Warehouse Management

Training Manual

ETMWM11

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Contents

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INTRODUCTION

OVERVIEW

System Information

Additional information about using the system is found in the following sources:

- the *Warehouse Management User's Help*
- the user's guides for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.

If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT WAREHOUSE MANAGEMENT

The Warehouse Management application centralizes and customizes item receipt and fulfillment functions throughout TRAVERSE into one application, tailoring them for the warehouse environment. To receive items, fill orders, or move production items into inventory, simply scan a barcode or enter an item ID, then select the order to which to apply the items and enter the quantity received or shipped.

Warehouse Management also extends the bin and container concept in Inventory by allowing you to place containers in bins and move all items in entire bins or containers from one location to another easily.

This guide introduces the Warehouse Management application, describes how it interfaces with other TRAVERSE applications to manage and track item movement, and illustrates how Warehouse Management fits into your business to streamline shipping and receiving.

The *Warehouse Management Training Manual* is divided into these sections:

Introduction

The Introduction provides an overview of the Warehouse Management application and the TRAVERSE system.

Using Warehouse Management

This chapter describes how Warehouse Management fits into your business practices and explains the procedures to use to track incoming and outgoing item movement.

Setup and Maintenance

The functions on the **Setup and Maintenance** menu form the backbone of your system: you use these functions to set up the basic information your system uses everyday. This chapter describes these functions and explains how to set up the system.

Interactive Views

You use the Interactive Views functions to view information about item movement activity in order to determine the sources of item demand or view item quantities. The Interactive Views chapter describes these functions.

Daily Work

This chapter describes the functions you use on a daily basis to track the shipment and receipt of goods to and from the warehouse.

Reports and Worksheets

Like all TRAVERSE applications, Warehouse Management contains a number of reports and worksheets that you can print to help you manage inventory needs. This chapter describes those reports and worksheets and explains how they fit into your workflow.

Periodic Processing

This chapter describes the function you use when you wish to delete historical information that is no longer needed or when you need to free up space.

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SETTING UP WAREHOUSE MANAGEMENT

WAREHOUSE MANAGEMENT OVERVIEW

The Warehouse Management application centralizes and customizes item receipt and fulfillment functions throughout TRAVERSE into one application, tailoring them for the warehouse environment. In traditional item receipt functions (such as those in Purchase Order, for example), you need to navigate through several steps in a transaction before you can access receiving commands. Likewise, order fulfillments (such as those in Sales Order) also require several steps to pick items, print a packing list, and get the order out the door. While such functions perform well in the office, they're not really practical for the warehouse.

Warehouse Management redesigns TRAVERSE's order and inventory functions to streamline receiving, order fulfillment, and item movement for the warehouse. To receive items, fill orders, or move production items into inventory, simply scan a barcode or enter an item ID, then select the order to which to apply the items and enter the quantity received or shipped. Inventory location transfers become a true, three-step process to fully account for the decrease and increase at each location and to correctly track costs during transit. Warehouse Management also extends the bin and container concept in Inventory by allowing you to place items in bins and move all items in entire bins or containers from one location to another easily.

Because it's a TRAVERSE application, Warehouse Management interfaces with other applications to access the order information your warehouse needs and integrates tightly with the Inventory application to precisely track item movement and manage costs. Journals record all item movement, inquiry functions identify item demand and order details, and posting functions update information across all interfaced applications.

Application Interaction

Warehouse Management requires the TRAVERSE Inventory application. In addition, you can optionally interface Warehouse Management with other TRAVERSE applications:

- Interface Warehouse Management with Purchase Order to access purchase orders information to identify the orders you should be receiving. When you receive those items in Warehouse Management, receipt information is written back to Purchase Order and order status is updated automatically.
- Use the Sales Order interface to access item information for the orders you need to fulfill. As with Purchase Order, Warehouse Management writes fulfilled item quantities and updates order status in Sales Order when you ship items.

- Interface Warehouse Management with Production to access work order information needed to pull components from inventory, receive assembled items and place them into inventory, and complete work orders.
- Interface Warehouse Management with Service Director to access the estimated part quantities needed for work orders so that you can pull those items from inventory in preparation for dispatches.
- Use the Project Costing interface to access project material requisitions for specific projects, you need to fulfill. As with Purchase Order, Warehouse Management writes fulfilled item quantities and updates requisition status in Project Costing when you ship items., and write these costs to the project for accurate billing.

It’s important to remember that while Warehouse Management works closely with the TRAVERSE Inventory application, it also is a separate application. That is, while it contains transfer and adjustment functions that are related to those in Inventory, these functions are not interchangeable between the two applications. While Warehouse Management does update Inventory history when you post for inquiry and reporting needs, it stores unposted transaction information in different locations. For example, you cannot access Warehouse Management transfer information in Inventory and vice versa.

Keep in mind that when you use Warehouse Management to record picked and received items, you should not also use the functions in the applications Warehouse Management interfaces with to enter shipped or received quantities or production activity. Because Warehouse Management pushes the quantity information you enter to the appropriate transactions in other TRAVERSE applications, entering quantity information in these applications and picking or receiving items in Warehouse Management can lead to duplicate records and incorrect item quantities.

Example: When you pick items for sales orders in Warehouse Management, Warehouse Management automatically enters the quantity shipped and backordered into the appropriate transactions in Sales Order. However, if you enter shipped and backordered quantities into the Sales Order transactions, and record picking activity in Warehouse Management and confirm your selections, the system updates the quantities in the Sales Order transactions a second time, duplicating your previous entries and incorrectly updating inventory item quantities.

SETTING UP WAREHOUSE MANAGEMENT

Before you can use Warehouse Management in your daily operations, you must select the Business Rules that determine how it works and set up the bin, container and batch code information it uses to manage and track item movement.

Use the functions on the **Setup and Maintenance** menu to set up Warehouse Management. When you're setting up Warehouse Management, use the functions in this order:

1. Use the **Business Rules** function to select the TRAVERSE applications to interface with Warehouse Management and to choose the options that determine how the application works.
2. If you choose to use batch codes in the **Business Rules** function, use the **Adjustment Batch Codes** and **Transfer Batch Codes** function to set up batches for location transfers and inventory adjustments.
3. Use the **Bins** and **Containers** functions to enter an ID and description for the bins and containers you use to organize your inventory.
4. If you label your bins and containers for easier identification or for use with barcode scanners or other handheld devices, use the **Bin Label** and **Container Label** functions on the Master Lists menu to set up these labels for printing.
5. After working through these functions, use the print functions on the setup screens to print the information that you have set up to check for errors and for future reference.

See (page 3-3) for complete descriptions of the functions on the **Setup and Maintenance** menu.

MANAGING ITEM MOVEMENT

Warehouse Management extends the Inventory application by more thoroughly tracking item movement, adding complete receiving, picking and shipping, transfer, and requisition functions that are tailored for the warehouse floor to TRAVERSE.

You use the functions on the **Daily Work** and **Reports and Worksheets** menus to record the items you receive or ship out, update order status, and increase or decrease Inventory item quantities accordingly. You can:

- Pick items from inventory for sales orders, production work orders, work order dispatches, transfers, or material requisitions.
- Receive items for purchase orders, transfers, or requisition returns.
- Transfer items from one warehouse to another, with full shipping, receiving, and transit tracking.
- Adjust item quantities in case of surplus or loss.
- Move items from one place on the warehouse floor to another.
- Receive production item assemblies from the floor into inventory.
- Requisition items from inventory and trace those costs for a specific project.

The order in which you use these functions depends on what action you're performing: you use different functions if you are receiving items than you do when you are fulfilling orders or placing production items into inventory.

If you consistently perform only a specific action (you only receive goods, for example, while a co-worker only fills orders), consider adding the functions you use to your **Favorites** menu.

Picking Items

When you pull items from inventory for shipment using Warehouse Management, you can fill item demand from these sources:

- Orders initiated in Sales Order.
- Work orders in Service Director.
- Work orders in Production.

- Location transfers initiated in Warehouse Management (transfers that are initiated in Inventory are not handled in WM)
- Material requisitions initiated in Warehouse Management.
- Material requisitions initiated in Project Costing.

Follow these steps to pick items from inventory for shipment or transit:

1. Use the **Release Orders** function on the **Daily Work** menu to build a set of the orders, transfers, requisitions, and work orders you need to pull items for.

   This set is your starting point—it identifies the items that need to go out. You can generate this set such that it contains only sales orders or only production components, or some combination of all item demand sources.

2. Print the Picking List from the **Daily Work** menu to view the items you need to pull from inventory for the orders in the set you built above.
3. If you use scanners or handheld devices that use software other than that included with Warehouse Management, use the **Export Released Orders** function on the **Daily Work** menu to create a file that contains information from the order set you created above. You can then import this file into the software on the device for your use.
4. Use the **Record Picked Items** function on the **Daily Work** menu to record the items you pull from inventory and apply their quantities to specific transactions.

   Item quantities and transaction status are not updated in SO, MP, SD, IN, PC and WM until you confirm your selections by clicking the **Confirm** button on the **Record Picked Orders** screen. When you click this button, a log also prints that serves as a permanent recording of the items you picked and the transactions you picked them for.

5. After pulling and shipping items, switch to the originating applications (if needed) to complete the transaction and update TRAVERSE history.
   - If you shipped orders, switch to Sales Order and use its functions to print a list of the items and orders you shipped, complete the orders, and post the transactions.
   - If you pulled items for work orders, switch to Service Director and use its functions to edit and complete work order dispatches.
   - If you picked assembly components, switch to Production and use its functions to track production processing and complete work orders.
   - If you shipped items for inventory transfers, print the location transfers reports from the **Reports and Worksheets** menu to track the transfers, then use the **Post Location**

Transfers function on the **Daily Work** menu to post transfer information and update Inventory. See (page 2-10) for more details on location transfers.

- If you shipped items for material requisitions, use the **Post Material Requisitions** function on the **Daily Work** menu to post the requisition information and update Inventory and Project Costing.
- If you shipped items for Project Costing material requisitions, switch to Project Costing and use its functions to print a list of the items and requisitions you filled, complete the orders, and post the transactions.

Receiving Items

Using Warehouse Management, you can receive items from three sources:

- Orders initiated in Purchase Order.
- Location transfers initiated in Warehouse Management (transfers that are initiated in Inventory are not handled in WM).
- Material requisition returns initiated in Warehouse Management.

NOTE: While you do receive production items after they have been assembled, you do not use the Receive Goods function to do so. Instead, use the Receive Production function on the Daily Work menu to update component and assembly quantities and write information to Inventory and Production history. See (page 2-12) for more information.

When you receive items, use the **Receive Goods** function on the **Daily Work** menu to record the item that you have received and apply the quantity received to a specific order, transfer, or requisition return.

Item quantities, order and transfer status, and requisition fulfilled quantities are not updated in IN, PO, and WM (as applicable) until you confirm the quantities you entered by clicking the **Confirm** button on the Receive Goods screen. When you click this button, a log also prints that serves as a permanent recording of the items you received and the transactions you received them for.

After receiving items, switch to the originating applications (if needed) to complete the transaction and update TRAVERSE history.

- If you received items for orders, switch to Purchase Order and use its functions to print a list of the items and orders you received, complete the orders, and post the transactions.

- If you received items for Warehouse Management transfers, print the Location Transfers Journal and Report from the **Reports and Worksheets** menu to view transfer status and as part of your audit trail, then use the **Post Location Transfers** function on the **Daily Work** menu to post the transfers and update Inventory history.
- If you received items for Warehouse Management requisition returns, use the **Post Material Requisitions** function on the **Daily Work** menu to post the requisition information and update Inventory and Project Costing.

Transferring Items from Location to Location

The **Location Transfers** function in the Inventory application is a one-step action: as soon as you enter the transfer information, Inventory decreases item quantities in the source location and increases them at the destination. While adequate for inventory needs, this function doesn’t account for transit time or costs and can lead to discrepancies.

Transfers in Warehouse Management are three-step processes that fully track the shipping and receiving steps to more accurately reflect when items are available at locations. In addition, you can also track costs due to transit and assign them to either the source or destination location as needed. See the location transfers function (page 4-33) for more information on tracking costs accrued during transit. When you enter and confirm the picked quantity from the source location the on hand quantity is updated. When you receive goods and confirm into the destination location the on hand quantity is updated.

Follow these steps to enter and complete transfers in Warehouse Management:

1. Use the **Location Transfers** function on the **Daily Work** menu to enter transfer information.
2. When you’re ready to ship items from the source location, use the **Release Orders** function on the **Daily Work** menu to build a list of the transfers you need to ship.
3. Print the **Picking List** from the **Daily Work** menu to use as a guide as you pull items from inventory.
4. As you pull items, use the **Record Picked Items** function on the **Daily Work** menu to record the items you picked and apply them to transfers.

   When you confirm your entries, Warehouse Management automatically changes transfer status from **New** to **Picked** for the transfers you selected.

5. Print the **Location Transfers Report** from the **Reports and Worksheets** menu to view transfer status and determine which transfers are in transit.

6. When you receive transfers at the destination location, use the **Receive Goods** function on the **Daily Work** menu to record the items you received and apply their quantities to specific transfers.

   When you confirm your entries, Warehouse Management changes transfer status from **Picked** to **Completed** for the transfers you selected.

7. Print the Location Transfers Journal from the **Reports and Worksheets** menu to serve as an audit trail for transfer activity.

8. Use the **Post Location Transfers** function on the **Daily Work** menu to post transfer information, create the accounting entries at the appropriate location for any transfer costs, and update Inventory.

Adjusting Inventory Quantities

Warehouse Management extends the concept of inventory adjustments by separating them from sales and purchases (as in Inventory). In addition, Warehouse Management allows you to track the bin and container the adjustment applies to and the COGS account to use for adjustment costs.

Follow these steps to enter inventory adjustments:

1. Use the **Adjustments** function on the **Daily Work** menu to enter adjustment information.

2. Print the **Adjustments Journal** from the **Reports and Worksheets** menu to serve as an audit trail recording adjustment activity.

3. Use the **Post Adjustments** function on the **Daily Work** menu to post adjustment information and update Inventory.

Moving Items

Warehouse Management gives you finer control over exact item placement by identifying the bin and container in which items are located. (The Inventory application uses bins, but only for your reference.) In addition, Warehouse Management allows you to move items from one location on the warehouse floor to another by either item ID or by container. You can move items from bin to bin, from bin to container, from container to container, and so on.

Follow these steps to move items within the warehouse:

1. Select **Move Quantities** from the **Daily Work** menu.

2. When the Move Quantities screen appears, enter information about item movement on the warehouse floor. Individual records are listed as you enter items and containers to record all movements.

3. Click **Report** to print a report of all movements to check for errors.

4. When you finish, click **Write** to update item information with the bin and container changes.

Receiving Production Items

As items in process are completed on the production floor, you can receive the completed assemblies into inventory and complete the production work order. Use the **Receive Production** function on the **Daily Work** menu to record assembly item IDs you receive from production and apply the quantity received to a specific work order.

When you confirm your entries by clicking the **Confirm** button on the Receive Production screen, you can also complete work orders, as needed. Confirming work orders also prints a log to record the receipt and updates Production.

After receiving production items, switch to Production and use its functions to record additional information and post work orders as needed.

Requisitioning Items

Like Inventory, Warehouse Management lets you enter material requisitions. The difference is that Warehouse Management also tracks requisition picking and fulfillment.

Follow these steps to work with material requisitions:

1. Use the **Material Requisitions** function on the **Daily Work** menu to enter requisition information.

2. When you're ready to send requisitioned items to project sites, use the **Release Orders** function on the **Daily Work** menu to build a list of the items needed.

3. Print the **Picking List** from the **Daily Work** menu to use as a guide as you pull items from inventory for the requisitions.

4. As you pull items, use the **Record Picked Items** function on the **Daily Work** menu to record the items you picked and apply them to requisitions.

    When you confirm your entries, Warehouse Management automatically updates the **Filled** quantity for the requisitions you selected.

5. Use the **Post Material Requisitions** function on the **Daily Work** menu to post requisition information and update Inventory.

6. If any requisitioned items are returned (because they weren't needed or used, for example), enter a new material requisition (use the **Material Req Return** Requisition Type), then use the **Receive Goods** function on the **Daily Work** menu to record the return. When you finish, post the requisition return to update Inventory.

VIEWING ITEM DEMAND AND HISTORY

Like all TRAVERSE applications, Warehouse Management includes interactive views and reporting functions that help you determine the item quantity you have on hand at a given location, view all activity associated with an item, and explore item movement activity organized by item ID and location.

Determining Item Quantities

Use the **Item Quantity View** function on the **Interactive Views** menu to view inventory item quantities for locations, bins, and containers. You can also use this function to print a report of item quantities to help you determine how best to satisfy item demand.

Viewing Detail History

Use the **Detail History View** function on the **Interactive Views** menu to view activity for a given item. This function lists all the activities you've entered using Warehouse Management for an item—you can narrow this list by using filtering, if you wish.

Print the Detail History Report from the **Reports and Worksheets** menu to print the information that appears in the **Detail History View** function, organized by source transaction type.

Exploring Item Activity

Use the **Item Explorer View** function to explore item activity, organized by item ID and location. This function works similarly to Windows Explorer or the **Bill of Material Explorer** function in the MFG – Bill of Material application and uses graphical icons and listings you can drill through to view several layers of detail at one time. After you have revealed as much detail as you like, you can also print a report that shows the transactions you selected.

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SETUP AND MAINTENANCE

SETTING UP WAREHOUSE MANAGEMENT

Before you can use Warehouse Management in your daily operations, you must select the Business Rules that determine how it works at set up. Determine the bin, container, batch code, and label information it uses to manage and track item movement.

Use the functions on the **Setup and Maintenance** menu to set up Warehouse Management. Functions appear on this menu roughly in the order of use: more frequently used functions are listed first; those that you use only occasionally appear near the bottom. You do not need to use all the functions to set up the application. For example, if you do not use containers or batch codes, you can skip those functions.

Follow these steps to set up Warehouse Management for daily use:

1. Use the **Business Rules** function (page 3-5) to select the TRAVERSE applications to interface with Warehouse Management and to choose the options that determine how the application works.
2. If you elect to use batch codes in the **Business Rules** function, use the **Adjustments Batch Codes** and **Transfers Batch Codes** functions (page 3-27) to set up batches for location transfers and inventory adjustments.
3. Use the **Bins** and **Containers** functions (page 3-15) and (page 3-21) to enter an ID and description for the bins and containers you use to organize your inventory.
4. If you label your bins and containers for easier identification or for use with barcode scanners or other handheld devices, use the **Bin Label** and **Container Label** function (page 3-39) on the Master Lists menu to set up these labels for printing.
5. Use the **Export Layout Definition** function on the **System Manager, Company Setup** menu to setup label export and use the Export Label Data on the Periodic Processing menu to export label data for use with other applications, such as RFID (Radio-frequency identification) tag printing applications.
6. After working through the functions on the **Setup and Maintenance** menu, use the print functions on the setup screen and the **Master Lists** menu to print the information that you have set up to check for errors and to save for future reference.

BUSINESS RULES

Use the **Business Rules** function to interface Warehouse Management with other TRAVERSE applications and to select the options that determine how Warehouse Management works.

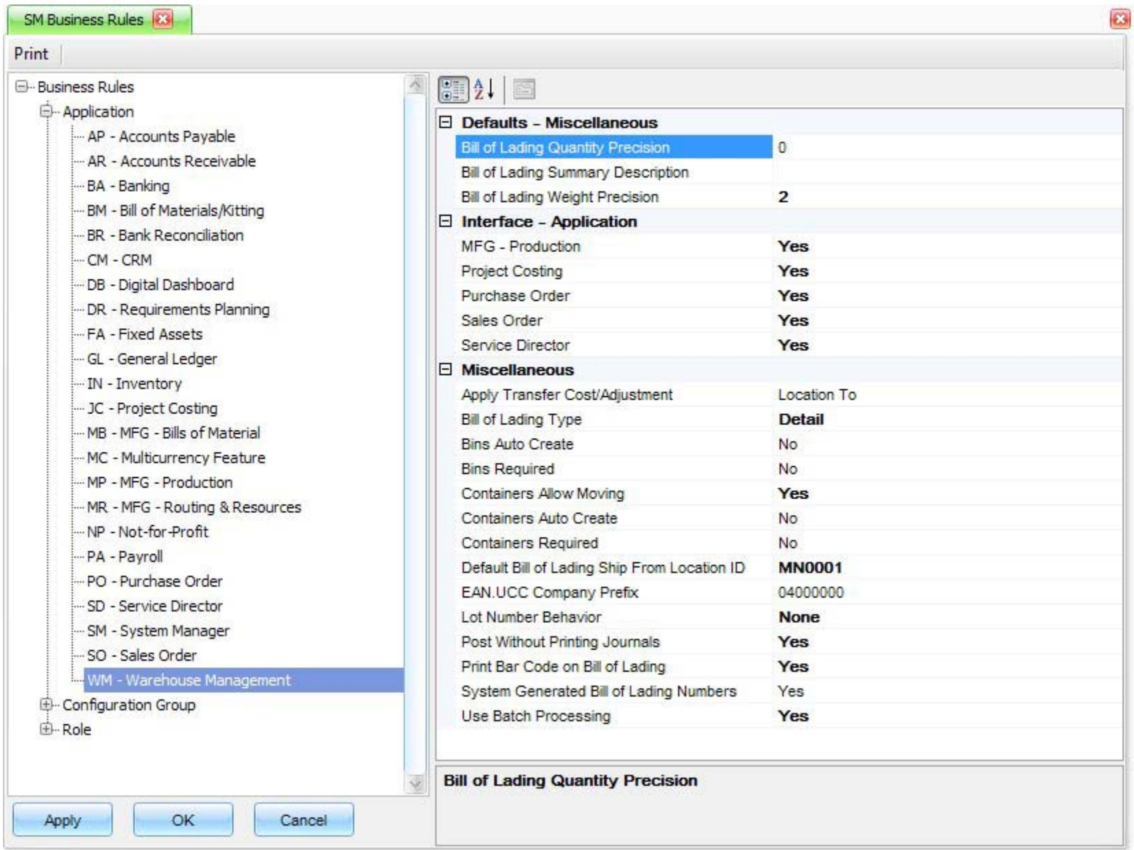
To use the **Business Rules** function, follow these steps.

1. Select **Business Rules** from the **Setup and Maintenance** menu.

Business Rules Menu

2. The **Business Rules** screen appears. Select **Application** and then **Warehouse Management** to view the business rules for warehouse management.

Business Rules



Defaults - Miscellaneous

3. Enter a default **Bill of Lading Quantity Precision** amount. If you print the bill of lading in detail this is the precision used to show the item quantities printed on the bill of lading.
4. Enter a default **Bill of Lading Summary Description** to be printed if the **Bill of Lading Type** is set to **Summary** instead of **Detail**. See below for more detail.
5. Enter a default **Bill of Lading Weight Precision** amount. If you print the bill of lading in detail this is the precision used to show the weight for each item printed on the bill of lading. If you print the bill of lading in summary this is the precision used to print the total weight of the bill of lading items.

Interface - Application

6. The **Interfaces** section lists the TRAVERSE applications you can interface Warehouse Management with to make the most of TRAVERSE's data sharing applications.

   When you interface Warehouse Management with other TRAVERSE applications, you can access order information in those applications to identify item demand, then push order receipt or fulfillment information back to those applications when you enter quantities in Warehouse Management. In addition, interfacing applications increases accuracy by sharing data across the system and reducing data entry errors.

   Select **Yes** in the box next to the application with which you want to interface Warehouse Management:

   - Interface Warehouse Management with **MFG - Production** to access completed work order information as needed to receive production items and place them into inventory.
   - Interface Warehouse Management with **Project Costing** to access information for the items you need to pick and the requisitions you are fulfilling. Like with Purchase Order, Warehouse Management writes fulfilled item quantities and updates requisitions in Project Costing when you ship items.
   - Interface Warehouse Management with **Purchase Order** to access orders to identify items for orders you should be receiving. When you select a purchase order and enter the quantity of items you received for that order in Warehouse Management, this receipt information is written back to Purchase Order (and the order's status is updated as necessary) for order completion.
   - Interface Warehouse Management with **Sales Order** to access information for the items you need to ship and the orders you are fulfilling. Like with Purchase Order, Warehouse Management writes fulfilled item quantities and updates order status in Sales Order when you ship items.
   - Interface Warehouse Management with **Service Director** to access the estimated part quantity needed for work orders so that you can pull those items from inventory (to load the technician's van, for example) in preparation for dispatches.

Miscellaneous

7. Warehouse Management extends Inventory's costing capabilities by allowing you to track costs for items while they are in transit from one location to another. To apply transfer costs to the originating location (the location items were transferred from), select **Location From** in the **Apply Transfer Adjustment** box. To apply these costs to the destination location, select **Location To**.

8. Select **None** in the **Bill of Lading Type** to disallow the generation of bills of lading. Select **Detail** to generate bills of lading with fully detailed carrier information and line item detail. Select **Summary** to generate bills of lading with only the package count, weight, and summary description in the carrier information section (see Bill of Lading Summary Description above).

9. Select **Yes** in the **Bins Auto Create** field if you want to let users create new bin IDs on the fly by entering an ID directly into the box. Select **No** if you want to require users to select an existing bin from the combo box while working with the functions on the **Daily Work** menu.

10. Select **Yes** in the **Bins Required** box if you want to require users to enter bin information while working with the functions on the **Daily Work** menu.

11. Select **Yes** in the **Containers Allow Moving** box to let Warehouse Management track and account for the movement of items within containers. This can be useful if you use mobile containers in your warehouse that can and are easily transported from one location to another. If you use stationary containers, or if you do not move containers from one location to another, select **No** in this box.

12. Select **Yes** in the **Containers Auto Create** field if you want to let users create new bin IDs on the fly by entering an ID directly into the box. Select **No** if you want to require users to select an existing container from the combo box while working with the functions on the **Daily Work** menu.

13. Select **Yes** in the **Containers Required** box if you want to require users to enter container information while working with the functions on the **Daily Work** menu.

14. Select a **Default Bill of Lading Ship-From Location ID**, if desired. This will be the default location displayed on the General tab of the Bill of Lading screen. You can change this location for each bill of lading.

15. Enter an **EAN.UCC Company Prefix** to be used in bills of lading. This will be the first 8 digits of the bill of lading number when you build the bill of lading using the Bill of Lading function on the Reports and Worksheets menu.

    The EAN.UCC Company Prefix is defined as:

Part of the international EAN.UCC Data Structures consisting of an EAN.UCC Prefix and Company Number, both of which are allocated by either the UCC or an EAN International Member Organization.

16. Select the **Lot Number Behavior** to determine how the lot number should be entered when doing a Location Transfer.
    - **None** - Manually enter the lot number for lotted items into the “To” location when transferring items.
    - **Default Only** - Default the lot number from the “FROM” location and create new a new lot number if it does not exist already. This lot number may be edited in the “To” location.
    - **Default and Restrict** - Default the lot number from the “FROM” location and create new a new lot number if it does not exist already. You are not allowed to change the lot number in the “To” location.
17. Select **Yes** in the **Post Without Printing Journals** box if you want to be able to use the Warehouse Management posting functions without first printing the required reports. Use caution when selecting this option: these reports form part of your audit trail.
18. Select **Yes** in the **Print Bar Code on Bill of Lading** to print a bar code on the bills of lading.
19. Select **Yes** in the **System Generated Bill of Lading Numbers** to establish a starting bill of lading number and have the system automatically generate a number from that number on. Select **No** to manually enter a bill of lading number for each bill of lading generated.
20. Select **Yes** in the **Use Batch Processing** box if you want to use batch codes and batch processing. Batch processing allows you to organize location transfers and adjustments into batches so that you can post transactions in one batch while a coworker edits or enters transactions in another. After selecting this option, use the **Batch Codes** function (page 4-27) to set up batches.
21. Click **Print** to preview and print a report showing your selected business rules.
22. Select **Apply**, **OK** or **Cancel**.

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.

Name	Description
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.

Business Rules Report

Continental Products Unlimited
Business Rules List

Page 1

Application	Group	Description	Current Value	Default Value
WM - Warehouse Management				
	Defaults - Miscellaneous			
		Bill of Lading Quantity Precision	0	0
		Bill of Lading Summary Description		-
		Bill of Lading Weight Precision	2	0
	Interface - Application			
		MFG - Production	Yes	No
		Project Costing	Yes	No
		Purchase Order	Yes	No
		Sales Order	Yes	No
		Service Director	Yes	No
	Miscellaneous			
		Apply Transfer Cost/Adjustment	Location To	Location To
		Bill of Lading Type	Detail	None
		Bins Auto Create	No	No
		Bins Required	No	No
		Containers Allow Moving	Yes	No
		Containers Auto Create	No	No
		Containers Required	No	No
		Default Bill of Lading Ship From Location ID	MN0001	-
		EAN.UCC Company Prefix	04000000	04000000
		Lot Number Behavior	None	None
		Post Without Printing Journals	Yes	No
		Print Bar Code on Bill of Lading	Yes	No
		System Generated Bill of Lading Numbers	Yes	Yes
		Use Batch Processing	Yes	No

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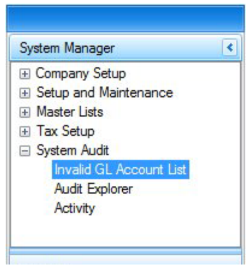
Invalid GL Account List

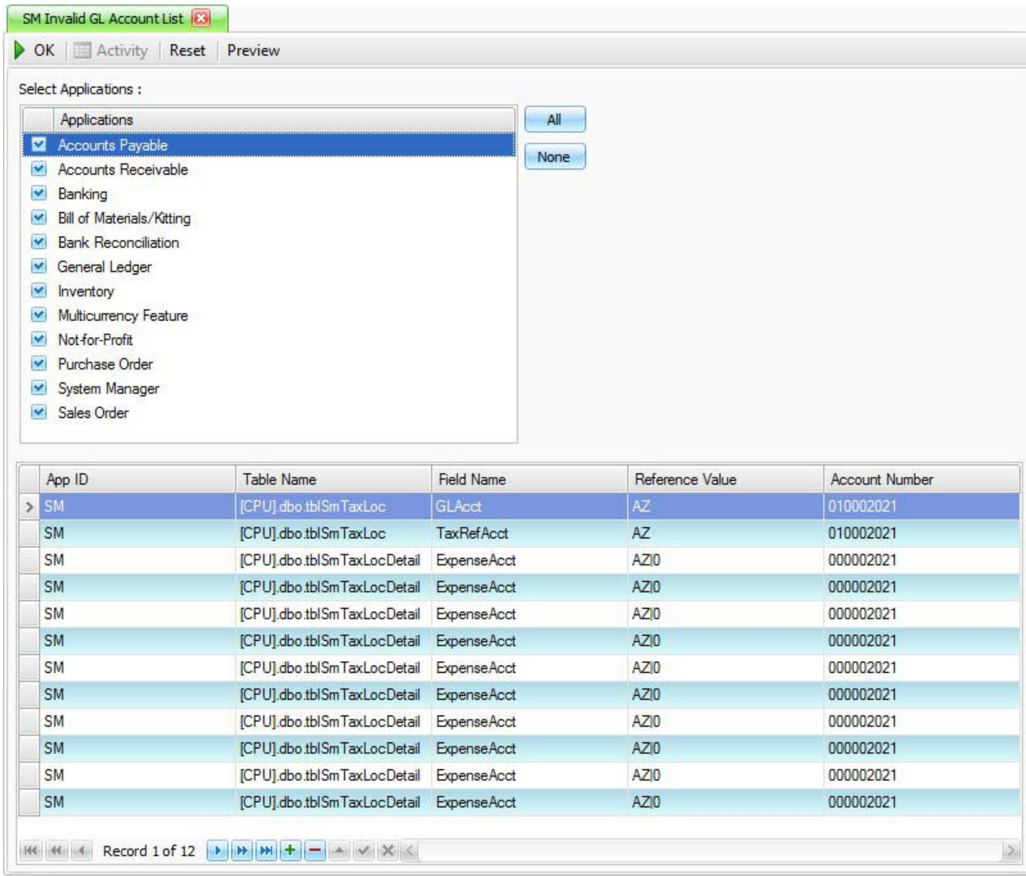
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen



3. Select the **applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **All** button.

4. Click **OK** to start the search for invalid GL accounts.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

BINS

Use the **Bins** function to set up IDs and descriptions for the bins you use to store and organize inventory items.

The bin information you enter here extends the bin concept that is built into the Inventory application. In Inventory, you can specify the bin a certain item is located in when you use the **Item Locations** tab. However, these bins are not set up separately (you simply enter the bin ID in the box) and are used only to locate items for your reference. Bins in Inventory do not figure into the item movement functions in that application.

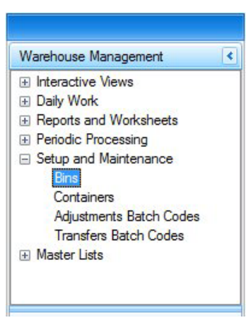
Bins in Warehouse Management extend the bin concept built into Inventory. When you track item movement using the functions on the **Daily Work** menu, Warehouse Management automatically transfers items to and from the bins you specify. In addition, you can use bins with containers (or vice versa) to further refine item locations and aid organization. When you transfer a bin or container from one location to another, Warehouse Management automatically transfers all the items it contains and updates information as needed for correct accounting.

When you use Warehouse Management in combination with Inventory, the bins you set up in Warehouse Management also appear for their corresponding locations in Inventory so that you can select these bins when you set up items and item locations.

Follow these steps to set up **Bins**:

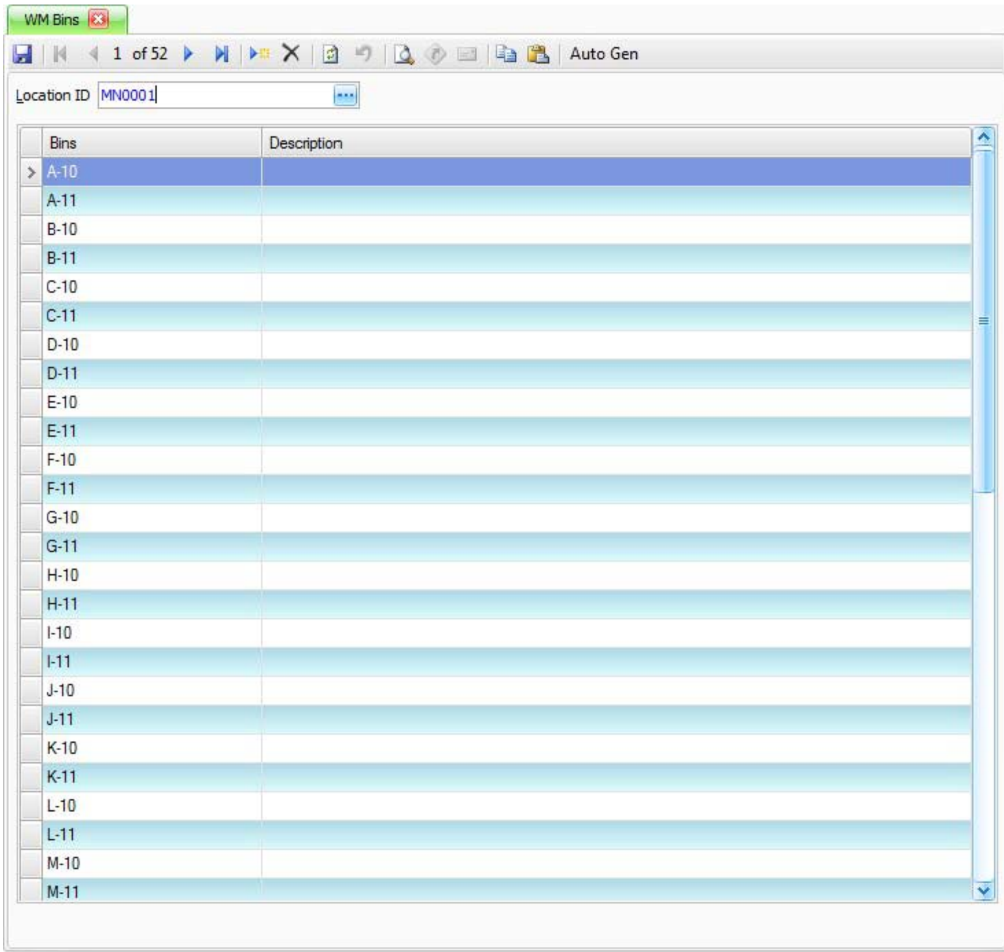
1. Select **Bins** from the **Setup and Maintenance** menu.

Bins Menu

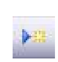


2. The **Bins** screen appears.

Bins Screen



Maint

3. Select the **Location ID**.
4. To enter information about a new bin, click the **New Record** button  on the toolbar. To edit an existing bin's description, select that bin or use the **Filter** box (if there are many bins) to look up and move to a specific bin.
5. Enter a **Bins** ID, then enter or edit its **Description**.
6. If you want to automatically generate IDs based on a starting value, step interval, and total quantity, click **Auto Gen**. See Automatically Generating Bins below for more information.

7. To delete a bin, select the bin to delete and press **F3**. When the confirmation message appears, click **Yes** to delete the container or **No** to return to the Bins screen without making any changes.

8. Close the screen to save your changes and return to the main menu.

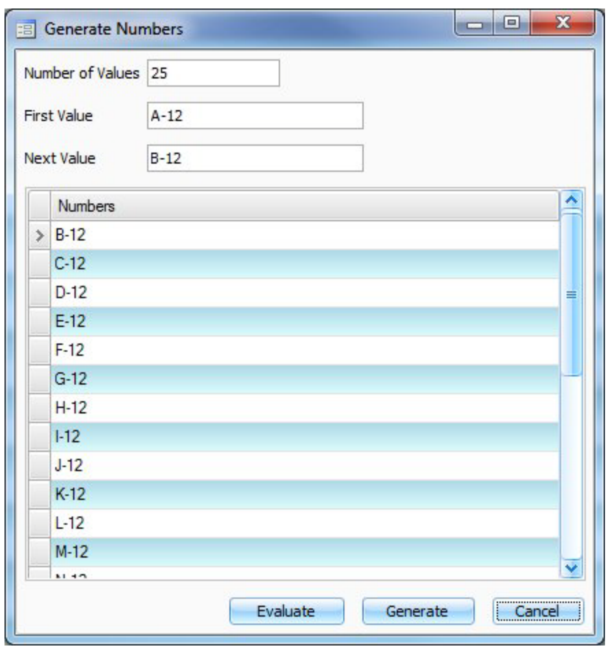
Automatically Generating Numbers and IDs

If you need to set up a number of bins (or containers, or even lot or serial numbers), you can automatically generate identification numbers by clicking the **Auto Gen** button. This button automatically generates as many numbers as you need based on a starting value and step interval.

Follow these steps to automatically generate several bin numbers at once:

1. Click **Auto Gen** when it appears on function screens.

2. The **Generate Numbers** dialog box appears.



3. Enter the **Number of Values** you want to generate.

4. Enter the starting number to use in the **First Value** box.

5. Enter the next value to use in the **Next Value** box. Warehouse Management combines the interval between this value and the first value with the number of values you entered to generate numbers for the remaining quantity.

   You can generate sequential numbers or numbers that use an increment value you specify (for example, using even numbers or using letters). If you want to generate sequential numbers, increment the first value by one and enter the result into the box. If you want to generate numbers using a different increment value, increment the first bin number by the desired value and enter the result in the box.

   Keep in mind that Warehouse Management cannot generate two digit numbers when starting with a one digit number and so on. For example, generate five sequential bin numbers beginning with **6**. The system changes the **Number of Values** to **3** and generates the numbers **7**, **8**, and **9**. The bin numbers **10** and **11** cannot be generated because the beginning bin number is one digit. To generate **10** and **11** in this example, you must begin with **06**.

   Warehouse Management also ignores separator characters (hyphens, for example) when it generates numbers. For example, if you generate six sequential bin numbers beginning with **1-5**, the system generates **1-6**, **1-7**, **1-8**, **1-9**, **2-0** and **2-1**. The system reads **1-5** as **15**.

   To preserve the first section of a hyphenated number, pad the second section with zeros. For example, starting with **A-05** and generating six sequential numbers results in **A-06**, **A-07**, **A-08**, **A-09**, **A-10**, and **A-11**; whereas starting with **A-5** results in **A-6**, **A-7**, **A-8**, **A-9**, **B-0**, and **B-1**.

6. Click **Evaluate** to generate the required quantity of bin numbers. If you do not like the results, enter a different **First Value** and **Next Value** and click **Evaluate** again.

7. When you're satisfied with the results, click **Generate** to close the dialog box and add the numbers to the function screen. Edit the descriptions for these IDs, if needed, then close the screen to save your changes and return to the main menu.

Producing a Bin List

Use the **Bins** function to produce a list of the bins you defined in the Bins function on the Setup and Maintenance menu.

To produce a **Bins List**, follow these steps:

1. Select the print preview button to preview the list of batches.

2. The **preview report** screen appears.
3. Select the print button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Bins List

Continental Products Unlimited
WM Bins

Page 1

Bins	Description
A-10	
A-11	
B-10	
B-11	
C-10	
C-11	
D-10	
D-11	
E-10	
E-11	
F-10	
F-11	
G-10	
G-11	
H-10	
H-11	
I-10	
I-11	
J-10	
J-11	
K-10	
K-11	
L-10	
L-11	
M-10	
M-11	
N-10	
N-11	
O-10	
O-11	
P-10	
P-11	
Q-10	
Q-11	
R-10	
R-11	
S-10	
S-11	

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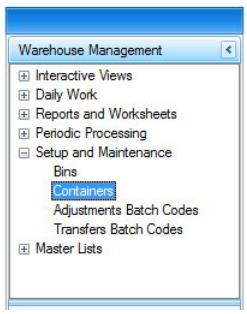
CONTAINERS

Like bins, **Containers** give you an additional way to organize inventory and track item movement. You can store containers within bins, near bins, or separately by themselves. Additionally, you can move a container from one bin to another or transfer its items from one container to another. Like with bins, Warehouse Management automatically tracks item movement within containers when you use the functions on the **Daily Work** menu.

Follow these steps to set up **Containers**:

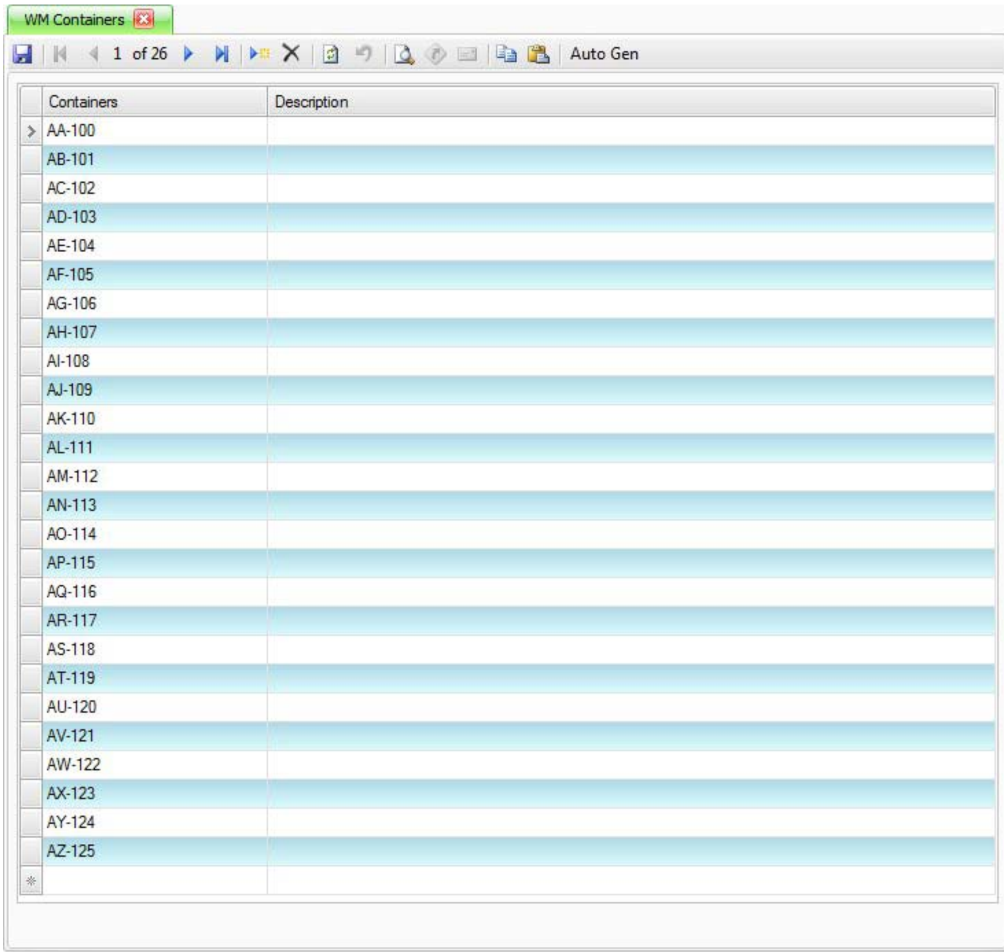
1. Select **Containers** from the **Setup and Maintenance** menu.

Containers Menu



2. The **Containers** screen appears.

Containers Screen



3. To enter information about a new container, click the **New Record** button  on the toolbar. To edit an existing description, select that container or use the **Filter** box (if there are many containers) to look up and move to a specific bin.

4. Enter the **Container** ID, then enter a **Description** for that container.

5. If you want to automatically generate container IDs, click **Auto Gen**. See below for more information.

6. To delete a container, select the container to delete and press **F3**. When the confirmation message appears, click **Yes** to delete the container or **No** to return to the Containers screen without making any changes.

7. When you finish, close the screen to save your changes and return to the main menu.

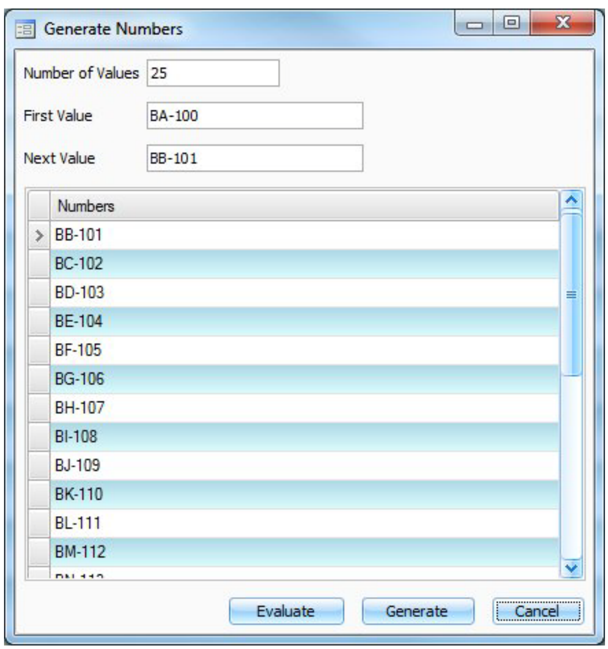
Automatically Generating Numbers and IDs

If you need to set up a number of containers (or bins, or even lot or serial numbers), you can automatically generate identification numbers by clicking the **Auto Gen** button. This button automatically generates as many numbers as you need based on a starting value and step interval.

Follow these steps to automatically generate several bin numbers at once:

1. Click **Auto Gen** when it appears on function screens.

2. The **Generate Numbers** dialog box appears.



3. Enter the **Number of Values** you want to generate.

4. Enter the starting number to use in the **First Value** box.

5. Enter the next value to use in the **Next Value** box. Warehouse Management combines the interval between this value and the first value with the number of values you entered to generate numbers for the remaining quantity.

   You can generate sequential numbers or numbers that use an increment value you specify (for example, using even numbers or using letters). If you want to generate sequential numbers, increment the first value by one and enter the result into the box. If you want to generate numbers using a different increment value, increment the first container number by the desired value and enter the result in the box.

   Keep in mind that Warehouse Management cannot generate two digit numbers when starting with a one digit number and so on. For example, generate five sequential container numbers beginning with **6**. The system changes the **Number of Values** to **3** and generates the numbers **7**, **8**, and **9**. The container numbers **10** and **11** cannot be generated because the beginning serial number is one digit. To generate **10** and **11** in this example, you must begin with **06**.

   Warehouse Management also ignores separator characters (hyphens, for example) when it generates numbers. For example, if you generate six sequential container numbers beginning with **1-5**, the system generates **1-6**, **1-7**, **1-8**, **1-9**, **2-0** and **2-1**. The system reads **1-5** as **15**.

   To preserve the first section of a hyphenated number, pad the second section with zeros. For example, starting with **A-05** and generating six sequential numbers results in **A-06**, **A-07**, **A-08**, **A-09**, **A-10**, and **A-11**; whereas starting with **A-5** results in **A-6**, **A-7**, **A-8**, **A-9**, **B-0**, and **B-1**.

6. Click **Evaluate** to generate the required quantity of bin numbers. If you do not like the results, enter a different **First Value** and **Next Value** and click **Evaluate** again.

7. When you're satisfied with the results, click **Generate** to close the dialog box and add the numbers to the function screen. Edit the descriptions for these IDs, if needed, then close the screen to save your changes and return to the main menu.

Producing a Container List

Use the **Containers** function to produce a list of the containers you defined in the Containers function on the Setup and Maintenance menu.

To produce a **Containers List**, follow these steps:

1. Select the print preview button  to preview the list of batches.

2. The **preview report** screen appears.
3. Select the print button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Containers List

Continental Products Unlimited
WM Containers

Page 1

Containers	Description
AA-100	
AB-101	
AC-102	
AD-103	
AE-104	
AF-105	
AG-106	
AH-107	
AI-108	
AJ-109	
AK-110	
AL-111	
AM-112	
AN-113	
AO-114	
AP-115	
AQ-116	
AR-117	
AS-118	
AT-119	
AU-120	
AV-121	
AW-122	
AX-123	
AY-124	
AZ-125	
BB-101	
BC-102	
BD-103	
BE-104	
BF-105	
BG-106	
BH-107	
BI-108	
BJ-109	
BK-110	
BL-111	
BM-112	

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ADJUSTMENTS BATCH CODES

If you chose to use batch codes in the **Business Rules** function (page 3-5), use this function to set up the batch codes you use to group inventory adjustments. If you do not use batch processing, use the **Adjustments Batch Codes** function to toggle the hold and lock status of the main **######** batch.

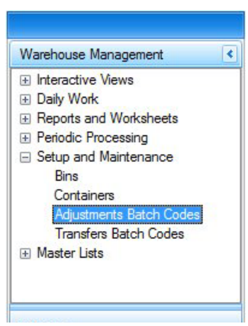
Batch codes allow you to organize adjustments so that you (or your coworkers) can work with the adjustments in one batch while processing another. For example, when you use batch codes, you can post adjustments (a process that locks all adjustments in the batch you select) in one batch while your coworker edits or enters adjustments in another.

If you do not use batch codes, all adjustments are entered into the main ###### batch. Keep in mind that if you do not use batch codes, all users are locked out of entering or editing adjustments when you use the post function until the post completes.

To work with **Adjustments Batch Codes**, follow these steps.

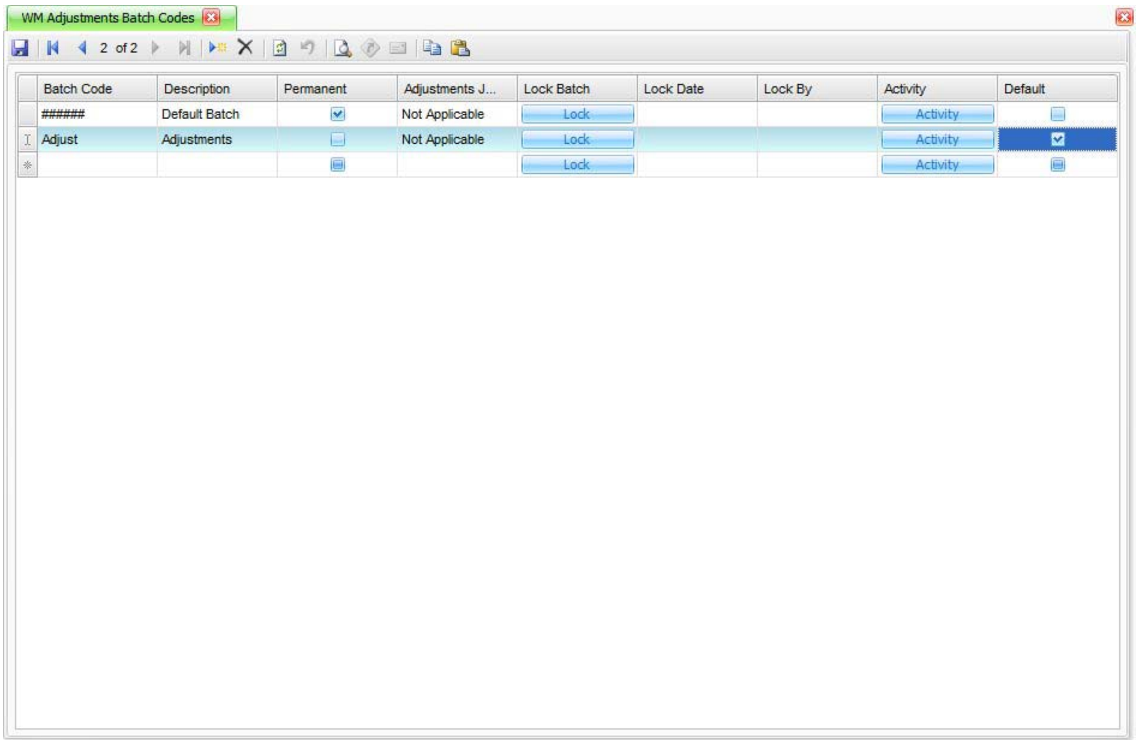
1. Select **Adjustments Batch Codes** from the **Setup and Maintenance** menu.

Adjustments Batch Codes Menu



2. The **Adjustments Batch Codes** screen appears.

Adjustments Batch Codes Screen

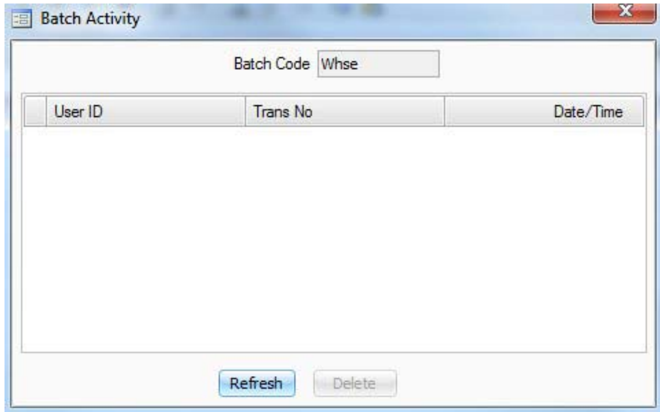


3. To add a new batch code, click the **New Record**  button on the toolbar, then enter the **Batch Code** and **Description**. You can also edit an existing batch code's **Description**. You cannot edit an existing batch code itself.

4. Warehouse Management, like other TRAVERSE applications, deletes batch codes after posting if the posted batch is empty and does not contain any transactions. To retain empty batch codes after posting, select the **Permanent** check box.

5. Click **Activity** to open the Batch Activity dialog box to view the users and functions that are currently using the selected batch.

Batch Activity Screen



6. To lock a batch, select the **Lock** button. Click the lock button again to unlock a batch. The system locks a batch if a post fails due to errors. When a batch is locked, you cannot enter, edit, or post transactions in it.

7. If necessary, you can change the status of the Adjustments Journal in the **Adjustments Journal Status** box. The system updates this status automatically when you enter and post transactions in batches:

    - The default status is **Not Applicable**.
    - If you enter a new transaction, the status changes to **Unprinted**.
    - When you print the journal, the status changes to **Printed**.
    - If you enter a new transaction after you print the journal, the status changes to **Reprint**.

8. Check the box to indicate which batch will be the **Default** batch for this company.

Deleting an Adjustments Batch Code

1. To delete a batch code, place the cursor in the **Batch Code** box for the batch you want to delete and press **F3**.

2. When the confirmation message appears, click **Yes** to delete the batch code or **No** to return to the Batch Codes screen.

    You cannot delete the default **######** batch, nor can you delete a batch that contains transactions.

Producing an Adjustments Batch Codes List

After you set up adjustment batch codes using the **Adjustments Batch Codes** function on the **Setup and Maintenance** menu (page 3-27), print the Adjustments Batch Codes List to check your entries for errors. You can also print this list as needed to view the status of the Adjustments Journal and Location Transfers Journal before you post adjustments and transfers, to determine whether a batch is permanent, and to view which batches are held or locked.

To produce an **Adjustments Batch Codes List**, follow these steps:

1. Open the **Adjustments Batch Codes** function from the **Setup and Maintenance** menu.
2. Select the print preview button  to preview the list of batches.
3. The **preview report** screen appears.
4. Select the print button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Adjustments Batch Codes List

Continental Products Unlimited
WM Adjustments Batch Codes

Page 1

Batch Code	Description	Permanent	Adjustments Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	✓	Unprinted				
Whse	Warehouse Batch	✓	Not Applicable				

TRANSFERS BATCH CODES

If you chose to use batch codes in the **Business Rules** function (page 3-5), use this function to set up the batch codes you use to group location transfers. If you do not use batch processing, use the **Transfers Batch Codes** function to toggle the hold and lock status of the main **######** batch.

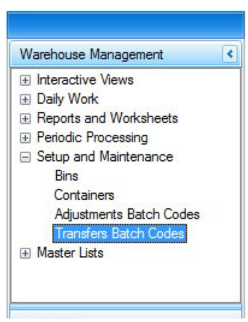
Batch codes allow you to organize transfers so that you (or your coworkers) can work with the transfers in one batch while processing another. For example, when you use batch codes, you can post location transfers (a process that locks all transactions in the batch you select) in one batch while your coworker edits or enters location transfers in another.

If you do not use batch codes, all transfers are entered into the main ###### batch. Keep in mind that if you do not use batch codes, all users are locked out of entering or editing transfers or adjustments when you use the post functions until the post completes.

To work with **Transfers Batch Codes**, follow these steps.

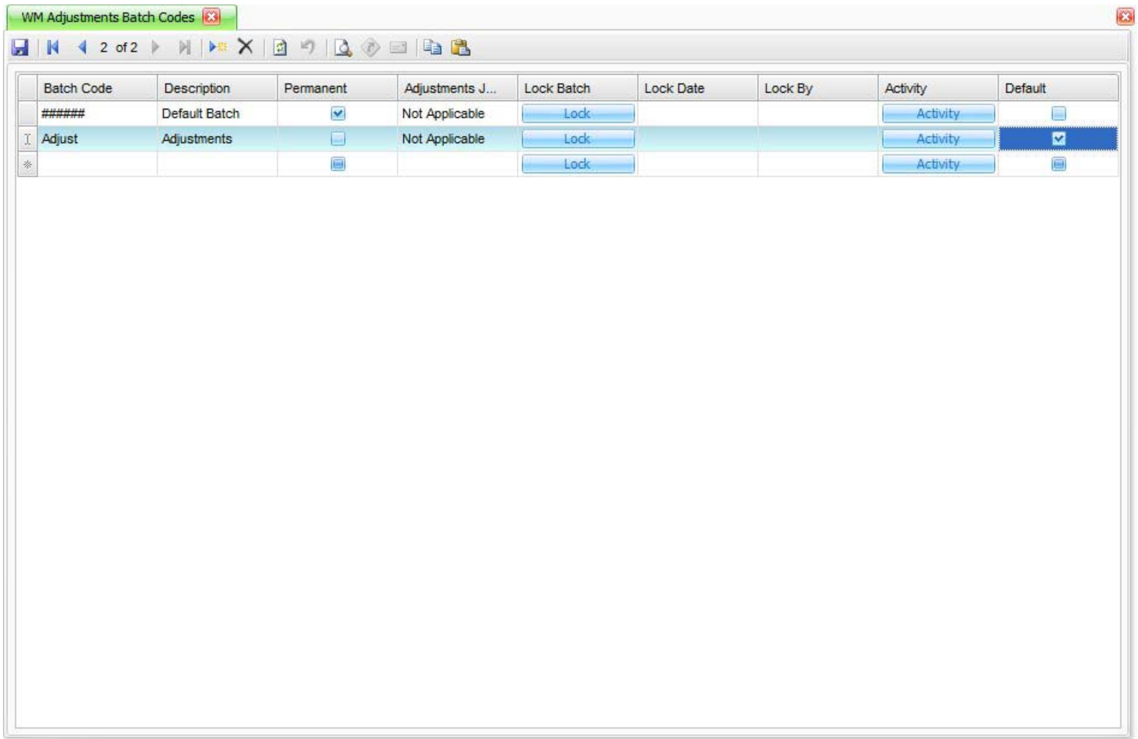
1. Select **Transfers Batch Codes** from the **Setup and Maintenance** menu.

Transfers Batch Codes Menu



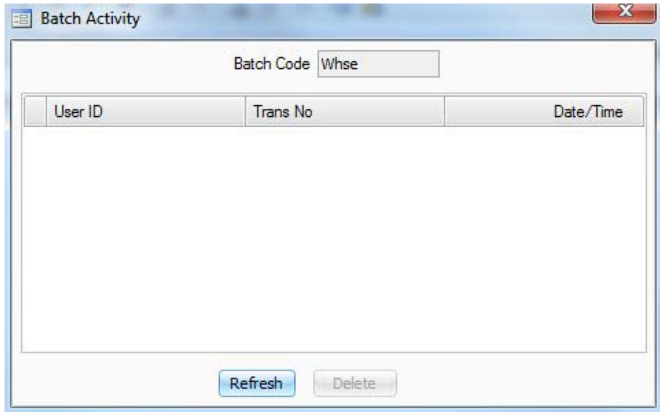
2. The **Transfers Batch Codes** screen appears.

Transfers Batch Codes Screen



3. To add a new batch code, click the **New Record**  button on the toolbar, then enter the **Batch Code** and **Description**. You can also edit an existing batch code's **Description**. You cannot edit an existing batch code itself.
4. Warehouse Management, like other TRAVERSE applications, deletes batch codes after posting if the posted batch is empty and does not contain any transactions. To retain empty batch codes after posting, select the **Permanent** check box.
5. Click **Activity** to open the Batch Activity dialog box to view the users and functions that are currently using the selected batch.

Batch Activity Screen



6. To lock a batch, select the **Lock** check box. Clear the check box to unlock a batch. The system locks a batch if a post fails due to errors. When a batch is locked, you cannot enter, edit, or post transactions in it.

7. If necessary, you can change the status of the Location Transfers Journal in the **Journal Status** box. The system updates this status automatically when you enter and post transactions in batches:

   - The default status is **Not Applicable**.
   - If you enter a new transaction, the status changes to **Unprinted**.
   - When you print the journal, the status changes to **Printed**.
   - If you enter a new transaction after you print the journal, the status changes to **Reprint**.

8. Check the box to indicate which batch will be the **Default** batch for this company.

Deleting a Transfers Batch Code

1. To delete a batch code, place the cursor in the **Batch Code** box for the batch you want to delete and press **F3**.

2. When the confirmation message appears, click **Yes** to delete the batch code or **No** to return to the Batch Codes screen.

   You cannot delete the default **######** batch, nor can you delete a batch that contains transactions.

Producing a Transfers Batch Codes List

After you set up batch codes using the **Transfers Batch Codes** function on the **Setup and Maintenance** menu (page 3-27), print the Batch Codes List to check your entries for errors. You can also print this list as needed to view the status of the Location Transfers Journal before you post transfers, to determine whether a batch is permanent, and to view which batches are held or locked.

To produce an **Transfers Batch Codes List**, follow these steps:

1. Open the **Transfers Batch Codes** function from the **Setup and Maintenance** menu.
2. Select the print preview button  to preview the list of batches.
3. The **preview report** screen appears.
4. Select the print button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transfers Batch Codes List

Continental Products Unlimited
WM Transfers Batch Codes

Page 1

Batch Code	Description	Permanent	Transfer Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	✓	Not Applicable				
WhseTr	Warehouse Transfer	✓	Not Applicable				

LABEL SETUP

Use the **Bin** and **Container Labels** functions on the Master Lists menu, to set up labels for the bins and containers you use to organize inventory items. After you've set up the labels, print them onto commercial mailing labels.

You can set up two types of labels:

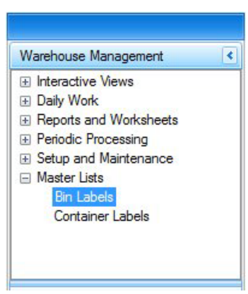
- Bin labels contain the location ID, bin number, and bin description you set up in the **Bins** function (page 3-15).
- Container labels include the container and description information you set up in the **Containers** function (page 3-21).

When you set up a labels, you can choose to include or exclude any of the information for the bin or container. Additionally, you can include a bar code on the label that lets you scan in the bin or container information using a barcode scanner or some other handheld device for quick data entry. Finally, you can format the information that appears on the label as you wish, using font size, style, and justification commands that are similar to those found in many word processing software applications.

Follow these steps for **Bin Label Setup**:

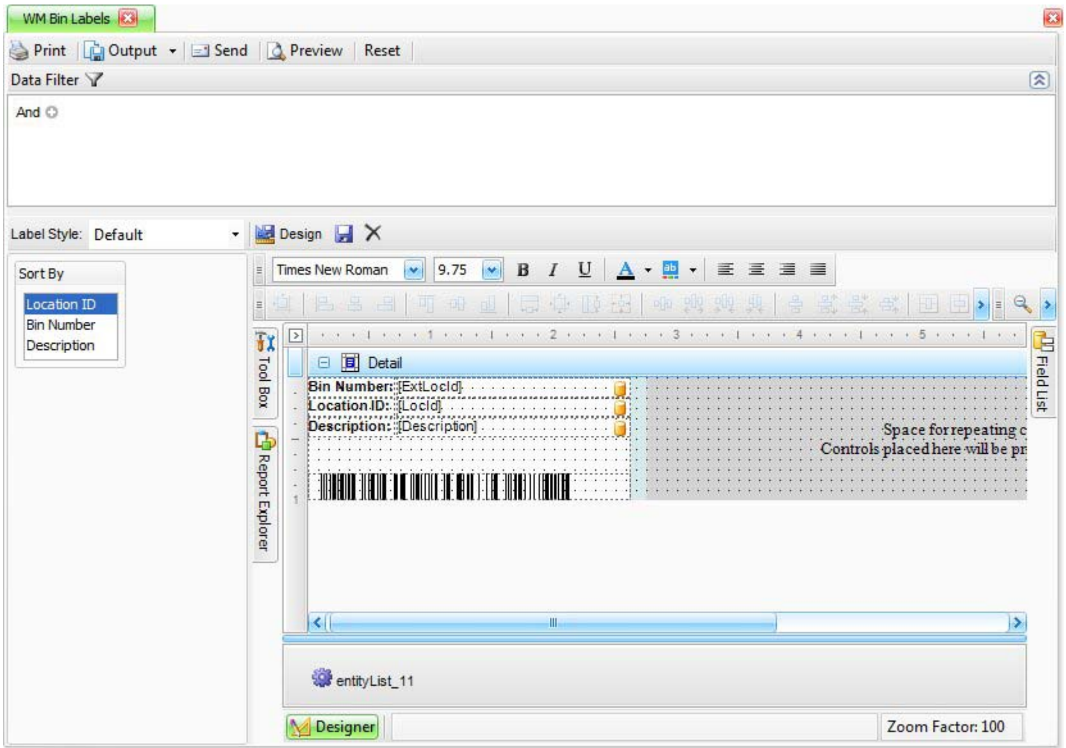
1. Select **Bin Labels** from the **Master Lists** menu.

Bin Labels Menu



2. The **Bin Labels** screen appears.

Bin Labels Screen

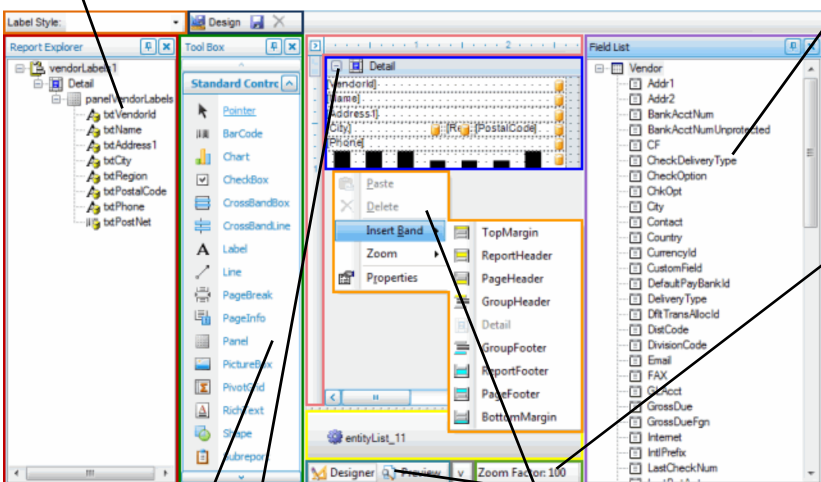


Field List

Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.

Report Explorer

Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.



Zoom Panel

This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

View Tabs

Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

Toolbox

Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

Context Menu

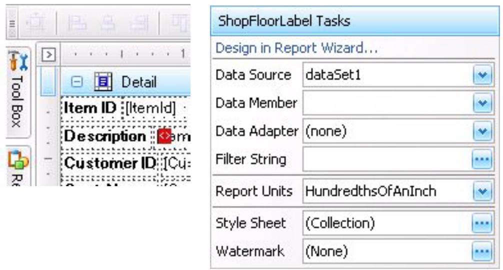
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

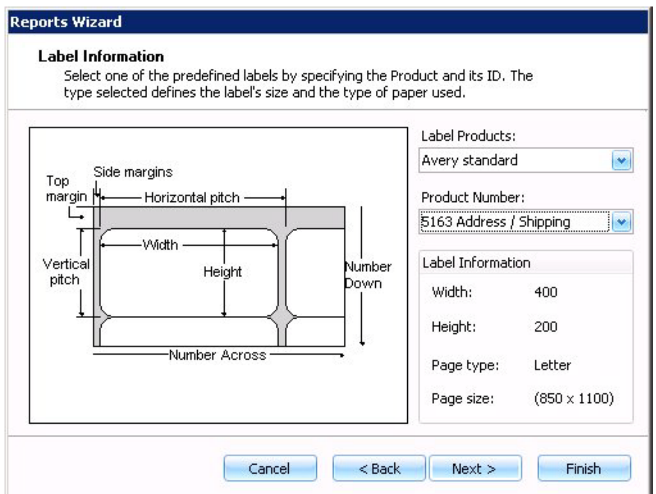
Use this section to

- see the band name, the band icon corresponding to its type, and the expand/collapse button.
- expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the arrow button in the upper left corner of the label design to see the task menu.

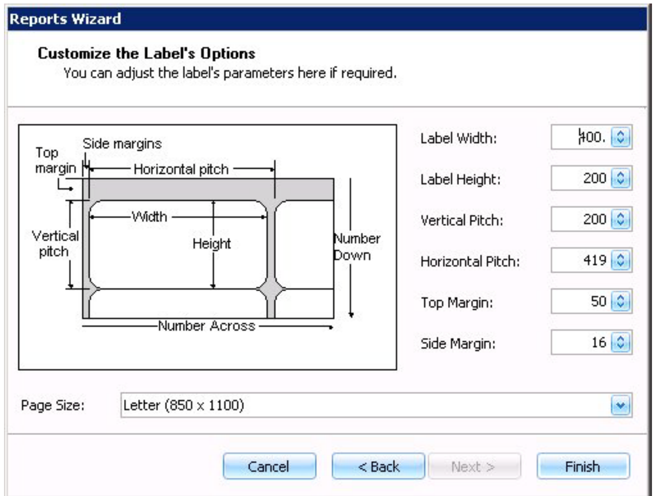


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.



- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the Bin Labels function to print 1 1/3 by 4 inch labels for mailings.

A barcode is printed on your labels if you chose that option when designing your labels.

1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section.
3. Click on the different areas of the example image below to view information on the highlighted section.
4. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

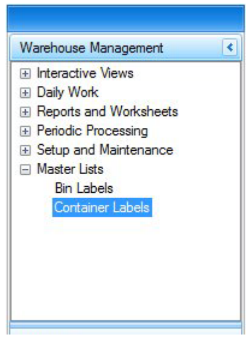
Bin Labels

Bin Number: A-10 Location ID: MN0001 Description:	Bin Number: A-11 Location ID: MN0001 Description:	Bin Number: B-10 Location ID: MN0001 Description:
Bin Number: B-11 Location ID: MN0001 Description:	Bin Number: C-10 Location ID: MN0001 Description:	Bin Number: C-11 Location ID: MN0001 Description:
Bin Number: D-10 Location ID: MN0001 Description:	Bin Number: D-11 Location ID: MN0001 Description:	Bin Number: E-10 Location ID: MN0001 Description:
Bin Number: E-11 Location ID: MN0001 Description:	Bin Number: F-10 Location ID: MN0001 Description:	Bin Number: F-11 Location ID: MN0001 Description:
Bin Number: G-10 Location ID: MN0001 Description:	Bin Number: G-11 Location ID: MN0001 Description:	Bin Number: H-10 Location ID: MN0001 Description:
Bin Number: H-11 Location ID: MN0001 Description:	Bin Number: I-10 Location ID: MN0001 Description:	Bin Number: I-11 Location ID: MN0001 Description:
Bin Number: J-10 Location ID: MN0001 Description:	Bin Number: J-11 Location ID: MN0001 Description:	Bin Number: K-10 Location ID: MN0001 Description:
Bin Number: K-11 Location ID: MN0001 Description:	Bin Number: L-10 Location ID: MN0001 Description:	Bin Number: L-11 Location ID: MN0001 Description:
Bin Number: M-10 Location ID: MN0001 Description:	Bin Number: M-11 Location ID: MN0001 Description:	Bin Number: N-10 Location ID: MN0001 Description:
Bin Number: N-11 Location ID: MN0001 Description:	Bin Number: O-10 Location ID: MN0001 Description:	Bin Number: O-11 Location ID: MN0001 Description:

Follow these steps for **Container Label Setup**:

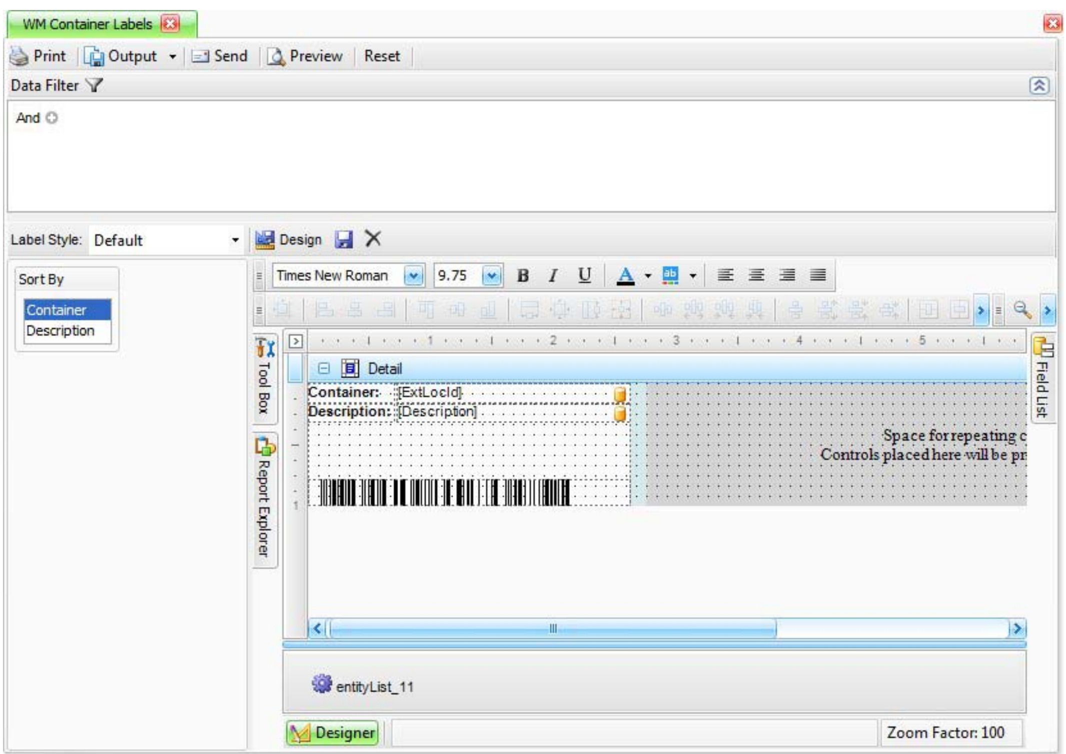
1. Select **Container Labels** from the **Master Lists** menu.

Container Labels Menu



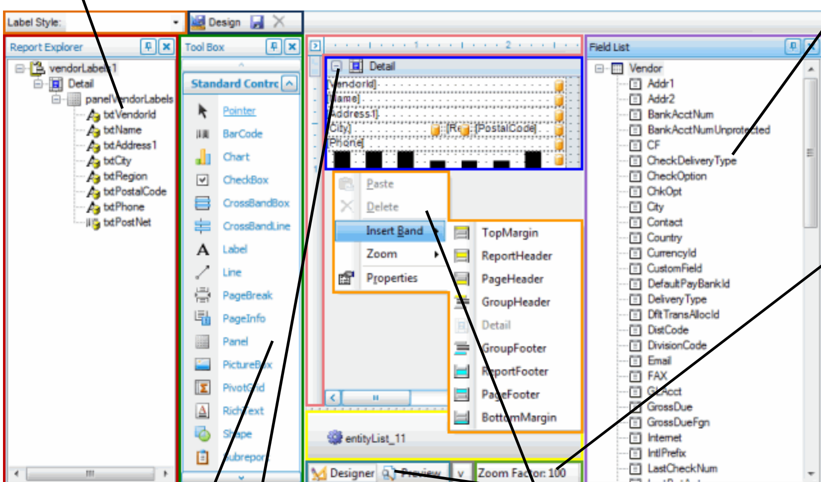
2. The **Container Labels** screen appears.

Container Labels Screen



Field List
Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.

Report Explorer
Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.



Zoom Panel
This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

View Tabs
Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

Toolbox
Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

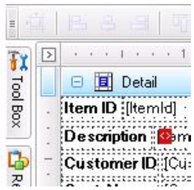
Context Menu
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

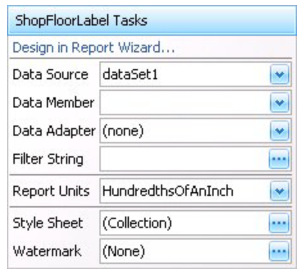
Band Strips, Expand/Collapse Buttons, and Editing

Use this section to

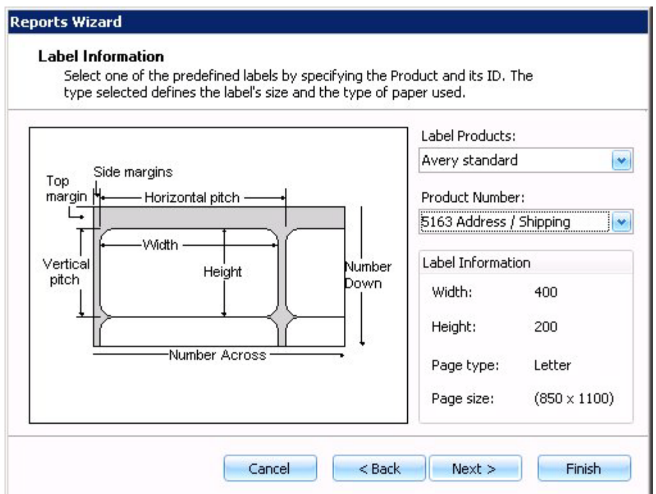
- see the band name, the band icon corresponding to its type, and the expand/collapse button.
- expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the arrow button in the upper left corner of the label design to see the task menu.



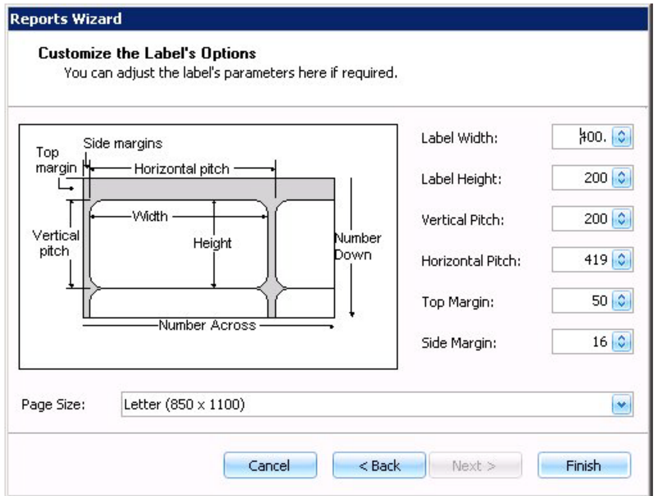


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.



- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the Container Labels function to print 1 1/3 by 4 inch labels for mailings.

A barcode is printed on your labels if you chose that option when designing your labels.

1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section.
3. Click on the different areas of the example image below to view information on the highlighted section.
4. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Container Labels

Container: AA-100 Description:	Container: AB-101 Description:	Container: AC-102 Description:
Container: AD-103 Description:	Container: AE-104 Description:	Container: AF-105 Description:
Container: AG-106 Description:	Container: AH-107 Description:	Container: AI-108 Description:
Container: AJ-109 Description:	Container: AK-110 Description:	Container: AL-111 Description:
Container: AM-112 Description:	Container: AN-113 Description:	Container: AO-114 Description:
Container: AP-115 Description:	Container: AQ-116 Description:	Container: AR-117 Description:
Container: AS-118 Description:	Container: AT-119 Description:	Container: AU-120 Description:
Container: AV-121 Description:	Container: AW-122 Description:	Container: AX-123 Description:
Container: AY-124 Description:	Container: AZ-125 Description:	

LABEL EXPORT DEFINITION

Use the **Export Layout Definition** function on the **System Manager, Company Setup** menu to setup label export and use the Export Label Data on the Periodic Processing menu to export label data for use with other applications, such as RFID (Radio-frequency identification) tag printing applications.

See the *System Manager Training Manual* for further information on setting up export layout definitions.

NOTE: Select TRAVERSE.Business.WarehouseManagement for the Assembly and TRAVERSE.Business.WM.ExportLabelData for the class when setting up the label export layout definition.

4

DAILY WORK

USING THE DAILY WORK FUNCTIONS

The functions on the **Daily Work** menu are the workhorses of the Warehouse Management system: you use these functions to pick items from inventory for shipping; record the items you've received and move them into inventory; enter, ship, and receive location transfers; enter adjustments; move items from location to location within the warehouse; move completed assemblies from the production floor into inventory; and enter, ship, and receive material requisitions.

The functions on this menu are generally grouped according to the warehouse action they track. Picking and order fulfillment functions appear at the top, followed by receiving functions. Functions that generate item demand from within Warehouse Management (rather than from another TRAVERSE application) appear towards the bottom half of the menu.

Keep in mind that the functions on the **Daily Work** menu deal only with item movement to, from, and within the warehouse. While Warehouse Management does update status and shipped, received, and fulfilled quantities for transactions originated in other TRAVERSE applications, it does not do any processing necessary to complete and post orders. If you routinely use Warehouse Management in concert with other TRAVERSE applications, you must return to the application that originated the item demand to complete that transaction's processing. For example, if you ship goods for a sales order, Warehouse Management automatically updates the order's status to picked and quantity shipped in Sales Order as you record picking actions, but you need to return to Sales Order to print packing lists and invoices and complete (verify) the sales order.

If you usually perform only one job in the warehouse (for example, you only pick and ship items, while another coworker receives all items), you can add only the functions you use most often to your **Favorites** menu. Refer to the System Manager guide and online help for more details.

RELEASE ORDERS

The **Release Orders** function is the starting point of Warehouse Management's order fulfillment process. This function collects item and quantity information from Sales Order, Production, Service Director, Project Costing and Warehouse Management transfers and material requisitions for all transactions that are due to be picked and shipped. After you build a list of the orders you need to fulfill, you can print a picking list and pull items from inventory.

You can narrow the list of orders retrieved by this function so that it contains only sales orders, or only production components, or a combination of transfers and requisitions.

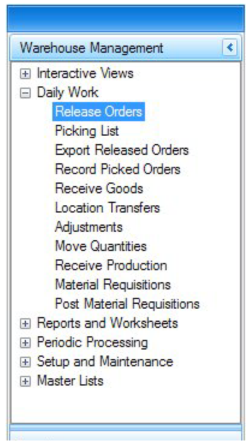
If you use a multiuser system, Warehouse Management groups released orders by Pick ID. You can view and pick the orders that were released by another user in the **Record Picked Orders** function.

NOTE: When you want to release MFG-Production orders you must first run through the process of releasing orders in the MFG-Production application. This can be done by clicking on the Generate Reqs buttons for the orders you want released, or you can run the Release Orders function from the menu. The order will not be recognized by Warehouse Manager as released if you manually change the status to released in the Status field of the Production Orders function. You must follow up by actually generating the requirements for the order, which changes the status to In Process.

Follow these steps to **Release Orders** and build a list of the orders you need to fulfill:

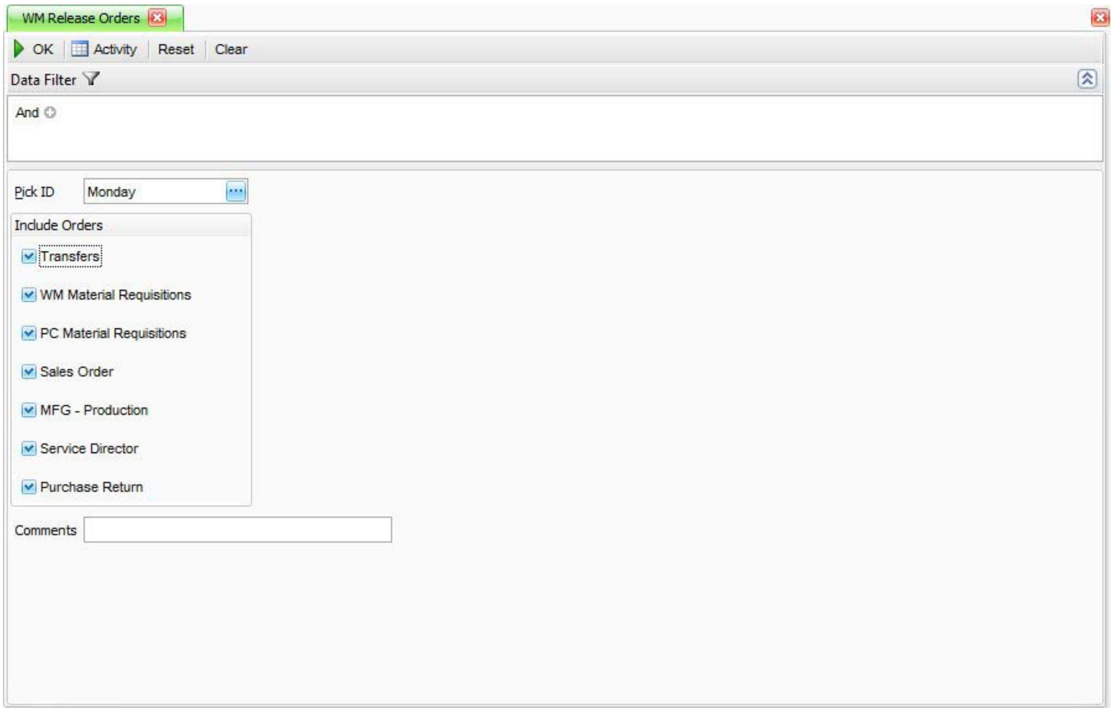
1. Select **Release Orders** from the **Daily Work** menu.

Release Orders Menu



2. The **Release Orders** screen appears.

Release Orders Screen



3. If you want to fulfill only specific orders (all orders that involve item 100, for example), use the **Data Filter** area at the top of the screen to enter the criteria to use to locate and release a specific set of orders. Leave this area blank to build a list of all orders according to the selections you make below.

4. Enter a new **Pick ID** to use to group released orders, or select an existing ID to work with.

   When you release orders, you can group the released order by pick IDs to help you organize them. For example, you could use Pick IDs to separate released orders by batch ID, order number, location, or item ID (among other criteria). Based on how you name them, pick IDs can also identify who should pick the orders, the area of the warehouse involved, the date of the orders, or other similar information.

5. Select the check box next to the type of orders you want to include in the list. You can select multiple check boxes, or only one.

6. Enter any comments about the orders, if you like.

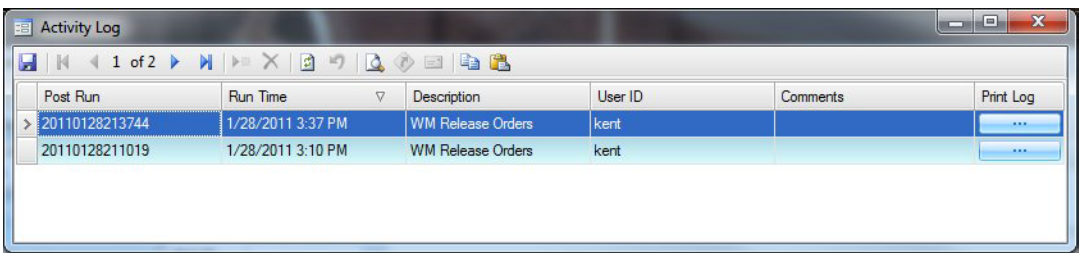
7. Select a command:

- Click **OK** to create the list of orders for picking.
- Click **Activity** to view activity window to see a list of order releases that have been generated.
- Click **Reset** to set all fields on the screen to their original values.
- Click **Clear** to remove unprocessed orders from the selected pick ID.

  If picked quantities exist for any unconfirmed order in the pick ID (meaning that picked quantities were recorded, but the picked order was not confirmed), a message appears stating that these quantities will also be deleted from the pick ID, along with the orders they are associated with. Click **Yes** to continue clearing orders from the pick ID; click **No** to return to the Release Orders screen to select a different ID.

- Click **Activity** to open the Activity dialog box where you can view information about the previous times this function was run.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each activity a run ID.

Run ID - The system generated number used to identify the post appears.

Run Time - The date and time the order release was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post. (Not available for this function).

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

PICKING LIST

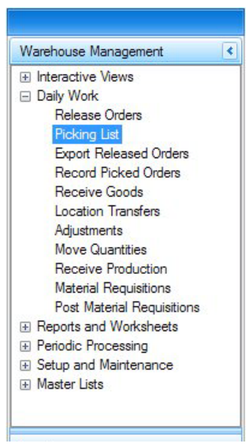
After you've released the orders to be picked, print the **Picking List** to use as a guide as you pull items from inventory to fulfill those orders.

You print your picking lists by pick ID. This is the pick ID you entered into the release orders screen. You are required to select a pick ID prior to printing the picking list.

Follow these steps to print a picking list:

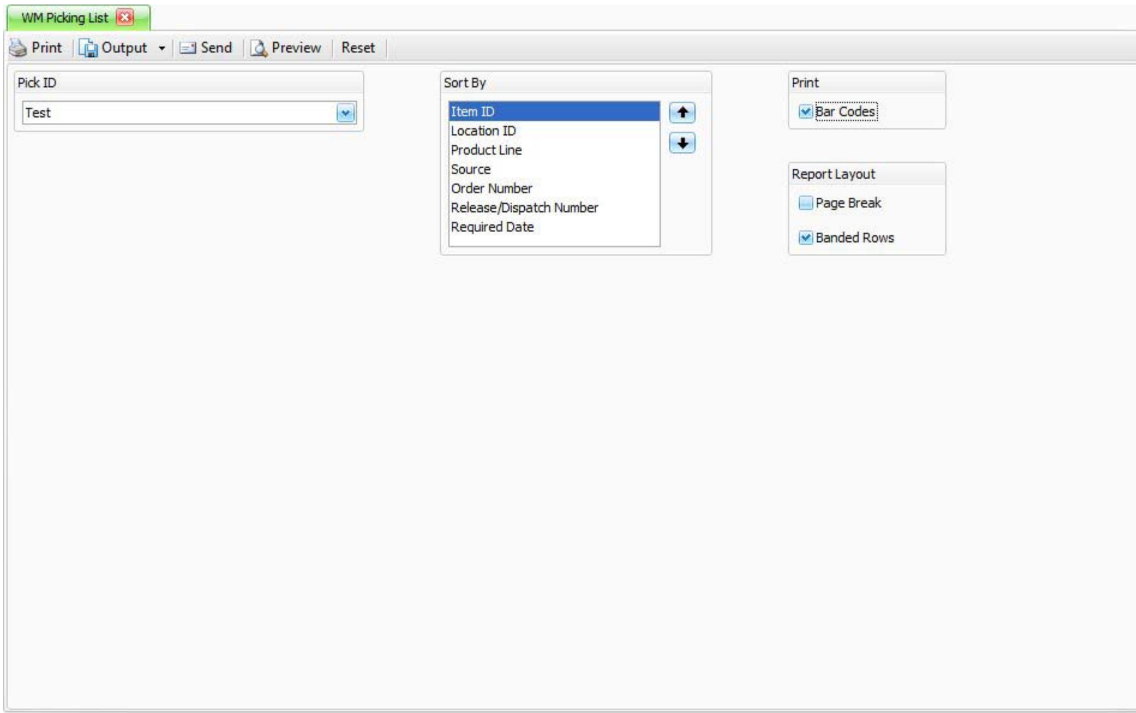
1. Select **Picking List** from the **Daily Work** menu.

Picking List Menu



2. The **Picking List** screen appears.

Picking List Screen



3. Select the **Pick ID** for which you want to print the picking list. Pick IDs used to group orders for more efficient warehouse operation.

4. Use the **Sort By** window to select how the picking list should be sorted. This window sorts information according to the hierarchy you select—information on the list is sorted first by the first item that appears, then the second and so on.

   To move an item up in the list, select the item and click the up arrow. To move an item down, click the down arrow.

5. To print bar codes on the picking list so that you can scan in item IDs as you pick them from inventory, select the **Print Bar Codes** check box. Clear this check box to leave bar codes off the list.

6. Select the **Page Break** check box to place different records on a new page, as divided by the selection that appears at the top of the **Sort By** list.

For example, if **Item ID** appears at the top of the **Sort By** list and you select the **Page Break** check box, a page break separates each new item ID when you print the list. If **Location ID** is listed first, each new location appears on a separate page.

7. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
8. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Picking List

6/12/2007
10:59 AM

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Picking List

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Pick ID Tuesday

Source	Order No / Required Date	Release / Dispatch Requirement	Item ID / Location ID	Unit	Quantity	Lot Number / Product Line	Application / Department	Bin / Container
Sales Order	00000035 4/18/2007		100 MN0001	PKG	1.0000	MATERIAL	Building Electric	
Sales Order	00000037 4/18/2007		100 MN0001	PKG	1.0000	MATERIAL	Building Electric	
Sales Order	00000040 4/18/2007		100 MN0001	PKG	1.0000	MATERIAL	Building Electric	
Sales Order	00000024 4/12/2007		200 MN0001	PKG	1.0000	HEAT/AIR	Building Building	
Sales Order	00000048 5/4/2007		200 MN0001	PKG	2.0000	HEAT/AIR	Building Building	
Sales Order	00000024 4/12/2007		200100 MN0001	EA	2.0000	HEAT/AIR	Mjr Appl Building	
Sales Order	00000035 4/18/2007		200100 MN0001	EA	1.0000	HEAT/AIR	Mjr Appl Building	A10
Sales Order	00000041 4/23/2007		200100 MN0001	EA	2.0000	HEAT/AIR	Mjr Appl Building	

EXPORT RELEASED ORDERS

If you use software on handheld devices (such as scanners) that is other than that included with Warehouse Management, use the **Export Released Orders** function to export released order information to a text file. You can then import this file into the device for use as you pick items from inventory.

Use the **Export Released Orders** function to export item information within Warehouse Management to a text file. You can then use this text file to import item information into other spreadsheet, word processing, or a bar code scanner. Consult your handheld device's reference materials or ask your IT specialist for help with importing information into the device from a text file.

Use the **Export Layout Definition** function on the **System Manager, Company Setup** menu to setup the export released orders.

NOTE: Select TRAVERSE.Business.WarehouseManagement for the Assembly and TRAVERSE.Business.WM.ExportReleasedOrder for the class when setting up the label export layout definition.

See the *System Manager Training Manual* for further information on setting up export layout definitions.

When you export data, Warehouse Management creates an ASCII file in one of four formats:

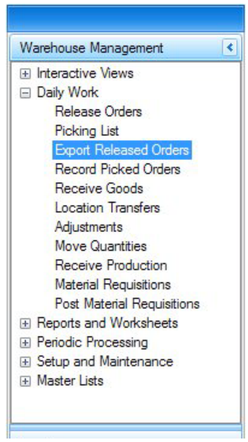
- A **Comma Delimited** file contains fields that are separated by commas, within records that are separated by return characters.
- A **Comma-Quote Delimited** file contains fields that are separated both by commas and quotation marks, within records separated by return characters. The quotation marks allow for commas within the field's contents so that information in such fields is exported correctly.
- A **Fixed Length Field** file contains records that are separated by a return character. In this format, all fields within the record are the same width.
- A **Fixed Length Record** file contains records that are the same width. Within those records, all fields are also the same width.

An example of this format is a file in which each record is 50 characters wide and contains five fields, each 10 characters wide. The records in such a file follow one another end on end every 50 characters.

Follow these steps to **Export Released Order** information to a text file:

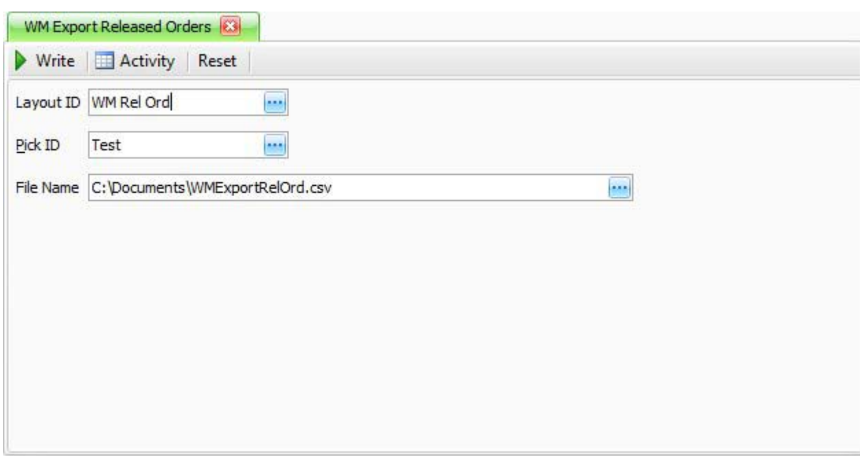
1. Select **Export Released Orders** from the **Daily Work** menu.

Export Released Orders Menu



2. The **Export Released Orders** screen appears.

Export Released Orders Screen



3. Select the **Pick ID** that contains the released orders that you want to export to a text file.
4. Enter the directory path and file name for the export file. If you use a network drive, use a mapped drive and enter the drive letter. Do not use UNC pathing.

Click the **Browse** button to navigate to a file and enter that directory path into the **File Name** box automatically.

5. Select a command:

    - Click **Write** to export the records that match the criteria you selected to the directory and file path you entered. A message appears when the records are exported successfully.
    - Click **Activity** to open the Activity dialog box where you can view information about the previous times this function was run.
    - Click **Reset** to reset all fields on the screen to their original values.

Activity Log Dialog Box

The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each activity a run ID.

Run ID - The system generated number used to identify the post appears.

Run Time - The date and time the order release was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post. (Not available for this function).

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

RECORD PICKED ORDERS

After you release the orders you are going to fulfill and print the Picking List to use as a guide, use the **Record Picked Orders** function to record the item IDs you pull from inventory and apply their quantities to specific transactions.

Please note that this function does not update information in Inventory and other TRAVERSE applications until after you confirm your entries. When you click the **Confirm** button on the Record Picked Orders screen to confirm your entries, Warehouse Management updates Inventory quantities and transactions in other TRAVERSE applications as necessary.

- If you picked items for Sales Order transactions, Warehouse Management removes committed item quantities and updates the on-hand quantities and changes the transaction status to **Picked** for the orders you selected.
- If you pulled components for released orders in Production, Warehouse Management decreases on hand quantities and removes committed quantities in Inventory for item components, and creates interim GL accounting entries to track costs during production. It does not update the status for material activity entered on the **Materials** tab of the **Record Production Activity** function in Production; you must do this manually.
- If you picked items for Service Director dispatch estimates, Warehouse Management updates the in use quantities in Inventory for those items, but does not change the work order itself. You update the work order manually with the actual quantities used when the technician returns.
- If you're transferring items between warehouses, Warehouse Management updates the on hand quantities for the source location and the on order quantities for the destination location, then changes status to **Picked** for transfers for which you have shipped the entire quantity.

NOTE: If you do not pick the entire quantity for a location transfer, Warehouse Management does not set the transfer's status to Picked. You may need to set this status manually to receive goods at the destination.

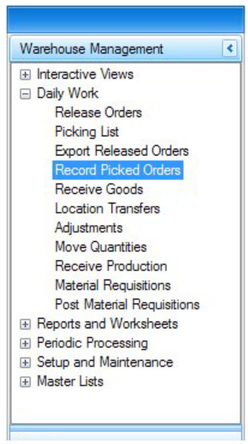
- If you're shipping requisitioned items, Warehouse Management updates the extended cost and **Filled** quantities on material requisitions and updates the on hand quantity in Inventory for the items you shipped.

- If you're shipping project costing requisitioned items, Warehouse Management updates the extended cost and **Filled** quantities on the project costing material requisitions and updates the on hand quantity in Inventory for the items you shipped.

Follow these steps to **Record Picked Orders** and apply the item quantities to specific orders:

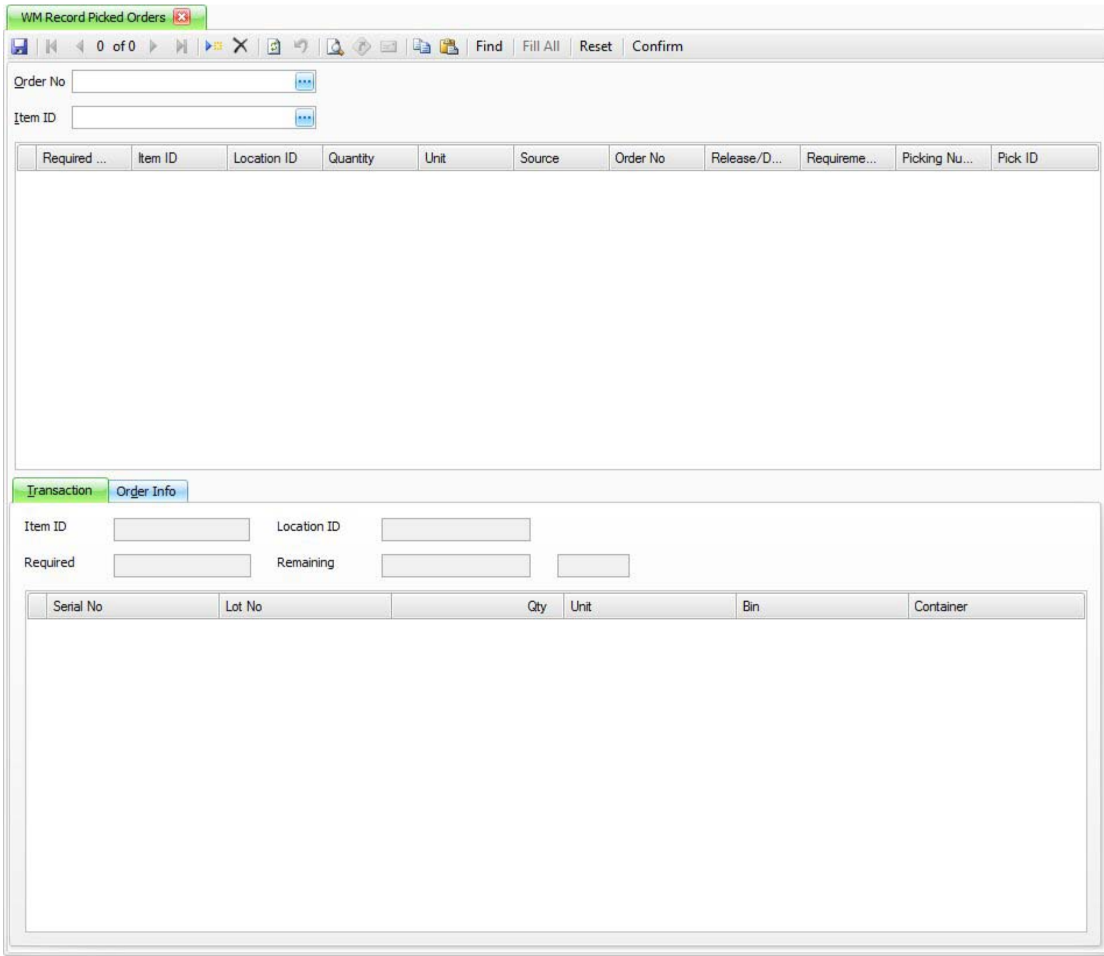
1. Select **Record Picked Orders** from the **Daily Work** menu.

Record Picked Orders Menu



2. The **Record Picked Orders** screen appears (all fields are initially blank).

Record Picked Orders Screen - Blank

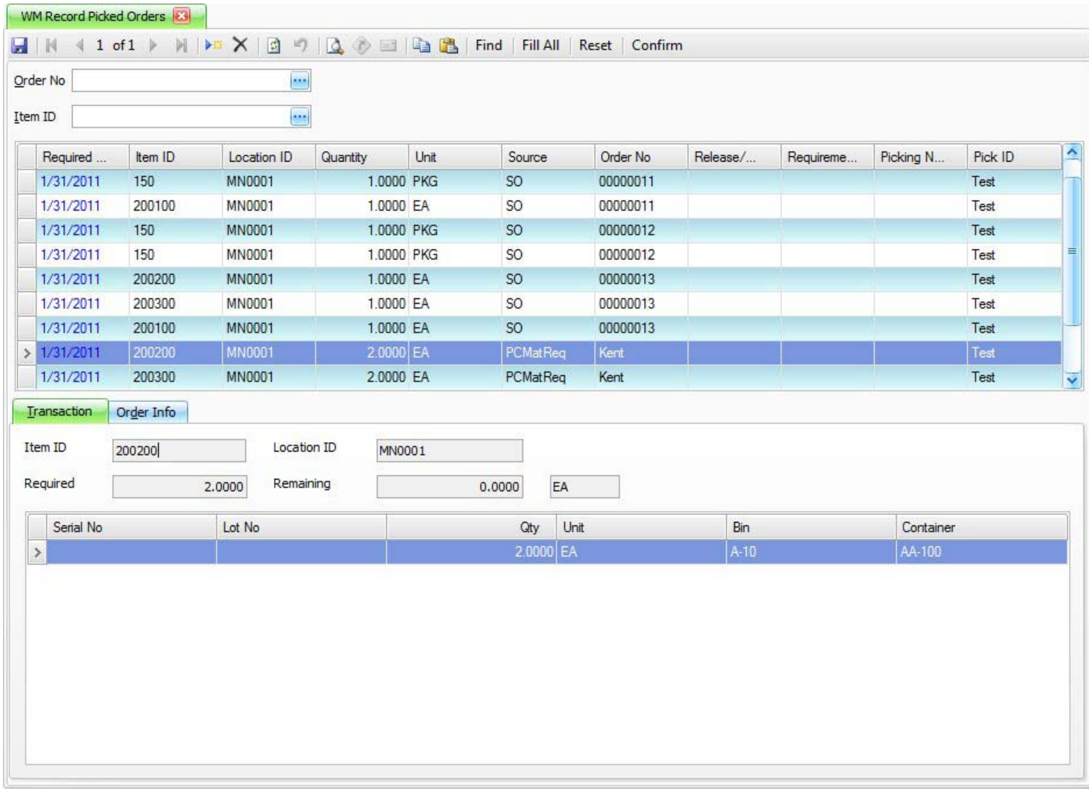


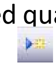
3. To locate transactions that involve a specific order number or item ID, enter that **Order No** or **Item ID** and click **Find**. Orders that match this criteria are then listed in the window (to sort this list, click a heading).

   Remember that different TRAVERSE applications can have transactions with the same order number. For example, if a production order 00000011 and sales order 00000011 exist, both are listed in the window.

   To list all orders for which you should be receiving goods, leave these boxes blank and click **Find**.

Record Picked Orders Screen - Filled



4. To record picked quantities for a specific order, select the order in the window, click the New Record button  ,then enter information about the picked item in the boxes on the **Transactions** tab at the bottom of the screen.

   The **Order Info** tab lists general information about the selected order for your reference and to help you identify a specific order, if needed.

Record Picked Orders - Order Info Tab

5. Repeat the above step for all orders you pick, recording item quantities as you go.

6. To fill all item quantities for orders that share the same order number, release or dispatch number, and requirement ID number, click **Fill All**. Warehouse Management automatically updates all order item quantities with the required number.

7. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.

   After you click **Confirm**, the **Confirm all picked quantities?** message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Record Picked Orders screen. Orders are removed from the screen after you pick the entire quantity requested and confirm the item picked.

   If you clicked **Yes**, a message appears when the confirmation processing completes successfully.

   After the confirmation process completes, the Confirm Picked Orders log appears.

Confirm Picked Orders Log

Continental Products Unlimited
Picked Orders Confirm Log

Page 1

Status / Source	Order No / Required Date	Release / Dispatch / Requirement	Item ID / Location ID	Unit	Quantity	Serial No / Lot No	Bin / Container
Confirmed							
Sales Order			200200		2.0000		C-10
			MN0001	EA			
Completed							
Sales Order	00000011		100		1.0000		
	1/31/2011		MN0001	PKG			
Sales Order	00000011		150		1.0000		
	1/31/2011		MN0001	PKG			
Sales Order	00000011		200100		1.0000		
	1/31/2011		MN0001	EA			
Sales Order	00000012		150		1.0000		
	1/31/2011		MN0001	PKG			
Sales Order	00000012		150		1.0000		
	1/31/2011		MN0001	PKG			
Sales Order	00000013		200100		1.0000		
	1/31/2011		MN0001	EA			
Sales Order	00000013		200200		1.0000		
	1/31/2011		MN0001	EA			
Sales Order	00000013		200300		1.0000		
	1/31/2011		MN0001	EA			
PC Material Requisition	Kent		200200		2.0000		A-10
	1/31/2011		MN0001	EA			AA-100
PC Material Requisition	Kent		200300		2.0000		
	1/31/2011		MN0001	EA			
PC Material Requisition	Kent		200400		2.0000		
	1/31/2011		MN0001	EA			

1/31/2011 2:42 PM *** End of Report *** OPEN_SYSTEMS\kenthe

RECEIVE GOODS

Use the **Receive Goods** function to record the items you receive, their quantities, and the orders you received them for. You can receive items for orders in Purchase Order or for Warehouse Management transfers and material requisition returns.

Like the **Record Picked Orders** function, this function does not update item quantities in Inventory and transactions in Purchase Order or Warehouse Management until you confirm the entries you've made. When you click the **Confirm** button on the Receive Goods screen, Warehouse Management updates item quantities and transaction status, as needed.

- If you receive items for purchase orders, Warehouse Management updates item on hand quantities, updates the order with the receipt information, and changes the status to **Goods Received** for the orders you select.
- If you receive items transferred from another warehouse, Warehouse Management changes the on order quantity for that item to on hand for the destination location and sets the transfer's status to **Completed**.

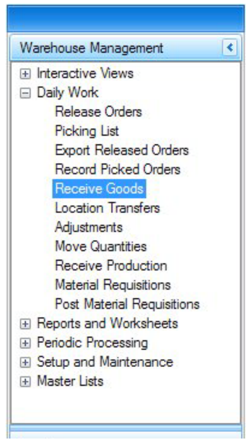
NOTE: If partial quantities were shipped from the source location (for example, 5 widgets were shipped instead of the requested 10), Warehouse Management does not change the transfer's status to Picked. The system uses this status only when the entire quantity for the transfer has been shipped. Only transfers with a status of Picked appear in the list of orders for which you can receive goods. If you received a partial shipment for a transfer, you need to manually change its' status to picked in order to apply the items you received for that transfer. Alternatively, you can wait until you receive the entire quantity, then enter the receipt and complete the transfer.

- If you receive items for a material requisition return, Warehouse Management updates the extended cost and **Filled** quantities for the return and updates the on hand quantity in Inventory for the items you received.

Follow these steps to **Receive Goods** and apply their quantities to an order, transfer, or requisition return:

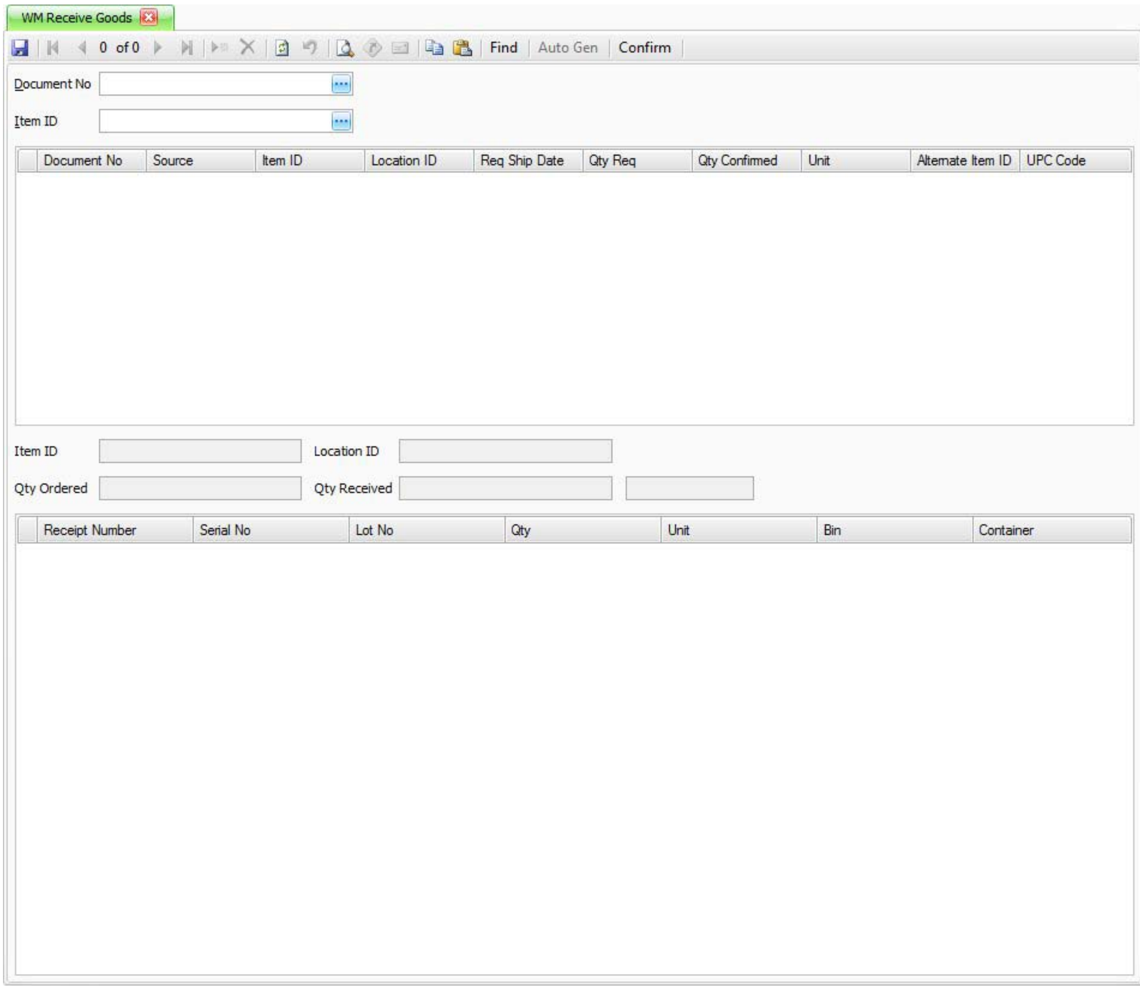
1. Select **Receive Goods** from the **Daily Work** menu.

Receive Goods Menu



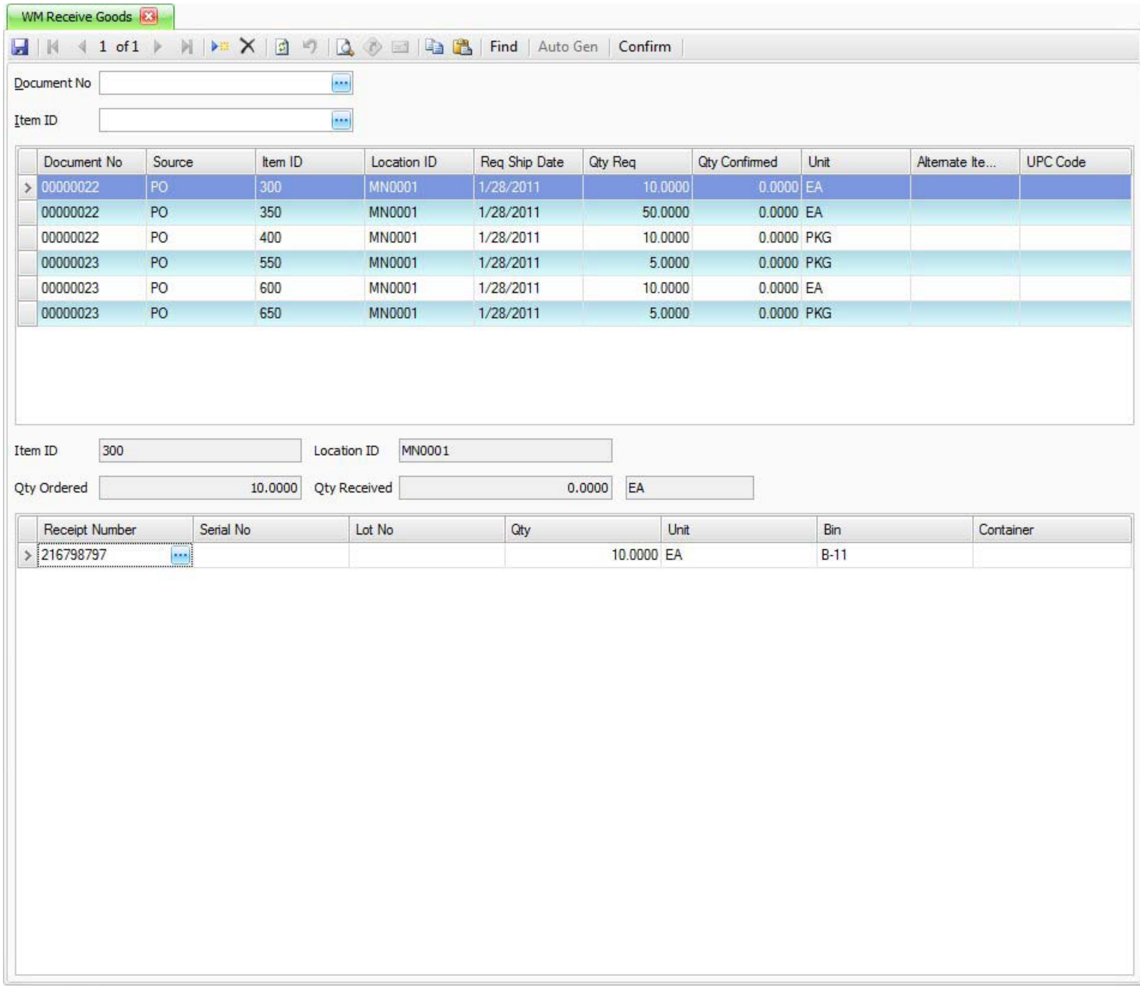
2. The **Receive Goods** screen appears (all fields are initially blank).

Receive Goods Screen - Blank



3. To locate transactions you should be receiving goods for that involve a specific order number or item ID, enter that **Document No** or **Item ID** and click **Find**. Orders that match this criteria are then listed in the window (to sort this list, click a heading).

Receive Goods Screen - Filled



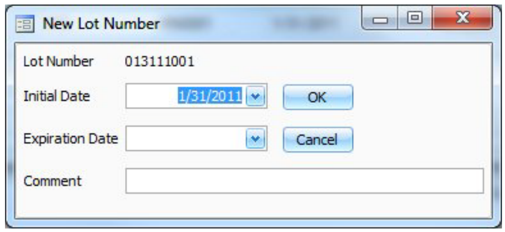
Remember that different TRAVERSE applications can have transactions with the same order number. For example, if a purchase order 00000011 and material requisition return 00000011 exist, both are listed in the window.

To list all orders for which you should be receiving goods, leave these boxes blank and click **Find**.

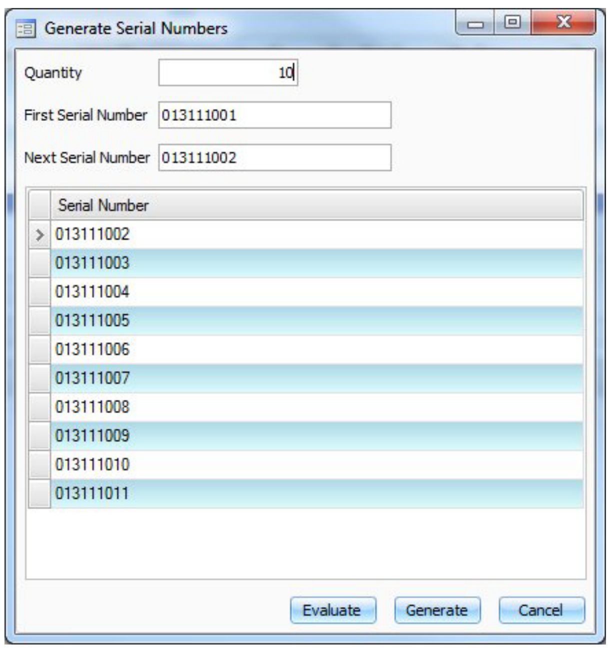
4. To record received quantities for a specific order, select the order in the window, click the New Record button  , then enter information about the item you received in the boxes at the bottom of the screen.

If you received a lotted, serialized, or serialized and lotted item, the **Auto Gen** button appears at the bottom of the screen. Click it to automatically generate and record lot or serial numbers for the items you received.

New Lot Screen



Auto Generate Serial Numbers Screen



Serialized Item Serial Numbers

Item ID	900	Location ID	MN0001	
Qty Ordered	10.0000	Qty Received	0.0000	EA

Receipt Number	Serial No	Lot No	Qty	Unit	Bin	Container
5454444	013111001		1.0000	EA	B-10	
5454444	013111002		1.0000	EA	B-10	
5454444	013111003		1.0000	EA	B-10	
5454444	013111004		1.0000	EA	B-10	
5454444	013111005		1.0000	EA	B-10	
5454444	013111006		1.0000	EA	B-10	
5454444	013111007		1.0000	EA	B-10	
5454444	013111008		1.0000	EA	B-10	
5454444	013111009		1.0000	EA	B-10	
5454444	013111010		1.0000	EA	B-10	
5454444	013111011		1.0000	EA	B-10	

Serialized Lotted Item Serial and Lot Numbers

Item ID	910	Location ID	MN0001	
Qty Ordered	10.0000	Qty Received	0.0000	EA

Receipt Number	Serial No	Lot No	Qty	Unit	Bin	Container
5454444	013111100	013111900	1.0000	EA		
5454444	013111101	013111900	1.0000	EA		
5454444	013111102	013111900	1.0000	EA		
5454444	013111103	013111900	1.0000	EA		
5454444	013111104	013111900	1.0000	EA		
5454444	013111105	013111900	1.0000	EA		
5454444	013111106	013111900	1.0000	EA		
5454444	013111107	013111900	1.0000	EA		
5454444	013111108	013111900	1.0000	EA		
5454444	013111109	013111900	1.0000	EA		
5454444	013111110	013111900	1.0000	EA		

5. Repeat the above step for all orders you receive, recording item quantities as you go.
6. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.
    - After you click **Confirm**, the **Confirm all received quantities?** message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Receive Goods screen. Transactions are removed from the screen when you receive the entire quantity.

- If you clicked **Yes**, a message appears when the confirmation processing completes successfully.
- After the confirmation process completes, the Received Goods Log appears.

Receive Goods Log

Continental Products Unlimited
Receive Goods Confirm Log

Page 1

Status Source Receipt No	Document No Received Date	Item ID Location ID	Quantity Unit	Serial No Lot No	Bin Container
Confirmed					
Purchase Order	00000024	800001	100.0000		A-11
5454444	1/31/2011	MN0001	ROLL	013111001	
Purchase Order	00000024	900	1.0000	013111001	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111002	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111003	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111004	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111005	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111006	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111007	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111008	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111009	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111010	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	900	1.0000	013111011	B-10
5454444	1/31/2011	MN0001	EA		
Purchase Order	00000024	910	1.0000	013111100	
5454444	1/31/2011	MN0001	EA	013111900	
Purchase Order	00000024	910	1.0000	013111101	
5454444	1/31/2011	MN0001	EA	013111900	
Purchase Order	00000024	910	1.0000	013111102	
5454444	1/31/2011	MN0001	EA	013111900	
Purchase Order	00000024	910	1.0000	013111103	
5454444	1/31/2011	MN0001	EA	013111900	
Purchase Order	00000024	910	1.0000	013111104	
5454444	1/31/2011	MN0001	EA	013111900	
Purchase Order	00000024	910	1.0000	013111105	

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LOCATION TRANSFERS

Use the **Location Transfers** function to enter information about the items transferred between the locations you manage in Warehouse Management. When transfers are complete, use the **Post Location Transfers** function to update Warehouse Management detail history and create the accounting entries required to track the transfers' costs.

Remember that this function is separate from that contained in the Inventory application. The Inventory function is essentially a one-step process—you enter the transfer information and the item quantities are updated at both locations instantly.

Transfers in Warehouse Management are three-step processes that fully track the shipping and receiving steps to more accurately reflect when items are available at locations. In addition, you can also track costs due to transit and assign them to either the source or destination location as needed. See (page 3-5) for more information on tracking costs accrued during transit. When you enter and confirm the picked quantity from the source location the on hand quantity is updated. When you receive goods and confirm into the destination location the on hand quantity is updated.

Although Warehouse Management updates information in Inventory, transfers in Warehouse Management are stored in separate tables than those in Inventory. That is, you cannot view information for a transfer you entered in Inventory in Warehouse Management and vice versa.

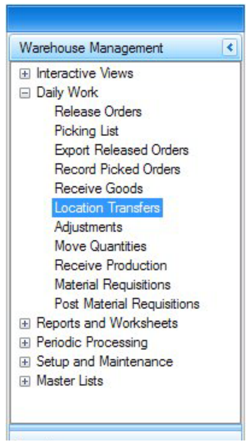
Warehouse Management allows you to assign the costs of transit to either the source or destination location for more accurate accounting. To assign transit costs, select the appropriate location in the **Miscellaneous** area (page 3-5) in the **Business Rules** function.

A number of reports are available on the **Reports and Worksheets** menu to help you track and manage location transfers. After entering or editing transfers, print the **Location Transfers Report** (page 5-5) to view general transfer information. Print the Location Transfers Packing List (page 5-9) after picking and shipping items from the source location to list the items in the shipment and the transfers to which they apply. Before you post, print the Location Transfers Journal (page 5-13) as a record of the transfers that were completed since the last time you posted as part of your audit trail.

Follow these steps to enter **Location Transfers**:

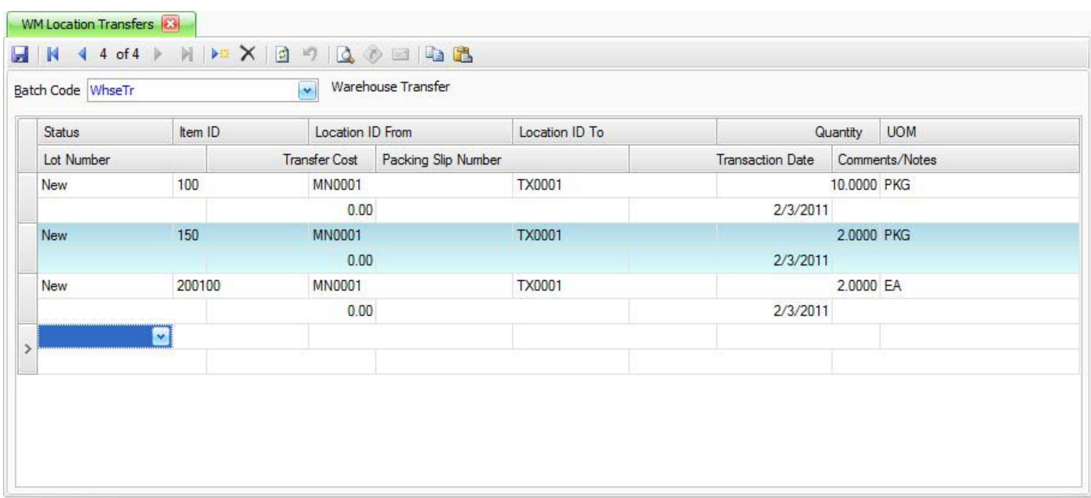
1. Select **Location Transfers** from the **Daily Work** menu.

Location Transfers Menu



2. The **Location Transfers** screen appears.

Location Transfers Screen



Maint

3. If you use batch processing, select the **Batch Code**. This box appears only if you chose to use batch processing in the **Business Rules** function (page 3-5).

4. If needed, change the transaction **Status**. Warehouse Management changes transfer status as you ship and receive goods, but you can change it manually.

    - **New** transfers are those that have just been entered and for which you have not yet picked items.

    - When you pick the full quantity of items for shipping and confirm the items you picked, the transfer status changes to **Picked**.

    Warehouse Management changes the status to **Picked** only when you pick the full quantity requested. If you transfer a partial shipment (for example, you ship only 5 widgets instead of the 10 requested), the transfer status remains at **New**.

    You can receive goods only for picked transfers—only transfers with a status of **Picked** appear in the list on the Receive Goods screen. If you receive a partial shipment, you can either change the transfer's status to **Picked** manually and then use the **Receive Goods** function (page 4-25), or you can wait until you receive the entire quantity and then receive the items.

    - When you have received all items for a transfer, Warehouse Management changes the status to **Completed**.

Maint

5. Enter or edit the remaining information about the item you are transferring, including the date of the transfer, the item ID, locations involved, quantity, unit, and cost. You can also enter a comment explaining the need for the transfer, if necessary.

6. Close the screen to save your changes.

    After entering or editing transfers, print the reports on the Reports and Worksheets menus to view general transfer information, print packing lists of items in transfer shipments, or record all transfer activity as part of your audit trail. Then use the **Post Location Transfers** function (page 5-12) to post transfer information, update history, and create the entries needed to track transfer costs.

ADJUSTMENTS

Use the **Adjustments** function to enter adjustments to inventory item quantities due to loss, breakage, or accidental overshipments. Warehouse Management's adjustments extend those found in the Inventory application by separating them from other transactions and tracking adjustments made to item quantities stored in bins and containers.

Working with adjustments in Warehouse Management is a three step process:

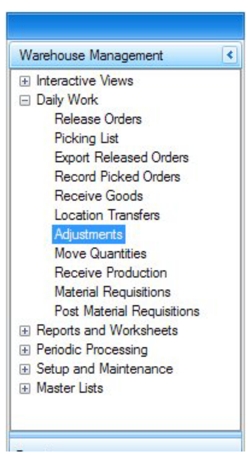
1. Use the **Adjustments** function to enter or edit adjustment transactions.
2. Print the Adjustments Journal (page 5-41) from the **Reports and Worksheets** menu to record the adjustment information you'll be posting as part of your audit trail.
3. Use the **Post Adjustments** function (page 5-45) to post adjustment information to history, create entries in the account you specify for adjustment costs, and update inventory item quantities.

Although Warehouse Management updates information in Inventory, adjustments in Warehouse Management are stored in separate tables than those in Inventory. That is, you cannot view information for an adjustment you entered in Inventory in Warehouse Management and vice versa.

Follow these steps to work with **Adjustments**:

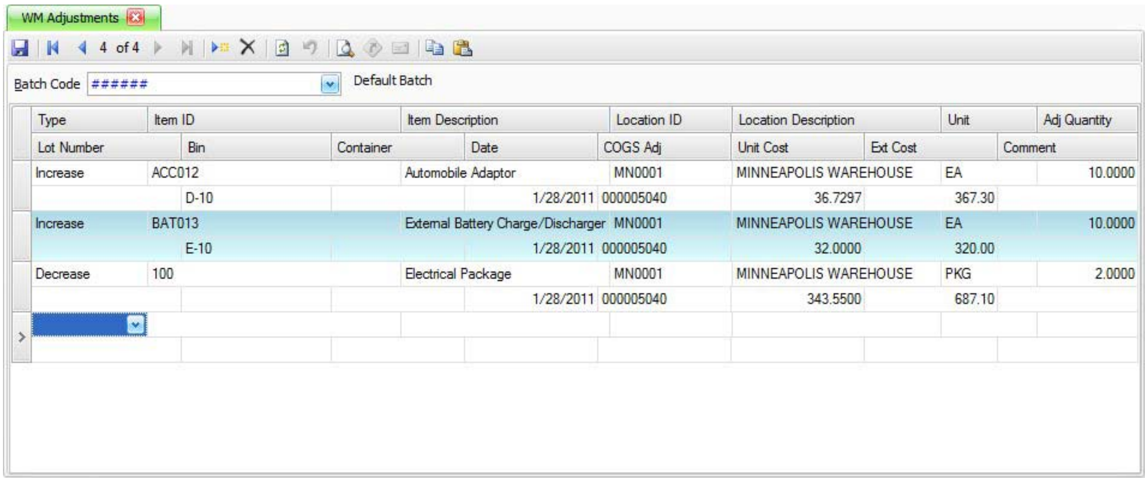
1. Select **Adjustments** from the **Daily Work** menu.

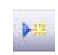
Adjustments Menu



2. The **Adjustments** screen appears.

Adjustments Screen



3. To enter information about a new adjustment, click the **New Record** button  on the toolbar.

Maint 4. If you use batch processing, enter the **Batch Code**. This box appears only if you chose to use batch processing in the **Business Rules** function (page 3-5).

5. Select the adjustment **Type**: **Increase** or **Decrease**.

Maint 6. Edit the adjustment's **Date**, if needed, then select the **Item ID**.

   The COGS adjustment account from the item's account code, **Unit** of measure, and **Unit Cost** from Inventory automatically appear in the fields in the bottom half of the screen. Edit these values, if needed.

Maint 7. Select the **Location ID** for which you want to adjust quantities.

Maint 8. Select the **Bin** and **Container** in which the item is located.

9. Enter or edit the adjustment quantity (use positive numbers only; the **Type** you selected above determines how the calculation is performed).

   Warehouse Management automatically calculates the extended cost based on the item's unit cost and the adjustment quantity you enter.

10. Enter a **Comment** describing the reason for the adjustment, if needed.

11. Close the screen to save your changes.

After entering or editing adjustments, print the Adjustments Journal (page 5-41) from the **Reports and Worksheets** menu as part of your audit trail to record the adjustment information you will be posting, then use the **Post Adjustments** function (page 5-45) to post that information.

MOVE QUANTITIES

Use the **Move Quantities** function to move items from one place to another within the warehouse. If you need to move items from one warehouse to another, use the **Location Transfers** function (page 4-33).

The TRAVERSE Inventory application tracks item movement to and from the warehouse, but generally has little to do with tracking item movement from location to location within the warehouse. However, this type of location information is vital when you're filling and receiving orders quickly.

Warehouse Management helps you locate and track item movement within the warehouse. You can move a single item from one spot to another, or you can move all items in entire bins or containers. When you move a bin or container, Warehouse Management automatically updates the bin and container information for all items it contains.

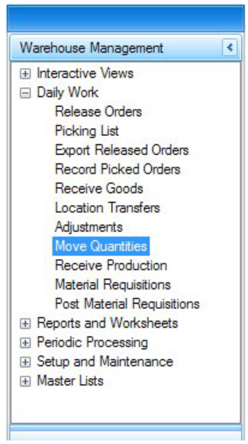
NOTE: You can move a container from one place to another within the warehouse only if you selected Yes for the Allow Moving option for containers in the Business Rules function (page 3-5).

The movement information you enter in this function is stored in a temporary table. After entering the information and checking for errors, click the **Write** button on the Move Quantities screen to write the new information to item records.

Follow these steps to **Move Quantities** of items from one bin or container to another:

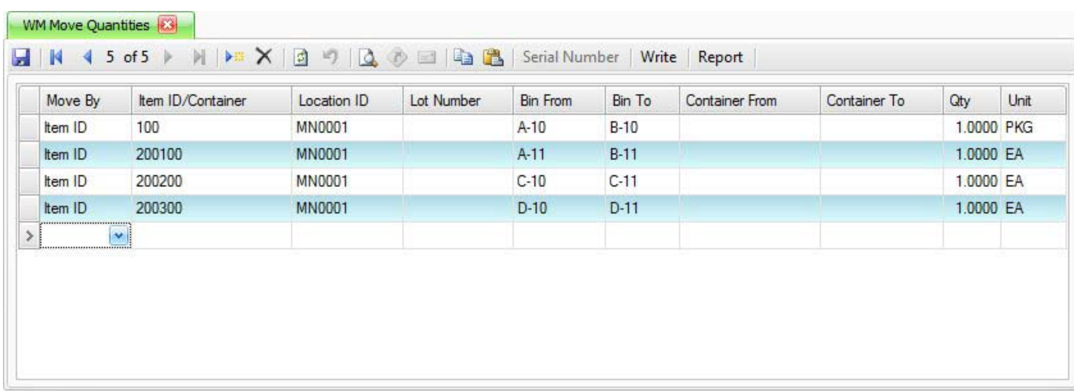
1. Select **Move Quantities** from the **Daily Work** menu.

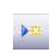
Move Quantities Menu



2. The **Move Quantities** screen appears.

Move Quantities Screen



3. To enter information about a new item movement, click the **New Record** button  on the toolbar. To edit an existing, unwritten item movement record, select that record in the listing at the bottom of the screen, then change the information in the boxes above.

4. Select how you want to move items in the **Move By** box: by **Item ID** or by **Container**. You can move containers only if you chose to do so in the **Business Rules** function (page 3-5).

5. Enter the **Item ID** or **Container** that you are moving.

Maint

6. Select the **Location ID** of the warehouse in which this movement is taking place.

Maint

7. Enter the source and destination bin and container in the **From** and **To** boxes, then enter the quantity moved and the unit of measure.
8. Repeat the above steps as needed until you have entered all item movement information.
9. Select a command:
   - Click **Write** to update item records with the item movement information. After you click write, item movement records are removed from the temporary storage table, and a message appears when the write process completes successfully.
   - Click **Report** to print a report of the movement information stored in the temporary table to check it for errors before writing information to item records.
   - Click **Serial Number** if you are moving serialized items. You will need to select which serial item you are moving.
   - Click **Close** to close the screen and return to the menu.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Unwritten Move Quantity Report

Continental Products Unlimited
Unwritten Move Quantity Report

Page 1

Move By	Item ID / Container Lot No	Location ID	Bin From Bin To	Container From Container To	Quantity	Unit
Item ID	100	MN0001	A-10 B-10		1.0000	PKG
Item ID	200100	MN0001	A-11 B-11		1.0000	EA
Item ID	200200	MN0001	C-10 C-11		1.0000	EA
Item ID	200300	MN0001	D-10 D-11		1.0000	EA

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RECEIVE PRODUCTION

Use the **Receive Production** function (instead of the **Receive Goods** function) to move assembled items from the production floor into inventory, adjust the assembled item and component quantities in inventory for the production work order, and optionally complete the order.

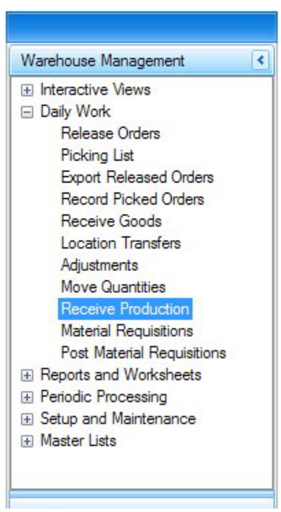
While the **Receive Goods** function updates inventory quantities, it does not perform any of the associated functions required to complete a production work order and track all cost, time, and component requirements for accurate accounting. The **Receive Production** function performs these actions when completing orders so that all information in Production is accurate and up-to-date.

When you receive production goods into inventory and confirm your entries, you can choose whether to complete the work orders for which you received assembled items. When you complete work orders, Warehouse Management automatically updates inventory quantities to account for the components used and assemblies produced and updates Inventory and Production history.

Follow these steps to **Receive Production** for assembled items from production into inventory:

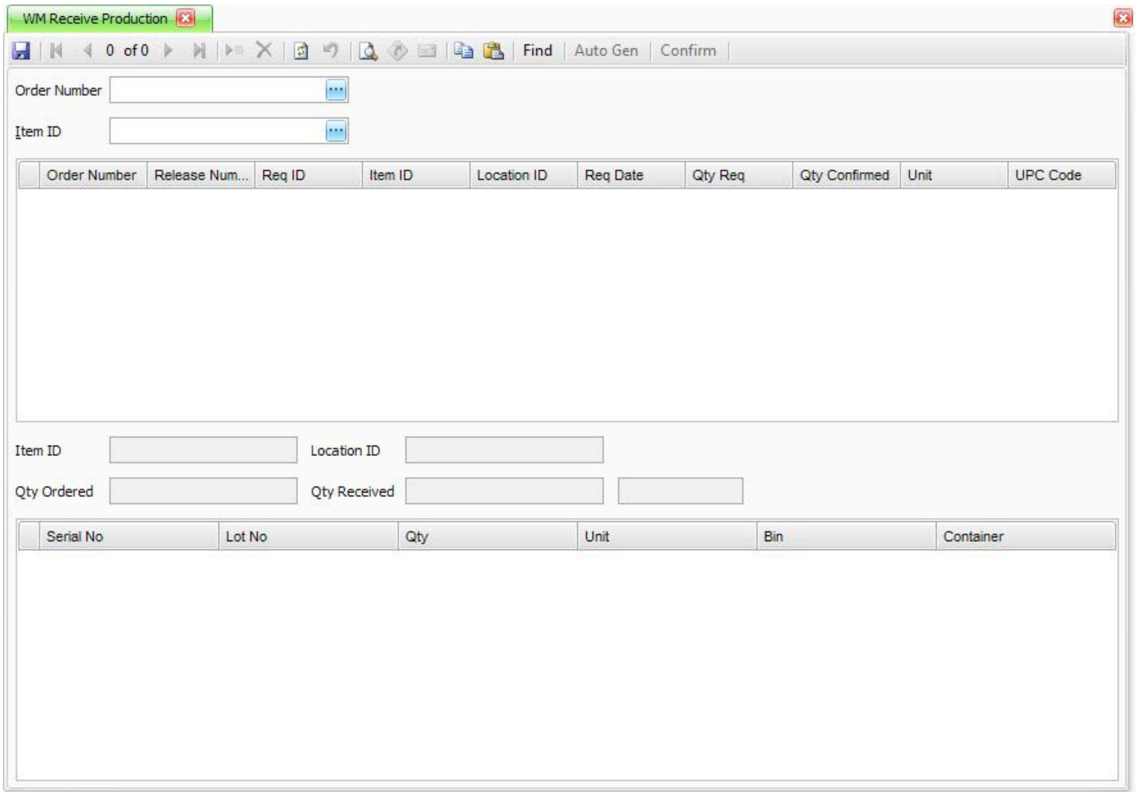
1. Select **Receive Production** from the **Daily Work** menu.

Receive Production Menu



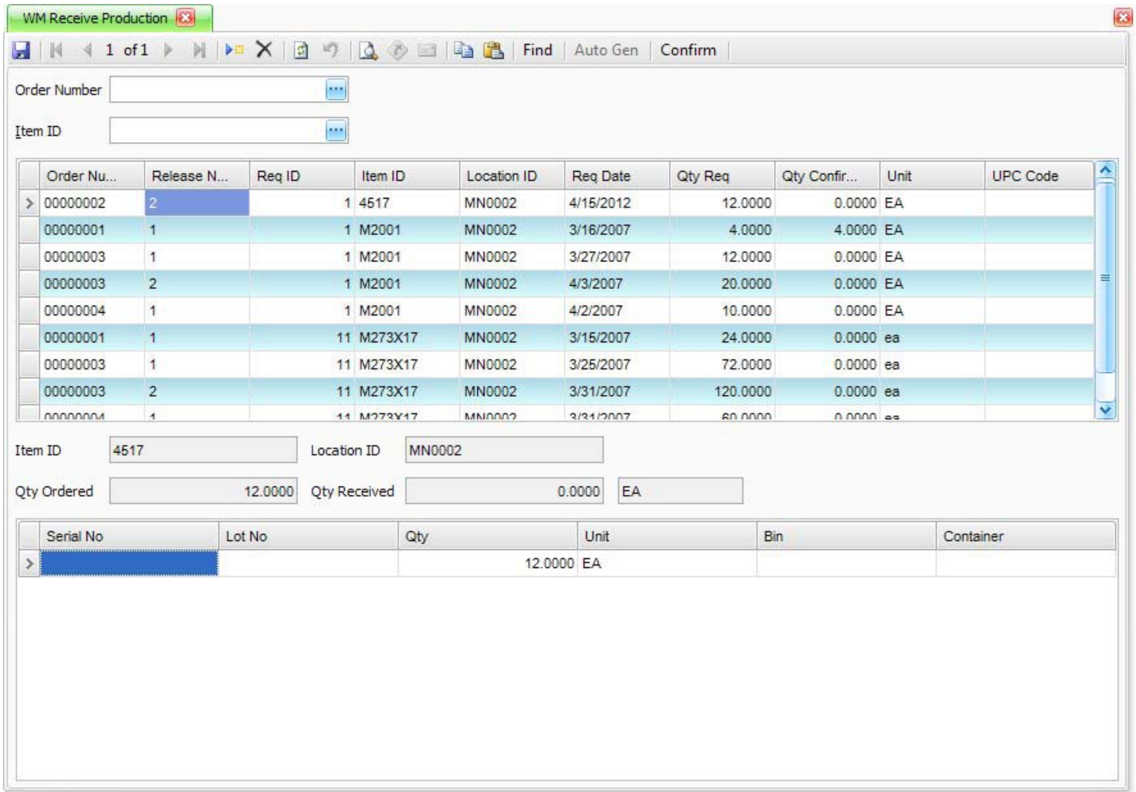
2. The **Receive Production** screen appears (all fields are initially blank).

Receive Production Screen - Blank



3. To locate work orders that involve a specific order number or item ID, enter that **Order No** or **Item ID** and click **Find**. Orders that match this criteria are then listed in the window (to sort this list, click a heading).

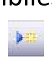
Receive Production Screen - Filled



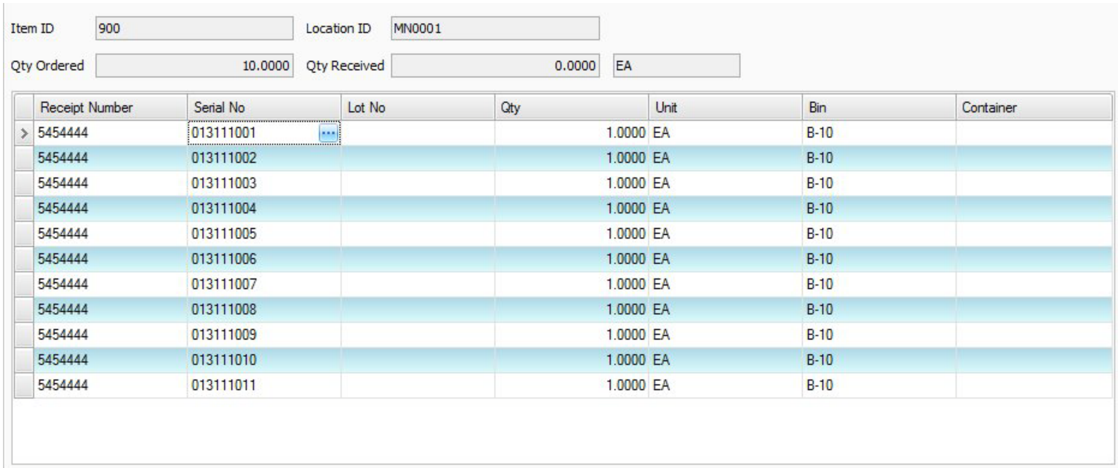
Remember that TRAVERSE Production orders can have multiple releases. For example, if a work order 00000003 has two releases, both are listed in the window.

To list all orders for which you should be receiving goods, leave these boxes blank and click **Find**.

Maint

4. To record received assemblies for a specific order, select the order in the window, then click the New Record button  and enter information about the item you received in the boxes at the bottom of the screen.

If you received a lotted, serialized, or serialized and lotted item, the **Auto Gen** button appears at the bottom of the screen. Click it to automatically generate and record lot or serial numbers for the items you received. See (page 4-29) for more information.



Item ID 900 Location ID MN0001

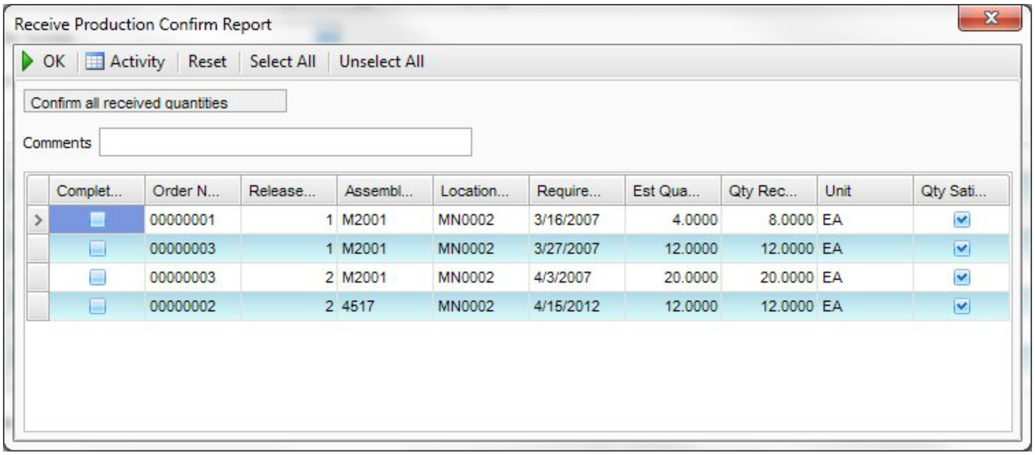
Qty Ordered 10.0000 Qty Received 0.0000 EA

Receipt Number	Serial No	Lot No	Qty	Unit	Bin	Container
5454444	013111001		1.0000	EA	B-10	
5454444	013111002		1.0000	EA	B-10	
5454444	013111003		1.0000	EA	B-10	
5454444	013111004		1.0000	EA	B-10	
5454444	013111005		1.0000	EA	B-10	
5454444	013111006		1.0000	EA	B-10	
5454444	013111007		1.0000	EA	B-10	
5454444	013111008		1.0000	EA	B-10	
5454444	013111009		1.0000	EA	B-10	
5454444	013111010		1.0000	EA	B-10	
5454444	013111011		1.0000	EA	B-10	

5. Repeat the above step for all orders you receive, recording item quantities as you go.
6. When you finish, click **Confirm** to approve your entries and update Inventory item quantities and transaction status, as appropriate.

   After you click **Confirm**, the **Confirm all received quantities?** message appears. Click **Yes** to confirm all the quantities you entered; click **No** to return to the Receive Goods screen.

If you clicked **Yes**, the Confirm Production - Complete Orders screen appears and lists the production orders for which you received assembled items. If you want to change the status of these production orders to **Complete**, select the **Completed** check box.



NOTE: When you complete orders, you cannot edit those orders using the functions in the TRAVERSE Production application. Production orders cannot be edited after they are completed.

Clear this box if an order has not been fully satisfied and you expect to receive further quantities for it. The **Satisfied** check box (you may need to scroll to the right to see this check box) indicates whether all items for a production order have been received.

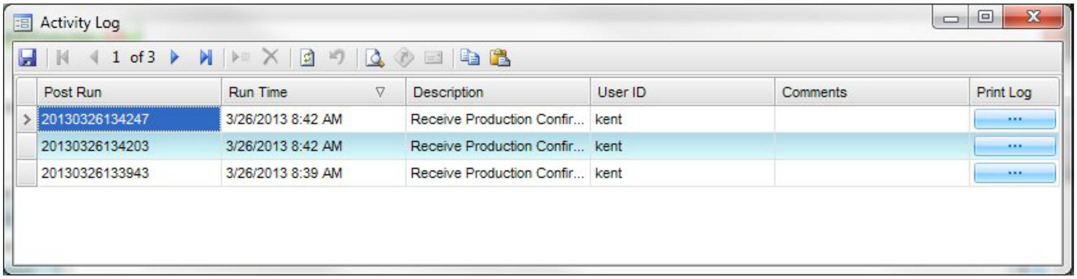
Click **Select All** or **Unselect All** to select or clear the **Qty Satisfied** check box for all orders listed.

Click **OK** to complete the production orders you selected. A message appears when order completion processing completes successfully.

Click **Activity** to view the Activity Log box to view confirmations and reprint the log for any confirmation.

The Production Output Confirm Log dialog box appears.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Production Output Confirm Log

Continental Products Unlimited
Production Output Confirm Log

Page 1

Status Order No Release No	Req ID Received Date	Item ID Location ID	Quantity Unit	Serial No Lot No	Bin Container
Confirmed					
00000001	1	M2001	4.0000		
1	3/26/2013	MN0002	EA		
00000002	1	4517	12.0000		
2	3/26/2013	MN0002	EA		
00000003	1	M2001	12.0000		
1	3/26/2013	MN0002	EA		
00000003	1	M2001	20.0000		
2	3/26/2013	MN0002	EA		

3/26/2013 8:39 AM | *** End of Report *** | OPEN_SYSTEMS\KentHe

MATERIAL REQUISITIONS

Use the **Material Requisitions** function to enter material requisition transactions or to enter return transactions for items that were not used and that were returned to the warehouse.

Processing Requisitions

When you work with requisitions, you proceed through these steps:

Use the **Material Requisitions** function to enter requisition information.

1. After entering all requisitions, use the **Release Orders** function (page 4-5) to generate a list of the requisitions (and other orders) for which you need to pull items from inventory for shipment.
2. Print the Picking List (page 4-11) to guide you as you pick items for orders.
3. Use the **Record Picked Orders** function (page 4-19) to record the item IDs you pull from inventory and apply them to requisitions. When you confirm your entries, Warehouse Management automatically updates the **Filled** quantity for the material requisitions you selected.
4. Use the **Post Material Requisitions** function to update inventory quantities and move filled requisition records to history.

Working with Returns

Material requisition returns work slightly differently.

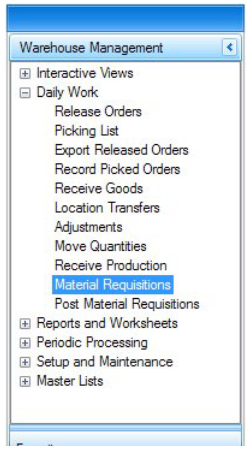
To process material requisition returns, you work through these steps:

1. Enter the return into the **Material Requisitions** function.
2. Use the **Receive Goods** function to record the item IDs you receive and apply them to return transactions. When you confirm your entries, Warehouse Management automatically updates the **Filled** quantity for the requisition returns you selected.
3. Use the **Post Material Requisitions** function to update inventory quantities and move filled requisition records to history.

Follow these steps to work with **Material Requisitions**:

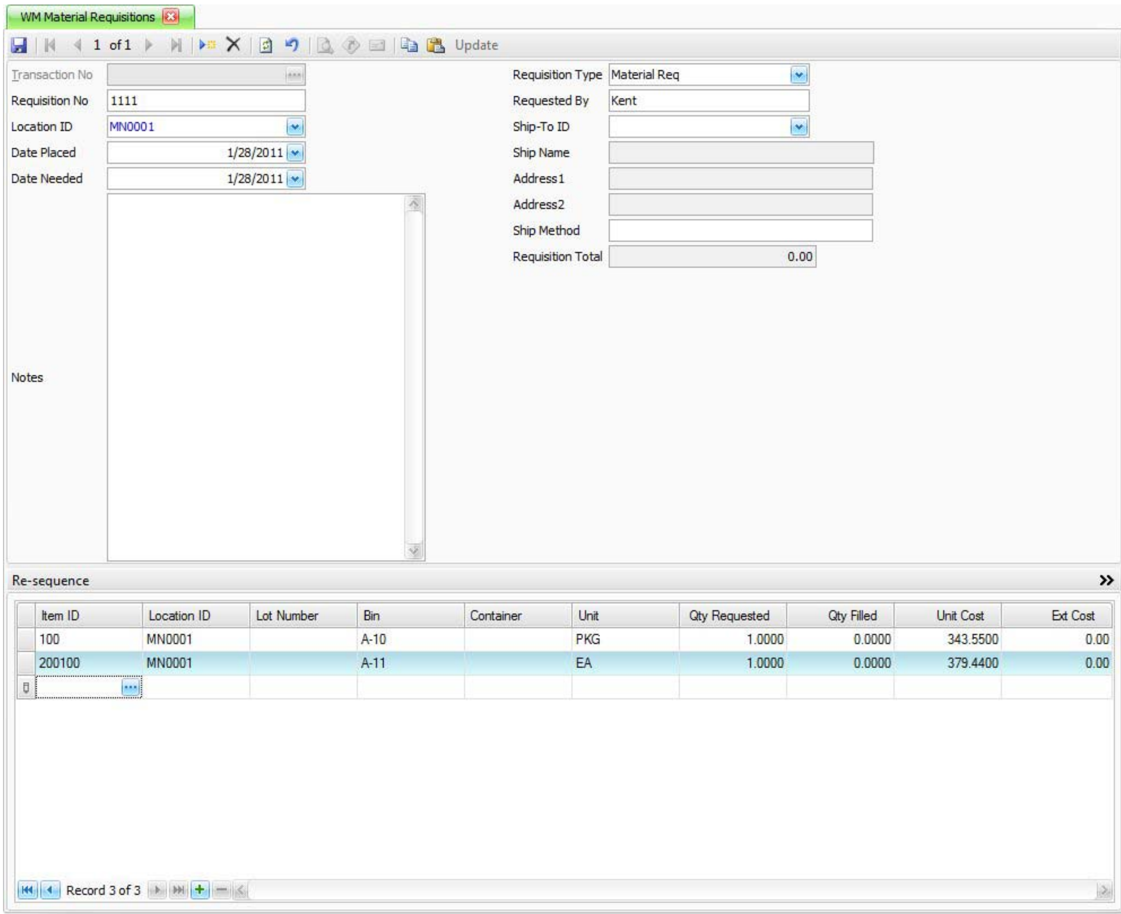
1. Select **Material Requisitions** from the **Daily Work** menu.

Material Requisitions Menu



2. The **Material Requisitions** screen appears.

Material Requisitions Screen



3. If you are entering a new requisition, click the **New Record** button  on the toolbar and leave the **Transaction No** box blank—Warehouse Management will assign a transaction number automatically.

   If you are editing an existing requisition, select the transaction number you want to edit.

4. If you are entering a new requisition, select the **Requisition Type**: **Material Req** or **Material Req Return**.

5. Enter the ID you use to identify requisitions in the **Requisition No** box.

6. Enter the person, office, or project the requisition was **Requested By**, if needed.

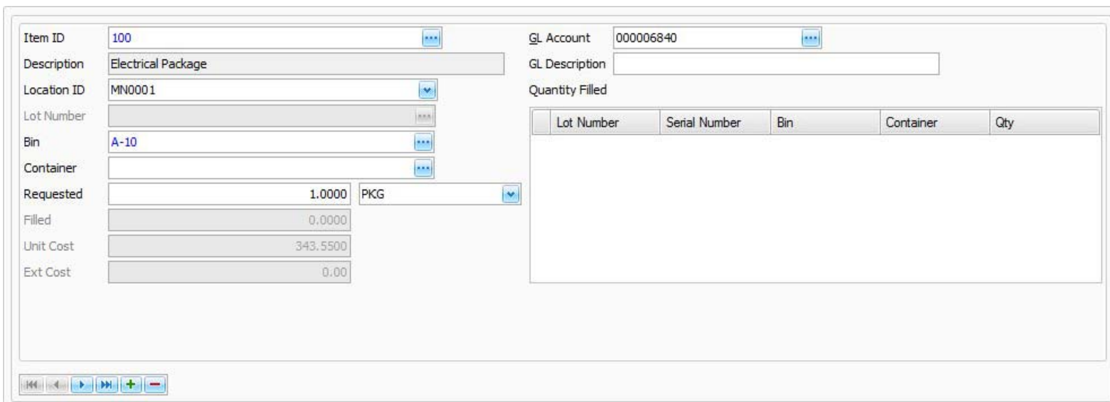
Maint

7. Use the **Header** area (shown on the previous page) to enter basic information about the requisition, such as the **Location ID**, date placed and needed, shipping information, and any comments.

8. Use the Item summary area to enter basic information for the items to be picked for the requisition. Shown on the previous page in the bottom area of the screen.

   Use the **Item Detail** area (shown below) to enter specific information about the items requisitioned.

Material Requisitions Item Detail



   This screen area allows you to specify a bin and container in which the item is located.

   When you confirm picked items in the **Record Picked Orders** function (for requisitions), or confirm item receipts in the **Receive Goods** function (for returns), Warehouse Management automatically updates the **Filled** quantity for requisitions based on the quantity you entered in those functions.

   For serialized and lotted items the serial number or lot number selected when recording picked orders is displayed in the Quantity Filled area of the screen.

   Requisitions and returns that have been completely filled are moved from this function and into history when you post material requisitions.

9. Click the **Save** record button to save your changes and return to the menu.

POST MATERIAL REQUISITIONS

Use the **Post Material Requisitions** function to post requisition information and move filled requisitions from the **Material Requisitions** function to history.

When you post, entries are made to the following accounts for a **material requisition** for inventory items:

Inventory		**Material Expense**	
	CR	DB	

Entries are made to the following accounts for a **material requisition return** for inventory items:

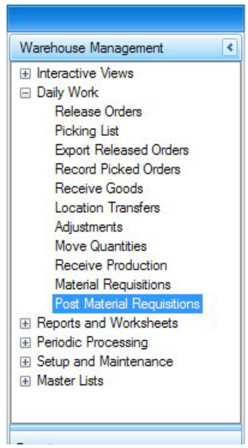
Inventory		**Material Expense**	
DB			CR

The default general ledger material expense account is selected in the Business Rules function and the inventory account comes from the corresponding item's account code, or you can select a different expense account when you enter the requisition in the item detail area in summary or detail view.

Follow these steps to **Post Material Requisition** information:

1. Select **Post Material Requisitions** from the **Daily Work** menu.

Post Material Requisitions Menu



2. The **Post Material Requisitions** screen appears.

Post Material Requisitions Screen

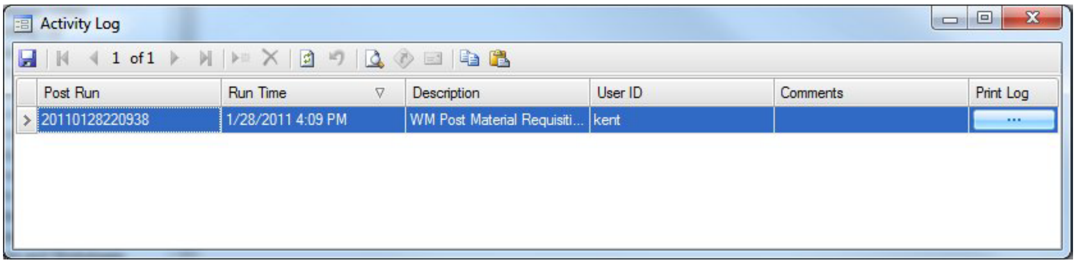
3. Enter any **Comments** for the post, if needed.

4. Select a command button:

   - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log dialog box appears.

- Click **Reset** to reset the values back to the original settings.
- Click **Activity** to view the Activity Log dialog box.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Material Requisitions Log

Continental Products Unlimited
Post Material Requisitions
Page 1

Comments

GL Entries 20110128220938

Posted to Fiscal Year 2011
Fiscal Period 1

Reference	Description	GL Account	Debit	Credit
1111	100 Electrical Package	00-000-6840	343.55	
1111	200100 Furnace	00-000-6840	379.44	
Mtrl Inv	Amount from Material Inventory	00-000-1230		343.55
Mtrl Inv	Amount from Material Inventory	00-000-1230		379.44
	Total for Fiscal Period 1		722.99	722.99
Grand Total			722.99	722.99

Exceptions

Grand Total

1/28/2011 4:09 PM *** End of Report *** OPEN_SYSTEMS\KentHe

5

REPORTS AND WORKSHEETS

PRINTING REPORTS AND WORKSHEETS

Print the reports on the **Reports and Worksheets** menu to list completed transfer or adjustment information in preparation for posting, view transfer information and status or list items in a transfer shipment, and view detailed inventory movement history for a specific item, location, bin or container, or date.

Below is a list of the reports on the Reports and Worksheets menu and a short description of what each report contains.

Location Transfers Report

Print the Location Transfers Report as you work with transfers to view general unposted transfer information and to track transfer status.

Location Transfers Packing List

After you pick items from inventory at the source location for transfer, print the Location Transfers Packing List to list the items included in the shipment and the transfers to which those items apply. This list can also include item bar codes that can speed receiving at the destination warehouse: users can simply scan the bar code to enter them into the **Receive Goods** function (page 4-25) and apply the receipt to transfer transactions.

Location Transfers Journal

Print the **Location Transfers Journal** to list the transfers that have been completed since the last time you posted transfer information. This journal serves as a record of your actions and forms part of your audit trail.

Post Location Transfers

After shipping and receiving location transfers and printing the location transfers journal, use the **Post Location Transfers** function to update Warehouse Management detail history for both the source and destination locations with information about the items transferred and create the GL entries required to track transfer costs.

Bill of Lading

The Bill of Lading function allows you to create a bill of lading report based on standard input documents and input from the Sales Order application.

Adjustments Journal

Print the Adjustments Journal before you post adjustments as part of your audit trail. This journal records all adjustment information you entered since the last time you posted and allows you to check this information for errors before you run the Post Adjustments function (page 5-41).

Post Adjustments

After entering or editing adjustments and printing the Adjustments Journal (page 5-41), use the **Post Adjustments** function to post adjustment information, update item quantities, and create the GL accounting entries for adjustment costs.

Detail History Report

Print the Detail History Report to view all inventory movement history associated with a specific item, location, lot or serial number, bin or container, quantity, transaction date, or user. This flexibility allows you to view important details when you know only the quantity transferred, for example, but not the item ID, or when you want to track down the movement of a specific serial number.

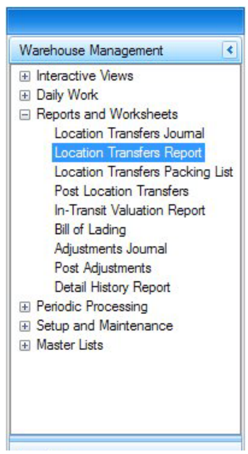
LOCATION TRANSFERS REPORT

Print the **Location Transfers Report** as you work with transfers, in the Warehouse Management, Location Transfers function (page 4-33), to view general unposted transfer information and to track transfer statuses.

Follow these steps to print **Location Transfers Report**:

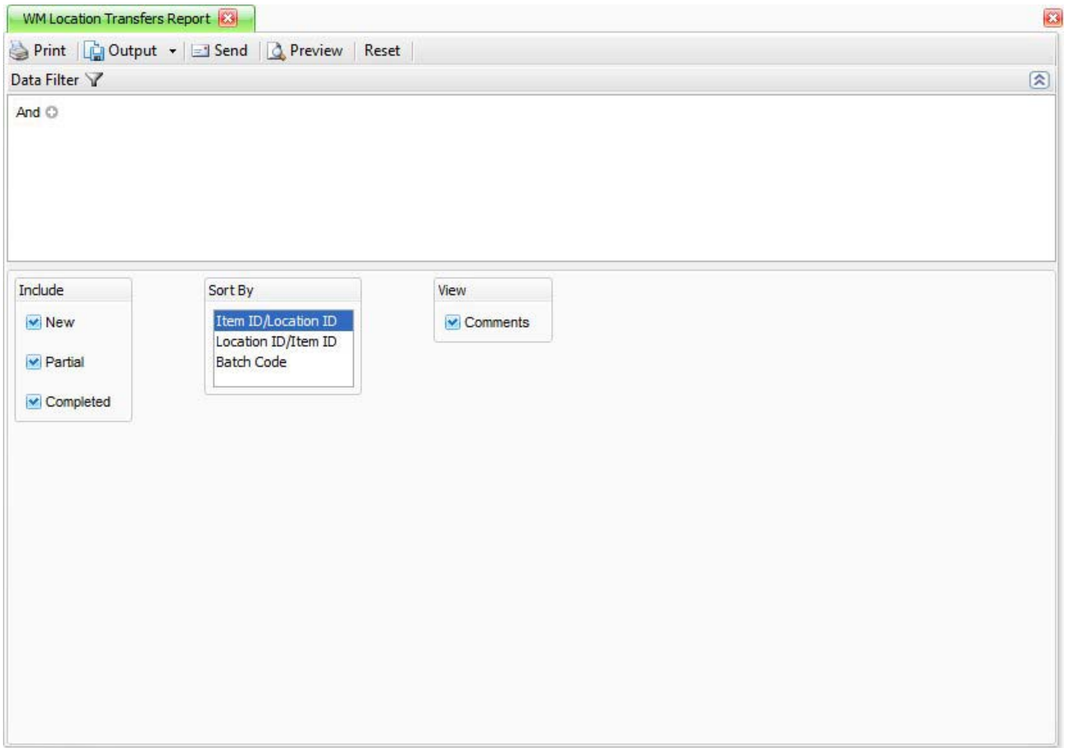
1. Select **Location Transfers Report** from the **Reports and Worksheets** menu.

Location Transfers Report Menu



2. The **Location Transfers Report** screen for that report appears.

Location Transfers Report Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transfers.
4. Select what status of transactions you want to **Include** on the report, **New**, **Partial** or **Complete**.
5. Select the **Sort By** criteria for the report. The choices are **Item ID/ Location ID**, **Location ID/Item ID** or **Batch Code**.
6. Check the box to **View Comment** information. Clear the check box if you do not want to print that information.
7. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Location Transfers Report

Continental Products Unlimited
Location Transfers Report
Sorted by Item ID / Location ID

Page 1

Report Filter	
Include Transfers	New, Partial, & Completed
View Comments	Yes

Batch Code / Entry Date	Item ID / Description	Location ID From / To	Quantity / Unit	Transfer Cost / Comment	Qty Picked	Qty Received	Qty Remaining	Status
WhseTr	100	MN0001	10.0000	0.00			0.0000	New
2/3/2011	Electrical Package	TX0001	PKG					
			Bin	Container	Type	Trans Date	Qty Picked	Qty Received
WhseTr	150	MN0001	2.0000	0.00			0.0000	New
2/3/2011	Plumbing Package	TX0001	PKG					
			Bin	Container	Type	Trans Date	Qty Picked	Qty Received
WhseTr	200100	MN0001	2.0000	0.00			0.0000	New
2/3/2011	Furnace	TX0001	EA					
			Bin	Container	Type	Trans Date	Qty Picked	Qty Received

2/3/2011 12:21 PM *** End of Report *** OPEN_SYSTEMS\kenthe

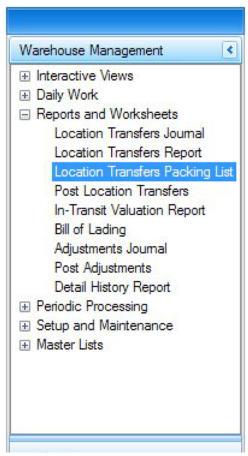
LOCATION TRANSFERS PACKING LIST

After you pick items from inventory at the source location for transfer, print the **Location Transfers Packing List** to list the items included in the shipment and the transfers to which those items apply. This list can also include item bar codes that can speed receiving at the destination warehouse: users can simply scan the bar code to enter them into the **Receive Goods** function (page 4-25) and apply the receipt to transfer transactions.

Follow these steps to print the **Location Transfers Packing List**:

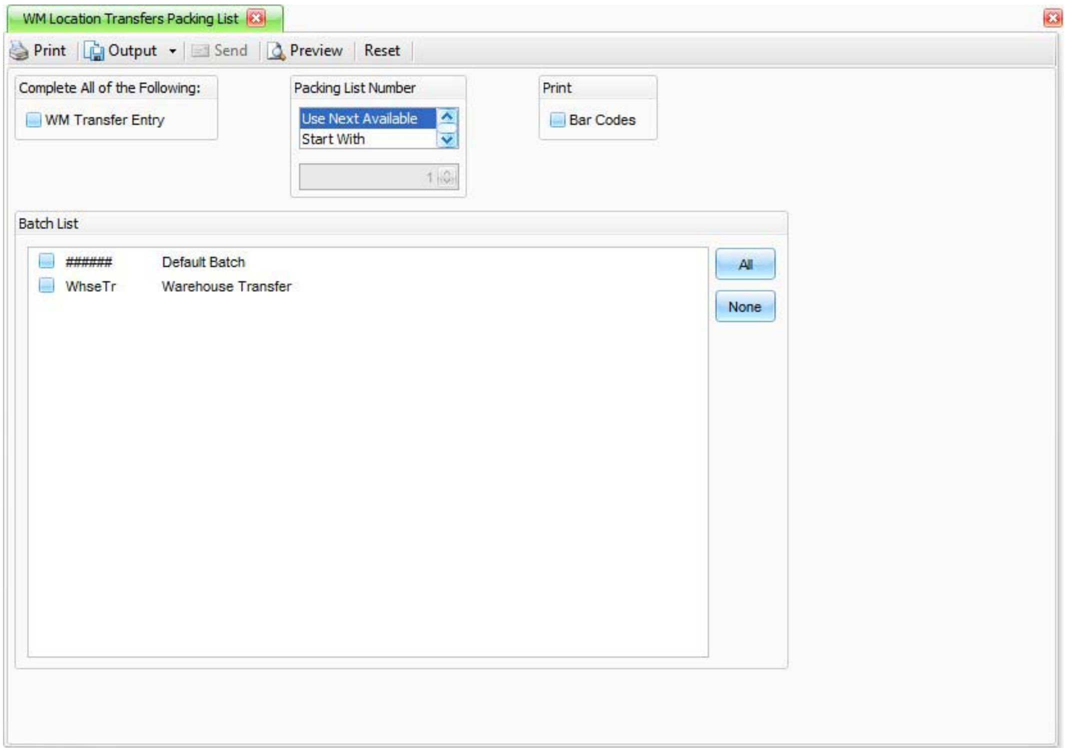
1. Select **Location Transfers Packing List** from the **Reports and Worksheets** menu.

Location Transfers Packing List



2. The **Location Transfers Packing List** screen appears.

Location Transfers Packing List Screen



3. Check the box to indicate **WM Transfer Entry is Completed**.
4. Select the **Packing List Number** information you want to use. You can use the next available number or specify a different **Start With** number and enter the number you want to start with.
5. The next available number is displayed. The field is disabled if you select **Next Available** and is enabled to edit if you select **Start With**.
6. Check the box to **Print Bar Codes**. This will print a bar code for each item, so if you are using a bar code scanner you can scan the item into your bar code scanner.
7. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
8. Select **Reset**, **Preview, Output or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Packing List

<< PACKING LIST >>

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(555)-555-5555

BATCH CODE	PACK NO	DATE	PAGE
WhseTr		2/3/2011	1

SHIP TO
TX0001
13302 WEST FREEWAY CT...
DALLAS, TX 77099

FROM
MN0001
453 LAKE DRIVE
MINNEAPOLIS, MN 55355

ITEM ID	UNIT	ORDERED	SHIPPED
100 Electrical Package	PKG	10.0000	10.0000

Preview

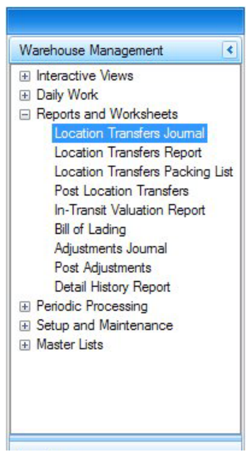
LOCATION TRANSFERS JOURNAL

Print the **Location Transfers Journal** to list the transfers that have been completed, using the Warehouse Management Record Picked Orders (page 4-19) and Receive Goods functions (page 4-25), since the last time you posted transfer information. This journal serves as a record of your actions and forms part of your audit trail.

Follow these steps to print the **Location Transfers Journal**:

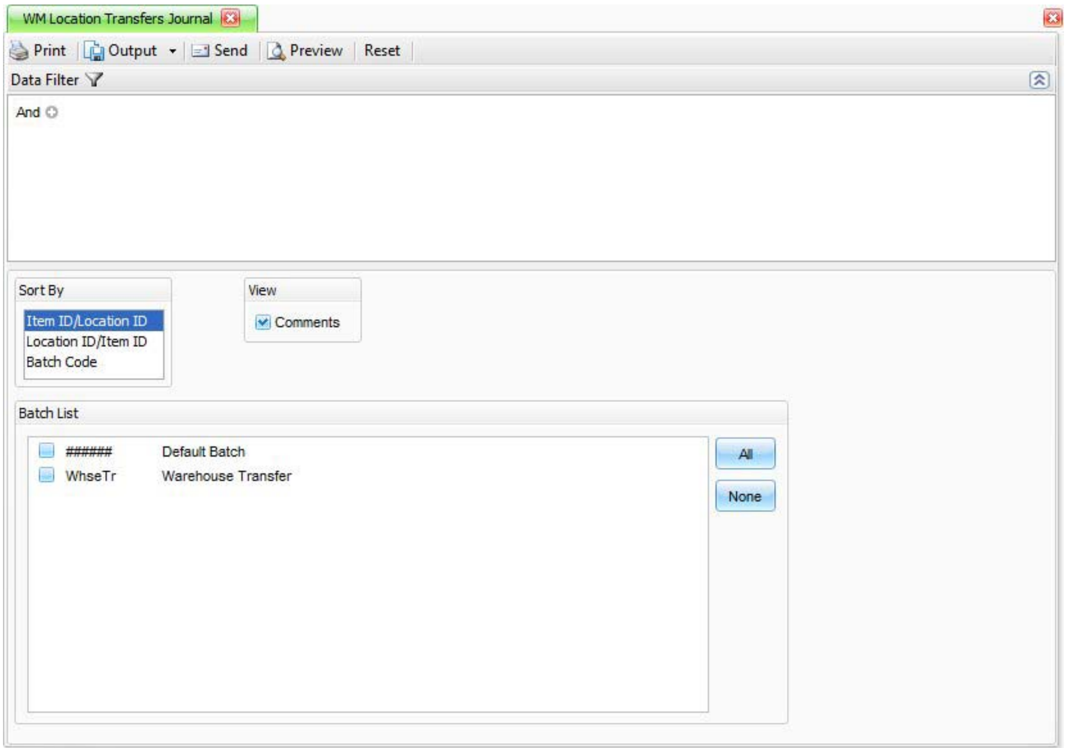
1. Select **Location Transfers Journal** from the **Reports and Worksheets** menu.

Location Transfers Journal Menu



2. The **Location Transfers Journal** screen.

Location Transfers Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transfers.

4. Select the **Sort By** criteria to sort the report. The options are **Item ID/Location ID**, **Location ID/Item ID** and **Batch ID**.

5. Check the box to **View Comments** entered into the location transfers. Clear the box to leave the comments off the journal.

6. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Location Transfers Journal

Continental Products Unlimited
Location Transfers Journal
Sorted by Item ID / Location ID

Page 1

Report Filter
Batch List ######,WhseTr
View Comments Yes

Batch Code Entry Date	Item ID Description	Location ID From / To	Quantity Unit	Transfer Cost Comment	From Ext Cost	To Ext Cost	Adjustment
WhseTr 2/3/2011	100 Electrical Package	MN0001 TX0001	10.0000 PKG	0.00	3,435.50	3,435.50	0.00

Bin	Container	Type	Trans Date	Pd / Year	Ext Cost
A-10		Transfer From	2/3/2011	2 / 2011	3,435.50
A-10		Transfer To	2/3/2011	2 / 2011	3,435.50

Batch Code Entry Date	Item ID Description	Location ID From / To	Quantity Unit	Transfer Cost Comment	From Ext Cost	To Ext Cost	Adjustment
WhseTr 2/3/2011	150 Plumbing Package	MN0001 TX0001	2.0000 PKG	0.00	1,815.06	1,815.06	0.00

Bin	Container	Type	Trans Date	Pd / Year	Ext Cost
B-10		Transfer From	2/3/2011	2 / 2011	1,815.06
B-10		Transfer To	2/3/2011	2 / 2011	1,815.06

Batch Code Entry Date	Item ID Description	Location ID From / To	Quantity Unit	Transfer Cost Comment	From Ext Cost	To Ext Cost	Adjustment
WhseTr 2/3/2011	200100 Furnace	MN0001 TX0001	2.0000 EA	0.00	758.88	758.88	0.00

Bin	Container	Type	Trans Date	Pd / Year	Ext Cost
A-11		Transfer From	2/3/2011	2 / 2011	758.88
A-10		Transfer To	2/3/2011	2 / 2011	758.88

2/3/2011 12:49 PM *** End of Report *** OPEN_SYSTEMS\kenthe

POST LOCATION TRANSFERS

After shipping and receiving location transfers and printing the location transfers journal, use the **Post Location Transfers** function to update Warehouse Management detail history for both the source and destination locations with information about the items transferred and create the GL entries required to track transfer costs.

Before you post transfers, print the Location Transfers Journal (page 5-13) from the **Reports and Worksheets** menu as a record of the transfers you completed since the last time you posted, to serve as part of your audit trail.

Use the Post Location Transfers function on the Transactions menu to post transfers. Posting affects the following information:

- General ledger accounts are updated for location transfers.
- If Inventory is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.
- The In Transit account in the Account Codes setup in Inventory will have your transfer costs posted to it. This account will have a net balance of 0 at the end of the posting.

After posting is complete, a Post Location Transfers Log can be produced. If Inventory is not interfaced with General Ledger, use the Post Location Transfers Log to manually adjust the accounts affected by this function.

When the full quantity of the transfer has been picked in the **from location** and the full quantity has been received in the **to location**, you will get the following journal entries posted to general ledger.

Transfer: decrease from source, increase in destination:

Item Cost		**Transfer Cost**	
FromLocation Inventory	**To Location Inventory**	**From Location Transfer Cost**	**To Location Inventory**
CR (credit side)	DB (debit side)	CR (credit side)	DB (debit side)

The inventory and cost accounts are from the corresponding item's account code.

Transfer In-Transit: Holding accounts showing the in and out of the transfer. (When From location is selected in the Business Rules to track costs.)

Item Cost		Transfer Cost	
From Location In-Transit	**From Location In-Transit**	**From Location In-Transit**	**From Location In-Transit**
CR	DB	CR	DB

The in-transit accounts are from the corresponding item's account code.

When a quantity has been picked in the **from location** and a different quantity has been received in the **to location** and the status of the transfer has been **manually** changed to **complete**, you will get the following journal entries posted to general ledger.

In this example **less** was received in the **to location**. If **more** is received in the **to location** the **adjustment** would be a **debit**.

Transfer: decrease from source, increase in destination:

Item Cost		Transfer Cost	
From Location Inventory (Amt Picked)	**To Location Inventory (Amt Rec'd)**	**From Location Transfer Cost**	**To Location Inventory**
CR	DB	CR	DB

To Location Inventory Adjustment (Amt Rec'd)
CR

The inventory, cost and adjustment accounts are from the corresponding item's account code.

Transfer In-Transit: Holding accounts showing the in and out of the transfer.

Item Cost		**Transfer Cost**	
From Location In-Transit	**From Location In-Transit**	**From Location In-Transit**	**From Location In-Transit**
CR	DB	CR	DB

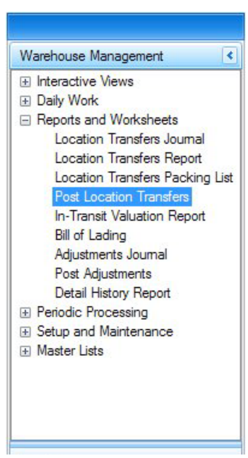
From Location In -Transit (Amt not - Rec'd)
CR

The in-transit accounts are from the corresponding item's account code.

Follow these steps to **Post Location Transfers**:

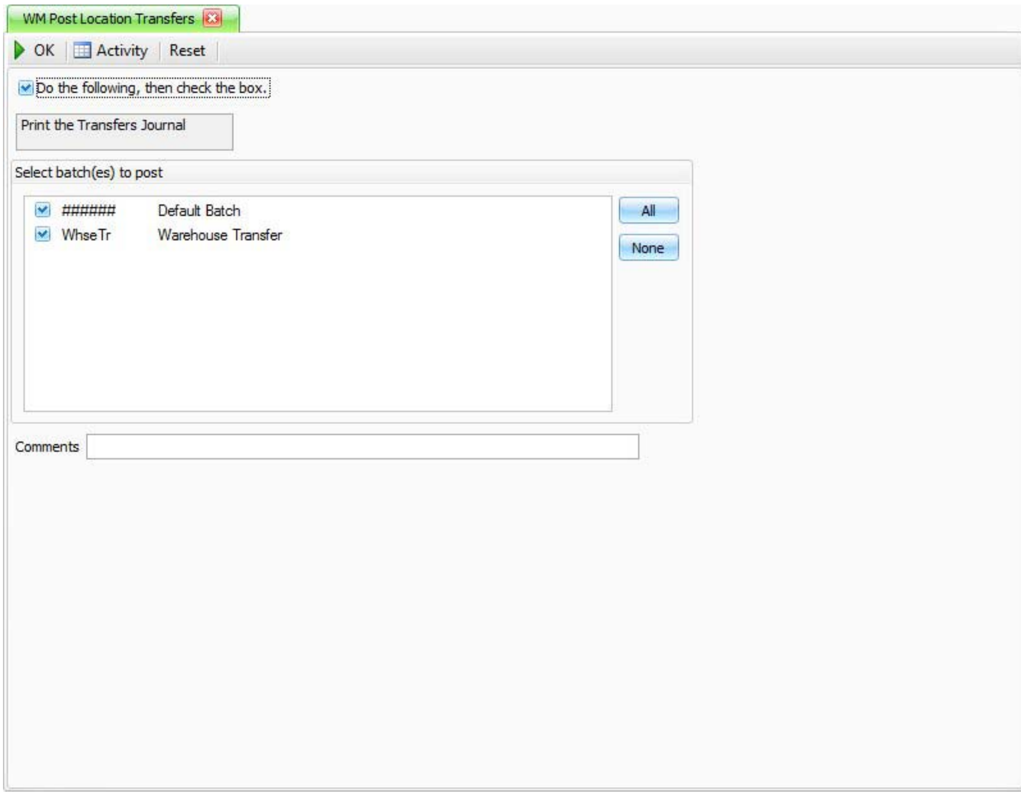
1. Select **Post Location Transfers** from the **Reports and Worksheets** menu.

Post Location Transfers Menu



2. The **Post Location Transfers** screen appears.

Post Location Transfers Screen



3. Select the check box after you've printed the Transfers Journal. This journal serves as part of your audit trail. If you have not yet printed the journal, exit the function and do so before continuing.

4. Select the **Batch Codes** to post. This option is available only if batch processing is being used.

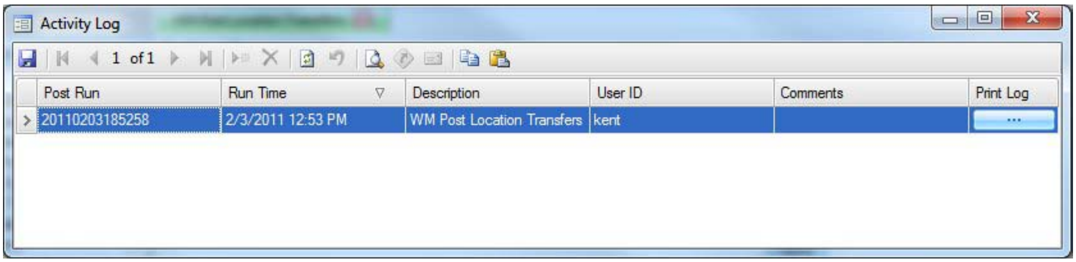
5. Enter any **Comments** about the post, if needed.

6. Select a command button:

   - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log dialog box appears.
   - Click **Reset** to reset the values back to the original settings.

- Click **Activity** to view the Activity Log dialog box.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Location Transfers Log

Continental Products Unlimited
Post Location Transfers (Detail)

Page 1

Batch List
Comments

Posted to Fiscal Year 2011
Fiscal Period 2

Item ID	Loc ID	Trans Type	GL Account	Debit	Credit
100	MN0001	Transfer From	00-000-1220	3,435.50	
150	MN0001	Transfer From	00-000-1220	1,815.06	
200100	MN0001	Transfer From	00-000-1220	758.88	
100	TX0001	Transfer To	00-000-1220		3,435.50
150	TX0001	Transfer To	00-000-1220		1,815.06
200100	TX0001	Transfer To	00-000-1220		758.88
100	MN0001	Transfer From	00-000-1230		3,435.50
150	MN0001	Transfer From	00-000-1230		1,815.06
200100	MN0001	Transfer From	00-000-1230		758.88
100	TX0001	Transfer To	00-000-1230	3,435.50	
150	TX0001	Transfer To	00-000-1230	1,815.06	
200100	TX0001	Transfer To	00-000-1230	758.88	
Total for Fiscal Period 2				12,018.88	12,018.88
Grand Total				12,018.88	12,018.88

2/3/2011 12:53 PM *** End of Report *** OPEN_SYSTEMS\kenthe

IN-TRANSIT VALUATION REPORT

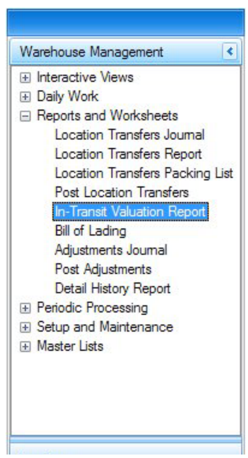
Use the **In-Transit Valuation Report** to show you a list of items in Location Transfers transactions that have been Picked out of the From location, but have not yet been Received into the To location. They are considered In-Transit.

The report will list those items and the value of those items. This will help you try to reconcile your Inventory value to your General Ledger value to include the value of those items that are in-transit.

Follow these steps to print the **In-Transit Valuation Report**:

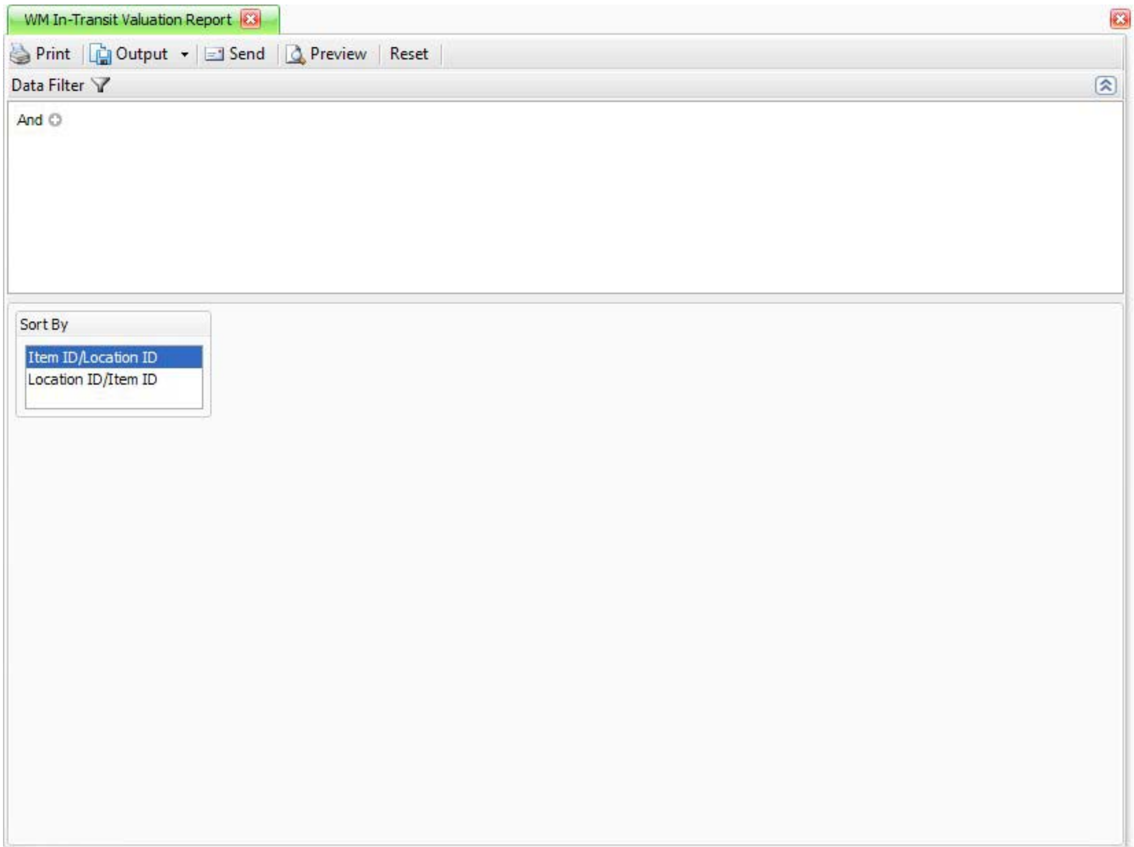
1. Select **In-Transit Valuation Report** from the **Reports and Worksheets** menu.

In-Transit Valuation Report Menu



2. The **In-Transit Valuation Report** screen.

In-Transit Valuation Report Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transfers.
4. Select the **Sort By** criteria to sort the report. The options are **Item ID/Location ID** or **Location ID/Item ID**.
5. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Name	Description
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

In-Transit Valuation Report

Continental Products Unlimited
In-Transit Valuation Report
Sorted By Item ID / Location ID

Page 1

Report Filter

Item ID		Description	Loc ID From	Loc ID To	Req Qty	Unit	Transfer Cost	From Ext Cost	To Ext Cost
100		Electrical Package	MN0001	CA0001	5.00	PKG	0.00	1,717.75	0.00
	Item ID 100 Total						0.00	1,717.75	0.00
150		Plumbing Package	MN0001	CA0001	3.00	PKG	0.00	2,722.59	0.00
	Item ID 150 Total						0.00	2,722.59	0.00
200100		Furnace	CA0001	MN0001	5.00	EA	0.00	1,861.77	0.00
	Item ID 200100 Total						0.00	1,861.77	0.00
200400		Water Softener	MN0001	CA0001	2.00	EA	0.00	254.80	0.00
	Item ID 200400 Total						0.00	254.80	0.00
Grand Total							0.00	6,556.91	0.00

2/17/2014 11:10 AM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

BILL OF LADING

The **Bill of Lading** function allows you to create a bill of lading report based on standard input documents and input from the Sales Order application.

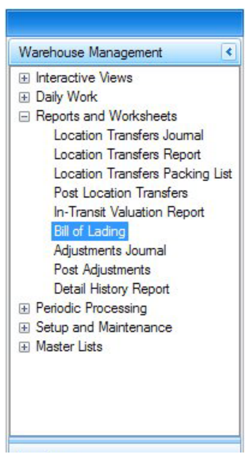
A **bill of lading** (also referred to as a **BOL** or **B/L**) is a document issued by a carrier, e.g. a ship's master or by a company's shipping department, acknowledging that specified goods have been received on board as cargo for conveyance to a named place for delivery to the consignee who is usually identified.

Before creating a bill of lading, set the **Business Rules** (page 3-5) relating to the **Bill of Lading** function.

Follow these steps to print the **Bill of Lading**:

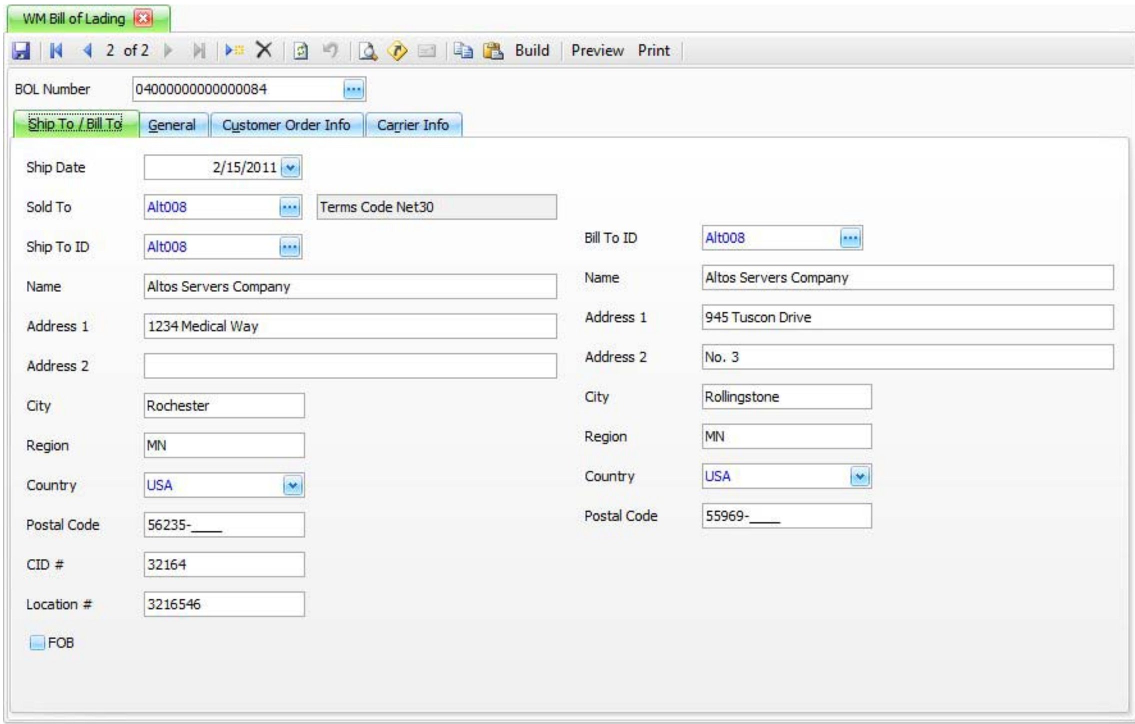
1. Select **Bill of Lading** from the **Reports and Worksheets** menu.

Bill of Lading Menu



2. The **Bill of Lading** screen appears.

Bill of Lading Screen

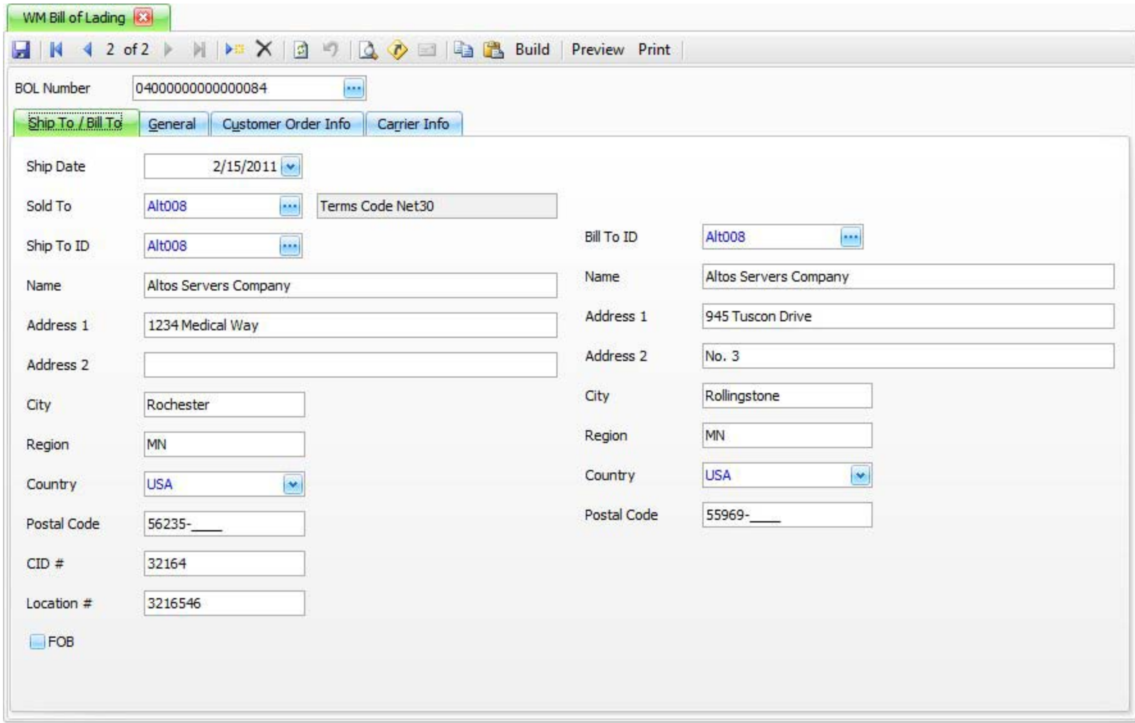


Bill of Lading Screen - Function Buttons

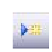
The function buttons are located at the top of the **Bill of Lading** screen, and are available in all tabs.

1. Click the **Build** button to open the **Build BOL Dialog Box**. This dialog box allows you to populate your bill of lading with information from sales orders that have been invoiced. This button is functional only if Warehouse Management is interfaced with the Sales Order application. See **Build BOL Dialog Box** (page 5-39) for details.
2. Click the **Print** button to print the bill of lading.
3. Click the **Preview** button to view a preview of the bill of lading.

Ship To/Bill To Tab



1. If you are editing a bill of lading, select the bill of lading you would like to edit in the **BOL Number** field.

   If you are creating a new bill of lading, click the New Record button  and either enter the bill of lading number you want to use in the **BOL Number** field, or, if you are using system generated bill of lading numbers, leave the **BOL Number** box blank and TRAVERSE will assign the number.

   If you are using system generated bill of lading numbers, the first 8 digits will be the number you entered into the EAN.UCC Company Prefix field in the Business Rules (page 3-5) function.

2. The workstation date appears in the **Ship Date** field. Change it if necessary.

3. Select the **Sold To** company. The **Name** and **Address** fields appear from the customer's information. To make changes to the name or address, use the Customer maintenance function in Accounts Receivable.

When select a **Sold To** customer and click on the **Build** button, you will see all sales order items that have quantities shipped for that sold to customer.

If you elect not to choose a **Sold To** company, you must enter the **Name** and **Address** information manually.

4. Select a **Ship-To** ID, if applicable.
5. If necessary, select a different **Bill-To** customer for billing purposes. The Bill-To customer Name, Address, City, Region, Country and Postal Code will fill in from the information set up for that customer.

   If you have a Bill-To customer set up and selected for the sales order you are building the bill of lading from, the bill-to customer ID will not be brought into the bill of lading. You must select the bill-to customer if it is different than the sold-to customer.

   You may also enter a Name, Address, City, Region, Country and Postal code that is not set up as a customer. Skip the customer ID field and enter the information into the fields as desired.

6. Enter the **CID #** (Consignee Identification number), if desired.

   This is also referred to as the Ultimate Consignee. The US Customs and Border Protection Agency definition of the Ultimate Consignee is:

   The Ultimate Consignee at the time of entry or release is defined as the party in the United States, to whom the overseas shipper sold the imported merchandise. If at the time of entry or release the imported merchandise has not been sold, then the Ultimate Consignee at the time of entry or release is defined as the party in the United States to whom the overseas shipper consigned the imported merchandise.

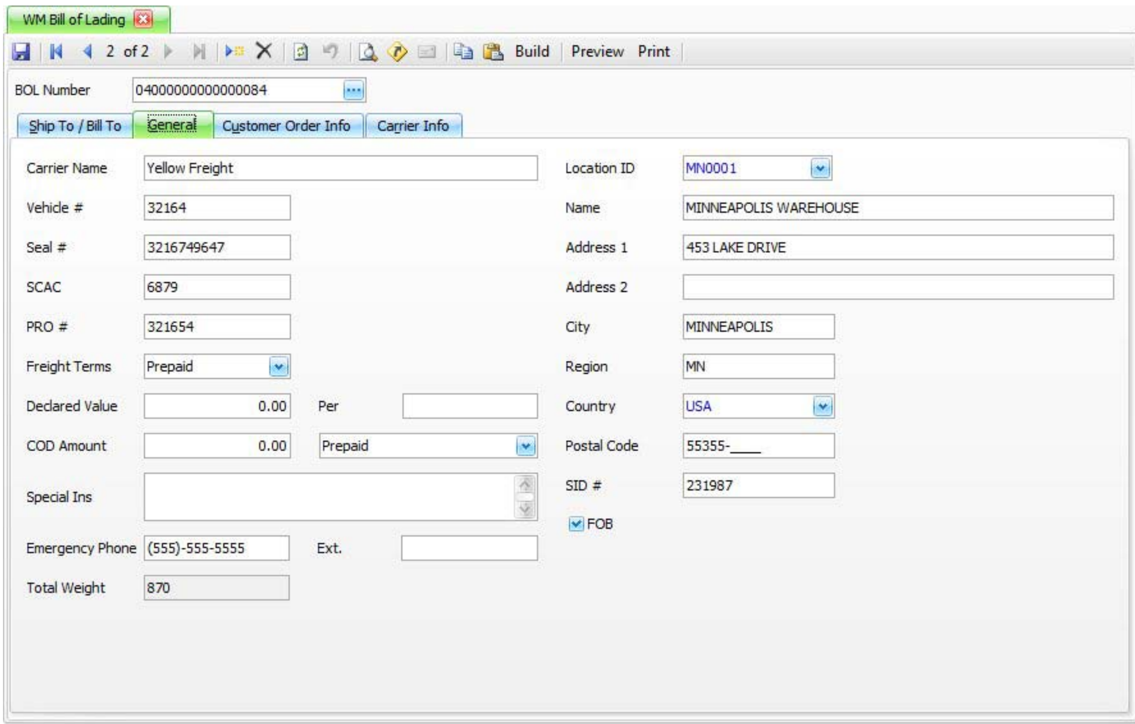
7. Check the **FOB** (Free On Board) box if the recipient is to take responsibility of the shipment at the point of delivery.

   The definition of Free On Board is:

   A commercial term under which the seller's obligations are fulfilled when the goods reach a point specified in the contract. For example, “F.O.B., Seller's Warehouse” means that the buyer assumes all costs and risks in moving the goods from the seller's warehouse.

NOTE: The FOB box must be checked on either the Ship To/Bill To tab or the General tab to determine is taking responsibility for the goods being shipped. The FOB check boxes on the two tabs cannot match.

General Tab



1. Enter the **Carrier Name** for the bill of lading.

   This would be the name of the shipping company that will be carrying the freight this bill of lading is being generated for.

2. Choose the originating **Location ID** for the shipment. The default location ID and address information will fill in if you selected a default originating location ID in the Business Rules function (page 3-5).

3. Enter the **Vehicle #** for the carrier, if desired.

   This would be the registered vehicle number of the truck that will be carrying the freight this bill of lading is being generated.

4. Enter the **Seal #** for the shipment, if desired.

   If a seal is placed on the latch of the cargo door of the truck or trailer that will be carrying the freight, enter that seal number here.

5. Enter the **SCAC** (Standard Carrier Alpha Code), if desired.

   The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. The SCAC code is obtained from the National Motor Freight Traffic Association (NMFTA).

   Certain groups of SCACs are reserved for specific purposes. Codes ending in the letter "U" are reserved for the identification of freight containers. Codes ending in the letter "X" are reserved for the identification of privately owned railroad cars. Codes ending in the letter "Z" are reserved for the identification of truck chassis and trailers used in railroad intermodal service.

6. Enter the **PRO #** (Progressive Number) if desired.

   The terms pro number and freight bill number mean the same thing:

   - "pro number" (short for progressive number) is a transportation industry term used primarily by transportation providers.
   - "freight bill number" is used primarily by shippers.

7. Choose **Prepaid**, **Collect**, or **3rd Party** in the **Freight Terms** box.

   If **Collect** is selected, the consignee pays for the freight costs from the shipper's door to their door.

   If **Prepaid** is selected, the shipper pays for the freight costs from origin to the consignee's dock.

   If **3rd Party** is selected, the freight charges for a shipment are paid a party other than the shipper or consignee.

8. Enter the **Declared Value** of the shipment, if desired. If the value listed is per a certain unit or weight, enter that unit measurement in the **Per** field.

   The definition of Declared Value is:

   The value of goods declared to the carrier by the shipper for the purposes of determining charges and establishing the liability of the carrier.

9. Enter the **COD Amount** (Cash On Delivery), and choose whether that amount is **Collect** or **Prepaid**.

    Cash on Delivery (COD): refers to the payment for the goods being shipped. If this section of the BOL is filled in, the carrier cannot deliver the goods until payment for the goods has been received.

    If the **Collect** is selected, the consignee pays for the freight costs from the shipper's door to their door.

    If the **Prepaid** is selected, the shipper pays for the freight costs from origin to the consignee's dock.

10. Enter special instructions in the **Special Ins** field, if desired. Press Ctrl+Enter to go to the next line if you need a line break.

11. The **Emergency Phone** field and Ext. (Extension), if applicable, must be completed if the shipment contains hazardous materials.

12. Enter the **Total Weight** of the shipment.

    This will be calculated from the total weight of the items selected to be included in this bill of lading when you build the bill of lading. Weights must be entered into the Units tab of the Items setup in Inventory.

13. Enter the **SID #** if desired.

    The SID number is for an authorization number to deliver this shipment to a Distribution Center, if the shipper controls this shipment.

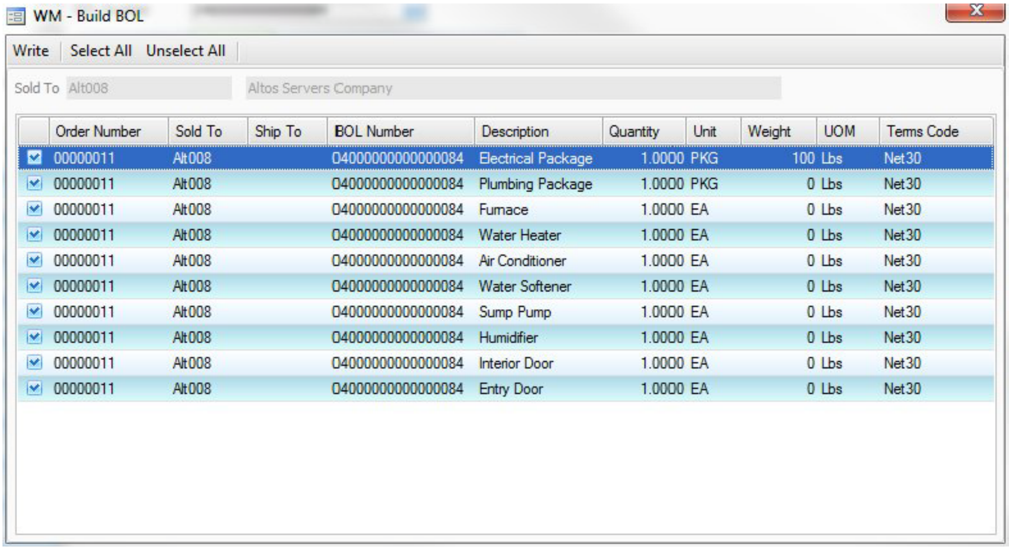
14. Check the **FOB** (Free On Board) on the **General** tab if the recipient is to take responsibility of the shipment once in the possession of the shipper.

    The definition of Free On Board is:

    A commercial term under which the seller's obligations are fulfilled when the goods reach a point specified in the contract. For example, "F.O.B., Seller's Warehouse" means that the buyer assumes all costs and risks in moving the goods from the seller's warehouse.

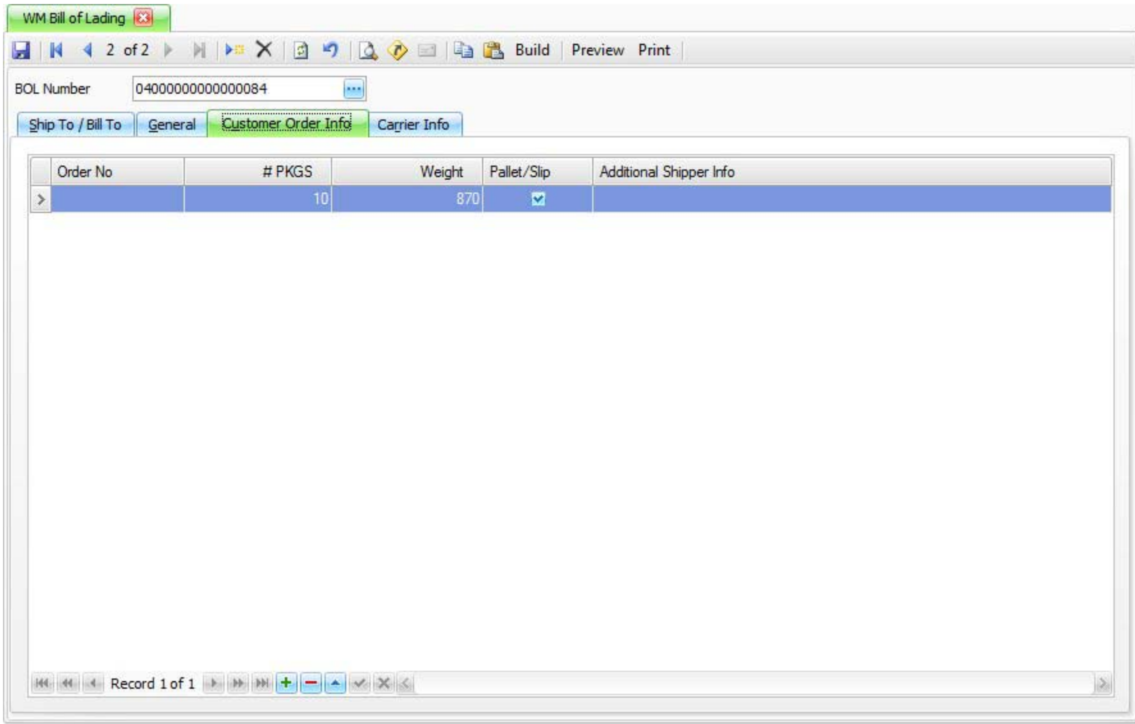
NOTE: The FOB box must be checked on either the Ship To/Bill To tab or the General tab to determine is taking responsibility for the goods being shipped. The FOB check boxes on the two tabs cannot match.

Build BOL Dialog Box



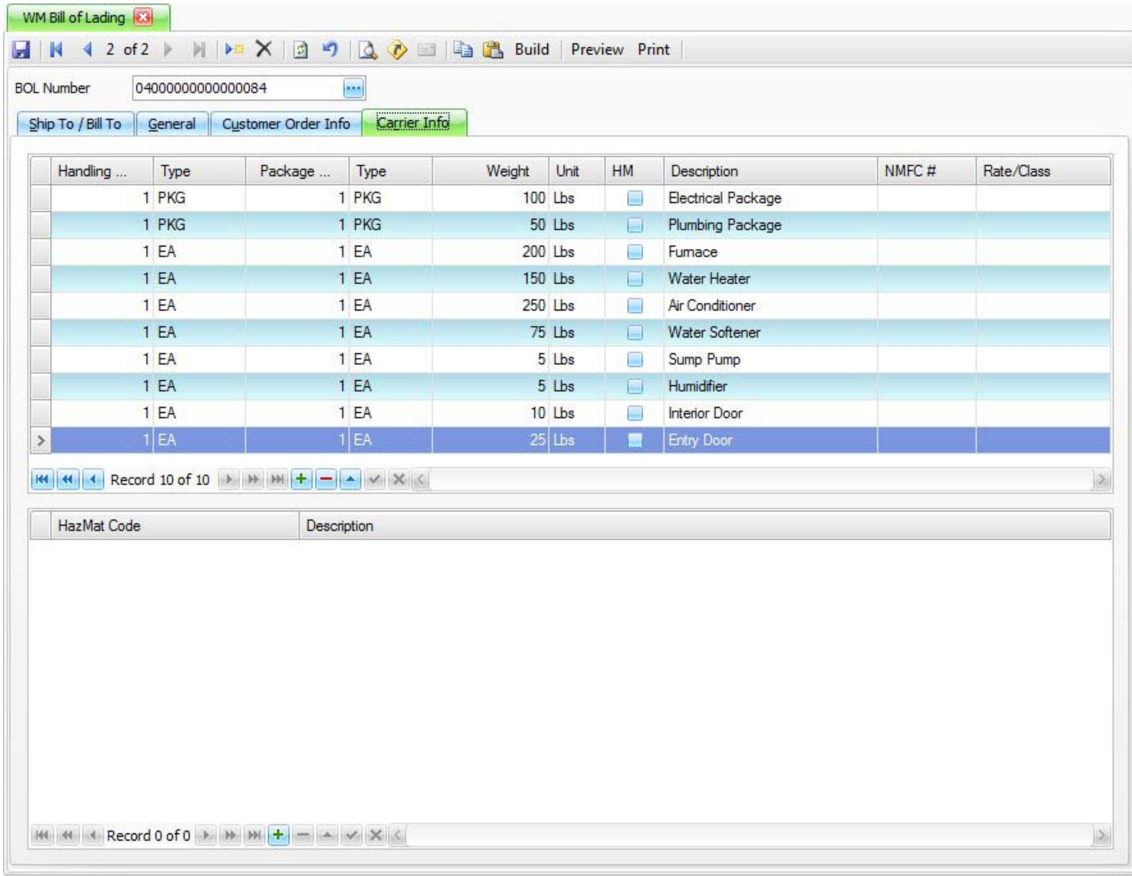
1. After selecting a **Sold-To** customer on the **Ship To/Bill To** tab, you may click the **Build** button on the top of the screen to open the **Build BOL** dialog box. All verified orders to that company will appear with check boxes next to them.
2. Select any orders you would like to include in your bill of lading. Click **Select All** to include all available orders for the customer in the bill of lading, or **Unselect All** to clear all check boxes.
3. Click **Write** to import the information about the orders you have chosen into the bill of lading fields. This information will be used to calculate the **Total Weight** on the **General** tab and appear in the **Customer Order Info** and **Carrier Info** tabs.
4. Close the dialog box without importing any sales order information into the bill of lading.

Customer Order Info Tab



1. Enter or edit the **Order No**. By default this will bring in the PO Number entered into the Sales Order.
2. Enter or edit the **# PKGS**. This will be calculated by using the total quantity of all items selected for this bill of lading.
3. Enter or edit the **Weight**. The total weight will be calculated using the weight of each item multiplied by the quantity. The weight must be set up on the Units tab in the Item setup in Inventory.
4. For each record, check the **Pallet/Slip** box if the shipment is loaded on a pallet or slip.
5. Enter **Additional Shipper Info** for your shipment that will print in the Customer Order Information area on the bill of lading.

Carrier Info Tab



If you use the **Build** button to import the bill of lading information from Sales Order, the data from the chosen order will appear on this screen.

1. Enter or edit the **Handling Qty** for the line items brought over from your Sales Order. If you used the Build button the quantity of each line item selected on the build screen will be displayed.

2. Enter or edit the **Type** of units for the items displayed. The unit of measure will be displayed for each item brought into the bill of lading if you used the Build button to build the bill of lading.

3. Enter or edit the **Package Qty** to indicate how many packages will be shipped for each item. When the bill of lading is built from a sales order the default will be the quantity for each item.

4. Enter or edit the **Type** of package each item is in. By default this will be filled in with the unit of measure if the bill of lading was built from a sales order.

   The package type is the lowest level of shipping unit of an item. The packages may be unitized into a handling unit for shipment, e.g. pallet, slip.

5. Enter or edit the **Weight** of each item. When the bill of lading is built from a sales order the weight of each item is calculated by multiplying the quantity by the unit weight entered on the units tab of the Item setup in Inventory.

6. Enter or edit the Unit of weight for each item. The default unit will be the weight unit you entered into the Business Rule (page 3-5) for the default weight unit.

7. Check the **HM** box if the item has a hazardous material code classification.

   If the item has a hazardous material code selected in the item setup the box will automatically be checked.

8. Enter or edit the **Description** of each item. When the bill of lading is built from a sales order the item description will be brought in for each item.

9. Enter the **NMFC #** (National Motor Freight Classification) for each item.

   The NMFC number is assigned by commodity type and is used by LTL (Less than Truckload) carriers to determine the level of rates for a shipment.

10. Enter the **Rate/Class** for each record item in the shipment.

    Class is defined as:

    A rating assigned to products based on their value and shipping characteristics, i.e. density and how the freight is packaged.

11. Click on the record you want to apply a hazardous material code to. Use the bottom portion of the screen to enter the hazardous material code. Click the new record green + at the bottom of the screen, to add a new record, and select the code from the **HazMat Code** column. Edit the **Description**, if necessary.

12. Select **Print or Preview**.

Command Buttons

Name	Description
Print	Print the journal.

Name	Description
Preview	Preview the journal on your monitor.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sample Bill of Lading

Date: 2/15/2011

BILL OF LADING

Page 1/2

SHIP FROM

Name: MINNEAPOLIS WAREHOUSE
Address: 453 LAKE DRIVE
City/ State/Zip: MINNEAPOLIS, MN 55355
SID # 231987
FOB: ☑

Bill of Lading Number: 04000000000000084

(402) 04000000000000084

CARRIER NAME: Yellow Freight
Trailer number: 32164
Seal number(s): 3216749647
SCAC: 6879
PRO Number: 321654

(9012K) 6879321654

SHIP TO

Name: Altos Servers Company
Address: 1234 Medical Way
City/ State/Zip: Rochester, MN 56235
CID # 32164
Location # 3216546
FOB: ☐

THIRD PARTY FREIGHT CHARGES BILL TO:

Name: Altos Servers Company
Address: 945 Tuscon Drive
No. 3
City/ State/Zip: Rollingstone, MN 55969

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)
Prepaid X Collect ______ 3rd Party ______

☐ Master Bill of Lading: with attached underlying Bills of Lading (check box)

SPECIAL INSTRUCTIONS:

CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT (Lbs)	PALLET	ADDITIONAL SHIPPER INFO
	10	100	Y	
GRAND TOTAL	10	100		

CARRIER INFORMATION

HANDLING UNIT		PACKAGE		WEIGHT (Lbs)	H.M.	COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
See Attached Supplement Page								
10		10		870		GRAND TOTAL		

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:
"The agreed or declared value of the property is specifically stated by the shipper to be not exceedin
0.00 per

C.O.D. Amount $ 0.00
Fee Terms: COLLECT ☐ PREPAID ☑
Customer check acceptable: ☐

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A) and (B).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

Shipper Signature

SHIPPER SIGNATURE / Date

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.

Trailer Loaded:
☐ By Shipper
☐ By Driver

Freight Counted:
☐ By Shipper
☐ By Driver/pallets said to contain
☐ By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.

Property described above is received in good order, except as noted.

EMERGENCY RESPONSE PHONE # (555)-555-5555 EXT.

Bill of Lading Supplement

Date: 2/15/2011

SUPPLEMENT TO THE BILL OF LADING

Page 2/2

Bill of Lading Number: 04000000000000084

CARRIER INFORMATION								
HANDLING UNIT		PACKAGE		WEIGHT (Lbs)	H.M.	COMMODITY DESCRIPTION	LTL ONLY	
QTY	TYPE	QTY	TYPE				NMFC #	CLASS
1	PKG	1	PKG	100	N	Electrical Package		
1	PKG	1	PKG	50	N	Plumbing Package		
1	EA	1	EA	200	N	Furnace		
1	EA	1	EA	150	N	Water Heater		
1	EA	1	EA	250	N	Air Conditioner		
1	EA	1	EA	75	N	Water Softener		
1	EA	1	EA	5	N	Sump Pump		
1	EA	1	EA	5	N	Humidifier		
1	EA	1	EA	10	N	Interior Door		
1	EA	1	EA	25	N	Entry Door		
10		10		870		PAGE SUBTOTAL		

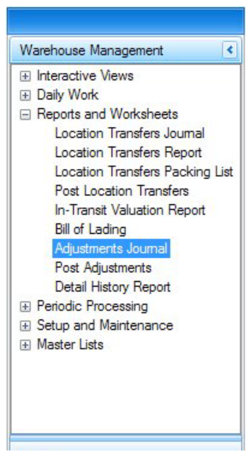
ADJUSTMENTS JOURNAL

Print the **Adjustments Journal** before you post adjustments, from the Warehouse Management, Adjustments function (page 4-37), as part of your audit trail. This journal records all adjustment information you entered since the last time you posted and allows you to check this information for errors before you run the Post Adjustments function (page 5-45).

Follow these steps to print the **Adjustments Journal**:

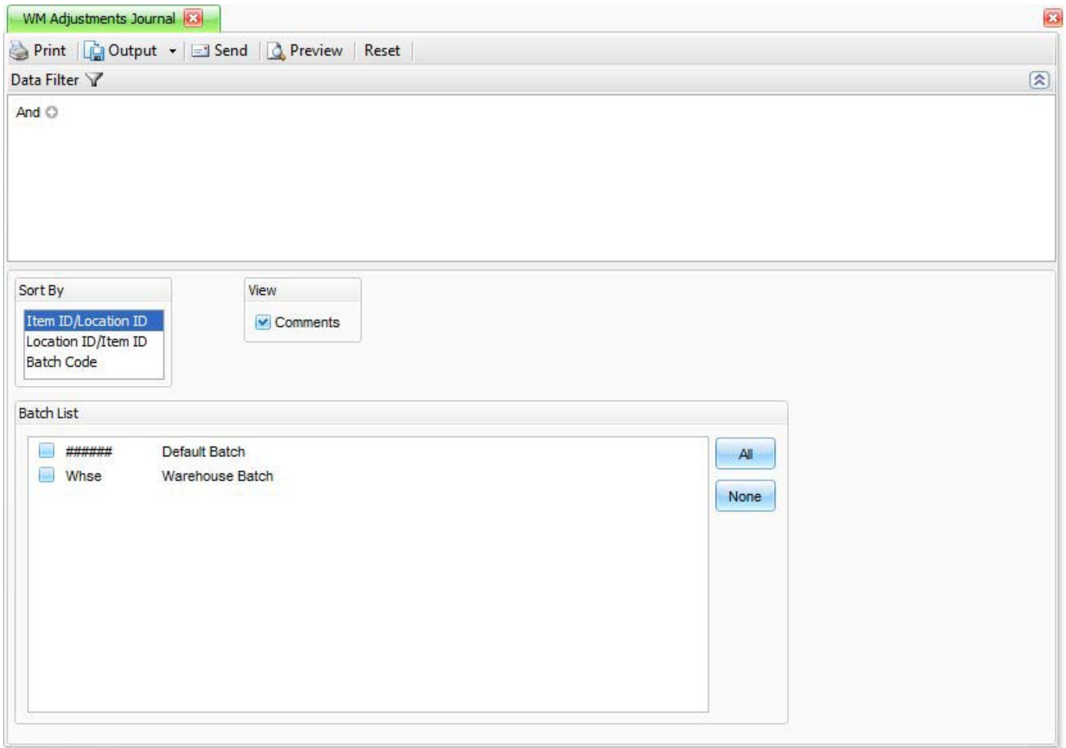
1. Select the **Adjustments Journal** from the **Reports and Worksheets** menu.

Adjustments Journal Menu



2. The **Adjustments Journal** screen appears.

Adjustments Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all adjustments.

4. Select the **Sort By** criteria to use when sorting the report. Your selections are **Item ID/Location ID**, **Location ID/Item ID** or **Batch Code**. You can select only one option.

5. Check Box to **View Comments** on the report. Clear the check box if you do not want to print that information.

6. Select the **Batches** to include in the journal. You will only see the available batches if you have elected to use batch processing for transactions. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Adjustments Journal

Continental Products Unlimited
Adjustments Journal
Sorted by Item ID / Location ID

Page 1

Report Filter
Batch List ######
View Comments Yes

Batch Code Entry Date	Type Pd / Year	Item ID Description	Location ID COGS Adj Acct	Quantity	Unit Comment	Unit Cost	Ext Cost
###### 1/31/2011	Adj Decrease 1 / 2011	100 Electrical Package	MN0001 00-000-5040	3.0000	PKG	343.5500	1,030.65

Bin	Container	Quantity	Ext Cost
A-11		3.0000	1,030.65

Batch Code Entry Date	Type Pd / Year	Item ID Description	Location ID COGS Adj Acct	Quantity	Unit Comment	Unit Cost	Ext Cost
###### 1/31/2011	Adj Increase 1 / 2011	200100 Furnace	MN0001 00-000-5040	2.0000	EA	382.6802	765.36

Bin	Container	Quantity	Ext Cost
A-10		2.0000	765.36

Batch Code Entry Date	Type Pd / Year	Item ID Description	Location ID COGS Adj Acct	Quantity	Unit Comment	Unit Cost	Ext Cost
###### 1/31/2011	Adj Increase 1 / 2011	200200 Water Heater	MN0001 00-000-5040	2.0000	EA	227.3583	454.72

Bin	Container	Quantity	Ext Cost
B-10		2.0000	454.72

1/31/2011 8:42 AM *** End of Report *** OPEN_SYSTEMS\kenthe

POST ADJUSTMENTS

Use the **Post Adjustments** function on the Daily Work menu to post adjustments that have been released and completed. Posting affects the following information:

- General ledger accounts are updated for adjustments.
- In-use and available quantities, general ledger accounts, and inventory history are updated for the adjustment transactions.
- If Inventory is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

After posting is complete, a Post Adjustments Log can be produced. If Inventory is not interfaced with General Ledger, use the Post Adjustments Log to manually adjust the accounts affected by this function.

Adjustment: increase in quantity and value

Inventory Adjustment Acct		**COGS Adjustment Acct**	
DB			CR

The inventory adjustment account is from the item's account code. The COGS adjustment account is the general ledger account specified in the transaction. By default the COGS adjustment account is the COGS adjustment account from the account code for the item.

Adjustment: decrease in quantity and value

Inventory Adjustment Acct		**COGS Adjustment Acct**	
	CR	DB	

The inventory adjustment account is from the item's account code. The COGS adjustment account is the general ledger account specified in the transaction. By default the COGS adjustment account is the COGS adjustment account from the account code for the item.

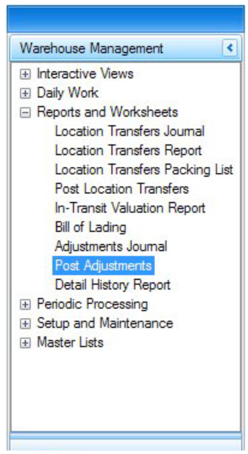
NOTE: If your Inventory Adjustment Account is not set up with the same account as your Inventory Account: Normal accounting procedures suggest doing manual adjusting entries to reverse your adjustment amounts out of your Inventory adjustment account, and put the corresponding entry to your Inventory account for the items that have had adjustments. This will result in the true values of your Inventory reflected in your Inventory account.

After entering or editing adjustments and printing the Adjustments Journal (page 5-41), use the **Post Adjustments** function to post adjustment information, update item quantities, and create the GL accounting entries for adjustment costs.

Follow these steps to **Post Adjustment** information:

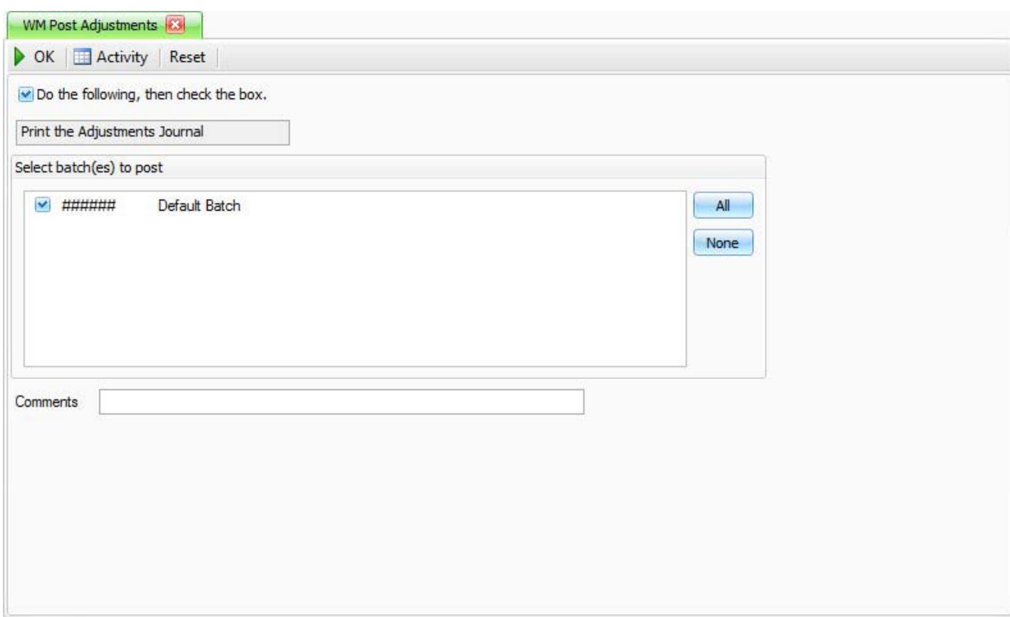
1. Select **Post Adjustments** from the **Reports and Worksheets** menu.

Post Adjustments Menu



2. The **Post Adjustments** screen appears.

Post Adjustments Screen



3. Select the check box after you've printed the Adjustments Journal. This journal serves as part of your audit trail. If you have not yet printed the journal, exit the function and do so before continuing.

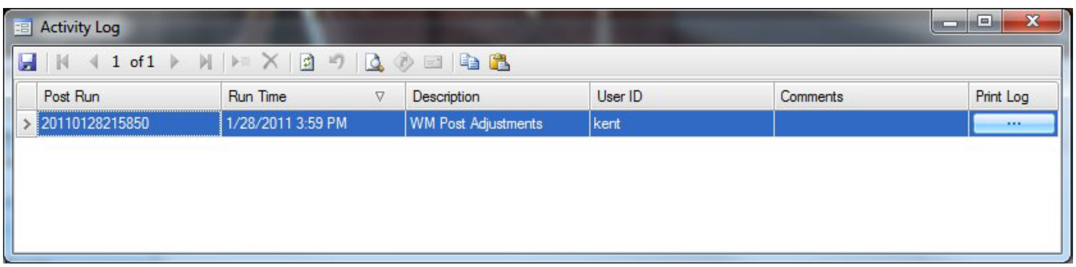
4. Select the **Batch Codes** to post. This option is available only if batch processing is being used.

5. Enter any **Comments** about the post, if needed.

6. Select a command button:

    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log dialog box appears.
    - Click **Reset** to reset the values back to the original settings.
    - Click **Activity** to view the Activity Log dialog box.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the post appears.

Run Time - The date and time the post was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log to print the post log from the selected post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Adjustments Log

Continental Products Unlimited
Post Adjustments (Detail)

Page 1

Batch List ######
Comments

Posted to Fiscal Year 2011
Fiscal Period 1

Item ID	Loc ID	Description	Trans Type	GL Account	Debit	Credit
ACC012	MN0001	ACC012	Adj Increase	00-000-1200	367.30	
BAT013	MN0001	BAT013	Adj Increase	00-000-1200	320.00	
100	MN0001	100	Adj Decrease	00-000-1200		687.10
ACC012	MN0001	ACC012	Adj Increase	00-000-5040		367.30
BAT013	MN0001	BAT013	Adj Increase	00-000-5040		320.00
100	MN0001	100	Adj Decrease	00-000-5040	687.10	
Total for Fiscal Period 1					1,374.40	1,374.40
Grand Total					1,374.40	1,374.40

1/28/2011 3:58 PM *** End of Report *** OPEN_SYSTEMS\KentHe

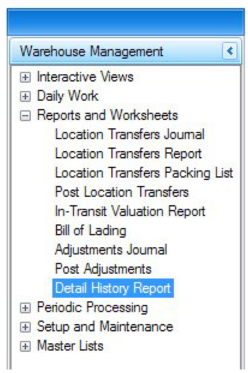
DETAIL HISTORY REPORT

Print the **Detail History Report** to view all inventory movement history for transactions generated in warehouse management, associated with a specific item, location, lot or serial number, bin or container, quantity, transaction date, or user. This flexibility allows you to view important details when you know only the quantity transferred, for example, but not the item ID, or when you want to track down the movement of a specific serial number.

Follow these steps to print the **Detail History Report**:

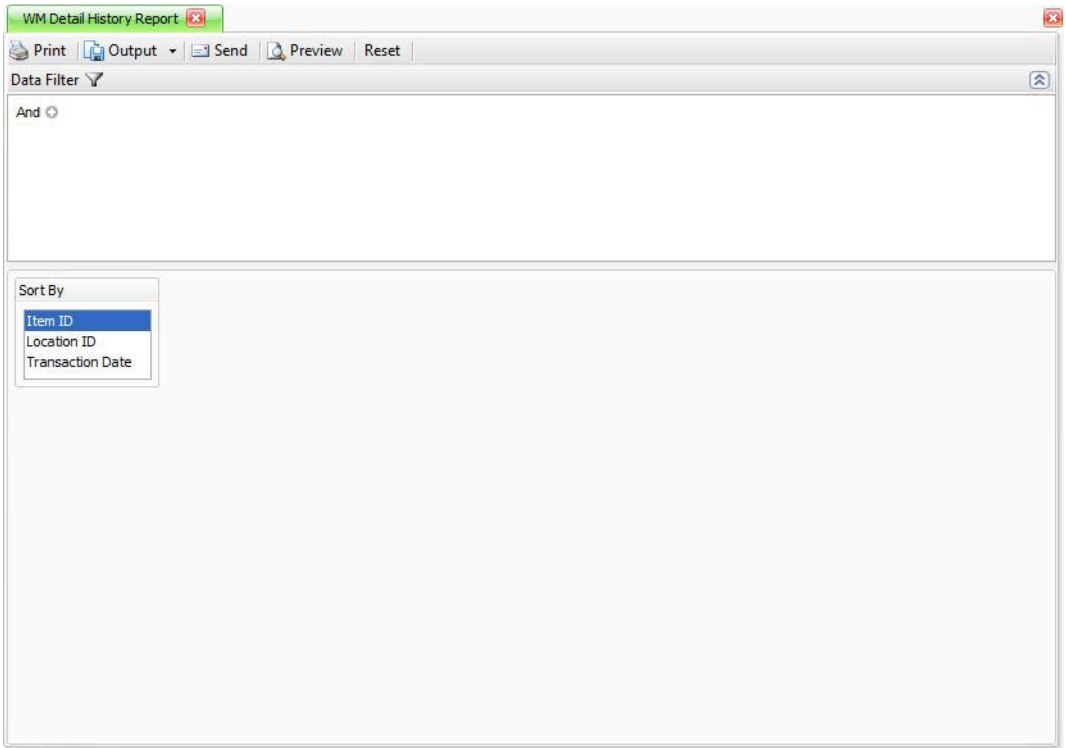
1. Select **Detail History Report** from the **Reports and Worksheets** menu.

Detail History Report Menu



2. The **Detail History Report** screen appears.

Detail History Report Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transfers.

4. Select what you want to **Include** on the report from the filter criteria area. You can filter by Transaction Type or Source ID. Your Transaction Type choices are:

   - **All Transactions**, do not select Transaction Type in the filter criteria area and it will print all the transactions that have been processed through the Warehouse management module.
   - **Purchase** will print the purchase orders that have been received using the **Receive Goods** function in the Warehouse Management module.
   - **Purchase Return** will print the purchase returns that have been processed using the **Receive Goods** function in the Warehouse Management module.
   - **Sale** will print the sales orders that have been picked using the **Record Picked Orders** function in the Warehouse Management module.

- **Sale Return** will print the sales returns processed using the Receive Goods function in the Warehouse Management module.
- **Material Requisitions** will print the material requisition transactions processed using the Material Requisitions and Post Material Requisitions functions in the Warehouse Management module.
- **Material Req Ret** will print the material requisition return transactions processed using the Material Requisitions function in the Warehouse Management module.
- **Transfer In** will print the transactions for items that have been transferred into locations using the Location Transfers and Post Location Transfers functions in the Warehouse Management module.
- **Transfer Out** will print the transactions for items that have been transferred out of locations using the Location Transfers and Post Location Transfers functions in the Warehouse Management module.
- **Adj Increase** will print the adjustment increase transactions processed using the Adjustments and Post Adjustments functions in the Warehouse Management module.
- **Adj Decrease** will print the adjustment decrease transactions processed using the Adjustments and Post Adjustments functions in the Warehouse Management module.
- **Produced** will print the items produced from work orders that have been received using the Receive Production function in the Warehouse Management module.
- **Consumed** will print the items consumed from the production orders that have had bins and containers assigned to the items in the MFG-Production module when recording Production Activity.
- **Move In** will print the items that have been moved into bins and containers using the **Move Quantities** function in the Warehouse Management module.
- **Move Out** will print the items that have been moved out of bins and containers using the **Move Quantities** function in the Warehouse Management module.

5. Select the **Sort By** criteria for your report. Your choices are **Item ID**, **Location ID** or **Transaction Date**. You can only select one selection.
6. Select **Reset**, **Preview, Output, Send or Print**.

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Detail History Report

Continental Products Unlimited
Detail History Report
Sorted by Item ID

Page 88

Type / Source	Trans Date	Item ID / Description	Location ID	Serial No / Lot No	Bin / Container	Quantity / Unit
Adj Increase						
Increase	12/8/2009	400 Interior Materials	MN0001			1.0000 PKG
Increase	7/2/2009	900 Refrigerator - Black	MN0001	030608001		
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811001	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811002	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811003	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811004	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811005	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811006	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811007	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811008	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811009	D-10	
Increase	1/28/2011	ACC012 Automobile Adaptor	MN0001	012811010	D-10	
Increase	1/28/2011	BAT013 External Battery Charge/Discharger	MN0001		E-10	10.0000 EA
Increase	5/10/2008	training training item	MN0001			2.0000 EACH
Adj Decrease						
Decrease	1/28/2011	100 Electrical Package	MN0001			2.0000 PKG
Decrease	1/31/2011	100 Electrical Package	MN0001		A-11	3.0000 PKG
Decrease	10/9/2008	100 Electrical Package	MN0001			2.0000 PKG

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6

PERIODIC PROCESSING

MANAGE PICK AND RECEIPT

Use the **Manage Pick and Receipt** function to remove orphan records for orders that have been fully processed in an application other than Warehouse Management.

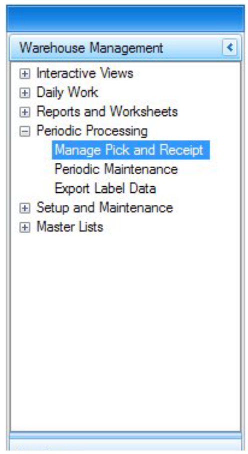
The orders that will show on the screen have had the following functions processed:

- A new order was entered. (Sales Order, WM Transfer, WM or PC Mat Req, MFG - Production Order, Service Director Order or Purchase Return) or (Purchase Order, MFG - Production Order, WM Transfer, or SO Return)
- The Release Orders function was run to add picking records to the Pick ID.
- Purchase Orders, or Manufacturing Work Orders will display on the Receive Goods screen.
- In Warehouse Management a quantity was picked and received for orders and NOT confirmed.
- The original order (Sales Order, WM Transfer, WM or PC Mat Req, MFG - Production Order, Service Director Order or Purchase Return) in the Record Picked Orders, or (Purchase Order, MFG - Production Order, WM Transfer, or SO Return) in the Receive Goods was deleted. This can be done in the originating function.
- The orders were then confirmed in the Record Picked Orders or Receive Goods functions.

Follow these steps to delete orphaned WM transactions:

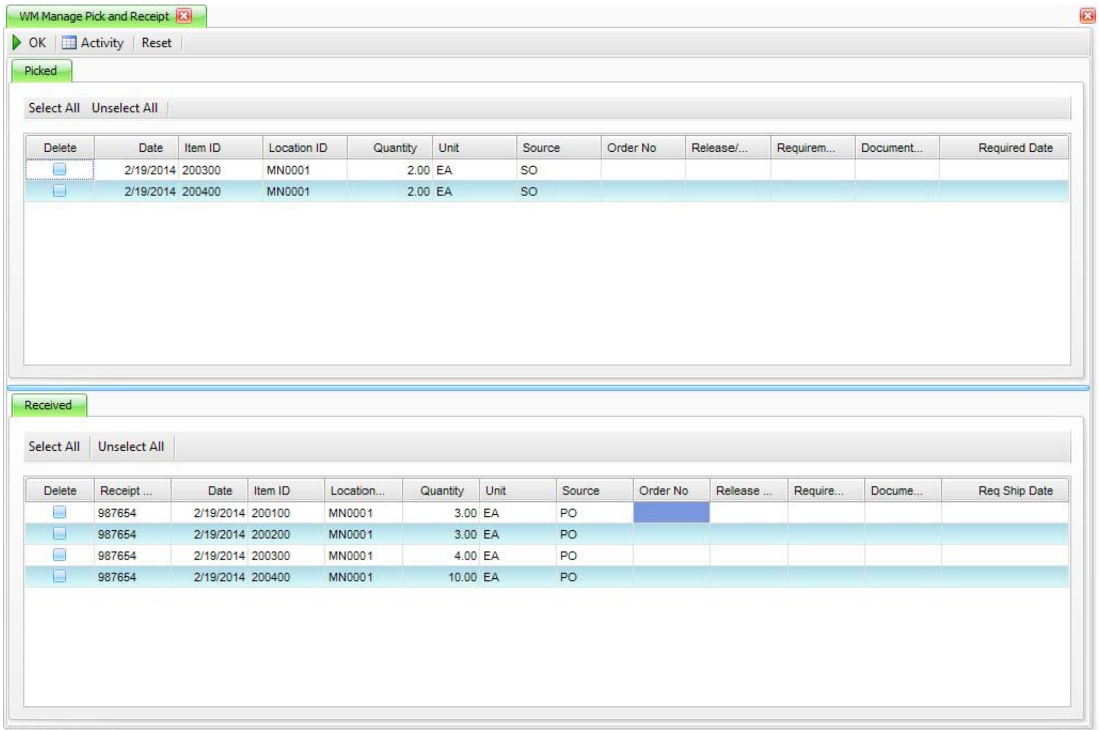
1. Select **Manage Pick and Receipt** from the **Periodic Processing** menu.

Manage Pick and Receipt Menu



2. The **Manage Pick and Receipt** screen appears.

Manage Pick and Receipt Screen



3. If there are transactions remaining in Warehouse Management that do not have a corresponding transaction in the source application, a list will appear under the **Picked** and **Received** tabs.

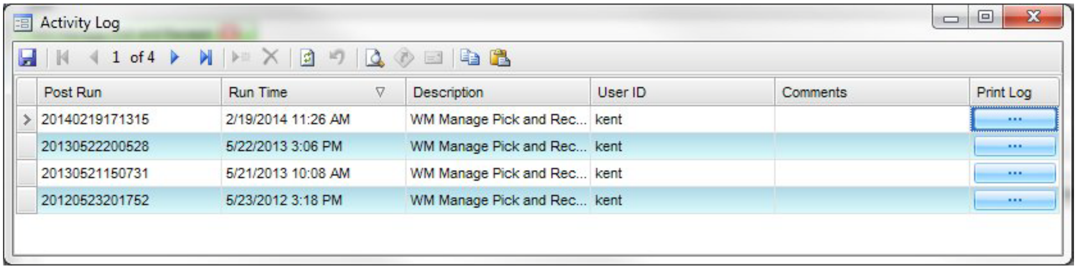
4. On each tab select the transactions you want to purge.

   - Click **Select All** to check the box next to all the transactions on the tab to purge.
   - Click **Unselect All** to uncheck the box next to the displayed transactions.

5. Select a command button:

   - Click **OK** to begin processing. A message appears when processing completes successfully.
   - Click **Activity** to open the Activity dialog box where you can view details about the previous times the **Manage Pick and Receipt** function has been run.
   - Click **Reset** to reset all values back to the default values.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each activity a run ID.

Run ID - The system generated number used to identify the post appears.

Run Time - The date and time the order release was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log - to print the post log from the selected post. (Not available for this function).

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Manage Pick and Receipt Log

Continental Products Unlimited
Manage Pick and Receipt Log

Page 1

Picked

Source	Order No	Release / Dispatch	Item ID	Quantity	Serial No	Bin
	Required Date	Requirement	Location ID	Unit	Lot No	Container
Sales Order			200300	2.00		
			MN0001	EA		
Sales Order			200400	2.00		
			MN0001	EA		

Received

Source	Order No	Release No	Document No	Item ID	Quantity	Serial No	Bin
	Receipt No	Requirement	Received Date	Location ID	Unit	Lot No	Container
Purchase Order				200100	3.00		
	987654		2/19/2014	MN0001	EA		
Purchase Order				200200	3.00		
	987654		2/19/2014	MN0001	EA		
Purchase Order				200300	4.00		
	987654		2/19/2014	MN0001	EA		
Purchase Order				200400	10.00		
	987654		2/19/2014	MN0001	EA		

2/19/2014 11:26 AM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

PERIODIC MAINTENANCE

Warehouse Management, like all TRAVERSE applications, maintains a complete history of all actions you perform so that you can review transactions, check for errors, and locate and fix discrepancies. This history also serves as part of your audit trail.

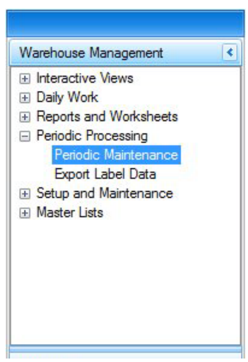
However, storing all this information does take up space. When you no longer need Warehouse Management Bill of Lading history, or when you need to free up space, use the **Periodic Maintenance** function on the **Periodic Processing** menu to delete Bill of Lading historical records dated before the date you enter.

NOTE: This function permanently deletes information. You should back up your data before using this function, then proceed with caution.

Follow these steps to delete historical information:

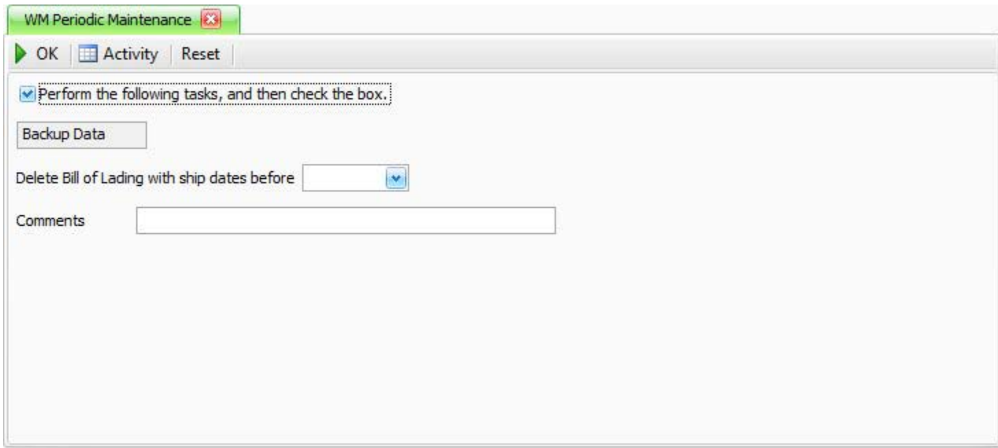
1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

Periodic Maintenance Menu



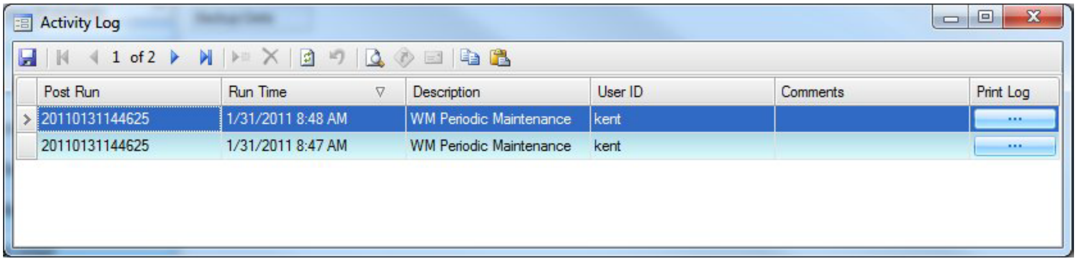
2. The **Periodic Maintenance** screen appears.

Periodic Maintenance Screen



3. Select the check box after backing up your data.
4. Enter the date to **Delete Bill of Lading with ship dates before** to use when deleting historical records. All Warehouse Management bills of lading dated before the date you enter here are deleted.
5. Enter **Comments** about the history delete process.
6. Select a command button:
    - Click **OK** to begin processing. A message appears when processing completes successfully.
    - Click **Activity** to open the Activity dialog box where you can view details about the previous times the **Periodic Maintenance** function has been run.
    - Click **Reset** to reset all values back to the default values.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each activity a run ID.

Run ID - The system generated number used to identify the post appears.

Run Time - The date and time the order release was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log - to print the post log from the selected post. (Not available for this function).

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

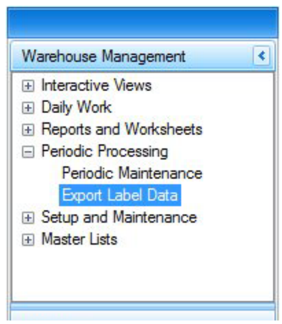
EXPORT LABEL DATA

Use the **Export Label Data** function to export information outlined in the **System Manager, Export Layout Definition** function (page 3-53) into a file usable by external applications.

Follow these steps to **Export Label Data**:

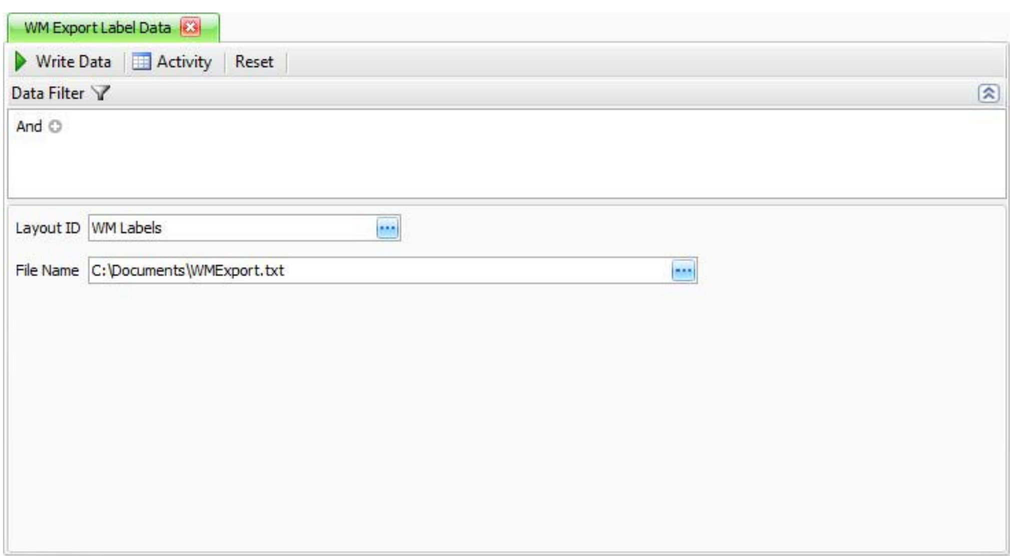
1. Select **Export Label Data** from the **Periodic Processing** menu.

Export Label Data Menu



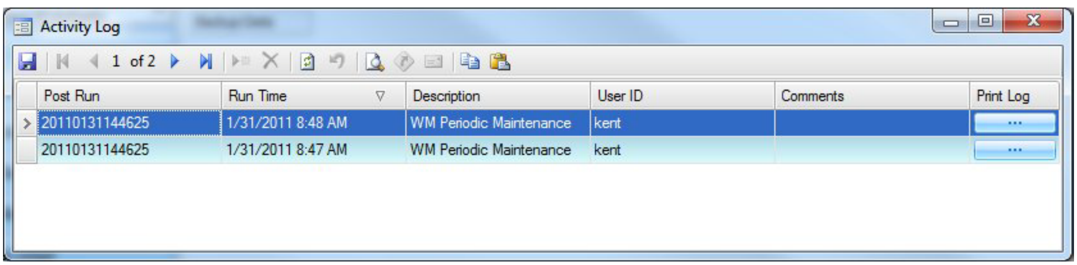
2. The **Export Label Data** screen appears.

Export Label Data Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all label data.
4. Choose the **Layout ID** as set up in the **Export Layout Definition** function (page 3-53).
5. Accept the **File Name** as set up in the **Export Layout Definition** function, or enter a new one.
6. Click **Write Data** to export the label data into the file defined in **File Name**, or click **Reset** to erase the information entered into the Export Label Data screen and begin again.
7. Click **Activity** to open the Activity dialog box where you can view details about the previous times the **Export Label Data** function has been run.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all activity for administrative purposes. The system assigns each activity a run ID.

Run ID - The system generated number used to identify the post appears.

Run Time - The date and time the order release was made appear.

Description - The post description appears.

User ID - The user who performed the post appears.

Comments - Comments entered for the post appear.

Print Log - to print the post log from the selected post. (Not available for this function).

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

7

INTERACTIVE VIEWS

USING INTERACTIVE VIEWS FUNCTIONS

Use the functions on the **Interactive Views** menu to view item quantities, to view detailed history about an item's movement, or drill through item movement activity using an interactive interface. These functions can help you identify and plan for item demand; track down the sources of shortages, surplus, or loss; or identify and analyze trends.

Interactive View functions are designed to show you information only; you cannot enter any new information. Instead, if you find an error, use the functions on the **Setup and Maintenance** and **Daily Work** menus to correct the mistake or enter new records.

Use these functions to view activity done in Warehouse Management:

Use the **Item Quantity View** function to view inventory item quantities for locations, bins, and containers. You can also use this function to print a report of item quantities to help you determine how best to satisfy item demand.

Use the **Detail History View** function to view activity for a given item, location, lot or serial number, bin or container, quantity, transaction date, or user.

Use the **Item Explorer View** function to explore item activity, organized by item ID and location.

Using Interactive Views

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	**Sort Ascending**	Sort the selected column's data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until  appears.**
	**Sort Descending**	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until  appears.**
	Clear Sorting	Remove all sorting options and revert to the default view.
	**Group By This Column**	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**
	**Column Chooser**	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
	**Best Fit**	Adjust the selected column to resize the column for the best view of that column's data.
	**Clear Filter**	Remove all filter options and revert to the default view.

	**Filter Editor**	See "Filtering Across All Columns" in the General Information guide for more information.
	Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

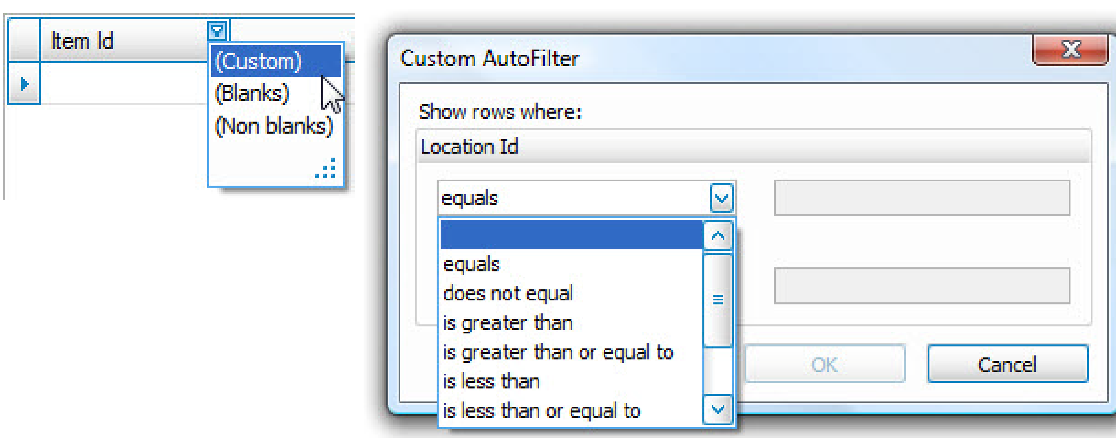
Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select	To
(Custom)	Enter criteria for filtering the selected column. **NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the dropdown menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the dropdown menus, then enter a string of text or numbers to complete the condition and click **OK**.



Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” section for more information on filtering.

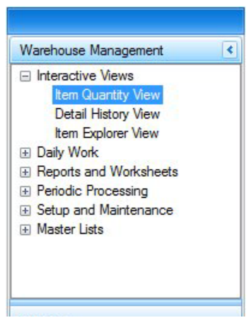
ITEM QUANTITY VIEW

Use the **Item Quantity View** function to view inventory item quantities for locations, bins, and containers. You can also use this function to print a report of item quantities to help you determine how best to satisfy item demand.

Follow these steps to view **Item Quantity View**:

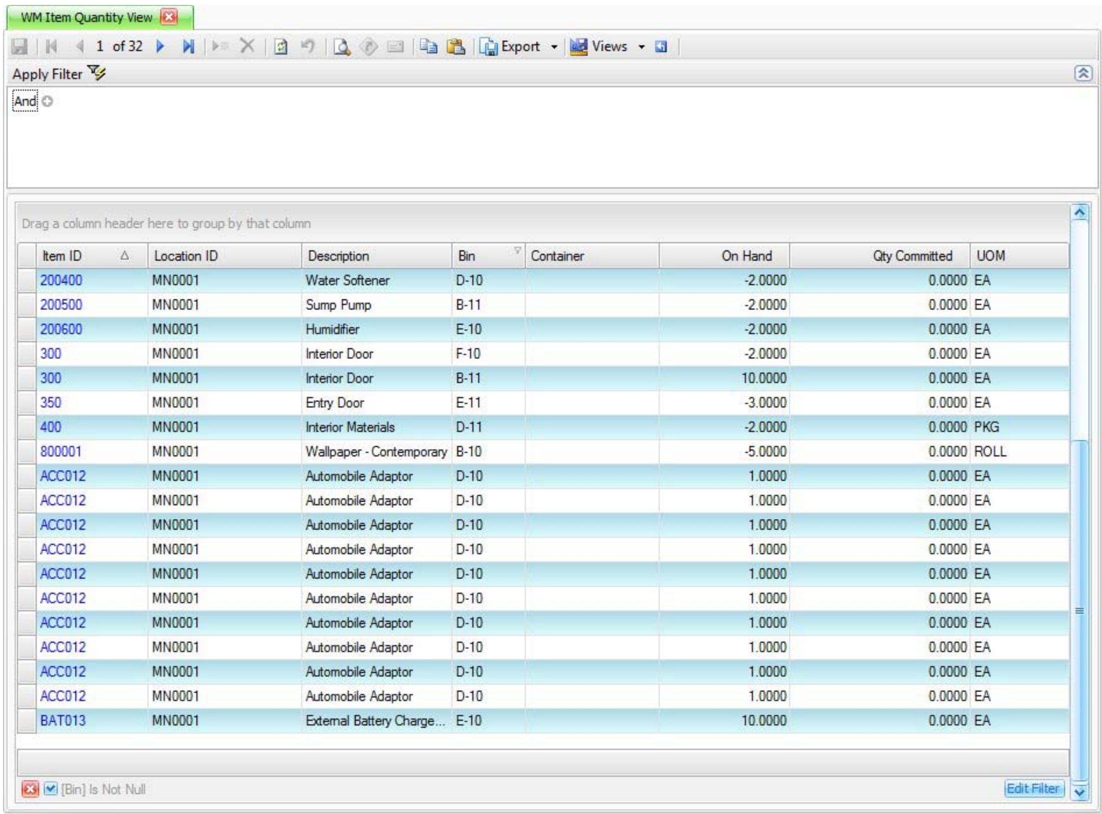
1. Select **Item Quantity View** from the **View** menu.

Item Quantity View Menu



2. The **Item Quantity View** screen appears.

Item Quantity View Screen



Item ID	Location ID	Description	Bin	Container	On Hand	Qty Committed	UOM
200400	MN0001	Water Softener	D-10		-2.0000	0.0000	EA
200500	MN0001	Sump Pump	B-11		-2.0000	0.0000	EA
200600	MN0001	Humidifier	E-10		-2.0000	0.0000	EA
300	MN0001	Interior Door	F-10		-2.0000	0.0000	EA
300	MN0001	Interior Door	B-11		10.0000	0.0000	EA
350	MN0001	Entry Door	E-11		-3.0000	0.0000	EA
400	MN0001	Interior Materials	D-11		-2.0000	0.0000	PKG
800001	MN0001	Wallpaper - Contemporary	B-10		-5.0000	0.0000	ROLL
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
ACC012	MN0001	Automobile Adaptor	D-10		1.0000	0.0000	EA
BAT013	MN0001	External Battery Charge...	E-10		10.0000	0.0000	EA

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the in the General Information guide for more details on using the Item Quantity View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

If you wish to view a report click on the Preview Report button  , or right click the grey box in the upper left corner of the grid area and select Preview.

Item Quantity View Report

Continental Products Unlimited
WM Item Quantity View

Page 1

Item ID	Location ID	Description	Bin	Container	On Hand	Qty Committed	UOM
100	CA0001	Electrical Package			1,010.0000	0.0000	PKG
100	CA0001	Electrical Package			1.0000	0.0000	PKG
100	MD0001	Electrical Package			10.0000	0.0000	PKG
100	MN0001	Electrical Package			486.0000	0.0000	PKG
100	MN0001	Electrical Package			0.0000	0.0000	PKG
100	MN0001	Electrical Package			10.0000	0.0000	PKG
100	MN0001	Electrical Package			0.0000	0.0000	PKG
100	MN0001	Electrical Package			1.0000	0.0000	PKG
100	MN0001	Electrical Package			0.0000	0.0000	PKG
100	MN0002	Electrical Package			100.0000	0.0000	PKG
100	SHAK001	Electrical Package			42.0000	0.0000	PKG
100	TX0001	Electrical Package			10.0000	0.0000	PKG
11111	CA0001	Training Item			504.0000	0.0000	EA
11111	MN0001	Training Item			20.0000	0.0000	EA
11111	MN0002	Training Item			0.0000	0.0000	EA
11111	SHAK001	Training Item			750.0000	0.0000	EA
150	CA0001	Plumbing Package			11.0000	0.0000	PKG
150	CA0001	Plumbing Package			1.0000	0.0000	PKG
150	MD0001	Plumbing Package			25.0000	0.0000	PKG
150	MN0001	Plumbing Package			151.0000	0.0000	PKG
150	MN0001	Plumbing Package			0.0000	0.0000	PKG
150	MN0002	Plumbing Package			25.0000	0.0000	PKG
150	SHAK001	Plumbing Package			25.0000	0.0000	PKG
150	TX0001	Plumbing Package			25.0000	0.0000	PKG
200	CA0001	Heating/Cooling Package			0.0000	0.0000	PKG
200	MD0001	Heating/Cooling Package			0.0000	0.0000	PKG
200	MN0001	Heating/Cooling Package			0.0000	0.0000	PKG
200	MN0002	Heating/Cooling Package			0.0000	0.0000	PKG
200	SHAK001	Heating/Cooling Package			0.0000	0.0000	PKG
200	TX0001	Heating/Cooling Package			0.0000	0.0000	PKG
200100	CA0001	Furnace			3.0000	0.0000	EA
200100	MD0001	Furnace			0.0000	0.0000	EA
200100	MN0001	Furnace			139.0000	0.0000	EA
200100	MN0001	Furnace			51.0000	0.0000	EA
200100	MN0001	Furnace			66.0000	0.0000	EA
200100	MN0001	Furnace			31.0000	0.0000	EA
200100	MN0002	Furnace			0.0000	0.0000	EA
200100	SHAK001	Furnace			0.0000	0.0000	EA
200100	TX0001	Furnace			0.0000	0.0000	EA
200200	CA0001	WaterHeater			1.0000	0.0000	EA
200200	MD0001	WaterHeater			0.0000	0.0000	EA
200200	MN0001	WaterHeater			271.0000	0.0000	EA
200200	MN0001	WaterHeater			20.0000	0.0000	EA
200200	MN0002	WaterHeater			0.0000	0.0000	EA
200200	SHAK001	WaterHeater			0.0000	0.0000	EA
200200	TX0001	WaterHeater			0.0000	0.0000	EA
200300	CA0001	AirConditioner			4.0000	0.0000	EA
200300	MD0001	AirConditioner			0.0000	0.0000	EA
200300	MN0001	AirConditioner			387.0000	0.0000	EA
200300	MN0001	AirConditioner			0.0000	0.0000	EA
200300	MN0001	AirConditioner			25.0000	0.0000	EA
200300	MN0002	AirConditioner			0.0000	0.0000	EA
200300	SHAK001	AirConditioner			0.0000	0.0000	EA
200300	TX0001	AirConditioner			0.0000	0.0000	EA
200400	CA0001	WaterSoftener			1.0000	0.0000	EA

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DETAIL HISTORY VIEW

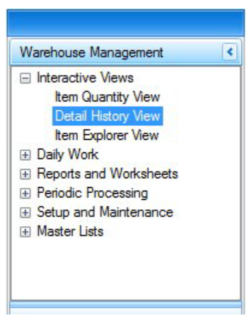
Use the **Detail History View** function to view activity for a given item, location, lot or serial number, bin or container, quantity, transaction date, or user. This flexibility allows you to search for orders when you know only the quantity shipped and not the item ID, for example, or when you need to locate activity entered by a specific user or for a specific date. This function lists all the activities you've entered for an item—you can narrow this list by source transaction type, if you wish.

Print the Detail History Report (page 5-51) from the **Reports and Worksheets** menu to print the information that appears in the **Detail History View** function, organized by source transaction type.

Follow these steps to view **Detail History View** information:

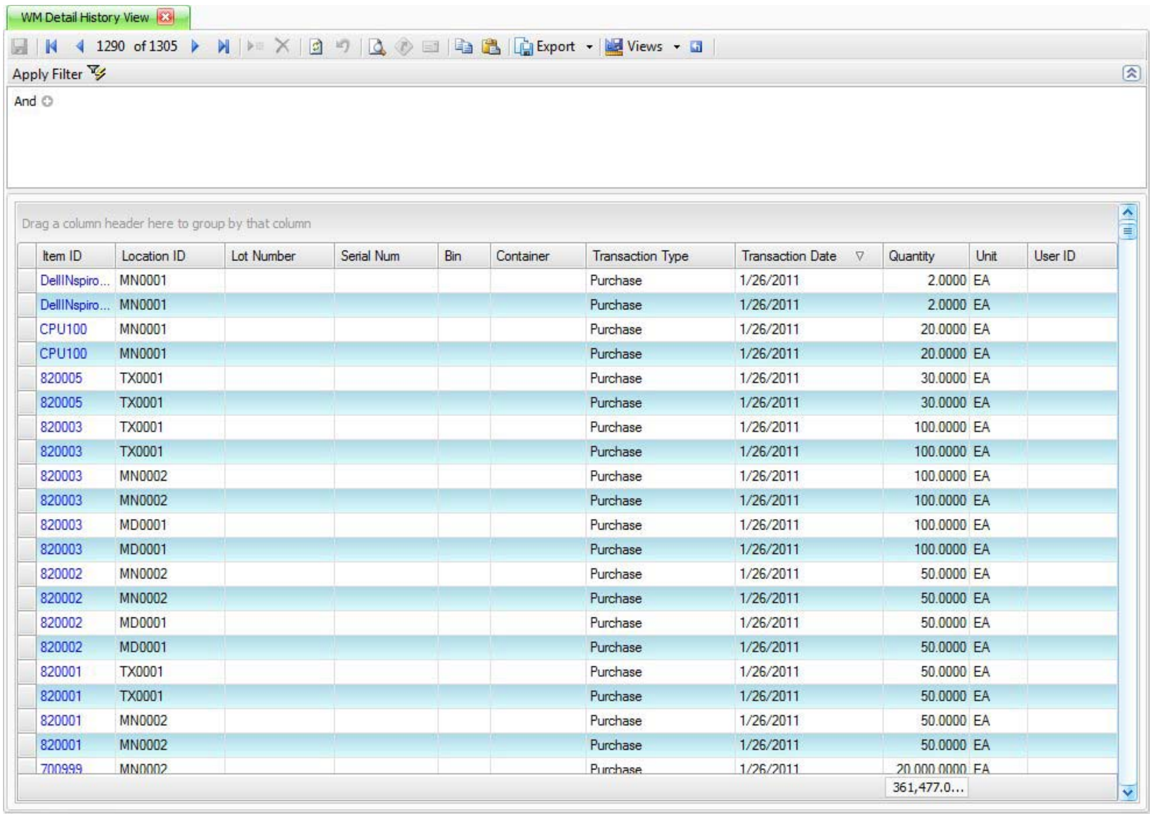
1. Select **Detail History View** from the **View** menu.

Detail History View Menu



2. The **Detail History View** screen appears.

Detail History View Screen



Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the in the General Information guide for more details on using the Detail History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

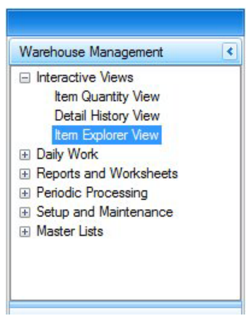
ITEM EXPLORER VIEW

Use the **Item Explorer View** function to explore item activity, organized by item ID and location. This function works similarly to Windows Explorer or the **Bill of Material Explorer** function in the Bill of Material application and uses graphical icons and listings you can drill through to view several layers of detail at one time so that you can identify sources of item demand, track down overages or loss, and view related movement activity. After you have revealed as much detail as you like, you can also print a report that lists information about the transactions you are viewing.

Follow these steps to use the Item Explorer View:

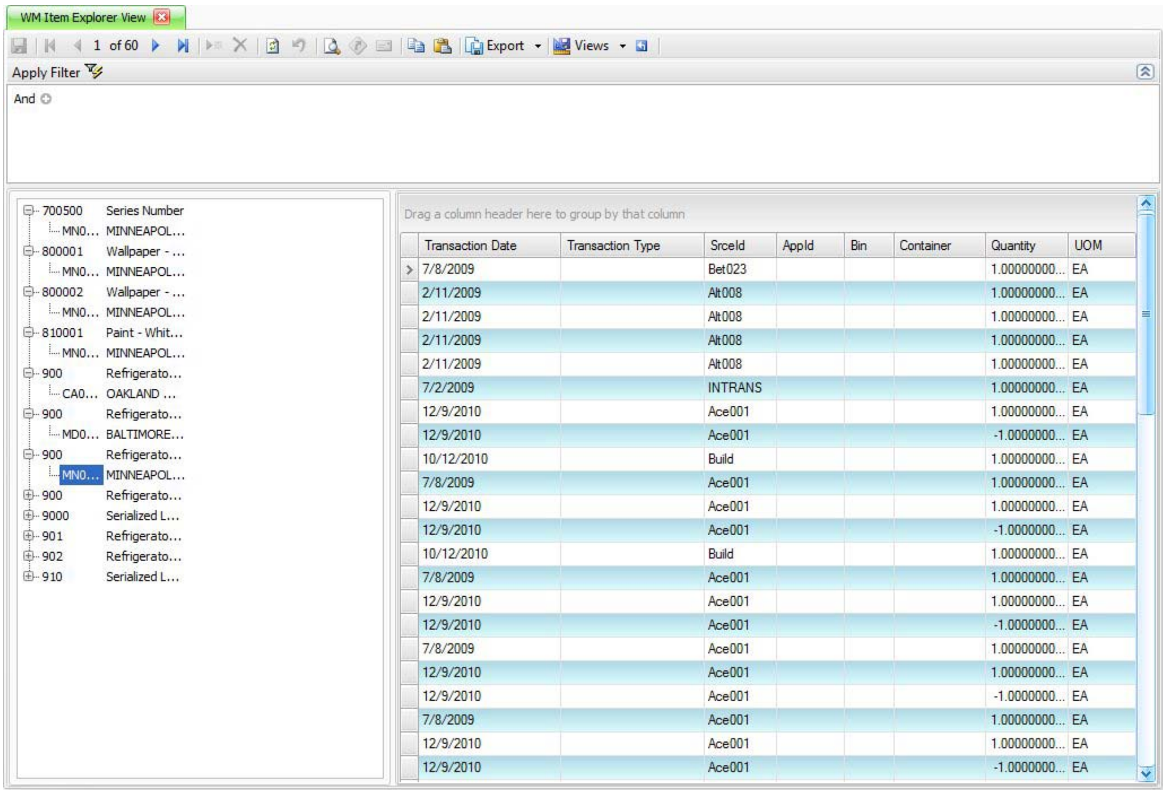
1. Select **Item Explorer View** from the **View** menu.

Item Explorer View Menu



2. The **Item Explorer View** screen appears.

Item Explorer View Screen



Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the in the General Information guide for more details on using the Item Explorer View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

If you wish to view a report click on the Preview Report button  , or right click the grey box in the upper left corner of the grid area and select Preview.

Item Explorer View Report

Continental Products Unlimited
WM Item Explorer View

Page 1

Transaction Date	Transaction Type	SrceId	AppId	Bin	Container	Quantity	UOM
7/8/2009		Bet023				1.000000000	EA
2/11/2009		Alt008				1.000000000	EA
2/11/2009		Alt008				1.000000000	EA
2/11/2009		Alt008				1.000000000	EA
2/11/2009		Alt008				1.000000000	EA
7/2/2009		INTRANS				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
10/12/2010		Build				1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
10/12/2010		Build				1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA
12/9/2010		Ace001				1.000000000	EA
12/9/2010		Ace001				-1.000000000	EA
7/8/2009		Ace001				1.000000000	EA

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8

AFFECTED APPLICATIONS

OVERVIEW

When Warehouse Management is installed, and the interfaces are turned on to other applications, some processes and screens are effected by Warehouse Management.

A Detail button is added in several places in Sales Order and Manufacturing Production, to record the bins and containers items should be taken from when the orders are filled and produced.

A drill down has been added in Inventory to view on hand quantities and give you the ability to see which bins and containers those on hand quantities are stored.

The physical inventory tags and worksheets now include the bins and containers with quantities received into them using the warehouse management functions.

The tag and worksheet entry screens also include the bins and containers that contain quantities entered using warehouse management.

INVENTORY

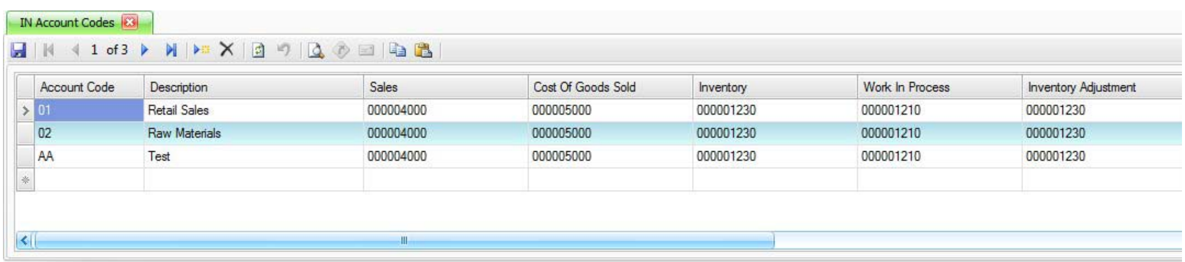
Warehouse Management interfaces directly with the Inventory application and some features have been added to the Inventory application to give you more information from the Warehouse Management application.

Account codes

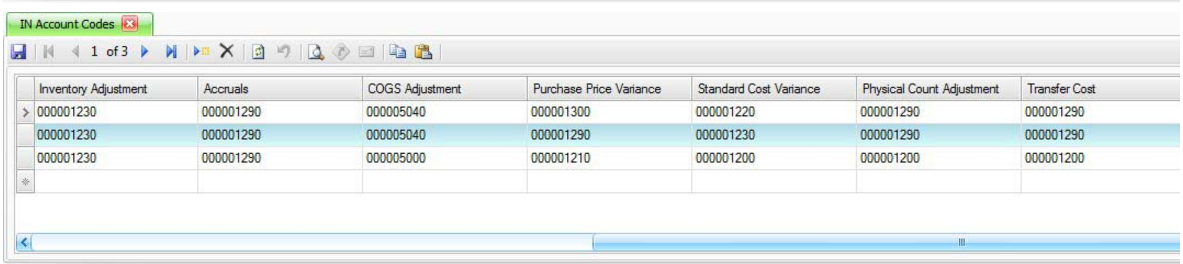
In the **Account Codes** setup, an **In-Transit** account has been added to the list of accounts to set up.

This account is used to temporarily put in and take out the amounts posted in location transfers.

Account Codes Screen



Account Code	Description	Sales	Cost Of Goods Sold	Inventory	Work In Process	Inventory Adjustment
01	Retail Sales	000004000	000005000	000001230	000001210	000001230
02	Raw Materials	000004000	000005000	000001230	000001210	000001230
AA	Test	000004000	000005000	000001230	000001210	000001230



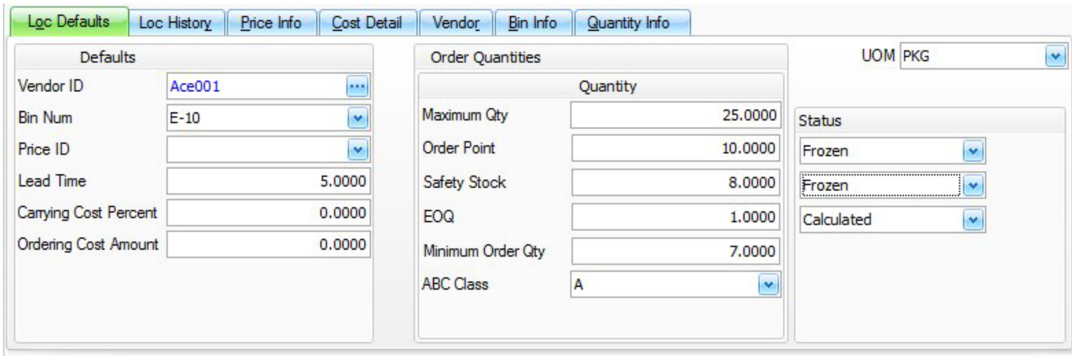
Inventory Adjustment	Accruals	COGS Adjustment	Purchase Price Variance	Standard Cost Variance	Physical Count Adjustment	Transfer Cost
000001230	000001290	000005040	000001300	000001220	000001290	000001290
000001230	000001290	000005040	000001290	000001230	000001290	000001290
000001230	000001290	000005000	000001210	000001200	000001200	000001200

Item Locations Setup

When Warehouse Management is installed the **Bin** information and combo boxes are effected by the Warehouse Management setup of bins.

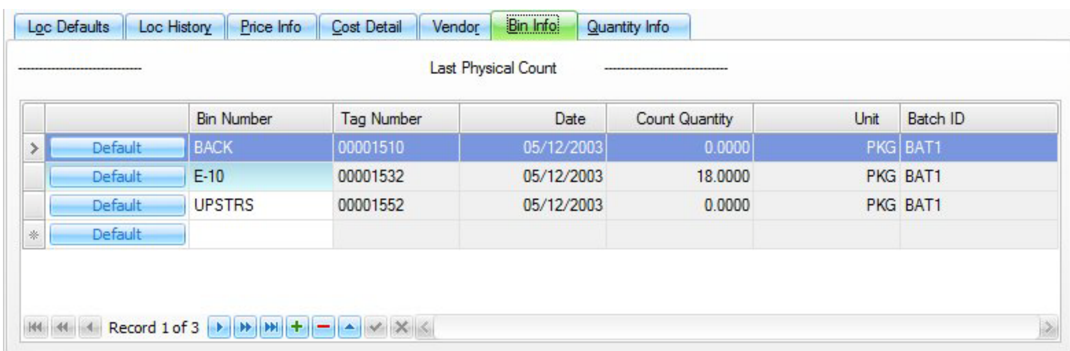
An On Hand drill down has also been added to the **Quantity Info** tab, to view the current cost detail information including bins and containers.

Item Locations Setup - Location Defaults



The **Bin Number** combo box in the **Defaults** area will display all the **Bins** that were set up in the **Warehouse Management**, **Setup and Maintenance**, **Bins** function.

Item Locations Setup - Bin Info Tab



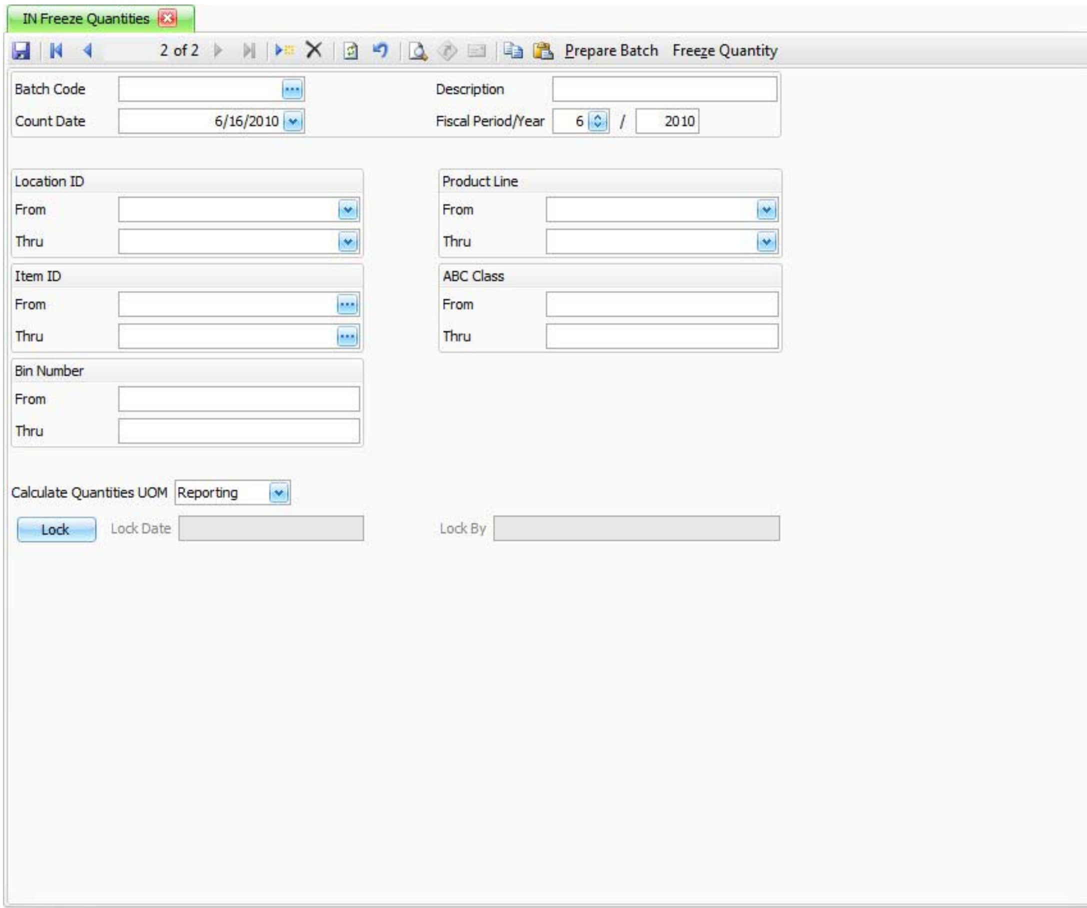
The combo box for the **Bin Numbers** on the **Bin Info** tab will also only display the bins set up in **Warehouse Management**, **Setup and Maintenance**, **Bins** function when you are adding a new bin.

Freeze Quantities

When Warehouse Management is installed the Bin Number fields are taken away from the **Freeze Quantities** selection screen.

Without Warehouse Management, the From/Thru bin selection is only used to limit the range of zero quantity count records that are built. All the quantities go to the “default” and/or NULL bin. With the addition of WM comes the added storage of the actual Bin/Container quantity distribution you can build a more accurate set of count records using the actual values in bins and containers.

Freeze Quantities Screen



Physical Inventory Tags and Worksheets

When the physical counts **tags** and **worksheets** are printed the bins and containers that have quantities in them from warehouse management transactions are now printed on the tags and worksheets.

Physical Inventory Tags

Inventory Tag — **Tag Number** 1

Location	Item ID	Description
CA0001	100	Electrical Package

Bin	Container	Lot Number	Serial Number

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
220.0000	PKG				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
220.0000	PKG				

Inventory Tag — **Tag Number** 2

Location	Item ID	Description
CA0001	100	Electrical Package

Bin	Container	Lot Number	Serial Number
E-10			

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
0.0000	PKG				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
0.0000	PKG				

Inventory Tag — **Tag Number** 3

Location	Item ID	Description
CA0001	10000	Serial Lot Item

Bin	Container	Lot Number	Serial Number
		061510003	061510002

Counted By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
1.0000	EA				

Verified By

Computer Quantity	Unit	Quantity	Unit	Initials	Date
1.0000	EA				

Physical Inventory Worksheet

Continental Products Unlimited
Print Worksheets
Sorted by Location ID, Item ID, Product Line

Page 1

Batch Code Test

Item ID / Description	Location ID / Product Line	Lot No	Tag No	Unit	Qty Frozen	Qty Counted	Counted Unit
100 Electrical Package	MN0001 MATERIAL			PKG	7.0000	______	______
	Bin No	**Container**					
	BACK			PKG	0.0000	______	______
	E-10			PKG	0.0000	______	______
	UPSTRS			PKG	0.0000	______	______
10000 Serial Lot Item	MN0001 APPLIANCE	061501001					
Serial No	**Bin No**	**Container**					
061510003				EA	1.0000	______	______
061510004				EA	1.0000	______	______
061510005				EA	1.0000	______	______
061510006				EA	1.0000	______	______
061510007				EA	1.0000	______	______

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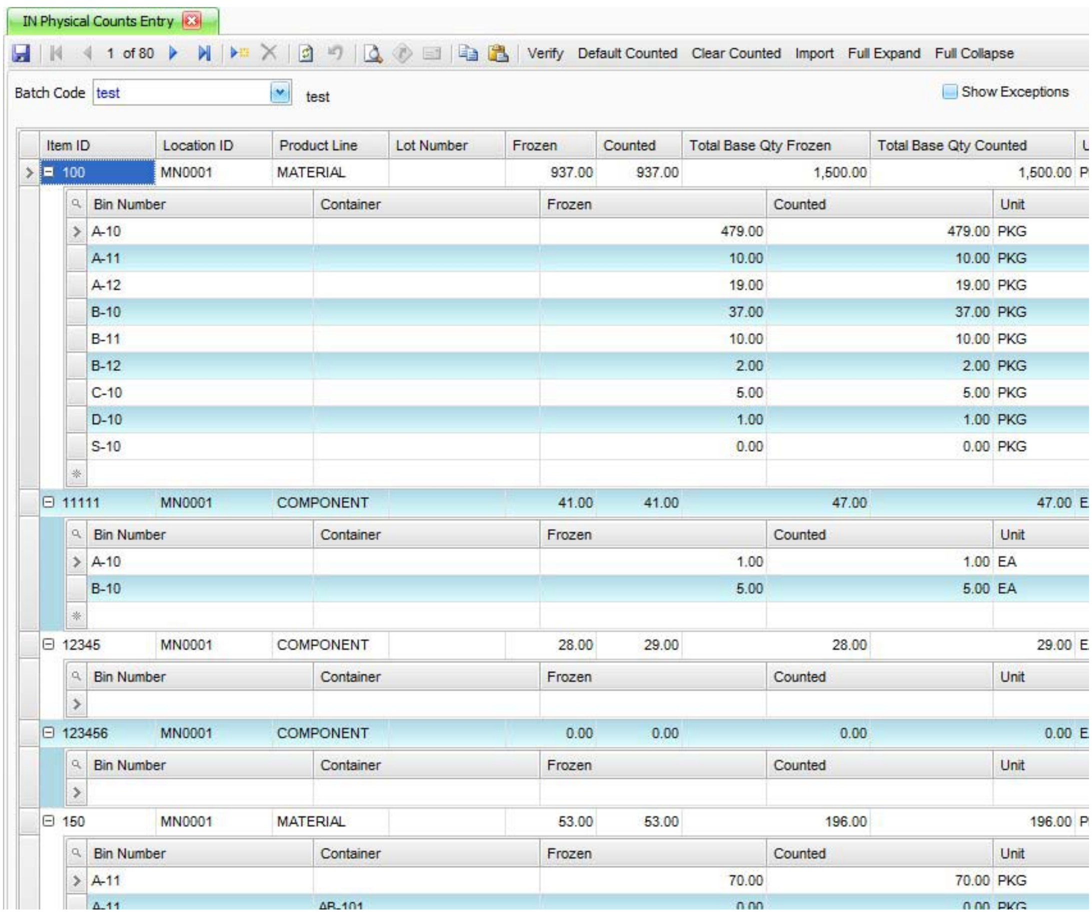
Physical Counts Tag Entry

The **physical counts tag entry** now includes the bins and containers that have quantities in them from the warehouse management transaction entry. The bin and container fields are not available to edit, they are for display purposes only.

If you need to add a bin and container for items currently in the batch, you would use the **New Record** button and add a new **tag** with the **item**, **location**, **bin**, **container**, **unit of measure** and **quantity**.

Physical Counts Tag Entry Screen

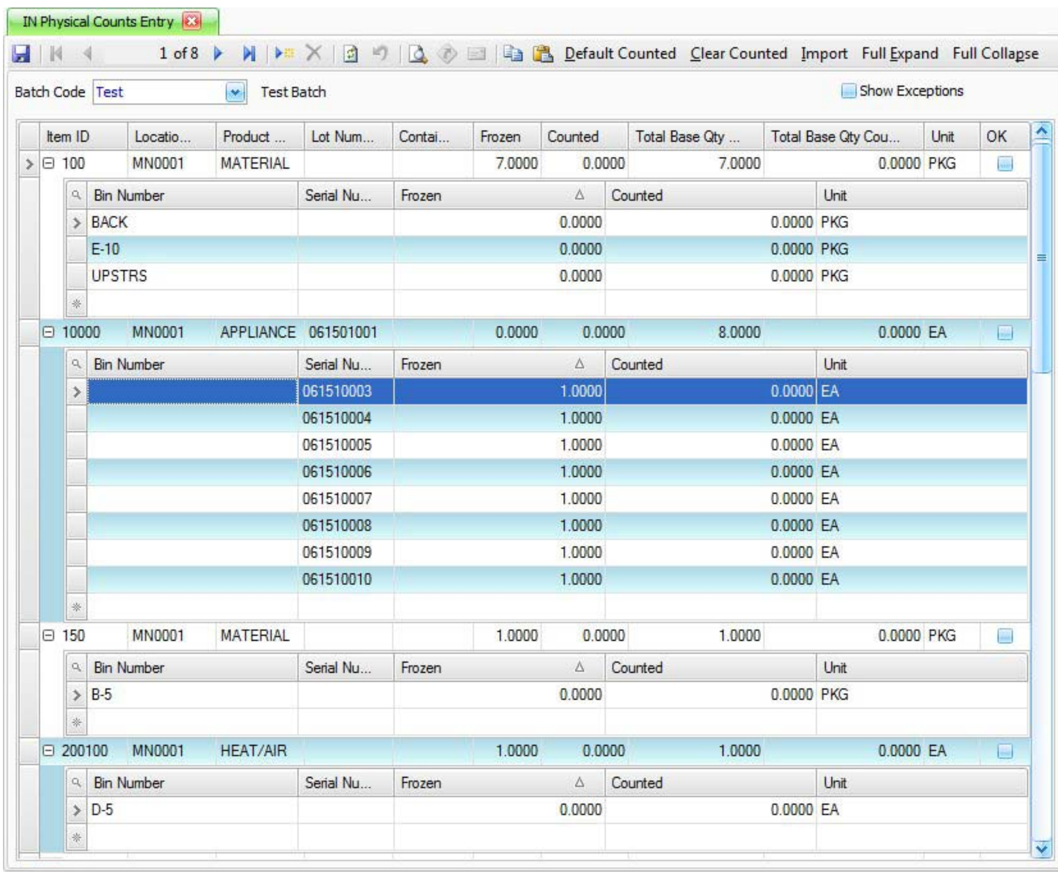


Physical Counts Worksheet Entry

The **physical counts worksheet entry** now includes the bins and containers that have quantities in them from the warehouse management transaction entry. The bin and container fields are not available to edit, they are for display purposes only.

If you need to add a bin and container for items currently in the batch, you would use the **Append** button and add a new **record** with the **item**, **location**, **bin**, **container**, **unit of measure** and **quantity**.

Physical Counts Worksheet Entry Screen



Physical Counts List

The physical counts list now includes the bins and containers for those items you have entered counts for using the physical inventory tag and worksheet entry functions.

Physical Counts List

Continental Products Unlimited
IN Physical Counts Entry

Page 1

Item ID	Location ID	Product Line	Lot Number	Container	Frozen	Counted	Total Base Qty Frozen	Total Base Qty Counted	Unit	OK
100	MN0001	MATERIAL			7.0000	7.0000	7.0000	7.0000	PKG	☑

Bin Number	Serial Number	Frozen	Counted	Unit
BACK		0.0000	0.0000	PKG
E-10		0.0000	0.0000	PKG
UPSTRS		0.0000	0.0000	PKG

10000	MN0001	APPLIANCE	061501001		0.0000	0.0000	8.0000	8.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
	061510003	1.0000	1.0000	EA
	061510004	1.0000	1.0000	EA
	061510005	1.0000	1.0000	EA
	061510006	1.0000	1.0000	EA
	061510007	1.0000	1.0000	EA
	061510008	1.0000	1.0000	EA
	061510009	1.0000	1.0000	EA
	061510010	1.0000	1.0000	EA

150	MN0001	MATERIAL			1.0000	1.0000	1.0000	1.0000	PKG	☑

Bin Number	Serial Number	Frozen	Counted	Unit
B-5		0.0000	0.0000	PKG

200100	MN0001	HEAT/AIR			1.0000	1.0000	1.0000	1.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-5		0.0000	0.0000	EA

200200	MN0001	HEAT/AIR			5.0000	5.0000	5.0000	5.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-6		0.0000	0.0000	EA

200300	MN0001	HEAT/AIR			-1.0000	-1.0000	-1.0000	-1.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-7		0.0000	0.0000	EA

200400	MN0001	HEAT/AIR			5.0000	5.0000	5.0000	5.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-8		0.0000	0.0000	EA

200500	MN0001	HEAT/AIR			4.0000	4.0000	4.0000	4.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-9		0.0000	0.0000	EA

200600	MN0001	HEAT/AIR			6.0000	6.0000	6.0000	6.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
D-10		0.0000	0.0000	EA

250	MN0001	MATERIAL			0.0000	0.0000	0.0000	0.0000	CS	☐

Bin Number	Serial Number	Frozen	Counted	Unit
G-10		0.0000	0.0000	CS

300	MN0001	MATERIAL			-3.0000	-3.0000	-3.0000	-3.0000	EA	☑

Bin Number	Serial Number	Frozen	Counted	Unit
A-2		0.0000	0.0000	EA
BACK		0.0000	0.0000	EA
UPSTRS		0.0000	0.0000	EA

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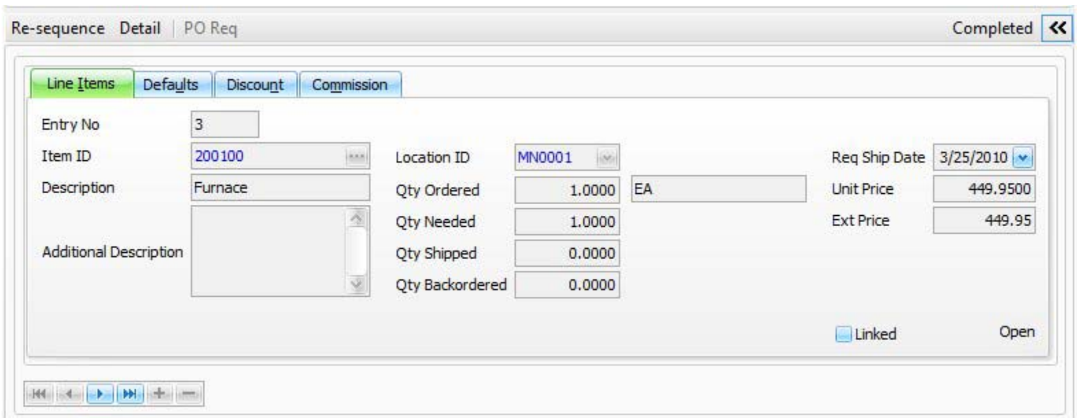
SALES ORDER

When Warehouse Management is installed a **Detail** button is added to the Line Items tab of the Sales Order Transactions screen, to indicate what Bin and Container the items for the sales order should be taken from.

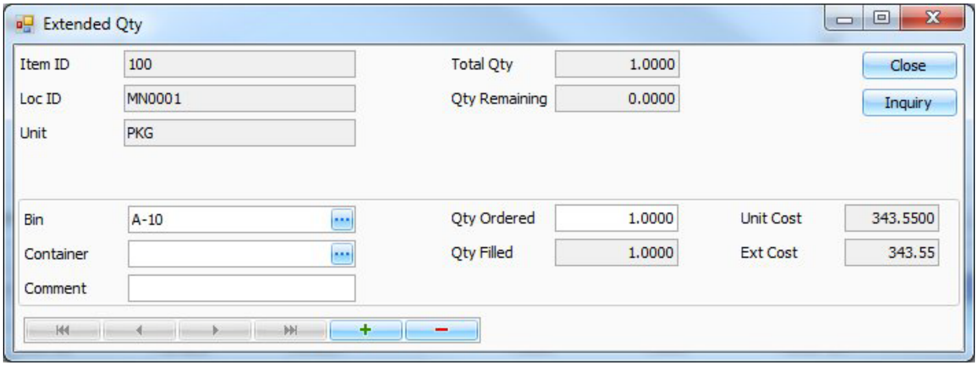
Transactions

Transactions - Line Items Tab



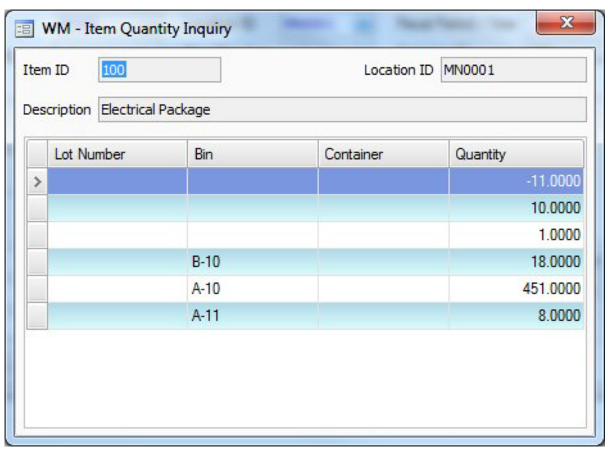
Click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the sales order. You can have several bins and containers per item selected to fill the order.

These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management.



Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

Item Quantity View Screen



The **Item ID** and **Location ID** will default into the header area.

The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.

Select the bin and container you want the item taken out of when recording picked orders in warehouse management.

Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.

When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.

Picking Slip

<< PICKING SLIP >>

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(555)-555-5555

BATCH CODE	ORDER NO	ORDER DATE	PAGE
Kent	00000011	1/31/2011	1

CUSTOMER PO NO

SHIP TO
Alt008
Altos Serves Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SOLD TO
Asm047
Asynchronous Networking Tech.
Frank Mitchell
360 Parker Street
Deerwood, MN 56444

SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE
GJL	JBK	MN0001			1/31/2011	

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
100	PKG	E-10	1.0000		
Electrical Package					
Includes Electrical Outlets and					

Bin	Container	Qty Ordered
A-10		1.0000

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
150	PKG	B-5	1.0000		
Plumbing Package					

Bin	Container	Qty Ordered
A-11		1.0000

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
200100	EA	D-5	1.0000		
Furnace					

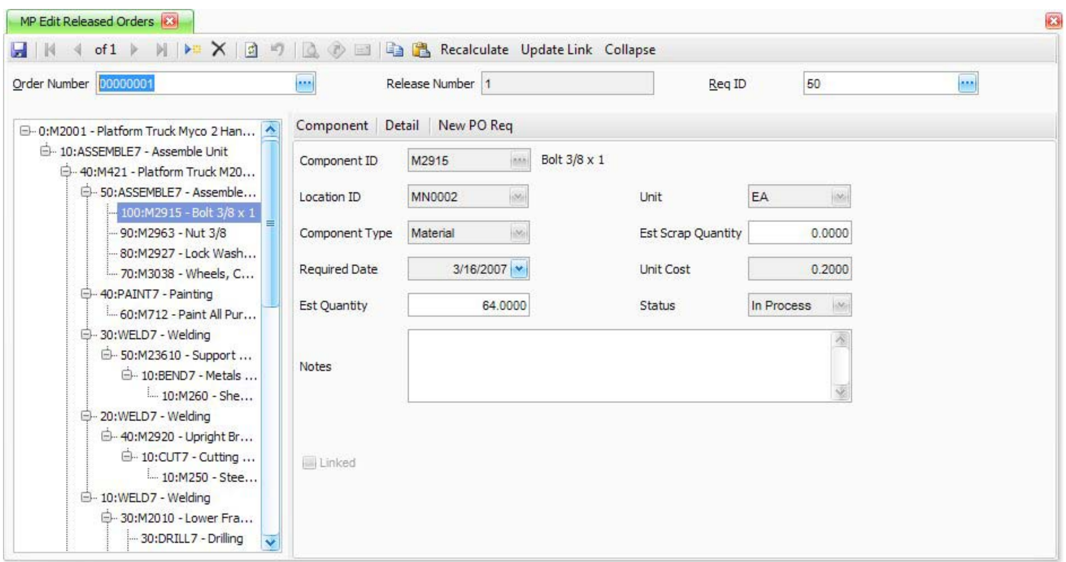
Bin	Container	Qty Ordered
B-11		1.0000

MANUFACTURING - PRODUCTION

When Warehouse Management is installed the **Edit Released Orders** function will have a **Detail** button added to the component Material Detail area on the screen.

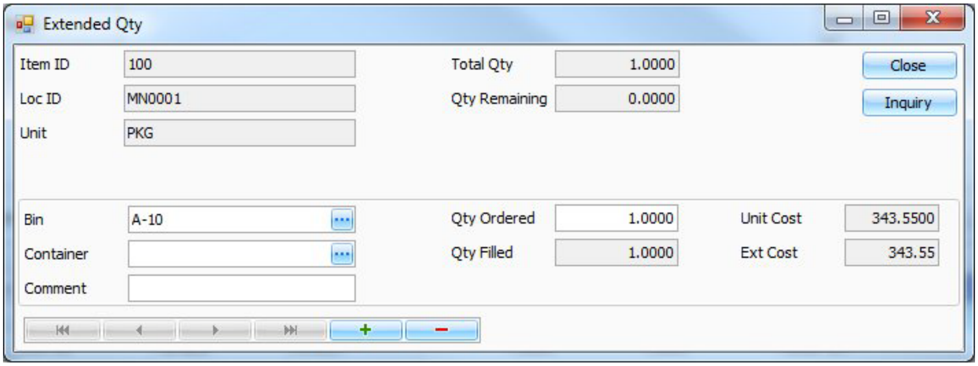
When you select **Edit Released Orders** on the **Production Orders** menu and select a production order and expand to see the material components and highlight a component you will see a material detail area.

Edit Released Orders Screen



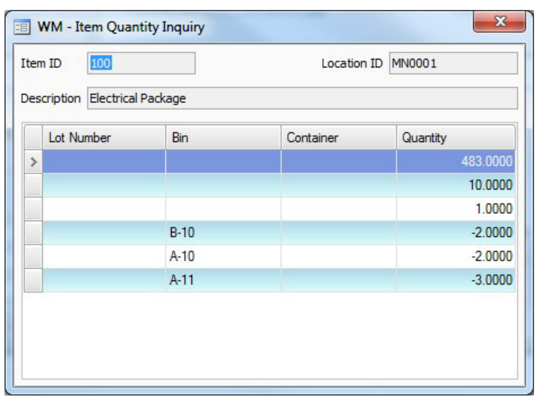
Click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the Estimated Quantity for this work order. You can have several bins and containers per item selected to fill the order.

These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management.



Click on the **View** button to view the Item Quantity View screen for the selected item for the transaction.

Item Quantity View Screen



The **Item ID** and **Location ID** will default into the header area.

The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.

Select the bin and container you want the item taken out of when recording picked orders in warehouse management.

Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.

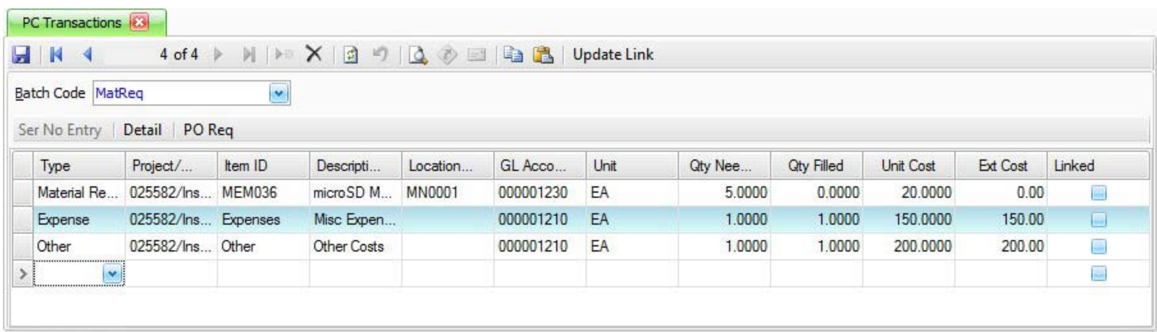
When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.

PROJECT COSTING

When Warehouse Management is installed a **Detail** button is added to the Transactions screen, for Material Requisitions entered in Project Costing, to indicate what Bin and Container the items for the material requisition should be taken from.

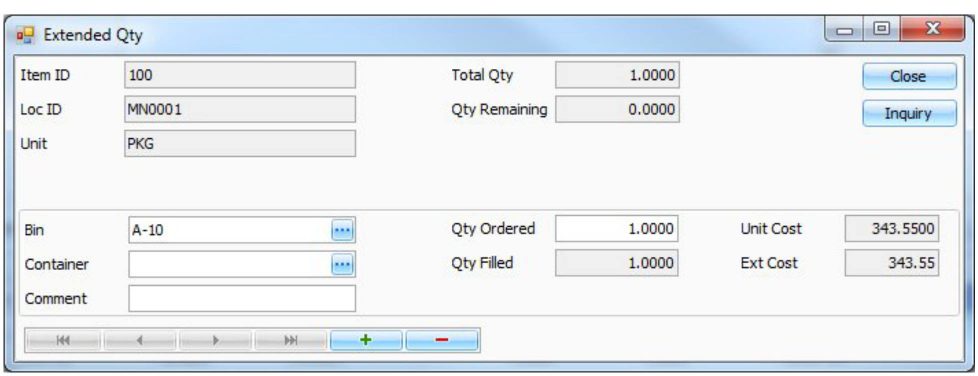
Transactions

Transactions - Material Requisition



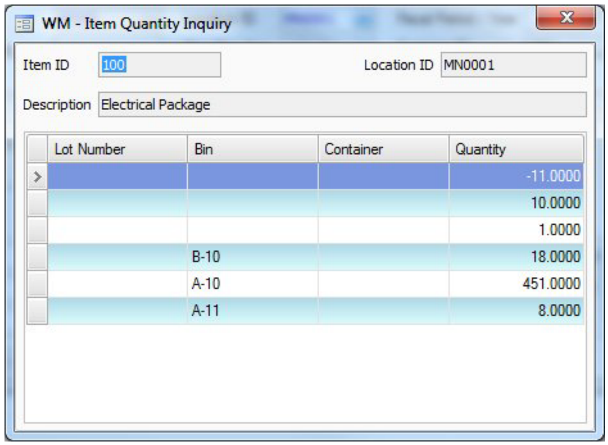
Click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the material requisition. You can have several bins and containers per item selected to fill the requisition.

These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management.



Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

Item Quantity View Screen



The **Item ID** and **Location ID** will default into the header area.

The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.

Select the bin and container you want the item taken out of when recording picked orders in warehouse management.

Close the **Extended Quantity Entry** screen when finished to return to the **Transactions** screen.

SERVICE DIRECTOR

When Warehouse Management is installed a **Detail** button is added to the Transactions screen, to indicate what Bin and Container the items for the work or service order should be taken from.

Transactions

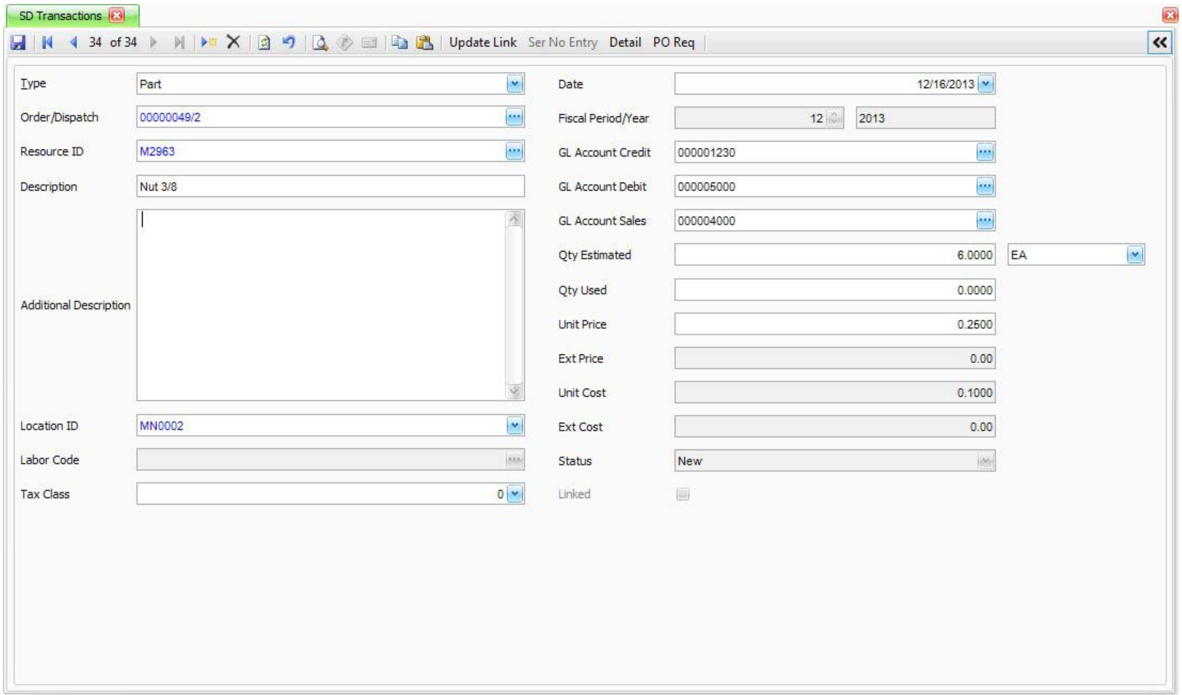
Transactions - Summary

SD Transactions

1 of 33 Update Link Ser No Entry Detail PO Req

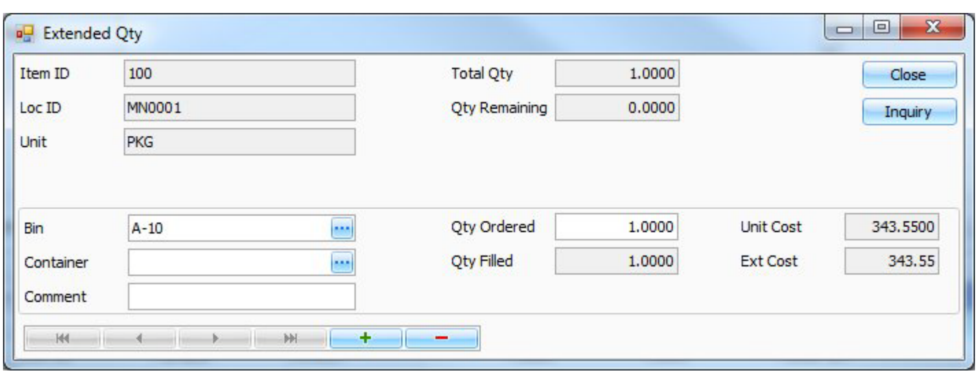
Order/Dispat...	Type	Resource ID	Description	Location ID	Unit	Qty Estima...	Qty Used	Unit Price	Ext Price	Date	Labor Code
00000035/3	Labor	Crew T1	Other Services		HR	2.5000	3.0000	80.0000	240.00	12/27/2013	OTHER
00000033/2	Part	M2963	Nut 3/8	MN0002	EA	0.0000	2.0000	0.5000	1.00	12/27/2013	
00000048/1	Part	M2915	Bolt 3/8 x 1	MN0002	EA	1.0000	2.0000	0.0000	0.00	12/20/2013	
00000048/1	Labor	AMK	Electrical		HR	6.0000	7.0000	125.0000	875.00	12/20/2013	ELEC
00000031/3	Labor	TDM	Other Services		HR	3.5000	4.0000	80.0000	320.00	12/18/2013	OTHER
00000033/3	Labor	GER001	Other Services		HR	8.0000	7.0000	80.0000	560.00	12/18/2013	OTHER
00000033/2	Labor	TDM	Furnace and ...		HR	5.0000	6.0000	120.0000	720.00	12/17/2013	HVAC
00000030/2	Labor	AWS	Cleaning Work		HR	5.5000	6.0000	120.0000	720.00	12/17/2013	HVAC
00000033/1	Labor	LUK001	Furnace and Air		HR	10.0000	9.0000	120.0000	1,080.00	12/16/2013	HVAC
00000035/2	Labor	Crew T1	Furnace and ...		HR	7.0000	7.0000	120.0000	840.00	12/12/2013	HVAC
00000030/1	Misc		Misc Charges			0.0000	0.0000	0.0000	0.00	12/9/2013	
00000030/1	Labor	AWS	Prep Work La...		HR	7.5000	8.0000	120.0000	960.00	12/9/2013	HVAC
00000028/1	Labor	AWS	Furnace and Air		HR	5.5000	6.0000	120.0000	720.00	12/5/2013	HVAC
00000031/1	Labor	LUK001	Furnace and Air		HR	6.0000	7.0000	120.0000	840.00	12/3/2013	HVAC
00000031/1	Part	M2963	Nut 3/8	MN0002	EA	0.0000	3.0000	0.2500	0.75	12/3/2013	
00000044/2	Labor	AMK	Furnace and Air		HR	4.7500	5.0000	120.0000	600.00	12/1/2013	HVAC
00000044/2	Part	200150	Deluxe Furna...	CA0001	EA	1.0000	1.0000	14,999.0000	14,999.00	12/1/2013	
00000044/2	Freight		Freight for Ite...			0.0000	0.0000	0.0000	0.00	12/1/2013	
00000044/1	Labor	AMK	Furnace and Air		HR	4.7500	5.0000	120.0000	600.00	11/29/2013	HVAC
00000035/1	Labor	AWS	Inspection		HR	3.5000	4.0000	120.0000	480.00	11/29/2013	HVAC
00000029/3	Labor	GER001	Other Services		HR	5.2500	6.0000	80.0000	480.00	11/28/2013	OTHER
00000029/3	Freight		Freight Charg...			0.0000	0.0000	0.0000	0.00	11/28/2013	
00000035/2	Part	200350	Deluxe Air Co...	CA0001	EA	1.0000	1.0000	14,999.0000	14,999.00	11/28/2013	
00000035/2	Freight		Freight			0.0000	0.0000	0.0000	0.00	11/28/2013	
00000029/1	Labor	AMK	Furnace and Air		HR	7.2500	8.0000	120.0000	960.00	11/25/2013	HVAC
00000029/1	Misc		Misc Charges			0.0000	0.0000	0.0000	0.00	11/25/2013	

Transactions - Detail



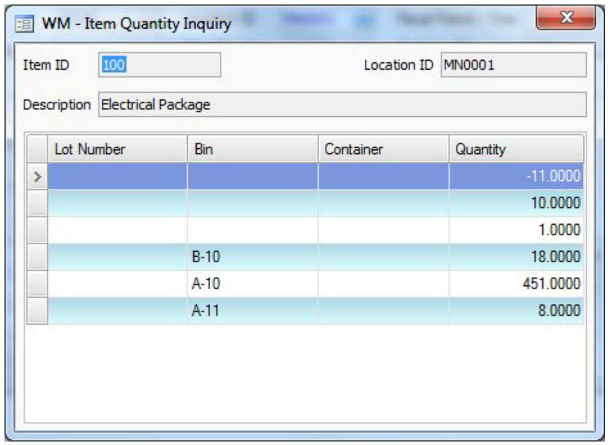
Click on the **Detail** button to view the **Extended Quantity Entry** screen. On this screen you can select **Bins** and **Containers** to take the item from to fill the work or service order. You can have several bins and containers per item selected to fill the order.

These bins and containers are entered to suggest to the warehouse staff that will be printing the picking list where to go to pick the items in the warehouse. The bins and containers selected here will print on the picking list in warehouse management.



Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected item for the transaction.

Item Quantity View Screen



The **Item ID** and **Location ID** will default into the header area.

The quantity records for the item are displayed with bin and container information. Close the Item Quantity Inquiry screen.

Select the bin and container you want the item taken out of when recording picked orders in warehouse management.

Close the **Extended Quantity Entry** screen when finished to return to the **Item Detail** tab.

PURCHASE ORDER

The **Receive Goods** function records the items you receive, their quantities, and the orders you received them for. You can receive items for orders in Purchase Order.

Like the **Record Picked Orders** function, this function does not update item quantities in Inventory and transactions in Purchase Order until you confirm the entries you've made. When you click the **Confirm** button on the Receive Goods screen, Warehouse Management updates item quantities and transaction status, as needed.

- If you receive items for purchase orders, Warehouse Management updates item on hand quantities, updates the order with the receipt information, and changes the status to **Goods Received** for the orders you select.