

Picklist Processing

Tammy Mason - 2017-08-25 - in Fulfillment Order Entry

Picklist Processing

Pick list processing consists of two options for processing inventory. "Review/Release/Print Picklist" will evaluate inventory needs based on open order requirements; which has not been assigned a pick ticket number. "Pick Reporting" is the option to record the moving of inventory from a storage row/bin to the consumption center. During billing the inventory is then (consumed) reported as being removed from inventory. "Pick Reporting" is recommended if your company information indicates that you are reporting inventory picks "Explicit" verses "Implicit". (See Company Information for additional details).

Review/Release/Print Picklist

The main option window allows the ability to limit or expand the scope of your processing inquiry. Options include a number of selections, which can be used to limit the records you wish to process. Additionally you may wish to clear items marked for hold during previous processes, include (expected) on order quantity in calculations or include all sites in the calculations.

Review/Release/Print Picklist

Type

Print
 Reprint

Pick list #

Selections

	All	Select	Range
Order #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Due date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item#/Sub#	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item cust #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
From site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
To site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Order type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Clear previously held items
 Fill incomplete/credit hold orders
 Include on order in calculations
 Include all sites in calculations

Ok Cancel

Once the selection are complete press "Ok" to continue the process. At this point the inventory detail records are evaluated based on each item's unique setup characteristics.

Review/Release/Print Picklist

Item #	Sub #	Cust #	Due date	Order #	S.	Qty ord	On hand	From row	From bin	To row	To
APCHK		10100	03/16/09	208	FF	500	-500	LAY	DDWN	SHIP	ARE
INV		10100	03/16/09	210	FF	500	-500	LAY	DDWN	SHIP	ARE
PO		70200	03/16/09	209	FF	1000	-1000	LAY	DDWN	SHIP	ARE
PO		70200	03/16/09	209	FF	1000	-1000	LAY	DDWN	SHIP	ARE

From site	To site	PO #	Lot #	On hand	Alloc	Avail	On order	Due in
WHSE	WHSE	-99		0	500	-500	1000	03/16/09

Item desc: Program #

All locations:

On hand	Alloc	Avail	On order	Due in
<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="-500"/>	<input type="text" value="1000"/>	<input type="text" value="03/16/09"/>

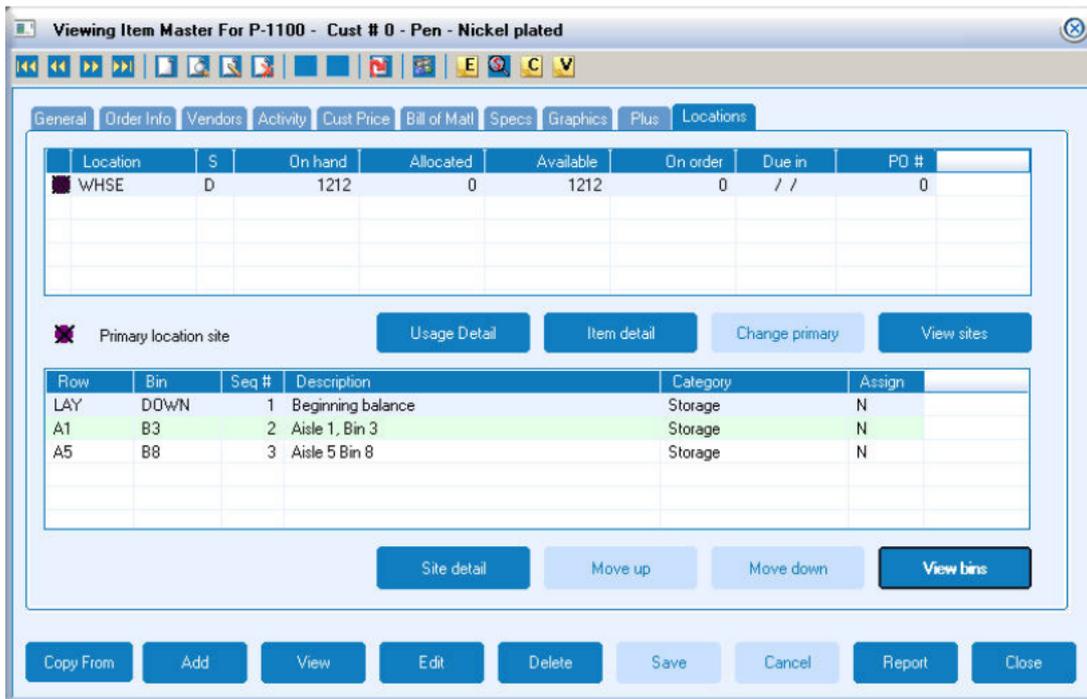
OK to release
 Manual hold
 Credit hold
 Will create shortage
 System hold
 Incomplete
 Modified

Several factors are used to determine which location, row and bin will be selected. The first check is to see if the order entry operator entered a specific location, row and bin record during order entry processing. The sequence number, that has been assigned, is based on item maintenance and is reviewed and compared to the inventory needs as displayed in the list view. In some cases due to shortages the row and bin selected may default (based on company information) to either the default laydown or the first sequence bin record in item maintenance.

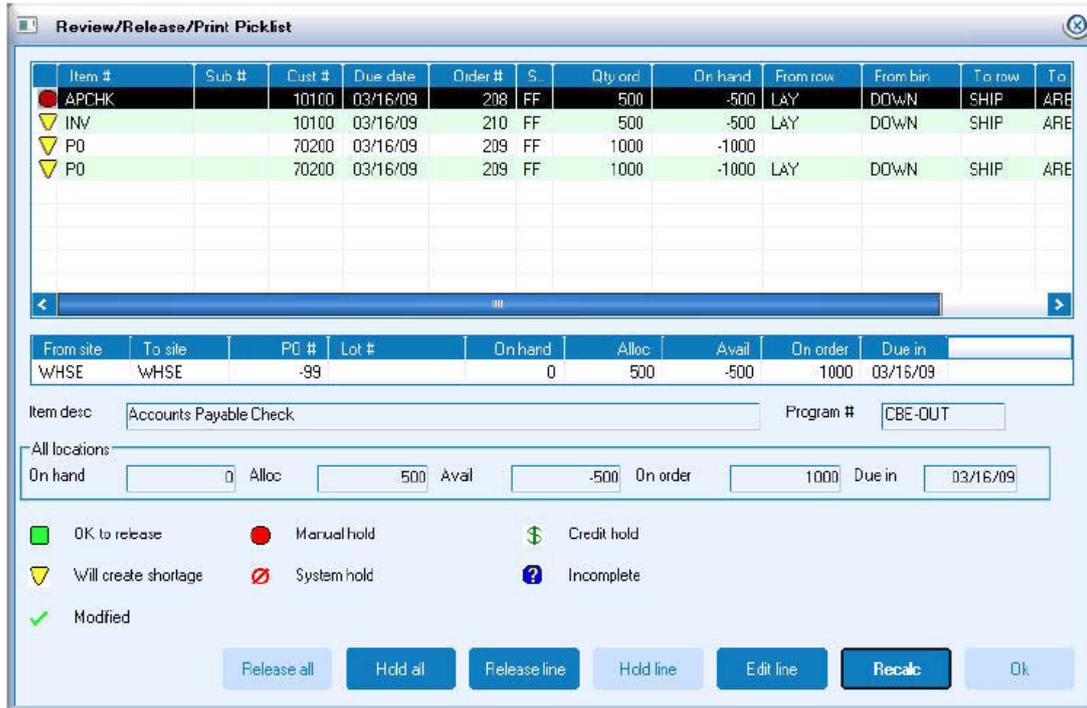
Records that display a "green" icon have determined that inventory levels are sufficient and no additional warnings are required. You may optionally edit a record and manually change the "From location", "Row", "Bin", "To location", "Row" or "Bin" if needed. Changes made will be reflected against the order once the pick list process is complete and pick ticket has been printed.

Information will include the item, sub, customer #, due date (expected ship date), order #, source of order (FF = Fulfillment, OE = Order Entry or OP = inventory purchase order), qty ordered and remaining balance for this specific site detail record. This is followed by the manually entered or recommended selections as to what row and bin the inventory should be picked from and in most cases will route the inventory to the default shipping row/bin record that was entered on the location master record.

To explain the selection process the following item master location display will show the first item in the listview. This item has been assigned three possible storage locations. They are sequenced from 1 -3.



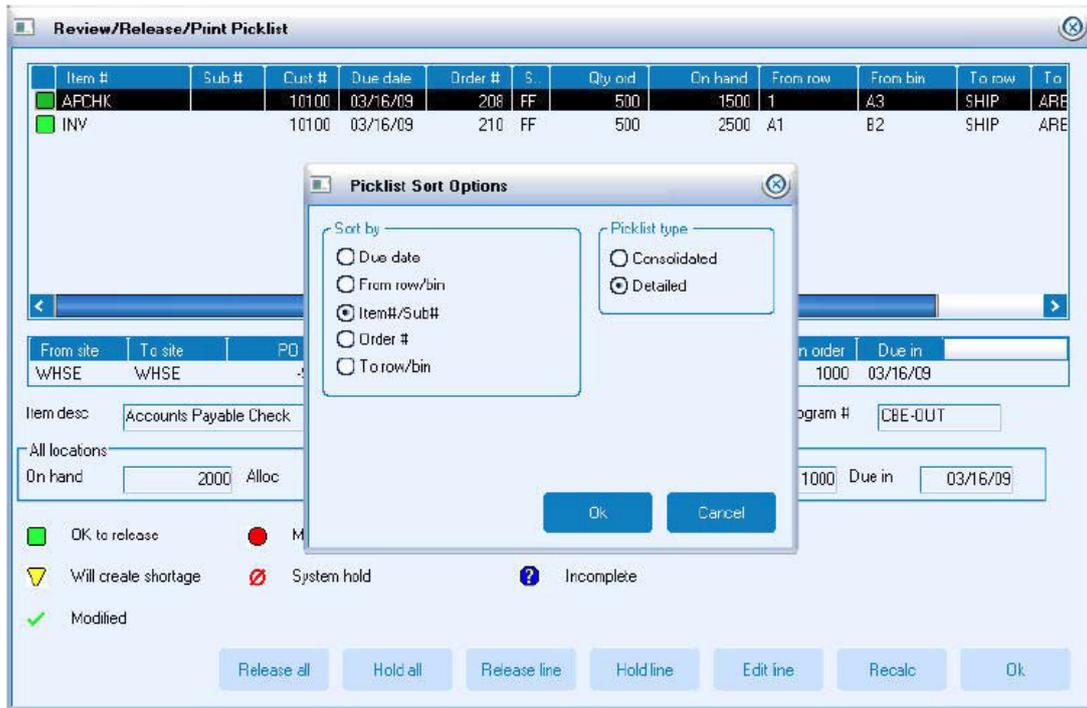
The results of editing or placing records on hold, in “Review and Release”, will be shown with different icons. In some cases, such as hold, you will be required to recalculate which will re-evaluate the new inventory requirements and start re-applying inventory based on these changes.



Possible reasons for placing record(s) on hold would include orders that may wish to process later or by placing one order on hold may remove shortage icons on other more critical orders and allow the inventory to be assigned to those orders first.

Recalc will only be active if required. Once recalc has been selected you may continue with other editing or select “Ok” to continue the process and print the pick ticket.

Once you have selected “Ok” a print option window will be displayed that allows the operator to select the sort by selection. To expedite picking you may want to sort by “Form row/bin”. If multiple locations are to be affected a separate pick ticket will be created with the respective row/bins to be affected.



A preview of the report will display and can be printed with the print toolbar option. Each item will be listed and will include warehouse information including the row and bin to pick the inventory from and where to route the inventory (in our example the “SHIP AREA” per our location master default). An expected shortage flag will print as notification that there is insufficient inventory available to complete the pick. A manual input area is available for the employee to record results of picking or as signal that the specified row/bin is empty. The “Pack” and “Cartons” columns will only print for “ProfitMaker/Forms” package.

Waterloo Forms Company
Inventory Pick List - Ticket # 174

Date: 01/03/17
Time: 09:32:54

Page: 1
Oper: BP

Sorted By Item # and Sub #

Due date	Order #	Item number	Sub #	Description	From loc	To loc	Quantity	Short	Picked	Empty	Pack	Cartons
10/03/16	570	11CHECKJG		CHECK FORM	WHSE 1	WHSE 2 SHIP AREA	1000	N	_____	_____	1000	1.00
07/17/15	534	AP-ASMG-P		Medical Glass W/Lid 16 oz Container	WHSE 2	WHSE 1 SHIP AREA	1	N	_____	_____	1	1.00
11/27/15	562	CHKREQ		A/P Check Req-Centr'l City 3 Ply Form - Cut Sheet	WHSE LAY	WHSE DOWN SHIP AREA	1000	N	_____	_____	100	10.00

The use of the “empty flag” can be used to locate discrepancy between the warehouse and the inventory as indicated on the computer. The report “Location Bins Discrepancy” report shows records the computer indicates inventory exists, but the row/bin has received an “empty flag” as part of general processes. Additionally, it will show records the computer indicates no inventory, but the row/bin has NOT received an “empty flag” setting.

The effect of printing the pick ticket will affect several displays and reports in the system. The item master will show this effect when reviewing allocations and location details. The location display (Activity tab,

allocation button) will include a release status and the pick number created. In the example we can see that two records have been “Released” as indicated by the status of “R” and the records were created against pick ticket. The first record is the result of placing a “Hold” on the record; which show a status of “S” which means the process was suspended.

The screenshot shows a window titled "Allocations For Site WHSE". It contains a table with the following data:

From site	St	Item #	Sub #	Src	PO/Order #	Ship/Due	Qty ord	Qty avail	Picklist #	Acct #	Nam
WHSE	R	APCHK		FF	208	03/16/09	500	1500	102	70200	CBE
WHSE		APCHK		ST	205	03/16/09	1000	2500	0	93980	

Below the table, there are summary statistics:

- Total allocations: 500
- Total on order: 1000

A "Close" button is located at the bottom right of the window.

From the location tab window we can now display the item/site detail records; which now indicate that the inventory has been reserved against a specific detail record. If this record would go through the process again only the balance of the on hand less reserve will be used to determine if there is enough inventory to be released for new orders that were entered for this item.

The screenshot shows a window titled "Bin Detail Lookup - Site WHSE". It contains a table with the following data:

Row/Center	Bin	P.O. #	Lot #	Pack	On hand	Reserved
1	A3	-99	IA03121425XX	1000	2000	500

At the bottom of the window, there are "OK" and "Cancel" buttons.

The location master window also contains an allocation and item/site detail record display option. In reviewing order #324 the effect of assigning and printing the pick ticket can be seen when editing the line item and select the “Edit locations” button and edit a record to see complete details.

Pick List Processing

Pick list # 

Selections

	All	Select	Range
Order #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Due date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item#/Sub#	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Item cust #	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
From site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
To site	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Order type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pick date  Picked by

Show unpicked items only

You may select to limit the scope of record to be updated. Once selections are complete. Select "Ok" to continue.

The display of records will appear in the same manner as "Review/Release/Print Picklist" processing. Records that may be short are flagged with a warning icon. The printed pick ticket will be used to see if any additional modifications are needed. In our example the warning icon does indeed confirm that inventory does not exist in sufficient quantities to allow pick reporting. These records will be unselected for updating which will change their icons from yellow to red. This does NOT remove the allocations, just indicates that the reservation of inventory will remain against the laydown row/bin. If the result of the pick leaves the row/bin record empty update the flag appropriately.

Pick Reporting

Ticket #	Order #	Item #	Sub #	Cust #	Qty pick	Qty BO	From row	From bin	To row	To bin
102	208	APCHK		10100	500	0	1	A3	SHIP	AREA
102	210	INV		10100	500	0	A1	B2	SHIP	AREA

From site	To site	PO #	Lot #	On hand	Alloc	Avail	On order	Due in
WHSE	WHSE	-99	IA03121425XX	2000	500	1500	1000	03/16/09

Item desc: Program #:

All locations:

On hand	Alloc	Avail	On order	Due in
<input type="text" value="2000"/>	<input type="text" value="500"/>	<input type="text" value="1500"/>	<input type="text" value="1000"/>	<input type="text" value="03/16/09"/>

Item will be picked Item will NOT be updated
 Will create shortage System hold
 Item was previously picked Bin is empty

By leaving the reserve quantity against laydown you may at receiving inventory apply incoming receipts for items that are short and have been reserved against laydown to these records and record the pick. The balance is then stored into a storage row/bin. A sample of the receiving window is shown applying a receipt to an order and storing the balance to the bulk location.

Receiving Merchandise For PO # 20001

Item # INV - INVOICE

Received: Distributed: Location:

Backorders to fill

	Due date	Order #	S.	Qty ord	Qty pick	Qty open	Pack	From
<input checked="" type="checkbox"/>	03/16/09	210	FF	500	0	500	1000	A1
<input checked="" type="checkbox"/>	03/16/09	211	FF	500	0	0	1000	A1

Expected storage bins

To row	To bin	Qty to store	Pack
LAY	DOWN	5000	1000

Filled orders: Storage:

Once all modifications are complete.

Select "Process" to update inventory. The item master will now show the result of "Pick Reporting" by updating work-in-process and reducing the storeroom quantity. This now indicates that the inventory was picked (moved) from storage to a consumption center.

Viewing Item Master For INV - Cust # 10100 - INVOICE

General Order Info Vendors **Activity** Cust Price Bill of Matl Specs Graphics Plus Locations

Comp Desc: INVOICE Location: WHSE Category: REL
 Inv G/L#: 0
 L/F qty: 8000 Actual value: \$ 510.00 Minimum: 0 Last counted: / /
 Std cost: 65.0000 Maximum: 0 Last purchase: 03/12/09
 Last activity: RC -- 03/12/09
 Date created: / /

Dist on hand: 8000 Client on hand: 0
 Wk in proc: 0 Backord: 0
 Storeroom: 8000 On ord: 0
 Prod alloc: 0 Due in: / /
 Ordr alloc: 3500 Av / AI: 4500

	Period	MTD	YTD
Begin inv	0	0	0
Received	5000	5000	5000
Shipped	0	0	0
Prod usage	0	0	0
Adjusted	3000	3000	3000
Balance	8000	8000	8000

Inventory Inventory history Allocations On order Backorders Sales matrix
 Movement Quantity allocated by period Item sales information Quantity available matrix

Copy From Add View Edit Delete Save Cancel Report Close

The other affect to the item master is that the location item/site detail records will show the quantities being moved from the storage row/bin to the consumption center.

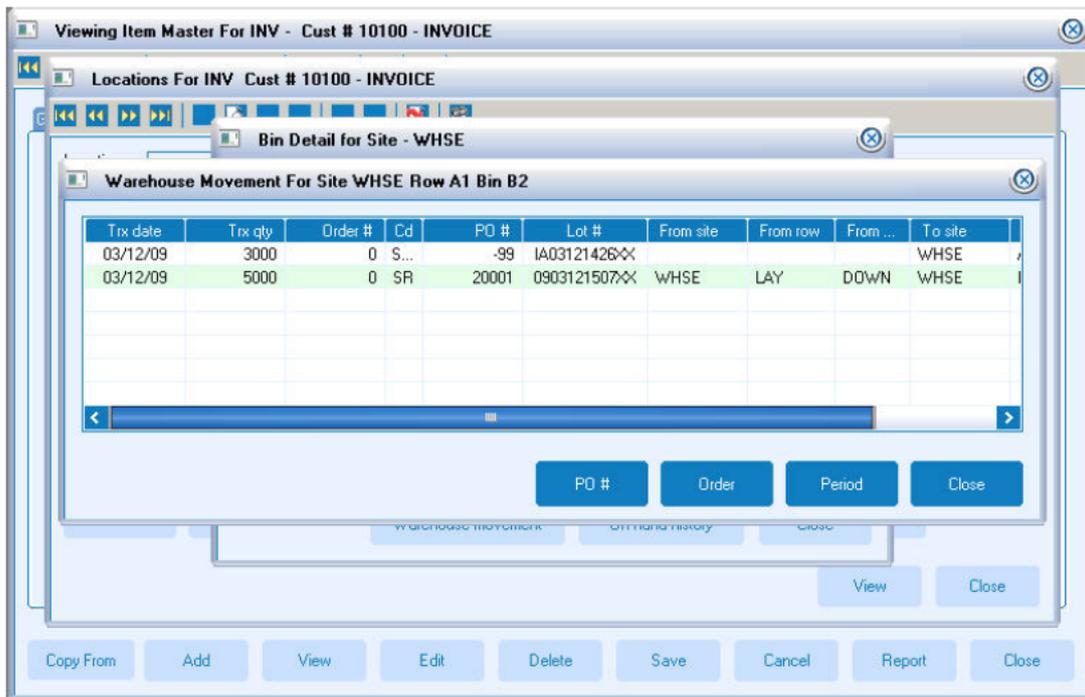
Bin Detail Lookup - Site WHSE

Row/Center	Bin	P.O. #	Lot #	Pack	On hand	Reserved
A1	B2	-99		1000	0	500
A1	B2	-99	IA03121426XX	1000	3000	3000
LAY	DOWN	20001	0903121507XX	1000	5000	0

OK Cancel

Copy From Add View Edit Delete Save Cancel Report Close

As inventory is moved in and out of various row/bin records; a history record will reference each move. To view these records you may select to "Edit/View site" and then access the "Bin detail" button. This will show currently assigned locations that contain on hand or reserve quantities. Select the record you wish to see more details and then select the "On hand history" button. All records that affected this specific item/site detail record will be displayed. The first two records show the results of "Pick Reporting." Inventory has been moved from the standard storage center "LAY/DOWN" to the consumption center "SHIP / AREA". Inventory will remain in this consumption center until the order is billed.



Once the order has been billed the same window will show the following records. The item/site detail record displays a reduction of the on hand. A new transaction "IM" will record the shipment of the item and removal from on hand. Other affects include the removal of a quantity on hand, WIP, and available.

