

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.

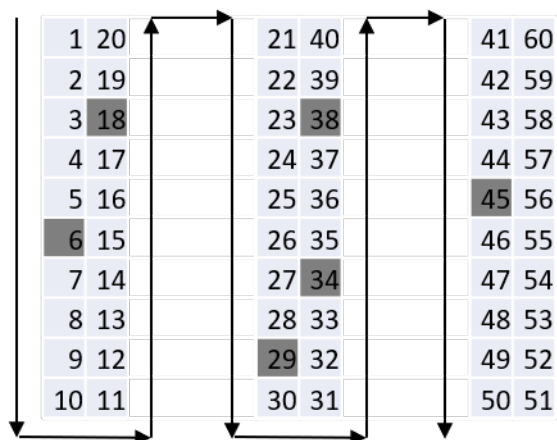
Picking slip

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 aisle 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 represents an actual warehouse containing your inventory items (i.e. a physical warehouse) or a grouping of your inventory according to specific characteristics of the item (i.e. a logical warehouse).

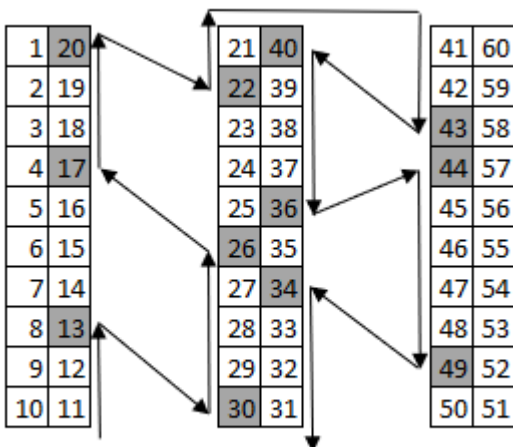
FOR EXAMPLE:

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 maintain warehouses using the **Warehouse Maintenance** program.

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

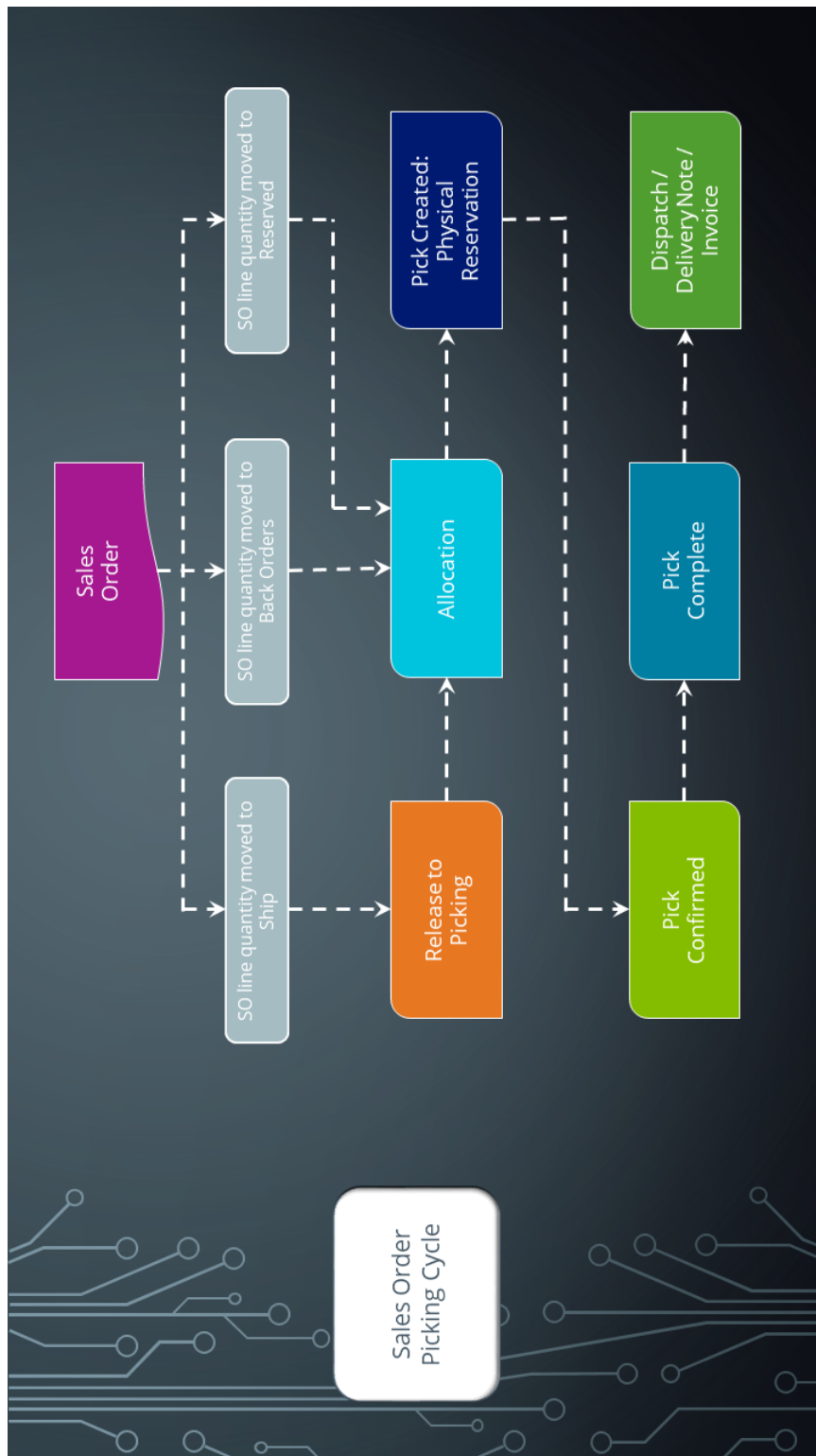
Security

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:

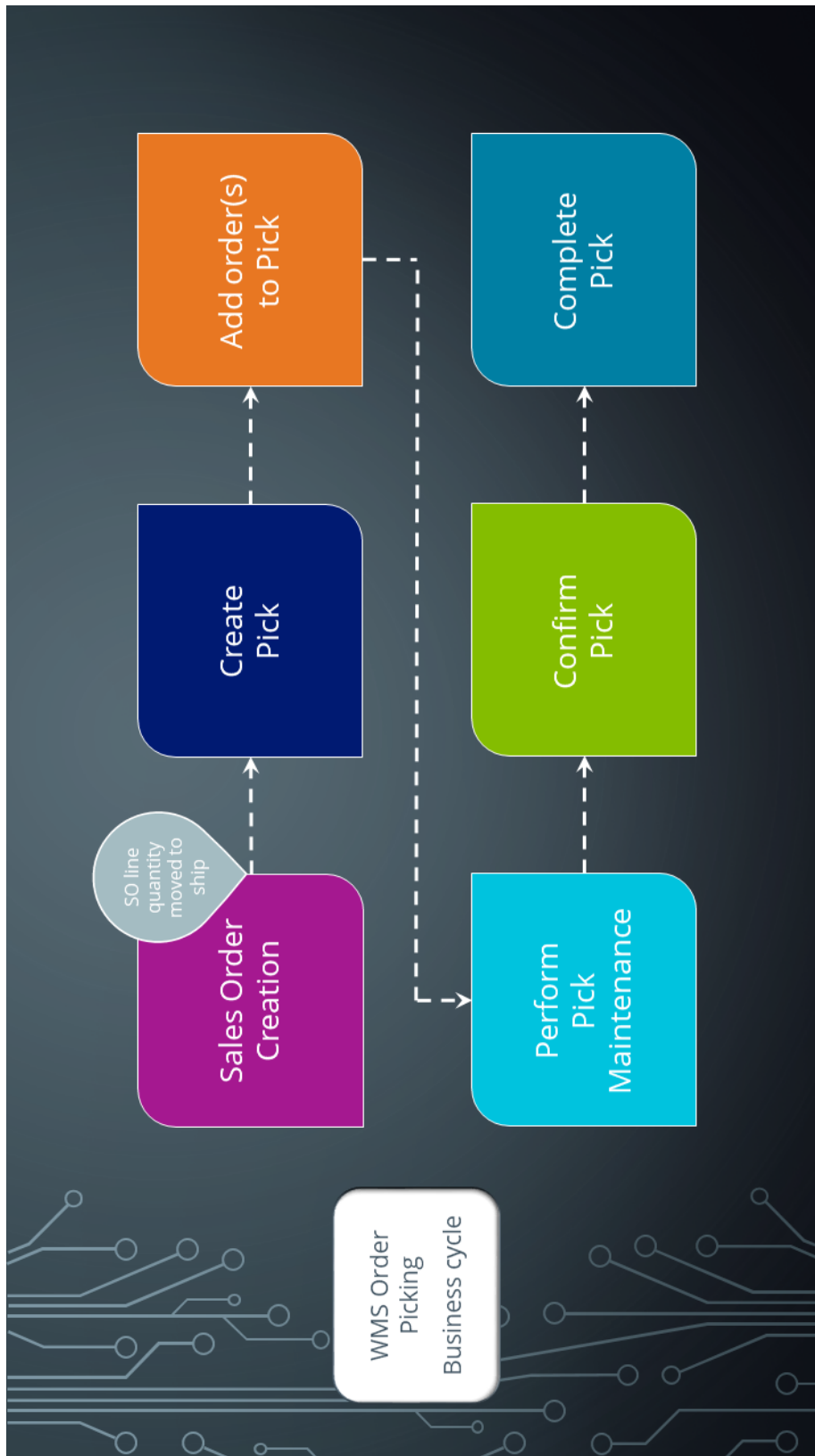
- You restrict operator access to *activities* within a program using the **Operator Maintenance** program.
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using 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



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.

Allocated Bins, Lots & Serials Browse

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)



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