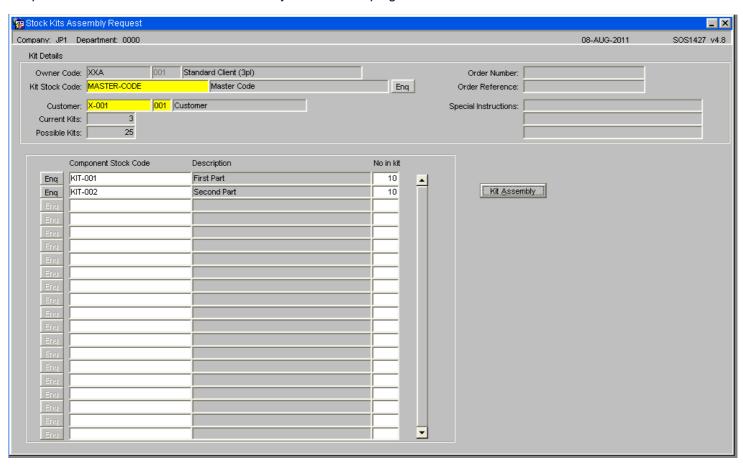
This screen generates assembly orders to pick component parts and return them to stock as assembled kits. By clicking the ?Kit Assembly? button the user is able to request the number of required kits. An assembly order, with an order type of K, will be created and the order number displayed at the bottom of the screen. The order can then be allocated, pick listed and pick confirmed, but must be despatch confirmed using the Stock Kit Assembly Confirmation Screen. Stock must be pick confirmed into the dedicated assembly location set-up against the warehouse.



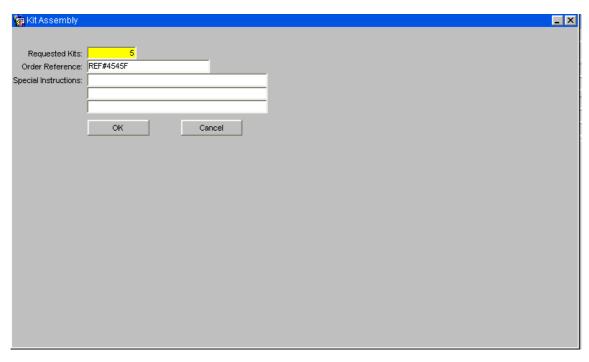
Field Name	Description	Values	
Owner Code	The code for the owner of the stock	Display	
Kit Stock Code	The finsihed stock code	LOV available to select valid stock codes	
Order Number	Entered once an assembly order has been created using the ?Kit Assembly? button	System Generated	
Order Reference	Entered once the user has chosen to assemble a kit using the ?kit Assembly? button	To be entered by user - 20 Character field	
Component Stock Code	The component stock codes.	Displays all component stock codes linked to the finshed code.	
Description	Description of the Stock	Display	
No in Kit	The number of component stock items required to make up a kit.	Numeric field (Display)	
Critical Item	Whether the component stock code is a vital part of the Kit or not	Valid values are (Y) Yes or (N) No (Display)	
Current Kits	The total number of assembled Kits	Display	
Possible Kits	The maximum number of kits that can be assembled from the current stock holding.	Display	
Requested Kits	Number of Kits required	Numeric Field	
Special Instruction	Three lines of instruction of the Order	Input 40 Character field	
Ruttons	Description		

Buttons Description

Enq By selecting any of the Enq buttons the Stock Enquiry Detail Screen for the stock code will be called

Kit Assembly Selecting the Kit Assembly button will call the order form see below

If the user clicks on the ?Kit Assembly? button from Stock Kits Assembly Request S0S1427, a order input screen is displayed.



Field Name	Description	Values		
Requested Kits	Number of Kits required	Numeric		
Order Reference	Customer Reference of the Order	20 Character free text field		
Special Instructions	Three lines of instruction of the Order	40 Character free text field		
Buttons				
ок	The system will then create the kitting order with the information entered	Order is created with a Order Type of 'K'		
Cancel	Cancel the data entered into the field.	Cancel the action		

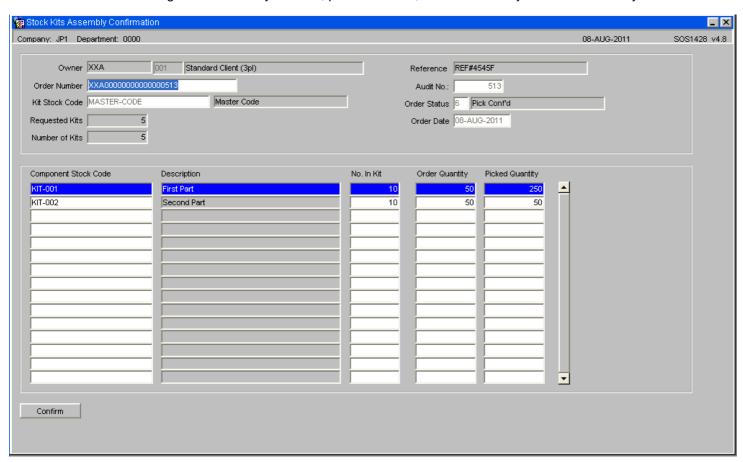
Contents

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1 SOS1428 Stock Kits Assembly Confirmation

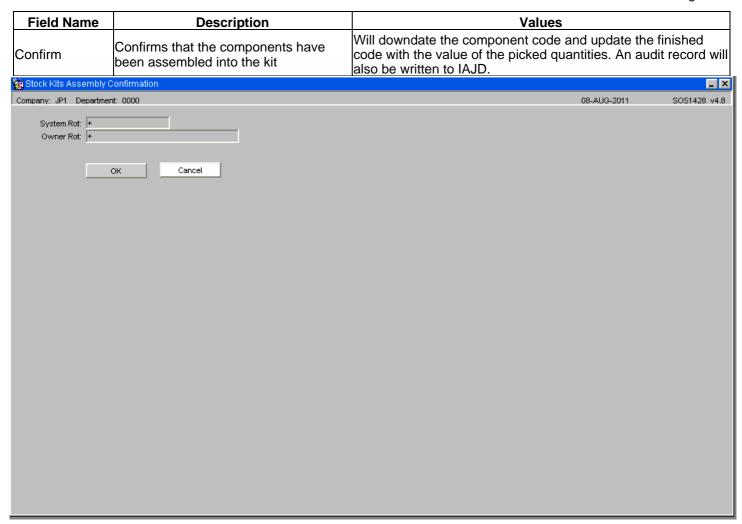
This screen allows the user to confirm that the order created in the Stock Kits Request Screen has been assembled into a kit

The user is able to confirm that the components have been assembled into the kit by clicking on the ?Confirm? button on this screen. This will decrease the stock levels on the pallet records for the component stock items and increase the stock levels for the kit item. However, it is possible that the original order quantities for the components has been changed or that there was a shortfall of stock. Either way, the confirm procedure must recalculate the number of kits that can be assembled from the actual components picked. This may leave an excess of components. The excess components will be moved from marshalling to the assembly location, placed on hold, and dealt with by the users manually.



Field Name	Description	Values
Owner	The owner of the Goods	Depending on set up will normally be display only.
Order Number	Entered once an assembly order has been created using the ?Kit Assembly? button	System Generated
Order Status	The Order status and the description ?Pick Conf?	System Generated
Order Date	The Date Order entered	Display - DDMMYY
Kit Stock Code	The stock code in the Kit selected from the stockist code	Display
Audit NO.	Unique, system generated audit number	Numeric
Component Stock Code	The component stock codes.	Display
Description	Description of the Stock	Display
	The quantity ordered separated with ?/? for cases and units	
Picked Quantity	The quantity ordered separated with ?/? for cases and units	Display





Upon confirmation it is possible to add system and customer rotation numbers if required to the finished product.



2 Category: Stock Enquiries

This page lists all enquiries related to the Stock.



3 Category:Stock Maintenance

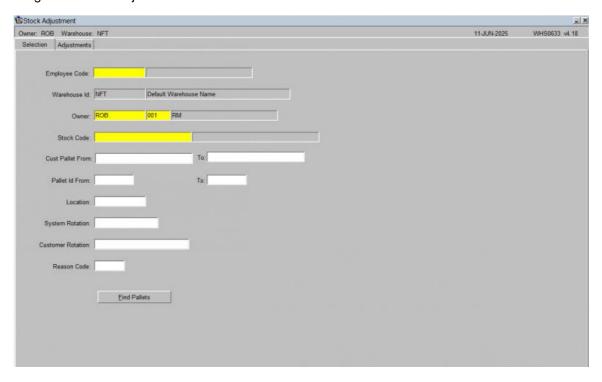


4 Category: Stock Reports



5 WHS0633 Stock Adjustment

This is the configurable stock adjustments screen.



You can use the Stock Adjustments screen to increase or decrease levels of stock within the warehouse.

The Stock Adjustments screen is located in the Stock Movements folder.

The following document covers how to increase stock on an existing pallet, reduce stock on an existing pallet and creating a new pallet.

5.1 Adjusting Existing Stock Up and Down

Upon entering the screen the cursor will be in the *Owner* field. The Owner will be defaulted from your user settings. The owner can be changed if you require.

Once the correct owner has been entered, click in the Stock Code field.

Enter the stock code that you wish to stock adjust. Note: You can use the list of values icon and select the required code.

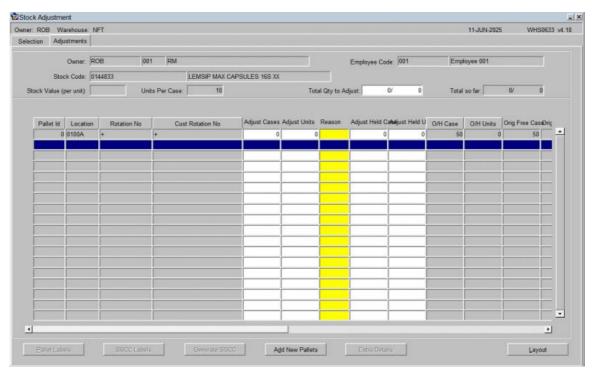
Enter the Employee Code doing the adjustments.

You may also select by additional criteria here:

- Customer Pallet ID (range).
- Pallet ID (range).
- · Location.
- System Rotation.
- Customer Rotation (Batch).
- Reason Code.

Once you have entered the parameters, click **Find Pallets** - the list of pallets will be displayed in the *Adjustments* tab.



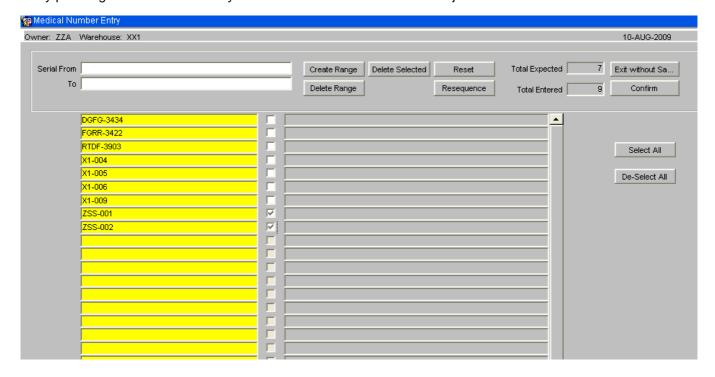


You can scroll this results table horizontally to see more details. You can also configure the layout of the table through the **Configure** button - this will display the program layout configuration screen WHS0909.

You can adjust the free and held quantities/cases/units and weight using the supplied fields. You are entering the adjustment quantity, so to adjust *up* from e.g. 50 to 51, set the adjustment quantity to **1**. To adjust *down* from e.g. 50 to 48, set the adjustment quantity to **-2**.

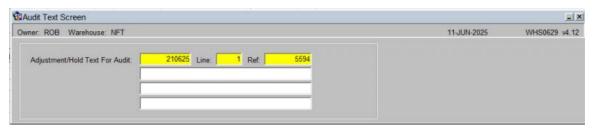
If you adjust a quantity, you must enter a reason code - a lookup is provided.

For Serial Numbered products, the medical number screen will be called, select the serials to be adjusted and then delete them. By pressing the **Confirm** button you will then return to the standard Adjustment screen.





Note: Extra checks are included for negative adjustments; if the serial number is assigned to a sales order then it cannot be adjusted off the system. It will be possible to adjust off serial numbers that are held. Press the **Save** button to confirm the adjustment. A pop up box (WHS0629) will appear that allows the user to enter a text comment regarding the adjustment.

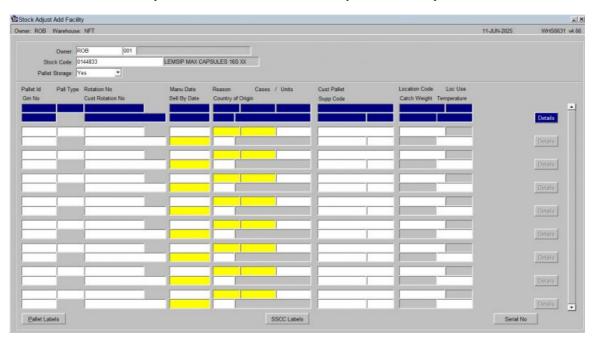


Press the **Save** button to record the text audit. Press the **Exit** button to return to the previous screen.

The screen will now display the adjusted quantity of the pallet.

5.1.1 Creating New Pallet and Stock

Press the Add New Pallets button - you will be taken to the Stock Adjust Add Facility screen WHS0631.



Enter the following data, based on what is required for the owner:

- Pallet ID Press the Tab button and the system will assign a new pallet id.
- Pall(et) Type Press the tab button for the system to use the default pallet type that has been assigned to the stock code in the stock maintenance screen. Or you can use the list of values and select the pallet type that is required.
- Rotation No Enter the rotation number of the pallet. This can be switched off if it not required.
- Sell By Date Enter the sale by date of the product. This will only be required if the stock requires a sell by date (this is set up within Stock Maintenance).
- Reason Enter the relevant reason code for the adjustment. The list of values will display all reason codes.
- Cases/Units Enter the number of cases/units that are to be stored on the pallet.
- Location Code Enter the location where the pallet is stored. The list of values can be used to select the location from.
- Manu Date Enter the manufacturing date (if you tab over the field the system will use today?s date).
- Cust Pallet ID

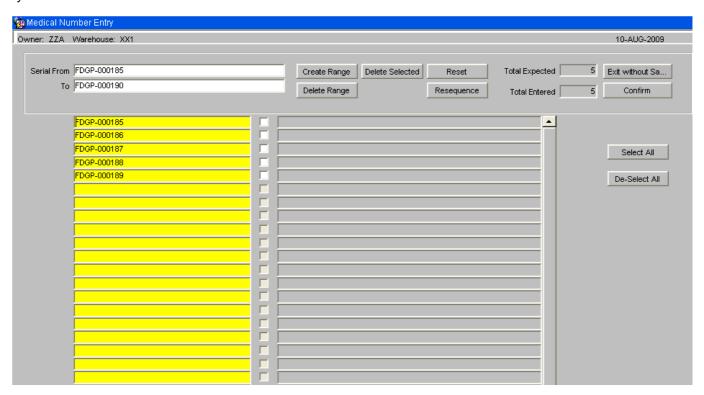
Once all the above data has been entered a pop up box will be displayed. This gives you the option to enter details regarding a GRA (goods received advice), if you are aware of how it was received. If you don't know the details then you can leave them blank.



You can also enter the following information:

- Country of Origin
- Supp Code
- Catch Weight
- Temperature
- Cust Rotation No

For Serial Numbered products, once the line is completed then enter the **Serial No** button to call the Medical Number Entry screen.



Enter the Medical Numbers as required using either the **Create Range** option or by manually entering each line separately. **Confirm**ing the entry will then return the user to the Add Pallet screen.

Once all the relevant data has been entered, press the **Save** button. A pop up box will appear that allows the user to enter a text comment regarding the adjustment, just like when adjusting quantities above.

Press Exit to return to the main screen - the new pallet will be displayed.

5.1.2 Generating Labels and SSCC IDs

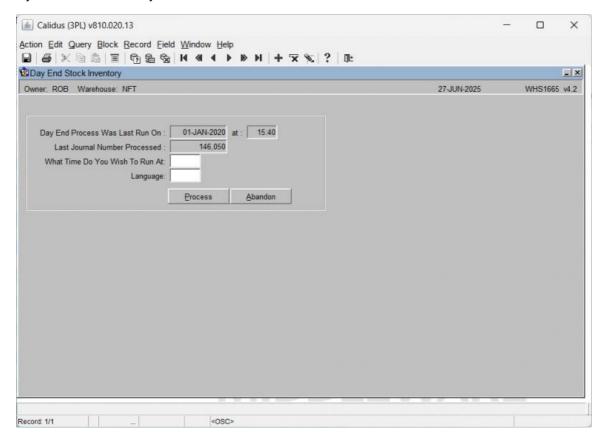
After you have completed your adjustments, you can print labels or generate SSCC ids using the following buttons, which will be available only if required and configured to do so.

- Pallet Labels
- SSCC Label
- Generate SSCC



6 WHS1665 Day End Stock Inventory

This is the Day End Stock Inventory screen.



Here you can generate the stock inventory day end process.

The screen displays:

- Day End Process Was Last Run On
- Last Journal Number Processed

Enter the following:

- What Time Do You Wish To Run At
- Language

You can start the process with the **Process** button or abandon it with the **Abandon** button.



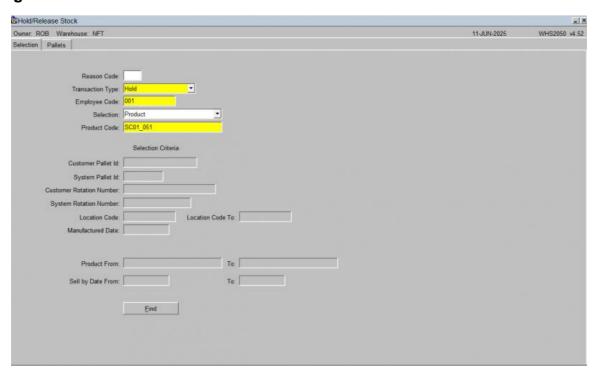
7 Release Stock

The Hold/Release Stock screen is used to place stock on hold and release stock within the warehouse.

The Hold/Release Stock screen is located in the Stock Movements folder.

The following document covers how to place stock on hold and release stock.

7.1 Placing Stock On Hold



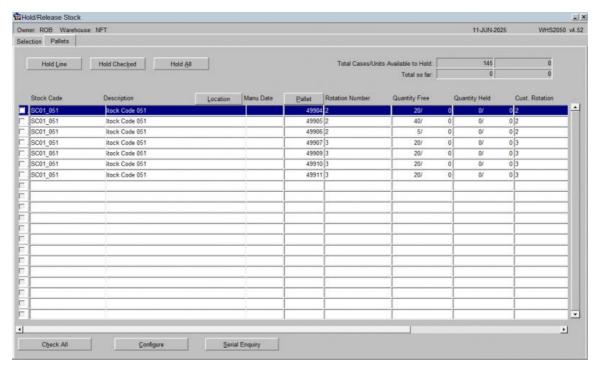
There are 3 required fields:

- Transaction Type Choose 'Hold'.
- Employee Code Enter the relevant employee code. You can use a lookup.
- Selection a drop-down list of selection criteria, which will determine what you enter in order to find the stock to place on hold:
 - ♦ Product
 - ◆ Customer Pallet
 - ♦ System Pallet
 - ♦ Customer Batch
 - System Rotation Number
 - ◆ Location
 - ◆ Location Range
 - ◆ Manufactured Date
 - ♦ Product/Sell-by Date Range

Once all the relevant data has been entered, press the **Find** button.

The system will now display the relevant quantities that can be placed on hold.





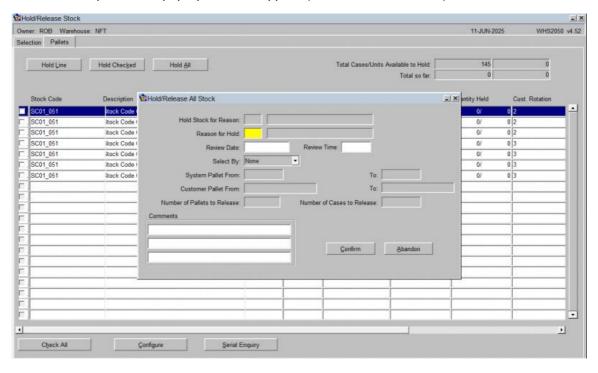
This table is configurable as to what is displayed. You can press the Configure button to do this (which will show screen WHS0909). The table is also scrollable horizontally to show more data.

There are now several options. You can either place every pallet on hold, select several specific pallets, or hold a single pallet.

7.1.1 Place On Hold All Pallets

If you wish to place all the pallets on hold, press the 'Hold All' button.

Once the button has been pressed, a pop-up form will appear (see screen shot below).



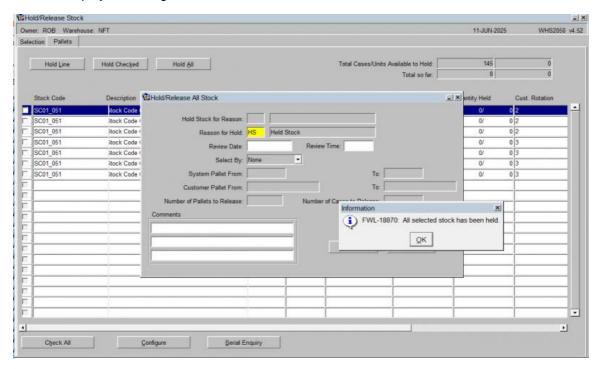
Enter the reason code for the hold. Using the list of values will display all relevant codes. This is the only field that is mandatory, all other fields are optional.



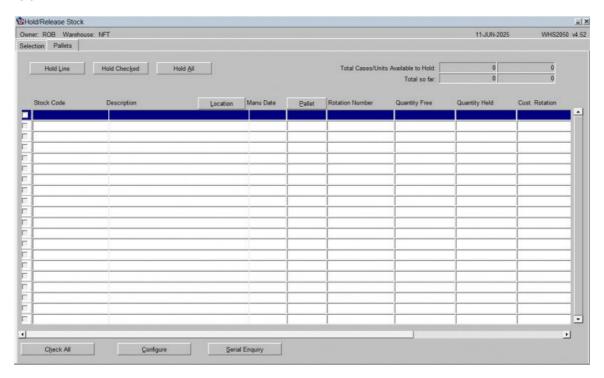
Press the **Confirm** button to continue.

Note you can press Abandon to cancel this request and return to the list of available stock to hold.

The system will now display a message.



Click **OK** and the list of available stock will be shown again. There are no longer any pallets in the list to be held, as they are all now held.

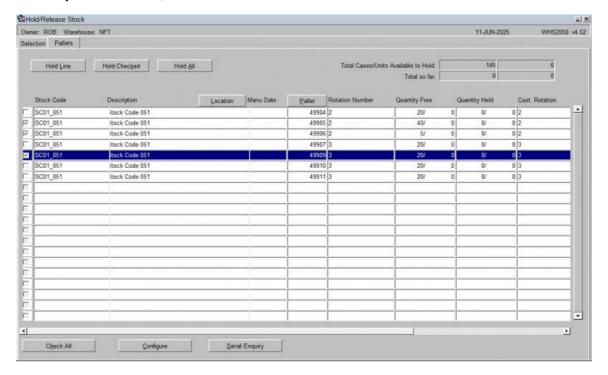


 $\ensuremath{\mathbb{Q}}$ Note: Alternatively, you can choose to Check All, and click Hold Checked instead - this will have a similar result. See the following section for more details.



7.1.2 Place Several Pallets On Hold

Check the lines that you wish to hold, then click the Hold Checked button.



Once the button has been pressed, a pop-up form will appear as before. Enter the reason code for the hold. Using the list of values will display all relevant codes. This is the only field that is mandatory, all other fields are optional.

Press the **Confirm** button to continue.

Note you can press Abandon to cancel this request and return to the list of available stock to hold.

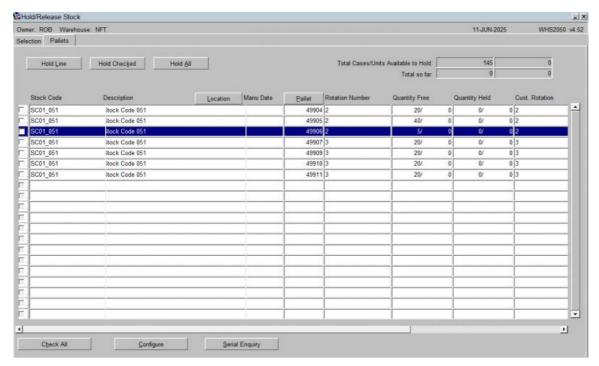
The system will now display a confirmation message.

Click **OK** and the list of available stock will be shown again. The pallets that were just held are no longer visible on this form, as they are now held.

7.1.3 Place On Hold a Single Pallet or Part Pallet

Select the line of the pallet you wish to place on hold.





Press the Hold Line button. A new screen will now be displayed.



Enter the quantity you wish to place on hold. This can either be the full pallet or part of the pallet. In this instance we will place the total pallet quantity on hold.

After entering the quantity, enter a relevant reason code. The list of values will display the valid reason codes.

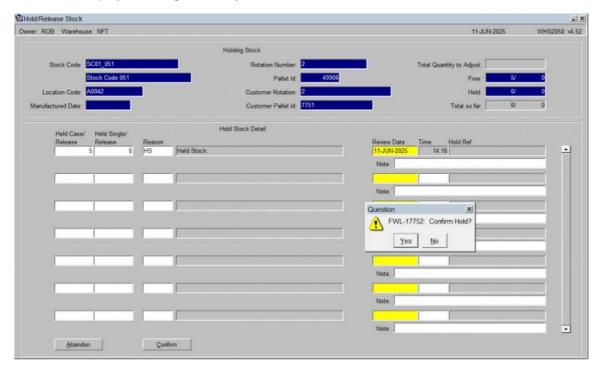
Enter the review date and time. Press the tab button to default to today's date and time.

A note can be entered if you wish to place text against the hold. Press the tab button to move to the next field.





A message will now be displayed asking whether you wish to continue with the hold.



Press the **Yes** button to confirm the hold. A further confirmation message will be displayed that the hold has ben successful, as before.

Click **OK** and the list of available stock will be shown again. The pallet that was just held is no longer visible on this form, as it is now held.

Note: If you only hold part of the quantity on the pallet in the previous steps, then the pallet will still be visible in this form, but now showing only what quantity is available to be placed on hold.

7.1.4 Holding stock in a specific location

Identify the stock which is to be held. Enter the stock code, choose to select by Location and enter the location.



After entering a transaction type of Hold and the employee code, navigate to the selection drop down list. There are seven options within the drop down, for this example select the location option.

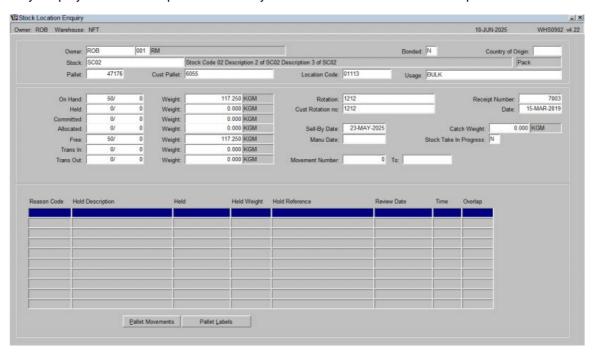
Enter the remaining fields as prompted which include the stock code and the location code, then select the **Find** button which will return all pallets within the warehouse which meet the selection criteria. Then select the **Hold All** button. This will apply the hold code to all pallets returned by the selection criteria. If there is a requirement to hold a specific line or quantity then highlight the line you wish to hold and select the **Hold** button.

After selecting the **Hold All** button, a sub screen will be called where a reason code is required. This validates against reason codes configured in the Reason Codes Maintenance scree WHS0080. Enter a review date and time. Note that there is an option to enter any additional comments as to why the stock is being held.

Enter any required text which will be displayed in selected enquiry screens or can be reported in the Oracle Data Extract suite.

You will be automatically returned to the top screen and the Quantity Free / Quantity Held will be updated.

Drill down in any enquiry screen to the pallet level and you can view the hold code for the pallet.



Vote: Even though the hold selection was by location you are applying the hold to the pallet not the actual location, so if the pallet is moved then it will still be on hold. Any other pallets moved into the location will not be placed automatically on hold.

7.1.5 Holding Stock by System rotation

Identify the stock which is to be held

As in the above case, identify the stock to be held, for example we wish to hold all stock with a system rotation code of ?20090214-YT?. Enter a transaction type of ?Hold? followed by a valid employee code. Once entered navigate to the Selection list and select ?System Rotation?, then enter the required System Rotation Number and select the **Find** button. Select the **Hold All** button to select all pallets on the rotation.

Enter a valid reason code, review date and any valid comments if required before selecting the Confirm button.

Upon selection of the **Confirm** button, you will be returned to the main screen and the line details will be updated with the held stock.

In addition to the enquiry screens there are also supporting reports including the Held Stock Status Report (WHS0411) and the Oracle Data Extract Report (ORS0100).



7.1.6 Select by Pallet and a specific Stock Quantity for a Stock Code

Identify the stock which is to be held.

Enter the transaction type as Hold, a valid employee code and select by Product from the Selection list then enter the stock code and select the **Find** button. All pallets for the stock code will be returned, highlight the line for the pallet that requires holding, and select the **Hold** button.

Enter the required number of cases and units to be placed on hold, then select a valid reason code and enter any notes which may be required. Save the record and the use will be returned to the main screen.

Note: It is also possible to enter into the system a target total of the number of cases and units that you wish to hold. This is useful when holding stock over multiple pallets. The system also keeps a running total of the number of cases and units held.

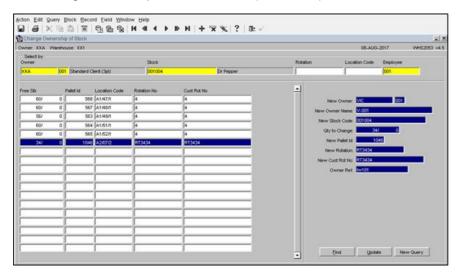
7.1.7 Releasing from Hold

The exact process for both part and full pallet are used to release stock from hold. In this case, you will be prompted with buttons stating 'Release' rather than 'Hold'.



8 WHS2053 Change Ownership of Stock

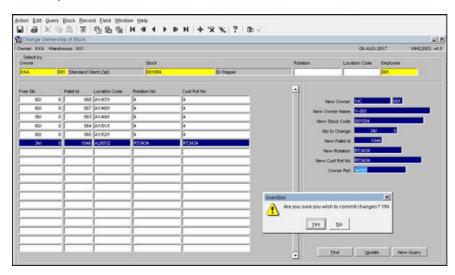
The Change Ownership of Stock screen (WHS2053) is used for the transfer of stock from one owner to another.



Enter the current Owner of the stock, the stock code and an Employee code (the yellow-highlighted fields. The rotation and location code are optional.

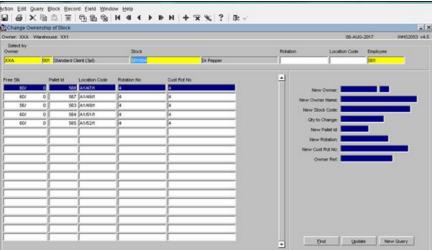
Select the line you want to transfer ownership of stock from the list on the left side of the screen.

On the right side of the form enter the new Owner and either tab through the remaining fields, which will default in the current pallet identifiers or enter in new values.



When the new pallet details have been entered, select the Update button, which will generate a final warning.

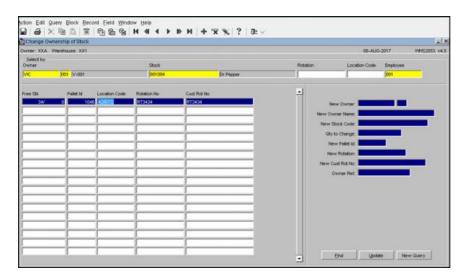




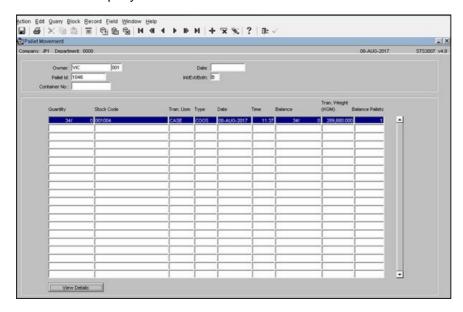
Upon update the amended pallet record will be

removed from the original query as the transfer has now been completed.

 \P Note: Depending on the stock code settings the user maybe prompted to print a new pallet label.



Run the same query as above but with the new Owner code and the transferred pallet should be displayed.

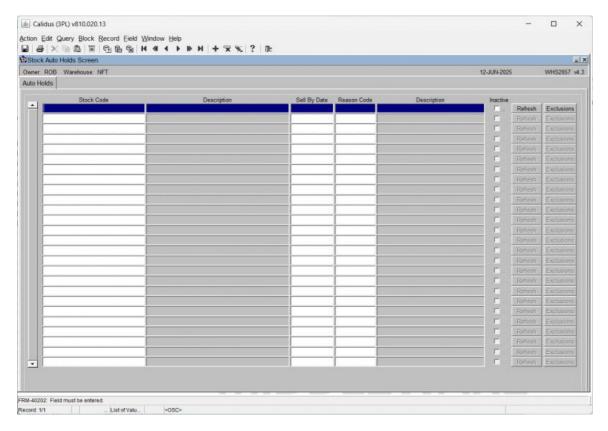


By searching for the Pallet in the Pallet Movement screen you can see the transaction type of ?COO? (Change Ownership of Stock) has been created which will show the full transfer details for auditing purposes.



9 WHS2057 Auto Stock Holds

This is the Auto Stock Holds screen.



You can enter automatic holds associated to:

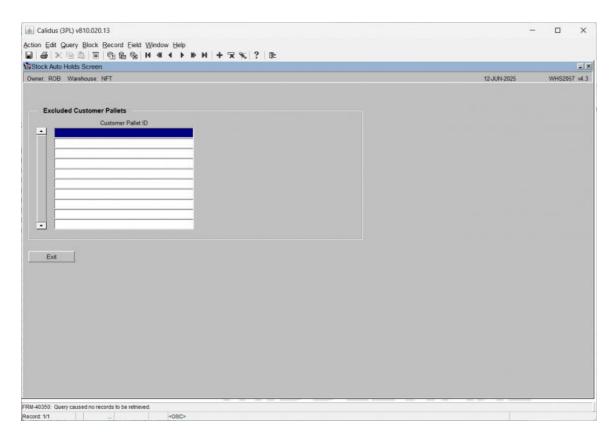
- Stock Code
- Sell-by Date

You can then enter a reason code that the stock will be held under.

You can set whether the auto-hold is Inactive with the provided check-box.

You can set exclusions against the auto-hold using the **Exclusions** button provided.





Any stock matching the criteria will be automatically held when received. You may also click the **Refresh** button to apply the hold to any stock currently in the warehouse. You will be prompted with a confirmation request before this is applied.

