WMS - Order Picking

SYSPRO 8

Reference Guide

SYSPRO™
Simplifying your Success

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WMS - Order Picking

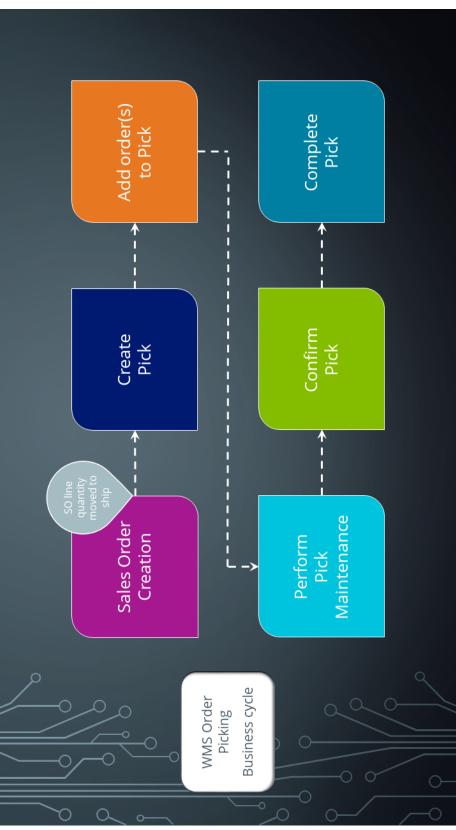# WMS - Order Picking

Exploring

Where it fits in?

This is an extension of the multi-bin functionality that is currently available, providing picking routines to improve order book fulfillment and the management of the pick processes themselves.

Benefits:

- Better stock visibility by tracking items and locations.

- Improved fulfillment times for sales functions.

- Picking tailored to suit your business based on your requirements for batch, wave, or order picks.

- Standardized receiving, put-away, and picking processes.

- Batch transactions based on locality for improved efficiency of location visits.

- Reduced cycle times for larger orders using coordinated team picking.

- Work-to-lists provide clear visibility into resource demands by discipline, locality and date/time-based requirements.

Order Picking business cycle

There are many roles that perform these tasks within the overall process, each driven by specific process stages.

Process Stage	Role
Order maintenance – Create pick	■ Sales order clerk
Back Order Release (order fulfillment) –Create pick	■ Sales order clerk ■ Warehouse manager
Add order release to existing pick	■ Sales order clerk ■ Warehouse manager
Monitor pick work-to-list	■ Warehouse manager
Perform / Record pick maintenance	■ Warehouse clerk
Cancel pick	■ Warehouse manager ■ Sales order clerk ■ Sales Management
Confirm pick (2nd stage)	■ Warehouse clerk ■ Dispatch clerk
Complete pick	■ Warehouse clerk ■ Dispatch clerk

Terminology

Destination bin

A destination bin is configured as a dispatch bin, typically located in the dispatch area, and is required when you create a pick.

Once a pick is completed, a bin transfer is created (from the bin where the sales order originated to the destination bin entered).

Lost and Found warehouse (L&F)

This is the warehouse optionally configured to store the variances that occur during picking.

A short pick's outstanding quantity is moved to the lost and found warehouse.

The lost and found warehouse is only enabled if the **Accounting for shortages** option in the **Warehouse Maintenance** program is set to process shortages to a lost and found warehouse.

This warehouse must contain a lost and found bin.

Picking

This is the process of finding and extracting products from a warehouse bin to fulfill customer orders.

Picking slip

This is a report that details the items required for picking and where to find these items.

A picking slip can only be printed once a pick has been created. Once the pick is created, you can print the pick at any time until the pick is complete.

Pick movement type

This is the new bin transfer movement type applicable when you complete a pick.

The quantity picked is transferred from the sales order bin to the destination bin.

Release to picking

A sales order may be set aside to create a pick at a later stage. These sales orders have not yet allocated stock.

You use the **Pick Review** program to select these sales orders (at a later stage) to create a pick.

Sales Order (SO)

Sales orders are used to record the sale or transfer of goods and services to both internal and external customers.

It forms a temporary legal contract between your company and the customer, as well a providing an audit trail of goods sold or transferred.

Short pick

This denotes a scenario where the original quantity for a sales order cannot be satisfied with the actual quantity found in the bin, resulting in an outstanding quantity for the sales order line.

If you decide to complete this pick while there is outstanding quantity, the outstanding quantity is placed on back order.

Warehouse

Within SYSPRO, a warehouse can represent an actual warehouse containing your inventory items (i.e. a physical warehouse) or it can represent a grouping of your inventory according to specific characteristics of the item (i.e. a logical warehouse). *For example:* You may want to split your inventory raw materials and finished goods into different logical warehouses even though they are located in the same physical warehouse.

You can define a default warehouse to use for transactions at *company level* as well as at *operator level* (this overrides the company default).

Starting

Security

Activities

You can restrict operator access to **activities** within a program. These are configured using the **Operator Maintenance** program.

Fields

You can restrict operator access to the **fields** within a program. These are configured this using the **Operator Maintenance** program.

eSignatures

You can restrict access to the eSignature transactions within a program at Operator, Group, Role or Company level. You configure these using the **eSignature Setup** program. Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.

Groups

You can restrict operator access to programs by assigning them to groups and applying access control against the group. This is configured using the **Operator Groups** program.

Passwords

You can restrict operator access to functions within a program using **passwords**. Passwords are defined in the **Password Definition** program. When defined, the password must be entered before you can access the function.

Configuring

The following configuration options in SYSPRO may affect processing within this program, including whether certain fields and options are accessible.

Setup Options

Setup Options > Configuration > Distribution > Inventory

- Multiple bins
- Associate serials by bin
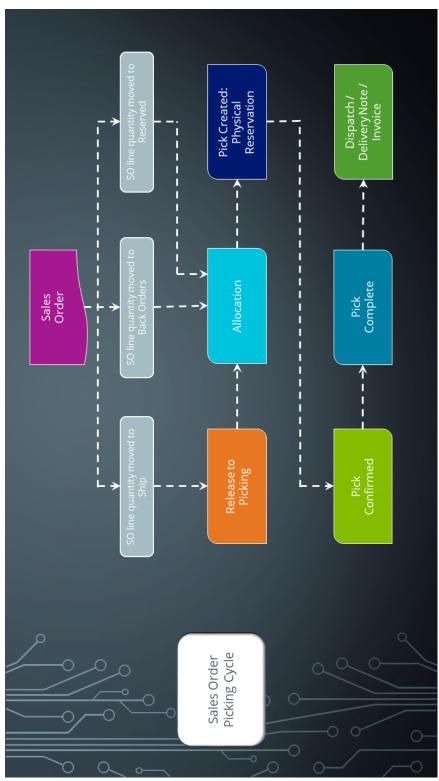- Fixed bins

Warehouse Maintenance

Program List > Inventory > Setup > Warehouses

- Picking cycle in use
- Accounting for shortages
- Lost and found warehouse

Using

Sales Order Picking Cycle

The Sales Order Picking Cycle flow depicts the basic order picking cycle that follows a standard sales order entry (a WMS warehouse is assumed).

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