



Warehouse to the Max!



eCommerce Industries, Inc.



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Introduction to Warehouse

Ensite Pro™ offers more features than ever to make your warehouse management as efficient as possible. In this handout, we will discuss bin management and pulling options. We will also discuss auto final-receiving and auto flushing as well as detail how to set up and use picking manifests.

Product Pulling Options

The following parameters affect your product pulling options on pick tickets and invoices.

- (L1) Terminal/Ticket/Parameters screen
- (TR) [V] Auto-verify with Batch Printing
- (TR) [G] Flush Backorders
- (TM) Picking Manifest (Ensite Extensions only)
- (L1) Terminal/Tickets Parameters Screen Option field
 - Type **C** to print bin location for previously shipped lines when flushing backorders for use with 11 inch paper.
 - Type **G** to print shipping labels with pick tickets.
 - Type **H** to print shipping labels with invoices.
 - Type **L** to print flushed backorders from the primary bin if the item was shipped before the flush.
 - Type **R** to exclude tickets with 100% backordered items from printing. XXXX replaces the bin number in the Bin column for previously shipped items.
 - Type **S** to exclude tickets with 100% backordered from printing. Bin numbers print for previously shipped items.
 - Type **T** to terminate printing unless the ticket is 100% shipped. This works with the No Print From/To fields in the (LGØ) screen. It lets you define item classes that, if backordered, still allow the ticket to print.
 - Type **W** to allow options when batch-printing tickets. Otherwise, options are only available when printing online.
 - Type **X** to skip printing ticket regardless of shipped lines. For use only if using advanced manifest.

Parameters That Affect Pulling from Pick Tickets

(LGØ) Order Entry Parameters Screen:

- The No Partial Ships field should be set to **Y** to backorder an item's entire quantity if it cannot be shipped complete.
- In the Backorder Print (All Items or Flushed) Print Code field:
 - Type **A** to print 100% of items on the ticket; prints all items on the order with the first four digits of the vendor's number printing in the Bin column for items on the backorder.
 - Type **B** to print 100% of items on the ticket; prints XXXX in the bin column for items on backorder. The system prints the primary bin location for items that were just flushed.
 - Type **N** to print flushed items only; prints the first four characters of the vendor's account number in the bin column for items that were just flushed.
 - Type **O** to print flushed items only; prints the primary location in the column for items that were just flushed.
- The Allow Auto Verify with Batch Printing (TR-V) field, shown in Figure 1, moves tickets not flushed from a status 6 to a status 8.
- The All Shipped field lets you print invoices for all shipped items, regardless of the dash number. (The (TR) [J] Invoice Copies function normally only applies to -1 items.)

Figure 1: The (LGØ) Screen

```

10:59:33                (LGØ) ORDER ENTRY PARAMETERS                09/15/03
=====
ACTION [I] (C=Change, I=Inquiry)  G/L Location [ 1]
=====
Invoice # 10043          Cash Receipt #          Quote #    100
Serial #   1000          Serial Prob. #    1000
Pricing Info ?Y  Shipto Info ?Y  A/R Info ?Y  Pay Code Msg ?Y  Pastdue Days #30
Set Commission Code Y/N ?N  Archive Specials Y/N ?Y  Freight Default Dept ?9
Use Billto as Shipto Y/N ?N  No Partial Ships Y/N ?    Only Print Assemblies ?
Have Page# & Vendor Display Match the Prefix & Carton Display Y/N ?Y
Allow Auto Verifying with Batch Printing ("TR-V") Y/N ?Y All Shipped Y/N ?N
Keep All PICK Fields in JOUR-S Y/N ?N  Build Sales Journal Item Index Y/N ?Y
Allow Sequence on "Pick Nbr" Orders Y/N ?  Build Debit Memo Data File Y/N ?Y
PASSWORDS:  Drawer ?OPEN  Delete ?DDMS  Reindex ?DDMS
            Pick Nbr ?DDMS  Change Loc ?LOC  Credits ?DDMS
UNCATALOGS :  Not allowed on remotes Y/N ?Y  Default Dept ?9  Add-on -UC Y/N ?Y
BACKORDER PRINT :  (All Items or Flushed)  Future Shipping Y/N/A ?N
Print Code ?A (A=Ven,B=Bin,N=Ven,O=Bin) No Print From ?  To ?  Status 8 ?
Split to a Separate Line Partial Backorders Y/N ?Y  Specials B/S/X ?X
Always Print Pick Tickets in Bin Order Y/N/Z ?N  (Z=Invoices and Tickets)
TRANSFERS :  A/R Master Y/N ?N  A/R Batch Y/N ?Y  Sales Journal Y/N ?Y
            A/R Location same as Transfer From Location Y/N ?N
SHIPPING LABELS :  Print Company Logo Y/N ?Y  Customer Logo Y/N ?Y
    
```

(LGF) General Continued screen:

- The Skip National Drop Ship Orders When Batch Printing Tickets field lets the warehouse print all necessary tickets.

Possible Flow: All Day Picking

- 1 Print tickets online. Print 100% shipped tickets and/or tickets with select backorders all day. Verify to status 8.
- 2 Transmit to wholesaler. Pre-receive during the day.
- 3 At the end of the day, final-receive all wholesaler P/Os. Flush tickets to pull and stage for marrying up. (Flush to status 8.) Can use fake invoice format. Execute the (TR) [V] to pull and stage orders that are not 100% and did not have an item flush. (Flush to status 8.) Pull and stage. Can use fake invoice format.
- 4 Marry wholesaler product to pulled product.
- 5 Verify and correct exceptions only. Reprint only tickets that the wholesaler confirmed the ship quantity, but did not ship product. (This will apply to approximately one to five percent of the tickets.)
- 6 Drivers manifest as the orders are corrected. Trucks leave for delivery.
- 7 Print invoices to post to status B. Can use fake printer.

Possible Flow: Pulling as Needed

- 1 Transmit to wholesaler. Pre-receive during the day.
- 2 All day as ready to pull. Final-receive all wholesaler P/Os. Flush tickets to pull and stage for marrying up. (Flush to status 8.) Can use fake invoice format.
- 3 Execute (TR) [V] to pull and stage any orders that are not 100%, and did not have an item flush. (Flush to status 8.) Pull and stage immediately after the flush. Can use fake invoice format.
- 4 Marry wholesaler product to pulled product.
- 5 Verify and correct exceptions only. Reprint only tickets that the wholesaler confirmed the ship quantity, but did not ship product. (This will apply to approximately one to five percent of the tickets.)
- 6 Drivers manifest as the orders are corrected. Trucks leave for delivery.
- 7 Print invoices to post to status B. Can use a fake printer.

When you pre-receive, purchase orders are updated with the quantities from the wholesaler from the transmission. You must still go to the Purchase Order Entry window and final receive prior to flushing backorders.

Auto Receive

Auto receive lets you skip the pre-receiving process and automatically final receive purchase orders using wholesaler acknowledgments.

Auto receiving:

- Saves time during the purchasing process.
- Helps eliminate flushing errors.

This feature works with automated short-buy (ASB) as well as manual purchasing. If you have this feature set up, manual and automated short-buy transmissions only final receive items with a shipped quantity. This lets you transfer any outstanding items so that they can be filled by another wholesaler either manually or using ASB.

You can use this feature with S.P. Richards and United Stationers. To do this, type **F** in the Pre-Receive fields in the (L6C) and (L6F) screens, respectively.

Using Auto Flush, you do not have to perform any function. The system takes care of all processing of receiving and flushing backorders based on the wholesaler's confirmations.

Auto Flush

Completed purchase orders flush automatically as part of your automated short-buy (ASB) flow. For example, you can auto flush a P/O after transmitting it to a certain vendor. Previously, you could pre-receive a P/O or final-receive a P/O. In addition to these two options, now you can use Final Receive & Available for Auto Flush to make a P/O eligible for auto flushing.

- You can turn the auto flush on or off by individual call or by vendor. Only calls with final-received P/Os can be auto flushed.
 - You specify the calls to flush in the (LFA4) Auto Flush Call List screen.
 - Auto flush calls begin with an ampersand (&). For example, one auto flush call number might be &1.
 - The (LFA4) screen lets you set ticket limits; specify to include/exclude/only Furniture orders; specify sort order; specify inventory location; set ticket status; specify ticket printer and format; specify label printer and format; and specify terminal ticket print options.
- All eligible P/Os created since the last flush are available for auto flushing.
- You can have multiple flushes in a single time slot.
- The ASB status displays as Flushing while the pick is updated. The ASB status is cleared after all orders are updated with the ship quantities. It is not held while printing.

- Auto flush is available on Packages B, C, and D.
- You can use auto flush with these trading partners:
 - Sparco
 - United
 - Emco
 - Azerty
 - Horizon

Ticket Format Options (Report Writer)

- Print the original flushed vendor code or bin when re-printing tickets. This is essential when printing tickets from within the picking manifest application. This field is located in the P-LINE file and is called Flush Vend/Bin.
- Print a bulk bin/bulk bin indicator. You must be using bulk bins and using the picking manifest - either the regular picking manifest or the advanced. This field is located in the P-GLOBAL file and is called bulk bin and bin location.
- Print the wholesaler facility code. This option pulls the information from the P-LINE2 file. This is only available when using the final-receive option in automated short-buy.
- Print the warehouse name when using the advanced manifest multi-locations by route option.

Item Print Order on Tickets and Invoices (Order Entry Parameters & Report Writer)

- Always print in bin order.
- Print in item company order using a report writer format with a custom font on line 1.
- Print in item number order using a report writer format with a custom font on line 1.
- Print tickets in inventory location order with all vendor purchased items at end of ticket separated by a line of *****'s from the stock product.
- Print in the order entered. You need to have the Always Print in Bin Order option turned off.

Picking Manifest Parameters

Picking Manifest parameters let you set defaults for creating picking manifests and let you choose whether to print the tickets when they are created. You also use these parameters to assign passwords to picking manifest procedures. This lets you control who can perform the picking manifest functions. Picking Manifest parameters are set in the (L8P) Picking Manifest Parameters, (L8P1) Additional Manifest Parameters screens, and the (L1) Terminal and Ticket Parameters screen.

There are two fields in the (L8P) screen that you should set. They include the following:

- **Item Aux Bins/to/+:** You use these fields to specify whether you want to automatically print shipping labels for bin items when building the picking manifest. These responses appear as the default in the Print Bin Ship Labels field in the (TM) screen. You can change these responses any time you are building a picking manifest. To automatically print the shipping labels for bin items when building the picking manifest, type **Y**. In the corresponding To fields, you specify a range of bulk bins. In the last five + fields, you can enter up to five extra bulk bins that are outside of the range. The system prints shipping labels for the items in these bins when you are building the picking manifest, if you specify **Y** in the Print Bin Ship Labels field in the (TM) screen.
- **Bulk Item Bins/Format/Printer:** You use these fields to specify whether you want to automatically print shipping labels for bulk items when building the picking manifest. The system displays these responses as the default in the Print Bin Ship Labels field in the (TM) screen. You can change this response any time you are building a picking manifest. To automatically print the shipping labels for bulk items when building the picking manifest, type **Y**. In the corresponding Format and Printer fields, enter the default shipping label format you want to use and the default printer where you want the labels to print, P1, for example.

Additional parameters in the (L8P) Picking Manifest Screen:

- The Set Initial Display to (TM-P) Screen field formats picking, shipping and marrying.
- The Print Manifest at Build field lets you print picking manifests, marrying manifests and labels for bulk items.
- Use the Inc Order Types field to limit, include or exclude by:
 - Furniture
 - Will-call

- Serialized
- Ship complete.
- Other parameters you can use to include or exclude:
 - Flushed items
 - Completely shipped tickets
 - Number of lines per manifest
 - Number of orders per manifest
 - Search order to build manifest by.

Regular Manifest Features

When you create a manifest in the (TM) screen, you can use the regular manifest version or the advanced manifest version.

The regular manifest version does not automatically print the ticket. To print the ticket, you must perform a separate function.

It does not execute a complete manifest. For example, the system does not create a separate manifest for supply items as well as furniture items, and same day deliveries.

It also does not allow for credits to be printed together.

There is one advantage to using the regular manifest. You have the ability to separate bulk bin items from regular items using Report Writer. When you do so, you should sort and break pages using the bulk bin indicator from the P-LINE2 file. This feature applies to both the regular manifest and the advanced manifest.

The disadvantage of using the regular manifest is that only one manifest is created and not two. Therefore, you cannot record and track bulk and non-bulk items by different pickers and pullers.

Advanced Manifest Features

This feature allows you to print the tickets when the manifest is created.

If you use the location printer option, additional ticket printings later in the day prints only the new lines that have been added to the manifest.

The advanced manifest allows for multiple market items to be separated to a separate manifest along with a separate manifest for same day delivery items.

- **Route Table (graphical):** You can assign multiple inventory locations to a single route. You do this in the Route Inventory Locations window in Warehouse Advanced Manifest Parameters, shown in Figure 2. This window is useful if you have several general ledger locations

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This feature is not included in all software packages and may require authorization. For more information, contact ECI² sales.

(profit center locations) that also pull stock from multiple inventory locations. For example, you may maintain separate G/L locations for supplies, furniture, and machines for accounting purposes, and also sell this merchandise from different inventory locations.

- **Enhanced Supply/Furniture Item Logic:** You can classify inventory items by business category (supplies or furniture, for example). You can use the classification in both order entry and picking manifest applications.
- **Same Day Order Options (Text-Based):** You can include or exclude manifests according to the SameDay Route field in the (TM) [A] screen. To include Same Day Routes in the build, set this field to **Y**. To Exclude them, set it to **N**. To build the manifest based on Same Day Routes exclusively, set it to **O**.
- **Create Shipping Manifests from Picking Manifests (Text-Based):** In the (TM) Picking Manifest screen you can build a shipping manifest. Select the [S] Build Shipping Manifest action code. If there's a non-departed manifest in the system, the shipping manifest automatically appends that manifest. If there are none, a new shipping manifest is created.
- **Bulk Item Identification:** Items that are set up in the text-based (EK) Bulk Item Update Screen are flagged as bulk items when a picking manifest is created. Setting up an item in the (EK) screen lets you indicate bulk items on a picking manifest. Bulk items are updated in the P-LINE2 file.

**Figure 2:
The Route
Inventory
Locations
Window**



| Route | G/L | Primary | Secondary | Furniture | Same Day |
|-------|-----|---------|-----------|-----------|----------|
| DWTN | 1 | 1 | 2 | 1 | 1 |

- **Lower-case Printer Ids:** You can enter lower case letters for the Printer ID in the Picking Manifest and Shipping Manifest screens.
- **Multiple Manifest Types:** There are three types of picking manifests: furniture, same day, and standard picking manifests. When creating picking manifests, all three types are created unless the following is true: if the manifest is based on route, a same day picking manifest is created; or if the Single Pulling Location Dept field in the (LE2) Inventory Parameters screen is set up, a furniture picking manifest is created.
- **Batch Print Tickets During Picking Manifest Creation:** You can automatically batch print when creating manifests. In the (TM)[A] screen, type **Y** at the Print Tickets Included on Manifest prompt.
- **Split Tickets to Multiple Printers:** You can print ticket items to different printers. For example, you can set up one printer to print supply items listed on the ticket and another to print furniture items. You do this in the Inventory Location Printers window in the Warehouse Parameters.
- **Expanded Ticket Information Options:** When creating a picking manifest, you can print tickets so items are grouped in inventory location order. When a pick ticket prints, each location's items are separated by a line of asterisks. When initially printing the pick ticket, all items whether shipped or backordered will appear on the ticket. When subsequently printing the pick ticket, only shipped items will print. The last section of the pick ticket is reserved for wholesaler items. A P/O number and P/O due date trigger items to print in this group.
- **View All Non-departed Shipping Manifests (Text-Based):** You can limit your view by non-departed manifests when departing manifests.
- **Mark Non-departed Manifests for Printing (Text-Based):** You can view on screen and print all non-departed manifests.
- **Print Tickets using Bins:** When you use this function, you have the option of printing your tickets using bin numbers. Using this feature, you can print tickets in an order that is consistent with the warehouse. Pullers do not have to sort tickets by bin location. To use this feature at the Print Tickets Included on the Manifest prompt, type **Y**. When you are prompted to specify the sort order, select **L=Low Bin** as the sort option, as shown in Figure 3. The items on the ticket print in bin order, with items on the lowest bin printing first. Tickets also print alphanumerically. For example, ticket 101 with Bin A3 would print as the first item, followed by Bin A4, Bin B1, Bin C1, Bin D1, and

The Print Tickets Using Bins feature is available when using the (TM)[A], and (TM)[F] functions

so on. Using this same example, ticket 102 with Bin A1 as the first item would print before ticket 101 since Bin A1 is lower than Bin A3.

Ways to Build a Manifest in the (TM) Screen

- The (TM) [A] shows default (L8P) settings and allows the defaults to be changed. (This method can be confusing and error-prone.)
- Use the (TM) [N] to manually add new manifest. Tickets print and are added to the manifest similarly to the (TR) [D]. The (TM) [N] requires someone to build it every time.
- Using the (TM) [P], a puller selects a configuration and a manifest is built from it. This is the most efficient.
- Use the (TM) [H] to add a ticket to a manifest.
- Use the (TM) [B] or (TM) [P] to complete a manifest.
- Use the (TM) [C] to verify tickets on a manifest.
- Use the (TM) [E] to print shipping labels (non-bulk) for regular manifest, (bulk and non-bulk) for advanced manifest.
- Use the (TM) [L] to delete tickets from a manifest.
- Use the (TM) [M] for O/E change ticket on manifest.

Figure 3:
Selecting
L=Low Bin as a
Sort Option in
the (TM) Screen

```

11:25:49 (TM) Picking Manifest rev. (12/16/05) 03/21/06
=====
Action [A] Order Puller : 265 Manifest # _____
=====
Route From : To : Inv Loc From # To #
Slsm From : To : G/L Loc From # To #
Inv Dept From : To : Status From : To :
Customer From # To #
Today's Cutoff Time : : (00:00 - 23:59)
Vendor PO# From : To :
Include Order Types Y/N/O: Furniture ? Will Call ? Serial ? Ship Complete ?
SameDay Route ? (Y/N/O) Credit Pickups Only Y/N ?N
Completely Shipped Orders Only Y/N ?
Include/Exclude/Only Auto Flush Items I/E/O ?I
Number to Include on Manifest: of Lines # 2, of Orders #
Multiple Manifests Y/N ?Y Search Order to Build Manifest by (T)
(T=Ticket Nbr., C=Customer Nbr., R=Shipping Route)
Auto Display Manifest Y/N ?
Print Picking Manifest Y/N ? Selector [ ] Printer [P1]
Print Marrying Report Y/N ? Selector [ ] Printer [P1]
Print Bin Ship Labels Y/N ? Format [ ] Printer [ ]
Print Bulk Bin Labels Y/N ? Format [ ] Printer [ ]
Bulk Manifest: Selector [ ] Printer [P1]
Sort 1) L 2). L=Low Bin, C=Name, M=Ship Route, R=Route, D=Date, S=Slsm, T=Taker, Z=Zip
    
```

Documents Available

- Picking Manifest shows the quantity of items to be pulled. It prints in bin order.
- Marrying report shows the quantity of items to be pulled. It prints in bin order. It includes a breakdown by ticket so you can marry product together.
- Bulk shipping labels let you pull from the shipping label and apply the label directly to the box.

Picking Manifest: (TM)[A] Function

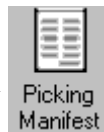
When you use this function, you have the option of printing your tickets using bin numbers. Using this feature, you can print tickets in an order that is consistent with the warehouse. Pullers do not have to sort tickets by bin location. For details, see the previous bullet **Print Tickets Using Bins**.

The Print Tickets Using Bins feature is not included in all software packages and may require authorization. For more information, contact ECI² sales.

- 1 Double-click



- 2 Double-click



- 3 Select the [A] Build New Manifest function.
- 4 In the Order Puller field, enter the order-writer number of the person pulling the order.
- 5 If you do not want to change any of the limits or settings in this screen, press Enter.
- 6 To change any of the limits or settings in this screen, tab to the field(s) to change. Enter the new information over the old. When you finish, press Enter.
- 7 At the Include Items Pulled From Bulk Bins prompt, type **Y** to include both bulk bin and non-bulk bin items on the same manifest. See Figure 4. (This prompt appears if you are creating a manifest that will contain bulk items. You set up bulk items in the (EK) screen.)
 - Type **N** to exclude items pulled from bulk bins. The system places only non-bulk bin items on the manifest.
 - Type **O** to include only items pulled from bulk bins. The system places only bulk items on the manifest. Non-bulk items are not included.

- 8 At the Print Tickets Included on the Manifest prompt, enter your response according to the following:
 - To print the tickets now, type **Y**. The system prompts you to specify the sort order for the tickets. You can specify two sorts. If you want to print tickets using bins, select L=Low Bin as your sort option. The system checks for the lowest bin field on a ticket and prints them in lowest bin order. After you select the sorts, the system prompts you for the Printer, Format, and Status you want to use.
 - Type **N** or press Enter if you do not want to print the tickets now.
- 9 At the Are You Sure prompt, type **Y**. The manifest builds.

Picking Manifest: (TM)[B] Function

After you pull the items, mark the manifest as complete. This moves the manifest to a status 2. (If the Require Manifest To Be Completed Before Final Verify field in the (L8P) screen is set to Y, you must mark the manifest as complete before you can final verify.) In addition, this feature does not allow for auto-verification at time of completion. You must use the Final Verify function in the (TM) screen.

- 1 From the (TM) screen, select the [B] Complete Manifest function.
- 2 In the Manifest # field, enter the number of the manifest to mark as complete. Go to **Step 5**.

To display all the manifests, press Enter.

Figure 4: The Include Items Pulled from Bulk Bins Prompt

```

11:25:49                (TM) Picking Manifest rev. (12/16/05)                03/21/06
=====
Action [A]                Order Puller : 265                Manifest # _____
=====
Route    From :          To :                Inv Loc  From #    To #
Slsm    From :          To :                G/L Loc  From #    To #
Inv Dept From :          To :                Status   From :    To :
Customer From #                To #
          Today's Cutoff Time : :          (00:00 - 23:59)
          Vendor PO# From :          To :
Include Order Types Y/N/O: Furniture ? Will Call ? Serial ? Ship Complete ?
          SameDay Route ? (Y/N/O) Credit Pickups Only Y/N ?N
          Completely Shipped Orders Only Y/N ?
          Include/Exclude/Only Auto Flush Items I/E/O ?I
          Number to Include on Manifest: of Lines # 2, of Orders #
          Multiple Manifests Y/N ?Y Search Order to Build Manifest by (T)
          (T=Ticket Nbr., C=Customer Nbr., R=Shipping Route)
          Auto Display Manifest Y/N ?
          Print Picking Manifest Y/N ? Selector [ ] Printer [P1]
          Print Marrying Report Y/N ? Selector [ ] Printer [P1]
          Print Bin Ship Labels Y/N ? Format [ ] Printer [ ]
          Print Bulk Bin Labels Y/N ? Format [ ] Printer [ ]
          Bulk Manifest: Selector [ ] Printer [P1]
          Include Items Pulled from Bulk Bins Y/N/O ?Y
    
```

- 3 At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests in the display. (This prompt only appears if you set up bulk bin items in the (EK) screen.)
Type **E** to exclude bulk manifests in the display.
Type **O** to include only bulk bin items.
- 4 At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 5 The system displays the Are You Sure prompt. To mark the manifest as complete, type **Y**.
- 6 At the Build Shipping Manifest prompt, type **Y** to build the manifest.

Picking Manifest (TM)[C] Function

- 1 From the (TM) screen, select the [C] Final Verify Tickets on Manifest function.
- 2 At the Enter Password prompt, enter the password set in the (LG5) Additional Order Entry Parameters screen.
- 3 In the Order Writer field, enter your order writer number.
- 4 In the Manifest # field, enter the number of the manifest to final verify. Go to **Step 8**.
To display all the manifests, press Enter.
- 5 At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests. (This prompt only appears if you set up bulk bin items in the (EK) screen.)
Type **E** to exclude bulk manifests from the display.
Type **O** to include only bulk manifests in the display.
- 6 The system displays the Include, Exclude, or Only Incomplete Manifests prompt, as shown in Figure 5. Type **I** to include incomplete manifests in the display.
Type **E** to exclude incomplete manifests from the display.
Type **O** to include only incomplete manifests.
- 7 At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 8 The system displays the tickets. To mark exceptions tickets to verify line-by-line, type **X**.
- 9 At the Are You Sure prompt, type **Y**.

- 10 In the Order Verification window, verify the tickets as you would any other ticket.

Picking Manifest (TM)[D] Function

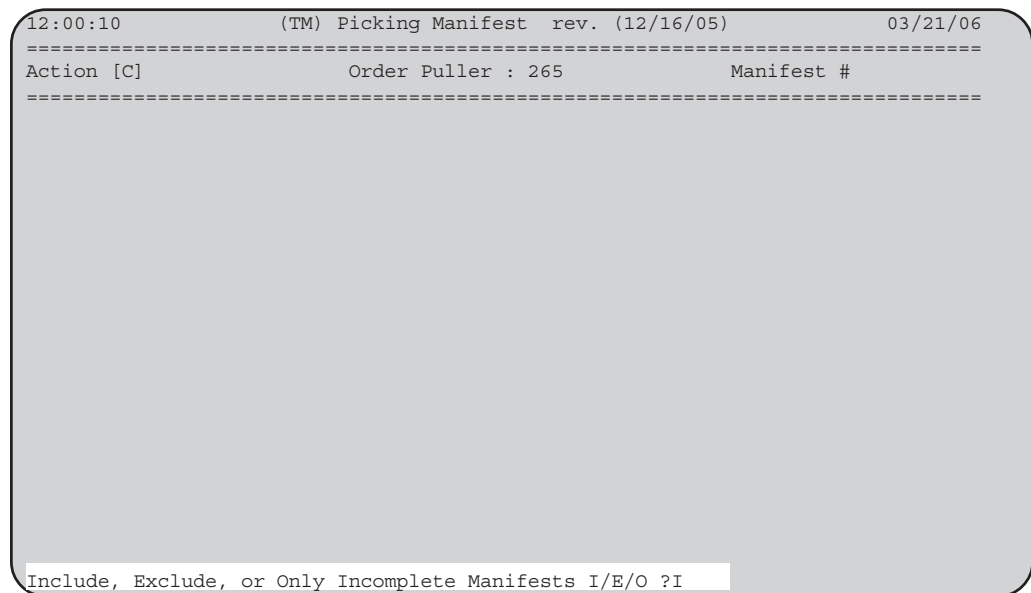
- 1 From the (TM) screen, select the [D] Print a Picking Manifest function.
- 2 In the Manifest # field, enter the number of the manifest to print and press Enter.
- 3 The Print Picking Manifest field appears, along with the default selector and printer, set in the (L8P) screen. Press Enter to use the defaults. To change either field, tab to it. Enter the new information over the old information. When you finish, press Enter.
- 4 Press Enter to use the default settings in the Print Marrying Report field. To change either the selector or printer field, tab to it and enter the new information over the old. When you finish, press Enter. The manifest prints.

Picking Manifest (TM)[E] Function

When printing shipping labels, we recommend using the advanced manifest feature. This feature prints labels and updates the carton count on the shipping manifest.

- 1 From the (TM) screen, select the [E] Print Shipping Labels function.
- 2 In the Manifest # field, enter the number of the manifest.
- 3 The defaults for the Label Printer and Format fields are set in the (L8P) Picking Manifest Parameters screen. To accept the defaults, press Enter.

Figure 5: The Include, Exclude, or Only Incomplete Manifests Prompt



To change them, enter the new information over the existing information. To move the cursor from the Label Printer field to the Format field, press Tab.

- 4 In the #L field, enter the number of labels to print for the ticket. For example, to print one label, enter a 1 in the #L field on the same line with the ticket number.
- 5 To end, type E. The labels print.

Picking Manifest (TM)[F] Function

We recommend you use the advanced manifest feature, which prints the ticket when creating the manifest. When you use this function, you have the option of printing your tickets using bin numbers. Using this feature, you can print tickets in an order that is consistent with the warehouse. Pullers do not have to sort tickets by bin location. For details, see the previous bullet **Print Tickets Using Bins**.

The Print Tickets Using Bins feature is available when using the (TM)[A], and (TM)[F] functions

- 1 From the (TM) screen, select the [F] Batch Print Picking Tickets function.
- 2 In the Include All Complete Manifest field, type Y to include the tickets from all status 2 manifests that are marked as complete.

To include tickets from all manifests, whether marked as complete or not, type N.

To include only tickets from completed manifests with today's date, type X.
- 3 Use the Completion Date/To fields through the Name/To fields you can set limits for the tickets that print. If you do not want to change these limits, tab to the Sort Order 1 field. To set limits, press Tab to move to each limit you want to set.
- 4 If you entered a response in the Include All Complete Manifest, the Completion Date field, or the Manifest Number field, the Print All Tickets on Manifest(s) prompt appears. Type Y to print all the tickets that fall within your limits, regardless of the status. If the ticket status is below 2 or 3, the status does not change.

Type N to print all the tickets that fall within your limits and are at a status 2 or 3. The status of all tickets advances.
- 5 If the Prompt to Flush and Batch Print Furniture Orders Separately field in the (LGC) Furniture Order Parameters screen is set to Y, after you pass the Pick #/To limit fields, the Include, Exclude, Or Only Furniture Orders prompt appears. Type Y to include furniture orders.

Type N to exclude furniture orders.

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If you enter a response in the Include All Verified Manifest, in the Verified Date, or in the Manifest Number fields, the Print All Invoices On Manifest(s) prompt appears.

- Type **O** to include only furniture orders.
- 6** Sort order is the order in which invoices print. In the Sort Order 1 field, enter the primary sort. If you want to print tickets using bins, select L=Low Bin as your sort option. (*While this sort option does not appear on the screen, if you are using the Advanced Manifests feature, this function is available.*) The system checks for the lowest bin field on a ticket and prints them in lowest bin order.
 - 7** In the Sort Order 2 field, enter the secondary sort. For example, to print by order taker within date, type **T** in the Sort Order 1 field. Type **D** in the Sort Order 2 field.
 - 8** In the Loc field, enter the location number for the tickets.
 - 9** In the Printer field, enter the logical name of the printer to use.
 - 10** In the Format field, enter the format to use.
 - 11** In the Status field, enter the status to move the tickets to after they print. This field defaults to the status in the (L1) screen.
 - 12** In the Copies field, enter the number of labels to print.
 - 13** At the Are You Sure prompt, type **Y** to print the tickets.

Picking Manifest: (TM)[G] Function

- 1** In the (TM) screen, select the [G] Batch Print Invoices function.
- 2** In the Include All Verified Manifest field, specify which manifests to include.

Type **Y** to include only the invoices from status 3 manifests that have been verified.

Type **N** to include the invoices from all manifests, whether they are verified or not.

Type **X** to include only the invoices from manifests with today's date.

- 3** In the Verified Date field, you can set limits. Use them to define the invoices included on the report. If you do not want to set limits, tab to the Sort Order 1 field. However, without limits, all invoices print.

To limit the report to one date, enter the same date in both the Verified Date and To fields.

To specify a range, enter the beginning of the range in the first field, and enter the end of the range in the To field. Press Enter.

Note: When batch printing invoices, the first four characters of the vendor's number print for any item that is filled from a purchase order.

- 4** Sort order is the order in which invoices print. In the Sort Order 1 field, enter the primary sort.
- 5** In the Sort Order 2 field, enter the secondary sort. For example, to print invoices according to customer name within shipping route, type **M** in the Sort Order 1 field. Type **C** in the Sort Order 2 field.
- 6** In the Loc field, enter the location number for the invoices.
- 7** In the Printer field, enter the name of the printer to use.
- 8** In the Format field, enter the format to use to print the invoices. Press Enter to use the default which is set in the (L1) screen.
- 9** In the Status field, enter the status to which to move invoices after they print. This field defaults to the status in the (L1) screen.
- 10** In the Copies field, enter the number of labels to print for the invoices. The invoices print.

Picking Manifest: (TM)[H] Function

Since the (TM) screen does not limit to only those non-completed manifests, we advise against using this option. In addition, it is difficult for the user to determine if the manifest has been printed. Instead of using the (TM)[H] function, we recommend using the (TM)[N] Manually Add New Manifest feature.

- 1** In the (TM) screen, select the [H] Manually Add to Manifest function.
- 2** In the Order Puller field, enter the order-writer number of the person pulling the order.
- 3** In the Manifest # field, enter the number of the manifest. Go to **Step 7**. To display all the manifests, press Enter.
- 4** At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests in the display. (This prompt only appears if you set up bulk bin items in the (EK) screen.)
Type **E** to exclude bulk manifests from the display.
Type **O** to include only bulk manifests in the display.
- 5** The system displays the Include, Exclude, or Only Incomplete Manifests prompt. Type **I** to include incomplete manifests in the display.
Type **E** to exclude incomplete manifests from the display.
Type **O** to include only incomplete manifests.
- 6** At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.

- 7 In the Enter Ticket Number field, enter the number of the ticket to add, and press Enter.
- 8 At the Correct Ticket prompt, type **Y**. The ticket is placed on the manifest.

Picking Manifest: (TM)[I] Function

- 1 In the (TM) screen, select the [I] Inquire function.
- 2 In the Manifest # field, enter the number of the manifest. Go to **Step 7**.
To display all the manifests, press Enter.
- 3 At the Include, Exclude or Only Bulk Manifests prompt, type **I** to include the items in the display.
Type **E** to exclude bulk manifests in the display.
Type **O** to include only bulk manifests in the display.
- 4 At the Include, Exclude, or Only Incomplete Manifests prompt, type **I** to include incomplete manifests in the display
Type **E** to exclude incomplete manifests in the display.
Type **O** to include only incomplete manifests.
- 5 At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 6 The system displays the manifests. To mark a manifest, type **X**.
- 7 When you have finished viewing the items, press Esc to return to the (TM) screen.

Picking Manifest: (TM)[J] Function

- 1 In the (TM) screen, select the [J] Purge Manifest function.
- 2 At the Enter Password prompt, enter the purge password from the (L8P) screen.
- 3 In the Purge Completed Manifest field, type **Y** to purge manifests that are marked as complete. Type **N** to purge only manifests that are final verified, as shown in Figure 6.
- 4 Use the Start Date/To fields through Manifest Nbr/To fields to limit the manifests that are purged. If you do not want to set limits, press Enter and go to **Step 6**.
- 5 To set a limit, tab to the field and enter the limiter. For example, to limit to a particular manifest, enter the manifest number in both the Manifest Nbr # and the To # field. To limit to a range of manifest numbers, enter the beginning of the range in the Manifest Nbr # field and enter the end of the range in the To # field.

- At the Are You Sure prompt, type **Y**. The manifests purge.

Picking Manifest: (TM)[K] Function

- In the (TM) screen, select the [K] Rebuild Index function.
- At the Enter Password prompt, enter the rebuild password from the (L8P) screen. If no password is set, press Enter.
- At the Are You Sure prompt, type **Y**.

Picking Manifest: (TM)[L] Function

- In the (TM) screen, select the [L] Delete Ticket From Manifest function.
- At the Enter Password prompt, enter the delete password from the (L8P) Picking Manifest Parameters screen.
- In the Manifest # field, enter the number of the manifest. Go to **Step 7**.
To display all the manifests, press Enter.
- At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests in the display. (This prompt only appears if you set up bulk bin items in the (EK) screen.)
Type **E** to exclude bulk manifests from the display.
Type **O** to include only bulk manifests in the display.
- The system displays the Include, Exclude, or Only Incomplete Manifests prompt. Type **I** to include incomplete manifests in the display.

Figure 6: The Purge Completed Manifest Field

```

112:04:24          (TM) Picking Manifest  rev. (12/16/05)          03/21/06
=====
Action [J]          Order Writer :          Manifest #
=====

Purge COMPLETED Manifest Y/N ?N
(N = Only Purge Final Verified Manifest)

Start Date      :.../.../..   To :.../.../..
Completion Date:.../.../..   To :.../.../..
Order Puller    :.....       To :.....
Manifest Nbr    #.....       To #.....

ENTER PURGE PASSWORD ?
    
```

Type **E** to exclude incomplete manifests from the display.

Type **O** to include only incomplete manifests.

- 6** At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 7** In the Manifest # field, enter the manifest number that includes the ticket to delete.
- 8** At the Delete Entire Manifest prompt, type **Y** to delete the entire manifest.
- 9** At the Are You Sure prompt, type **Y**.

Picking Manifest: (TM)[M] Function

By using this feature, you can access Order Entry from within the Picking Manifest application. This means that warehouse personnel do not need to go to another screen to change a ticket.

- 1** In the (TM) screen, select the [M] O/E Change Tickets On Manifest function.
- 2** In the Order Writer field, enter your order-writer number.
- 3** In the Manifest # field, enter the number of the manifest. Go to **Step 7**. To display all the manifests, press Enter.
- 4** At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests in the display. (This prompt only appears if you set up bulk bin items in the (EK) screen.)
Type **E** to exclude bulk manifests from the display.
Type **O** to include only bulk manifests in the display.
- 5** The system displays the Include, Exclude, or Only Incomplete Manifests prompt. Type **I** to include incomplete manifests in the display.
Type **E** to exclude incomplete manifests from the display.
Type **O** to include only incomplete manifests.
- 6** At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 7** At the Are You Sure prompt, type **Y**. In the Order Change window, you can change the tickets you marked.

Picking Manifest: (TM)[N] Function

This feature allows you to create a manifest for hand-keyed or scanned tickets. It gives you the option of creating a separate manifest for bulk bin items. Each manifest can have its own order picker number.

- 1 In the (TM) screen, select the [N] Manually Add New Manifest action code.
- 2 In the Order Puller field, enter the order-writer number of the manifest to select.
- 3 If the item on the manifest is a bulk binitem, the system displays the Assign Bulk Items to Separate Manifest prompt. (You set up bulk bin items in the (EK) screen.)
 - Type **Y** to place the bulk items on a separate manifest. In the Order Taker for Bulk Manifest field, enter the order-taker number for the bulk manifest you are creating. The system creates a manifest containing only bulk bin items. Non-bulk items are placed on a separate manifest.
 - Type **N** to place bulk and non-bulk items on the same manifest.
- 4 In the Enter Ticket Number field, enter the pick ticket number of the order to add.
- 5 At the Correct Ticket prompt, type **Y**. The ticket is added to the manifest.

Picking Manifest: (TM)[O] Function

This feature allows you to update the manifest with pulling information, including the individual who pulled the order as well as the start date and time.

- 1 In the (TM) screen, select the [O] Reset Order Puller action code.
- 2 At the Enter Reset Password, enter the password set in the Reset field in the (L8P) screen. If no password is set, press Enter.
- 3 In the Manifest # field, enter the number of the manifest for which to change the order puller. Go to **Step 7**.
- 4 To display all the manifests, press Enter.
- 5 At the Include, Exclude or Only Bulk Manifests prompt, press Enter or type **I** to include bulk manifests. (This prompt only appears if you have bulk bin items set up in the (EK) screen.)

Type **E** to exclude bulk manifests.

Type **O** to include only bulk bin items.
- 6 At the Type of Manifest to Display prompt, press Enter or specify the type of manifests you want to view.
- 7 In the Order Puller field, enter the number of the order-writer to assign this manifest.

- 8 In the Start Date field, enter the start date and time.
- 9 In the Completion Date field, enter the completion date and time.
- 10 In the Verification Date field, enter the verification date and time.
- 11 At the Are You Sure prompt, type **Y**.

Picking Manifest: (TM)[Q] Function

- 1 In the (TM) screen, select the [Q] Manifest Build Configuration Menu action code.
- 2 In the Maintain Build Configurations menu, select the [A] Add action code.

Note: You can change or delete configurations by selecting the [C] Change or [D] Delete action codes.

- 3 In the Configuration field, enter the letter of the configuration to add, A, B, C, or D, for example.
- 4 In the Route From field, you can set limits. If you do not want to change limits, press Enter and go to **Step 7**.
- 5 To change a limit, tab to the field and enter the new information over the old. When you finish, press Enter.
- 6 At the Include Items Pulled From Bulk Bins prompt, type **Y** to include items pulled from bulk bins.
 - Type **N** to exclude items pulled from bulk bins.
 - Type **O** to include only items pulled from bulk bins.
- 7 At the Print Tickets Included on the Manifest prompt, type **N** or press Enter if you do not want to print the tickets now.

To print the tickets now, type **Y**. The system prompts you to specify the sort order for the tickets. After you select the sorts, the system prompts you to enter the Printer, Format, and Status you want to use.
- 8 In the Configuration Name field, enter the name for this configuration. For example, you could enter Bulk Bin Ticket Items, Status 6 Tickets, Red Route Manifest.
- 9 At the Are You Sure prompt, type **Y**.

Picking Manifest: (TM)[P] Function

- 1 In the (TM) screen, select the [P] Manifest Build Configuration Menu action code.
- 2 From the Select Configuration To Build Manifest From menu, select a saved manifest by entering its letter, A, B, C, or D, for example. For instructions on saving manifests, see the previous heading.
- 3 To return to the (TM) screen, type !.

Picking Manifest: (TM)[R] Function

This function is only available when using the advanced manifest feature.

- 1 In the (TM) screen, select the [R] Exclude Ticket from Shipping Manifest function.
- 2 In the Enter Ticket Number field, enter the number of the ticket you want to exclude, and press Enter.
- 3 At the Correct Ticket prompt, type Y. The ticket is excluded from the manifest.

About Bins

The following list is a brief description of bulk bin features:

There are many different types of bins available for your use. See the chart Using Mixed Bin Types on the following pages.

Bulk Bins Q&A

Question #1: What is the quantity of bins available per item?

Answer: Two

Question #2: Can a bin be assigned to an item?

Answer: Yes

Question #3: Can a bin contain more than one item?

Answer: No

Question #4: Can I use a bin to maintain inventory count?

Answer: No

Question #5: What program uses bins?

Answer: Manifest

Question #6: Can bin use be based on unit of measure?

Answer: Yes

Question #7: How many numbers can I use for bin numbers?

Answer: 8 digits

Setting up Bulk Bins

To set up Bulk Bins, assign the bin to an item in the (EK) screen and define the quantities to be used by bin. You can also define bulk bins in the Multiple Bins Add a Bin dialog box.

When to Use Bulk Bins

Use Bulk Bins for items pulled from:

- Quick pull bin if under a certain quantity
- Bulk Bin if over this quantity
- Tickets or manifest printed from (TM) screen only.

I-AUX Bins Q&A

Question #1: What is the quantity of bins available per item?

Answer: Two

Question #2: Can a bin be assigned to an item?

Answer: Yes

Question #3: Can a bin contain more than one item?

Answer: No

Question #4: Can I use a bin to maintain inventory count?

Answer: No

Question #5: What programs use bins?

Answer: Order Entry & Manifest

Question #6: Can bin use be based on unit of measure?

Answer: No

Question #7: How many numbers can I use for bin numbers?

Answer: 4 digits

Question #8: What are the types of bins?

Answer: Primary & Secondary

Setting up I-AUX Bins

To set up I-AUX Bins, assign the bin to an item in the (EH) Inventory History screen or the Item History Inventory History tab.

When to Use I-AUX Bins

Use I-AUX Bins for items pulled from:

- The same bin, regardless quantity
- Tickets or manifests printed from
 - Order Entry
 - (TR) [A] Picking Tickets
 - (TR) [G] Flush Backorders
 - (TR) [V] Auto-verify with Batch Printing
 - (TR) [D] Shipping Labels/Manifest
 - (TM) screen.

Multiple Bins Q&A

Question #1: What is the quantity of bins available per item?

Answer: Unlimited

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Question #2: Can a bin be assigned to an item?

Answer: No

Question #3: Can a bin contain more than one item?

Answer: Yes

Question #4: Can I use a bin to maintain inventory count?

Answer: Yes

Question #5: What programs use bins?

Answer: Order Entry & Manifest

Question #6: Can bin use be based on unit of measure?

Answer: No, use the (LE1) screen Multiple Bins Pulling Codes fields

Question #7: How many numbers can I use for bin numbers?

Answer: 4 digits

Question #8: What are the types of bins?

Answer: Item & Staging

Setting up Multiple Bins

To set up Multiple Bins, define bins, code and type in the (EG) Multiple Bins screen or the Multiple Bins Add a Bin dialog box.

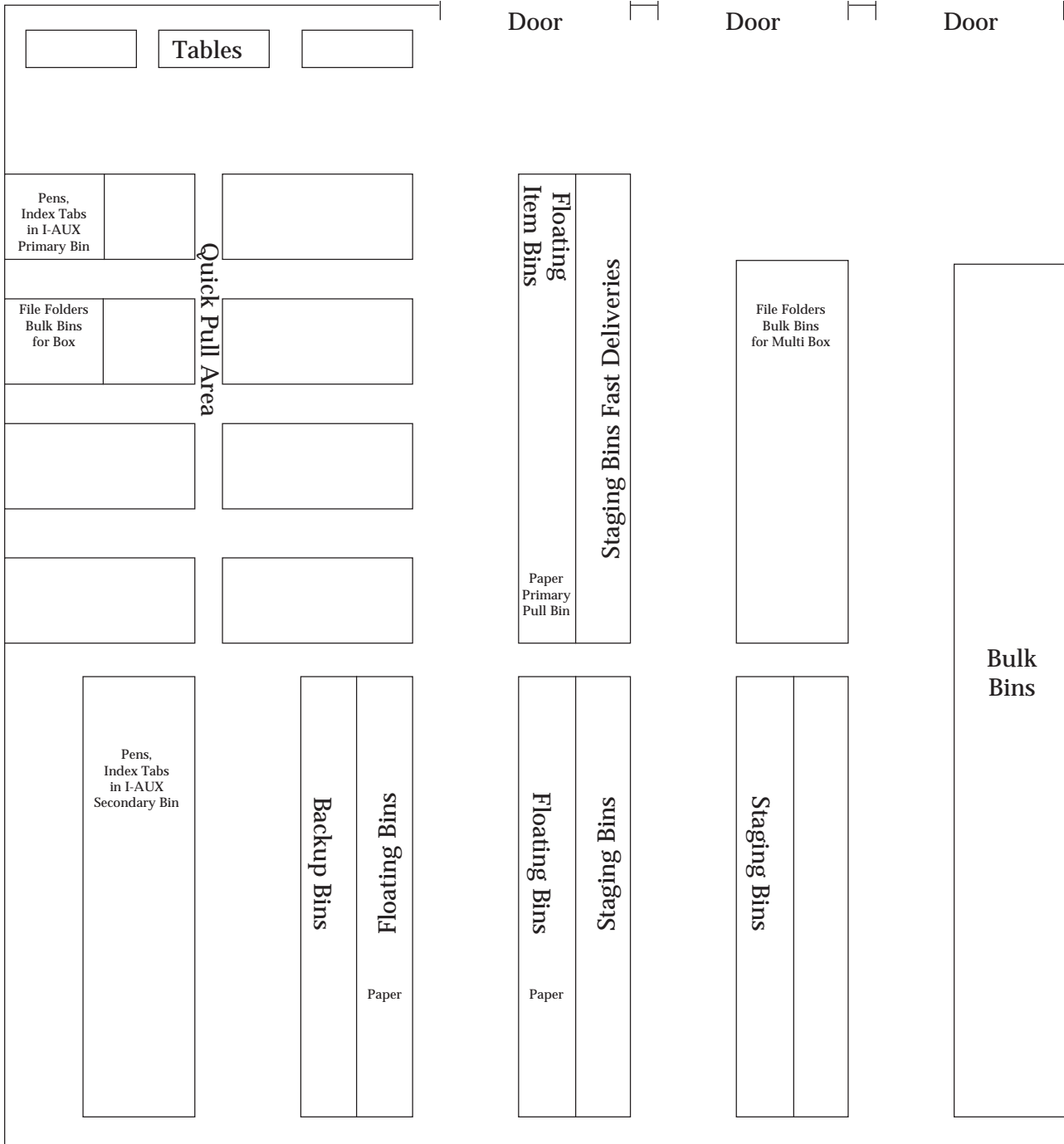
When to Use Multiple Bins

Use Multiple Bins for items:

- Without a fixed bin location
- Bought in large quantities
- For which you must maintain quantity counts per bin
- Pulled from tickets or manifests printed from:
 - Order Entry
 - (TR) [A] Picking Tickets
 - (TR) [G] Flush Backorders
 - (TR) [V] Auto-verify with Batch Printing
 - (TR) [D] Shipping Labels/Manifest
 - (TM) screen.

Using Mixed Bin Types

You can use more than one bin type in a warehouse, as shown below.



Enhanced Bins

We've made many enhancements to Item Bins. These new features let you set up more bins and use larger bin numbers. Below is a brief description of these enhancements.

Eight-digit Bin Numbers: In the Item Bins database, you can have eight-digit bin numbers. Previously you could only have four-digits.

Min/Max Bin Quantities: You can now set minimum and maximum quantities in bins.

Optional Quantity Field: Bins can now contain quantities.

Last Refill Date: You can keep track of the last date the bin was refilled.

Receive by Bin Quantity: You have the ability to set the bin prior to release to on-hand quantity.

To use this feature, you must:

- Since the enhanced bin feature is not included in all software packages, you may require authorization. For more information, contact ECI² sales.
- In addition, before the enhanced bin feature will work, you must set the Activate Extended Bin Management box in the Warehouse General Configuration Parameters window to Y.
- Next, add the bin you want to use in the Item Add a Bin dialog box.
- Then, assign the bin to the item in the Item History Enhanced Bins tab.
- Afterwards, you can release items to individual bins using the Warehouse Release to Bins function.
- You can also view item bin information.


There are several new types of bins available. When creating a new bin, you can select the type, as described below.

- **Quick Pull Bins:** You can set up several quick pull bins. This bin is the first pulling location for the selling unit of measure. To use the Enhanced Bins feature, the item must be assigned a quick pull bin.
- **Intermediate Bins:** Intermediate bins allow you to specify intermediate quantities to pull. Suppose you sell pens by the eaches, but also sell them by the box. In this case, your quick pull bin could hold the pens you sell by the eaches, and your intermediate bin could hold the pens you sell by the box.

- **Bulk Bins:** You can set up one to four bulk bins that are based on quantity. This is the second pulling location based on quantity limitations. This bin has a unit of measure with a multiple quantity. The unit of measure in the bulk bin must differ from the unit of measure assigned to the item in the quick pull bin. Only multiples can be pulled or added to this bin.
- **Multiple Overflow Bins:** A floating bin is one that is only assigned to an item as long as there is on-hand quantity for that item. Examples of floating bins are multiple bins, staging bins, and serial bins.
- **Refill from Back Up Quick Pull, Bulk, or Floating Bins:** You now have the ability to refill pulling bins from back up bins.


Adding Multiple Bins

Before assigning an enhanced bin to an item, you must first create the bins.

- 1 From the Ensite Pro Master Menu, click the Databases menu. Select Item Bins. The Multiple Bins dialog box opens. (You can also access the Multiple Bins dialog box by clicking  in the Item database.)

Click the Location box and enter the location for the item, if it is not already displayed. If the Location box is not displayed in the toolbar, right-click the toolbar and select Location.

Note: You can also assign bins when receiving the items in the Purchase Order Entry window.

- 2 In the Multiple Bins dialog box, click the Location box and enter the number of the inventory location where you want to add the bin. Click Find or press Enter.
- 3 To add a new bin, click  or right-click in the body of the dialog box and click New Record. The Add A Bin dialog box opens.
- 4 In the Bin box, enter a bin number of up to eight alphanumeric characters. If you are adding a bin for row 1, shelf 2, you could type ROW1SHF2, for example.
- 5 In the Description box, enter the bin description. You can enter up to 20 alphanumeric characters. Using the same example, you could type Row 1, Shelf 2, for example.
- 6 In the Code box, enter a one-character code for this bin. This is a user-defined code that determines the order in which merchandise is pulled.
- 7 Click the down arrow in the Type box to assign a bin type. For example, if you were setting up a quick pull bin, you would select the quick pull bin option, as shown in Figure 7.
- 8 Click OK to add the bin.

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9 The information is cleared and the cursor returns to the Bin box so you can add another bin for this location. When you finish adding bins, click Close.

10 The cursor returns to the Multiple Bins dialog box. Click .

11 Click OK.

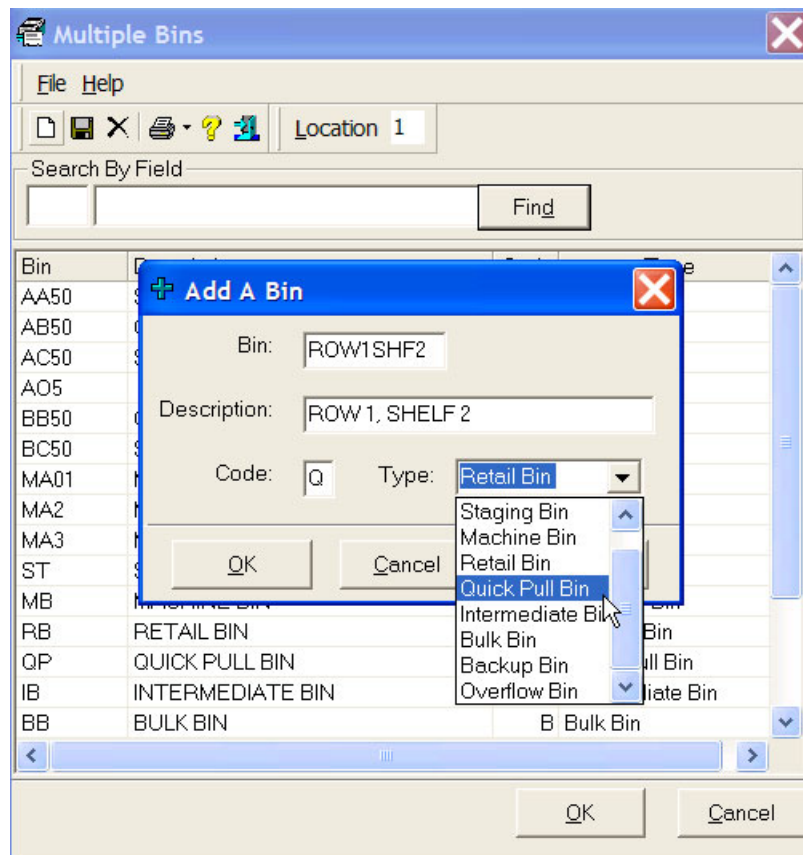
Note: If you do not click , a Save Changes dialog box opens.

12 Repeat steps 2 through 11 to add bins for a different inventory location.

13 When you finish, click  to close the Multiple Bins dialog box.



Note: You must assign the bin(s) to an item before you can use the Enhanced Bins feature. To do this, see the next heading **Assigning Enhanced Bins to an Item**.

**Figure 7:
Selecting the
Bin Type**



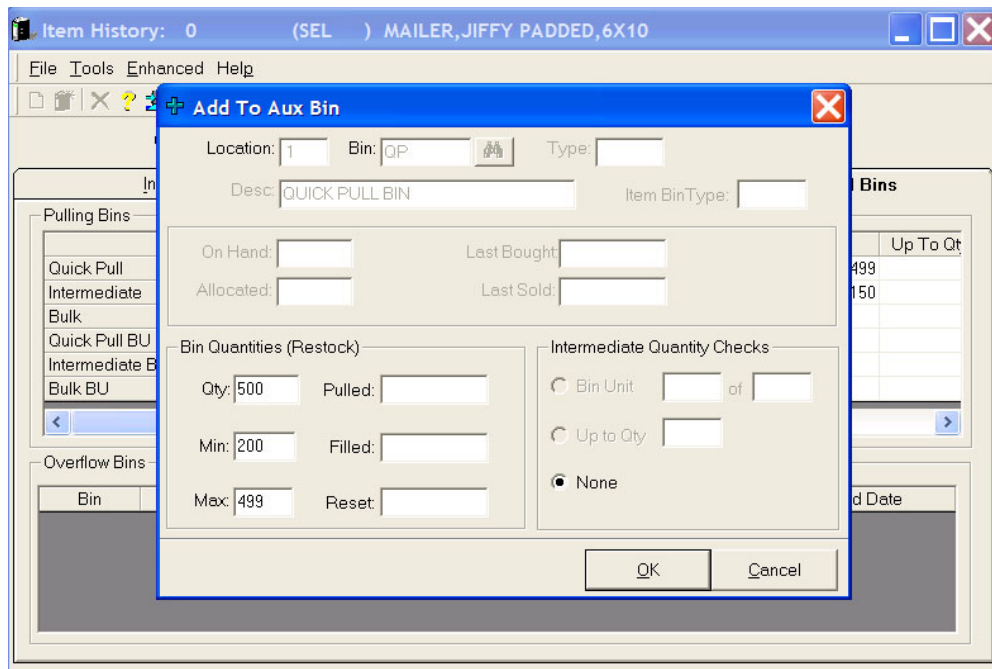
Assigning Enhanced Bins to an Item

After you add bins, you must assign them to items.


- 1 Double-click . The Item window opens.
- 2 Select the item to which you want to assign an enhanced bin.
- 3 Click . The Item History window opens, displaying the information for the item you selected.
- 4 Click the Enhanced Bins tab.
- 5 Right-click the Quick Pull column and select the Add Pulling Bin option. You can also click the Enhanced menu and select the Add Pulling Bin option, or you can type **Ctrl + P**. The Add to Aux Bin dialog box opens, as shown in Figure 8.

Note: Every item for which you want to use the Enhanced Bins feature must be assigned a quick pull bin. If a quick pull bin is not assigned and you set parameters to use the Enhanced Bins feature, when you attempt to release quantities to on-hand, the system will not release any items that have not been through the Warehouse Release to Bin process. For details, see the heading **Releasing Items to Bins**.

Figure 8:
Releasing to
Bins



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- 6 In the Bin box, enter the quick pull bin you want to assign to this item. If you cannot recall the bin, click  to query. Notice when query that the system displays only the quick pull bins you have set up in the Multiple Bins dialog box. Other bin types you have set up do not appear in the list, including intermediate or bulk bins, for example.
- 7 After you select a bin, click the Qty box and enter the actual on-hand quantity of this item.
- 8 Click the Min box and enter the minimum quantity of this item you want to place in the quick pull bin.
- 9 Click the Max box and enter the maximum quantity of this item you want to place in the quick pull bin.

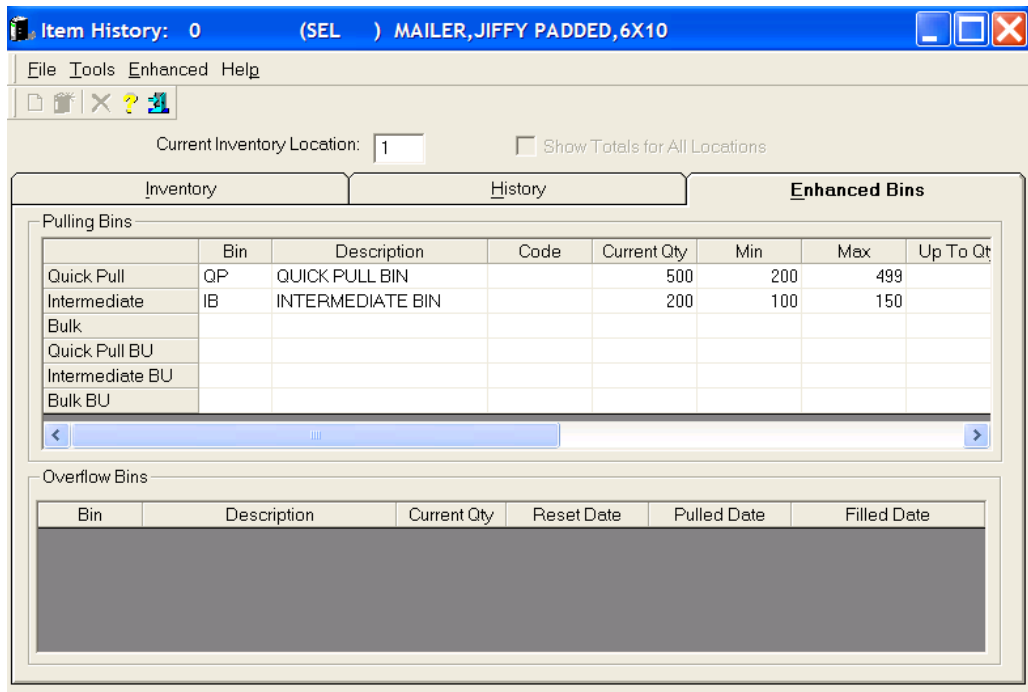
Note: We recommend that you enter minimum and maximum quantities. The system uses the min/max quantities you specify when releasing items to bins using the Warehouse Release to Bin feature. For details, see the heading **Releasing Items to Bins**.

- 10 Leave the Pulled, Filled, and Reset date boxes blank. The system automatically updates these boxes as follows:
 - **Pulled:** The system automatically updates this date based on the last date the item in this bin was placed on a picking manifest.
 - **Filled:** The system automatically updates this date when you run the [H] Stock Receipts Report in the (TR) Order Entry Reports screen.
 - **Reset:** The system automatically updates this date when you use the Warehouse Reset Stock From Bins feature.
- 11 The Intermediate Quantity Checks section of the dialog box defaults to None. When assigning quick pull bins to items, set this option to None since this is the smallest unit of measure you will pull for this item.
- 12 Click OK to save the quick pull bin.
- 13 The cursor returns to the Enhanced Bins tab.
Right-click Intermediate Bin and select the Add Pulling Bin option.
- 14 Complete the Bin, Qty, Min, and Max boxes. (If you retrieve the bin by querying, notice that the Bin dialog box contains only the intermediate bins you have set up in the Multiple Bins dialog box.)
- 15 When you set up intermediate bins, the Intermediate Quantity Checks section of the dialog box lets you specify a Bin Unit or an Up to Quantity. You can assign a Bin Unit or Up to Quantity for this item, but not both.

Intermediate bins allow you to specify intermediate quantities to pull. Suppose you sell pens by the eaches, but also sell them by the box. In this case, your quick pull bin could hold the pens you sell by the eaches, and your intermediate bin could hold the pens you sell by the box.

- **Bin Unit/Of:** In the Bin Unit box, enter the unit of measure for this item, BX for box, for example. In the corresponding Of box, enter the number of eaches for the unit of measure. For example, you could enter 12 for a box. (If you use this option, leave the Up to Qty box blank.)
 - **Up to Qty:** In this box, enter the intermediate quantity of this item. Using the same pen example, if you sell pens by the each in your quick pull bin, but by the box in the intermediate bin, you could enter 11 in the Up to Qty box. Once 11 items are exceeded, you would use the Intermediate bin to pull the items. (If you use this option, leave the Bin Unit box blank.)
- 16 Click OK to save the intermediate bin.
 - 17 The cursor returns to the Enhanced Bins tab, and displays the bins you added, as shown in Figure 9.
Right-click Bulk Bin and select the Add Pulling Bin option.
 - 18 Complete the Bin, Qty, Min, and Max boxes.



**Figure 9:
The Quick Pull
and
Intermediate
Bins**



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- 19 When you set up bulk bins, the item's unit of measure must differ from the item's quick pull unit of measure. Therefore, the Intermediate Quantity Checks section of the dialog box lets you specify a bin unit for this item.

In the Bin Unit box, enter the unit of measure, CT for carton, for example. In the corresponding Of box, enter the number of eaches for the unit of measure. For example, you could enter 24 for a carton.

- 20 Click OK to save the bulk bin.
- 21 Click  to close the Item History window when you finish assigning bins to an item.
- 22 Click  in the Item window to save the bin assignments.

Releasing Items to Bins

The items received on a purchase order that are not assigned to an invoice will be written to the Receipts file. The Release to Bins dialog box lets you assign bin numbers to items stored in the Receipts file. This step is required before you can run the [H] Stock Receipts Report in the (TR) Order Entry Reports screen.


After the purchase order is received, you can now assign bins to the items in the Receipts file.

- 1 Double-click . The Warehouse menu opens.

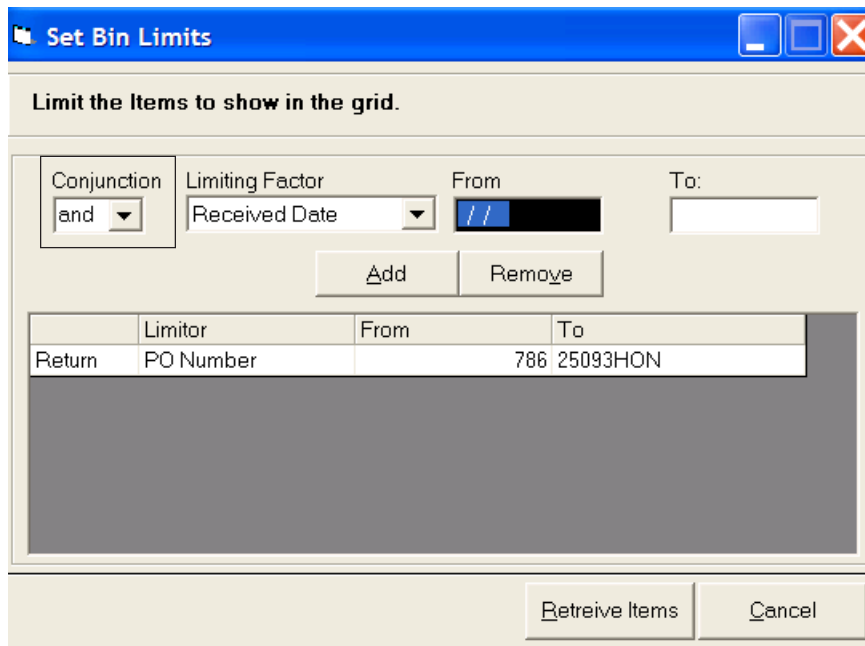
- 2 Double-click .

- 3 The Assign Receipts Bins window opens.
- 4 Click Set Limits. The Set Bin Limits dialog box opens.
- 5 Click the down arrow in the Limiting Factor box. You can limit by the following:
 - **PO Number:** All purchase order numbers that have been received.
 - **Vendor Number:** A specific vendor account number.
 - **Received Date:** A specific received date, yesterday or today, for example.


We recommend you set limits. If you do not set limits, the system displays all the items stored in the Receipts file.

- 6 In the From box, enter the beginning limit in the range. If you specify to limit by P/O number or vendor account number, you can also click  to query.
- 7 In the To box, enter the ending limit in the range.
- 8 Click Add to add the limit you specified. The system adds the limit to the list and displays it in the Limitor/From/To section of the dialog box.
- 9 The Conjunction box also appears. See Figure 10. This box lets you specify the “and” or “or” options when adding limits. For example, you can specify to limit by P/O number and received date. Likewise, you can specify to limit by P/O number or received date.
- 10 Click Add for each limit you set. When you finish setting limits, retrieve items.
- 11 The Loading Records message appears. When the items have been retrieved, the system displays them on the left hand side of the window. In Figure 11, we’ve limited to a single purchase order, 786, and one item has been retrieved.
- 12 Click the item you want to release to a bin. The bins assigned to the item appear on the right-hand side of the dialog box. The system displays suggested quantities in the Suggested Qty box. It bases this quantity on the min/max counts which you received from this purchase order. For

**Figure 10:
The
Conjunction
Box**



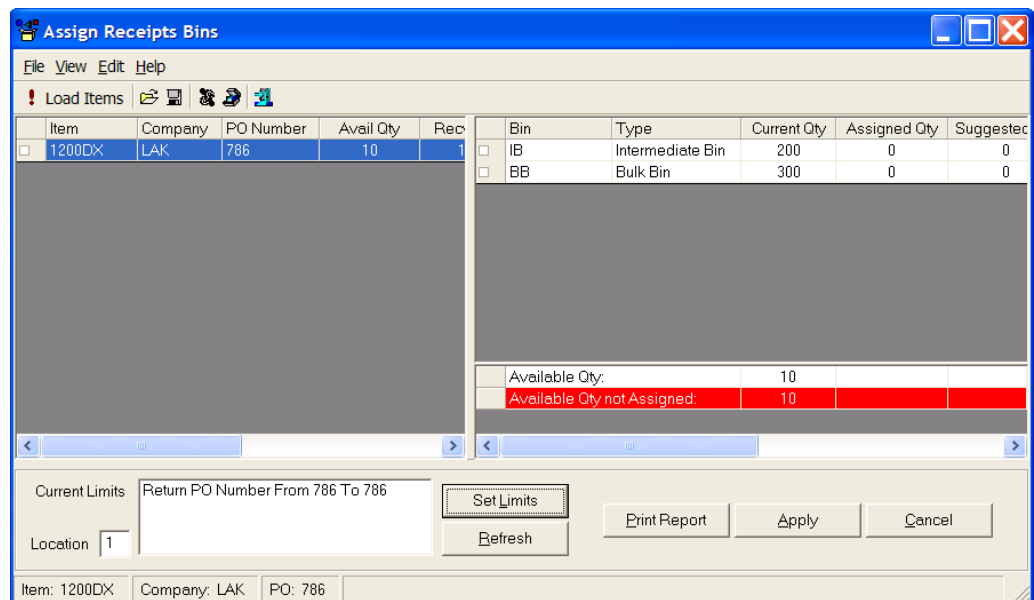
example, if the received quantity exceeded the maximum limit of your quick pull bin, the system would suggest the quantity be placed in your intermediate bin.

- 13 To adjust quantities for the bin, click the Assign Qty box corresponding to the bin you want to release this item to and enter the new item quantity over the existing item quantity. Press Enter.
- 14 Once the items have been assigned to a bin, you can print a report. To do so, click Print Report. The system displays a preview of the print information, at which point you can print the data or export it to a file. To print the data, click . To export the data, click Export to File.
- 15 When you finish printing the report, click Apply in the Assign Receipts Bins dialog box.
- 16 After the received items have been assigned to a bin, the (TR)[H] (Release to On-Hand) function will release the items to on-hand.

Viewing Bin Items

You can view which of your items are assigned to which bins in the View Bin Items window. By displaying the item bin information, you can determine the items that have been assigned to each individual bin. While this window lets you view item bin information, you cannot change it. It is for display only.

**Figure 11:
Releasing Items
to Bins**



Note: The View Bin Items window can be accessed in several ways, including through the Item window, the Transfer Items from Source Bin to Destination Bin window, the Assign Release Bins window, and the Reset Receipt Bins window.




- 1 Double-click . The Warehouse menu opens.
- 2 Double-click .
- 3 The View Bin Items window opens, and the cursor moves to the Bin box. See Figure 12. Select the bin that contains the items you want to view. You can enter the bin, or you can click  to open the Multiple Bins dialog box and select the bin.
- 4 The system displays the items for the bin you specified. You can view item's stock number through Backup Bin boxes. When you finish viewing bin items, click Exit.

Figure 12:
Viewing Item
Bins

