Infor Factory Track LN Warehouse Mobility User Guide

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About Warehouse Mobility

Infor Warehouse Mobility is a comprehensive and robust data collection system that simplifies operations by streaming real-time information between the shop floor and your ERP system. Infor Warehouse Mobility handles all communications with your ERP system. Users select transactions and scan bar-coded data by using mobile radio frequency (RF) scanners. Infor Warehouse Mobility formats the data and transmits it to your ERP system. Any feedback from ERP is presented to the user exactly as it was received.

See Using Warehouse Mobility on a Mobile Scanner.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

For the latest documentation, go to Documentation Central at docs.infor.com. We recommend that you check this website periodically for updated documentation. If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1: Overview

This module includes topics that describe Infor Factory Track LN features for warehouse mobility and how to use the transactions and forms.

Chapter 2: Transaction processing

This chapter describes the transactions processes related to warehouse mobility of Factory Track LN.

Using Warehouse Mobility on a Mobile Scanner

You can use Infor Warehouse Mobility on mobile scanner devices to perform inventory, production, labor collection, picking, put away, receiving, and shipping transactions. To perform Time Track time and attendance transactions on a mobile scanner device, you must have the Time Track module implemented. For information about performing time, attendance, and team transactions using Time Track, see Using Time Track on a Mobile Scanner. When Time Track is implemented, these Warehouse Mobility transactions are replaced by Time Track transactions and are unavailable:

- Elapsed Hours
- Job Booking
- Manage Team
- Reset Employee
- Start/Stop Shift

You can access Warehouse Mobility transactions using a Web-based menu.

These mobile scanner transactions are available using Warehouse Mobility:

- Allocate Release
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- ASN Receipt
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- Split Handling Unit
- Start/Stop Shift
- Unlink Handling Unit

- Unplanned Material Issue
- View Message
- Write Off
- Write On

Warehouse Mobility Transaction Summary Descriptions

Based on the LN Warehouse mobility transaction types as displayed in the Icon or menu list the categories can be further divided into groups:

Inbound Transactions

This section includes these transactions:

Receipts

Use the Receipts transaction to receive items into a warehouse. You can assign lot numbers, inventory dates, serial numbers, certificate numbers, and handling units to items. You can also print barcode labels as soon as items are received.

Note: If the item is serial-in-inventory, each serial number is received on a separate line in Infor LN.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction.

See Receiving Items on page 36.

Approvals

Use the Approvals transaction to approve, reject, or destroy inspected items.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction. You can only put away or cross dock items that have been approved.

See Approving and Rejecting Inspected Items on page 47.

Putaway

Use the standalone Putaway transaction to put away items if you have not opted to combine put away with another transaction, such as Receipts. You can put away items using a receipt number, order number, or storage list.

The Putaway transaction provides built-in consolidation logic. Instead of putting an item away to a random or empty location, you can select from a list of locations where the item is already available, thereby consolidating items into a smaller pool of locations.

See Putting Away Items on page 45.

Receipt Label Print

Use this transaction form to print labels for a warehouse receipt. The labels include the inbounding data entered on the scanner.

See Printing Warehouse Receipt Labels

ASN Receipt

Use the ASN Receipts transaction to receive items using an advanced shipment notice (ASN). You can use the ASN number, packing list number, or packing slip number to receive items. You can choose to receive all items on the receipt or select individual lines to receive.

To streamline your inventory management processes, you can opt for immediate put away inventory which is only available when specific lines are being received.

See Receiving ASN Items on page 39.

Consignment Receipt

You can use the Consignment Receipt transaction to receive items that are not part of a purchase order into a consignment warehouse.

See Receiving Items Into Consignment Warehouses on page 44.

Customer Returns

Use the Customer Returns transaction to receive items that customers have returned without a Return Material Authorization (RMA).

See Receiving Customer Returns without an RMA on page 42.

Inventory Transactions

This section includes these transactions:

Inventory Transfer

You can use the Inventory Transfer transaction to move unallocated items from one location to another, either within a warehouse or between warehouses. Only use this transaction for unplanned item transfers. For planned transfers, where separate picking and receiving processes are required, use the Picking and Receiving transactions.

See Picking Items on page 50 and Receiving Items on page 36.

If you are moving items in containers or from containers, as opposed to "loose" inventory items, you must specify handling units. See Relocating Containers.

See Relocating Items on page 31.

Item Inquiry

Use the Item Inquiry transaction to look up the on-hand, allocated, and free inventories of a specified item. When applicable, you can view item serial numbers, lot numbers, inventory dates, and handling units. The Item Inquiry transaction shows a list of all locations with free quantities, based on item, warehouse inputs and project pegs.

See Viewing Inventory Status.

Location Inquiry

Use the Location Inquiry transaction to view the inventory quantities at a location. You can view on-hand, allocated, and free quantities in addition to, when applicable, item serial numbers, lot numbers, inventory dates, handling units and project pegs.

See Viewing Inventory at a Stock Point on page 34.

Block and Unblock Lots

Use the **Lot Block/Unblock** transaction to block or unblock lots in inventory. This functionality is used when the lot is blocked for other operations or if the current lot is damaged.

Note: To implement this functionality, you must enable this feature (RS8875A) on the Feature Management form.

See Blocking/Unblocking Lots.

Cycle Count

Use the Cycle Count transaction to verify inventory quantities of specified items. After cycle count sheets are generated in Infor LN, you can view the count list on the scanner by specifying the warehouse order number. You can then verify the item quantities at stock points and record your physical counts in Infor LN within this transaction.

To ensure that the correct items and stock points are counted, you can use the transaction parameters to require users to scan the item number, location, and lot number. If there is a mismatch between the scanned values and the selected count item, an error message is displayed.

See Counting Items on page 27.

Physical Inventory

Use the Physical Inventory transaction to verify the inventory at specified locations in your warehouse. Scan item quantities at warehouse locations to create accurate physical counts. Any variances between these counts and the records in Infor LN are recorded for investigation. Inventory records for locations in Infor LN are automatically adjusted to match the physical counts.

See Counting Items on page 27.

Print Item Label

Use the Print Item label transaction to print a label for an Item, Handling Unit, Serial Number or Lot Number.

See Printing Item Labels on page 35

Global Transfer

Use the Global Transfer transaction to move the contents of all stock points at one location to another location within a warehouse. For example, if a location is damaged or affected by an environmental hazard, such as moisture, you may need to move all inventory out of that location. Both available and allocated items are relocated when you use this transaction. You can only use this transaction within a location-controlled warehouse. To relocate from one warehouse to another, you must move each stock point individually using the Inventory Transfer transaction.

See Relocating Items on page 31.

Inventory Adjustment

Use the Inventory Adjustment transaction to adjust inventory quantities at a stock point.

See Adjusting Inventory at a Stock Point on page 26.

Write Off

You can use the Inventory Write Off transaction to decrease an item's quantity at a stock point.

See Decreasing Inventory at a Stock Point on page 22.

Write On

You can use the Inventory Write On transaction to increase an item's quantity at a stock point.

See Increasing Inventory at a Stock Point on page 24.

Outbound Transactions

This section includes these transactions:

Picking

Use the Picking transaction to pick items allocated for usage. Using the outbound advice logic of Infor LN, the scanner directs you as to which item quantities to pick and from which stock points. You can sort these stock points by location to improve picking efficiency.

Using the transaction parameters, you can require that item number, lot number, inventory date, location, and handling unit be scanned for verification to improve operational discipline.

See Picking Items on page 50.

Allocate Release

Use the Allocate Release transaction to pick items for orders that are not associated with a pick list. With this transaction, you can decide from which locations items should be picked. You can configure the transaction to automatically generate and release outbound allocations when items are picked.

See Picking Items for Orders Without a Pick List on page 56.

Release Outbound

Use the Release Outbound transaction to release order lines for shipment or to confirm a pick list.

See Releasing Outbound Order Lines on page 59.

Shipment Handling

Use the Shipment Handling transaction to manage shipments. You can use this transaction to:

- confirm shipments
- freeze shipments
- unfreeze shipments
- print packing slips
- print bills of lading

See Managing Shipments on page 60.

Return From Staging

Use the Return from Staging transaction to return items from the staging area back into inventory when a shipment has been canceled or modified. You can only return items from staging that are previously released by a Picking or Release Outbound transaction and when the original shipment is confirmed.

See Returning Items from Staging on page 61.

Packing Transactions

This section includes these transactions:

Packing By Order

Use the Packing by Order transaction to pack items for an order before releasing the outbound or confirming picking. There are two ways that you can pack items using this transaction:

- Using pre-packed items:

Use this packing method if the items on the order line are already packed in a container structure that meets the shipping requirements. You can confirm that the container structure is correct, or, if there are problems with the container structure, you can break it up and rebuild the structure manually.

- Packing items without a pre-defined structure

  Use this packing method if the items on the order line do not need to match a specific container structure. Using your own discretion, you can create any container structure that is appropriate for the situation.

You may need to use multiple packing methods for an order.

See Packing Items by Order on page 96.

Packing By Shipment

Use the Packing by Shipment transaction to pack items for a shipment. There are three ways that you can pack items using this transaction:

- Using pre-packed items:

  Use this packing method if the items on the shipping line are already packed in a container structure that meets the shipping requirements. You can confirm that the container structure is correct, or, if there are problems with the container structure, you can break it up and rebuild the structure manually.
- Packing items using a pre-defined structure:

  Use this packing method if the items on the shipping line must be packed in a pre-defined container structure that does not match the current structure of the picked items. You can create a container structure for the items that meets the shipping requirements.
- Packing items without a pre-defined structure:

  Use this packing method if the items on the shipping line do not need to match a specific container structure. Using your own discretion, you can create any container structure that is appropriate for the situation.

You may need to use multiple packing methods for a shipment.

See Packing Items by Shipment on page 99.

Repacking

Use the Repacking transaction to modify the container structure of a package. You can use this transaction to perform these actions:

- add a package to another package
- remove a package from another package
- unpack a package

See Repacking Items on page 105.

Sealing

Use the Sealing transaction to seal packages. After sealing a package, you can also choose to freeze shipment lines associated with that package.

See Sealing Packages on page 106.

Loading

Use the Loading transaction to load packages. You can only load sealed packages that are associated with a shipment.

See Loading Packages on page 108.

Packing Inquiry

Use the Packing Inquiry transaction to view the packaging structure for a shipment or order.

See Viewing Packages on page 107.

Asset Tag

Use the Asset Tag transaction to add an Asset Tag to a Handling Unit.

See Adding an Asset Tag to a Shipping Handling Unit on page 111.

Handling Unit Transactions

This section includes these transactions:

Create Handling Unit

When you put inventory into a new container, such as a box, you can use the Create Handling Unit transaction to create a handling unit for that container to track the contents and location of the container.

See Creating Handling Units for New Containers on page 78.

Split Handling Unit

When you take items out of a container, you can add them to another container or designate them as loose inventory using the Split Handling Unit transaction.

See Removing Items from a Container on page 81.

Link Handling Unit

To add a container to a group of containers, you must link the container handling unit to the group handling unit using the Link Handling Unit transaction. For example, if you add a box to a pallet, you must link the box handling unit to the pallet handling unit.

See Adding Containers to Groups on page 80.

Unlink Handling Unit

Use the Unlink Handling Unit transaction to remove a container from a container structure. For example, if you remove a box from a pallet, you must unlink the box handling unit to the pallet handling unit.

See Removing Containers from Container Structures on page 80.

Close Handling Unit

When you remove all items from a container, you can use the Close Handling Unit transaction to close or delete the handling unit assigned to that container. If you keep the container, close the handling unit instead of deleting the handling unit, so you can re-use the handling unit in the future.

See Emptying a Container on page 82.

Handling Unit Inquiry

You can use the HU Inquiry transaction to view details about a container.

See Viewing Container Details on page 82.

Labor Transactions

This section includes these transactions:

Start/Stop Shift

Use the Start/Stop Shift transaction to start or stop your shift.

This transaction is only available when the Time Track module is not implemented.

See Starting Shifts on page 92 and Stopping Shifts on page 93.

Job Booking

Use the Job Booking transaction to report hours and completed quantities to jobs. You can start and stop individual jobs, or, if you are a workset-enabled employee, you can start and stop multiple jobs using a workset. You can use this transaction as an individual employee or as a team.

This transaction is only available when the Time Track module is not implemented.

See Starting Jobs on page 83 and Stopping Jobs on page 87.

Elapsed Hours

Use the Elapsed Hours transaction to report labor and quantities to jobs. You can use this transaction as an individual employee or as a team.

This transaction is only available when the Time Track module is not implemented.

See Reporting Elapsed Hours on page 89.

Manage Team

Use the Manage Team transaction to add and remove members from a team and to view the employees currently assigned to a team.

This transaction is only available when the Time Track module is not implemented.

See Joining Teams on page 91, Leaving Teams on page 91, and Viewing Teams on page 93.

Reset Employee

Use the Reset Employee transaction to return an employee to an idle state. The employee's shift will be ended, and the employee will be removed from any teams and unassigned from any activities. If employee information is entered using Infor LN, you can use this transaction to reset the employee's information in Factory Track to match the new information in Infor LN.

This transaction is only available when the Time Track module is not implemented.

See Resetting the Status of an Employee on page 92.

Production Transactions

This section includes these transactions:

Report Operation

Use the Report Operation transaction to track production progress by reporting the completion of items for operations.

See Reporting Completed Operations on page 63.

Report Production

Use the Report Production transaction to track production progress by reporting the completion of production items.

To streamline your inventory management processes, you can opt to put away inventory from within this transaction. Additionally, when items are needed urgently for an order, you can perform cross docking from within this transaction.

See Reporting Completed Production on page 65.

Unplanned Material Issue

Use the Unplanned Material Issue transaction to pick items for a production order in addition to those listed on the pick list. These additional items are added to the order on a new line. This transaction provides you flexibility to decide the locations from which items should be picked. You can configure the transaction to automatically generate and release outbound allocations when items are picked.

See Issuing Unplanned Material on page 69.

As Built Maintenance

Use the As-Built Maintenance transaction to link serial-controlled or lot-controlled component items to end items. Linking these items helps you to track, by serial or lot number, the components that are used to build items on a production order. You can link each end item serial number to the specific component serial or lot number that is used to build that end item.

See Linking Component Items to End Items on page 66.

By-Product Material

By-product is a process of producing more than one product from a job and issuing to an inventory. Use the **By-Product Reporting** form to report the product for an order.

Note: To implement this functionality, you must enable this feature (RS8875B) on the Feature Management form.

See Reporting of By-Product.

Return Material

Use the Return Material transaction to return items to inventory that were previously issued to a production order.

See Returning Items from Production on page 67.

Report Scrap/Quarantine

You can use this transaction to dispose of previously-rejected quantities against a production order operation.

See Disposition of Rejects reported against Production Operations on page 71

Report Repetitive

You can use this transaction to report quantities against Repetitive Orders.

See Reporting Quantities against Repetitive Orders on page 72

Repetitive Time

You can use this transaction to record time activities against a Work Cell Shift in a repetitive scenario.

See Reporting Time against Repetitive Orders (Repetitive Time) on page 72

Kanban Transactions

This section includes these transactions:

Kanban Request

Use the Kanban Request transaction to request the replenishment of a Kanban when it has been depleted. The type of order that is generated for the request is determined by the Kanban loop defined for the Kanban.

See Requesting Kanban Replenishments on page 74.

Kanban Delivery

Use the Kanban Request transaction to deliver items to a Kanban location that have been received to fill a Kanban request.

See Delivering Kanban Items on page 74.

Kanban Reset

Use the Kanban Reset transaction to reset the status of a Kanban to **`In Stock`**.

See Resetting Kanbans on page 76.

Kanban Status

Use the Kanban Status transaction to view the status of a Kanban.

See Viewing the Status of Kanbans on page 77.

Kanban Cancel

Use the Kanban Cancel transaction to remove a Kanban from use. If you need to use the Kanban again at a later time, you can use the Kanban Reinstate transaction.

See Canceling Kanbans on page 75.

Kanban Reinstate

Use the Kanban Reinstate transaction to return a previously canceled Kanban to use.

See Reinstating Kanbans on page 76.

Kanban Create

Use the Kanban Create transaction to create Kanbans. Kanbans that you create using this transaction are based on existing Kanban loops that have been configured in Infor LN.

See Creating Kanbans on page 73.

Kanban Print

Use the Kanban Print transaction to reprint a Kanban label for an existing Kanban ID. You can use this transaction to reprint a Kanban label when you are unable to decipher or scan the existing label.

See Printing Kanban Labels (Kanban Print) on page 77

Utilities

This section includes these transactions:

Change Warehouse

Use the Change Warehouse transaction to temporarily change the warehouse which the user is working in.

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Change Printer

Use the Change Printer transaction to temporarily change the printer assigned to the user for label printing purposes.

See Changing Printer

Label Reprint

Use the Label Reprint transaction to reprint any previously-reprinted barcode label.

Device Allocation

Use the Device Allocation transaction to issue and return devices.

See Issuing and Returning Devices.

View Message

Use the View Message transaction to view and acknowledge any Factory Track messages sent to you by the system or your administrator.

Viewing Message

Chapter 3: Process Descriptions

This chapter describes in detail the transactions related to the warehouse mobility module of Factory Track for LN.

Inventory Handling Capabilities

This section provides transaction processing:

Adjusting Inventory

Three transactions allow the operator to adjust the levels of inventory at a stock point. These are the Inventory Write Off (to reduce the inventory of a specific stock point), the Inventory Write On (to increase the inventory of a specific stock point or create a new stock point) and the Inventory Adjustment (to change the current inventory quantity of a specific stock point). This third transaction allows the inventory level to be increased or decreased and is used primarily when the stock point is held by weight or volume.

Note: If the item and warehouse has any project pegging, the relevant peg(s) must be specified.

Decreasing Inventory at a Stock Point

You can use the Inventory Write Off transaction to decrease an item's quantity at a stock point.

The warehouse mobility icon based menu and list based menu comprises of the Inventory Transactions. Inventory Write Off is listed as a transaction under the Inventory Transactions.

On the Inventory Transactions:

1 Select **Inventory Write Off**.
2 Specify this information:

Employee
Specify your employee badge number.

Warehouse
Specify the warehouse location of the item.

Reason Code
Specify the reason code for the write off.

Item
Scan the item number.

Serial
If you are performing this transaction using a single serial-in-inventory time, scan the serial number. Otherwise, leave this field blank.

Location
Scan the location for which to decrease the item quantity.

Lot
Scan the lot number, if applicable.

Inventory Date
Scan the item inventory date, if applicable.

On Hand
The recorded on-hand quantity is displayed.

Quantity
Specify a number to subtract from the item's quantity.
Note: An additional write off form is displayed, to display the inventory with the pegged items for the projects. The user can select the appropriate pegged item for transferring.

3 Select **Process**. If the item is not serial-controlled and does not need to be assigned a lot number, the item quantity is decreased in Infor LN. If the item is serial-controlled or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

   a On the Serial/Lot Entry screen, specify or review this information:

   Item number
   The item number and description are displayed.

   Quantity remaining
   The quantity that needs to be assigned serial or lot numbers is displayed.

   Generate Serials?
   To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

   All Serials?
   Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the item quantity is decreased in Infor LN. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Increasing Inventory at a Stock Point

The warehouse mobility icon based menu and list based menu comprises of the Inventory Transactions. Inventory Write On is listed as a transaction under the Inventory Transactions.

On the Inventory Transactions:

1. Select **Inventory Write On**.
2. Specify this information:

   Employee
   Specify your employee badge number.

   Warehouse
   Specify the warehouse location of the item.

   Reason Code
   Specify the reason code for the write off.

   Item
   Scan the item number.

   Serial
   If you are performing this transaction using a single serial-in-inventory time, scan the serial number. Otherwise, leave this field blank.

   Location
   Scan the location for which to decrease the item quantity.

   Lot
   Scan the lot number, if applicable.

Inventory Date
Scan the item inventory date, if applicable.

On Hand
The recorded on-hand quantity is displayed.

Quantity
Specify a number to subtract from the item's quantity.
Note: An additional write on form is displayed, to display the inventory with the pegged items for the projects. The user can select the appropriate pegged item for transferring.

3 Select **Process**. If the item is not serial-controlled and does not need to be assigned a lot number, the item quantity is increased in Infor LN. If the item is serial-controlled or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

a On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the item quantity is increased in Infor LN. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Adjusting Inventory at a Stock Point

Use the Inventory Adjustment transaction to adjust inventory quantities at a stock point.

The warehouse mobility icon based menu and list based menu comprises of the Inventory Transactions. Inventory Adjustment is listed as a transaction under the Inventory Transactions.

On the Inventory Transactions:

1. Select **Inventory Adjustment**.
2. Specify this information:

   Employee
   Specify your employee badge number.

   Warehouse
   Specify the warehouse location of the item.

   Reason Code
   Specify the reason code for the write off.

   Item
   Scan the item number.

   Serial
   If you are performing this transaction using a single serial-in-inventory item, scan the serial number. Otherwise, leave this field blank.

   Location
   Scan the location for which to decrease the item quantity.

   Lot
   Scan the lot number, if applicable.

   Inventory Date
   Scan the item inventory date, if applicable.

   On Hand
   The recorded on-hand quantity is displayed.

   Quantity
   Specify a new quantity for the item at this stock point.
   Note: An additional inventory adjustment form is displayed, to display the inventory with the pegged items for the projects. The user can select the appropriate pegged item for transferring.

3. Select **Process**. If the item is not serial-controlled and does not need to be assigned a lot number, the item quantity is adjusted in Infor LN. If the item is serial-controlled or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.
4. On the Serial/Lot Entry screen, specify or review this information:

   Item number
   The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select **Yes**. To scan existing serial numbers, select **No**. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select **Yes** to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting **Yes** in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select **Yes** in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

5 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the item quantity is adjusted in Infor LN. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Counting Inventory

You can count inventory by item or by location. Count by item to verify the quantity and location of items. When counting by item, you verify information for items on a count list. Count by location to verify the contents of warehouse locations. When counting by location, you can add stock points to the count as needed.

Two transactions allow the operator to perform these actions. Counting by Item is the Cycle Count. Counting by Location is the Physical Inventory. Once the counts have taken place, the standard Infor LN processing is required to process the counted quantities and adjust the inventory levels.

See Counting Items by Item on page 28.

See Counting Items by Location on page 30.

Note: If the item and warehouse has any project pegging, the relevant peg(s) must be specified.

Counting Items by Item

The warehouse mobility icon based menu and list based menu comprises of the Inventory Transactions. Cycle Count is listed as a transaction under the Inventory Transactions.

On the Inventory Transactions:

1. Select **Cycle Count**.
2. Specify this information:

   Count
   To recount items, specify a new count number. When you specify a new count number, the count list is refreshed. Use the default value of 1 for your initial count.

   Handling Unit
   Specify a handling unit for the item.

   Warehouse
   Specify the warehouse.

   From Location and To Location
   Optionally, specify a from and to location to only include items within, and including, those two locations in the count list.

   Cycle Count Order
   If applicable, specify a cycle count order number. If you are using handling units, the cycle count order number is displayed and cannot be changed.

3. Select **Next**. The count list is displayed.
4. Select an item to count.
5. Specify or review this information:

   Cycle Count Order
   The cycle count order you are counting is displayed.

   Location
   The item location is displayed. If the stock point is not location-controlled, this field is blank. This field is only displayed if the **Display Location** parameter is selected for this transaction.

   Scan Location
   If applicable, scan the item location. This field is only displayed if the stock point is location-controlled and the **Scan Location** parameter is selected for this transaction.

   Item
   The item number is displayed. This field is only displayed if the **Display Item** parameter is selected for this transaction.

   Scan Item
   Scan the item number. This field is only displayed if the **Enter Item** parameter is selected for this transaction.

Inventory Date
The inventory date is displayed. If the item is not date-controlled, this field is blank. This field is only displayed if the **Display Date** parameter is selected for this transaction.

Scan Date
If applicable, scan the inventory date. This field is only displayed if the item is date-controlled and the **Enter Date** parameter is selected for this transaction.

Lot
The lot number is displayed. If the item is not lot-controlled, this field is blank. This field is only displayed if the **Display Lot** parameter is selected for this transaction.

Scan Lot
If applicable, scan the lot number. This field is only displayed if the item is lot-controlled, and the **Enter Lot** parameter is selected for this transaction.

Quantity
Specify the counted quantity.
Note: An additional cycle count form is displayed, to display the inventory with the pegged items for the projects.

6. Select **Process**. The cycle count is processed and the specified project, element and activity fields are displayed in the new form.
7. Select **Process**. If the item is not serial-controlled, the item is removed from the count list, and the count quantity is recorded in Infor LN. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.
   a. On the Serial/Lot Entry screen, specify or review this information:

      Item number
      The item number and description are displayed.

      Quantity remaining
      The quantity that needs to be assigned serial or lot numbers is displayed.

      All Serials?
      Select **Yes** to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting **Yes** in this field removes the need to individually scan each serial number. This field is only displayed if you are performing a transaction using all the items in a stock point.

      Serial Number
      Scan a serial number. This field is only displayed if you did not select **Yes** in the **All Serials?** field.

   b. Select **Process**. The scanned serial number is processed. If there are additional serial numbers to scan, scan them. If all needed serial numbers have been scanned, the item is removed from the count list, and the count quantity is recorded in Infor LN. Optionally, press **X** to view serial numbers that you have scanned. Optionally, press **Y** to reset all scanned serial numbers, so you can re-scan them.

Counting Items by Location

The warehouse mobility icon based menu and list based menu comprises of the Inventory Transactions. Physical Inventory is listed as a transaction under the Inventory Transactions.

On the Inventory Transactions:

1. Select **Physical Inventory**.
2. Specify this information:

   Accumulate
   Specify **Yes** to add the counted quantity to a previously counted quantity, if the item and stock point combination you are counting has already been counted for this order. Specify **No** to receive an error message if you mistakenly count an item and stock point combination more than once within an order.

   Count
   To recount items, specify a new count number. When you specify a new count number, the count list is refreshed. Use the default value of **1** for your initial count.

   Warehouse
   Specify a warehouse.

   Cycle Count Order
   If applicable, specify a cycle count order number. If you are using handling units, the cycle count order number is displayed and cannot be changed.

   Item
   Scan the item number. The item description and unit of measure are displayed.

   Location
   If applicable, scan the item location. This field is only displayed if the stock point is location-controlled.

   Lot
   If applicable, scan the lot number. This field is only displayed if the item is lot-controlled, and the **Enter Lot** parameter is selected for this transaction.

   Quantity
   Specify the counted quantity.
   Note: An additional physical inventory form is displayed, to display the inventory with the pegged items for the projects.

3. Select **Process**. If the item is not serial-controlled, the item is removed from the count list, and the count quantity is recorded in Infor LN. If the item is serial-controlled, the Serial/Lot Entry screen is displayed.
   a. On the Serial/Lot Entry screen, specify or review this information:

      Item number
      The item number and description are displayed.

      Quantity remaining
      The quantity that needs to be assigned serial or lot numbers is displayed.

All Serials?
Select **Yes** to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting **Yes** in this field removes the need to individually scan each serial number. This field is only displayed if you are performing a transaction using all the items in a stock point.

Serial Number
Scan a serial number. This field is only displayed if you did not select `Yes` in the **All Serials?** field.

4 Select **Process**. The scanned serial number is processed. If there are additional serial numbers to scan, scan them. If all needed serial numbers have been scanned, the item is removed from the count list, and the count quantity is recorded in Infor LN. Optionally, press **X** to view serial numbers that you have scanned. Optionally, press **Y** to reset all scanned serial numbers, so you can re-scan them.

Transferring Inventory

You can use the Inventory Transfer transaction to move items from one location to another, either within a warehouse or between warehouses. Use this transaction only for unplanned item transfers. For planned transfers, where separate picking and receiving processes are required, use the Picking and Receiving transactions. See Picking Items on page 50 and Receiving Items on page 36 for instructions on using those transactions.

If you are moving items in containers or from containers, as opposed to "loose" inventory items, you must specify handling units. See Relocating Containers for instructions.

You can move items from one location to another location by performing transfer transaction for one stock points at a time, or you can move the contents of all stock points at one location to another location in single transaction. For example, if location is damaged or affected by an environmental hazard, such as moisture, you may need to move all inventory out of that location. To relocate items from an individual stock point, use the Inventory Transfer transaction. To relocate all items from all stock points at a location, use the Global Transfer transaction. You can only use the Global Transfer transaction for location-controlled warehouses.

See Relocating Items from One Location to Another Location on page 31.

See Relocating All Stock Points at a Location on page 33.

Transferring Items from One Location to Another (Inventory Transfer)

Inventory Transfer is a transaction belonging to the Inventory Sub-Menu on the Warehouse Mobility icon based and list based menus.

Note: If the item and warehouse has any project pegging, the relevant peg(s) must be specified.

On the Inventory Transactions:

1 Select **Inventory Transfer**.
2 Specify or review this information:

Reference ID
If Reference IDs are being used, a Handling Unit, Serial Number or Lot Number can be entered in this field. If this field is used, the relevant information is prefilled on the main form.

From Warehouse
The warehouse where the item is located.

Handling Unit
The Handling Unit to be transferred, if applicable.

Item
Scan the item number. The item description and default unit of measure are displayed.

Serial Number
If you are performing this transaction using a single serial-in-inventory item, scan the serial number. Otherwise, leave this field blank.

From Location
If applicable, scan the current location of the item. This field is only displayed if the item is in a location-controlled warehouse.

Lot Number
If the item is lot-controlled, this field is displayed. Scan the lot number.

Inventory Date
If the item is date-controlled, this field is displayed. Scan the item inventory date.

On Hand Qty
The on-hand item quantity is displayed.

Free Qty
The item quantity available for transfer is displayed.

Qty To Transfer
Specify the quantity of items to transfer. The default unit of measure is displayed.

To Warehouse
Specify a warehouse to which to transfer the item.

To Location
Scan a location to which to transfer the item. This field is only displayed if the item is transferring to a location-controlled warehouse.

3 Select **Process**. If the item is not serial-controlled, the specified quantity is transferred. If the item is serial-controlled, or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed. On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

4. Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the specified quantity is transferred. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Moving All Stock Points at a Location (Global Transfer)

Global Transfer is a transaction belonging to the Inventory Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inventory Transactions:

1. Select **Global Transfer**.
2. Specify or review this information:

   Warehouse
   Specify the warehouse number

   From Location
   Scan the location containing the inventory to be moved.

   To Location
   Scan a location to which to transfer the inventory.

   Note: Global Transfer only works within the same warehouse. There is no global transfer from one warehouse to another.

3 Select **Process**.

Viewing Inventory

You can use the Item Inquiry transaction to view all inventory for a specific item. You can use the Location Inquiry transaction to view all inventory in a specific location.

Viewing Inventory at a Stock Point (Location Inquiry)

Use the Location Inquiry to view a list of all items in a specific location.

Location Inquiry is a transaction belonging to the Inventory Sub-Menu on the Warehouse Mobility icon based and list based menus.

Note: If the item and warehouse has any project pegging, the relevant peg(s) must be specified.

On the Inventory:

1. Select **Location Inquiry**.
2. Specify a warehouse and location.
3. Select **Loc Details**. The description, quantity on hand, and allocated quantity are displayed.
4. To view more details, such as quantities categorized by lot or date, select a location and select **Item Details**.
5. Click **Peg Details**, to view the Peg Details form for the item. This button is displayed and enabled only if the item is pegged in the combined warehouse.

   The page displays these information:

   - Project
   - Element
   - Activity
   - Extension
   - Cost Component
   - Inventory Quantity associated with each peg item.

Viewing Inventory by Item (Item Inquiry)

Use the Item Inquiry transaction to view the status of items.

Item Inquiry is a transaction belonging to the Inventory Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inventory Sub-Menu:

1. Select **Inquiries > Item Inquiry**.
2. Scan or select an item number. This information about the item is displayed:

- unit of measure
- lot-control status
- lot attribute group
- serial-control status
- attribute group
- type
- status

3 Optionally, in the **Whse** field, select a warehouse at which to view item quantities at specified locations. Leave this field blank to display the total quantities for all warehouses at your site.

4 Optionally, in the **Loc** field, select a location at which to view item quantities. Leave this field blank to view quantities at all locations in the selected warehouse.

5 Press **Enter**. The item number, quantity on hand, reserved quantity, and quantity in containers are displayed.

6 If you left the **Whse** and **Loc** fields blank, the total item quantities at all warehouses at your site are displayed. Optionally, to view quantities and location ranks at individual locations in a warehouse, select the warehouse and tap **Next**. If you selected a warehouse in the **Whse** field but left the **Loc** field blank, the item quantities and location rank for each location in the warehouse are displayed. If you select a warehouse and a location, the item quantities and location rank for the selected location are displayed.

7 Optionally, if the item is lot-controlled, select a location and tap **Next** to view the quantities for each lot number at that location.

Printing Item Labels

Use the Print Item Labels transaction to print a label for an Item, Handling Unit, Serial Number or Lot Number.

To print the label:

1 Select **LN Warehouse Mobility > Icon/List Menu > Inventory > Print Item Labels**. The **Print Item Labels** transaction form is displayed.

2 Specify this information:

Item
The code of item for which the label is printed.

Handling Unit
A uniquely identifiable physical unit that consists of packaging and contents.
Note: This field is disabled if the item code is specified.

Lot Number
The lot number linked to the specified item or handling unit.
Note: This field is displayed only if the specified item is lot-controlled and the handling unit is not specified. The Lot Number is not validated.

Serial Number
The serial number of the specified item or handling unit.
Note: This field is displayed only if the specified item is serialized and the handling unit is not specified. The Serial Number is not validated.

Printer
The name of the printer. This field is displayed only if the **Print Labels?** field is set to **Yes**.
Note: This value is defaulted from the **Default Printer** field on the**Transaction Warehouse Order Type Print Parameters** form. However, you can modify the value.

Number of Labels
The number of labels to be printed. This field is displayed only if the **Print Labels?** field is set to **Yes**.
Note: This value is defaulted the **Transaction Warehouse Order Type Print Parameters** form. However, you can modify the value.

3 Click **Print**. A label is printed.

Inbounding Capabilities

This section prodvides transaction processing:

Receiving Items (Receipts)

Use the Receipts transaction to receive items.

Receipts is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1 Select **Receipts**.
2 Specify or review this information:

Order Type
Select the type of order you are receiving.

Receipt Date
Specify the date that the item is being received. This field is only displayed if the **Allow Entry of Receipt Date** parameter is selected for this transaction.

Warehouse
Specify the receiving warehouse.

Receipt Series
The Receipt Series to be used. This field is only displayed if the Enter Receipt Series parameter is selected for this transaction.

Packing Slip
Scan the packing slip.

Kanban ID
If applicable, scan the Kanban number. This field is only displayed if the **Allow Entry of Kanban ID** parameter is selected for this transaction.

Order Number
Optionally, scan the order number.

Item
Optionally, scan an item number to receive only lines containing that item.

Position
Optionally, specify a position number to receive only items in that position. This field is only available if you scanned an order number and did not scan a Kanban ID.

3. Select **Next**. Items to receive are displayed.
4. Select an item to receive. The order number, position, warehouse, item number, item description, and quantity to receive are displayed.
5. Specify or review this information:

Inspect?
If applicable, specify whether to inspect the items you are receiving. If the **Allow Entry of Inspection** parameter is not selected for this transaction, this field is display only.

Supplier Lot
If applicable, scan the supplier lot.

Certificate No
Optionally, to link a document to the lot number, specify a certificate number. This field is only displayed if the item is lot-controlled and the **User Input Lot Certificate Code** parameter is selected for this transaction.

Lot Number
If applicable, scan the lot number.

Lot Size
The maximum size of a lot. This field is only displayed if the Split Lot parameter is selected for this transaction. This feature allows a single receipt to be split automatically into multiple lots.

Pack Slip Quantity
Specify the quantity listed on the packing slip.

Received Quantity
If applicable, specify the quantity to receive. If the **User Inputs Received Quantity** parameter is not selected for this transaction, this field is display only.

Inventory Date
If applicable specify an inventory date. If the **Allow User Input of Inventory Date** parameter is not selected for this transaction, this field is display only.

Final Receipt?
If applicable, specify whether there are more items to receive for this order line on the current shipment. For example, if the open quantity is 100, and you are receiving a box of 50 on this shipment and a box

of 50 on a future shipment, specify `Yes`. If you are receiving both boxes of 50 on this shipment, specify `No` when receiving the first box and `Yes` when receiving the second box. If the **User Input Final Receipt** parameter is not selected for this transaction, this field is display only.

Serial/Lot Entry?
To generate new serial numbers for the received items, select `No`. To manually scan existing serial numbers, select `Yes`.

Enter HU
This field is only displayed if you are using handling units. Specify `Yes`to assign a handling unit to the items you are receiving. To receive the items as loose inventory, specify `No`. See Receiving Items Into Containers.

Location
The receipt location to put the items into.
Note: This field is displayed only when:

- you are not performing a putaway for an item and the Enter Receipt Location parameter is selected.
- you enable the feature (RS9116) check box in the Feature Management form.

6 Select **Process**. If you need to specify a lot number, the lot number form is displayed.

Supplier Lot
Specify the Supplier Lot Number.

Certificate Number
Specify the appropriate Lot Certificate Number.

Lot Number
The Lot Number to be used in Infor LN for this receipt. This field is not specified if the application auto-generates the lot number. Based on the Lot splitting usage Infor LN uses the Supplier Lot Number as the internal lot number.

Lot Size
If Lot Splitting is in use, this field is prefilled with the standard Lot Size for this item. This value determines the number of lots created for a specific receipt. For instance, if the receipt is for 100 and the lot size is entered as 30, the application creates four lots (three of 30 and one of 10).

If you need to manually scan serial numbers, or the item needs to be manually assigned multiple lot numbers, the Serial/Lot Entry screen is displayed.

7 Specify or review this information on the **Serial/Lot Entry** screen:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select Yes. To scan existing serial numbers, select No. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select Yes to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting Yes in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

8. Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.
9. If you are asked to cross dock the items, and you wish to cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.
10. If prompted, specify a putaway location in the **Actual Location** field.
11. If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Receiving ASN Items (ASN Receipt)

Use the ASN Receipt transaction to receive items using an advanced shipment notice. The advanced shipment notice must be in the`Open` status to perform the receipt.

ASN Receipt is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **ASN Receipt**.
2. In the**ID** field, scan the ASN number, packing list number, or packing slip number.
3. Specify or review this information:

ID
The number you scanned for the ID is displayed.

ASN
The shipment number is displayed.

No of Items
The number of lines to receive is displayed.

No of Lots
The number of lots to receive is displayed.

Action
To receive all lines and quantities as they are listed on the packing list, specify `A` and press **Enter**. Ensure that the items and quantities received match those listed on the packing list before performing this action.

To receive one line at a time, press **X**. A list of lines to receive is displayed.

4 Select a line to receive.

5 Specify or review this information:

Inspect?
If applicable, specify whether to inspect the items you are receiving. If the **Allow Entry of Inspection** parameter is not selected for this transaction, this field is display only.

Supplier Lot
If applicable, scan the supplier lot number.

Certificate Number
Optionally, to link a document to a lot number, specify a certificate number. This field is only displayed if the item is lot-controlled and the **User Input Lot Certificate Code** parameter is selected for this transaction.

Lot Number
If applicable, scan the lot number.

Pack Slip Quantity
Specify the quantity listed on the packing slip.

Received Quantity
Specify the quantity you are receiving.

Inventory Date
If applicable, specify the inventory date.

Final Receipt?
If applicable, specify whether there are more items to receive for this order line on the current shipment. For example, if the open quantity is 100, and you are receiving a box of 50 on this shipment and a box of 50 on a future shipment, specify `Yes`. If you are receiving both boxes of 50 on this shipment, specify `No` when receiving the first box and `Yes` when receiving the second box. If the **Allow User to Enter Final Receipt** parameter is not selected for this transaction, this field is display only.

Serial/Lot Entry?
To generate new serial numbers for the received items, select `No`. To manually scan existing serial numbers, select `Yes`.

Location
The receipt location to put the items into.

Note: This field is displayed only when:

- you are not performing a putaway for an item and the Enter Receipt Location parameter is selected.
- you enable the feature (RS9116) check box in the Feature Management form.

6 Select **Process**. If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

   a On the Serial/Lot Entry screen, specify or review this information:

   Item number
   The item number and description are displayed.

   Quantity remaining
   The quantity that needs to be assigned serial or lot numbers is displayed.

   Generate Serials?
   To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

   All Serials?
   Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

   Lot Number
   If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

   Serial Number
   Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

   Quantity
   Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

   b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

7 If you are asked to cross dock the items, and you wish to cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.

8 If prompted, specify a putaway location in the **Actual Location** field.

9 If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Receiving Customer Returns without an RMA (Customer Returns)

Use the Customer Returns transaction to receive items that customers have returned without an RMA. To receive customer return items that have an RMA, see Receiving Items on page 36.

Customer Returns is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **Customer Returns**.
2. Specify this information:

   Customer
   Specify the number of the customer who is returning items.

   New Order?
   To create new sales order for the return, specify `Yes`. To add the return to an existing order, specify `No`.

   Order Number
   Specify the order number to which to add the return. This field is only displayed if you are adding the return to an existing order.

3. Select **Next**.
4. Specify or review this information:

   Order Number
   If you are adding the return to an existing order, the order number is displayed. If you are creating a new order, this field is blank.

   Item Number
   Scan the item number.

   Lot Number
   If applicable, scan the lot number.

   Quantity
   Specify the quantity to return.

   Warehouse
   Specify the receiving warehouse.

   Location
   If applicable, specify the location to which to receive the items.

   Generate Handling Unit
   If applicable, specify whether to create a handling unit for the returned items. This field is only enabled if your organization is using handling units, and the item is handling unit-controlled.

   Handling Unit
   Specify the handling unit into which to receive the returned items.

5 Select **Process**. If the item is serial-controlled or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Warehouse
The warehouse is displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

6 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

7 If prompted, specify a putaway location in the **Actual Location** field.

8 If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Receiving Items Into Consignment Warehouses (Consignment Receipt)

You can use the Consignment Receipt transaction to receive items that are not part of a purchase order into a consignment warehouse. To receive items on a purchase order, see Receiving Items on page 36.

Consignment Receipt is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **Consignment Receipt**.
2. Specify or review this information:

   Warehouse
   Specify the consignment warehouse.

   Purchase Order
   Specify the purchase order to which to add the received items. If a blanket purchase order is assigned to the specified warehouse, this field is read only.

   Packing Slip
   Scan the packing slip.

   Item Number
   Scan the item number.

   Unit of Measure
   The unit of measure is displayed.

   Lot Number
   If applicable, scan the lot number. Optionally, leave blank to generate a lot number. This field is only displayed if the item is lot-controlled.

   Quantity
   Specify the quantity of items to receive.

   Location
   Specify the location to which to receive the items. This field is only displayed if the warehouse is location-controlled.

3. Select **Process**.
4. If applicable, you are prompted to put away the items. This information is displayed on the Putaway screen:
   - order number and position
   - warehouse
   - item number and description
   - serial number, if applicable
   - lot number, if applicable
   - quantity to be put away

- recommended put away location

In the **Actual Location** field, specify a put away location.

5. If applicable, print labels. If the this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. See Printing Labels on page 111 for information about printing labels using the Label Printing screen.

Putting Away Items

Items can be put away using a receipt number, order number, or storage list. If the **Putaway by Receipt No** or **Putaway by Storage List** parameters are selected for this transaction, you will put away items using those methods. If those parameters are cleared, you will put away items using the order number.

See Putting Away Items Using a Receipt Number on page 45.

See Putting Away Items Using an Order Number on page 46.

See Putting Away Items Using a Storage List on page 46.

Putting Away Items Using a Receipt Number

Putaway is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **Putaway**.
2. Scan the receipt.
3. Select **Process**.
4. Select a line to putaway.

   Note: If you are putting away a container linked to a handling unit, you are not prompted to select a line to put away.

5. Specify this information:

   Actual Location
   Specify a put away location.

   Quantity
   Specify the quantity to put away.
   Note: If you are using handling units, you can specify `Yes` in the **Enter HU** field to assign a handling unit to the items you are receiving. To receive the items as loose inventory, specify `No`. See Assigning Handling Units to Received Items for more information.

6. Select **Process**.
7. If applicable, you are asked to cross dock the items. To cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.

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Putting Away Items Using an Order Number

Putaway is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **Putaway**.
2. Specify this information:

   Order Type
   Specify the order type.

   Order Number
   Scan the order number.

   Item Number
   Optionally to show only lines containing a certain item, scan the item number. Leave blank to show all lines awaiting put away.

3. Select **Process**.
4. Select a line to put away.

   Note: If you are putting away a container linked to a handling unit, you are not prompted to select a line to put away.

5. Specify this information:

   Actual Location
   Specify a put away location.

   Quantity
   Specify the quantity to put away.
   Note: If you are using handling units, you can specify `Yes` in the **Enter HU** field to assign a handling unit to the items you are receiving. To receive the items as loose inventory, specify `No`. See Assigning Handling Units to Received Items for more information.

6. Select **Process**.
7. If applicable, you are asked to cross dock the items. To cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.

Putting Away Items Using a Storage List

Putaway is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1. Select **Putaway**.
2. Specify this information:

Warehouse
Specify a warehouse into which to receive the items.

Run Number
Scan an inbound run number.

Mission From and Mission To
Specify a range of mission numbers to process. The mission numbers specified in these fields, and all mission numbers in between, are included in the range.

Item Number
Scan the item number.

3 Select **Process**.
4 Select a line to put away.

   Note: If you are putting away a container linked to a handling unit, you are not prompted to select a line to put away.
5 Specify this information:

   Actual Location
   Specify a put away location.

   Quantity
   Specify the quantity to put away.
   Note: If you are using handling units, you can specify `Yes` in the **Enter HU** field to assign a handling unit to the items you are receiving. To receive the items as loose inventory, specify `No`. See Receiving Items into Containers for more information.
6 Select **Process**.
7 If you are asked to cross dock the items, and you wish to cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.

Approving and Rejecting Inspected Items (Approvals)

Approvals is a transaction belonging to the Inbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Inbound Transactions Sub-Menu:

1 Select **Approvals**.
2 Specify this information:

   Order Type
   Specify an order type.

   Warehouse
   Specify the warehouse in which the item will be inspected.

Order Number
Scan the order number.

Item Number
Optionally, to show only lines containing a certain item, scan the item number. Leave blank to show all lines awaiting inspection.

3. Press **Enter**. The list of lines awaiting inspection is displayed.
4. Scan an item to inspect.
5. If you are inspecting a parent handling unit, you must either approve or reject the entire handling unit structure, including its children. Specify this information:

   Approved Quantity
   Specify the quantity of items to approve. Include destroyed items in this quantity, unless they failed inspection, and you are rejecting them.

   Quantity Rejected
   Specify the quantity of items to reject.

   Reason Code
   If you reject any items, specify a reason code for the rejections.

   Quantity Destroyed
   Specify the quantity of items that were destroyed. Only approved items can be destroyed, so the destroyed quantity must be equal to or less than the approved quantity.

   Reason Code
   If you destroy any items, specify a reason code for the destruction. This field is only displayed if a quantity above zero is specified in the **Quantity Destroyed** field.

   Scrap Quantity
   If applicable, specify the quantity of rejected items to scrap. Any rejected items that are not scrapped will be quarantined. This field is only displayed if you are rejecting items and if the item is designated for scrap, quarantine, or both in Infor LN.

   Reason Code
   If applicable, specify a reason code for the items scrapped. This field is only displayed if a quantity above zero is specified in the **Scrap Quantity** field.

6. Select **Process**. If the item is serialized, the Serial Entry screen is displayed. If you scanned the serial number as the reference ID, or the item is part of a handling unit, you do not need to scan serial numbers, so the Serial Entry screen will not display.
   a. If the Serial Entry screen is displayed, scan each serial number.
   b. Specify or review this information:

      Action
      Specify whether the scanned serial number is approved (**A**), rejected (**R**), or destroyed (**D**).

      Quantity Remaining
      The number of serial number you have scanned is displayed. Optionally, press **X** to view serial numbers you have scanned. If you scan a serial number incorrectly, you can press **Y** to delete all

scanned serial numbers within the current transaction. The **Quantity Remaining** field resets, and you can then scan the correct serial numbers.

7 If you are asked to cross dock the items, and you wish to cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.
8 If prompted, specify a putaway location in the **Actual Location** field.
9 If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Cross Docking Items (Cross-Docking)

For all material inbound transactions, Factory Track supports cross docking. This feature is based on the cross-docking parameter configuration, allowing the system to determine open requirements for the item and present a consolidated list to the user so that the user can perform the next action instead of just putting it back in inventory. This works like a dynamic cross referencing for the item at the time of receipt.

1 When prompted to cross dock, specify `Yes`.
2 Select **Process**.
3 If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. See Printing Labels on page 111 for information about printing labels using the Label Printing screen.

   A list of outbound orders available for cross docking is displayed.
4 Select an order to which to cross dock. This information is displayed:
   - Order type
   - Order number
   - Order position
   - Item number
   - Quantity needed for the order
   - Quantity available for cross docking
5 In the **XDockQty** field, specify the number of items to cross dock to the specified order, and specify the unit of measure. This number cannot exceed the quantity needed nor the quantity available.
6 In the **Loc** field, specify a temporary location status for the items before they are delivered to the staging location.
7 Select **Process**. The items are cross docked to the order. If the quantity needed for the orders has been filled, the order is removed from the cross docking list.
8 If there is still an available quantity, the list of outbound orders available for cross docking is displayed. You can select another order to cross dock the remaining item quantity. Optionally, press **Esc** to exit the cross docking transaction. You can put away the remaining items either using the standalone Putaway transaction or from within the current transaction, depending upon the configuration of your system.

Outbounding Capabilities

This section prodvides transaction processing:

Picking Items (Picking)

You can pick items by order, mission, or run.

See Picking Items by Order on page 50.

See Picking Items by Mission on page 52.

See Picking Items by Run on page 54.

See Picking Items by Handling Unit

Picking Items by Order

Picking is a transaction belonging to the Outbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Outbound Transactions Sub-Menu:

1. Select **Picking**.
2. In the **Pick By** field, select `Order`.
3. Specify this information:

   Order Type
   Select the order type.

   Order
   Scan the order number.

   Stage Location
   Specify the location status for the item during the time between when the item is picked and when it is delivered.

   Cart Location
   Scan the cart location.

   New Run Number
   The run to which picked items are assigned if they are not on the pick list is displayed.

   Consolidate Picks
   Select this checkbox to consolidate identical stock points into a single line for display. This field is only displayed if the Consolidate Picks parameter is selected for this transaction.

4. Select **Next**.
5. Select an item to pick.

6 If applicable, specify this stock point information:

Item Number
Scan the item number. You are only required to scan the item number if the **Scan Item Number** parameter is selected for this transaction.

Handling Unit
Scan the item number. You are only required to scan the item number if the **Scan Handling Unit** parameter is selected for this transaction.

Location
Scan the item number. You are only required to scan the item number if the **Scan Location** parameter is selected for this transaction.

Lot Number
Scan the item number. You are only required to scan the item number if the **Scan Lot Number** parameter is selected for this transaction.

Inventory Date
Scan the item number. You are only required to scan the item number if the **Scan Inventory Date** parameter is selected for this transaction.

7 In the **Quantity** field, specify the quantity of items to pick.

8 If you are picking for a Kanban transfer order, specify the Kanban replenishment location in the **To Location** field.

9 Select **Process**.

If you are using handling units and are picking a quantity of items from a container that is less than the total quantity in that container, the Handling Unit form is displayed. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select `Yes`, scan the handling unit number in the **Handling Unit?** field.

If the quantity you specified is less than the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify `Yes`. If you will not pick more items from this stock point, specify `No`. You may also be asked whether there is lost material. If items are missing, specify `Yes`. The missing items are transferred to a hold location. If items are not missing, specify `No`.

If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

a On the **Serial/Lot Entry** screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

10 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Picking Items by Mission

Picking is a transaction belonging to the Outbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Outbound Transactions Sub-Menu:

1. Select **Picking**.
2. In the **Pick By** field, select `Mission`.
3. Specify this information:

Run Number
Scan the run number for this request

Mission From and Mission To
Optionally, specify a range of mission numbers to only display items for those missions. The mission numbers specified in these fields, and all position numbers in between, are included in the range.

Picking Seq From and Picking Seq To
Optionally, specify a range of sequences to only display items for those sequences. The sequence numbers specified in these fields, and all position numbers in between, are included in the range.

Stage Location
Specify the location status for the item during the time between when the item is picked and when it is delivered.

Cart Location
Scan the cart location.

New Run Number
The run to which picked items are assigned if they are not on the pick list is displayed.

Consolidate Picks
Select this checkbox to consolidate identical stock points into a single line for display. This field is only displayed if the Consolidate Picks parameter is selected for this transaction.

4. Select **Next**. A list of items to pick is displayed.
5. Select an item.
6. If applicable, specify this stock point information:

Item Number
Scan the item number. You are only required to scan the item number if the **Scan Item Number** parameter is selected for this transaction.

Handling Unit
Scan the item number. You are only required to scan the item number if the **Scan Handling Unit** parameter is selected for this transaction.

Location
Scan the item number. You are only required to scan the item number if the **Scan Location** parameter is selected for this transaction.

Lot Number
Scan the item number. You are only required to scan the item number if the **Scan Lot Number** parameter is selected for this transaction.

Inventory Date
Scan the item number. You are only required to scan the item number if the **Scan Inventory Date** parameter is selected for this transaction.

7. In the **Quantity** field, specify the quantity of items to pick.
8. If applicable, specify the Kanban replenishment location in the **To Location** field. You are only required to specify this location if you are picking for a Kanban transfer order.
9. Select **Process**.

If you are using handling units and are picking a quantity of items from a container that is less than the total quantity in that container, the Handling Unit form is displayed. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select `Yes`, scan the handling unit number in the **Handling Unit?** field.

If the quantity you specified is less than the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify `Yes`. If you will not pick more items from this stock point, specify No. You may also be asked whether there is lost material. If items are missing, specify `Yes`. The missing items are transferred to a hold location. If items are not missing, specify `No`.

If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

a. On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

10. Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Picking Items by Run

Picking is a transaction belonging to the Outbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Outbound Transactions Sub-Menu:

1. Select **Picking**.
2. In the **Pick By** field, select `Run`.
3. Specify this information:

Run Number
Scan the run number for this request

Stage Location
Specify the location status for the item during the time between when the item is picked and when it is delivered.

Cart Location
Scan the cart location.

New Run Number
The run to which picked items are assigned if they are not on the pick list is displayed.

Consolidate Picks
Select this checkbox to consolidate identical stock points into a single line for display. This field is only displayed if the Consolidate Picks parameter is selected for this transaction.

4. Select **Next**. A list of items to pick is displayed.
5. Select an item.
6. If applicable, specify this stock point information:

   Item Number
   Scan the item number. You are only required to scan the item number if the **Scan Item Number** parameter is selected for this transaction.

   Handling Unit
   Scan the item number. You are only required to scan the item number if the **Scan Handling Unit** parameter is selected for this transaction.

   Location
   Scan the item number. You are only required to scan the item number if the **Scan Location** parameter is selected for this transaction.

   Lot Number
   Scan the item number. You are only required to scan the item number if the **Scan Lot Number** parameter is selected for this transaction.

   Inventory Date
   Scan the item number. You are only required to scan the item number if the **Scan Inventory Date** parameter is selected for this transaction.

7. In the **Quantity** field, specify the quantity of items to pick.
8. If applicable, specify the Kanban replenishment location in the **To Location** field. You are only required to specify this location if you are picking for a Kanban transfer order.
9. Select **Process**.

   If you are using handling units and are picking a quantity of items from a container that is less than the total quantity in that container, the Handling Unit form is displayed. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select `Yes`, scan the handling unit number in the **Handling Unit?** field.

   If the quantity you specified is less than the amount on the pick list, you are asked whether you are conducting a partial pick. If you will return to pick more items from this stock point, specify `Yes`. If you will not pick more items from this stock point, specify `No`. You may also be asked whether there is lost material. If items are missing, specify `Yes`. The missing items are transferred to a hold location. If items are not missing, specify `No`.

If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

a On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

10 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Picking Items for Orders Without a Pick List (Allocate Release)

On the Outbound Transactions Sub-Menu:

1. Select **LN Warehouse Mobility > Outbound Transactions > Allocate Release**. The **Allocate Release** transaction form is displayed.
2. Specify this information:

Warehouse
The warehouse at which the Allocate Release request is received.

Order Type
The type of order to be selected for picking items.

Zone
The items located in the specific zone is displayed.
Note: This field is displayed only if the Enter Zone parameter is selected.

From Order and To Order
Specify a range of order numbers for the **From Order** and **To Order** fields to display items. Optionally, specify a different order number in the **To Order** field to specify a range of orders, including both specified order numbers and all order numbers in between.

Parent HU
The Handling Unit specified must be a valid HU for the Projected Shipment and must not be fully packed one.
Note: This field is enabled, if the parent parameter pick_and_pack is selected for this transaction in the Transaction Set Maintenance form.

Handling Unit
The handling unit specified must be related to an outstanding requirement for the selected order/shipment. This handling unit can be for a specific item. However, a parent handling unit can contain multiple items if the order exists for all items.
Note: This field is displayed only when you:
- Enable the feature (RS9112) check box on the Feature Management form.
- Select the Enter Handling Unit parameter is selected on the Transaction Set Maintenance form.

Shipment HU
The handing unit associated with the shipment of lines of item. The specified value must match with the contents of the Handing Unit used and must be a part of the Projected Shipment. The value must also be linked to the Parent HU if specified.
- This field is displayed only if the match_hu parameter is selected on the Transaction Set Maintenance form.
- The application validates that both the **Shipment HU** and the **Handling Unit** fields are scanned only once.

Work Center
Specify the work center. This field is only available if you are picking items for a production order and the **Pick By Work Center** parameter is selected for this transaction.

Cart Location
Scan the cart location of the items to be picked.

HUs Scanned
This field is displayed if the Display Number of HUs scanned parameter is selected for this transaction in the Transactions Set Maintenance form.

3 Select **Process**. The pick list is displayed.

4 Select an order line to pick. A list of stock points containing the needed item are displayed. The available quantity at each stock point is also displayed.

5 Select a stock point from which to pick. This information is displayed:
   - order number
   - order position
   - needed quantity
   - item number and description
   - location
   - lot number, if applicable
   - inventory date, if applicable

6 Specify the quantity to receive in the **Quantity** field.

7 Select **Process**.

   The Serial/Lot Entry screen is displayed which allows a user to scan serial numbers to manually scan serial numbers, or the item needs to be assigned a lot number.

   The **Handling Unit** form is displayed if you are using handling units and are picking a quantity of items from a container that is less than the total quantity in the container. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select Yes, scan the handling unit number in the **Handling Unit?** field.

8 Specify or review this information:

   Item number
   The item number and description are displayed.

   Quantity remaining
   The item quantity that needs to be assigned serial or lot numbers is displayed.

   Generate Serials?
   Indicate how the serial number must be generated for the item.
   Note: The serial number is generated automatically if this field is set to **Yes**.

   All Serials?
   Select **Yes** to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting **Yes** in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

   Lot Number
   A lot number assigned to the item.
   Note: This field is available only when the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

   Serial Number
   The serial number of an item. This field is displayed only if the item is serial-controlled and value in the **All Serials?** field is set to **No**.

   Quantity
   The quantity of items assigned to the specified lot number.

Note: This field is available only when the item is not serial-controlled and needs to be assigned a lot number.

9 Click **Process**. The scanned serial number or lot number is processed. Scan the additional serial numbers or lot numbers to scan, if any. Optionally, press**X** to view serial or lot numbers that you have scanned. Optionally, press**Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Note: Items must be picked from pick or bulk locations. If items are to be returned to the supplier or a rework is required, the items must be picked from the quarantine locations.

Releasing Outbound Order Lines and Confirming Pick Lists

Use the Release Outbound transaction to release order lines for shipment or to confirm pick lists. The parameters are configured to restrict the releasing of order lines that have not been picked and/or packed; the transaction will verify the status of order lines before releasing them for shipment.

When you enter an item number, the application searches for an unreleased outbound advice line related to the specified item. For an unreleased outbound advice line, the destination location is displayed only for an intra-warehouse transfer order.

To release order lines, on the Outbound Transactions Sub-Menu:

1 Select **LN Warehouse Mobility > Icon/List Menu > Outbound Transactions > Release Outbound**. The **Release Outbound** transaction form is displayed.

2 Specify this information:

Release By
Select whether to release lines by `Order Number`, `Run Number`, or `Mission Number`.

Run Number
Specify a run number. This field is only displayed if you are releasing lines by run number or by mission number.

Mission
Specify a mission number. This field is only displayed if you are releasing lines by mission number.

Order Type
Select an order type. This field is only displayed if you are releasing lines by order number.

Order Number
Specify an order number. This field is only displayed if you are releasing lines by order number.

Position From and Position To
Specify a range of position numbers to release on the order line. The position numbers specified in these fields, and all position numbers in between, are included in the range. This field is only displayed if you are releasing lines or confirming pick lists by order number.

Item Number
Specify an item number if the advice lines to be released relate to a specific item. This field is displayed only if the **Release by Item** parameter is selected in the **Transaction Set Maintenance** form.

Display Destination Location
The destination location for the item in the warehouse.
Note:

- This value is populated if an item number is specified and the outbound advice line is for an intra-warehouse transfer order.
- This field is displayed only if the **Display Destination Location** parameter is selected in the **Transaction Set Maintenance** form.

3 Select **Process**. The specified outbound order lines are released, or the items on those lines are marked as picked in Infor LN.

Managing Shipments (Shipment Handling)

Use the Shipment Handling transaction to:

- Confirm shipments
- Freeze shipments
- Unfreeze shipments
- Print packing slips
- Print bills of lading

On the Outbound Transactions Sub-Menu:

1 Select **LN Warehouse Mobility > Outbound Transactions > Shipment Handling**. The **Shipment Handling** transaction form is displayed.

2 Specify or review this information:

Handling Unit
The handing unit associated with the shipment of lines of item. If the handling unit is specified, the values in the Order Type, Order Number, Shipment and Load fields are defaulted.
Note: This field is displayed only when you:

- Enable the feature (RS9112) check box on the Feature Management form.
- Select the Ship by Handling Unit parameter on the Transaction Set Maintenance form.

Order Type
The type of order to be selected for shipment. This field is only enabled if a Handling Unit is not specified.

Order Number
Optionally, scan an order number to specify a shipment using its order number. This field is only enabled if a Handling Unit is not specified.

Shipment
Optionally, scan a shipment number to specify a shipment using its shipment number. This field is only enabled if a Handling Unit is not specified. Otherwise, it is display-only and filled from the shipment on the Handling Unit.
Note: This field is read only. If you scan an order number, the associated shipment detail is displayed.

Load
The load number associated with the shipment.

Freeze?
Indicate if the shipment or Handling Unit is to be frozen. If there are multiple shipments on the associated load, you can freeze all shipments on the load. This field is displayed only if the shipment is not frozen and the Freeze Allowed? parameter is selected on the Transaction Set Maintenance form.

Unfreeze?
Indicate if the shipment or Handling Unit is to be unfrozen. If there are multiple shipments on the associated load, you can unfreeze all shipments on the load. This field is displayed only if the shipment is not frozen and the Unfreeze Allowed? parameter is selected on the Transaction Set Maintenance form.

Confirm?
Indicate if the shipment or Handling Unit must be confirmed. All shipments on the load are confirmed if you confirm the shipment, and there are multiple shipments on the associated load. This field is displayed only if the Confirm Allowed? parameter is selected on the Transaction Set Maintenance form.

Print Packing Slip?
Indicate whether to print a packing slip for the shipment. If there are multiple shipments on the associated load, you can print packing slips for all shipments on the load. This field is only available if the Print Packing Slip? parameter is selected.

Print BOL?
Indicate whether to print a bill of lading for the shipment. If there are multiple shipments on the associated load, you can print bills of lading for all shipments on the load. This field is only available if the Print BOL? parameter is selected.

3. Click **Not-Ship/Reset**. This option is displayed only when the handling unit is specified.
   - When the handling unit is set to Not-Shipped in Infor LN, the Reset option is displayed.
   - When the handling unit is set to Shipped in Infor LN, the Not-Ship option is displayed.
4. Click **Process**.

Returning Items from Staging (Return from Staging)

Use the Return from Staging transaction to return items from the staging area back into inventory when a shipment has been canceled or modified. You can only return items from staging that have previously been released by a Picking or Release Outbound transaction and where the original shipment is now confirmed or canceled.

Return from Staging is a transaction belonging to the Outbound Transactions Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Outbound Transactions Sub-Menu:

1. Select **Return from Staging**.
2. Specify or review this information:

Warehouse
Specify a warehouse from which items are being returned.

Stage Location
Specify a stage location from which items are being returned.

Handling Unit
If applicable, scan the handling unit to return. This field is only displayed if the **Allow Handling Unit Input** parameter is selected for this transaction.

Item Number
If applicable, scan the item number to return. If you are returning a handling unit, this field is read only.

Serial Number
If you are performing this transaction using a single serial-in-inventory time, scan the serial number. Otherwise, leave this field blank. If you are returning a handling unit, this field is read only. This field is only displayed if the item is serial-in-inventory controlled and the **Allow Serial Number Input** parameter is selected for this transaction.

Lot Number
If applicable, scan the lot number. If you are returning a handling unit, this field is read only. This field is only displayed if the item is lot-in-inventory controlled.

Inventory Date
If applicable, specify the inventory date. If you are returning a handling unit, this field is read only. This field is only displayed if the item is date-controlled.

Free Quantity
The staged quantity that is available to be returned is displayed.

Quantity
Specify the quantity to return to inventory. If you are returning a handling unit, this field is not displayed.

To Location
Specify the location to which to return the items.

3. Select **Process**.
4. If you are using handling units and are returning a quantity of items from a container that is less than the total quantity, the Handling Unit form is displayed. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select `Yes`, scan the handling unit number in the **Handling Unit?** field.
5. If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed. On the Serial/Lot Entry screen, specify or review this information:

   Item number
   The item number and description are displayed.

   Quantity remaining
   The quantity that needs to be assigned serial or lot numbers is displayed.

   Generate Serials?
   To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

6 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Production Capabilities

This section provides transaction processing:

Reporting Completed Operations

Report Operation is a transaction belonging to the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1. Select **Report Operation**.
2. Optionally, in the **Serial Number** field, scan the serial number that is being reported.
3. Specify or review this information:

   Order Number
   Scan the order number. If you scanned a serial number on the previous screen, the associated order number is displayed and this field is read only.

   Item Number
   The item number is displayed.

Operation Number
Specify an operation number for which to report completed quantities.

Serial Number
Optionally, scan the serial number that is being reported. If you scanned a serial number on the previous screen, that serial number is displayed and this field is read only. This field is only available if the item is serial-controlled.

Lot Number
If applicable, scan the lot number. This field is only available if the item is lot-controlled, this is the last operation on the order, and you are reporting the order as complete.

Open Quantity
The remaining quantity to be completed for this operation is displayed.

Quantity Complete
Specify the quantity completed for this operation.

Quantity Rejected
If applicable, specify the quantity you are rejecting.

Cumulative Rejected
The cumulative quantity that has been rejected for this operation is displayed.

Reject Code
If applicable, specify the reason you are rejecting quantities.

Complete?
If you are not done working the current operation, select `No`. If you are done working on this operation and want to report it as completed, specify `Yes`. If you specify `Yes`, you will not be able to complete any more quantities for this operation. This field is only available if the **User to Input the Complete Flag** parameter is selected for this transaction.
If the **Scrap or Quarantine** option is selected, an additional screen is displayed for the rejected quantity. This can optionally be used to scrap or quarantine the rejected quantity.

4. Select **Process**.
5. Optionally, if this is the last operation on the order and the item uses handling units, specify this information:

   Generate Handling Unit?
   Specify whether to assign a handling unit to the reported quantity.

   Handling Unit?
   Scan the handling unit you are assigning to the reported quantity. Optionally, leave blank to generate a new handling unit. This field is only available is you are assigning a handling unit to the reported quantity.

6. If you are generating a new handling unit, print labels for the new handling unit. If this transaction is configured to print handling unit labels, labels are automatically printed or the Handling Unit Labels screen is opened. See Printing Labels on page 111 for information about printing labels for handling units.

7 If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Reporting Completed Production (Report Production)

Report Production is a transaction belonging to the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1 Select **Report Production**.

2 In the **Order Number** field, scan the production order. If you scanned a serial number as a reference ID for this transaction, the production order number is automatically specified.

3 Specify this information:

Complete
Specify the quantity produced. If the item is serial-controlled or lot-controlled, but not lot-in-inventory controlled, this field is not displayed.

Rejected
If applicable, specify the quantity rejected.

Reject Code
Specify the reason for the rejections. This field is only display if you are rejecting items.

Shift
Specify the shift during which the items were produced.

Complete
If all items have been produced for this order, specify `Yes`. If there are still more items to complete, specify `No`. This field is only displayed if the **User Input Complete Flag** parameter is selected for this transaction.

Location
If applicable, specify a put away location for the completed items. This field is only displayed if the item is location-controlled and the **Putaway** parameter is selected for this transaction.

4 Select **Process**. If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed. On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

5. Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.
6. If you are asked to cross dock the items, and you wish to cross dock, see Cross Docking Items on page 49. To skip cross docking, specify `No`.
7. Optionally, if this is the last operation on the order and the item uses handling units, specify this information:

   Generate Handling Unit?
   Specify whether to assign a handling unit to the reported quantity.

   Handling Unit?

8. If you are generating a new handling unit, print labels for the new handling unit. If this transaction is configured to print handling unit labels, labels are automatically printed or the Create Handling Unit screen is opened. See Printing Labels on page 111 for information about printing labels for handling units.
9. If applicable, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To print labels using the Label Printing screen, see Printing Labels on page 111.

Linking Component Items to End Items (As-Built Maintenance)

Use the As-Built transaction to link serial-controlled or lot-controlled component items to serialized end items.

As-Built Maintenance is a transaction belonging to the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1. Select **As-Built**.
2. Specify this information:

   ItemNumber
   Scan the number of the item being built.

   Serial Number
   Scan the serial number of the item being built.

   Order Number
   The order number associated with the scanned serial number is displayed.

   Component
   Scan the component item number.

   Serial Number
   If the component item is serial-controlled, scan the component serial number.

   Lot Number
   If the component item is lot-controlled, scan the component lot number.

   Quantity
   Specify the component quantity. If the component item is serial-controlled, a quantity of one is automatically specified.

3. Select **Process**. The components are linked to the end item in Infor LN.

Returning Items from Production (Return Material)

Use the Return Material transaction to return items to inventory that were previously issued to a production order.

Return Material is a transaction belonging to the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1. Select **Return Material**.
2. Specify or review this information:

   Order Number
   Scan the number of the production order from which the material is being returned.

   Item Number
   Scan the item number to return. The item description is displayed.

Position
If applicable, specify the position of the item on the order. The position may be specified by default.

Warehouse
Specify the warehouse to which the items are being returned.

Lot Number
If applicable, scan the lot number.

Quantity
Specify the quantity to return to inventory.

Location
Specify the location to which to return the items.

Generate HU?
Specify whether to assign a handling unit to the returned items. This field is only displayed if the **Allow Handling Unit Input** parameter is selected for this transaction.

Handling Unit
Scan the handling unit to which to assign the returned items. Optionally, leave blank to generate a new handling unit. This field is only displayed if you specified `Yes` in the **Generate HU?** field.

3 Select **Process**.

4 If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed. On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

5 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Issuing Unplanned Material (Unplanned Material Issue)

Unplanned Material Issue is a transaction belonging to the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1. Select **Unplanned Material Issue**.
2. Specify or review this information:

   Order Number
   Scan a production order number.

   Operation Number
   Specify the operation for which you are issuing material.

   Item Number
   Scan the number of the item you are issuing. The item description is displayed.

   Warehouse
   Specify the warehouse.

   Handling Unit
   If applicable, scan the handling unit assigned to the items you are issuing.

   Location
   Specify the location from which the item is being issued.

   Lot Number
   If applicable, scan the lot number.

   Inventory Date
   If applicable, scan the inventory date.

   Quantity Available
   The quantity available for allocation is displayed.

   Quantity
   Specify the quantity to issue.

3. Select **Process**.

If you are using handling units and are issuing a quantity of items from a container that is less than the total quantity in that container, the Handling Unit form is displayed. In the **Add to Another HU** field, specify whether to add the items to an existing handling unit. If you select `Yes`, scan the handling unit number in the **Handling Unit?** field.

If you need to manually scan serial numbers, or the item needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

a On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

4 If prompted, print labels. If this transaction is configured to print labels, labels are automatically printed or the Label Printing screen is opened. To use the Label Printing screen, see Printing Labels on page 111.

Disposition of Rejects reported against Production Operations

Use the Report Scrap/Quarantine transaction to dispose of previously-rejected items against a production order operation.

The Report Scrap/Quarantine transaction is included in the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Production Sub-Menu:

1 Select **Report Scrap/Quarantine**.
2 Specify this information:

   Order Number
   Scan the order number.

   Operation Number
   The operation number against which the disposition must take place.

   Quantity Rejected
   The rejected quantity is displayed that can be disposed. If there is no quantity available, the user is not allowed to access to this transaction for the operation.

   UEF
   The UEF Code of the item is displayed

   Scrap Quantity
   The quantity to be scrapped is entered is provided in this field.
   Note: This field is only enabled if the item is able to scrapp (identified by the setting of the item on the item warehousing form in LN).

   Quarantine Quantity
   The quantity that must be moved to a quarantine location is provided in this field.
   Note:
   - This field is only enabled if the item is flagged as able to be quarantined (identified by the setting of the item on the item warehousing form in LN).
   - The sum of the quantity scrapped and quarantined must not exceed the quantity available for disposition for this operation.

   Quarantine Warehouse
   This field must be provided if a quarantine quantity is entered.

   Quarantine Location
   This field must be provided, if a quarantine quantity is entered and the quarantine warehouse is location-controlled.

   NCM Report
   The NCM (Non-Conformance) Report to be printed if quarantining is to take place. This field is only enabled if a quarantine quantity is entered

3 Select **Process** to start the disposition of the quantities.

Reporting Quantities against Repetitive Orders (Report Repetitive)

Use the Report Repetitive transaction to report completed or rejected quantities against the repetitive jobs.

1. Select **Infor LN Warehouse Mobility > Production > Report Repetitive**. The **Report Repetitive** transaction form is displayed.
2. Scan or select **Work Cell**.
3. Select the shift if the default value is not used.
4. Scan or specify an item for reporting.
5. Select **Next**. The list of schedule lines are displayed. This allows the operator to report an individual schedule line for an item.

   Note: This list is displayed only when the Allow Schedule Line Selection parameter is selected in the **Transaction Set Maintenance** form.
6. Specify this information:

   Lot Number
   If the item is lot-controlled, specify or scan the lot number that is reported.

   Transfer Quantity
   This field displays the normal transfer quantity for the item.

   Reported Quantity
   The quantity reported to date against this production schedule.

   Quantity
   The quantity to be reported in this transaction.

   Rejected
   The quantity to be rejected in this transaction.

   Post to Inventory
   Select this check box to post the partial quantity to inventory. If this check box is cleared, the quantity is left unposted at this stage. This field is enabled if less than the full transfer quantity is specified.

   Complete
   Select this check box to allow the Operator to complete the schedule line.
   Note: This check box is displayed only when the Allow Operator to Complete Line parameter is selected in the **Transaction Set Maintenance** form.
7. Select **Process**.
8. If the item is serial-controlled, specify the serial number(s) that is reported on the additional screen.

Reporting Time against Repetitive Orders (Repetitive Time)

The Repetitive Time transaction is included in the Production Sub-Menu on the Warehouse Mobility icon based and list based menus.

To record time, on the Production Sub-Menu:

1. Select **Repetitive Time**.
2. Scan or Select **Work Cell**.
3. Select the Shift if the default value is not used.
4. Select one of these options:
   - Setup: if starting the setup process for this shift.
   - Run: if starting the run time process for this shift.
   - Stop: if stopping the previous mode.
   - Down: if machine down time is required.
5. Select **Process**.

Kanban Capabilities

This section prodvides transaction processing:

Creating Kanbans (Kanban Create)

Kanban Create is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus. This transaction is used to create a new Kanban ID for a particular item/location.

On the Kanban Sub-Menu:

1. Select **Kanban Create**.
2. Specify this information:

   Kanban ID
   If you are using pre-defined Kanban numbers, scan the Kanban number. If you are not using pre-defined Kanban numbers, this field is not displayed, and a Kanban number is automatically generated.

   Kanban Location
   Scan a location.

   Item Number
   Scan an item number.

   Number of Kanbans
   The number of Kanbans on the current Kanban loop is displayed.

   Temporary?
   Specify whether you are creating a temporary Kanban. If you are creating a temporary Kanban, you must specify a replenishment limit, an expiry date, or both.

Number of Loops
This field is only available for temporary Kanbans. Optionally, specify how many times this Kanban can be replenished before it is canceled.

Expiry Date
This field is only available for temporary Kanbans. Optionally, specify the date that the Kanban will be canceled.

Print Labels
Specify whether or not to print labels for the Kanban.

Printer
Select a printer. This field is only available if you selected `Yes` in the **Print Labels** field.

Number of Labels
Specify how many labels to print. This field is only available if you selected `Yes` in the **Print Labels** field.

3 Select **Process**.

Requesting Kanban Replenishments (Kanban Request)

Use the Kanban Request transaction to request the replenishment of a Kanban when it has been depleted.

Kanban Request is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Kanban Sub-Menu:

1. Select **Kanban Request**.
2. In the **Kanban ID** field, scan the Kanban number. The Kanban location, item number, and item description are displayed.
3. In the **Complete?** field, specify whether you have scanned the correct Kanban for replacement.
   a. If you select `Yes`, a request order is created in Infor LN, and the corresponding number is displayed. The Kanban status is changed to, depending upon your organization's Infor LN settings, `Requested` or `Approved`.
   b. If you select `No`, scan the correct Kanban number in the **Kanban ID** field.
4. Select **Process**.

Delivering Kanban Items (Kanban Delivery)

Use the Kanban Request transaction to deliver items to a Kanban location that have been received to fill a Kanban request. You can only deliver Kanbans that have the `Received` status.

Kanban Delivery is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Kanban Sub-Menu:

1. Select **Kanban Delivery**.
2. In the **Kanban ID** field, scan the Kanban number. This information is displayed:
   - warehouse from which the items will be delivered
   - location from which the items will be delivered
   - item number
   - item description
   - item quantity and unit of measure
3. Specify this information:

   To Warehouse
   If applicable, specify the warehouse to which the items will be delivered. If the **To Warehouse** parameter is cleared for this transaction, this field is read only.

   To Location
   Scan the location to which the items will be delivered. If the **To Location** parameter is cleared for this transaction, this field is read only.

   Kanban Location
   Scan the location of the Kanban. If the **Kanban Location** parameter is cleared for this transaction, this field is read only.

4. Select **Process**. The Kanban status is changed to `On Hand`.

Canceling Kanbans (Kanban Cancel)

Kanban Cancel is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus. This transaction is used to cancel Kanban IDs to prevent requests of new IDs.

On the Kanban Sub-Menu:

1. Select **Kanban Cancel**.
2. In the **Kanban ID** field, scan the Kanban number. This information is displayed:
   - Kanban location
   - Item number
   - Number of Kanbans
3. In the **Cancel?** field, specify whether you have scanned the correct Kanban to remove from use.

   If you select `Yes`, the Kanban status is changed to `Canceled`.

   If you select `No`, scan the correct Kanban number in the **Kanban ID** field.
4. Select **Process**.

Reinstating Kanbans (Kanban Reinstate)

Use the Kanban Reinstate transaction to return a previously canceled Kanban to use.

Kanban Reinstate is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Kanban Sub-Menu:

1. Select **Kanban Reinstate**.
2. In the **Kanban ID** field, scan the Kanban number. This information is displayed:
   - Kanban location
   - Item number
   - Number of Kanbans
3. In the **Reinstate?** field, specify whether you have scanned the correct Kanban to return to use.
   a. If you select `Yes`, the Kanban status is reinstated.
   b. If you select `No`, scan the correct Kanban number in the **Kanban ID** field.
4. In the **Print Labels** field, specify whether to print labels for the Kanban. If you select `Yes`, specify this information:
   - Printer
   - Specify a printer to use.
   - Number of Labels
   - Specify the number of labels to print.
5. Select **Process**.

Resetting Kanbans (Kanban Reset)

Use the Kanban Reset transaction to reset the status of a Kanban to `In Stock`.

Kanban Reset is a transaction belonging to the Kanban Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Kanban Sub-Menu:

1. Select **Kanban Reset**.
2. In the **Kanban ID** field, scan the Kanban number.
3. In the **Reset?** field, specify whether you have scanned the correct Kanban to reset.
   a. If you select `Yes`, the Kanban status is changed to `In Stock`.
   b. If you select `No`, scan the correct Kanban number in the **Kanban ID** field.
4. In the **Print Labels** field, specify whether to print labels for the Kanban. If you select `Yes`, specify this information:

   Printer
   Specify a printer to use.

Number of Labels
Specify the number of labels to print.

5 Select **Process**.

Viewing the Status of Kanbans (Kanban Status)

The warehouse mobility icon based menu and list based menu comprises of the Kanban Menu. Kanban Reset is listed as a transaction under the Kanban Menu.

On the Kanban Menu:

1 Select **Kanban Status** transaction.
2 In the **Kanban ID** field, scan the Kanban number. This information is displayed:
- Kanban location
- Item number
- Order type
- Order number
- Position on order
- Status

Printing Kanban Labels (Kanban Print)

Use the Kanban Print transaction to reprint a label for an existing Kanban ID.

To reprint the label:

1 Select **LN Warehouse Mobility > Icon/List Menu > Kanban > Kanban Print**. The **Kanban Print** transaction form is displayed.
2 Specify this information:

Kanban ID
The alphanumeric identification code for the Kanban that uses standard containers or lot sizes (also called bins) to deliver items to shop floor warehouses.

Kanban Location
The location of the Kanban. This value is populated based on the specified Kanban ID.

Item
The code of item. This value is populated based on the specified Kanban ID.

Print Labels?
Indicate if the Kanban labels must be printed.
Note: By default, this field is set to ‘Yes’. However, you can modify the value.

Printer
The name of the printer. This field is displayed only if the **Print Labels?** field is set to `Yes`.
Note: This value is defaulted from the **Default Printer** field on the **Transaction Warehouse Order Type Print Parameters** form. However, you can modify the value.

Number of Labels
The number of labels to be printed. This field is displayed only if the **Print Labels?** field is set to `Yes`.
Note: This value is defaulted from the **Transaction Warehouse Order Type Print Parameters** form. However, you can modify the value.

3. Click **Process**. A label for the Kanban ID is printed

Handling Unit Capabilities

This section prodvides transaction processing:

Creating Handling Units for New Containers (Create Handling Unit)

Create Handling Unit is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus. This transaction is used to create a Container for an inventory with no Container. For example; you require a single box to put 100 loose items in this for easy management.

On the Handling Unit Sub-Menu:

1. Select **Create Handling Unit**.
2. In the **Create Parent** field, specify whether to create a parent for the new handling unit.

   If you specify `Yes`, a new parent will be created.

   If you specify `No`, specify the parent handling unit in the **Parent HU** field. Optionally, leave blank to create a handling unit without a parent.
3. Specify this information:

   Item
   Specify the item number of the handling unit. The item description is displayed.

   Serial
   If you are performing this transaction using a single serial-in-inventory time, scan the serial number. Otherwise, leave this field blank.

   Whse
   Specify the warehouse where the handling unit will be created. If you specified a parent handling unit or serial number, this field is pre-filled and unavailable.

Location
If applicable, specify the location where the handling unit will be created. If you specified a parent handling unit or serial number, this field is pre-filled and unavailable. This field is only displayed if the specified warehouse is location-controlled.

Lot
If applicable, specify a lot number for the items.

Inventory Date
If applicable, specify a lot number for the items.

Qty
Specify the item quantity for the handling unit.

4 If the **Input Package Definition** and **Input Packaging Item** parameters are selected for this transaction, the **Next** button is available. Select **Next**, and specify this package definition information:

Package Definition
Specify a package definition.

Packaging Item
Specify a packaging item.

Qty
Specify the quantity of packaging items.

5 Select **Process**. If the item is not serial-controlled and does not need to be assigned a lot number, the handling unit is created. If the item is serial-controlled or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed.

6 On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select **`Yes`**. To scan existing serial numbers, select **`No`**. This field is displayed if the item is serial-controlled, if it is possible to generate serial numbers for this transaction, and if you have not scanned any serial numbers.

All Serials?
Select **`Yes`** to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting **`Yes`** in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number is displayed after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

7 Select **Process**. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the handling unit is created. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Creating Container Structures (Link Handling Unit)

To create container structures composed of multiple containers, you can add smaller containers to larger ones by linking the smaller container handling unit, called the child handling unit, to the larger container handling unit, called the parent handling unit. For example, if you add a box to a pallet, you must link the box handling unit to the pallet handling unit.

Link Handling Unit is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Handling Unit Sub-Menu:

1. Select **Link HU**.
2. Specify this information:

   Create Parent
   Specify whether to link the handling unit to a new parent handling unit or to assign an existing handling unit as its parent. If you specify **Yes**, a new parent will be created. If you specify **No**, specify the parent handling unit in the **Parent HU** field.

   Handling Unit
   Specify the child handling unit.

3. Select **Process**. If the child handling unit was linked to another parent handling unit before the transaction, it is now unlinked from that parent.

Removing Containers from Container Structures (Unlink Handling Unit)

Use the Unlink Handling Unit transaction to remove a container from a container structure. For example, if you remove a box from a pallet, you must unlink the box handling unit to the pallet handling unit.

Unlink Handling Unit is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Handling Unit Sub-Menu:

1. Select **Unlink HU**.
2. In the **Handling Unit** field, scan the handling unit of the container you are removing from the structure. The parent handling unit is displayed.
3. To unlink the handling unit from its parent, select **Process**.

Removing Items from a Container (Split Handling Unit)

When you take items out of a container, you can add them to another container or designate them as loose inventory.

Split Handling Unit is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Handling Unit Sub-Menu:

1. Select **Split Handling Unit**.
2. In the **Handling Unit** field, specify the handling unit from which the items are being removed. You can only specify handling units that have free inventory and have no children.
3. In the **Qty** field, specify the quantity to remove from the handling unit.
4. In the **Add to Another HU?** field, specify whether to add the removed items to another handling unit.
   a. If you specify `Yes`, specify the handling unit in the **Add to Handling Unit** field. Optionally, leave blank to create a new handling unit.
   b. If you specify `No`, the items will become loose inventory.
5. Select **Process**. If the item is not serial-controlled, the items are assigned to a new handling unit or become loose inventory in Infor LN. If the item is serial-controlled, or needs to be assigned a lot number, the Serial/Lot Entry screen is displayed. On the Serial/Lot Entry screen, specify or review this information:

   Item number
   The item number and description are displayed.

   Quantity remaining
   The quantity that needs to be assigned serial or lot numbers is displayed.

   Generate Serials?
   To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

   All Serials?
   Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

6 Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. If all needed serial and lot numbers have been scanned, the items are assigned to a new handling unit or become loose inventory in Infor LN. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

Emptying a Container (Close Handling Unit)

When you remove all items from a container, you must close or delete the handling unit assigned to that container. If you keep the container, you should close the handling unit instead of deleting it, so you can re-use the container at a later time.

Close Handling Unit is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Handling Unit Sub-Menu:

1. Select **Close HU**.
2. In the **Handling Unit** field, specify a handling unit. If the specified handling unit has children, you are asked whether to also close the children.
3. In the **Delete HU** field, specify whether to delete or close the handling unit.
   If you specify `Yes`, the handling unit will be deleted.
   If you specify `No`, the handling unit will be closed.
4. Select **Close HU**.

Viewing Container Details (Handling Unit Inquiry)

Handling Unit Inquiry is a transaction belonging to the Handling Unit Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Handling Unit Sub-Menu:

1. Select **Handling Unit Inquiry**.

2 In the **Handling Unit** field, scan the handling unit of the container.
3 Optionally, select **Show Serial** to view serial and lot numbers, if applicable.
4 Optionally, select **Show HU** to view the children of the handling unit, if applicable. This information is displayed for the handling unit and each of its children:
   - Item number (not shown for multi-item handling units)
   - Item quantity (not shown for multi-item handling units)
   - Unit of measure

Labor Capabilities

This section prodvides transaction processing:

Starting Jobs (Job Booking)

You can start a single job, or, for workset-enabled employees, you can add jobs to a workset and start multiple jobs at once by starting the workset. You can use this transaction as an individual employee or as a team.

This transaction is only available when the Time Track module is not implemented.

Starting a Single Job

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1 Select Job Booking.
2 Scan your employee ID or badge number and select **Next**.
3 Specify or review this information:

   Employee
   Your employee ID or badge number is displayed.

   Hours Today/This Week
   The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

   Current Job
   The current job you are working on is displayed.

   New Job Type
   Select the type of job to which you are reporting labor and, if applicable, quantities.

Note: If the user specifies the job type as Production, the application checks if the labor set is backflushed. If the user posts labor to a job where labor is backflushed already, a warning or reject message is prompted. Based on the Backflush Option parameter setting the following types of action is performed:

- If the parameter is set to `Warning`, the application gives a warning, if the employee tries to start or report time against a backflush job. The employee can choose to override this warning.
- If the parameter is set to `Reject`, the application gives a rejection message, if the employee tries to start or report time against a backflush job. The employee cannot override this message.
- If the parameter is set to `Ignore`, the application allows an employee to start or report time against a backflush job without any warning message.

Order Number
Scan the order or project number.

Operation
If applicable, specify the operation number, activity line, or labor line.

Setup?
Specify whether this job refers to a setup process.

Task
If applicable, specify the task. This field is only available if the **Input Task** parameter is selected for this transaction.

Machine
If applicable, specify the machine. This field is only available if the **Input Machine** parameter is selected for this transaction.

Work Center
If applicable, specify where the work was performed. This field is only available if the **Input Work Center** parameter is selected for this transaction.

Hourly Labor Type
If applicable, specify how to record hours. For example, `Regular`, `Overtime`, or `Double-time`. This field is only available if the **Input Hourly Labor Type** parameter is selected for this transaction.

Cost Component
If applicable, specify the cost component to use for the reported hours. This field is only available if the **Cost Component** parameter is selected for this transaction.

4 Select **Process**.

Adding an Indirect Job to a Workset

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1 Select Job Booking.
2 Scan your employee ID or badge number and select **Next**.

3 Specify or review this information:

Employee
Your employee ID or badge number is displayed.

Jobs Started
The number of jobs that you and, if applicable, your team are currently working on are displayed.

Hours Today/This Week
The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Current Job
The current job you are working on is displayed. If you are working on more than one job, the number of jobs is displayed.

Stop Workset?
Specify whether to stop the current workset. If you select **`Yes`**, the current workset will be stopped, and the job you are adding will be added to a new workset.

New Job Type
Select **`Indirect`**.

4 Specify or review this information:

Employee
Your employee ID or badge number is displayed.

Jobs Started/Starting
The number of jobs that you and, if applicable, your team are currently working on are displayed to the left of the slash; the number of jobs that are queued for your workset but not yet started are displayed to the right of the slash.

Hours Today/This Week
The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Job Type
The type of job you are starting is displayed.

Setup?
Specify whether this job refers to a setup process.

Task
If applicable, the task is displayed.

Machine
If applicable, specify the machine. This field is only available if the **Input Machine** parameter is selected for this transaction.

Work Center
If applicable, specify where the work was performed. This field is only available if the **Input Work Center** parameter is selected for this transaction.

Hourly Labor Type
If applicable, specify how to record hours. For example, `Regular`, `Overtime`, or `Double-time`. This field is only available if the **Input Hourly Labor Type** parameter is selected for this transaction.

Cost Component
If applicable, specify the cost component to use for the reported hours. This field is only available if the **Cost Component** parameter is selected for this transaction.

5. To add the job to your workset, select **Add**. If the workset is currently running, the job is started.
6. Optionally, press **F2** to start the workset.

Adding a Job on an Order or Project to a Workset

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select Job Booking.
2. Scan employee ID or badge number and select **Next**.
3. Specify or review this information details:

Employee
The employee ID or badge number is displayed.

Jobs Started
The number of jobs that you or the team are currently working on.

Hours Today/This Week
The number of hours that you or the team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Current Job
The job you are currently working on. The number of jobs is displayed if you are working on more than one job.

Stop Workset?
Specify whether to stop the current workset. The current workset is stopped if you select`Yes` and the job you are adding is added to a new workset.

New Job Type
The type of order or project.

Order Number
The order or project number. The field is not displayed if you select `Indirect` in the **New Job Type** field.

Operation
The operation number, activity line, or labor line.

4. Select **Process**.

Note: You can press **F2** to start the workset.

Starting a Workset

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Job Booking**.
2. Scan your employee ID or badge number and select **Next**.
3. Review this information:

   Employee
   Your employee ID or badge number is displayed.

   Jobs Started
   The number of jobs that you and, if applicable, your team are currently working on are displayed.

   Hours Today/This Week
   The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

   Current Job
   The current job you are working on is displayed. If you are working on more than one job, the number of jobs is displayed.

4. To start the workset, press **F2**. All jobs that are queued to the workset are started.

Stopping Jobs

You can stop a single job, or, for workset-enabled employees, a workset. When stopping a single job, you can report completed quantities. You can use this transaction as an individual employee or as a team.

This transaction is only available when the Time Track module is not implemented.

Stopping a Single Job

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Job Booking**.
2. Scan your employee ID or badge number and select **Next**.
3. Specify or review this information:

Employee
Your employee ID or badge number is displayed.

Hours Today/This Week
The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Job Type
The type of job you are stopping is displayed.

Order Number
The number of the order or project you are stopping is displayed.

Operation
The operation number, activity line, or labor line you are stopping is displayed.

Task
If applicable, the task is displayed.

Open Quantity
The quantity to be completed is displayed.

Qty Completed
Specify quantity you completed.

Qty Rejected
If applicable,specify the quantity you are rejecting.

Reason Code
If applicable specify the reason for the rejections.

Complete? (Y/N)
If the operation, activity line, or labor line is complete, specify **Y**. If more quantities need to be completed for this operation, activity line, or labor line, specify **N**.

4. Select **Process**.

Stopping a Workset

Job Booking is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Job Booking**.
2. Scan your employee ID or badge number and select **Next**.
3. Specify or review this information:

Employee
Your employee ID or badge number is displayed.

Jobs Started
The number of jobs that you and, if applicable, your team are currently working on are displayed.

Hours Today/This Week
The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Current Job
The current job you are working on is displayed. If you are working on more than one job, the number of jobs is displayed.

Stop Workset?
Select `Yes`.

4 Select **Process**.

Reporting Elapsed Hours (Elapsed Hours)

Use the Elapsed Hours transaction to report labor and quantities to jobs. You can use this transaction as an individual employee or as a team.

This transaction is only available when the Time Track module is not implemented.

Elapsed Hours is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1 Select Elapsed Hours.
2 Scan your employee ID or badge number and select **Next**.
3 Specify or review this information:

Employee
Your employee ID or badge number is displayed.

Hours Today/This Week
The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

Job Type
Select the type of job to which you are reporting labor and, if applicable, quantities.
Note: If the user specifies the job type as Production, the application checks if the labor set is backflushed. If the user posts labor to a job where labor is backflushed already, a warning or reject message is prompted. Based on the Backflush Option parameter setting the following types of action is performed:

- If the parameter is set to `Warning`, the application gives a warning, if the employee tries to start or report time against a backflush job. The employee can choose to override this warning.
- If the parameter is set to `Reject`, the application gives a rejection message, if the employee tries to start or report time against a backflush job. The employee cannot override this message.

- If the parameter is set to `Ignore`, the application allows an employee to start or report time against a backflush job without any warning message.

Order
Scan the order or project number.

Operation
If applicable, specify the operation number, activity line, or labor line.

Task
If applicable, specify the task. This field is only available if the **Input Task** parameter is selected for this transaction.

Machine
If applicable, specify the machine code. This field is only available if the **Input Machine** parameter is selected for this transaction.

Work Center
If applicable, specify where the work was performed. This field is only available if the **Input Work Center** parameter is selected for this transaction.

Hourly Labor Type
If applicable, specify how to record hours. For example, `Regular`, `Overtime`, or `Double-time`. This field is only available if the **Input Hourly Labor Type** parameter is selected for this transaction.

Cost Component
If applicable, specify the cost component to use for the reported hours. This field is only available if the **Cost Component** parameter is selected for this transaction.

Man Hours
Specify how many hours you worked on this job.

Machine Hours
Specify how many hours you used the machine for this job. This field is only available if you specified a value in the **Machine** field.

4. Select **Next**.
5. Specify or review this information:

   Employee
   Your employee ID or badge number is displayed.

   Hours Today/This Week
   The number of hours that you and, if applicable, your team have worked today is displayed to the left of the slash; the number of hours worked this week is displayed to the right of the slash.

   Job Type
   The job type is displayed.

   Order
   The order or project number is displayed.

Operation
If applicable, the operation number, activity line, or labor line is displayed.

Task
If applicable, the task is displayed.

Open Qty
The quantity to be completed is displayed.

Qty Completed
Specify the quantity that you completed.

Qty Rejected
If applicable, specify the quantity that you are rejecting.

Reason Code
If applicable, specify the reason code for the rejections.

Complete? (Y/N)
If the operation, activity line, or labor line is complete, specify **Y**. If more quantities need to be completed for this operation, activity line, or labor line, specify **N**.

6 Select **Process**.

Joining Teams (Manage Team)

Use the Manage Team transaction to join a team. You must start your shift before you can join a team.

This transaction is only available when the Time Track module is not implemented.

Manage Team is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Manage Team**.
2. In the **Team** field, specify a team. The current number of team members is displayed in the Team Count field. Optionally, select **Members** to view the employees on the team.
3. In the**Badge** field, scan your employee ID or badge number.
4. Select **Join Team**.

Leaving Teams

Use the Manage Teams transaction to leave a team. You must start your shift before you can leave a team.

This transaction is only available when the Time Track module is not implemented.

Manage Team is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Manage Teams**.
2. In the **Team** field, specify a team. The current number of team members is displayed in the **Team Count** field. Optionally, select **Members** to view the employees on the team.
3. In the**Badge** field, scan your employee ID or badge number.
4. Optionally, in the **New Team** field, select a new team to join. You will leave your current team and join the new team.
5. Select **Leave Team**.

Resetting the Status of an Employee (Reset Employee)

Use the Reset Employee transaction to return an employee to an idle state. The employee's shift will be ended, and the employee will be removed from any teams and unassigned from any activities.

This transaction is only available when the Time Track module is not implemented.

Reset Employee is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Reset Employee**.
2. In the **Employee** field, scan your employee ID or badge number.
3. Select **Reset Employee**.

Starting Shifts (Start/Stop Shift)

This transaction is only available when the Time Track module is not implemented.

Start/Stop Shift is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Start/Stop Shift**.
2. In the **Employee** field, scan your employee ID or badge number.
3. In the **Shift** field, specify a shift to start. Your default shift is specified by default.
4. Select **Start Shift**.

Stopping Shifts

This transaction is only available when the Time Track module is not implemented.

Start/Stop Shift is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Start/Stop Shift**.
2. In the **Employee** field, scan your employee ID or badge number. Your shift and the time it started are displayed.
3. Select **Stop Shift**.

Viewing Teams

This transaction is only available when the Time Track module is not implemented.

Manage Team is a transaction belonging to the Labor Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Labor Sub-Menu:

1. Select **Manage Team**.
2. In the **Team** field, specify a team. The current number of team members is displayed in the Team Count field.
3. Select **Members**. The employees currently assigned to the team are displayed.

Lunch In/Out

Use the Lunch Out to stop the clocked time for the purpose of lunch. Time Track has no jurisdiction over an employee with status set to Lunch Out. The employee is not being paid in that period and maintaining the record of this time is not required. Lunch In is the attendance transaction that follows a Lunch Out transaction. Lunch in marks the return to Clocked Time.

See Clocking In from Lunch on page 95 and Clocking Out for Lunch on page 96 for instructions on using this transaction.

See *Configuring Shifts* for more information.

Time Attendance

When using the Time Attendance transaction the application determines the appropriate punch based on the employee's shift and prior punches. Use the Time Attendance transaction to perform these activities:

- Clock in at the beginning of the day.
- Clock out at the end of the day.
- Clock out for a break.
- Clock in from a break.
- Clock out for lunch.
- Clock in from a lunch

See Using the Time Attendance Transaction on page 94 for more information.

Using the Time Attendance Transaction

Use the Time Attendance transaction to perform these activities:

- clock in at the beginning of the day
- clock out at the end of the day
- clock out for a break
- clock in from a break
- clock out for lunch
- clock in from a lunch

You must have the Time Track module implemented to use the Time Attendance transaction. If you do not have the Time Track module implemented, use the Start/Stop Shift transaction to clock in and out.

See Starting Shifts and Stopping Shifts for instructions on using the Start/Stop Shift transaction.

To use the time and attendance transaction:

1. On the Main Menu, tap **TT Trans**.
2. Tap **Time Attendance**. The Time Attendance screen is displayed.
3. Optionally, specify a date and time to record for this transaction. The current date and time is specified by default. You can only modify the date and time if your user ID has the appropriate authorizations on the User Extensions form.
4. In the **Employee** field, scan your employee ID number or team number.
5. In the **Trans Type** field, select the type of activity you are performing.
6. Select **Submit**.

Break In/Out

Use the Break Out transactions to stop Clocked Time when the employee is going on a break. Use Break In when the employee returns from the break to Clocked Time. Break In is the attendance transaction that follows a Break Out transaction.

See Clocking In from a Break on page 95 for instructions on using this transaction.

See *Configuring Shifts* for instructions on using clockable lunch/breaks.

Clocking In from a Break

Use the Break In/Out transaction to clock in from a break.

1. On the Main Menu, select the **Time and Attendance** menu.
2. Click **BreakIn/Out**.
3. Specify this information :

   Date
   Verify that the correct date is displayed. Edit if necessary. The user can only edit the date when the edit date time parameter on the User Extensions form is checked.

   Time
   Verify that the correct time is displayed. Edit if necessary. The user can only edit the date time when the edit date time parameter on the User Extensions form is checked.

   Employee
   Scan your employee ID number.

4. Select **Submit**.

Clock In/Out

Use the Clock In to start the clocked time for the day. Use the Clock Out to stop the clocked time for the day.

See *Clocking In* and *Clocking Out* for more information.

Clocking In from Lunch

Use the Lunch In/Out transaction to clock in from lunch.

1. On the Main Menu, tap **TT Trans**.
2. Tap **LunchIn/Out**.
3. Specify this information:

   Date
   Verify that the correct date is displayed. Edit if necessary. You can only edit the date if you are authorized to do so on the User Extensions form.

   Time
   Verify that the correct time is displayed. Edit if necessary. You can only edit the date if you are authorized to do so on the User Extensions form.

   Employee
   Scan your employee ID number.

4. Select **Submit**.

Clocking Out for Lunch

Use the Lunch In/Out transaction to clock out for lunch.

You must have the Time Track module implemented to use the Lunch In/Out transaction. If you do not have the Time Track module implemented, use the Start/Stop Shift transaction to clock out for a lunch.

See Starting Shifts and Stopping Shifts for instructions on using the Start/Stop Shift transaction.

To clock out for lunch:

1 On the Main Menu, tap **TT Trans**.

2 Tap **LunchIn/Out**.

3 Specify this information:

Date
Verify that the correct date is displayed. Edit if necessary. You can only edit the date if you are authorized to do so on the User Extensions form.

Time
Verify that the correct time is displayed. Edit if necessary. You can only edit the date if you are authorized to do so on the User Extensions form.

Employee
Scan your employee ID number.

4 Select **Submit**.

Packing Capabilities

This section prodvides transaction processing:

Packing Items by Order (Packing by Order)

Use the Packing by Order transaction to pack items for an order. There are two ways that you can pack items using this transaction:

- Using pre-packed items:

  Use this packing method if the items on the order line are already packed in a container structure that meets the shipping requirements. You can confirm that the container structure is correct, or, if there are problems with the container structure, you can break it up and rebuild the structure manually.

  See Packing Items by Order Using Pre-packed Items on page 97.

- Packing items without a pre-defined structure

  Use this packing method if the items on the order line do not need to match a specific container structure. Using your own discretion, you can create any container structure that is appropriate for the situation.

See Packing Items by Order Without a Pre-defined Structure on page 97.

You may need to use multiple packing methods for an order.

Packing Items by Order Using a Pre-Defined Structure

Packing by Order is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Packing by Order**.
2. In the **Handling Unit** field, scan the handling unit to be packed.
3. Specify or review this information:

   Handling Unit
   The handling unit being packed is displayed.

   Order Number
   The order number associated with the handling unit is displayed.

   Package Definition
   The package definition of the handling unit is displayed.

   Confirm?
   Specify whether the handling unit structure is correct and should be confirmed as a package.

   Break?
   Specify whether to break up the handling unit for re-packing. If there is a problem with the handling unit, you should select `Yes`. This field is only displayed if you selected `Yes` in the **Confirm?** field.

4. Select **Process**. The handling unit is either confirmed as a package or broken up for re-packing.

   If the handling unit is confirmed as a package, then any child handling units that handling unit contains are also confirmed as packages.

   If the handling unit is broken up for re-packing, the handling unit is removed from the order line, and a placeholder handling unit is created to account for the item quantity.

Packing Items by Order Without a Pre-defined Structure

Packing by Order is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Packing by Order**.
2. Specify some or all of this information:

   Handling Unit
   Leave this field blank.

Order Type
Optionally, select the order type on the order.

Order Number
Optionally, scan the order number on the order.

Item Number
Optionally, scan the item number.

Lot Number
Optionally, if applicable, scan the lot number.

Serial Number
Optionally, if you are performing this transaction using a single serial-in-inventory item, scan the serial number. Otherwise, leave this field blank.

3. Select **Next**. Using the specified information, a search is performed to find associated order lines that need to be packed. If more than one order line is found, a list of order lines is displayed; select an order line to pack from this list.
4. Specify or review this information:

Order Number
The order you are packing is displayed.

Package
Specify a package to use for packing. The package must be unsealed. Optionally, leave blank to use a new package.

Packaging Item
Specify a packaging item to use for the package. If you are using an existing package, the correct packaging item might be specified by default.

Position Number
The order line you are packing is displayed. If the line you are packing is composed of multiple order lines with serial numbers at the same stock points, this field is blank.

Item Number
The item you are packing is displayed.

Lot Number
If applicable, the lot number is displayed.

Unpacked Quantity
The unpacked quantity on the order line is displayed.

Quantity
Specify the quantity to pack.

Enter Serials/Lots?
Specify whether to record the exact serial numbers and lots being packed. This field is only available if the items being packed are serial-controlled or lot-controlled.

5 Select **Process**.

If you selected `Yes` in the **Enter Serials/Lots?** field, the Serial/Lot Entry screen is displayed.

a On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select **Yes** in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

The specified quantity of items on the order line are packed. If you are using a new package, a package label is printed.

Packing Items by Shipment

Use the Packing by Shipment transaction to pack items for a shipment. There are three ways that you can pack items using this transaction:

- Using pre-packed items:

Use this packing method if the items on the shipping line are already packed in a container structure that meets the shipping requirements. You can confirm that the container structure is correct, or, if there are problems with the container structure, you can break it up and rebuild the structure manually.

See Packing Items by Shipment Using Pre-packed Items on page 100.

- Packing items using a pre-defined structure:

  Use this packing method if the items on the shipping line must be packed in a pre-defined container structure that does not match the current structure of the picked items. You can create a container structure for the items that meets the shipping requirements.

  See Packing Items by Shipment Using a Pre-defined Structure on page 101.

- Packing items without a pre-defined structure:

  Use this packing method if the items on the shipping line do not need to match a specific container structure. Using your own discretion, you can create any container structure that is appropriate for the situation.

  See Packing Items by Shipment Without a Pre-defined Structure on page 102.

You may need to use multiple packing methods for a shipment.

Packing Items by Shipment Using Pre-Packed Items

Packing by Shipment is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Packing by Shipment**.
2. In the **Handling Unit** field, scan the handling unit to be packed.
3. Specify or review this information:

   Handling Unit
   The handling unit being packed is displayed.

   Shipment Number
   The shipment number associated with the handling unit is displayed.

   Package Definition
   The package definition of the handling unit is displayed.

   Confirm?
   Specify whether the handling unit structure is correct and should be confirmed as a package.

   Break?
   Specify whether to break up the handling unit for re-packing. If there is a problem with the handling unit, you should select `Yes`. This field is only displayed if you selected `Yes` in the **Confirm?** field.

4. Select **Process**. The handling unit is either confirmed as a package or broken up for re-packing.

   If the handling unit is confirmed as a package, then any handling units it contains are also confirmed as packages.

If the handling unit is broken up for re-packing, the handling unit is removed from the shipment line, and a placeholder handling unit is created to account for the item quantity.

Packing Items by Order Using a Pre-defined Structure

Packing by Shipment is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1 Select **Packing by Shipment**.
2 Specify some or all of this information:

  Handling Unit
  Leave this field blank.

  Shipment
  Optionally, scan the shipment to be packed.

  Order Type
  Optionally, select the order type on the shipment.

  Order Number
  Optionally, scan the order number on the shipment.

  Item Number
  Optionally, scan the item number.

  Lot Number
  Optionally, if applicable, scan the lot number.

  Serial Number
  Optionally, if you are performing this transaction using a single serial-in-inventory item, scan the serial number. Otherwise, leave this field blank.

3 Select **Next**. Using the information you specified, a search is performed to find associated shipment lines that need to be packed. If more than one shipment line is found, a list of shipment lines is displayed; select a shipment line to pack from this list.

  If the handling unit contains other handling units, the parent handling unit number, shipment number, and package definition are displayed along with a list of all the child handling units that need be packed. Select a child handling unit to pack.

  If the handling unit does not contain other handling units, you do not need to select which handling unit to pack. For example, if you are packing a pallet (parent handling unit) containing five boxes (child handling units) of items, you must pack the five boxes, one-by-one, using the following steps before you can pack the pallet. However, if you are packing a pallet (only handling unit) holding items that are not contained in separate boxes assigned to handling units, then you can pack the pallet without having to pack other handling units first.

4 Specify or review this information:

Parent Handling Unit
The parent of the handling unit that you are packing is displayed. This field is only displayed if the handling unit you are packing is contained by other handling units.

Handling Unit
The handling unit being packed is displayed.

Order Number
The order number associated with the handling unit is displayed.

Package Definition
The package definition of the handling unit is displayed.

Item Number
The item number is displayed.

Quantity
The quantity of items in the handling unit are displayed.

Confirm?
Specify whether the handling unit has been packed correctly and should be confirmed as a package.

Break?
Specify whether to break up the handling unit for re-packing. If there is a problem with the handling unit, you should select `Yes`. This field is only displayed if you selected `Yes` in the **Confirm?** field.

5 Select **Process**. If there are additional handling units that need to be packed as part of the package structure for this shipment line, select another handling unit to pack using the instructions in the step above. If there is only one additional handling unit left to pack, it is automatically selected.

All confirmed handling units on the shipment line are packed. If any handling units were broken up for re-packing, those handling units are removed from the shipment line, and placeholder handling units are created to account for the item quantity. Package labels for all packed handling units are printed.

Packing Items by Shipment Without a Pre-defined Structure

Packing by Shipment is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1 Select **Packing by Shipment**.

2 Specify some or all of this information:

Handling Unit
Leave this field blank.

Shipment
Optionally, scan the shipment to be packed.

Order Type
Optionally, select the order type on the shipment.

Order Number
Optionally, scan the order number on the shipment.

Item Number
Optionally, scan the item number.

Lot Number
Optionally, if applicable, scan the lot number.

Serial Number
Optionally, if you are performing this transaction using a single serial-in-inventory item, scan the serial number. Otherwise, leave this field blank.

3. Select **Next**. Using the information you specified, a search is performed to find associated shipment lines that need to be packed. If more than one shipment line is found, a list of shipment lines is displayed; select a shipment line to pack from this list.
4. Specify or review this information:

Shipment Number
The shipment you are packing is displayed.

Package
Specify a package to use for packing. The package must be unsealed. Optionally, leave blank to use a new package.

Packaging Item
Specify a packaging item to use for the package. If you are using an existing package, the correct packaging item might be specified by default.

Position Number
The shipment line you are packing is displayed. If the line you are packing is composed of multiple shipment lines with serial numbers at the same stock points, this field is blank.

Item Number
The item you are packing is displayed.

Lot Number
If applicable, the lot number is displayed.

Unpacked Quantity
The unpacked quantity on the shipment line is displayed.

Quantity
Specify the quantity to pack.

Asset Tag
This field is enabled if the add_asset parameter is selected in the transaction set maintenance form.
Note:

- This field is mandatory if the asset_tag_mandatory child parameter is selected in the transaction set maintenance form.
- The Asset Tag is defaulted, if an existing Handling Unit is added to the transaction.
- If the validate_asset_tag child parameter is selected in the transaction set maintenance form, the parameter must validate that the specified asset tag is not related to an Open or Active Handing Unit.

Enter Serials/Lots?
Specify whether to record the exact serial numbers and lots being packed. This field is only available if the items being packed are serial-controlled or lot-controlled.

5 Select **Process**.

If you selected `Yes` in the **Enter Serials/Lots?** field, the Serial/Lot Entry screen is displayed.

a On the Serial/Lot Entry screen, specify or review this information:

Item number
The item number and description are displayed.

Quantity remaining
The quantity that needs to be assigned serial or lot numbers is displayed.

Generate Serials?
To generate new serial numbers for the items, select `Yes`. To scan existing serial numbers, select `No`. This field is only displayed if the item is serial-controlled, it is possible to generate serial numbers for this transaction, and you have not scanned any serial numbers.

All Serials?
Select `Yes` to indicate that all serial numbers for this item at the current stock point are being used in the transaction. Selecting `Yes` in this field removes the need to individually scan each serial number. This field is only displayed if the item is serial-controlled and you are performing a transaction using all the items in a stock point.

Lot Number
If applicable, scan a lot number to assign to the item. This field is only available if the item is not serial-controlled and needs to be assigned a lot number. If the item is serial-controlled, the item lot number displays in this field after you scan the first serial number.

Serial Number
Scan a serial number. This field is only displayed if the item is serial-controlled, you are not generating new serial numbers, and you did not select `Yes` in the **All Serials?** field.

Quantity
Specify a quantity to assign to the specified lot number. This field is only available if the item is not serial-controlled and needs to be assigned a lot number.

b Select **Process**. The scanned serial number or lot number is processed. If there are additional serial numbers or lot numbers to scan, scan them. Optionally, press **X** to view serial or lot numbers that you have scanned. Optionally, press **Y** to reset all scanned serial or lot numbers, so you can re-scan them.

The specified quantity of items on the shipment line are packed. If you are using a new package, a package label is printed.

Repacking Items (Repacking)

You perform one or more of these actions in a single Repacking transaction:

- add a package to another package
- remove a package from another package
- unpack a package

Repacking is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Repacking**.
2. Scan the handling unit of the package that you are repacking. The package can be sealed or unsealed.
3. Specify or review this information:

   Handling Unit
   The handling unit is displayed.

   Shipment Number
   The shipment number associated with the handling unit is displayed.

   Order Number
   The order number associated with the handling unit is displayed.

   Packaging Item
   Optionally, specify a new packaging item for the package. The packaging item currently assigned to the package is displayed.

   Add To?
   Specify whether to add this package to another package. This field is only available if the package is not already contained by a parent package.

   Remove From?
   Specify whether to remove this package from its parent package. This field is only available if the package is contained by a parent package.

   Parent HU
   Specify the package to which you are adding this package. The package you specify must be unsealed. Optionally, leave blank to create a new package. This field is only available if you are adding the package to another package.

   Packaging Item
   Specify the packaging item to use. This field is only available if you are adding the package to another package.

   Unpack?
   Specify whether to unpack the package. The package must be unsealed before it can be unpacked. This field is only available if the package is not already contained by a parent package and is not currently being added to one.

4. Select **Process**.

Sealing Packages (Sealing)

After sealing a package, you can also choose to freeze shipment lines associated with that package.

Sealing is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Sealing**.
2. Scan the handling unit of the package. The package must not be loaded.
3. Specify or review this information:

   Handling Unit
   The handling unit of the package is displayed. Based on the parameter setting in the transaction set maintenance form the following scenario is applicable:
   - If the seal_by_shipment parameter is selected, the **Shipment** field is enabled and the user is able to scan the sealing packages using the **Handling Unit** field or the **Shipment number** field.
   - If shipment is specified, a new form is displayed with the fowling information:
     - Status/Line
     - Item/Qty
     - Handling Unit
     - Pack Item/PD

   The user must select one of the field and click **Next**.

   A new Seal form is displayed and the user can scan the following fields using the applicable Handling Unit Number:

   Order Number
   The order number associated with the handling unit is displayed.

   Packaging Item
   Optionally, specify a new packaging item for the package. The packaging item currently assigned to the package is displayed.

   Seal?
   To seal the package, specify `Yes`. Any child packages contained by this package will also be sealed.

   Asset Tag
   This field is enabled if the add_asset parameter is selected in the transaction set maintenance form.
   Note:
   - This field is mandatory if the asset_tag_mandatory child parameter is selected in the transaction set maintenance form.
   - The Asset Tag is defaulted, if an existing Handling Unit is added to the transaction.
   - If the validate_asset_tag child parameter is selected in the transaction set maintenance form, the parameter must validate that the specified asset tag is not related to an Open or Active Handing Unit.

   Unseal?
   This field is unavailable when you are sealing a package.

Children?
This field is unavailable when you are sealing a package.

4 Select **Process**. You are asked whether to freeze the shipment lines associated with the package. To freeze these shipment lines, select **Yes**. To leave them unfrozen, select .

Unsealing Packages

After unsealing a package, you can also choose to unfreeze shipment lines associated with that package.

Sealing is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1 Select **Sealing**.
2 Scan the handling unit of the package. The package must not be loaded.
3 Specify or review this information:

Handling Unit
The handling unit of the package is displayed.

Shipment Number
The shipment number associated with the handling unit is displayed.

Order Number
The order number associated with the handling unit is displayed.

Packaging Item
Optionally, specify a new packaging item for the package. The packaging item currently assigned to the package is displayed.

Seal?
This field is unavailable when you are sealing a package.

Unseal?
To unseal the package, specify **Yes**.

Children?
To also unseal any child packages contained in this package, specify **Yes**. To only unseal the parent package, specify **No**.

4 Select **Process**. You are asked whether to unfreeze the shipment lines associated with the package. To unfreeze these shipment lines, select **Yes**. To leave them frozen, select **No**.

Viewing Packages (Packing Inquiry)

Use the Packing Inquiry transaction to view the packaging structure for a shipment or order.

Packing Inquiry is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Packing Inquiry**.
2. Specify some or all of this information:

   Handling Unit
   Optionally, scan a handling unit associated with the shipment or order.

   Shipment
   Optionally, scan a shipment number.

   Order Type
   Optionally, select an order type.

   Order Number
   Optionally, scan an order number.

3. Select **Next**. Using the information specified above, a search is performed to find associated shipment or order lines. This information is displayed for each line:
   - line status
   - line number
   - item number
   - item quantity
   - handling unit
   - packaging definition
4. Optionally, if the package associated with a line contains child packages, select that line to view information for the child packages. This information is displayed for each child package:
   - line status
   - line number
   - item number
   - item quantity
   - handling unit
   - packaging definition

Loading Packages (Loading)

You can only load sealed packages that are associated with a shipment.

Loading is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1. Select **Loading**.
2. Scan the handling unit of the package.

3 Specify or review this information:

Handling Unit
The handling unit of the package is displayed.

Shipment Number
This field is enabled if the Load by Shipment parameter is selected in the **Transaction Set Maintenance** form. The shipment number associated with the handling unit is displayed.
Note:

- If the Allow Unpicked Lines parameter is selected in the**transaction set maintenance** form, the projected shipment is used for the transaction. However, if the Handling Unit is specified, then the project shipment is linked to the HU.
- If the shipment number is specified, a new form is displayed with these information
  - Status/Line
  - Item/Qty
  - Handling Unit
  - Pack Item/PD

The user must select one of the field and click **Next**.

A new Loading form is displayed and the user can scan the following fields using the applicable Handling Unit Number:

Load Number
The load number associated with the shipment is displayed.

Packaging Item
Optionally, specify a new packaging item for the package. The packaging item currently assigned to the package is displayed.

Pre-Assigned Dock
The dock to which the load has been pre-assigned is displayed. This field is only displayed if you are using pre-assigned docks in Infor LN.

Load?
To load the package, specify `Yes`.

Dock
Specify the dock onto which you are loading the package. If you leave this field blank or specify a different dock from the one used for other packages on the same load, the load will be split. You can only split loads if the **Load** packing parameter is selected in Infor LN.
Note:

- If the Use Shipment as Dock parameter is selected in the transaction set maintenance form, the shipment number is defaulted in the **Dock** field. The user is not allowed to modify the field.
- If the Use Load as Dock parameter is selected in the transaction set maintenance form, the shipment's load number is defaulted in the**Dock** field. The user is not allowed to modify the field.
- If the Ignore Dock parameter is selected in the transaction set maintenance form, the dock field is defaulted with the Dock value. The user is not allowed to modify the field.

Handling Unit
The handling unit of the package is displayed.

Asset Tag
This field is enabled if the add_asset parameter is selected in the transaction set maintenance form.
Note:

- This field is mandatory if the asset_tag_mandatory child parameter is selected in the transaction set maintenance form.
- The Asset Tag is defaulted, if an existing Handling Unit is added to the transaction.
- If the validate_asset_tag child parameter is selected in the transaction set maintenance form, the parameter must validate that the specified asset tag is not related to an Open or Active Handing Unit.

4 Select **Process**.

Unloading Packages

Loading is a transaction belonging to the Packing Sub-Menu on the Warehouse Mobility icon based and list based menus.

On the Packing Sub-Menu:

1 Select **Loading**.

2 Scan the handling unit of the package.

3 Specify or review this information:

Handling Unit
The handling unit of the package is displayed.

Shipment Number
The shipment number associated with the handling unit is displayed.

Load Number
The load number associated with the shipment is displayed.

Packaging Item
Optionally, specify a new packaging item for the package. The packaging item currently assigned to the package is displayed.

Pre-Assigned Dock
The dock to which the load has been pre-assigned is displayed. This field is only displayed if you are using pre-assigned docks in Infor LN.

Load?
This field is unavailable when you are unloading a package.

Dock
This field is unavailable when you are unloading a package.

Unload?
To unload the package, specify `Yes`.

New Shipment?
This field is unavailable when you are unloading a package.

Shipment Number
This field is unavailable when you are unloading a package.

4 Select **Process**.

Adding an Asset Tag to a Shipping Handling Unit

Use the stand-alone Asset Tag transaction to add or update an Asset Tag to a Shipment Handling Unit. Asset Tags can also be added during the Packing, Sealing or Loading processes if the appropriate parameters are selected for these transactions.

To add an asset tag to a shipping Handling Unit:

1. Select **Packing Sub-Menu > Asset Tag**.
2. Scan the handling unit number in the **Handling Unit** field.
   The current Asset Tag for that Handling Unit is displayed (if there is one currently).
3. Specify the required Asset Tag.
4. Select Process.
   The application displays the success message.

Utilities

This section includes these transactions:

Printing Labels

Many Warehouse Mobility transactions support label printing. If the **Print Labels** parameter is selected for a transaction, the label printing process will be initiated upon completion of the transaction. There are separate label printing processes for printing basic labels and for printing labels for handling units, Kanbans, multi-serial number items, and multi-lot number items.

See Printing Basic Labels on page 112.

See Printing Handling Unit, Kanban, Multi-serial Number Item, and Multi-lot Number Item Labels on page 112.

Printing Basic Labels

1 On the **Label Printing** screen, specify this information:

Printer
Select a printer.

Labels per Box
Specify the number of labels to print for each box.

Label Name
The name of the label to be printed is displayed. Optionally, select a different label name to print.

Qty Remaining
The number of remaining labels to be printed is displayed.

No of Boxes
Specify the number of boxes for which to print labels.

Qty per Box
Specify how many items are in each box.

Optionally, press **X** to clear the **No of Boxes** and **Qty Per Box** fields and to reset the **Qty Remaining** field.

2 Select **Print**.

Printing Handling Unit, Kanban, Multi-serial Number Item, and Multi-lot Number Item Labels

1 On the **Label Printing** screen, specify this information:

Printer
Select a printer.

Number of Labels
The number of labels to be printed is displayed. Optionally, select a different quantity.

Label Name
The name of the label to be printed is displayed. Optionally, select a different label name to print.

2 Select **Print**.

Reprinting Labels

1 Select the **Reprint Label** button from the toolbar.
2 Specify or review this information:

User ID
You user ID is displayed.

Date
The current date is displayed.

Request ID
Optionally, specify the request ID of the label you are reprinting.

Transaction Name
Optionally, specify a transaction name for which to search for labels to reprint.

3. Select **Search**. If more than one label is found in the search, select a label to reprint from the list and select **Next**.
4. Specify or review this information:

   Printer
   Select a printer.

   Transaction Name
   The name of the transaction for which the label was printed is displayed.

   Label Name
   The label name is displayed.

   No Of Copies
   Specify the number of copies of the label to print.

5. Select **Reprint**.