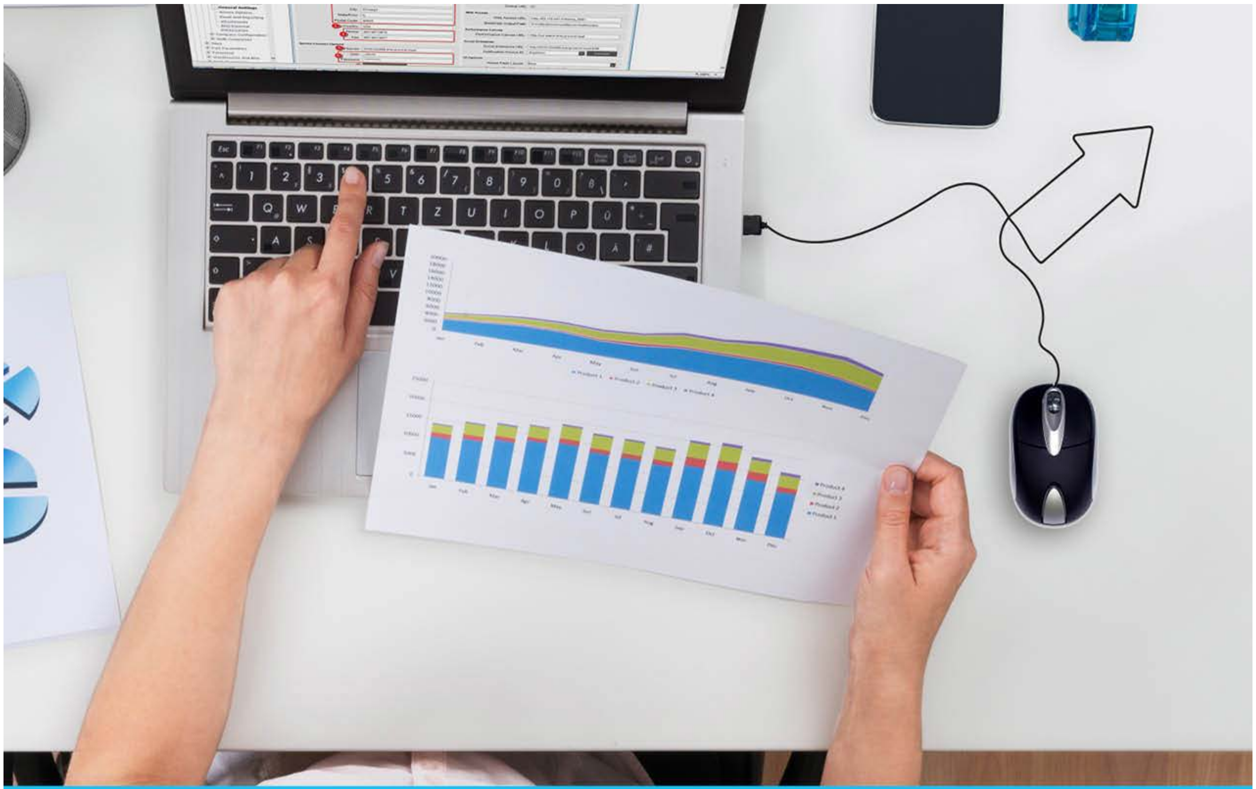

Eclipse RF Receiving Process

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Disclaimer

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RF Warehouse Management Overview

Use the Eclipse Radio Frequency (RF) Warehouse Management companion product to control and automate your entire warehouse's functions in real-time.

The RF Warehouse Management system uses radio frequency data communications that provide real-time access and integration to the system. RF data communications transmit between RF guns and workstation terminals, allowing up-to-the-minute information transmission of the following:

- Receiving and Put Away
- Picking
- Staging and Closing Orders
- Inventory Replenishment
- Product Movement
- Physical Inventory
- Cycle Counting

By using the RF Warehouse Management system, your warehouse gains real-time control over inventory. This real-time data transmission gives warehouse management the ability to:

- Make timely, well-informed decisions.
- Increase sales while lowering inventory levels.
- Reduce inventory variances to less than 0.01%.
- Reduce the number of lost sales and returns.
- Decrease your distribution cycle time.
- Improve service levels.
- Eliminate facility shutdown during physical inventory.
- Minimize personnel requirements and reduce your payroll.
- Improve warehouse space management.
- Cycle count discrepancies immediately.

RF Receiving Process Overview

The RF Warehouse Management system optimizes your warehouse's receiving and put away processes. During RF receiving, the system updates all locations for the product and all associated quantities. The system tracks all inventory movement, so you do not waste time looking for products. In addition, the system updates a product's Product Activity Log. Use this log to monitor the date, user, and quantity added to or subtracted from a location and ensures inventory accuracy by verifying each item through bar code labels. The system also ensures inventory accuracy by making receivers verify quantities during both receive verify and receive put away. The system immediately sends all quantity discrepancies to the Warehouse In Process Status Queue. Monitor this queue in order to view and handle warehouse activities and issues.

Through the use of RF guns, do the following to receive verify product:

- Record and assign each item a bar code as it is received at the dock.
- Verify products from purchase orders (P/Os).
- Immediately locate items tagged to orders into the packing or staging location.
- Immediately notify the Purchasing department of over-shipments or shipping errors.

Put away products using system-directed, user-directed, or immediate put away. During put away, you can also do the following as needed:

- Assign serial numbers to serialized product.
- Handle quantity shortages.
- Split a product's quantity among multiple locations if it cannot be located into a single location.

RF Receive Verify Overview

Receive verify is the fist step in receiving product into inventory. Using your RF gun, you can receive:

- Product on single purchase orders (P/Os).
- Product from multiple P/Os simultaneously.
- Entire P/Os as a whole using the Electronic Data Interface companion product.

In addition, use nonstock receiving to locate nonstock items into pre-defined nonstock locations or to immediately cross-dock nonstock items. Also view all items tagged to orders so you can locate these items into the correct location.

During receive verification, if you come across quantity variances, handle the overages or shortages right away. The system notifies the purchasing agent of the quantity variance, as well as places the variance in the Warehouse In Process Status Queue for warehouse resolution.

Every item that you receive must have a valid, scannable bar code label. If a product arrives at the dock without a bar code label or with a manufacturer's bar code label that is not cross-referenced in the system, use your RF gun to either:

- Generate a new bar code label.
- Cross-reference the existing manufacturer's bar code with the system.

Also, for lot-controlled product, assign lot numbers during receive verifying.

This section includes information on the following:

- Receiving Product Using RF
- Receiving Lot Control Product Using RF
- Receiving Nonstock Items Using RF
- Receiving P/Os with ASN Documents Using RF
- Viewing Tagged Items During RF Receiving
- Creating Vendor Backorders During RF Receiving
- Receiving Overshipments Using RF
- Splitting Orders During RF Receiving
- Trouble Shooting in RF Receiving
- RF Receiving Process Overview

Receiving Product Using RF

When you receive purchase orders (P/Os), scan each item to verify quantities. Both the received item quantities and purchase order quantities should match.

1. Scan the product's bar code.
2. Select the purchase order to which the product belongs.
3. Assign the product to a receiving generation.
4. Verify or enter the quantity received.
5. Scan or enter a lot number for lot controlled product.
6. Scan the tote in which you place the item for put away or put away the item without using a tote.

Use your RF gun for this entire process. The RF gun communicates to the system through overhead RF data receivers. Your system is constantly updated during receiving, providing you with real-time inventory data.

Note: If you are receiving product through a transfer, the system does not use any allocated picking zone.

To receive product using RF:

1. From the **Warehouse Maintenance > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product bar code label which the system displays in the **Product** field.

   Note: If the item does not have a bar code to scan, then enter the P/O number. The system displays the Unverified Label Printing screen, where you can print bar code labels or cross-reference the manufacturer's bar code.

   - If the product is not on an in-process P/O, the system displays the Open P/Os Line screen. This screen displays a list of purchase orders not yet received. The screen also displays the product, along with the total quantity of that item for each P/O.
   - If the product is on an in-process P/O, the system assumes you are receiving that P/O and directs you to scan a tote (proceed to step 5).
   - If the product is on a transfer that has not shipped, the system displays the following warning: "Selected transfer not shipped from shipping branch."

3. Select the purchase order. Use the vendor's packing slip to find the P/O number.

   A screen displays showing the product, quantity ordered, and the number of total items on the purchase order.

4. In the **Recv** field, indicate a receiving generation for which to assign the product. Press **F10** to select from the following:

Note: If the control maintenance record is set to yes, then any overage amount is applied to a new generation automatically.

Receiving Generation	Result
One Old	Selects the most recent purchase order receiving generation for that day and adds the product to it. If it is the first receiving of the day, the system creates a new receiving generation. The system adds **One Old** receivings for that day to this same receiving generation. **Note:** When this RF receiving option is selected, the system does not put the items scanned on an existing receiving generation that has been transmitted. If all receiving generations have been transmitted then the systems creates a new generation for the items received.
One New	Creates a new receiving generation for the product. Each time you select **One New**, the system creates a new receiving generation.
All	Selects all items on the purchase order and assigns them an **In Process** status, as well as places them all on one receiving generation. Selecting **All** simplifies receiving. Each time you scan a new product, the P/O select screen and this Receiving Generation screen no longer display. When you select **All**, access the Unverified Select screen by using the **Unverf** hot key. This screen lists all items in a P/O that have not been receive verified. Use this screen to track receiving against a P/O. You can also display the Unverified Label Printing screen from the Unverified Select screen to backorder items.
View	Displays all items on the purchase order. Press **Esc** to return to the Recv Verify screen.
None	Returns you to the Recv Verify screen.

Note: The system enters the receiving generation defined in the control maintenance record.

5. Once the system processes the order and returns you to the Recv Verify screen, one of the following occurs:
   - The **Quant** field is left blank if the control maintenance record is set to **Y**. Enter the number of items you are receiving in the **Quant** field.
   - The system uses the open quantity from the selected P/O generation as the received quantity after you scan the product if the control maintenance record is set to **N**. Verify this quantity. If it is incorrect, back order the item or receive the overshipment, as appropriate.

   Note: If the item is lot-controlled, scan its lot number or assign it a lot number as needed.

6. In the **Tote** field, do one of the following:
   - Scan the tote label for the tote in which you are placing the product.

     If the control maintenance record is activated, the system validates that you scan a tote. If you incorrectly scan a non-tote bar code, the system prompts you to re-scan the tote label. If you manually enter a tote label, you must enter **TOTE-** before the actual tote number.

- If you want to put away the product directly into a location without using a tote and if the control maintenance record is activated, scan the location as the tote.

  If you scan a location that is not the expected put away location, the system prompts you to confirm the location. Enter **Y** to confirm the location. You can also use the **Put Away-I** hot key to immediately put away the product.

Note: You can set the control maintenance record to lock a tote to a zone. If this control maintenance record is set to **Y**, you cannot scan items from different zones into one tote. If the control maintenance record is set to **Prompt**, the system alerts you that the two items belong to different zones.

7. Place the item on the tote. It is now ready for put away.
8. Continue the process to receive all items.
9. Do one of the following:
   - Put away the items.
   - Press **Esc** to save updates and exit the screen.

More Options for Receiving Product

The Recv Verify screen also offers these options.

Field or Hot Key	Description
Product (Field)	The system displays the P/O number and unit of measure after scanning and receiving the item.
T (Field)	The type of product, such as **stock** or **nonstock**.
Location (Field)	The put away location for the selected product. You can edit this field.
Quant (Field)	The quantity of the product remaining to be verified.
Zone (Field)	The zone location for the selected product. You can only change zone location in Zone Maintenance.
Qty (Hot Key)	Use to split product while receiving or placing in totes, or to backorder product.

Receiving Lot Control Product Using RF

If the product you are receiving is lot controlled, ensure it has a lot number and label.

You can assign or scan lot numbers to product during either the receive verify or receive put away process. To assign or scan lot numbers during the receive verify process, the RF Receive Verify Suggest Location Based On Lot Entered control maintenance record must be set to **Y** for the branch in which you are receiving. If this control maintenance record is set to **Y**, the system also suggests a put away location based on the lot number. If this control maintenance record is set to **N**, you are prompted to scan the lot number during put away and the system does *not* direct you to a put away location based on the lot number.

To receive verify lot controlled product:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. After verifying the quantity for the product you are receiving, do one of the following in the **Lot** field:

   - If the product has a lot label attached to it, scan the label.
   - If the product does not have a lot label attached to it, enter a lot number or press **F10** to select a number.

3. Print lot labels and place them on the items in one of the following ways, as needed:

   - Print labels from the Tote/Lot Label Printing screen for generic lot numbers.
   - Print labels from the Product Lot Barcode Labels screen for pre-defined lot numbers.
   - If the system prompts you to enter labels, enter the number of lot labels to print. The system prints the lot labels. Place the lot labels on the item.

   Note: For the branch in which you are receive verifying lot controlled items, the Prompt To Print Lot Barcode Labels In RF Receive Verify control maintenance record must be set to **Y** for the system to prompt you to print lot labels.

4. Continue receiving the product.

Receiving Nonstock Items Using RF

When you receive nonstock product on individual purchase orders (P/O), you can set up the system to alert you that the product you are receiving is a nonstock product. You can also have the system alert you that the product fills a sales order within the plenty date or a transfer order at a child branch so you can immediately cross dock the product. You can display the quantity of the product that needs to be staged for the order or display the staging location.

The system determines whether an item is nonstock within the receiving branch using the following logic:

1. In Product Maintenance:
   - If the item's status is nonstock, then the system treats the item as nonstock in RF receiving.
   - If the item's status is stock, then the system looks to the data in Primary Inventory Maintenance.
2. In Primary Inventory Maintenance:
   - If the item is nonstock for the receiving branch, then the system treats the item as nonstock in RF receiving.
   - If the item is stock for the receiving branch, then the system treats the item as stock in RF receiving. The system also treats the item as stock for the receiving branch if the branch has met the minimum number of hits for the item.
   - If the item has not been defined as stock or nonstock for the receiving branch, then the system looks to the item's stock status in the central warehouse scheme.
3. In the central warehouse scheme:
   - If the type defined is **Top Down** for the item, then the item will be treated as nonstock for the receiving branch.
   - If the type defined is **Bottom Up** for the item, then the item will be treated as stock for the receiving branch+
   - . The system also treats the item as stock if the Network has met the minimum number of hits for the item.

You must perform the following set up for the system to direct you in receiving nonstock product:

- In Product Maintenance, define all nonstock and stock products.
- In Primary Inventory Maintenance, define whether stock items within a receiving branch are stock or nonstock.
- In Procurement Group Maintenance, set up procurement groups needed for nonstock branch transfer products.
- In Product Maintenance, assign procurement groups to all of your nonstock product involved in branch transfers.
- Define staging locations for each branch in both the RF W/H Area To Store Hot Nonstock Items control maintenance record and the RF W/H Area To Store Hot Nonstock Transfer Items control maintenance record.

To receive nonstock product using the RF system:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product you are receiving. The system displays the following:

Top Right Corner	Location	Quant
NS - The product is a nonstock item, but cannot fill an order.	Blank, unless a nonstock location is defined in the system. If a nonstock location is defined in the system, then that location displays.	Depending on your settings in the RF Receive Verify Prompt To Enter Quantity control maintenance record, either the expected quantity or blank.
NSS - The product is a nonstock item that can fill a sales order within the plenty date.	The staging location defined for nonstock sales orders.	The quantity that can fill the sales order.
NST - The product is a nonstock item that can fill a transfer order at a child branch.	The staging location plus the branch to where the product is being transferred.	The quantity that can fill the transfer order. The system displays quantities for the parent branch before the child branch. This display ensures that the parent branch's order is filled first.

3. Do one of the following to receive the item and place it in the needed location:

   - **NS -** Receive the product as you would a stock product.
   - **NSS** or **NST** - Scan the product either into a tote or directly into the displayed staging location.

   Note: In order to place an item directly into a location without scanning a tote, the control maintenance record must be activated and the control maintenance record must be de-activated. If the staging location is defined in Zone Maintenance you can scan the tote with both of the above control maintenance records activated. If the **RF Enable Tote Validation** control maintenance record is activated, you cannot scan the product directly into the staging location. Instead you must scan a tote and use it to stage the product.

4. Place the displayed quantity into the tote or staging location.
5. If you placed the product into a tote, use the **PutAwy** hot key to locate the product into the staging location.
6. If quantity remains for the nonstock product, receive it as needed, or press **Esc** to save updates and exit the screen.

Receiving P/Os with ASN Documents Using RF

This functionality is under limited availability. For more information, contact you RF installer.

If your warehouse uses the Electronic Data Interface (EDI) companion product to receive purchase orders (P/Os) with 856 advance ship notices (ASN), you can receive P/Os or containers as a whole instead of product by product.

For example:

You receive a P/O with an 856 ASN from an EDI vendor. The P/O contains 20 separate products packaged in one container. Instead of breaking the container apart to receive each individual product, scan the container barcode belonging to the ASN. The system verifies each item on the P/O without your having to individually receive each item.

The control maintenance record must be activated to receive purchase orders with EDI 856 ASNs.

To receive a P/O with an ASN document:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Use the **S** hot key to display the Scan in Shipment or Container Barcode prompt.
3. Scan each P/O or container barcode belonging to the ASN.

   The system receive verifies each item on the P/O or in the container.

4. Press **Esc** to return to the Recv Verify screen.
5. In the **Tote** field, do one of the following:

   - Scan the tote label for the tote in which you are placing the product.

     If the control maintenance record is activated, the system validates that you scan a tote. If you incorrectly scan a non-tote bar code, the system prompts you to re-scan the tote label. If you manually enter a tote label, you must enter **TOTE-** before the actual tote number.

   - If you want to put away the product directly into a location without using a tote and if the control maintenance record is activated, scan the location as the tote.

     If you scan a location that is not the expected put away location, the system prompts you to confirm the location. Enter **Y** to confirm the location. You can also use the **Put Away-I** hot key to immediately put away the product.

   Note: You can set the control maintenance record to lock a tote to a zone. If this control maintenance record is set to **Y**, you cannot scan items from different zones into one tote. If the control maintenance record is set to **Prompt**, the system alerts you that the two items belong to different zones.

6. Use the **PutAwy** hot key to put away the product, or press **Esc** to save updates and exit the screen.

Viewing Tagged Items During RF Receiving

When you receive items using RF receive verify, the system identifies items that are tagged to sales orders. In addition, from the Receive Verify screen, access the Tag Viewing screen to view information about these tagged items. By being able to identify tagged items during receiving, you can ensure that these items are located correctly.

For example, you receive a box of procured plumbing supplies. When you scan the product barcode, the system identifies the product as tagged to a sales order. Access the Tag Viewing screen to view the sales order to which the product is tagged, the sales order's status, and any special shipping instructions. Place the product in the correct tagged-items location so that it does not get mixed in with other received product.

In addition to viewing information for the tagged item and its sales order, use the Tag Viewing screen to print a label for the tagged item. Use these labels to identify the item and mark it as tagged.

If a label format is defined in the control maintenance record, you only need to indicate how many labels to print. If a label format is not defined, you will need to select a label format.

> **Note:** If a delivery label exists for the order, the pick and ship tickets display a message in the Shipping Instructions area of the ticket indicating that delivery labels exist for the order.

To view a tagged item's information during the receive verify process:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product bar code label of the item you are receiving.

   If the item is tagged to a sales order, **T** displays in the **T** field and the **Location** field is blank.

3. Press **Alt-Q** to display the RF Inqs screen.
4. Select **Tag Viewing** to display the Tag Viewing screen.
5. View the following information for the sales order and tagged item:

Field	Description
Header	Displays the following: • Sales order ID to which the item is tagged. • Orders status assignment, such as **Call When Complete**. • Ship date. • Customer who placed the order.
Desc	Displays the tagged item's internal ID and description.
Shipping Inst	Displays any special shipping instructions for the sales order.

   Note: The information displayed on the Tag Viewing screen is view-only.

6. After you have viewed all information for the sales order and its tagged item, either:

   - Press **Esc** to return to the Recv Verify screen, and continue receiving.

- Print a label for the tagged item.

To print labels for a tagged item:

1. Display the Tag Viewing screen with the item for which you are printing labels displayed.
2. Use the **Print Label** hot key.
   - If a label format has been defined in the control maintenance record, the system prompts you to enter the number of labels to print. Enter that number. The system prints the labels and returns you to the Recv Verify screen.
   - If a label format has not been defined in the control maintenance record, the system displays the RF Label Printing screen, which you use to select and print labels for the item. Select the label format on which to print, define the quantity of labels to print, and print the labels. The system returns you to the Recv Verify screen.

Creating Vendor Backorders During RF Receiving

If you have items listed on a purchase order (P/O) that you did not receive from the vendor, place these items on backorder using the Unverified Label Printing screen or the Receive Verify screen. You cannot backorder items that are on orders in a closed accounting period.

Unverified Label Printing lists all items in the P/O. Use this screen to place items on the P/O on backorder. When you place items on backorder, the system removes these items from this screen, as well as from the Unverified Select screen so that the receive verify process for this P/O is complete.

You can also use the Receive Verify program to create vendor backorders. You can only place single items on backorder using this screen. You must be assigned the RF.RECV.VERF.BO.QTY authorization key in order to backorder items during the receiving process. If you are not assigned this authorization key but have been given the password to override the warning, you may enter the password at the warning prompt to continue the backorder process.

If the control maintenance record is set to **Yes**, the system calculates the expected receive date for a backorder using the setting in the **B/O Days** field in Vendor Maintenance. If the **B/O Days** field is left blank for the vendor, the system calculates the expected receive date for a backorder using the setting for the control maintenance record. If the control maintenance record is set to **N**, then the system does not set an expected receive date for the P/O and instead sends the backorder to the Review P/O Backorders Queue.

To create a vendor backorder on the Unverified Label Printing screen:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Use the **Unverf** hot key to display the Unverified Select screen.
3. On the Unverified Select screen, select the P/O you want to place on backorder and press **Enter**. The Unverified Label Printing screen displays with each item in the P/O's order generation listed.
4. On the Unverified Label Printing screen, do one of the following:
   - Select the item you want to place on backorder with the cursor and use the **Back** hot key. In the displayed prompt, enter the quantity you are actually receiving. Press **Enter** and then press **Esc**. The system places the remaining quantity on backorder by creating an open generation on the P/O.

     Note: The unit of measure to which the system defaults for the prompt is each (ea), but this unit of measure adjusts to the actual product you place on backorder.

   - Use the **Back All** hot key to place all items on the screen on backorder. Enter **Y** in the backorder confirmation prompt to place all items on backorder.

     Note: If the item's order is in a closed accounting period, the system alerts you that you cannot backorder the item.

5. Press **Esc** to save updates and exit the screen.

To create a vendor backorder on the Recv Verify screen:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. In the **Product** field, enter the product to place on backorder.
3. Use the **Qty** hot key to display the New Quantity in ea prompt.
4. Enter the quantity of items you are receiving.
5. In the **Split/Bckord/Tote** prompt, enter **B** to select backorder.

   The system places the remaining quantity for the product on backorder by creating an open generation on the P/O.

   Note: If you are not assigned the RF.RECV.VERF.BO.QTY authorization key, the system displays the message "User Not Authorized To Backorder".

6. Press **Esc** to save updates and exit the screen.

Receiving Overshipments Using RF

When you receive overshipments, the system ties the purchase order (P/O) number and the item number together. It then sends a job queue through the message system to inform the P/O's originator of the increased quantity. Overstock product is not available for orders until the purchasing agent resolves the issue.

Use the control maintenance record to select how you want the system to handle overage amounts when receiving items using the RF Receive Verify process.

To receive overshipped quantities using RF:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product.
3. In the **Qty** field, enter the quantity that you have received. The system displays an overshipment prompt.
4. At this prompt, enter **Y** to receive the excess quantity.

   The system creates a separate line for the overshipped quantity of the product and assigns it the status defined in the RF Overstock Type control maintenance record. It then sends the job queue to the P/O's originator.

6. Continue the receiving process for the excess items.
7. Either put away the items or press **Esc** to save updates and exit the screen.

Splitting Orders During RF Receiving

The RF Warehouse Management system accommodates orders received on multiple pallets by splitting the orders without your having to backorder product or create multiple generations.

In non-RF environments, when product comes to your warehouse on multiple pallets, receiving can be difficult if you need that product put away immediately. You may have to close out the product and backorder the rest, even though the remaining quantity is on the truck in a different pallet. If you do not want to create a backorder, you have to wait to receive the product when the entire order can be processed at once.

In RF when product items are on multiple pallets, you can receive the product without creating more receiving generations by splitting it. Splitting product allows you to receive verify and put away part of the product before you are done receiving the entire shipment from the truck. You can still receive verify that product on the same receiving generation when the rest of the product comes off the truck.

You can also split product between totes. If you are receiving a large product and you can fit only one item on a tote, split the product between several totes, as needed.

> **Note:** Use the control maintenance record to select how you want the system to handle overage amounts when receiving items using the RF Receive Verify process.

To split product during receive verify:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product to split.
3. Use the **Qty** hot key to display the New Quantity in ea prompt.
4. Enter the quantity that you have received on the pallet.

   The system displays the Split/Bckord/Tote prompt.

5. In the prompt, enter **S** to select Split.

   The system splits the product, leaving the remaining quantity to be receive verified later.

6. Continue the receiving process, as necessary.
7. Press **Esc** to save updates and exit the screen.

   Note: After products are received and verified, the status in any system inquiry is displayed as **Inprocess**. Items do not become available inventory until they are put away. If an item is required to be available immediately, perform an immediate put away.

To split product when placing items in totes:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Scan the product to split.

3. Use the **Qty** hot key to display the New Quantity in ea prompt.
4. Enter the quantity that you can place onto your first tote.

   The system displays the Split/Bckord/Tote prompt.
5. In the prompt, enter **T** to select Tote Full.
6. Scan the tote in which you are placing product.
7. Press **Enter** twice to accept the item quantity for the product that you are placing in the scanned tote and to accept the scanned tote.
8. Receive the remaining product into a new tote or split the remaining quantity between additional totes, as needed.
9. Press **Esc** to save updates and exit the screen.

Troubleshooting in RF Receiving

You may need to take additional steps during RF receiving when the following occur.

Bar Code Issues

You are unable to scan a product bar code label. Following are two possible reasons for this issue, and the actions to take to resolve the issue:

Reason	Action
The system does not recognize the bar code for a product.	In the Recv Verify screen's **Product** field, do one of the following: • Manually enter part or all of the product name or number to select the product from a displayed list. After selecting the product, cross-reference the product's barcode with the system. Then continue receiving the product as usual. • Manually enter the purchase order (P/O) number for the product to display the Open P/O Lines screen. Select the correct item from the list of all products on the P/O. If the product is not displayed, use the **Find** hot key to search for the product. After selecting the product, cross-reference the product's barcode with the system. Then continue receiving the product as usual.
The product does not have a bar code.	Assign the product a bar code.

Receiving Kits

When receiving kits, you received only a portion of the kit. Do the following to resolve this issue:

1. Return to the original purchase order and enter each component as a separate line item.
2. Receive each component into inventory separately.

   Note: You cannot backorder kits.

Product Not Ordered

While receiving product, the system displays the message "No Quantities Found Scan Product". This message indicates that the product is not on a P/O for one of the following reasons:

- The product is an overshipment.
- The product is a double shipment.
- The product is part of a canceled backorder.
- The product is part of a canceled purchase order.

Notify your manager or the purchasing agent of the additional product so they can determine what to do with it.

Automatically Assigning Lot Numbers in RF

You can assign lot numbers to the generations manually. However, if you have lot numbers that increment, you can have the system automatically assign the numbers. Auto-assignation speeds up the process of labeling the lots and printing those labels.

Use the control maintenance record to tell the system if you want to prompt for the lot number. If this control maintenance record is not set then the system does not prompt for lot numbers. If you do not enter the lot numbers after receiving the generation, the system prompts you again if you go to the body of the order.

Use the control maintenance record to record the number of labels the system should print before warning the user about the number of labels that are about to print. For example, you can set the system up to print 20 labels before prompting. Using this control maintenance record helps reduce accidental printing of thousands of labels by entry error.

> **Note:** If you do not use an RF warehouse, refer to in the Manual Warehouse documentation.

To automatically assign lot numbers:

1. Display your non-received purchase order.

   Note: Your branch must be RF-enabled to automatically assign lot numbers in RF.

2. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.
3. In the **Br:** field, enter the branch at which you are receiving the lot.
4. At the prompt, scan the product you are receiving.
5. Press **Alt-L** (hidden hot key) to display the Prod Lot#/Lbl Per screen.
6. Use the **Auto Lot#** hot key to create lot numbers automatically.

   The auto-create functionality and the number of lots created directly corresponds on the value of the **Lot/Label Per** field and the **Labels to Print** field. For example, if you set the **Lot/Label Per** field to 5 and **Received Qty** field is 40, the system creates 8 lot numbers.

7. Use the **Location** column to change any of the lot locations, as needed.

   Note: Use Product Maintenance to verify the lot numbers and check them using Location Maintenance.

To define and print warehouse labels:

1. Display your non-received purchase order.

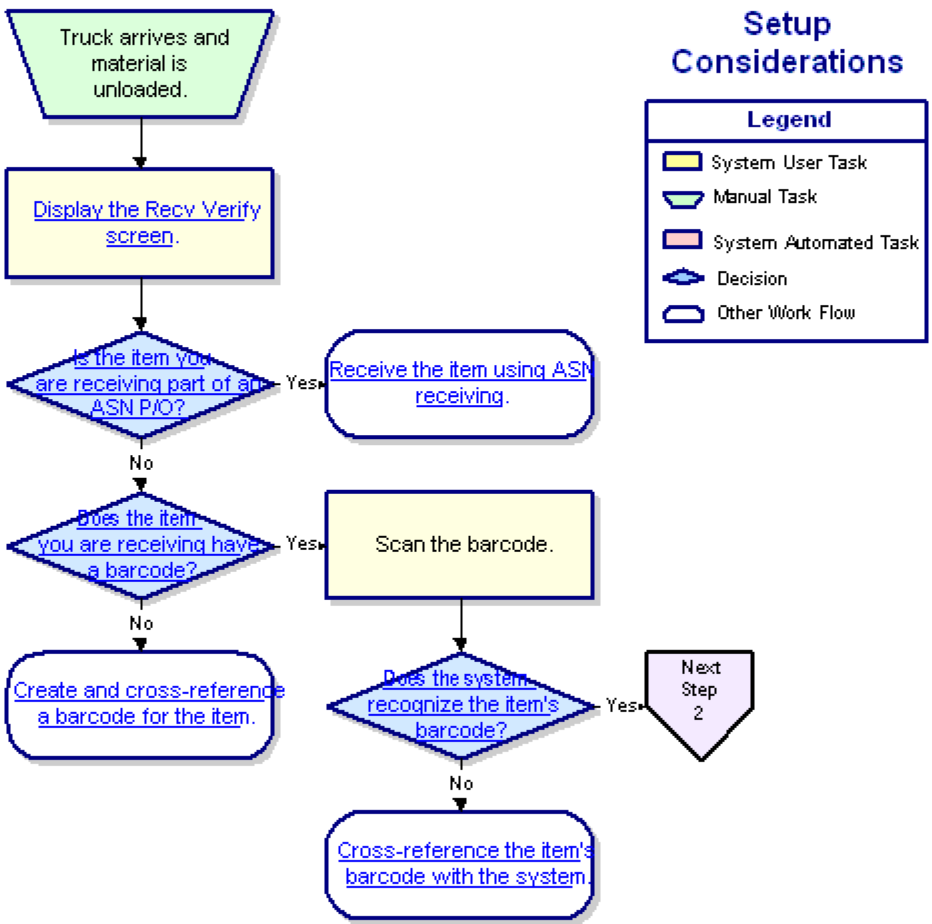
   Note: Your branch must be RF-enabled to automatically assign lot numbers in RF.

2. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.
3. In the **Br:** field, enter the branch at which you are receiving the lot.
4. In the **Lot/Label Per** field, enter the number of lot numbers you want printed on each label.

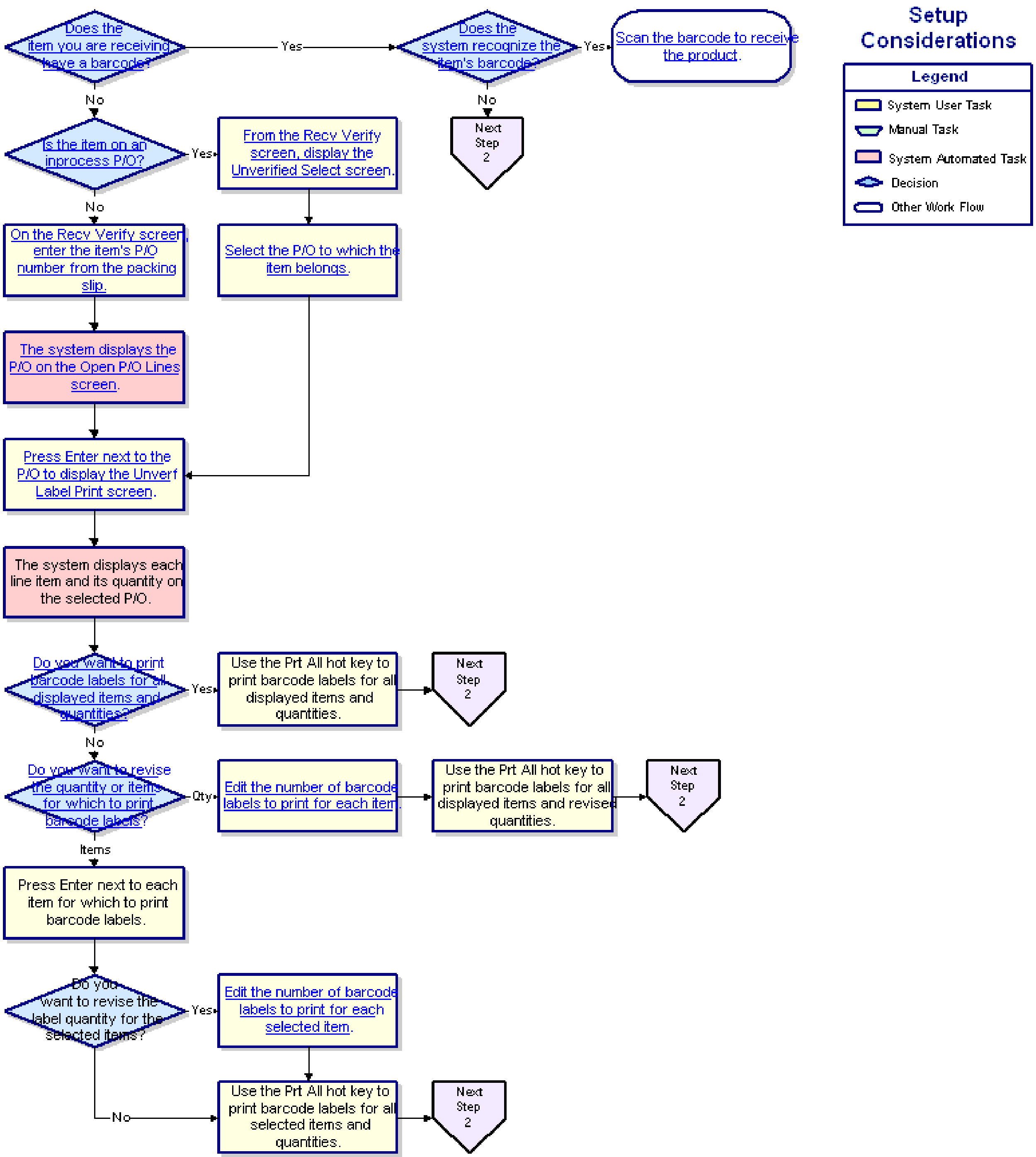
The control maintenance record determines the default value for this field. Also, the **Label Per** is branch specific so the default value is based on the receiving branch. If a default is set, but is not divisible into the receive quantity or if no default is set, then the system defaults to one (1) as the Lot/Label Per.

5. In the **Labels to Print** field, enter the total number of labels you need to print.
6. Use the **Prnt Lbl** hot key to print your labels.

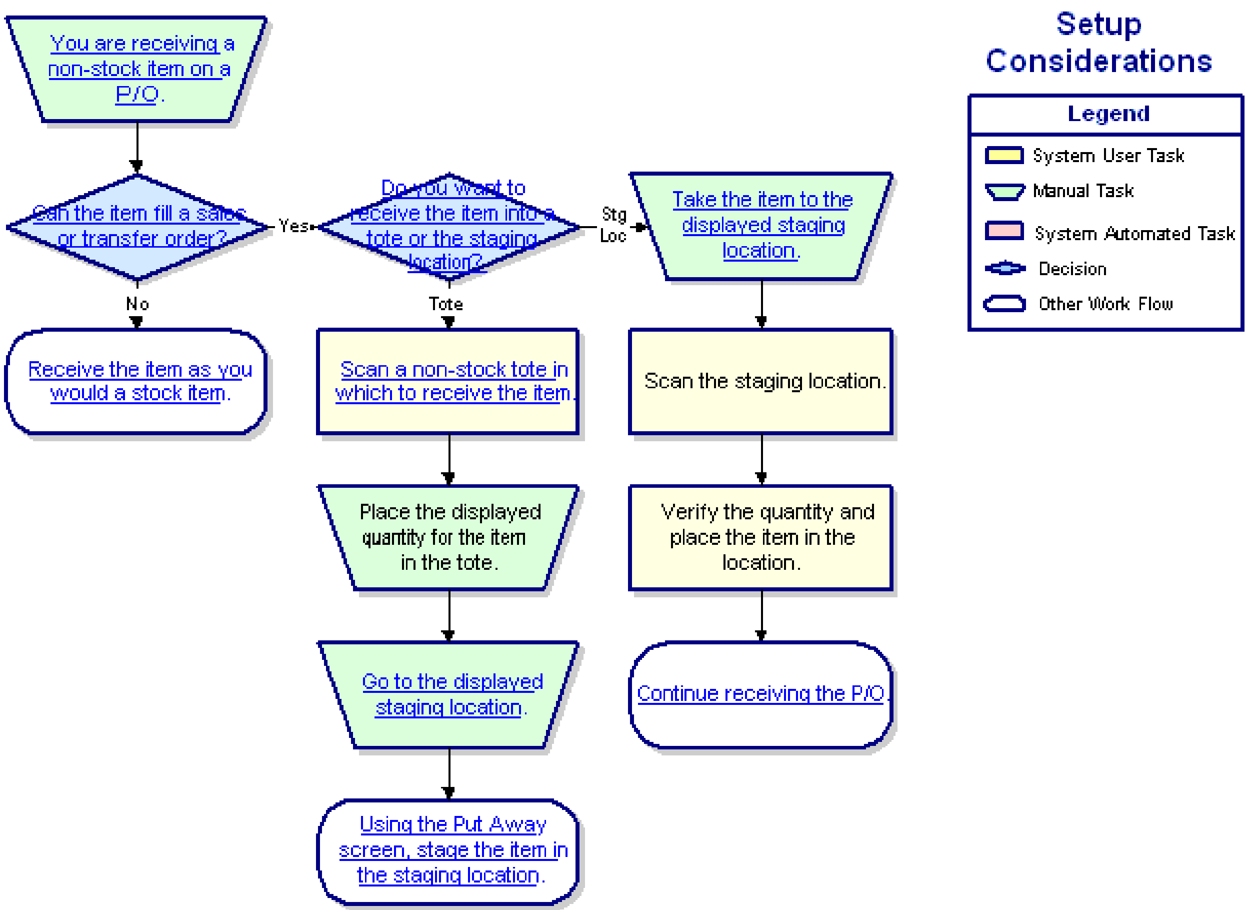
Receiving Product Using RF Workflow



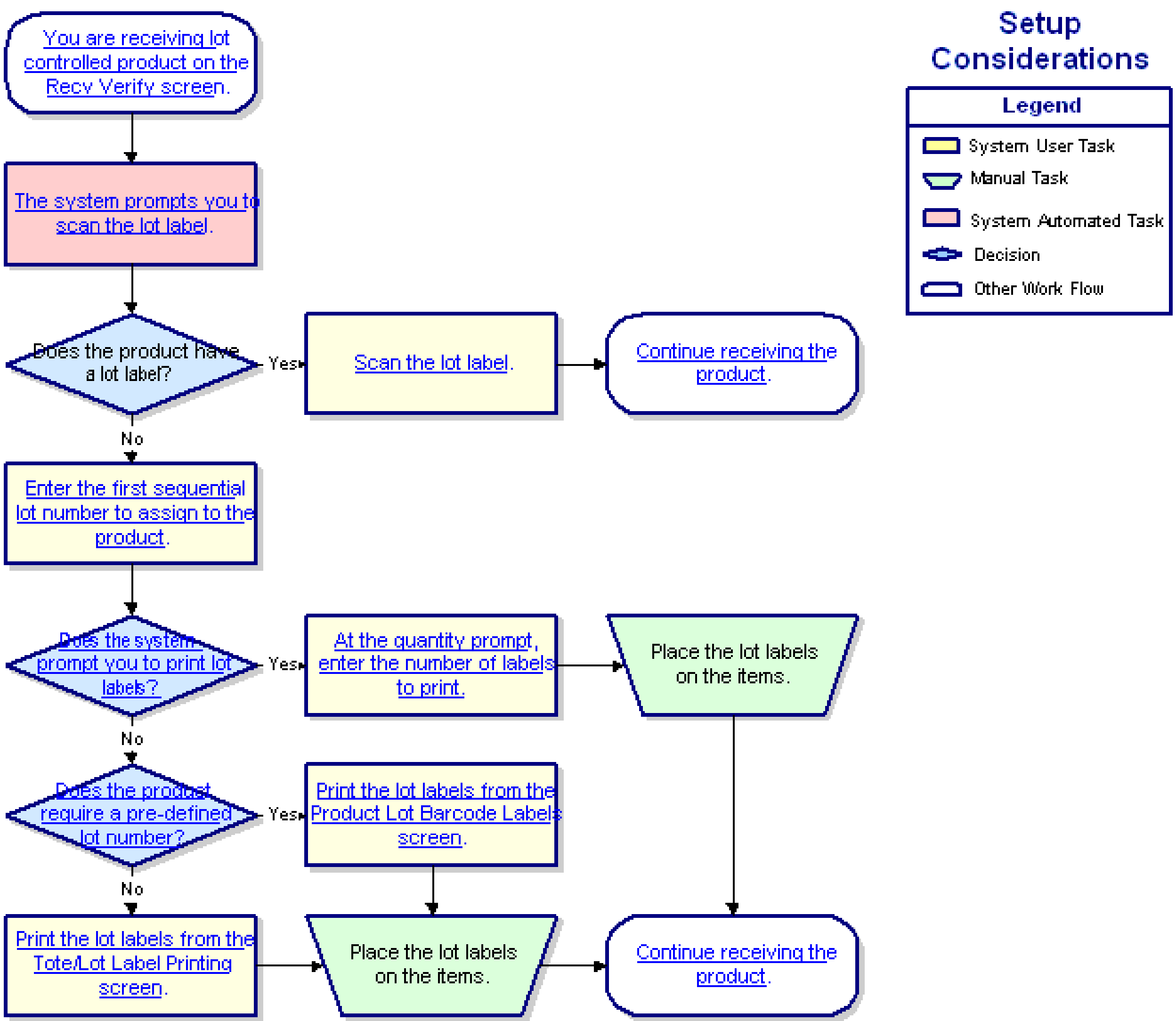
Receiving Product without Bar Codes in RF Workflow



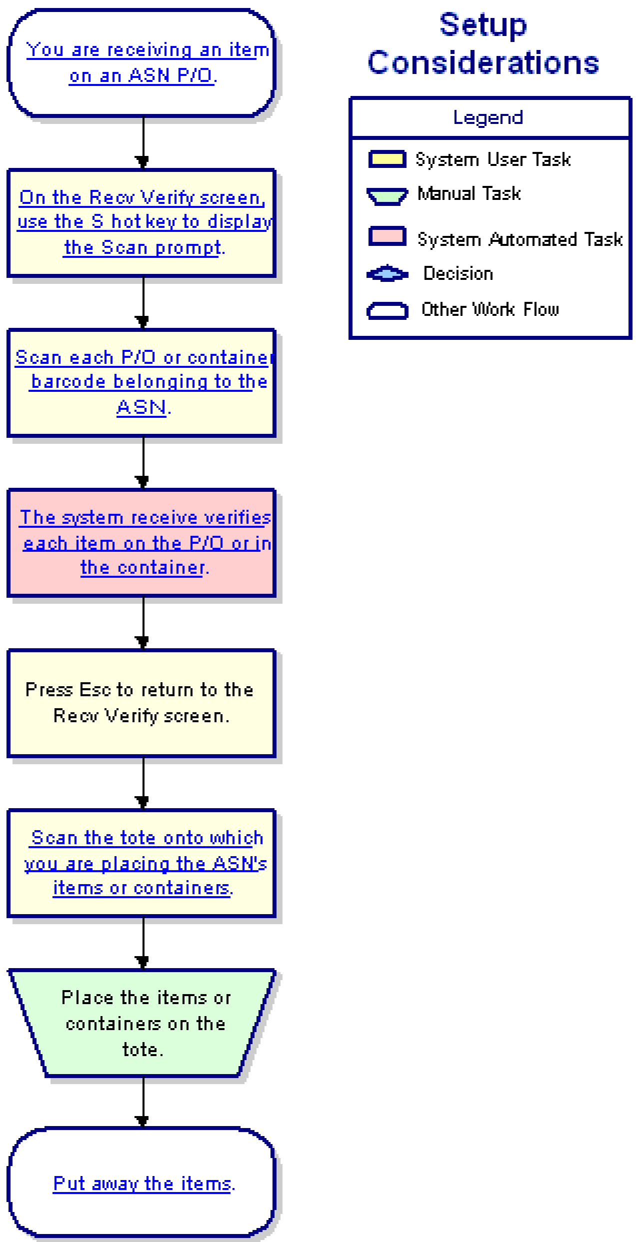
Receiving Nonstock Product Using RF Workflow



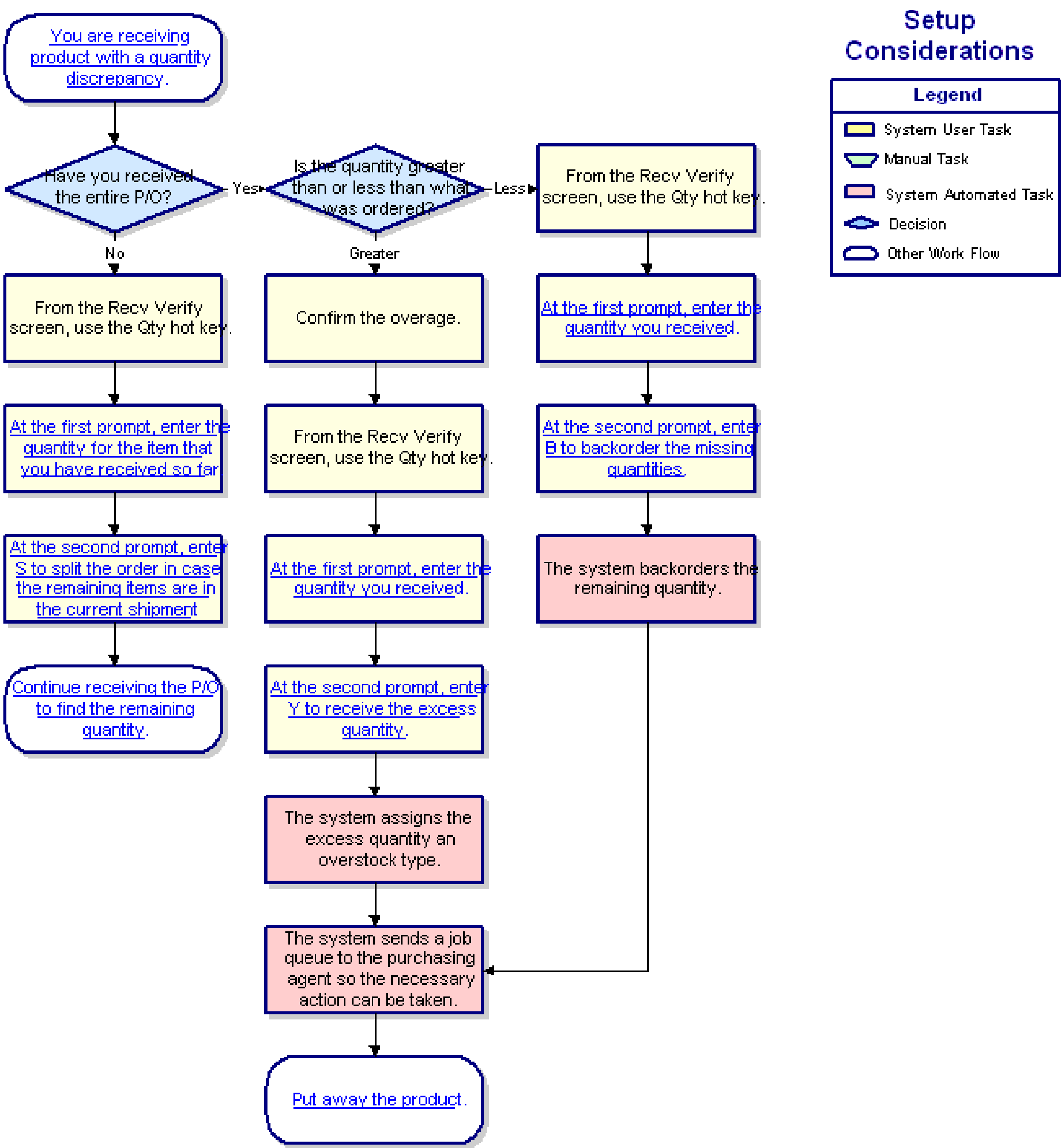
Receiving Lot Controlled Product Using RF Workflow



Receiving P/Os with ASN Documents Using RF Workflow



Editing Quantity During RF Receiving Workflow



RF Put Away Overview

After you complete the receive verify process, put away products to update their availability, location, and quantity.

There are three ways to put away product:

- System-directed put away - The system directs you to put away items as defined in the control maintenance record.
- User-directed put away - You determine the put away sequence.
- Immediate put away - You put away the item immediately upon receiving it without having to place it on or scan a tote.

For system-directed and user-directed put away, use a tote to put away the items to maximize efficiency. The system uses totes to lead you in the most efficient put away path.

> **Note:** A tote could be a hand cart, pallet, or box you use to transport products to their warehouse location. It is a temporary location used to track and direct products that are in process.

During the put away process, the system verifies quantities. Handle any put away variances in the following ways:

- Overages - Place as much product into stock locations as possible, and then place the remaining product into overstock locations.
- Shortages - Backorder quantity if you are authorized. If you are not authorized, the system sends the put away task to the Warehouse In Process Status Queue. An authorized user can then handle the backordering.

In addition, assign serial numbers to serialized product upon locating it.

This section provides information on the following tasks:

- Using RF System-Directed Put Away
- Using RF User-Directed Put Away
- Using RF Immediate Put Away
- Entering Serial Numbers During RF Processes
- Handling Shortages During RF Put Away
- Splitting Put Away Quantities Between Locations Using RF

Using RF System-Directed Put Away

Use directed put away to put away product in one of the following three sequences, as defined in the control maintenance record.

- Blank
- Most Recent Put Away Location
- Empty Location

Note: The Empty Location setting applies only to limited users who have set up warehouse locations in a location database. For more information, contact Eclipse Advanced Technical Support.

After setting a put away sequence, begin the put away process.

Blank Setting

The system directs you to put away product in each product's primary location, in sequence with the layout as defined in Zone Maintenance. This method is useful for the put away of large purchase orders (P/Os) because the system directs you to each primary location in an efficient path as defined in Zone Maintenance.

Note: If a product has only one primary location and the product currently in that location has a type of **Review**, the system still directs you to put away the product in the primary location. The system assigns the product you are currently putting away the type of **Stock** to distinguish it from the review-type product.

Most Recent Put Away Location Setting

The system directs you to put away product in the youngest location holding the product. If the youngest location is not available to hold the product, then the system directs you to the following locations respectively as they are available:

- Another location containing the product.
- A blank location.

This method is useful if your warehouse uses the first in first out (FIFO) logic for controlling inventory.

Empty Location Setting

The system directs you to put away product in an empty location which holds the product. If there are not any empty locations available to hold the product, then the system directs you to a blank location.

This method is useful if your warehouse is large. The system direction to empty locations saves users from having to search for such locations.

Note: The Empty Location setting applies only to limited users who have set up warehouse locations in a location database. For more information, contact Eclipse Advanced Technical Support.

Putting Away Product Process

After you receive product, scan the tote holding the received items into the Directed Put Away screen and follow the system's directions to put away all items.

To use RF directed put away:

1. Display the Directed Put Away screen by doing one of the following:
   - From the Recv Verify screen, after scanning in the product bar code and tote, use the **PutAwy** hot key.
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away**.

   Note: If prompted, log on to the character-based system.

2. In the **Br** field, edit the branch number to which the product belongs, if necessary.
3. Select the tote or totes that you want to put away by doing one of the following:
   - Use the **Select** hot key to display the Putaway Select screen. Place the cursor next to each tote you want to put away and press **Enter**. After selecting all totes to put away, press **Esc** to return to the Put Away screen.
   - Scan the tote you want to put away. Use the **Add** hot key to scan additional totes to put away simultaneously. Use this hot key to consolidate totes for the put away process.

   The system displays the first item to put away and the put away location in directed mode.

   Note: If the tote you are putting away contains product that is being moved using the RF Move Product functionality, the put away mode defaults to non-directed and the **Dirct** hot key is disabled. After you put away the product being moved, the put away mode switches back to directed and the **Dirct** hot key is re-enabled. If the Put Away screen does not return to directed mode, use the **Dirct** hot key to access directed mode.

4. Physically move to the product location.
5. Scan the item.

   The system displays the expected put away quantity based on the amount verified into the tote, as well as the current quantity of product at the location. The product ID displays in the top right corner of the screen.

   Note: If the actual quantity in the tote is different from the quantity received, use the **Qty** hot key to handle the overage or shortage, as needed.

6. Physically put the item in its location.
7. Scan the location.

   Note: If you scan a location that is not the expected put away location, the system prompts you to confirm the location. Enter **Y** to confirm the location.

8. At the prompt to verify put away quantity, enter the quantity you are putting away.

   Note: This prompt displays only if the control maintenance record is activated.

If the message "INCORRECT QTY!! Abort to Chng or Verify Putaway Qty" displays, do one of the following:

- If you entered the incorrect quantity, re-enter the correct quantity.
- If you are putting away a different quantity, press **F12** and use the **Qty** hot key to change the quantity you are putting away. Then handle the overage or shortage, as needed.

9. If the product you are putting away is serial number-tracked, enter the serial number for the product on the displayed Serial Number Entry screen.

   Note: If the control maintenance record is set to **Y**, the system stores serial numbers by location, which becomes the assigned location for such serialized products. This location assignment directs you to put away product in the assigned location. During picking, the system directs you to pick product based upon the assigned location for the serial numbers using FIFO logic.

10. In the **Lot** field, for all lot controlled products, scan or enter the lot number for the product.

    Note: To print lot labels, use either the Tote/Lot Label Printing screen or the Product Lot Barcode Labels screen.

    The system displays the next item to put away.

11. Repeat this process until you have put away all items on the selected totes.
12. Press **Esc** to save updates and exit the screen.

Using RF User-Directed Put Away

Use RF user-directed (non-directed) put away when you want to decide the order in which to put away product.

For example, if the item the system directs you to put away is at the bottom of your full tote, you may not want to follow the system's suggested route. Instead, you may want to put away the top item on your tote. Use user-directed put away to put away the items that are most convenient to get to on the tote.

To use RF user-directed put away:

1. Display the Directed Put Away screen by doing one of the following:
   - From the Recv Verify screen, after scanning in the product bar code and tote, use the **PutAwy** hot key.
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away**.

   Note: If prompted, log on to the character-based system.
2. In the **Br** field, edit the branch number to which the product belongs, if necessary.
3. Select the tote or totes that you want to put away by doing one of the following:
   - Use the **Select** hot key to display the Putaway Select screen. Place the cursor next to each tote you want to put away and press **Enter**. After selecting all totes to put away, press **Esc** to return to the Put Away screen.
   - Scan the tote you want to put away. Use the **Add** hot key to scan additional totes to put away simultaneously. Use this hot key to consolidate totes for the put away process.

   The system displays the first item to put away and the put away location in directed mode.
4. Use the **Dirct** hot key to display Put Away screen in non-directed mode.

   Note: If the tote you are putting away contains product that is being moved using the RF Move Product functionality, the put away mode defaults to non-directed and the **Dirct** hot key is disabled. After you put away the product being moved, the put away mode switches back to directed and the **Dirct** hot key is re-enabled. Use the **Dirct** hot key to return to non-directed mode.
5. Scan the item that you want to put away first.

   The system displays the following:

Field	Description
Location	Location in which to put away the item. **Note:** The system determines this location based on settings defined in the RF Put Away Method control maintenance record.
Qty	Expected put away quantity based on the amount verified into the tote.
Curr Qty	Current quantity of product at the location.
6. Physically move to the product location.

7. Put the item in its location.
8. Scan the location.

   Note: If you scan a location that is not the expected put away location, the system prompts you to confirm the location. Enter **Y** to confirm the location.

9. At the prompt to verify put away quantity, enter the quantity you are putting away.

   Note: This prompt displays only if the control maintenance record is activated.

   If the message "INCORRECT QTY!! Abort to Chng or Verify Putaway Qty" displays, do one of the following:

   - If you entered the incorrect quantity, re-enter the correct quantity.
   - If you are putting away a different quantity, press **F12** and use the **QTY** hot key to change the quantity you are putting away. Then handle the overage or shortage, as needed.

10. If the product you are putting away is serial number-tracked, enter the serial number for the product on the displayed Serial Number Entry screen.

    Note: If the control maintenance record is set to **Y**, the system stores serial numbers by location, which becomes the assigned location for such serialized products. This location-assignment directs you to put away product in the assigned location. During picking, the system directs you to pick product based upon the assigned location for the serial numbers using first in first out (FIFO) logic.

11. In the **Lot** field, for all lot controlled products, scan or enter the lot number for the product.

    Note: To print lot labels, use either the Tote/Lot Label Printing screen or the Product Lot Barcode Labels screen.

12. Scan the next item you want to put away.
13. Repeat this process until you have put away all items.
14. Press **Esc** to save updates and exit the screen.

Using RF Immediate Put Away

When you receive product that you need to put away immediately, because it is needed in stock, tagged to an order, or it is more convenient to put away without using a tote, use the immediate put away function. Use this function in order to put away product without having to scan totes, saving you a step in the receiving process.

To put away product immediately:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Verify** to display the Recv Verify screen.

   Note: If prompted, log on to the character-based system.

2. Receive the product.
3. Use the **PutAwy-I** hot key.

   The system prompts for put away quantity.

4. Enter the quantity of the item that you are putting away.
5. Go to the location and put away the item.
6. Scan the location.

   Note: If you scan a location that is not the expected put away location, the system prompts you to confirm the location. Enter **Y** to confirm the location.

7. If the product you are putting away is serial number-tracked, enter the serial number for the product on the displayed Serial Number Entry screen.

   Note: If the control maintenance record is set to **Y**, the system stores serial numbers by location, which becomes the assigned location for such serialized products. This location assignment directs you to put away product in the assigned location. During picking, the system directs you to pick product based upon the assigned location for the serial numbers using FIFO logic.

8. In the **Lot** field, for all lot controlled products, scan or enter the lot number for the product.

   Note: To print lot labels, use either the Tote/Lot Label Printing screen or the Product Lot Barcode Labels screen.

9. Repeat this process, as necessary.

   Note: If the control maintenance record is set to **Y**, you can scan a location immediately without using a tote. The system recognizes the bar code as a location, and you can put away the product immediately without scanning a tote.

10. Press **Esc** to save updates and exit the screen.

Entering Serial Numbers During RF Processes

In the RF Warehouse Management system, when you receive or pick a product that is serial number-tracked, you must enter serial numbers for the items during the process.

Use the Serial Number Entry screen or Serial Number Range screen in RF Warehouse Management to enter a list of open serial numbers for each item. On the Serial Number Entry screen, you must enter each item's serial number individually. On the Serial Number Range screen, you can enter a range of serial numbers to apply to a group of items so that you do not have to enter each serial number separately.

To enter serial numbers for individual items during an RF process:

1. Depending on the task you are working on, display one of the following:
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away** to display the Directed Put Away screen.
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Picking** to display the Pick In Process screen.

   Note: If prompted, log on to the character-based system.

2. Begin putting away or picking the product.

   If the product you are handling is serial number-tracked, the Serial Number Entry screen displays, with the product description, purchase order ID, quantity received, and put away or pick location.

3. To enter serial numbers for the product you are handling, do one of the following for each item:
   - If the item has a serial number bar code, scan it.
   - For each item that does not have a serial number bar code, enter a serial number for the item. You can use a combination of alphanumeric characters, such as **ABC123**.

   The system warns you if you are about to enter a serial number already in use. At the continue prompt, enter **N** to assign a different serial number.

4. Press **Esc** to save updates and return to the Directed Put Away or Pick In Process screen, as applicable.

To enter serial numbers for a group of items during an RF process:

1. Depending on the task you are working on, display one of the following:
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away** to display the Directed Put Away screen.
   - From the **Warehouse Management > RF Applications > RF Main Menu**, select **Picking** to display the Pick In Process screen.

   Note: If prompted, log on to the character-based system.

2. Begin putting away or picking the product.

   If the product you are handling is serial number-tracked, the Serial Number Entry screen displays, with the product description, purchase order ID, quantity received, and put away or pick location.

3. Use the **Range** hot key to display the Serial Number Range screen.

4. In the **Starting Number** field, enter the beginning serial number for the items.
   - If the first item has a serial number bar code, scan it.
   - For each group of items that does not have serial number bar codes, manually enter the serial number. You can use a combination of alphanumeric characters, such as **ABC123**.

   The system warns you if you are about to enter a serial number already in use. At the continue prompt, enter **N** to assign a different serial number.
5. In the **Ending Number** field, enter the last serial number for the items.
   - If the last item has a serial number bar code, scan it.
   - For each group of items that does not have serial number bar codes, manually enter the serial number. You can use a combination of alphanumeric characters, such as **ABC123**.

   If you leave this field blank, the system assigns the ending number based on the number of items you are handling.
6. In the **Increase By** field, enter the increment you want the system to increase the serial number by.

   For example:

   If you have 5 items to enter serial numbers for, enter **ABC123** for the starting number and **ABC127** for the ending number. Enter **1** for the increment. The assigned serial numbers are then:
   - ABC123
   - ABC124
   - ABC125
   - ABC126
   - ABC127
7. Press **Esc** to save updates and return to the Serial Number Entry screen.

More Options for Entering Serial Numbers from RF

The Serial Number Entry screen also offers these options.

Hot Key	Function
Range	Displays the Serial Number Range screen. Use to enter a range of serial numbers to apply to a group of items so that you do not have to enter each serial number separately.
History	Displays the Serial Number History screen, which lists all transactions associated with the selected serial number.

Hot Key	Function
Labels	Displays the Serial Label Print screen. Use this screen to print selected serial number labels. **To print labels for selected serial numbers:** 1. Place the cursor on each serial number for which you want to print a label and press **Enter**. The system places an asterisk (*****) by the selected serial numbers. 2. Use the **Labels** hot key to display the Serial Label Print screen. 3. To the left of each serial number, enter the quantity of labels to print for each serial number. The default is **1**. 4. Press **Esc** to print labels for the selected serial numbers. **To print labels for all displayed serial numbers:** 1. Use the **Labels** hot key to display the Serial Label Print screen. 2. To the left of each serial number, enter the quantity of labels to print for each serial number. The default is **1**. 3. Use the **Print All** hot key to print labels for all displayed serial numbers.

Handling Shortages During RF Put Away

If the Receiving Put Away screen displays more items to put away than are in the tote, create a backorder. Backordering during put away is a way to re-verify product counts and ensure inventory accuracy.

For example, during receive verify of an individual purchase order (P/O), the full quantity of a product was mistakenly received even though only half of the quantity was physically received. During put away correct that mistake by backordering the product when you put it away.

You only backorder during put away as a re-verification of product count. Before you backorder during put away, make sure that the product was not misplaced on another tote or in the receiving area.

You must be assigned the RF.RECV.PUTAWAY.BO.QTY authorization key in order to backorder items during the put away process. If you are not authorized, the system displays the message "User Not Authorized To Backorder." If you receive this message but have been given the password to override the warning, you may enter the password at the warning prompt to continue backordering. If you do not have an override password, you cannot backorder the product. Notify your warehouse manager.

Use the control maintenance record to indicate whether to use a customer's shipping status as defined in the **Backorder Status** field in Customer Maintenance for orders backordered during the RF picking process.

To create a backorder during put away:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away** to display the Directed Put Away screen.

   Note: If prompted, log on to the character-based system.

2. In the **Br** field, edit the branch to which the product you are backordering belongs, as necessary.
3. Scan in the product you are backordering.
4. Use the **Qty** hot key to display the New Quantity in ea prompt.
5. Enter the quantity of items received.

   The Split/Bckord prompt displays.

6. Enter **B** to select backorder. The system places the remaining quantity for the product on backorder (creates an open generation on the P/O).
7. Press **Esc** to save updates and exit the screen.

Splitting Put Away Quantities Between Locations Using RF

If the location for which you are putting away product cannot hold all of the items, split the product quantity among multiple locations.

For example:

If you receive an overshipment and cannot put away all of the product into its primary location, split the quantity to put away. Locate as much of the product as possible into the primary location. Then locate the remaining quantity into the secondary or floating locations.

To split put away quantities between locations:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Recv Put Away** to display the Directed Put Away screen.

   Note: If prompted, log on to the character-based system.

2. In the **Br** field, edit the branch to which the product you are splitting belongs, as necessary.
3. Scan in the product you are splitting.
4. Use the **Qty** hot key to display the New Quantity in ea prompt.
5. Enter the quantity of items that you need to put away at the primary location.

   The Split/Bckord prompt displays.

6. Enter **S** to select split.
7. Put the indicated quantity in its primary location.
8. Go to and scan the location where you want to place the excess quantity.

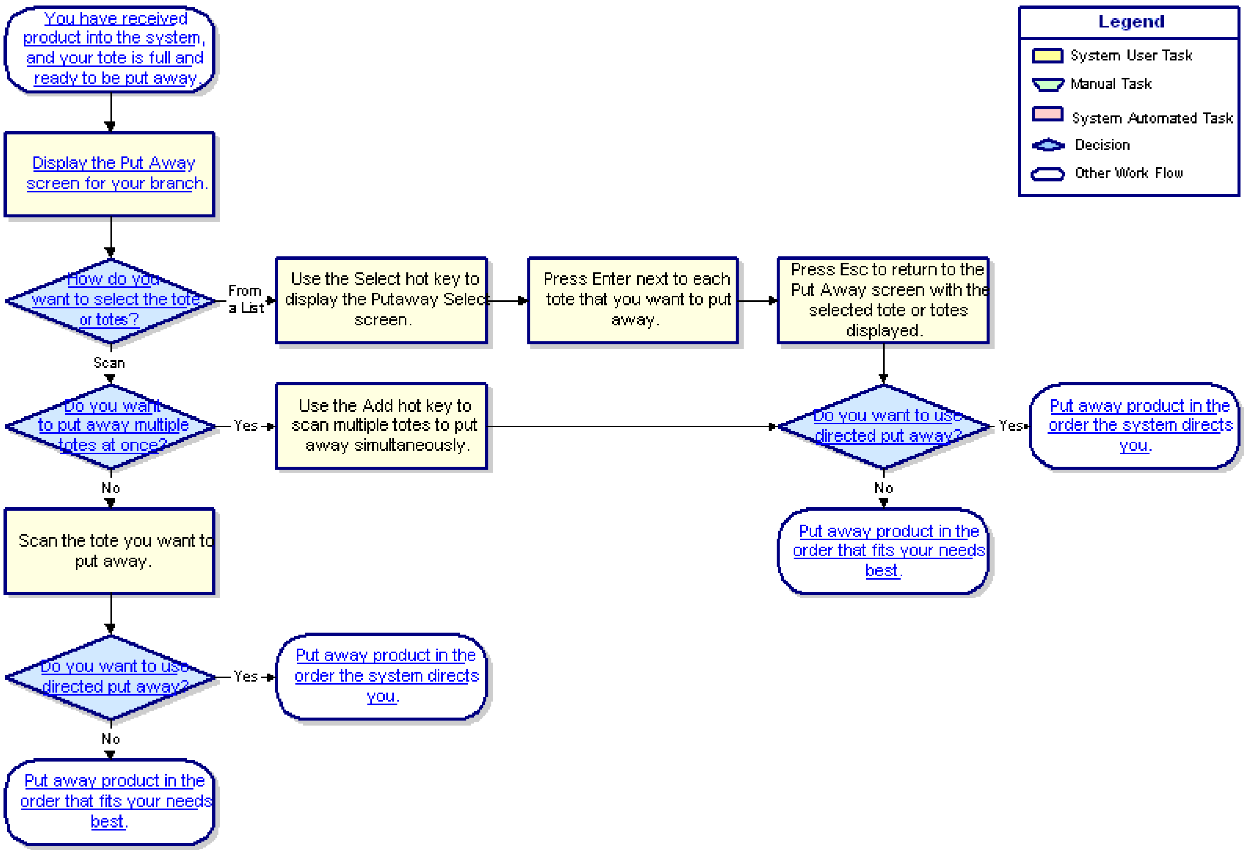
   Note: If the selected location has never been used for the product and it is a primary location for another product, and if the RF Putaway Primary Location Override Warning control maintenance record is set to **Y**, the system warns you that the selected location is primary for another product. If you are assigned the RF.PUTAWAY.OVRD.LOC authorization key, press Enter to override this message and continue to put away the product in the selected location. If you are not assigned the RF.PUTAWAY.OVRD.LOC authorization key, you must either select another location in which to put away the product or enter the authorization password and override the message.

9. At the location prompt, verify that the location is correct and enter **Y**.

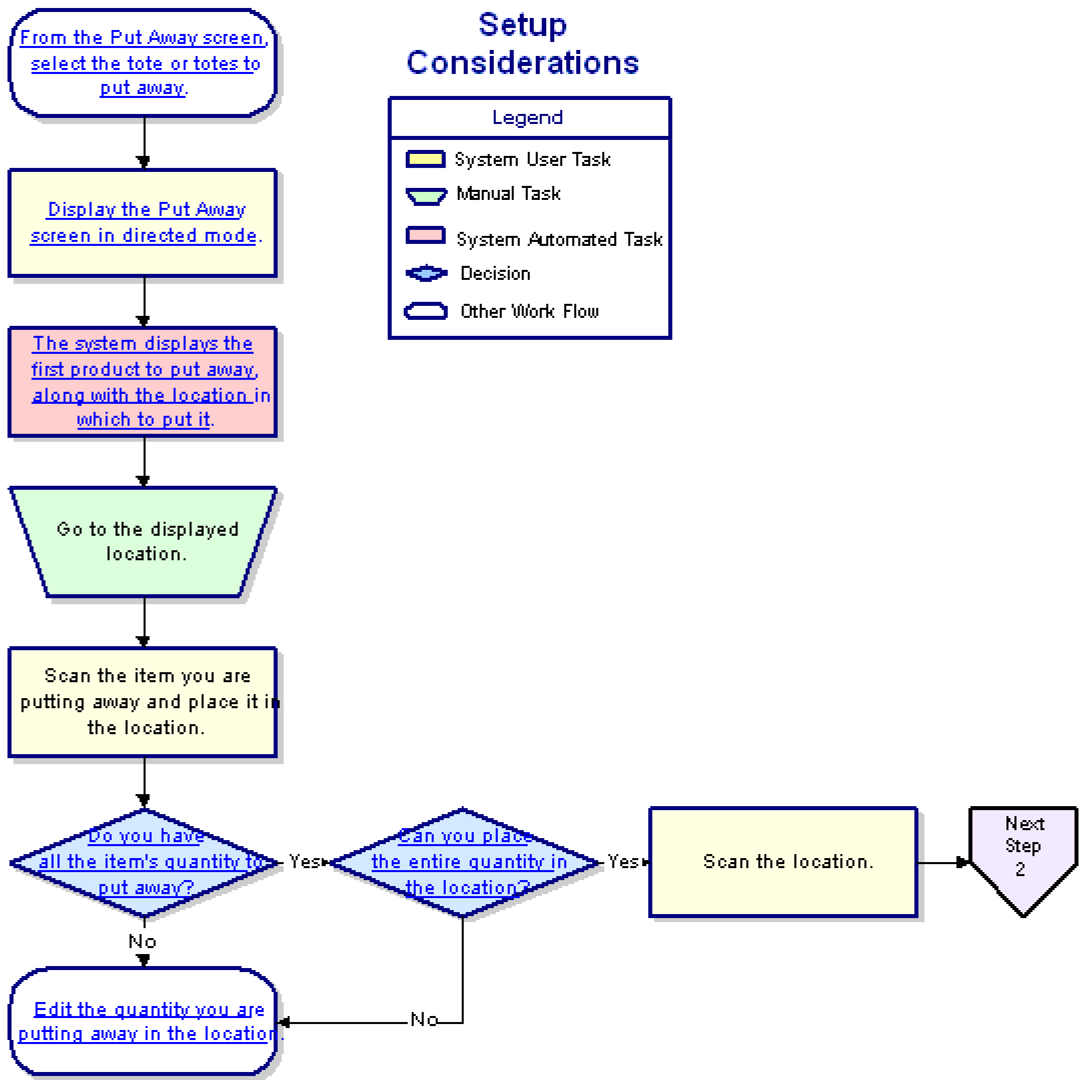
   Note: Use the Locations Changed On Putaway Report to monitor product put away in locations other than the expected location.

10. Put away the rest of the product into the overflow location or split again if necessary.
11. Press **Esc** to save updates and exit the screen.

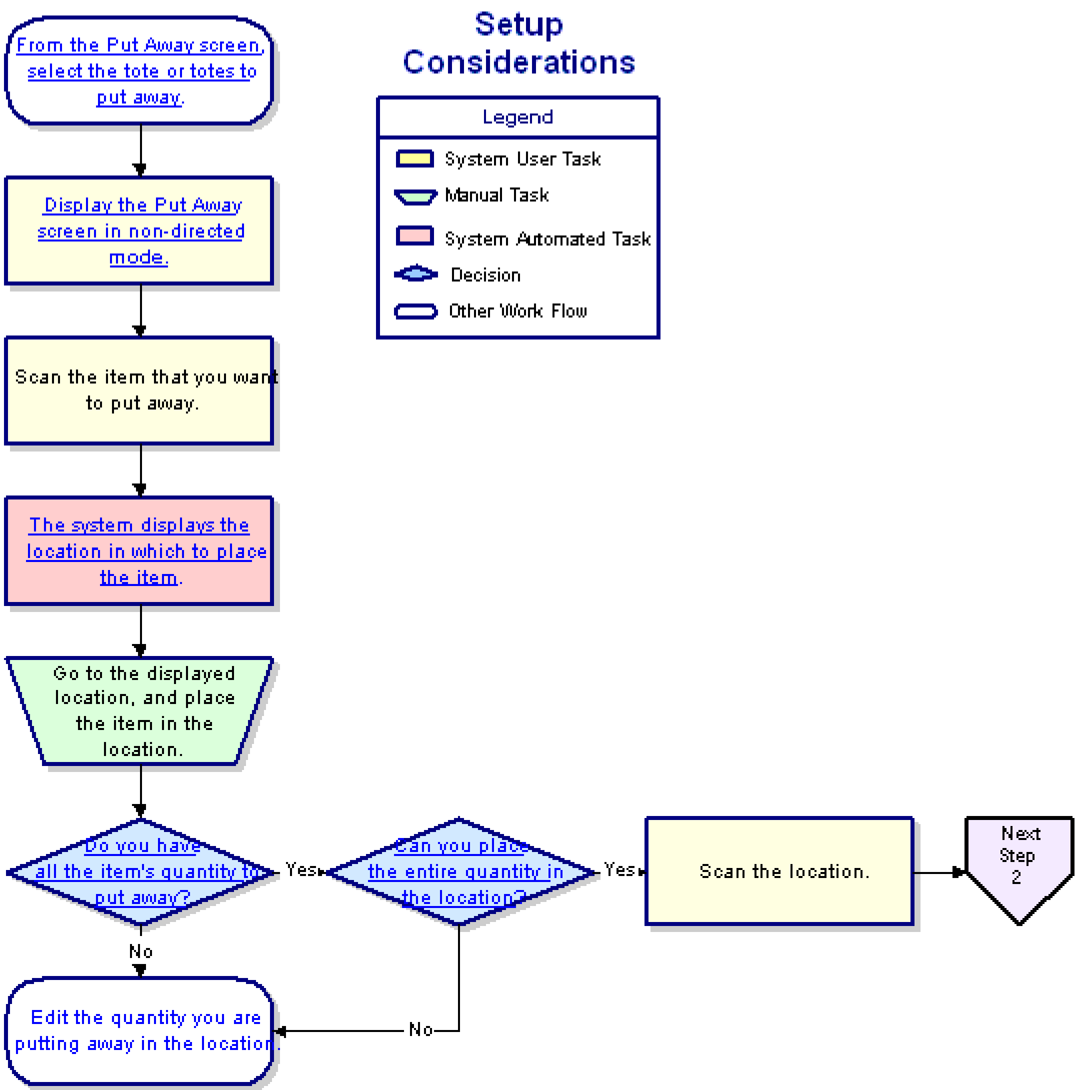
Selecting Totes for RF Put Away Workflow



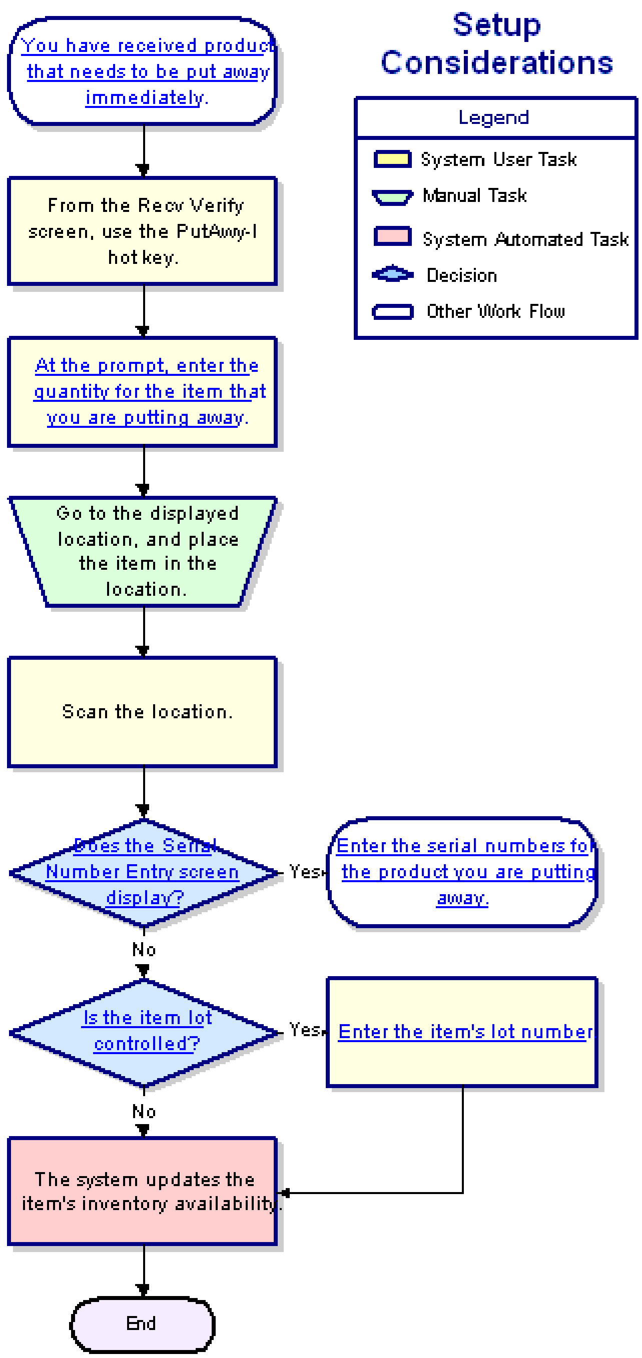
Using RF System-Directed Put Away Workflow



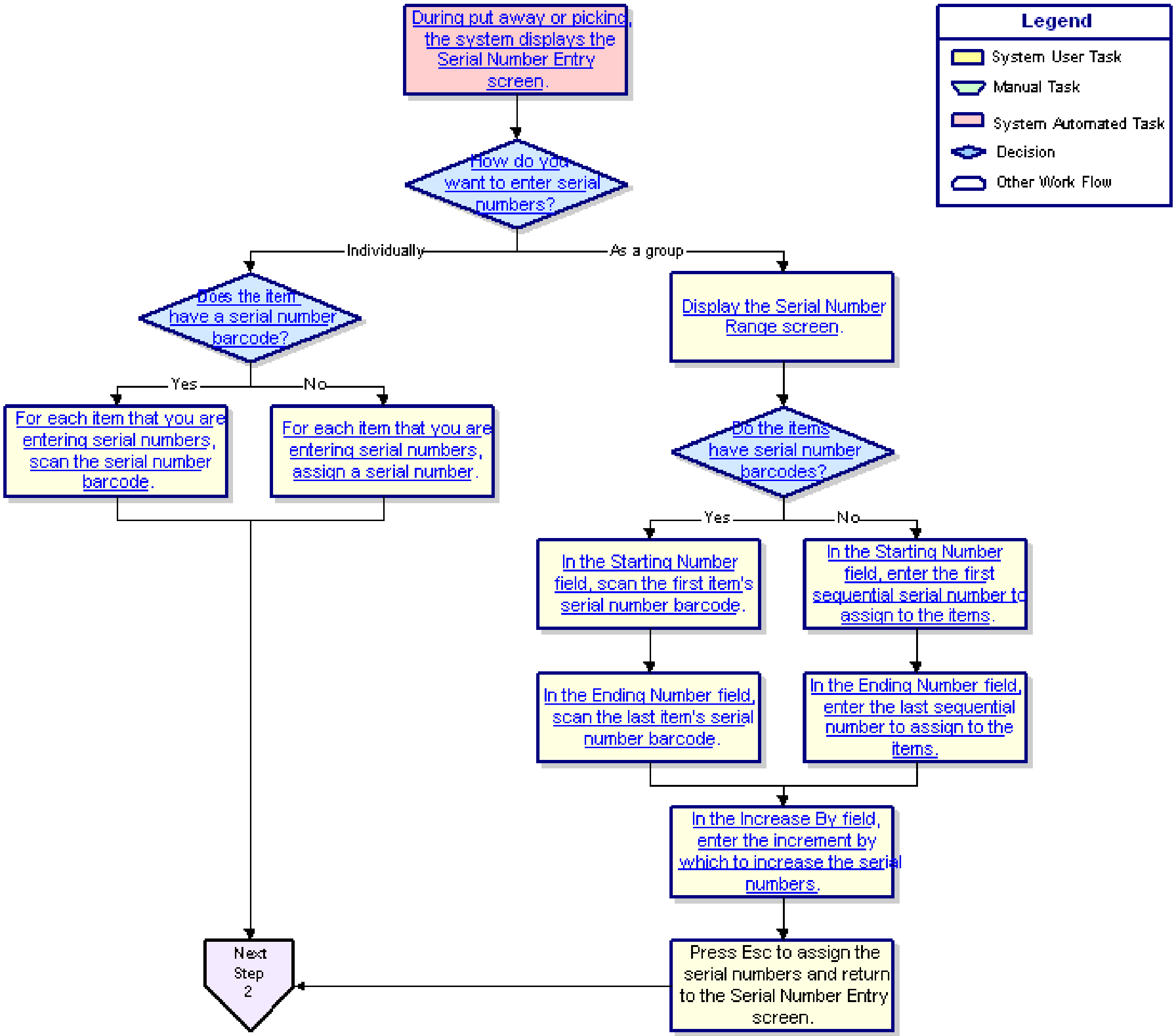
Using RF User-Directed Put Away Workflow



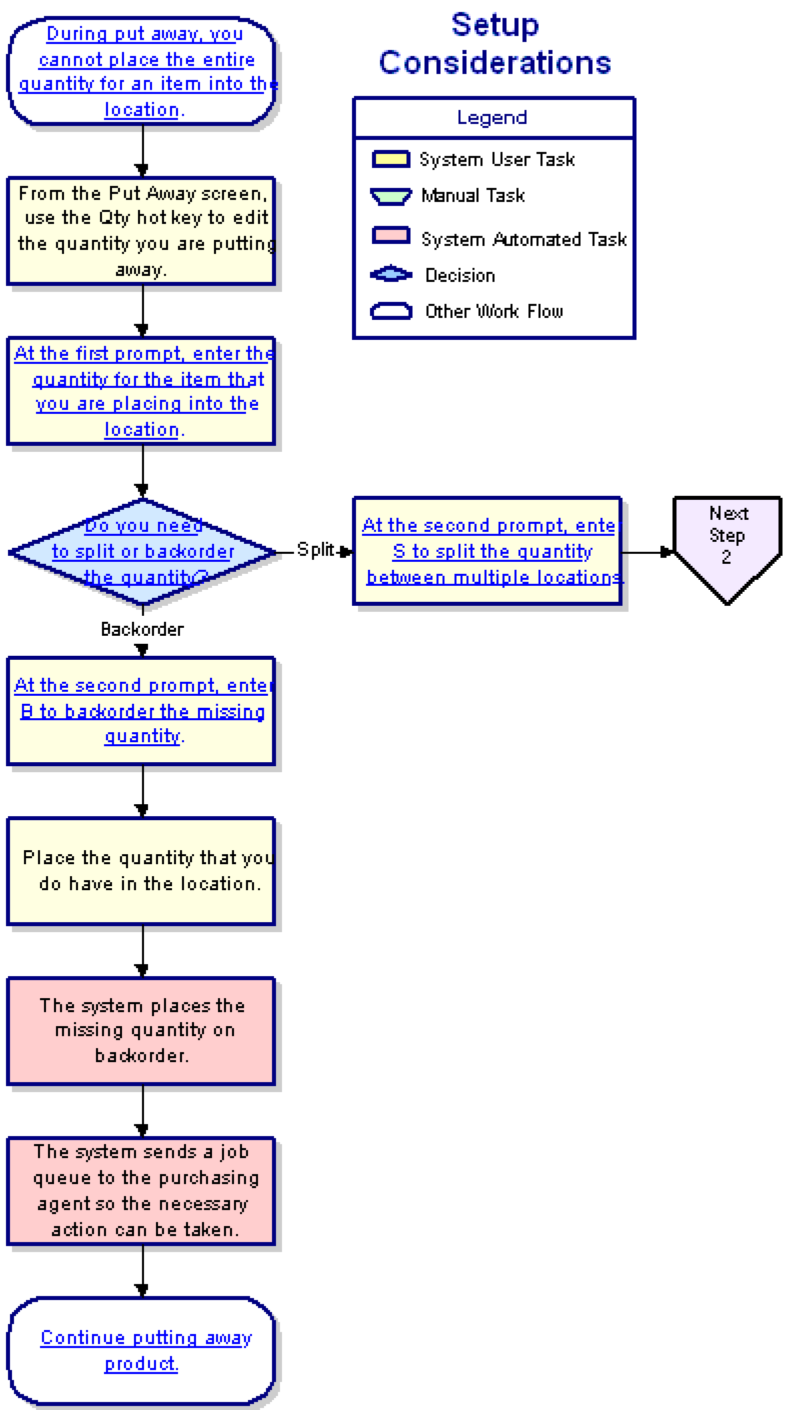
Using RF Immediate Put Away Workflow



Entering Serial Numbers from RF Workflow



Editing Quantities During RF Put Away Workflow



RF Receive and Put Away Reports Overview

The RF Warehouse Management system's receive and put away reports provide information for the receiving process in your warehouse. Use the receive and put away reports to access the following information:

- Open Locations Report - Use when you have limited space in your warehouse and need to find locations in which to put away new product.
- Locations Changed on Putaway Report - Use to monitor product put away in locations other than the expected location.
- Put Away Tote Activity Report - Use to find product that was misplaced during the put away process.

Running the Open Locations Report

Use the Open Locations Report when you have limited space in your warehouse and need to find locations in which to put away new product. You can view the report, and then determine:

- Locations which have product assigned but are not currently holding any actual inventory.
- Several locations holding the same product, which you can consolidate to make room for the new product.
- Locations that have not yet been assigned to product.

  Note: Locations holding product with in-process records are *not* included in the generated report.

For a description of the report, see What the Report Shows at the end of the topic.

To run the Open Location Report:

1. From the **Warehouse Management > Reports** menu, select **Open Locations Report** to display the Open Locations Report screen.

   Note: If prompted, log on to the character-based system.

2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
3. In the **Select By** field, press **F10** and select from the following options to determine the locations for which to run the report:

Option	Description
Zone	Runs the report for the indicated warehouse zone or zones. Enter a single zone, or use the **Multi** hot key to enter multiple zone.
Range	Runs the report for the indicated location ranges. Enter the starting and ending locations for the range.
Pick Group	Runs the report for the indicated pick group or groups. Enter a single pick group, or use the **Multi** hot key to enter multiple pick groups.

4. In the **Stock Types** field, press **F10** and select the stock type for which to run the report.

   Use the **Multi** hot key to enter multiple stock types for which to run the report.
5. In the **Location Status** field, press **F10** and select the location status for which to run the report.

   Use the **Multi** hot key to enter multiple location statuses for which to run the report.
6. In the **On Hand <=** field, enter a quantity that, if less than or equal to a location's amount, includes that location in the report.

   For example: If you enter **5** in this field, then any location with 5 or less items is included in the report.

   Note: The system uses the lowest unit of measure when searching for this amount.

Note: You can enter negative quantities in this field to run the report for locations with negative on-hand quantities.

7. In the **Sort By** field, press **F10** and select the sorting method to use on the report results:
   - **By Location By Product By Location Status** – The results are sorted by location first, then by product, then by location status.
   - **By Location By Location Status** – The results are sorted by location first and then by location status.
   - **By Ascending On Hand By Location** – The results are sorted in ascending on-hand quantity first and then by location.
8. In the **Detail/Summary** field, indicate if you want to run a detailed or a summary report.
9. Set options, if needed, and generate the report.

What the Report Shows

The Open Locations Report shows the following information:

Field/Column	Description
Branches	The branches or territories for which the report was run.
Warehouse Zone	The warehouse zone or zones for which the report was run if **Zone** was defined in the **Select By** field.
For Locations	The location range for which the report was run if **Range** was defined in the **Select By** field.
Pick Group	The pick group or groups for which the report was run if **Pick Group** was defined in the **Select By** field.
Stock Types	The stock types for which the report was run.
Location Statuses	The location statuses for which the report was run.
Sorted By	The sort by method defined for the report.
Location	The locations that met all defined criteria for the report. **Note:** Locations holding product with in-process records are *not* included in the generated report.
Product Description *	The product in the corresponding location.
Location Statuses	The location status for the corresponding location.
Stock Type	The stock type for the corresponding location.
On-Hand	The on-hand quantity in the location. **Note:** This quantity does not include quantity tied to in-process records.

*** This data displays in detail mode only.**

Running the Locations Changed on Putaway Report

Use the Locations Changed on Putaway Report to monitor product put away in locations other than the expected location. You can run this report for:

- Zones
- Location ranges
- Users
- Pick groups

For a description of the report, see What the Report Shows at the end of the topic.

To run the Locations Changed on Putaway Report:

1. From the **Warehouse Management > RF Reports** menu, select **Changed Location on Putaway Report** to display the Locations Changed on Putaway Report screen.

   Note: If prompted, log on to the character-based system.

2. In the **Branch/Tr** field, enter the branch or territory for which you want to run the report.
3. In the **Start Date** field, enter the starting date for the period on which to report.
4. In the **End Date** field, enter the ending date for the period on which to report.
5. In the **Sort By** field, press **F10** and select one of the following ways to sort the report:
   - **Location** - Sorts by put away locations.
   - **Product** - Sorts by product ID for products that were put away.
   - **User** - Sorts by user ID of users who put away product.
   - **Date/Time -** Sorts by the date and time that the product was put away, in ascending order.
6. In the **User** field, enter the user ID for which you want to run the report. Use the **Multi** hot key to enter multiple users or leave this field blank to run the report for all users.
7. In the **Select By** field, press **F10** and select one of the following options:

Option	Description
Locations	Warehouse locations. In the **Starting Loc** and **Ending Loc** fields, enter the location range for which to run the report.
Zones	Warehouse zones. In the **Zones** field, enter the zone for which to run the report. To enter multiple zones, use the **Multi** hot key.
Pick Groups	Pick groups. In the **Pick Groups** field, enter the pick group for which to run the report. To enter multiple pick groups, use the **Multi** hot key.

8. Set options, if needed, and generate the report.

What the Report Shows

The Locations Changed on Putaway Report shows the following information:

Field/Column	Description
Select by	The select by option defined for the report.
Starting Location	If **Locations** was defined as the select by option, then the defined starting location on which the report was run.
Ending Location	If **Locations** was defined as the select by option, then the defined ending location on which the report was run.
Zones	If **Zones** was defined as the select by option, then the defined zone on which the report was run. **Multi** displays if the report was run for multiple zones.
Pick Groups	If **Pick Groups** was defined as the select by option, then the defined pick group on which the report was run. **Multi** displays if the report was run for multiple pick groups.
Branch	The branch or territory for which the report was run.
Sorted By	The sort by option defined for the report.
User	The user who put away the product.
Product	The product put away.
Expected Location	The expected put away location.
Location Qty	The quantity of product in the expected location.
Putaway Location	The actual put away location.
Putaway Qty	The put away quantity for the product.
Date	The date on which the user put away the product.
Time	The time at which the user put away the product.

Running the Put Away Tote Activity Report

Use the Put Away Tote Activity Report to find product that was misplaced during the put away process.

The Put Away Tote Activity Report displays for the selected date and time period:

- All locations a selected tote or all totes visited during put away.
- A selected user's or group of users' put away activity.
- A selected product or group of products that were put away.

For a description of the report, see What the Report Shows at the end of the topic.

To run the Put Away Tote Activity Report:

1. From the **Warehouse Management > RF Reports** menu, select **Putaway Tote Activity Report** to display the Putaway Tote Activity Report screen.

   Note: If prompted, log on to the character-based system.

2. In the **Branch** field, enter the branch for which you want to run the report.
3. In the **Start Date** field, enter the starting date for the period on which to report.
4. In the **Start Time** field, enter the starting time for the period on which to report.
5. In the **End Date** field, enter the ending date for the period on which to report.
6. In the **End Time** field, enter the ending time for the period on which to report.

   Note: Leave the **Start Time** and **End Time** fields blank to run the report for the entirety of the dates indicated.

7. In the **Sort By** field, press **F10** and select a following method to use in sorting the report data:
   - **Location by Product -** Lists the data by location first and then by product.
   - **Product by Location -** Lists the data by product first and then by location.
   - **Ascending Date by Time -** Lists the order in which product was put away by ascending date and time.
   - **Descending Date by Time -** Lists the order in which product was put away by descending date and time.
8. In the **Tote** field, enter the tote for which to run the report. Use the **Multi** hot key to list multiple totes for which to run the report.
9. In the **User** field, enter the user ID on whom to run the report. Use the **Multi** hot key to list multiple users on whom to run the report.
10. In the **Product** field, enter the product ID for which to run the report. Use the **Multi** hot key to list multiple products for which to run the report.

    Note: If you do not enter a value into the **Tote**, **User**, or **Product** fields, the system runs the report for all totes, users, and products.

11. In the **Include Other Products in Totes** field, enter **Y** or **N** to indicate if you want the report to include all products in the selected totes.
12. Set options, if needed, and generate the report.

What the Report Shows

The Put Away Tote Activity Report shows the following information:

Field/Column	Description
Tote	The tote for which the report was run. • **Multi** displays if the report was run for multiple totes. • This field is blank if a tote was not defined.
User	The user for whom the report was run. • **Multi** displays if the report was run for multiple users. • This field is blank if a user was not defined.
Product	The product for which the report was run. • **Multi** displays if the report was run for multiple products. • This field is blank if a product was not defined.
Include Other Products in Totes	Whether the report includes all products in the tote or totes.
Branch	The branch for which the report was run.
Sorted by	The sort by option defined for the report.
Tote	The tote used to put away the product.
User	The user who put away the product.
Location	The location holding the product.
Product	The product placed in the location.
Qty	The quantity of product put away in the location.
Date	The date on which the product was put away.
Time	The time at which the product was put away.
Tag	The order to which the product is tagged if it is tagged to an order.

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