877
Description= Chocolate Syrup
Pallet No.=1305-01884
Item No.=10018
Bin Code=01-129-A
Lot No.=LOT-03809
Quantity=:50
```

6. Confirm or change the quantity to order and press enter.

```
--AO Scan Pallets--
Agency Order No.=AO-00877
Description= Chocolate Syrup
Pallet No.=1305-01884
Item No.=10018
Bin Code=01-129-A
Lot No.=LOT-03809
Quantity=:15
```

7. Repeat this process for all Pallets/Items ordered – here we will bring in two more pallets.

```
--AO Scan Pallets--
Agency Order No.=AO-00877
Description=Snacks
Pallet No.=1212-00461
Item No.=10401
Bin Code=01-101-A
Lot No.=LOT-01561
Quantity=:5 _
```

```
--AO Scan Pallets--
Agency Order No.=AO-00877
Description=Beverage
Pallet No.=1112-09628
Item No.=15126
Bin Code=05-116-B
Lot No.=LOT-434416
Quantity=:10
```

8. If the quantity requested is more than what is available on the Pallet you will receive an "Insufficient Qty on Pallet" error message

```
--AO Scan Pallets--
Agency Order No.=AO-00877
Description=Safe Home, Inc.
Pallet No.=:
Item No.=
Bin Code=
Lot No.=
Quantity=0
Insufficient Qty on Pallet
```

9. At the completion of the scanning, exit the function (via Esc key) and the Agency Order is updated with the Items/Pallets selected.

   Here is the Agency Order as it now stands.

AO-00877 · Safe Home, Inc.

General

Lines

Line ▾   Functions ▾   Order ▾   Find   Filter   Clear Filter

Type	No.	Quantity	Available Quantity	Description	Unit Fees	Location Code	Pallet No.	Lot No.
Item	10018	15	50	Chocolate Syrup	4.50	KAN	1305-01884	LOT-03809
Item	10401	5	50	Snacks	1.20	KAN	1212-00461	LOT-01561
Item	15126	10	140	Beverage	1.20	KAN	1112-09628	LOT-434416

10. At this point the Agency Order could be processed in Ceres just like any other Agency Order. However, if your process involves posting the shipment of the product on the Agency Order, the handheld or another handheld can be used to perform that function.

11. Select option 2 – Post Shipment from the Agency Order Menu to select the Agency Order, post the Shipment, and print the Shipping Tag (if desired).

```
--Agency Order Menu--
1. Scan Pallets
2. Post Shipment
3. Previous Menu
Select: _
```

12. Next enter or scan the Agency Order number into the handheld.

```
--AO Post Shipment--
Agency Order No.=AO-00877
Description=Safe Home, Inc.
Shipping Pallet Count=:0
```

13. Enter the number of Shipping Pallet Count (one Shipping Pallet = one Shipping Tag) or confirm zero for no Shipping Tags and press enter to post the shipment.

14. Upon Shipment post, if additional input is required to post the shipment, the error will be displayed with a corrective action. In this case, the Shopper was missing on the Agency Order Header which prevented the Order shipment from posting.

```
--AO Post Shipment--
Agency Order No.=AO-00877
Description=Safe Home, Inc.
Shipping Pallet Count=:0
Fault in the communication: Shopper must have a value in Agency Document Header:
 Document Type=Order, No.=AO-00877. It cannot be zero or empty.
```

15. Once shipment has been posted the Agency Order reflects the Quantity Shipped and the Shipping Tags (if requested) will have been printed.

AO-00877 · Safe Home, Inc.

General

Lines

Line · Functions · Order · Find   Filter   Clear Filter

Type	No.	Quantity	Available Quantity	Description	Unit Fees	Quantity Shipped	Location Code	Pallet No.
Item	10018	15	50	Chocolate Syrup	4.50	15	KAN	1305-01884
Item	10401	5	50	Snacks	1.20	5	KAN	1212-00461
Item	15126	10	140	Beverage	1.20	10	KAN	1112-09628

Inventory Picks

The Inventory Pick process with ADCS is designed to update picks via the handhelds. The process of creating Agency Orders and creating Inventory Picks is explained in other documents. This section will assume that the Order and subsequent Inventory picks have been created and will concentrate on the actual handheld process. You must use Ship Option 2 in order to manage picks with the Handhelds.

NOTE: There are several options as to what happens to picks as a result of updating picks via the handheld. Those are explained above in the setup sections. The process of entering picks via the handheld is identical regardless of the back end processing option selected.

For this example, we have entered an Agency Order and created picks for the order. Because of the setup of our pick generation, in this example 3 picks were created for the one order. Here are examples of the order and the picks created.

AO-00023 · Butcher-Greene Elementary

General					AO-00023	KC136			Butcher-Greene Elementary	5302 East 140th	
Shipping										8/2/2012	Partial
Invoicing						KC136			8/2/2012	No	
Lines											

Type	No.	Description	Unit Fees Excl....	Available Quan...	Quantity	Quantity Shipped	Location C...	
Item	6S007	100035 MISSOURI Cheese/PI...		9,243	8		KAN	
Item	6K119	100311 Corn		2,437	10		KAN	
Item	10799	Cereal	1.10	158	4		KAN	

No.	Source Doc...	Source No.	Location C...	Destination...	Destination...	External D...	No. of Lines	
IPC-00016	Sales Order	AO-00023	KAN	Customer	KC136		1	
IPD-00670	Sales Order	AO-00023	KAN	Customer	KC136		1	
IPD-00671	Sales Order	AO-00023	KAN	Customer	KC136		1	

1. To access the inventory Pick function, select option 4 – Inventory Pick from the Whse Activities Menu on the handheld.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. The inventory pick form will be displayed.

```
--Inventory Pick--
Pick No.=:_
Item No.=
=
Pallet No.=
Bin Code=
Qty.=
```

3. Enter the pick number you wish to being working with. If the pick selected is already assigned to another handheld user, the following error will be displayed. Handheld users will only be able to access picks assigned to their user ID or that have not been previously assigned to any other user id.

```
--Inventory Pick--
Pick No.=:_
Item No.=
=
Pallet No.=
Bin Code=
Qty.=
User not assigned pick
```

4. If it is necessary to reassign a pick document, this can be accomplished by changing the Assigned User ID field on the General FastTab of the pick. Normally picks would not be assigned to the users prior to the process of picking via handheld, and the handheld pick process will make the user assignment.

5 · IPC-00016

General					Notes
No.:	IPC-00016	...	Shipment Date:	8/2/2012	Click he
Location Code:	KAN		External Document No.:		
Source Document:	Sales Order		External Document No.2:		
Source No.:	AO-00023		Assigned User ID:	ESP	
Agency No.:	KC136		Start Date:		
Agency Name:	Butcher-Greene Elementary		Start Time:		
Shopper:	SH-06964		Route:	0	
Shopper Name:	PROGRAM		Stop:	0	
Shopper Email:	navision@harvesters.org		Staging Area:		
Order Handling Group Code:			Shipment Method Code:		

5. Once we have a pick assigned to the user, or select a pick that has not been assigned to any user, the user can then process the pick using the inventory pick screen on the handheld. Entering the pick (in yellow) will display the information about the first bin to select product from. There are numerous options for determining the picking sequence in Ceres covered in other documents.

```
--Inventory Pick--
Pick No.=IPC-00016
Item No.=6S007
=100035 MISSOURI Ch
Pallet No.=:1201-08147
Bin Code=32-126-C
Qty.=
```

6. You can then substitute a different pallet (if required) or accept the pallet suggested. Next, you must enter the bin code for confirmation purposes. *Changing the bin code on the pallet record will be allowed, and warehouse move will be generated to move the pallet to the new bin code*. On this line we will accept the bin code and pallet as suggested. Next we enter the quantity picked. For this example we attempted to enter a greater quantity than specified on the order. The following error is displayed and we must adjust our quantity.2

```
--Inventory Pick--
Pick No.=IPC-00016
Item No.=6S007
=100035 MISSOURI Ch
Pallet No.=1201-08147
Bin Code=32-126-C
Qty.=:9_
You cannot handle more than the outstanding 8 units.
```

7. Enter the correct quantity and the line will be posted, and the next line will be displayed until all lines have been presented. At completion, the form will clear and you will be allowed to enter the next pick number.

8. In this next example we have overridden the pallet's bin code and changed it from 04-109-A to 04-109-B because that is where we found the pallet. This feature can be used to facilitate "Drop On Demand" functionality using the handheld ADCS unit. For installations using this feature, the ADCS pick function will record the transfer of the pallet from its storage bin slot to the pick slot where the pallet currently resides. If the pallet is on the WAP (Warehouse Activity Plan), that line on the WAP will also be updated and posted with the new bin slot information.

```
--Inventory Pick--
Pick No.=IPD-00670
Item No.=6K119
=100311 Corn
Pallet No.=1105-01833
Bin Code=04-109-B
Qty.=:10_
```

9. Finally on this pick we will short ship the line. The order called for 4 and we will only pick 3 because there was not a sufficient quantity available.

```
--Inventory Pick--
Pick No.=IPD-00671
Item No.=10799
=Cereal
Pallet No.=1208-00002
Bin Code=01-101-B
Qty.=:3_
```

10. After completion of these picks, we return to our order to see the updates that have occurred. Notice that line 3 has a quantity shipped of 3 even though 4 were ordered and that line 2 is being picked from bin 04-109-B not 04-109-A.

AO-00023 · Butcher-Greene Elementary

General				AO-00023	KC136		Butcher-Greene Elementary	5302 East 140th	
Shipping								8/2/2012	Partial
Invoicing					KC136		8/2/2012	No	

Lines

Type	No.	Description	Quantity	Quantity Shipped	Location C...	Bin Code	Zone Code	Pallet No.
Item	6S007	100035 MISSOURI Cheese/PI...	8	8	KAN	32-126-C	COOLER	1201-08147
Item	6K119	100311 Corn	10	10	KAN	04-109-B	DRY	1105-0...
Item	10799	Cereal	4	3	KAN	01-101-B	DRY	1208-00002

AO-00023 · Butcher-Greene Elementary

| | General | | | | AO-00023 | KC136 | | Butcher-Greene Elementary | 5302 East 140th | ⌄ |

| | Shipping | | | | | | | | 8/2/2012 | Partial | ⌄ |

| | Invoicing | | | | | KC136 | | | 8/2/2012 | No | ⌄ |

| Lines | | | | | | | | | | ⚡ ⌃ |

	Type	No.	Description	Quantity	Quantity Shipped	Location C...	Bin Code	Zone Code	Pallet No.	
	Item	6S007	100035 MISSOURI Cheese/PI...	8	8	KAN	32-126-C	COOLER	1201-08147	
	Item	6K119	100311 Corn	10	10	KAN	04-109-B	DRY	1105-01833	
	Item	10799	Cereal	4	3	KAN	01-101-B	DRY	1208-00002	

11. We can verify that the pallet actually was moved by viewing the pallet record for pallet 1105-01833 and see that it now sits in bin 04-109-B.

AO-00023 · Butcher-Greene Elementary

| | General | | | | AO-00023 | KC136 | | Butcher-Greene Elementary | 5302 East 140th | ⌄ |

| | Shipping | | | | | | | | 8/2/2012 | Partial | ⌄ |

| | Invoicing | | | | | KC136 | | | 8/2/2012 | No | ⌄ |

| Lines | | | | | | | | | | ⚡ ⌃ |

	Type	No.	Description	Quantity	Quantity Shipped	Location C...	Bin Code	Zone Code	Pallet No.	
	Item	6S007	100035 MISSOURI Cheese/PI...	8	8	KAN	32-126-C	COOLER	1201-08147	
	Item	6K119	100311 Corn	10	10	KAN	04-109-B	DRY	1105-01833	
	Item	10799	Cereal	4	3	KAN	01-101-B	DRY	1208-00002	

…and that the corresponding warehouse move was executed for us.

Entry Type	Lot No.	Pallet No.	Zone Code	Bin Code	Item No.	Description	Variant Code	Quantity	Unit Gross Wei...	Ext. Gross Wei...	Unit of Mea...
Positive Ad...	LOT-371351	1105-01833	DRY	04-109-A	6K119			57	22.90	1,305.30	CASE
Negative A...	LOT-371351	1105-01833	DRY	04-109-A	6K119			-10	22.90	-229.00	CASE
Movement	LOT-371351	1105-01833	DRY	04-109-A	6K119			-47	22.90	-1,076.30	CASE
Movement	LOT-371351	1105-01833	DRY	04-109-B	6K119			47	22.90	1,076.30	CASE
Negative A...	LOT-371351	1105-01833	DRY	04-109-B	6K119			-10	22.90	-229.00	CASE

Inventory Picks with Ceres 4.51.13 and 4.51.83

The Inventory Pick process with ADCS with Ceres 4.51.13 and 4.51.83 builds upon the process outlined above with the following enhancements:

1. Pick Number Bar Code added to the physical pick documents (portrait and landscape)
   a. Pick Line No. added to the physical pick documents (Ceres 4.51.83)
2. Sorting options and syncing of the line item sorts between the Pick Page, Pick Report, and ADCS Pick Line list.
3. Ability to skip a pick line on the handheld and then return to process the skipped lines.
4. Ability to split lines and process shorts/cuts for pick lines processed via the handheld.
5. Ability to GoTo any line related to the loaded pick regardless of whether it was previously skipped or not (Ceres 4.51.83).

NOTE: Ceres 4.51.13 requires the Inventory Pick miniform call on the "MENU-WHSE ACT" mini form to be changed from WA-INVENTORYPICK to WA-INVENTORYPICKSKIP. Please contact your Ceres solution center to setup/create the WA-INVENTORYPICKSKIP mini form.

NOTE: Ceres 4.51.83 requires modification to the WA-INVENTORYPICKSKIP mini form. Please contact your Ceres solution center to modify the WA-INVENTORYPICKSKIP mini form

Sort Order

The sort order for the Pick Lines on the Pick Page, Pick Report (landscape or portrait), and Handheld can be specified on the Warehouse fasttab of the Location card.

Pick Line Sort Order: This field controls the order of the pick lines on the Pick Page, Pick Report, and Handheld.

> **<blank>** – The pick lines will be sorted by "Create Pick By" and "Pick Creation Sort Order" settings on the Warehouse fasttab of the Location Card.
>
> **Item Gross Weight** – The pick lines will be sorted descending by each Item's gross unit weight.

Bar Code on Pick Reports

The Pick No Barcode and Line No. (Ceres 4.51.83) has been added to the Ceres Picking List-Landscape (Report# 14012290) and Ceres Picking List-Portrait (Report# 14012291) reports.

Ceres Picking List-Landscape

◄◄ ◄ 1 of 1 ► ►◄ ⊗ 100% ▾	Find	Next

Picking List
Finance Company

Whse Act

Location Code	HOU	
No.	PCK-01319	

Agency No.	B0129
Agency Name	Safehome, Inc.
Shipment Method Code	PICKUP
Appointment Time	

Source No. / Line No.	Shipment Date	Item No. / Zone or FBC	Description / Description 2 / Pack Size	Pallet No.	Lot No.	Bin Code	Unit / Total Wt.	
AO-01021 10000	8/17/2018	TEST2 DRY	Heineken Beer ~ 6 bottles per box	1305-00520	LOT-02805	01-02-D	60 60	
AO-01021 20000	8/17/2018	10340 DRY	Diapers Size 4 ~ 128 ct	1301-00077	LOT-02503	01-02-D	10 10	
AO-01021 30000	8/17/2018	18243 COOLER	Turkey Sliced Breast ~ 2 / 14 LB	1211-00160	LOT-00252	02-01-C	28 28	
AO-01021 40000	8/17/2018	13679 DRY	Cleaning Products hand sanitizer dispenser ~ 4 units	1203-01926	LOT-452896	01-02-D	4 4	
AO-01021 50000	8/17/2018	19939 FREEZER	Frozen Entree Vegetable Lasagna ~ 8 / 30 oz packs	1211-00177	LOT-00255	03-01-F	15 15	

Ceres Picking List-Portrait

⏮ ◀ 1	of 1 ▶ ⏭	⊗	100% ▾		Find	Next		

Picking List   5/14/2019 2:39 PM
Finance Company   Page   1
                                                                                                                     ESOPRO\WWH

Pick No.   PCK-01319

			Ship To Safehome, Inc.
Location Code	HOU		Necole Foreman
Order No.	AO-01021		1000 Main Street
Agency No.	B0129		Topeka
Shipment Date	8/17/2018		KS
Appointment Time	PICKUP		

Line No.	Bin Code	Item No. / Zone or FBC	Lot No.	Pallet No.	Description / Description 2 / Pack Size	Qty. (Base)	Unit of Measure Code	Qty. Handled
10000	01-02-D	TEST2 DRY	LOT-02805	1305-00520	Heineken Beer ~ 6 bottles per box	1	BOX	_____
20000	01-02-D	10340 DRY	LOT-02503	1301-00077	Diapers Size 4 ~ 128 ct	1	CASE	_____
30000	02-01-C	18243 COOLER	LOT-00252	1211-00160	Turkey Sliced Breast ~ 2 / 14 LB	1	CASE	_____
40000	01-02-D	13679 DRY	LOT-452896	1203-01926	Cleaning Products hand sanitizer dispenser ~ 4 units	1	CASE	_____
50000	03-01-F	19939 FREEZER	LOT-00255	1211-00177	Frozen Entree Vegetable Lasagna ~ 8 / 30 oz packs	1	CASE	_____

Handheld Pick Process

For this example, we have entered an Agency Order and created pick(s) for the order. Because of the setup of our pick generation, in this example 1 pick was created for the Order. Here are examples of the order and the pick created.

Agency Order Lines

Lines

⊞ Line ▾   ⚡ Functions ▾   📄 Order ▾   🗋 New   🔍 Find   Filter   ⊗ Clear Filter

Type	No.	Description	Available Quantity	Quantity	Unit of Measur...	Unit Fees	Location Code	Zone
Item	10018	Chocolate Sryup	139	3	CASE		KAN	
Item	10019	Coffee	3,055	7	CASE	2.16	KAN	
Item	10040	Napkins	5	1	CASE	9.07948	KAN	
Item	10401	Snacks	10	2	CASE	1.20	KAN	
Item	16989	Freezer Pops	10	4	CASE	1.10	KAN	
Item	18887	Bulk Meat	10	3	CASE	2.50	KAN	

Pick Lines

Line No.	Item No.	Description	Pack Size	Location Code	Zone Code	Bin Code	Pallet No.	Lot No.
30000	10040	Napkins	24 / 6 packs of 16	KAN	DRY	04-113-A	1212-00201	LOT-00577
60000	18887	Bulk Meat	assorted ct per case	KAN	DRY	01-100-A	1202-02820	LOT-446239
10000	10018	Chocolate Sryup	12 / 22 oz	KAN	DRY	01-100-A	1305-00258	LOT-02641
40000	10401	Snacks	12 / 12 ct packs	KAN	DRY	01-100-A	1212-00197	LOT-00570
20000	10019	Coffee		KAN	DRY	04-111-A	1305-02226	LOT-02889
50000	16989	Freezer Pops	80 / 53 ml units	KAN	DRY	04-111-A	1203-02045	LOT-453039

1. To access the Inventory Pick function, select option 4 – Inventory Pick from the Whse Activities Menu on the Handheld.

```
--Whse Activities Menu--
1. Transfer Pallet
2. Move WAP Pallet
3. Inventory Count
4. Inventory Pick
5. Transfer Shipment
6. Transfer Receipts
7. Consolidate Pallets
8. Donation Order
9. Receiving Put-aways
10. Agency Order
11. Main Menu
Select: _
```

2. The inventory pick form will be displayed.

```
--Inventory Pick--
Pick No.=:_
Item No.=
=
GoTo Line No.=
Skip=
GoTo Skipped=
Exit Skipped=
Pallet No.=
Bin Code=
Qty.=
Split Line=
```

3. Scan or enter the pick number you wish to begin working with. If the pick selected is already assigned to another Handheld user, the following error will be displayed. Handheld users will only be able to access picks assigned to their user ID or that have not been previously assigned to any other user id.

```
--Inventory Pick--
Pick No.=:_
Item No.=
=
GoTo Line No.=
Skip=
GoTo Skipped=
Exit Skipped=
Pallet No.=
Bin Code=
Qty.=
Split Line=
User not assigned pick
```

4. If it is necessary to reassign a pick document, this can be accomplished by changing the Assigned User ID field on the General fasttab of the pick. Normally picks would not be assigned to the users prior to the process of picking via handheld, and the handheld pick process will make the user assignment.

Invt. Pick · PCK-01319

General				^
No.:	PCK-01319 ...	Posting Date:	8/17/2018 ⌄	
Location Code:	HOU ⌄	Shipment Date:	8/17/2018	
Source Document:	Agency Order ⌄	External Document No.:		
Source No.:	AO-01021 ⌄	External Document No.2:		
Agency No.:	B0129	Assigned User ID:	⌄	
Agency Name:	Safehome, Inc.	Picked By:	⌄	
Shopper:	AGSHOPPER-0000000015	Shipment Method Code:	PICKUP ⌄	
Shopper Name:	Rick Forman	Appointment Time:		
Shopper Email:	rickf@esopro.com	Pallet Count:	0	
Order Handling Group Code:	HARV KSDE ⌄	Start Date:	5/13/2019	
Order Routing Group Code:	CLUSTER ⌄	Start Time:	10:26:32 PM	
No. of VOX Errors:		End Date:		
Default Staging Area:		End Time:		
Staging Areas:				

5. Once we have a pick assigned to the user or a pick that has not been assigned to any user is selected, the user can then process the pick using the Inventory Pick screen on the Handheld. Scanning/entering the pick will display the information about the first Item to select product for according to the Pick Line Sort Order mentioned above.

   NOTE: The Assigned User ID, Start Date, and Start Time on the Pick Header are populated when the Pick is selected on the Handheld. When picking is complete and the pick has been fully handled, the End Date and End Time are populated.

6. Prior to selecting the Pallet/Bin, three new fields are available for the "Skip" functions and one new field for the "GoTo" Line function (Ceres 4.51.83).

```
--Inventory Pick--
Pick No.=PCK-01319
Item No.=TEST2
=Heineken Beer
GoTo Line No.=:_
Skip=No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=1305-00520
Bin Code=01-02-D
Qty.=1
Split Line=Yes
```

GoTo Line No:

Enter the Line No. you would like to go to; this can be any line on the current Pick (Ceres 4.51.83).

Skip:

No – The selection proceeds to the "GoTo Skipped" field.
Yes – The current Item is skipped and the next Item is displayed according to the Pick Line Sort Order.

Go To Skipped:

No – The selection proceeds to the "Exit Skipped" field.
Yes – The first skipped Item (if any) is displayed.

Exit Skipped:

No – The selection proceeds to the Pallet/Bin Code fields to select the Pallet & Bin Codes for the Item.
Yes – If in skipped Items, exit the skipped Items and display the next Item according to the Pick Line Sort Order.

7. You can substitute a different Pallet or accept the Pallet suggested. If substituting a Pallet the substitute Pallet will need to be confirmed by Scanning/entering the Pallet twice.

   Next, you must enter the Bin code for confirmation purposes. *Changing the bin code on the pallet record will be allowed, and warehouse move will be generated to move the pallet to the new bin code.* On this line we will accept the Pallet and Bin code as suggested.

   Next we enter the quantity picked. For this example we attempted to enter a greater quantity (i.e. 5) than specified on the order (i.e. 2). The following error is displayed and we must adjust our quantity.

```
--Inventory Pick--
Pick No.=PCK-01274
Item No.=10401
=Snacks
Skip=No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=1212-00197
Bin Code=01-100-A
Qty.=:2
Split Line=Yes
You cannot handle more than the outstanding 2 units.
```

8. If a Qty. less than the Order Quantity is entered (Qty. can be Zero) and "Inv. Short Handling Method" on the Warehouse fasttab of the Location Card is set to anything other than "None", an Inventory Short will automatically be created when the Pick is posted provided Split Line equals "No".

Optionally, the Handheld user can change Split Line to "Yes" and a new line for that Item will be created so the user can select another Pallet/Bin for the remaining Quantity.

```
--Inventory Pick--
Pick No.=PCK-01284
Item No.=10018
=Chocolate Sryup
Skip=No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=1305-00258
Bin Code=01-100-A
Qty.=:5
Split Line=No
```

```
--Inventory Pick--
Pick No.=PCK-01284
Item No.=10018
=Chocolate Sryup
Skip=No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=1305-00258
Bin Code=01-100-A
Qty.=3
Split Line=:Yes_
```

```
--Inventory Pick--
Pick No.=PCK-01284
Item No.=10018
=Chocolate Sryup
Skip=:No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=
Bin Code=
Qty.=2
Split Line=No
```

> **NOTE:** When "Inv. Short Handling Method" is configured and the Qty. entered is less than the Order Quantity and Split Line equals "No", an Inventory Short will automatically be created when the Pick is posted.

9. If a Qty. less than the Order Quantity is entered and "Inv. Short Handling Method" on the Warehouse fasttab of the Location Card is set to "None", Split Line is automatically set to "Yes" and a new line for that Item will be created so the user can select another Pallet/Bin for the remaining Quantity.

```
--Inventory Pick--
Pick No.=PCK-01272
Item No.=10401
=Snacks
Skip=No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=1212-00197
Bin Code=01-100-A
Qty.=1
Split Line=:Yes
```

```
--Inventory Pick--
Pick No.=PCK-01273
Item No.=10401
=Snacks
Skip=:No
GoTo Skipped=No
Exit Skipped=No
Pallet No.=
Bin Code=
Qty.=1
Split Line=Yes
```

10. Once the correct quantity has been handled the line will be updated, and the next line will be displayed until all lines have been presented. At completion, the form will clear and you will be allowed to enter the next pick number.

    NOTE: Once all non-skipped lines have been presented, the first skipped line will be automatically re-presented until all lines have been handled.

    If a fully handled Pick is Scanned/entered again the following will be displayed.

```
--Inventory Pick--
Pick No.=:
Item No.=
=
Skip=
GoTo Skipped=
Exit Skipped=
Pallet No.=
Bin Code=
Qty.=
Split Line=
There is nothing to handle.
```

11. After completion and posting of the pick, we return to our order to see the updates that have occurred.

Type	No.	Description	Available Quantity	Quantity	Quantity Shipped	Unit of Measur...	Unit Fees	Location Code
Item	10018	Chocolate Sryup	139	3	3	CASE		KAN
Item	10019	Coffee	3,055	7	7	CASE	2.16	KAN
Item	10040	Napkins	5	1	1	CASE	9.07948	KAN
Item	10401	Snacks	10	2	2	CASE	1.20	KAN
Item	16989	Freezer Pops	10	4	4	CASE	1.10	KAN
Item	18887	Bulk Meat	10	3	3	CASE	2.50	KAN

Related Topics:

1. Bin Overview
2. Inventory Process Flows
3. Item Reclass Journal Overview
4. Location Overview
5. Physical Inventory Counts and Inventory Journal
6. Physical Inventory Counts and Warehouse Journal
7. Transfer Order Overview
8. Inventory Picks
9. Warehouse Activity Plan – WAP
10. Warehouse Activity Plan and Default Bin Picking
11. Warehouse Pallets and Lots
12. Zone Overview