

WMS - Order Picking

SYSPRO 8

Reference Guide

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Order Picking

Exploring

Where it fits in?

The **Order Picking** feature provides picking routines to improve order book fulfillment and the management of the pick processes.

It is an extension of the multi-bin functionality that is currently available in SYSPRO.

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 (i.e. from the bin allocated against the stock code on the sales order to the destination bin entered).

Lost and found warehouse (L&F)

This is the warehouse optionally configured to store variances arising during picking. The quantity that is short is moved to the lost and found warehouse at the time the pick line or entire pick is completed and set to **C - PICKED**.

The lost and found warehouse is only enabled if a warehouse is defined at the **LOST AND FOUND WAREHOUSE** setup option and **PROCESS TO LOST AND FOUND WAREHOUSE** is selected at the **ACCOUNTING FOR SHORTAGES** option (**Warehouse Maintenance**).

Picking

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

Pick movement type

This is a bin transfer movement type that applies when you complete a pick. The quantity picked is transferred from the sales order bin to the destination bin.

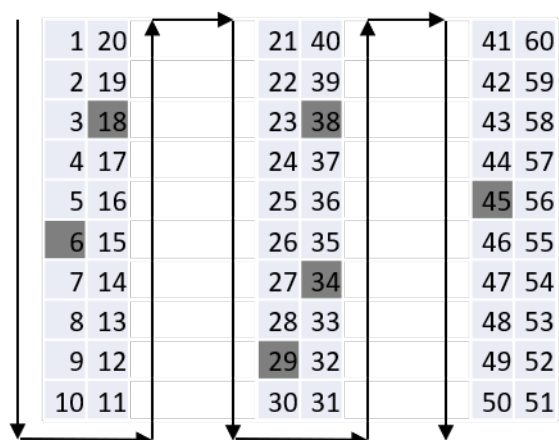
Picking slip

This is a report that details the items required for picking and where to locate them.

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

Postman walk

This is a warehouse picking sequence where the picker walks down one isle and up the next, picking items along the way. The postman walk picking sequence is depicted in the image below:



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

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 as 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).

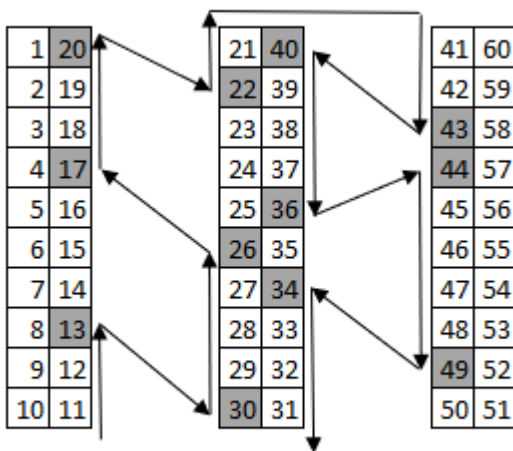
FOR EXAMPLE:

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).

Z-pick

This is a warehouse picking sequence where the picker walks in a zig-zag pattern, picking from a bin in one aisle and then moving diagonally across to the next bin in the opposite aisle, and so on. The Z-pick sequence is depicted in the image below.



Starting

Prerequisites

To use this feature, the following setup option(s) must be enabled:

Inventory Configuration

Setup Options > Configuration > Distribution > Inventory

- Multiple bins
- Associate serials by bin
- Fixed bins
- Show Warehouses (hyperlink)
 - Picking cycle in use
 - Accounting for shortages
 - Process as stock adjustments
 - Process to lost and found warehouse
 - Lost and found warehouse

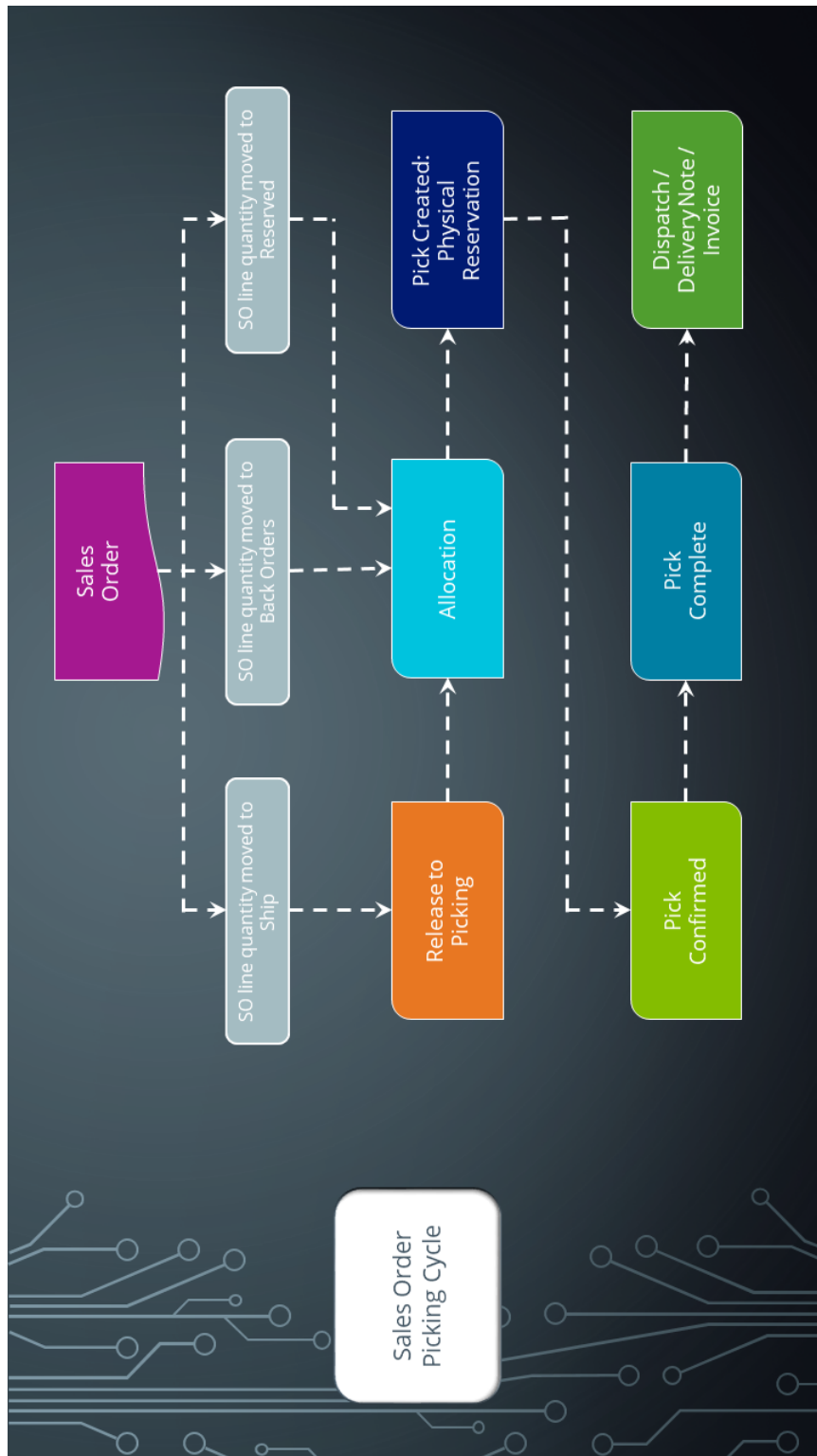
Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You can restrict operator access to *activities* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program). When defined, the password must be entered before you can access the function.
- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).

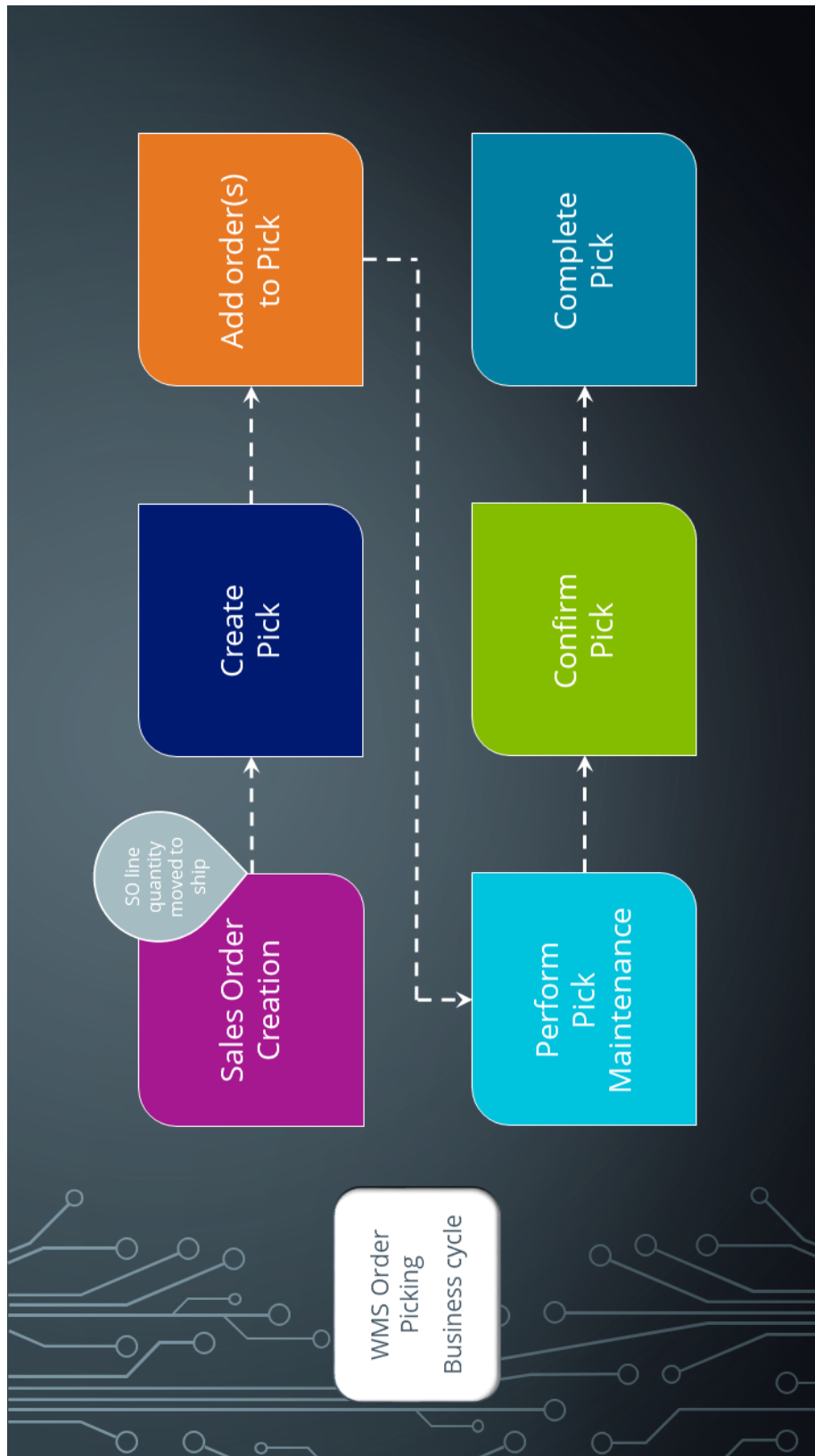
Using

Sales Order Picking Cycle



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

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	<ul style="list-style-type: none"> ■ Sales order clerk
Back Order Release (order fulfillment) –Create pick	<ul style="list-style-type: none"> ■ Sales order clerk ■ Warehouse manager
Add order release to existing pick	<ul style="list-style-type: none"> ■ Sales order clerk ■ Warehouse manager
Monitor pick work-to-list	<ul style="list-style-type: none"> ■ Warehouse manager
Perform / Record pick maintenance	<ul style="list-style-type: none"> ■ Warehouse clerk
Cancel pick	<ul style="list-style-type: none"> ■ Warehouse manager ■ Sales order clerk ■ Sales Management
Confirm pick (2nd stage)	<ul style="list-style-type: none"> ■ Warehouse clerk ■ Dispatch clerk
Complete pick	<ul style="list-style-type: none"> ■ Warehouse clerk ■ Dispatch clerk

Affected Programs

The following indicates areas in the product that may be affected by implementing this feature:

Pick Maintenance

This is a new program that lets you maintain picks.

Pick Review

This is a new program that lets you view sales order lines that have been released for picking, but not yet included in a pick.

Pick Query

This is a new program that lets you view pick header and detail lines.

Picking Options

This is a new program that lets you reserve an order for picking, create a new pick or add to an existing pick.

Browse on Picks

This is a new program that lets you view the details of picks.

Stock Codes for Bin

This is a new program that displays the stock items that are stocked in a selected bin.

Allocations for Sales Order

This is a new program that lets you view the lots, bin and/or serial allocations recorded in the **Sales Order Entry** program.

Lost and Found Warehouse Review

This is a new program that lets you review stock items that were placed in the lost and found warehouse during the picking process or cycle counting.

Once investigated, stock items can be adjusted or transferred to the warehouse from which it came or to another warehouse.

Inventory Query

The following column has been added to the **Warehouse Values** list view:

- Allocated to picking

Sales Order Query

The following fields have been added to the **Sales Order Selection** tab when selecting **Preferences** from the **Options** menu:

- Released for picking (R)
- In picking (P)

Release Reserved Stock

The following **Include/exclude option** field has been added to the **SO Reserved Stock Review Criteria** pane:

- Lines in 'Picking' status only

Browse on Warehouses

The following columns have been added to the list view:

- Lost and found warehouse
- Picking cycle

Warehouse Maintenance

The following fields have been added to the **Warehouse Maintenance** pane:

- **WMS control** section:
 - Picking cycle in use
 - Accounting for shortages
 - Lost and found warehouse

Sales Order Entry

The following field description has changed in the **Stocked Line** pane:

- **Ship quantity** becomes **Reserved quantity** when using order picking.

The following new program can be accessed when order picking is enabled:

- Picking Options (launched when ending the order with items from a picking enabled warehouse).

Sales Order Entry Express

The following new programs can be accessed when order picking is enabled:

- **Pick Review** (launched when allocating sales order lines to a pick).
- **Picking Options** (launched when ending the order with items from a picking enabled warehouse).

Browse on Warehouse Bins

A link to the Stock Codes for Bin has been added to the following field in the list view:

- Bin

SO Sales Orders

The following field has been added to the **Include** preferences:

- In picking (P)
- Released for picking (R)

Pick Maintenance

Exploring

Where it fits in?

This program lets you maintain order picks.

Things you can do in this program include:

- Start a pick.
- Complete a pick.
- Cancel a pick.
- Start, stop, complete and/or cancel a pick.
- Start, complete and/or cancel a pick line.
- Complete selected pick lines.

Navigation

- This program is accessed from the **Program List** pane of the SYSPRO menu:
Program List > Sales Orders > Picking

Starting

Security eSignatures

You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.

SO Create a Pick e.net

Controls access to the creation of picks in the **SO Pick Status Change** business object.

SO Add to a Pick e.net

Controls access to the addition of sales order lines to existing picks in the **SO Pick Status Change** business object.

SO Change Pick Status e.net

Controls access to the maintenance of pick statuses in the **SO Release Sales Orders to Picking** business object.

SO Change Pick Line Status e.net

Controls access to the maintenance of the status for pick lines in the **SO Release Sales Orders to Picking** business object.

Configuring

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

Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

Inventory Configuration

Setup Options > Configuration > Distribution > Inventory

- Multiple bins
- Associate serials by bin
- Fixed bins

Warehouse Maintenance

Setup Options > Configuration > Distribution > Inventory > Show Warehouses

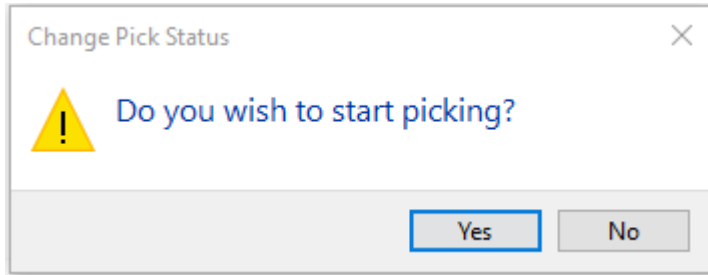
- Picking cycle in use
- Accounting for shortages
 - Process as stock adjustments
 - Process to lost and found warehouse
- Lost and found warehouse

Solving

System messages

Informational messages

Do you wish to start picking?



Synopsis

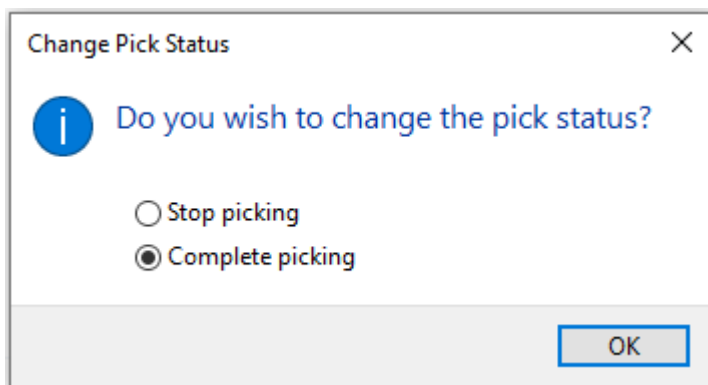
This message is displayed when you select the **O - OUTSTANDING** status at the **Pick status** field.

Solution

Select **Yes** to start picking. The pick status will be updated to **S - STARTED**.

Select **No** to close the pop-up window and return to the previous screen without starting the picking process.

Do you wish to change the pick status?



Synopsis

This message is displayed when you select the **S - STARTED** status at the **Pick status** field.

Solution

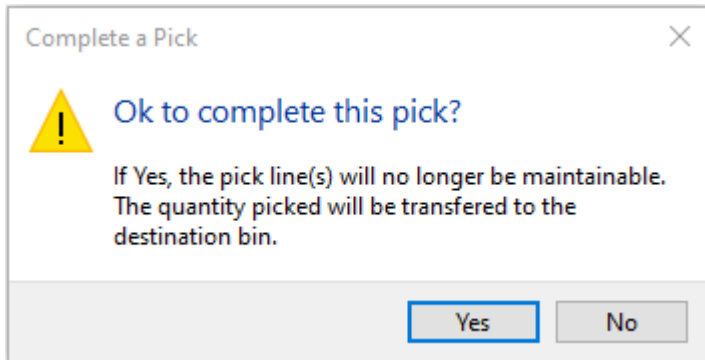
Select **Stop picking** if you want to save what was picked, and will resume picking at a later stage.

Select **Complete picking** if you want to end the picking process. The pick status will be updated to **C - PICKED**. Any outstanding stock items will be treated as a shortage and handled as defined at the **ACCOUNTING FOR SHORTAGES** setup option.



Save the pick before you select **Stop picking**, as stopping the pick resets any unsaved picked quantities to 0.

OK to complete the pick?



Synopsis

This message is displayed when you select the **S - STARTED** status at the **Pick status** field and you selected the **Complete picking** option.

Solution

Select **Yes** to complete the pick. The pick status will be updated to **C - PICKED**.

When the **Quantity picked** is less than the **Quantity to pick**, a shortfall is automatically recorded against the **Lost and found** warehouse if you selected **PROCESS TO LOST AND FOUND WAREHOUSE** at the **ACCOUNTING FOR SHORTAGES** setup option (**Warehouse Maintenance**). The shortfall is recorded when the pick or pick line is set to complete.

FAQs

Where can I capture a stock shortfall when picking stock in a warehouse?

A stock shortfall typically occurs when stock is missing from a warehouse, and can be captured as follows:

1. Start picking using the **Pick Maintenance** program.
2. In the **Pick Detail Lines** list view, mark the line as picked by selecting the tick box in the **Picked** column.
3. Enter the actual quantity that was picked at the **Quantity picked** column and save the changes.

When the **Quantity picked** is less than the **Quantity to pick**, a shortfall is automatically recorded against the **Lost and found** warehouse if you selected **PROCESS TO LOST AND FOUND WAREHOUSE** at the **ACCOUNTING FOR SHORTAGES** setup option (**Warehouse Maintenance**). The shortfall is recorded when the pick or pick line is set to complete.



The warehouse where the shortfall is recorded is displayed at the **Lost and found bin** field in the **Pick Detail Lines** list view.

Nothing is displayed in the **Lost and found bin** column if you selected **Process as stock adjustment** at the **ACCOUNTING FOR SHORTAGES** option.

What happens when a pick detail line is canceled?

When canceling a pick detail line, the following occurs:

- The stock quantity allocated to the pick is released.
- The bin, lots and serials are detached.
- The detail line is removed from the pick.
- The original quantity to pick is placed into back order against the sales order line.
- You can add this sales order line to a new / existing pick or release it for picking when it is released from back order.

How can I pick stock for a canceled pick?

You can't maintain a pick that has been canceled.

Solution

You will have to create a new pick from within the **Sales Order Entry** program.

1. Open the sales order using **Sales Order Entry**.
2. Enter the ship quantity on the order lines.
3. Select **End Order**.
4. Re-enter the picking options.
5. Select **Confirm** to save the picking options.
The **Bins, Lots & Serial Allocation** program is displayed.
6. Allocate the bins, lots and serials and select **End Allocations**.
7. Create the pick using the **Pick Review** program.

How can I pick stock that was short on a previous pick?

You have to add the stock items to an existing pick or create a new pick from within the **Back Order Release** program.

Solution

1. Review the back orders using the **Back Order Release** program.
2. Select the back order you want to release on the **SO Back Order Release** pane.
3. Select **Apply Release Qty** from the context-sensitive menu or toolbar.
The **Picking Options** program is displayed.
4. Enter the picking options.
5. Select **Confirm** to save the picking options.
The **Bins, Lots & Serial Allocation** program is displayed.
6. Allocate the bins, lots and serials and select **End Allocations**.
7. Create the pick using the **Pick Review** program.

Can I save a pick without completing the picking process?

Yes, you can save a pick during the picking process and resume the picking at a later stage.

1. To save an incomplete pick, select **Save Pick** from the toolbar.
2. Resume the picking by searching for and selecting the pick again at the **Pick** field.

What happens when there are insufficient stock items to complete the pick?

Various things may take place:

- Even though there is a stock shortage, the pick status is still updated to **C - PICKED** when the pick is closed.
- When the **Quantity picked** is less than the **Quantity to pick**, a shortfall is automatically

recorded against the **Lost and found** warehouse if you selected **PROCESS TO LOST AND FOUND WAREHOUSE** at the **ACCOUNTING FOR SHORTAGES** setup option (**Warehouse Maintenance**). The shortfall is recorded when the pick or pick line is set to complete.

- The shortfall is included in back order and another pick can be generated in the picking process to manage this.
- If the shortfall is not processed to the lost and found warehouse, a transaction is generated to post the shortage to the ledger.
- The cycle count process may identify an excess of that stock code in another location, indicating that the stock was *found*, or it will be written off at year-end as *lost*.

Using

Status Codes

Pick statuses

Pick statuses are mainly used in the Warehouse Management System.

The following are possible status codes for a pick:

Status	Description
S - STARTED	This indicates that the pick has started. It is applied to the pick header and detail lines when you start the picking process.
O - OUTSTANDING	Once a sales order is ended, this status is applied to the pick header and detail lines when the pick is created in either of the following programs: <ul style="list-style-type: none"> ▪ Sales Order Entry ▪ Sales Order Entry Express ▪ Back Order Release This status indicates that picking is still required.
C - PICKED	This applies to the pick header and detail lines and indicates that the pick process is complete.
X - CANCELLED	This status is applied to the pick header when the pick is cancelled.

Hints and Tips

- Columns in a list view are sometimes hidden by default. You can reinstate them using the **Field Chooser** option from the context-sensitive menu (displayed by right-clicking a header column header in the list view). Select and drag the required column to a position in the list view header.
- Fields on a pane are sometimes removed by default. You can reinstate them using the **Field Selector** option from the context-sensitive menu (displayed by right-clicking any field in the pane). Select and drag the required fields onto the pane.

The captions for fields are also sometimes hidden. You can select the **Show Captions** option from the context-sensitive menu to see a list of them. Click on the relevant caption to reinstate it to the form.



If the **Show Captions** option is grayed out, it means no captions are hidden for that form.

- Press **CTRL+F1** within a list view or form to view a complete list of functions available.

Referencing

Menu and Toolbar

Field	Description
Pick	Select the pick you want to maintain using the Browse on Picks program.
Save Pick	This saves the details you entered or changed.
Cancel Pick	This cancels the pick. The pick can no longer be maintained.


Pick Information

Field	Description
Pick	This displays the pick you are maintaining.
Status	This displays the current status of the pick.
Pick status	<p>Select the link displaying the current status to change the status of the pick.</p> <p>OUTSTANDING</p> <p>Select this to start the picking process.</p> <p>The status of the pick header and details lines will be set to S - STARTED.</p> <p>STOP PICKING</p> <p>This is the default status before you start the pick.</p> <p>Select this status to temporarily stop the picking process.</p> <p>COMPLETE PICKING</p> <p>This lets you set the pick status to Complete once all lines are picked.</p> <p>Once the pick is completed, transaction details are sent to the General Ledger and an invoice can be generated.</p>
Created date	This displays the date the pick was created.
Created by	This displays the operator who created the pick.

Field	Description
Completed date	This indicates the date the pick was completed and the transactions sent to the General Ledger .
Picker	This displays the employee code of the person who picked the items in the warehouse.
Picker name	This displays the name of the person who picked the items in the warehouse.
Sequence	This displays the picking sequence for the picker, which can be Postman Walk number , Z-pick number or Bin . The sequence is specified at the Postman walk sequence number , Z pick sequence number or Bin sequence fields at in the Warehouse Bins program.

Pick Detail Lines

Field	Description
Complete selected lines	This lets you set the status of the selected detail lines to Complete . Thereafter, the quantity picked is transferred to the destination bin and the pick lines can't be maintained anymore.
Cancel line	This lets you cancel the selected detail line. The pick detail line is removed from the list view.
Picked selection	Click on the arrow to mark selected detail lines as picked or not picked. MARK ALL AS PICKED This lets you mark selected detail lines as picked. MARK ALL AS NOT PICKED This lets you mark selected detail lines as not picked.
Picked	Select this when the picker has retrieved all the items that must be picked for the line. The quantity displayed in the Quantity picked column is updated to the same value as the Quantity to pick column, but can be changed if the item is only partially picked.

Field	Description
Status	<p>This displays the current status of the detail line.</p> <p>Once you start the pick, the status is updated to S - STARTED.</p> <p>When you select Complete selected lines, the status against the lines is updated to C - PICKED.</p>
Quantity to Pick	This displays the quantity of the line item that must be picked according to the sales order line.
Quantity Picked	<p>This lets you specify the quantity that has been picked.</p> <p>When you select the Picked tick box, the quantity displayed in the Quantity picked column is updated to the same value as the Quantity to pick column.</p> <div style="border: 1px solid #00a0e3; border-radius: 10px; padding: 10px; margin-top: 10px;">  <p>If the required quantity couldn't be picked, the outstanding stock items will be treated as a shortage and handled as defined at the ACCOUNTING FOR SHORTAGES setup option.</p> </div>
Stock code	This displays the stock code that must be picked.
Allocations	Select the hyperlink (either Bins , Lots or Serials) to view the allocation of lots, bins and serials for stock that is about to be picked. The Allocations for Sales Order program is displayed.
Started date	This displays the date the pick was started.
Started time	This displays the time the pick was started.
Completed date	This displays the date the pick was completed.
Lost and found bin	This displays the lost and found bin where the stock shortfall is recorded.

Pick Review

Exploring

Where it fits in?

This program lets you view sales order lines that have been released for picking, but haven't yet been included in a pick.

Things you can do in this program include:

- Search for and view sales order lines that are released for picking.
- Include sales order lines in a pick.
- Create the pick.
- Add to an existing pick.

Navigation

- This program is accessed from the **Program List** pane of the SYSPRO menu:
Program List > Sales Orders > Picking

Starting

Security eSignatures

You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.

SO Create a Pick e.net

Controls access to the creation of picks in the **SO Pick Status Change** business object.

SO Add to a Pick e.net

Controls access to the addition of sales order lines to existing picks in the **SO Pick Status Change** business object.

SO Change Pick Status e.net

Controls access to the maintenance of pick statuses in the **SO Release Sales Orders to Picking** business object.

SO Change Pick Line Status e.net

Controls access to the maintenance of the status for pick lines in the **SO Release Sales Orders to Picking** business object.

Configuring

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

Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

Inventory Configuration

Setup Options > Configuration > Distribution > Inventory

- Multiple bins
- Associate serials by bin
- Fixed bins

Warehouse Maintenance

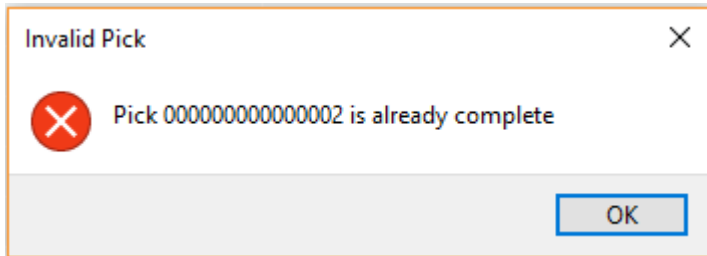
Setup Options > Configuration > Distribution > Inventory > Show Warehouses

- Picking cycle in use
- Accounting for shortages
 - Process as stock adjustments
 - Process to lost and found warehouse
- Lost and found warehouse

Solving

Error messages

Invalid pick



Synopsis

You can't add sales order lines to a pick that is in a status of **COMPLETE** (i.e. picks can't be maintained once they've been completed).

Cause

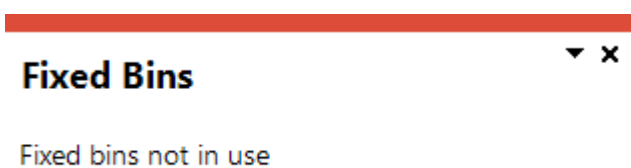
This error is displayed if you attempt to add a sales order line to an already completed pick using either of the following programs:

- Pick Review
- Sales Order Entry

Solution

Select **OK** and add the sales order lines to a pick that has an **OUTSTANDING** or **STARTED** status.

Fixed bins not in use



Cause

Your system is not configured to use the Fixed bins facility.

Solution

You need to enable the **FIXED BINS** setup option (*Setup Options > Configuration > Distribution > Inventory*).


Using

Hints and Tips

- Columns in a list view are sometimes hidden by default. You can reinstate them using the **Field Chooser** option from the context-sensitive menu (displayed by right-clicking a header column header in the list view). Select and drag the required column to a position in the list view header.
- Press `CTRL+F1` within a list view or form to view a complete list of functions available.

Referencing

Menu and Toolbar

Field	Description
Start review	<p>Select this to accept your Review Criteria selections and display the data accordingly.</p> <p>This option is enabled when you initially access the program but, thereafter, is only re-enabled when you select the Change Criteria option.</p>
Change criteria	<p>Select this to change the previously selected review criteria.</p> <div style="border: 1px solid #0070C0; border-radius: 10px; padding: 10px; margin-top: 10px;">  This function is only enabled after you select the Start Review function. </div>

Pick Review Criteria

Field	Description
Options	
Include stock code on partial hold	This includes lines for stock codes that are on partial hold.
Sales orders	
Sales order selection	Indicate the sales orders that have been released for picking and that you want to include in the pick review.
Stock codes	
Stock code selection	Indicate the stock codes you want to include in the pick review.
Warehouses	
Warehouse selection	Indicate the warehouses you want to include in the pick review.
Customer classes	
Customer class selection	Indicate the customer classes you want to include in the pick review.
Customers	
Customer selection	Indicate the customers you want to include in the pick review.

Field	Description
Product classes	
Product class selection	Indicate the product classes you want to include in the pick review.
Geographic areas	
Geographic area selection	Indicate the geographic areas you want to include in the pick review.
Ship dates	
Ship date selection	Indicate the ship dates you want to include in the pick review.
Salespersons	
Salesperson selection	Indicate the salespersons you want to include in the pick review.

Pick Review

Field	Description
Create Pick	This lets you create a pick or add to an existing pick using the selected sales order lines. Once the pick has been created, you maintain it using the Pick Maintenance program.
Select / Deselect	This lets you select or deselect the sales order lines highlighted in the list view
Selected	Tick this field to select the sales order line.
Sales order	This indicates the sales order number.
Line	This indicates the sales order line number.
Customer	This indicates the customer code.
Stock code	This indicates the stock code.
Warehouse	This indicates the warehouse code.
Quantity to pick	This indicates the quantity that must be picked.
Order quantity	This indicates the total order quantity.
Back order quantity	This indicates the back order quantity.

Pick Query

Exploring

Where it fits in?

This program lets you view pick header and detail lines.

Things you can do in this program include:

- Verify pick header information.
- View pick details in the list view.

Navigation

- This program is accessed from the **Program List** pane of the SYSPRO menu:

Program List > Sales Orders > Picking

Solving

Error messages

Fixed bins not in use

Fixed Bins



Fixed bins not in use

Cause

Your system is not configured to use the Fixed bins facility.

Solution

You need to enable the **FIXED BINS** setup option (*Setup Options > Configuration > Distribution > Inventory*).

Using

Hints and Tips

- Columns in a list view are sometimes hidden by default. You can reinstate them using the **Field Chooser** option from the context-sensitive menu (displayed by right-clicking a header column header in the list view). Select and drag the required column to a position in the list view header.
- Fields on a pane are sometimes removed by default. You can reinstate them using the **Field Selector** option from the context-sensitive menu (displayed by right-clicking any field in the pane). Select and drag the required fields onto the pane.

The captions for fields are also sometimes hidden. You can select the **Show Captions** option from the context-sensitive menu to see a list of them. Click on the relevant caption to reinstate it to the form.



If the **Show Captions** option is grayed out, it means no captions are hidden for that form.

- Press **CTRL+F1** within a list view or form to view a complete list of functions available.

Referencing

Menu and Toolbar

Field	Description
Pick	This lets you select a pick to view the pick header and details lines.
Find	This lets you locate items according to extensive search criteria using the Key Search program.

Pick Information

Field	Description
Pick	This indicates the pick number for which you are viewing details.
Status	This indicates the status of the pick header.
Created date	This indicates the date when the pick was created.
Created by	This indicates the user name of the person who created the pick.
Completed date	This indicates the date the pick was completed.

Pick Detail Lines

Field	Description
Pick line	This indicates the pick line number.
Status	This indicates the status of the pick line.
Sales order	This indicates the sales order number.
Sales order line	This indicates the sales order line number.
Stock code	This indicates the stock item that was picked.
Customer	This indicates the customer code for whom the stock items were picked.
Customer name	This indicates the name of the customer for whom the stock items were picked.
Warehouse	This indicates the warehouse where the stock items were picked.
Quantity to pick	This indicates the captured quantity as per the sales order.
Quantity picked	This indicates the quantity that was actually picked.

Browse on Picks

Exploring

Where it fits in?

This program lets you view the details of picks.

Things you can do in this program include:

- View the pick header.

Navigation

- This program is accessed from the **Program List** pane of the SYSPRO menu:

Program List > Sales Orders > Picking > Browses

Using

Hints and Tips

- Columns in a list view are sometimes hidden by default. You can reinstate them using the **Field Chooser** option from the context-sensitive menu (displayed by right-clicking a header column header in the list view). Select and drag the required column to a position in the list view header.
- Fields on a pane are sometimes removed by default. You can reinstate them using the **Field Selector** option from the context-sensitive menu (displayed by right-clicking any field in the pane). Select and drag the required fields onto the pane.

The captions for fields are also sometimes hidden. You can select the **Show Captions** option from the context-sensitive menu to see a list of them. Click on the relevant caption to reinstate it to the form.



If the **Show Captions** option is grayed out, it means no captions are hidden for that form.

- Press **CTRL+F1** within a list view or form to view a complete list of functions available.

Referencing

Menu and Toolbar

Field	Description
File	
Select	This uses the entry currently highlighted in the list view in the corresponding field of another program.
Start at	This navigates to a specific entry in the list view.
Exit	This exits the program.
Edit	
Change	This lets you change details for the highlighted data record.
Navigate	This lets you navigate the list of data records.
Options	
Show all records	Select this to view all records.
Record limit	This lets you limit the number of records you see in the list. This defaults to 1000.

Options

Field	Description
Refresh Picks	This lets you refresh the contents of the Picks list view according to the selections made in the Options pane.
Include	This lets you specify the statuses of picks you want to view in the Picks list view. All statuses are ticked and included in the list by default.
Picked	This lets you exclude picks with the status PICKED from the list view.
Canceled	This lets you exclude picks with the status CANCELED from the list view.
Outstanding	This lets you exclude picks with the status OUTSTANDING from the list view.

Field	Description
Started	This lets you exclude picks with the status STARTED from the list view.
Created date selection	This lets you specify a date when the picks to be displayed in the list view were created.
Dates	This lets you select a date for which you want to view created picks.
Created date from	This lets you specify the first date in the date range, when choosing Date selection at the Dates field.
Created date to	This lets you specify the last date in the date range, when choosing Date selection at the Dates field.

Picks

Field	Description
Pick	This indicates the pick number for which you are viewing details.
Status	This indicates the status of the pick header.
Created date	This indicates the date when the pick was created.
Created time	This indicates the time when the pick was created.
Completed date	This indicates the date the pick was completed.
Completed time	This indicates the time the pick was completed.
Created by	This indicates the operator name of the person who created the pick.
Picking sequence	This indicates the sequence used by the picker to collect the items from the warehouse.

Lost and Found Warehouse Review

Exploring

Where it fits in?

This program lets you view and manage the stock items placed in a lost-and-found warehouse during order picking and cycle counting.

Things you can do in this program include:

- View stock items that have been moved to the lost and found warehouse.
- View bins, lots and serials relating to the stock items in the lost and found warehouse.
- Return stock items from the lost and found warehouse to another warehouse.
- Adjust stock quantities.

Navigation

This program is accessed from the **Program List** pane of the SYSPRO menu:

- *Program List > Inventory > Cycle Counting System > Transaction Processing*

Starting

Security

eSignatures

You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **eSignature Setup** program).

Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.

Inv Lost and Found Warehouse Review

Controls access to the stock adjustment function - **Adjust the item(s)** - when selecting the **Clear Lost and Found** option in the **Lost and Found Warehouse Review** program.

Configuring

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

Setup Options

The **Setup Options** program lets you configure how SYSPRO behaves across all modules. These settings can affect processing within this program.

Warehouse Maintenance

Setup Options > Configuration > Distribution > Inventory > Show Warehouses

- Picking cycle in use
- Accounting for shortages
 - Process as stock adjustments
 - Process to lost and found warehouse
- Lost and found warehouse

Solving

FAQs

How can I purge stock items from the lost and found warehouse?

Stock items that are purged from the lost and found warehouse are written off using an automatically generated journal transaction.

1. Select the stock you want to adjust or move at the **Detail line** list view in the **Lost and Found Warehouse Review** program.
2. Select the **Clear Lost & Found** link at the **Function** column or select **Clear Lost And Found** on the toolbar.
3. A pop-up message is displayed, prompting you to select whether you want to transfer items to a bin or adjust the items.
4. Select **Adjust the item** and select **OK**.

A message stating the journal number is displayed to confirm that the movement transaction was successfully posted.

How can I move stock from lost and found to another warehouse?

1. Select the stock you want to adjust or move at the **Detail line** list view in the **Lost and Found Warehouse Review** program.
2. Select the **Clear Lost & Found** link at the **Function** column.
3. A pop-up message is displayed, prompting you to select whether you want to transfer items to a bin or adjust the items.
4. Select **Transfer item(s) to a bin** and select **OK**.

The **Transfer Details** window is displayed.

5. Specify the stock quantity you want to move and the new location of the stock, then select **Post transaction** to post the inventory movement transaction.
6. Use the **Inventory Query** program to view the transactions for the stock movement.

Using

Hints and Tips

- Columns in a list view are sometimes hidden by default. You can reinstate them using the **Field Chooser** option from the context-sensitive menu (displayed by right-clicking a header column header in the list view). Select and drag the required column to a position in the list view header.
- Press **CTRL+F1** within a list view or form to view a complete list of functions available.

Referencing

Menu and Toolbar

Field	Description
Warehouse	This lets you select the lost and found warehouse.
Select All Lines	This selects all the lines in the Detail Lines pane.
Deselect All Lines	This deselects all the lines in the Detail Lines pane.
Clear Lost and Found	This lets you clear the stock items from the lost and found warehouse by posting an adjustment journal for the selected lines.

Warehouse details

Field	Description
Warehouse	This indicates the lost and found warehouse.
Warehouse description	This indicates the description of the lost and found warehouse.

Detail Lines

Field	Description
Select	This lets you select the detail line. A tick-mark is inserted in the box to indicate that the line is selected.
Date	This indicates the transaction date when the stock items were moved to the Lost and found warehouse.
Stock code	This indicates the stock code of the selected stock item.
Current bin	This indicates the bin where the stock item is currently residing.
Quantity	This indicates the quantity of the stock item that was moved to the Lost and found warehouse.
Transaction value	This indicates the value of the selected stock items.

Field	Description
Details	<p>This lets you view the lots, serials and movements of the selected stock item.</p> <p>Select the View link and then select the item you want to view.</p> <p>LOTS</p> <p>This lets you view and maintain lot details for the stock code using the Browse on Lots program.</p> <p>SERIALS</p> <p>This lets you view and maintain manual or batch serial details for the stock code using the Browse on Serial Numbers program.</p> <p>MOVEMENTS</p> <p>This lets you view inventory movements for the stock code using the Inventory Browse on Combined Movements program.</p>
Function	<p>This lets you clear the stock items from the lost and found warehouse.</p> <p>TRANSFER ITEM(S) TO A BIN</p> <p>This lets you transfer the selected stock items to another warehouse and/or bin by posting an inventory movement transaction.</p> <p>ADJUST THE ITEM(S)</p> <p>This lets you clear the stock items from the lost and found warehouse by posting an adjustment journal for the selected line.</p>
Lot	This indicates the lot number of the selected stock item in the lost and found warehouse.
Lot quantity	This indicates the quantity of stock items in the lot.
Serial	This indicates the serial number of the selected stock item in the lost and found warehouse.
Serial quantity	This indicates the quantity of stock items in the serial.
Current warehouse	This indicates the lost and found warehouse where the stock is currently residing.
Release	This indicates the release number against the stock code for ECC-controlled items.



Field	Description
Version	This indicates the version number against the stock code for ECC-controlled items.

Transfer Details

Field	Description
Post transaction	This lets you post the transactions to the ledger.
From warehouse	This indicates the lost and found warehouse where the stock currently resides.
From bin	This indicates the lost and found bin where the stock currently resides.
Stock code	This indicates the stock code of the detail line that is currently selected.
Stock code description	This indicates the description of the stock code.
Quantity	This indicates the stock quantity of the detail line that is currently selected.
Lots/Serials	Select the Edit link to specify the lots and/or serials.
Revision	This indicates the revision number against the stock code for ECC-controlled items.
Release	This indicates the release number against the stock code for ECC-controlled items.
New warehouse	Select the new warehouse where the stock will be placed when it is transferred out of the lost and found warehouse.
New bin	Select the new warehouse where the stock will be placed when it is transferred out of the lost and found warehouse.
Reference	This lets you enter a description for the inventory movement transaction.



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