

How to Hold Stock

Aptean Ltd
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1 How to Hold 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.

1.1 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.



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

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).

Hold/Release Stock

Owner: ROB Warehouse: NFI

11-JUN-2025

WHS2050 v4.52

Selection

Pallets

Hold Line

Hold Checked

Hold All

Total Cases/Units Available to Hold:

145

0

Total so far:

0

0

Stock Code	Description	Entity Held	Cust. Rotation
<input checked="" type="checkbox"/> SC01_051	Stock Code	0/	0 2
<input type="checkbox"/> SC01_051	Stock Code	0/	0 2
<input type="checkbox"/> SC01_051	Stock Code	0/	0 2
<input type="checkbox"/> SC01_051	Stock Code	0/	0 3
<input type="checkbox"/> SC01_051	Stock Code	0/	0 3
<input type="checkbox"/> SC01_051	Stock Code	0/	0 3
<input type="checkbox"/> SC01_051	Stock Code	0/	0 3

Hold/Release All Stock

Hold Stock for Reason:

Reason for Hold:

Review Date:

Review Time:

Select By:

System Pallet From:

To:

Customer Pallet From:

To:

Number of Pallets to Release:

Number of Cases to Release:

Comments

Confirm

Abandon

Check All

Configure

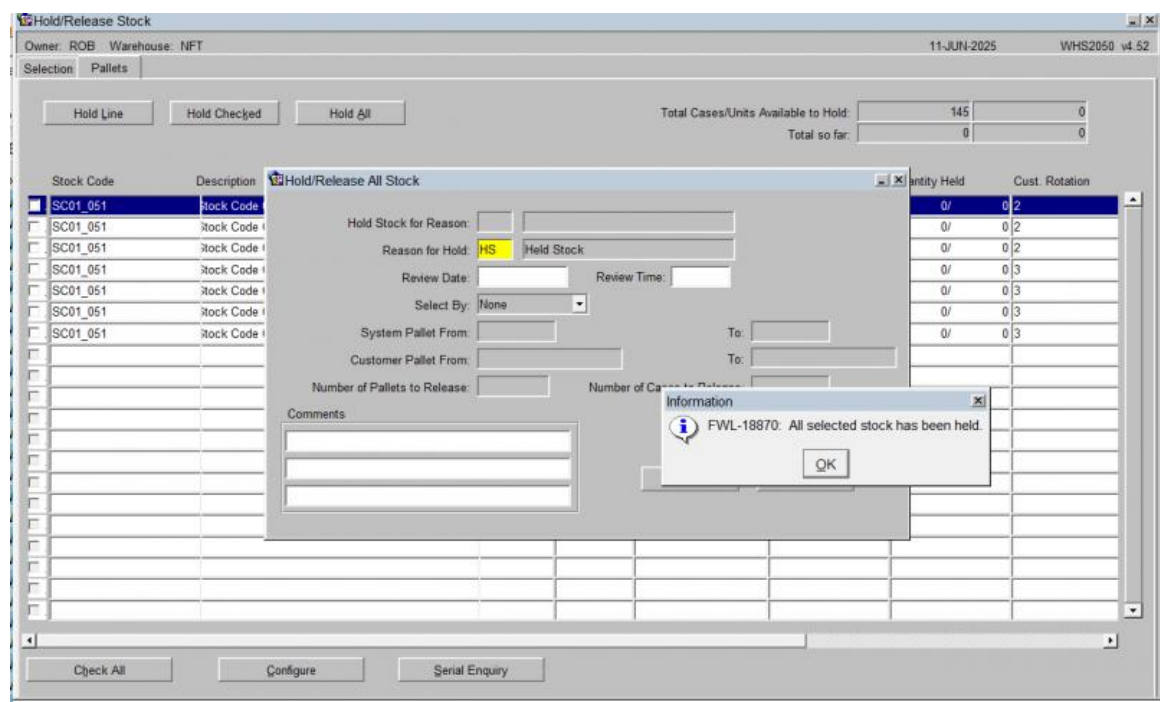
Serial Enquiry

2

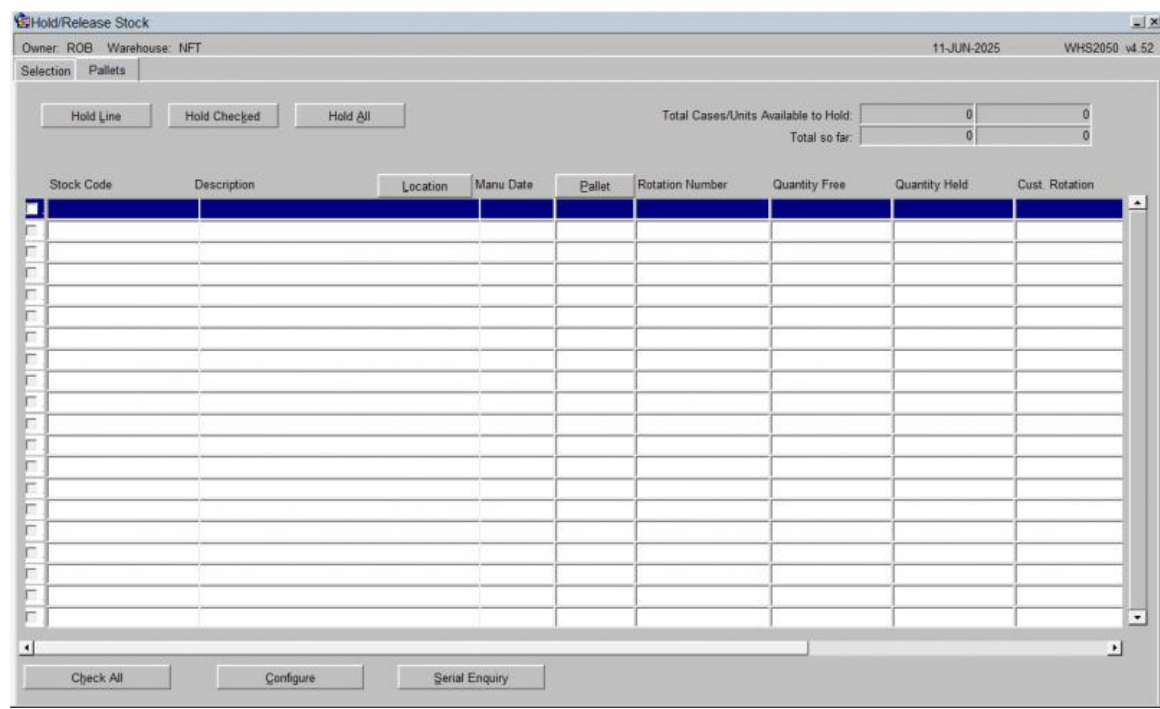
Press the **Confirm** button to continue.

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.



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.



[illegible]

1.1.3 Place On Hold a Single Pallet or Part Pallet

[illegible]

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

Owner: ROB Warehouse: NFT 11-JUN-2025 WHS2050 v4.52

Holding Stock

Stock Code: SC01_051 Rotation Number: 2 Total Quantity to Adjust:
Stock Code 051 Pallet Id: 49906 Free: 5/ 0
Location Code: A0042 Customer Rotation: 2 Held: 0/ 0
Manufactured Date: Customer Pallet Id: 7751 Total so far: 0/ 0

Hold Stock Detail

Held Case/Release	Held Single/Release	Reason	Held Stock	Review Date	Time	Hold Ref
5	0	HS	Held Stock	11-JUN-2025	14:16	
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		

Abandon Confirm

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

Owner: ROB Warehouse: NFT 11-JUN-2025 WHS2050 v4.52

Holding Stock

Stock Code: SC01_051 Rotation Number: 2 Total Quantity to Adjust:
Stock Code 051 Pallet Id: 49906 Free: 5/ 0
Location Code: A0042 Customer Rotation: 2 Held: 0/ 0
Manufactured Date: Customer Pallet Id: 7751 Total so far: 0/ 0

Hold Stock Detail

Held Case/Release	Held Single/Release	Reason	Held Stock	Review Date	Time	Hold Ref
5	0	HS	Held Stock	11-JUN-2025	14:16	
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		
				Note:		

Question
FWL-17752: Confirm Hold?
Yes No

Abandon Confirm

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.

1.1.4 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 screen [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.

The screenshot shows the 'Stock Location Enquiry' window. At the top, it displays 'Owner: ROB Warehouse: NIFT' and '10-JUN-2025 WHS0902 v4.22'. Below this are input fields for 'Owner' (ROB), 'Stock' (SC02), 'Pallet' (47176), 'Cust Pallet' (6055), 'Location Code' (01113), and 'Usage' (BULK). There are also fields for 'Bonded' (N) and 'Country of Origin'. A section on the right shows 'Rotation' (1212), 'Receipt Number' (7003), 'Date' (15-MAR-2019), 'Self-By Date' (23-MAY-2025), 'Catch Weight' (0.000 KGM), 'Manu Date', 'Stock Take In Progress' (N), and 'Movement Number'. A table below these fields shows stock status: On Hand (50/0), Held (0/0), Committed (0/0), Allocated (0/0), Free (50/0), Trans In (0/0), and Trans Out (0/0), with corresponding weights. At the bottom, there is a table with columns: Reason Code, Hold Description, Held, Held Weight, Hold Reference, Review Date, Time, and Overlap. Below the table are buttons for 'Pallet Movements' and 'Pallet Labels'.

Note: 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.

1.1.5 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](#)).




1.1.6 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.

1.1.7 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'.

