HANSAWORLD
UNIVERSITY

Enterprise by HansaWorld
Warehouse Management

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HANSAWORLD

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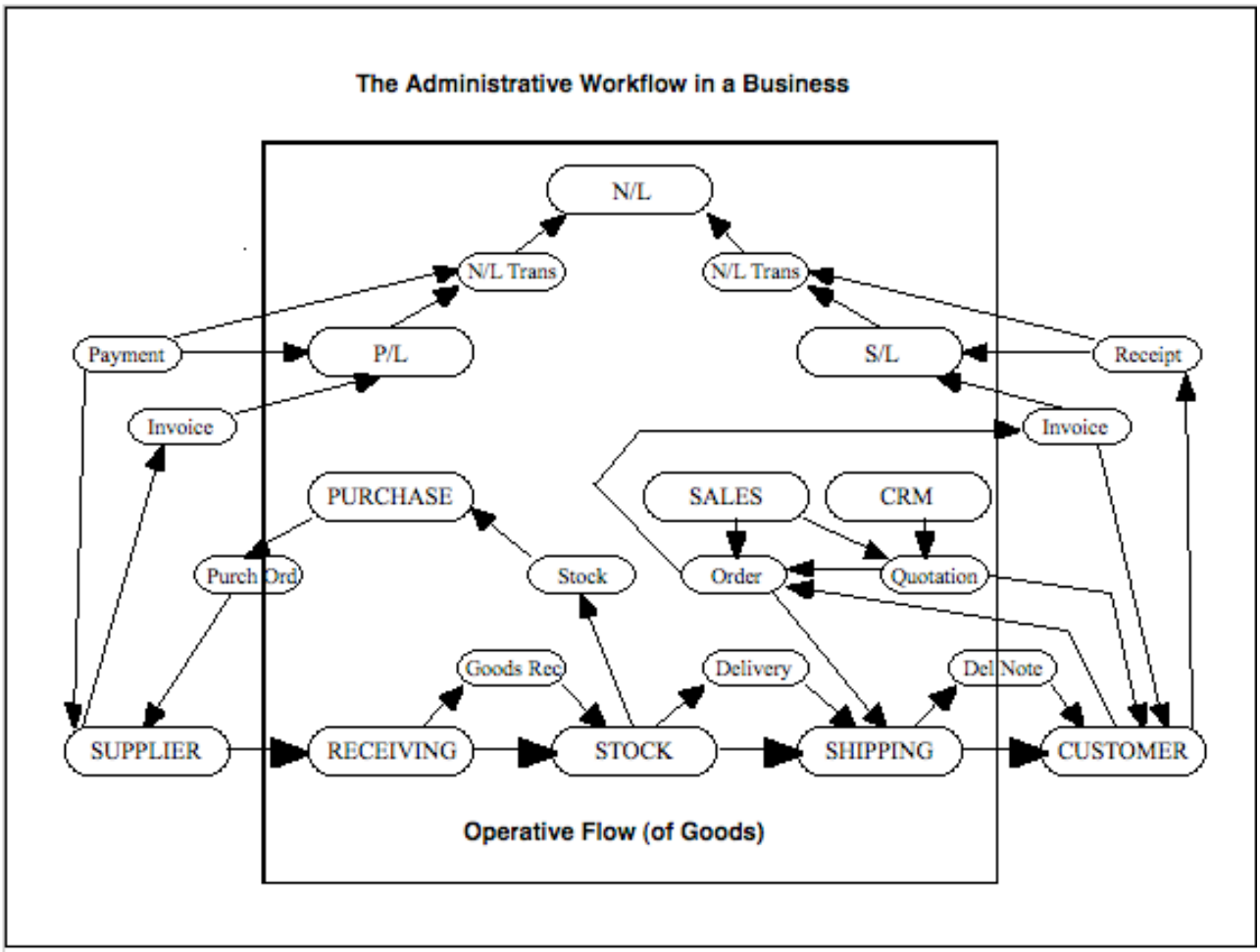
INTRODUCTION

These Training Materials provide an overview of the Warehouse Management modulein Enterprise by HansaWorld.

The administration and workflow in a company usually involve tasks that are undertaken in a certain sequence. In a typical trading company, items will be purchased from a group of suppliers, goods will be received and put into stock, sales orders will be processed, stock levels will be checked, goods will be shipped and invoices issued, and payments will be made and received. Every transaction will be logged and recorded, and financial events will be recorded in the accounting sub-system.



The illustration above depicts this workflow in a simplified form, showing the interaction of functions and information (messages) in a traditional trading business. The basic physical flow of goods is shown at the bottom, with “operative” functions handling the goods as they are received, stocked and shipped. This is the basic process for which the Warehouse Management module was designed. It enables the administration and monitoring of items as they are received into stock, stored in a warehouse and delivered to customers.

The rectangles above the operative flow are “administrative” functions that handle the flow of information in the business. The smaller rectangles are messages that pass information around the business. The dashed frame is the boundary of the business: although suppliers and customers are on the outside, there is a continuous exchange of information with them.

Why Warehouse Management?

There are several reasons for using Enterprise by HansaWorld's Warehouse Management module. Some of the most important are:

The Stock module in Enterprise does not provide the facility for storing and tracking an item in multiple positions (or bin locations). This functionality is provided by the Warehouse Management system.

An efficient Warehouse Management system makes it easier to handle larger volumes of items.

It ensures accuracy by reducing the number of errors in stock handling.

It allows the close monitoring of items. Thus, an item can be placed in different positions in the warehouse without you losing track of it.

It enables efficient pallet handling.

It is cost efficient. Fewer staff are required for a given workload.

It enables the automation of the complete logistics system.

The module handles forklifts and fork-lift queues, Item positions and locations per row of shelves, per item.

It is time efficient. The time required to receive items into stock and to issue them is reduced, since the system will automatically suggest positions for storage and picking.

OVERVIEW

Enterprise by HansaWorld's Warehouse Management system allows Items to be stored by Position in defined locations within a warehouse. The system caters for multiple warehouses within one company, and each ware-house can be any size and can have many floors etc.

You can configure the Warehouse Management module to cater for many different scenarios. But there are some simple things to understand and rules that you should follow.

The warehouse system in Enterprise has multiple Locations, multiple Location Areas and multiple Positions. Locations group Location Areas, Locations Areas group Positions and each position can hold multiple Items.

The numbering of Positions should be carefully thought out in advance, and should follow the design or layout of the Warehouse. See below for a numbering system example.

An Item is linked to a position via its default Location Area stored on the item card. No item is linked directly to a position. If an item does not have a default location area the system (when automatically assigning positions to items) will choose the first position available.

On the Warehouse tab of a location, for receipts and deliveries there is a picking area, delivery area and only a receiving position. This means that multiple positions can be linked to picking and delivery areas but only the one receiving position can be used for receiving. No items that exist in these areas will be available for sale. All items will first need to be moved to the main storage area to be available for sale.

The Receiving position

The Receiving position is where goods are usually received from Supplier Deliveries. From the Receiving position, goods are moved into the warehouse into positions suggested by the system, or positions allocated by the operator. This position would usually be close to the Goods receiving bays.

Picking and Delivery Area

Positions within the Picking Area are where goods are stored before they are delivered to customers. Again, this area would usually be situated in an area close to the Despatch bays.

The picking area is usually used for Quality control. All goods that pass quality control are moved to the delivery area.

Main Warehouse Area

This Area is the main storage area in the Warehouse. Goods are stored in the warehouse by position. Only goods that are not stored in any of the default positions and default positions linked to default location areas will be accessible to the sales team. That means, all items stored in any other position other than the defaults will be accessible.

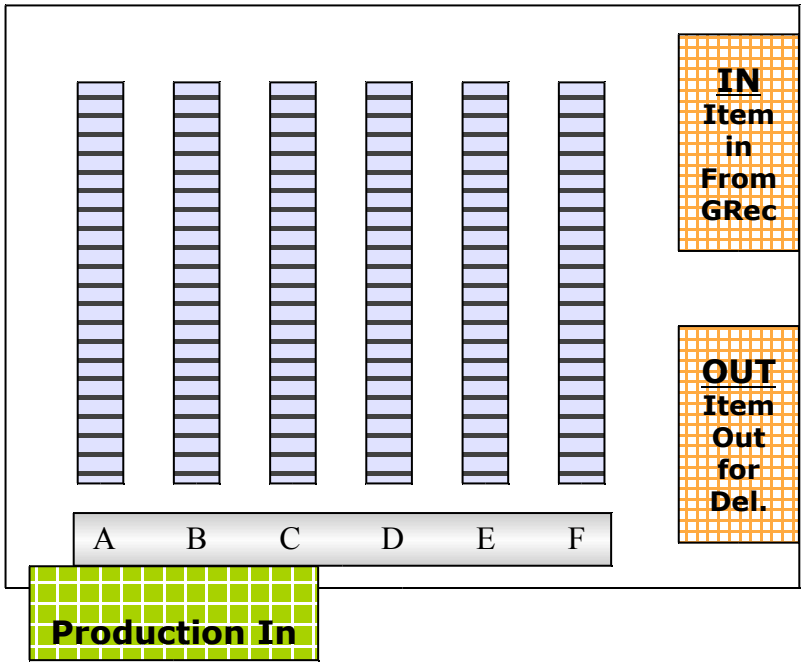
Warehouse overview

The diagram below shows the layout of a typical warehouse. There is a Receiving (In) Position, and a Picking (Out) Area. Depending on the nature of the business, there could also be an area into which products manufactured are received.

Position numbers are allocated to the various storage areas in the main warehouse area (Rows A to F)depending on the companies coding convention.

Note that a warehouse could be multi-level, and a company could have many warehouses.

This diagram is incorrect. The in is only a position and the out can be multiple positions linked to one Location Area



The picture above shows a typical warehouse, where the warehouse is divided up into a number of logical storage compartments.

Enterprise by HansaWorld offers an efficient way of keeping track of items stored in large warehouses by encoding their exact positions.

Position Coding

Setting up position coding depends on how the warehouse is laid out and numbered. You will find (in most cases) that each row and position is marked for ease of use.

Example coding:-

1A131, 1A132	1A231, 1A232	1A331, 1A332	1A431, 1A432
1A121, 1A122	1A221, 1A222	1A331, 1A332	1A431, 1A432
1A111, 1A112	1A211, 1A212	1A331, 1A332	1A431, 1A432

1B131, 1B132	1B231, 1B232	1B331, 1B332	1B331, 1B332
1B121, 1B122	1B221, 1B222	1B331, 1B332	1B331, 1B332
1B111, 1B112	1B211, 1B212	1B331, 1B332	1B331, 1B332

Using the example above:

1B212 is to be read as Floor 1, Shelf B, Column 2, Row 1, Position 2.

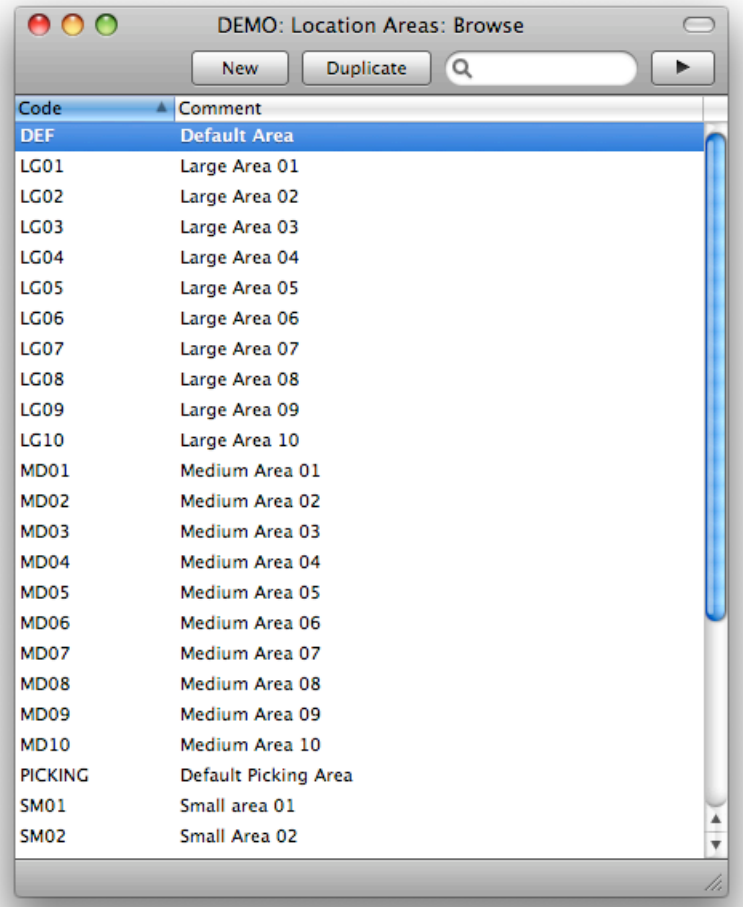
1A131 is to be read as Floor 1, Shelf A, Column 1, Row 3, Position 1.

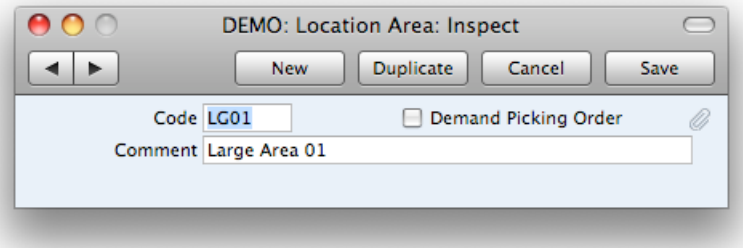
This coding structure is then repeated on every floor, shelf, column, row and position in the warehouse.

BASIC SETTINGS

Warehouse Module – Location Areas

The above picture shows a number of Location Areas set-up for the Warehouse.Items are linked to a position via its Default location area. Location areas can be used to group similar type of items, including fast moving and slow moving items, heavy items and light items and even perishable and non perishable items. The location areas set-up will depend on how the organisation wants to group their items.





The above picture shows the required information for a Location Area. Set-up. Enter a code and description per the example,

Demand Picking Order: If this check-box is on, every Position belonging to the Area must have a Picking Order. You will enter the Picking Order itself in the Position register (one for each Position). Picking orders are used when the system automatically finds items that are stored in multiple positions.

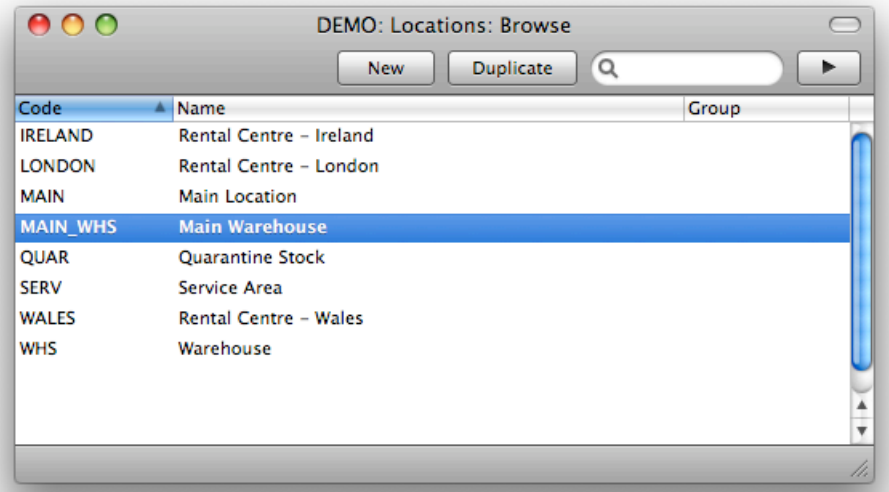
Auto-finding of items can either be done in ascending picking order 1, 2, 3 or descending picking order 3, 2, 1. Descending picking order will be used if the check box Start from highest position is checked on the Warehouse tab of the location register.

Warehouse Module – Locations

The location register can be found as an Icon in the Warehouse Module, (as shown above) or in the Settings in the Stock module.

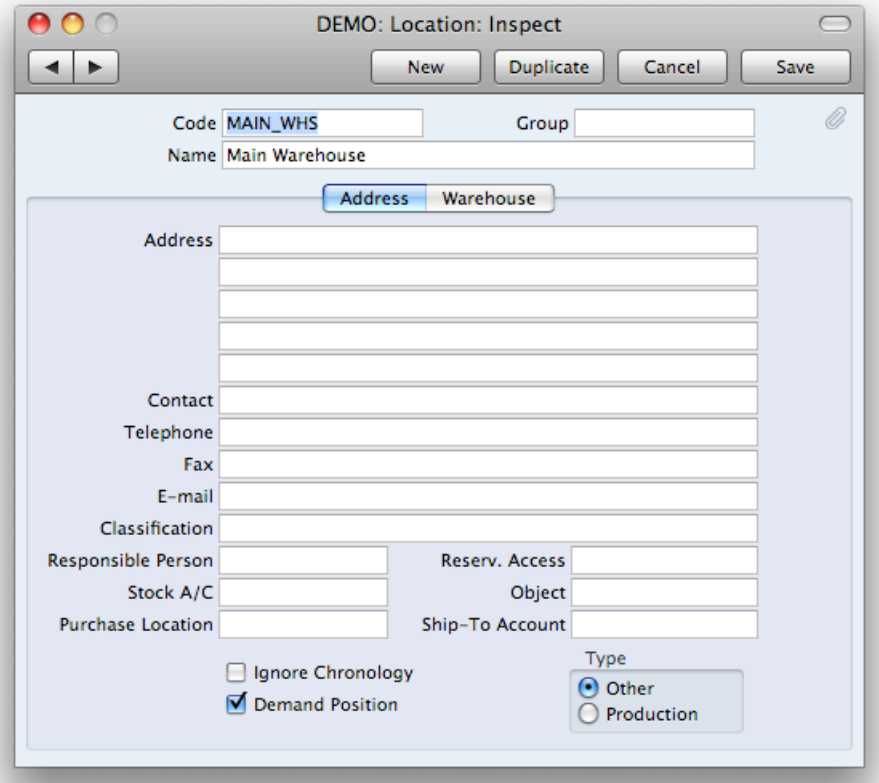
Warehouse locations need to be set-up for each warehouse within a company.

The difference between a Warehouse and a non-warehouse location is the setting "Demand Position". If this is ticked ON, the system will treat this location as a Warehouse location. There is currently a Demand Position check box on the Address and Warehouse tab. Make sure that both are checked.



The above picture shows a number of locations set-up for the company. The only location that is set-up as a Warehouse location is "WHS", the rest are trading outlets.

Address Tab



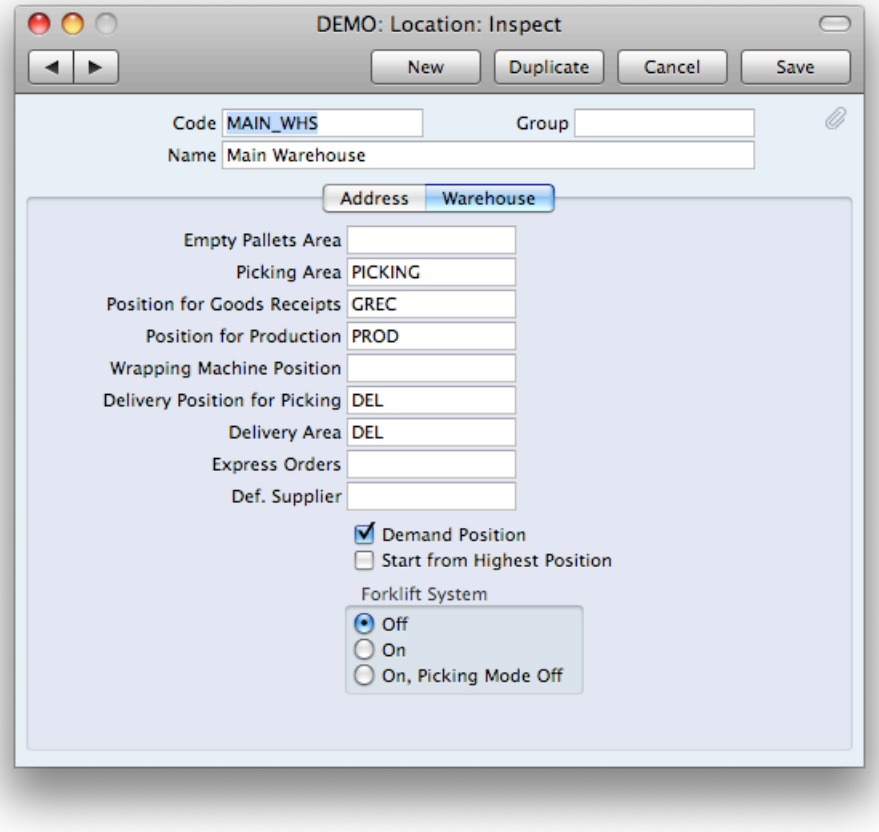
As the above location, Main_WHS, is a Warehouse Location you need to tick the Demand Position check box.

This will tell the system that this location is a warehouse location, and will then require Positionsto be linked (manually

or automatically) when Receiving stock into the warehouse, Delivering stock from the warehouse and when doing any sundry stock transaction such as Stock Movements, Depreciation and Stock taking etc.

Having created a Location for your Warehouse, you should now specify that this Location is the Main Location in the Stock Settings setting in the Stock module. You may also want to specify that it is the Location that will be used by default by the users that will create Purchase Orders, Goods Receipts, Sales Orders and Deliveries. You can do this on relevant Person records in the System module, or in the Local Machine setting in the User Settings module.

Warehouse Tab



If a location has the "Demand Position" flag set on, various details need to be entered on the Warehouse Tab of the location record.

In the picture above, the Picking Area, Positions for Goods Receipts, Position for Production, Delivery Position for Picking and Delivery area have been filled in.

Empty Pallets Area, Picking Area, Delivery Area: These fields specify the different Areas within the Warehouse that will be used for Empty Pallets, the picking of goods, and Deliveries. The values entered must correspond to Areas entered in the Location Area register described above. Positions need to be defined and linked to these location areas on the position register for these location areas to be used. No Item is stored directly in a Location Area. This is not working. Only the Position for Goods Receipts and the Delivery Position for Picking is working at the moment. See below for these.

Position for Goods Receipts: Use this field to enter the Position that will be used when an Item first arrives at the Warehouse. This position will automatically be filled in to the From position of a Goods Receipt on Flip F if the location is a warehouse.

Position for Production: Enter here the Position that will be used when you create Stock Movements from Productions (i.e. when Items that your company has produced, first arrive at the warehouse). This Position will be the default To Position in these Stock Movements.

Delivery Position for Picking: This is the Position that will be used when Items leave the Warehouse. This field must contain a Position, otherwise Deliveries will not be createdfrom the Create deliveries from Orders Maintenance routine. Once deliveries have been created, the To Position of the automatically generated

underlying stock movement will be this delivery position.

If the delivery position is not filled in no deliveries will be created from the maintenance routine (create deliveries from orders) and if the goods receipts position is not filled in, goods receipts will be created but on flip F there will be no From Position and hence no stock movements will be created for the Goods Receipts. Stock movements are not necessary, the items will simply be stored in the To Position on flip F once the goods receipt is ok'ed and saved.

Delivery Area: This is not working. If you enter anything into this Location area it is never used. If you don't enter anything into it, the system does not complain anywhere.

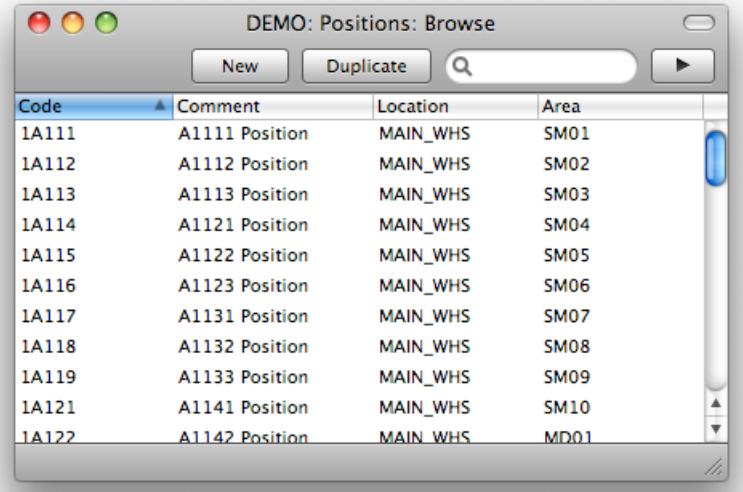
Express Orders: If you enter an Order Class into this field, Deliveries created from Orders with this Order Class will be given high priority (priority 3) in the Forklift Queue.

Forklift System: By default, the forklift system setting is off. You should only use it if you use specialised third party forklift control software in your Warehouse. Please contact your local HansaWorld representative for details about communications between Enterprise and a forklift truck system.

Warehouse Module – Positions

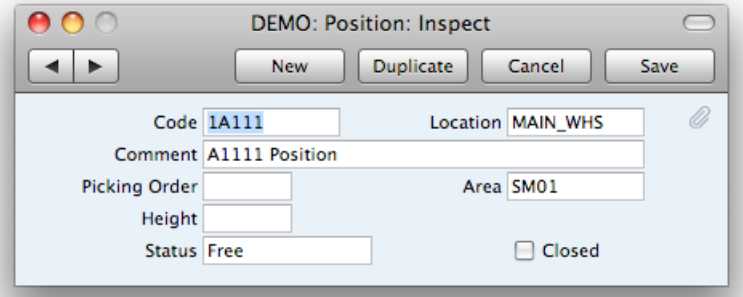
The Positions register is used to define the positions in the Warehouse where Items will be stored.

Use this register to enter the Position Codes and to specify the Location Areas and Locations in which they are situated:



Code	Comment	Location	Area
1A111	A1111 Position	MAIN_WHS	SM01
1A112	A1112 Position	MAIN_WHS	SM02
1A113	A1113 Position	MAIN_WHS	SM03
1A114	A1121 Position	MAIN_WHS	SM04
1A115	A1122 Position	MAIN_WHS	SM05
1A116	A1123 Position	MAIN_WHS	SM06
1A117	A1131 Position	MAIN_WHS	SM07
1A118	A1132 Position	MAIN_WHS	SM08
1A119	A1133 Position	MAIN_WHS	SM09
1A121	A1141 Position	MAIN_WHS	SM10
1A122	A1142 Position	MAIN_WHS	MD01

The above picture shows a number of Positions in the Browse windows. You can see that the Position coding follows the layout of the Warehouse. A position is linked to a specific item via the Location Area that it is grouped under. See above, position 1A111 is linked to Area SM01, SM01 will then be entered into the Default Location text field on the Warehouse tab of an Item Register.



Code and Comment: Enter here a Code for the Position and a Comment describing that Position.

Location: Enter the Location (i.e. the Warehouse) in which the Position is located. Using 'Paste Special' will provide you with a list of the Locations entered in the Locations setting.

Area: Enter the Area within the Warehouse in which the Position is located. Using 'Paste Special' will provide you with a list of the Areas entered in the Location Area register.

Picking Order: This field is used to decide the Position from where Items will be taken first, when Deliveries are made. If the Demand Picking Order check box is ticked in the Location Area record, this field must contain a value.

Height: Enter here the height of the Position. Entering a height here and a Pallet height in the Item record means Pallets will automatically be placed in Positions with the correct height. The height will not restrict items with specific heights, this is only used for pallets. Capacity planning for items is currently under development and will be available in the next version of HW.

In the example illustrated above, the Position has a height of 6. Any Pallet with a height of 6 or less can be stored in this Position. A lower Position, for example one with a height of 4, can only store pallets with a height of 4 or less.

Enterprise primarily stores pallets in Positions with matching heights, in order to optimise the Warehouse. Higher positions are primarily reserved and left empty for taller pallets. If there are no Positions with the correct height available, the pallets will be stored in the next highest Position.

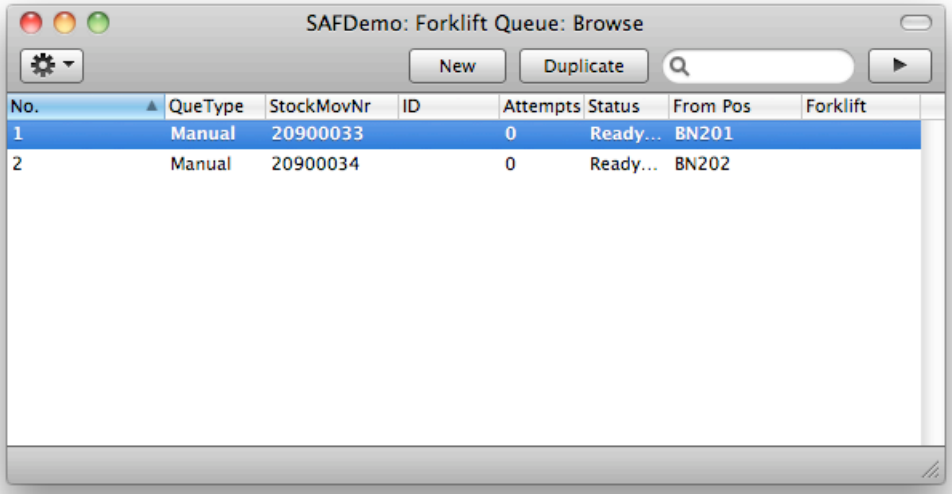
Status: The Status of the Position can be Free, On the way, Used or Error. This Status will be changed automatically as goods are moved in and out of the Position.

This is completely not working. One item can be added to a position and the position is set to used. This item may only take up 1% of the positions capacity but that position will no longer automatically be selected for any item. A used item will also not be displayed in the paste special window but can be manually filled in.

Fork Lift Queue

This register contains the picking order Queue for the Forklift. Each Stock Movement will automatically be placed in the Forklift Queue. The Queue records will be sorted by priority (priority 3 is given to Express Orders). For more details about how to create Stock Movements, please refer to the corresponding chapter further below in these materials.

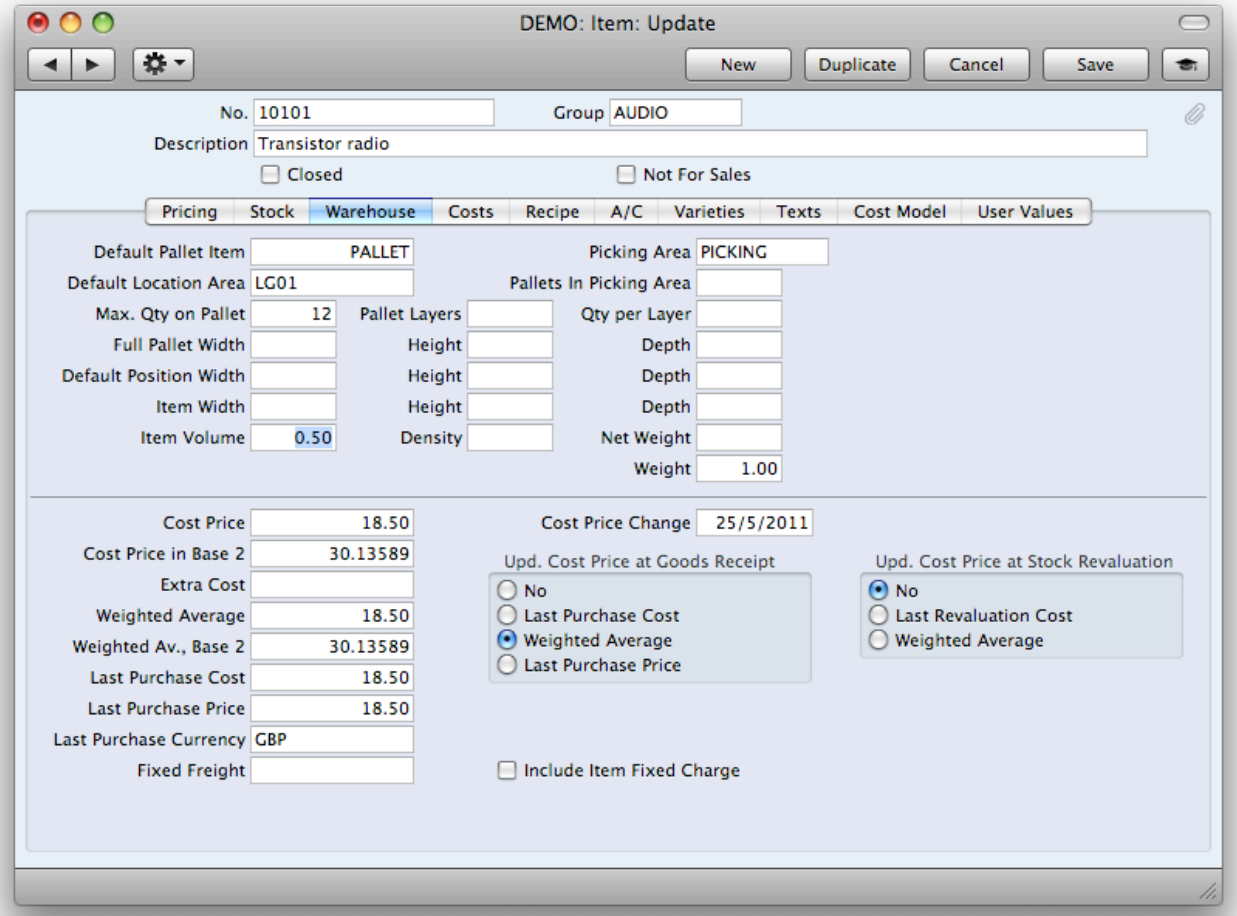
When OKing the Queue record, the Stock Movement will be OKed as well and the Queue record will be deleted from this register. Queue records shall only be OKed when the Stock Movement has actually taken place and the goods have been physically moved to the target Position.


SAFDemo: Forklift Queue: Browse
New
Duplicate
No.
QueType
StockMovNr
ID
Attempts
Status
From Pos
Forklift
1
Manual
20900033
0
Ready...
BN201
2
Manual
20900034
0
Ready...
BN202

THE ITEM REGISTER

In addition to the main settings in the Stock and Warehouse Management modules, you can find several fields in the Item record itself relating to Stock and Warehouse Management:

The illustration above shows the two relevant cards in the Item record: the 'Stock' card and the 'Warehouse' card. Many of these fields look similar to the settings in the Warehouse Management module. The settings in the Warehouse Management module are default settings. Here on the Item record you can specify different settings to be applied to the specific item.



Default Pallet Item: Enter here a Default Pallet Item. This is a Stocked Item with Serial Number Tracking and no price, stored in the Item register. If no Item is entered here, Enterprise by HansaWorld will not divide Goods Receipts into pallet loads, which is necessary to assess the number of pallets.

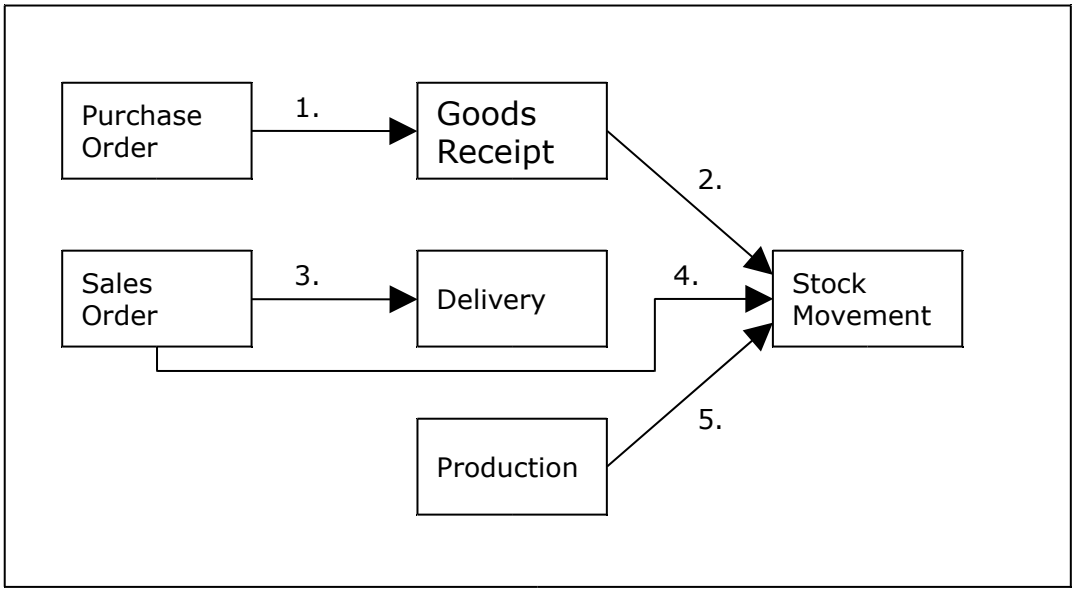
Default Location Area: Enter here the default Location Area for this Item. Goods Receipts will attempt to store the Item in Positions belonging to this Area.

Max. Qty on Pallet: Enter here the maximum quantity of the Item that can be stored on one pallet. This is important for your stock values and stocktaking reports.

Enterprise by HansaWorld will not divide Goods Receipts into pallet loads if you don't define a Default Pallet Item (which should be a Stocked Item, with no price) and a Max. Qty on Pallet.

WORKFLOW/EXAMPLE

This chapter describes the steps that are usually involved when working with stock and Warehouse Management.



Companies typically purchase or manufacture stock, store the stock in a warehouse, and then deliver the stock to customers via Sales order and Sales ledger modules.

The first step is issuing a Purchase Order, followed by receiving the goods into stock. When the goods are received into stock, a Goods Receipt is created via the Operation button of the Purchase Order.

Enterprise will suggest a Position into which the goods will be stored (On Tab F of the Goods receipt). This position can be altered by the operator if the suggested Position is not the one required.

The Goods will then be moved from the Receiving Area to their storage Position in the Warehouse using a Stock Movement. This stock movement is generated automatically via the operation button of the Goods Receipt. (Accept Warehouse stock movements).

When a Customer orders goods, Sales Order will be generated for that customer.

Once the goods are ready to be despatched, a Delivery will be created from the Maintenance routine in Sales orders, create deliveries from orders.

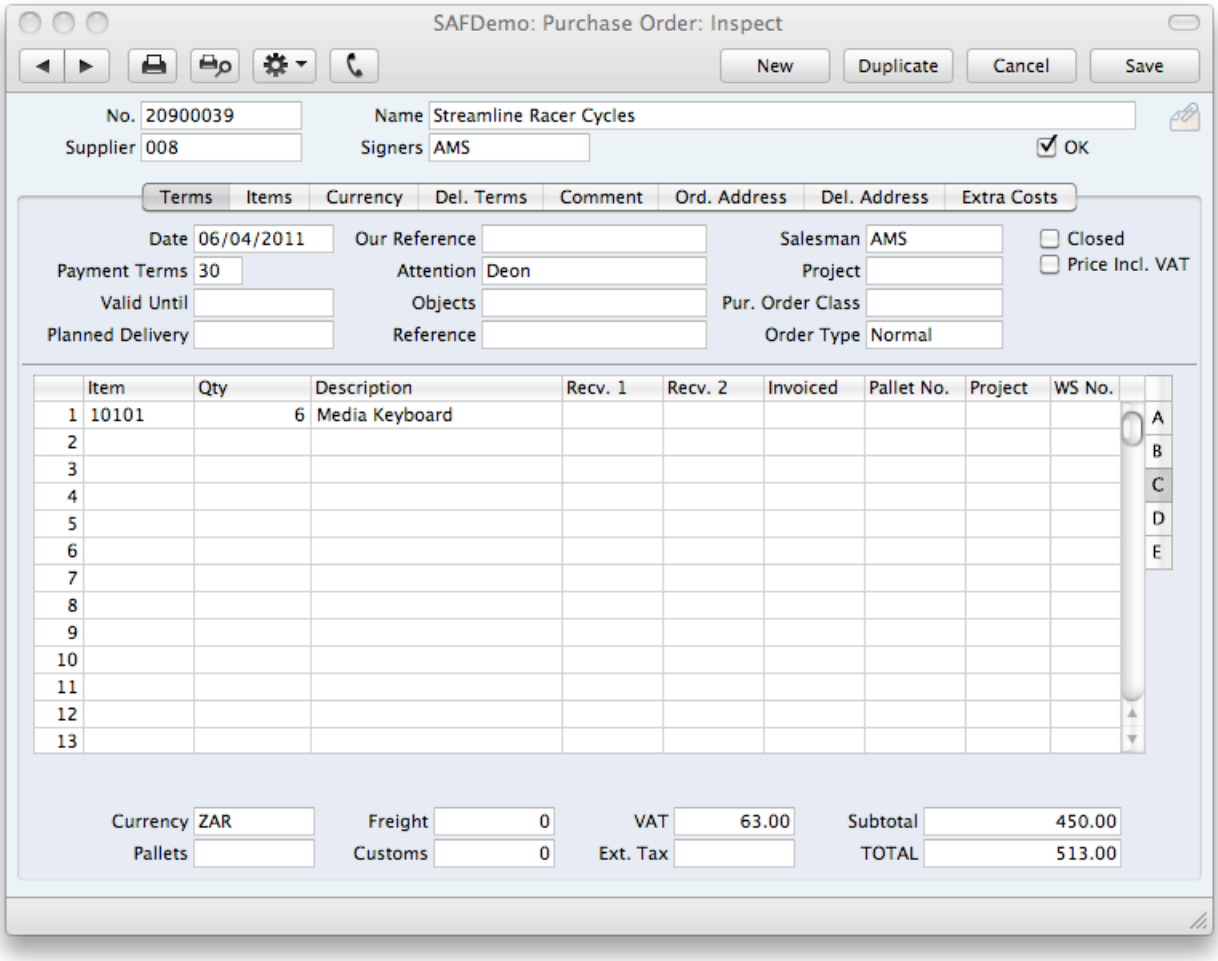
This Maintenance routine will automatically create the underlying Stock Movement to move the goods from their storage Position to the Delivery Area, from which they later will be taken for delivery to the Customer.

If goods are produced in-house, after each Production is finished, Stock Movement should be created to move the goods from the Production Location to the Warehouse.

These three main processes will be explained in greater detail within this chapter.

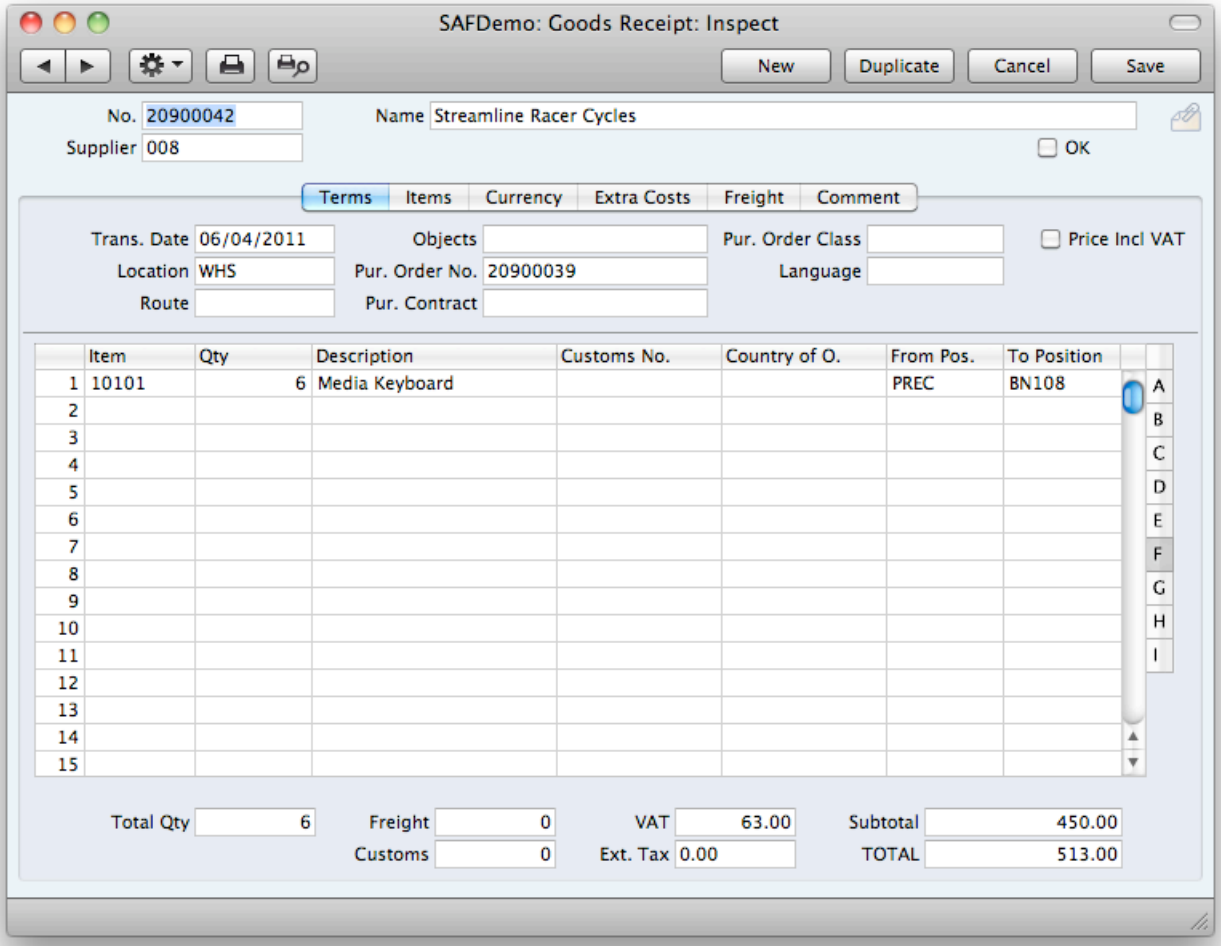
1. Create Goods Receipt from Purchase Order

The operative workflow of a common trading company usually begins with ordering and receiving goods into stock. Therefore the first step is to create a Purchase Order.



On flip C of the Purchase Order there is a Pallet No. column. This shows the number of pallets required for the order quantity and is filled in automatically for each row. The number is calculated by dividing the total quantity ordered with the maximum quantity per pallet defined on the Item record.

When the goods you have ordered arrive, open the Purchase Order once again, and then go to the Operations menu and choose the 'Create Goods Receipt' function, Enterprise will create a Goods Receipt that corresponds to the Purchase Order:



As you are using the Warehouse Management module, the Goods Receipt will automatically be divided into pallet loads, if the quantity of each Item ordered exceeds the maximum quantity for one pallet.

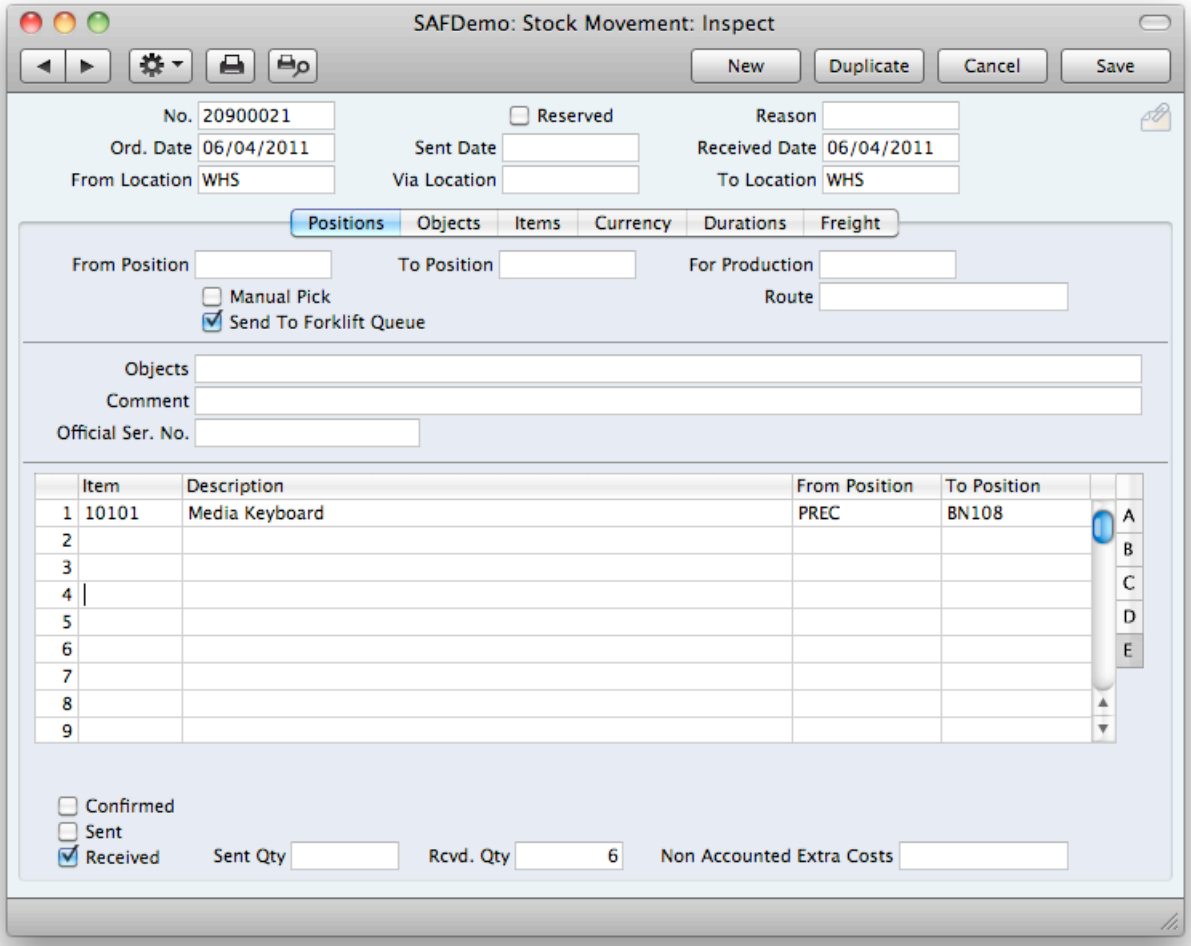
If the Item order is set-up as Serial or Batch tracked, you should assign a Serial Number to each pallet, using the Serial No. column on flip B. Enter a Serial Number for the pallet (and if necessary for the Items).

In the picture above, you will notice that the From Position has been set to "PREC", which is the receiving area, and the system has assigned BN108 for this Goods Receipt. If you look at the paper clip, you will see that no Stock Movements have been created yet.

The operator can either accept BN108 as the storage bin, or can change this Position to any valid Position in the warehouse.

Once all Positions have been correctly allocated to each Goods receipt row, OK the Goods Receipt, and use "Operation>>Accept warehouse stock movements" to create the stock movements, 1 per row, and then to automatically OK those movements.

Below is a picture of the stock movement created.

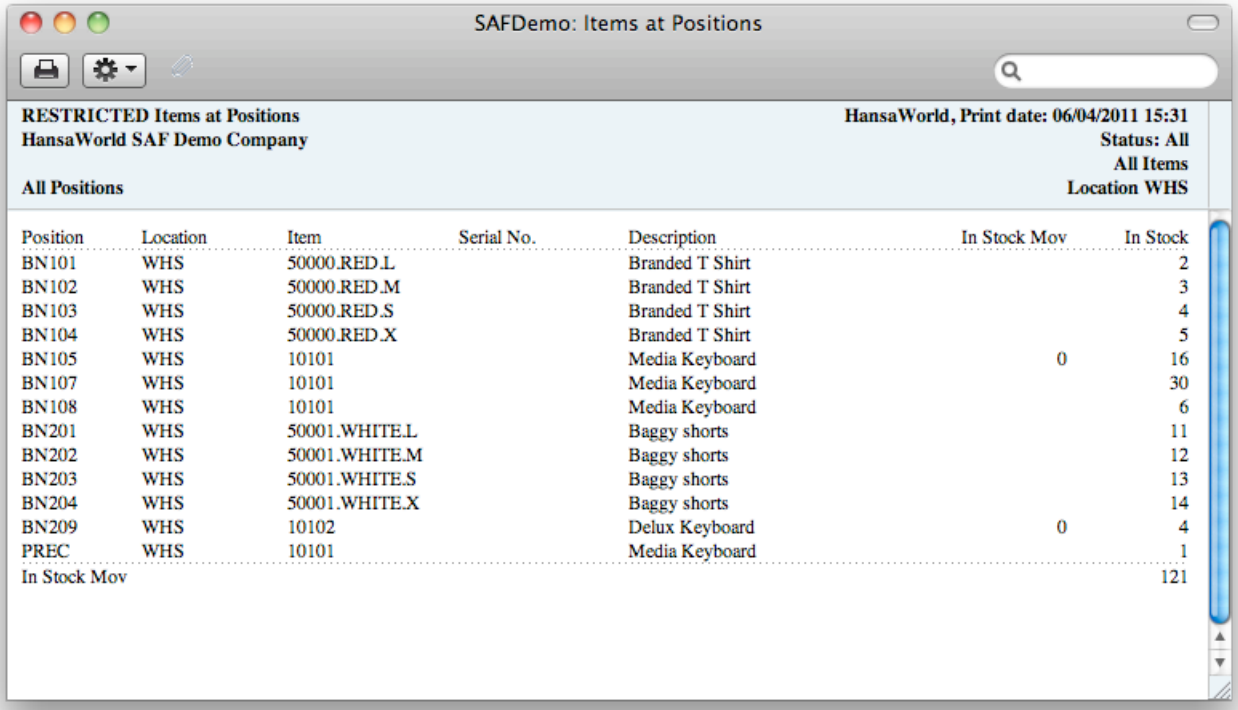


To make the goods available for delivery, you need to mark as Received the Stock Movements that move the goods into the Warehouse. Enterprise will not create any Deliveries for goods that are in the Position for Good Receipts, so you will not be able to deliver these goods to Customers until you have moved them inside the Warehouse.

In the System module you can define that Pallet Labels will be printed automatically when you OK Goods Receipts. Activate this function in the Auto Actions setting which defines the automatic printing of documents. A Pallet Label will then be printed for each Stock Movement. The Pallet Label can contain information such as the Item Number, Position, Area, quantity on the pallet, bar codes and so on.

The main report in the Warehouse module is the Items at Position. Below is an example of this report after receiving the above Purchase order into stock.

You will see that a quantity of 6 has been received into Position BN108.

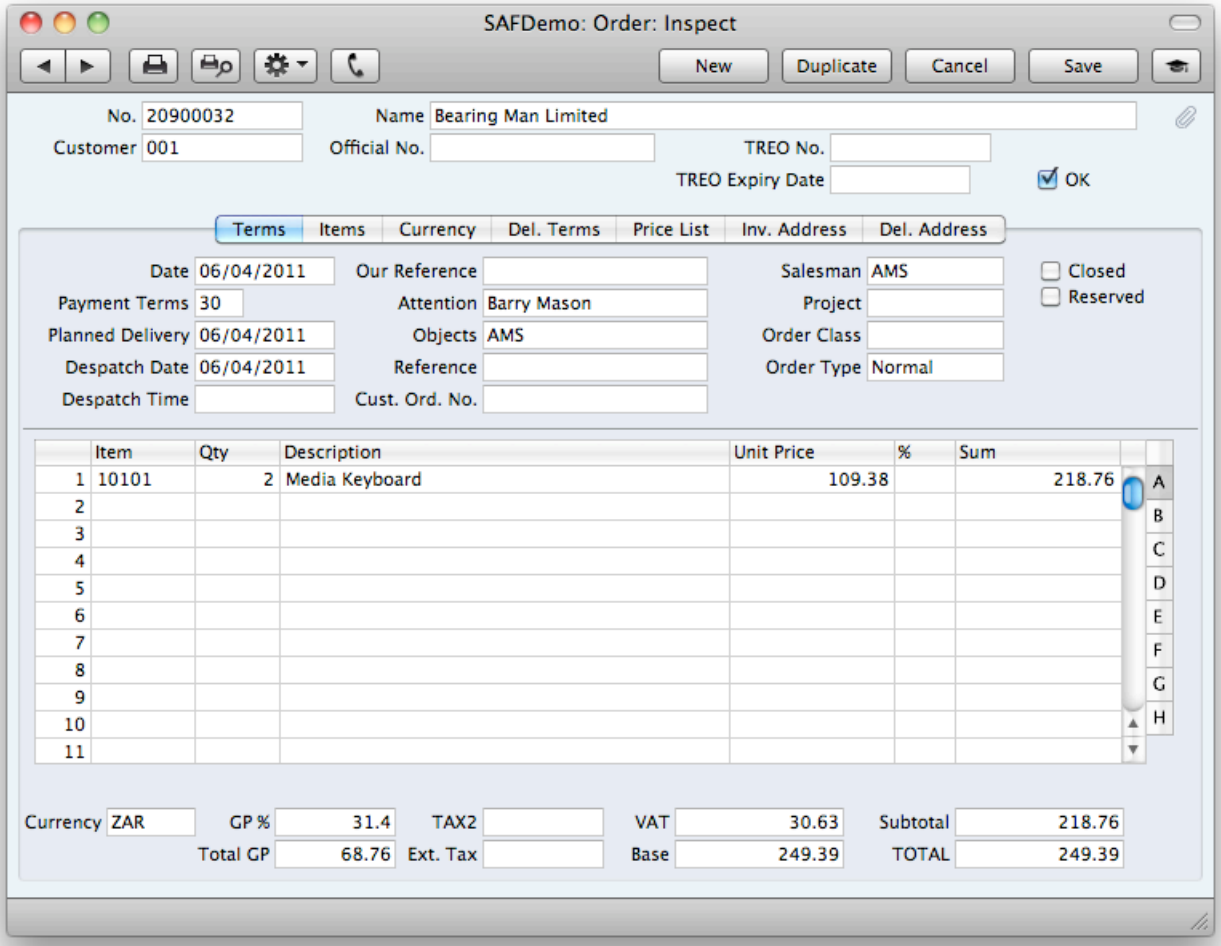


Position	Location	Item	Serial No.	Description	In Stock Mov	In Stock
BN101	WHS	50000.RED.L		Branded T Shirt		2
BN102	WHS	50000.RED.M		Branded T Shirt		3
BN103	WHS	50000.RED.S		Branded T Shirt		4
BN104	WHS	50000.RED.X		Branded T Shirt		5
BN105	WHS	10101		Media Keyboard	0	16
BN107	WHS	10101		Media Keyboard		30
BN108	WHS	10101		Media Keyboard		6
BN201	WHS	50001.WHITE.L		Baggy shorts		11
BN202	WHS	50001.WHITE.M		Baggy shorts		12
BN203	WHS	50001.WHITE.S		Baggy shorts		13
BN204	WHS	50001.WHITE.X		Baggy shorts		14
BN209	WHS	10102		Delux Keyboard	0	4
PREC	WHS	10101		Media Keyboard		1
In Stock Mov						121

3. Create Delivery from Sales Order

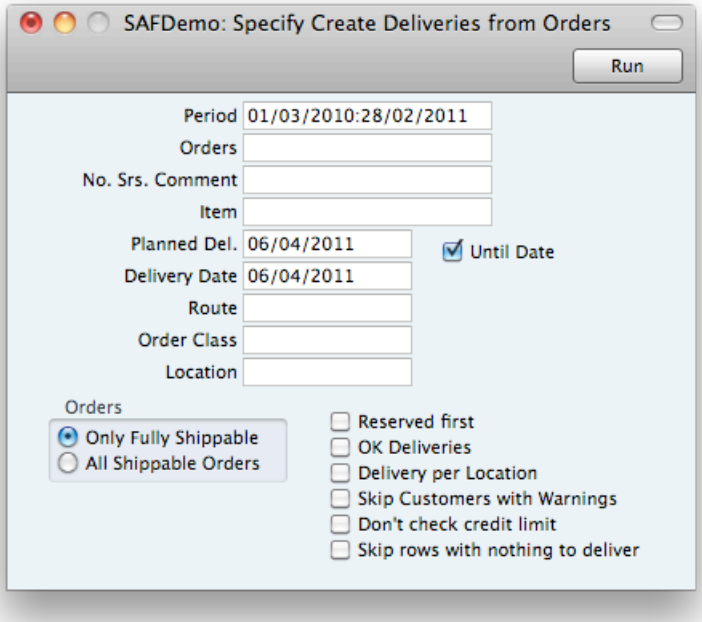
When a Customer places an Order for goods, create a Sales Order as usual. Specify the Warehouse Location on the 'Del Terms' card and specify the Planned Delivery date.

Below is an example of an order for the items purchased above for location "WHS".



If the Location has the "Demand Position" check box option turned ON, then you cannot create the Delivery using the Operations menu of the order.

Instead, you must use the 'Create Deliveries from Orders' Maintenance routine, as this function allows you to create Deliveries in batches and will automatically assign the correct Position to the Delivery.



Period: If you want to create Deliveries for Sales Orders that fall within a certain period, enter the start and end dates of that period here.

Orders: To create Deliveries for a specific Order (or range of Orders), enter here the Order Number (or a range of Order Numbers separated by a colon).

Item: Use this filter to create deliveries for specified items only.

Planned Delivery: Use this filter to only create deliveries for orders with a specified Planned delivery.

Until date: If this tick box is ON, the all Orders equal and earlier than the Planned Delivery date will have Deliveries created.

Delivery Date: Use this filter to only create deliveries for orders with a specified Delivery Date.

Location: Enter here the Location from which the goods are taken for delivery. Deliveries will be created from Orders with this Location specified on their 'Del. Terms' cards.

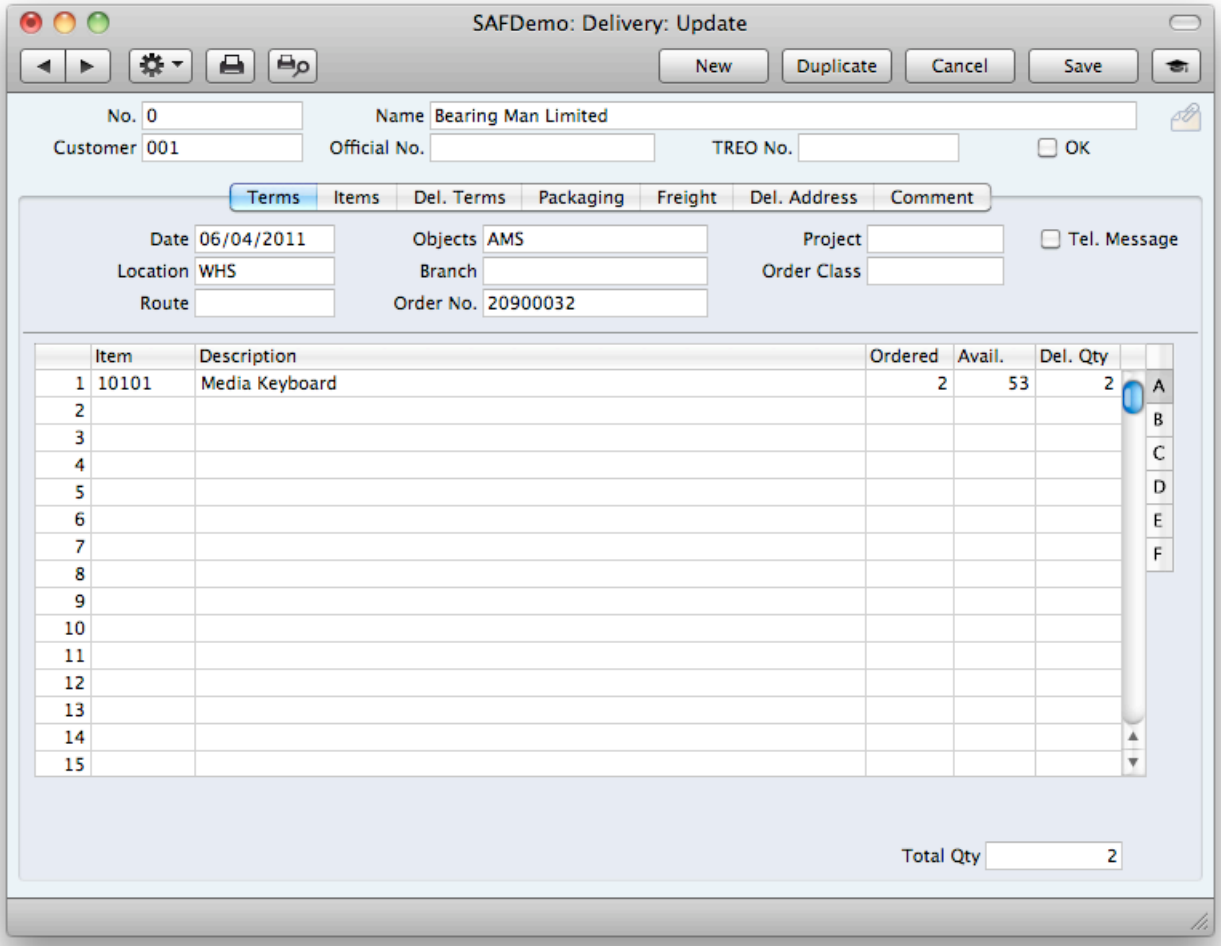
Route and Order Class: Use these filters to determine the Orders for which Deliveries will be created

Only Fully Shippable: Deliveries will only be created for Orders that can be fully shipped from stock.

All Shippable Orders: Deliveries will also be created for Orders that can be partially shipped.

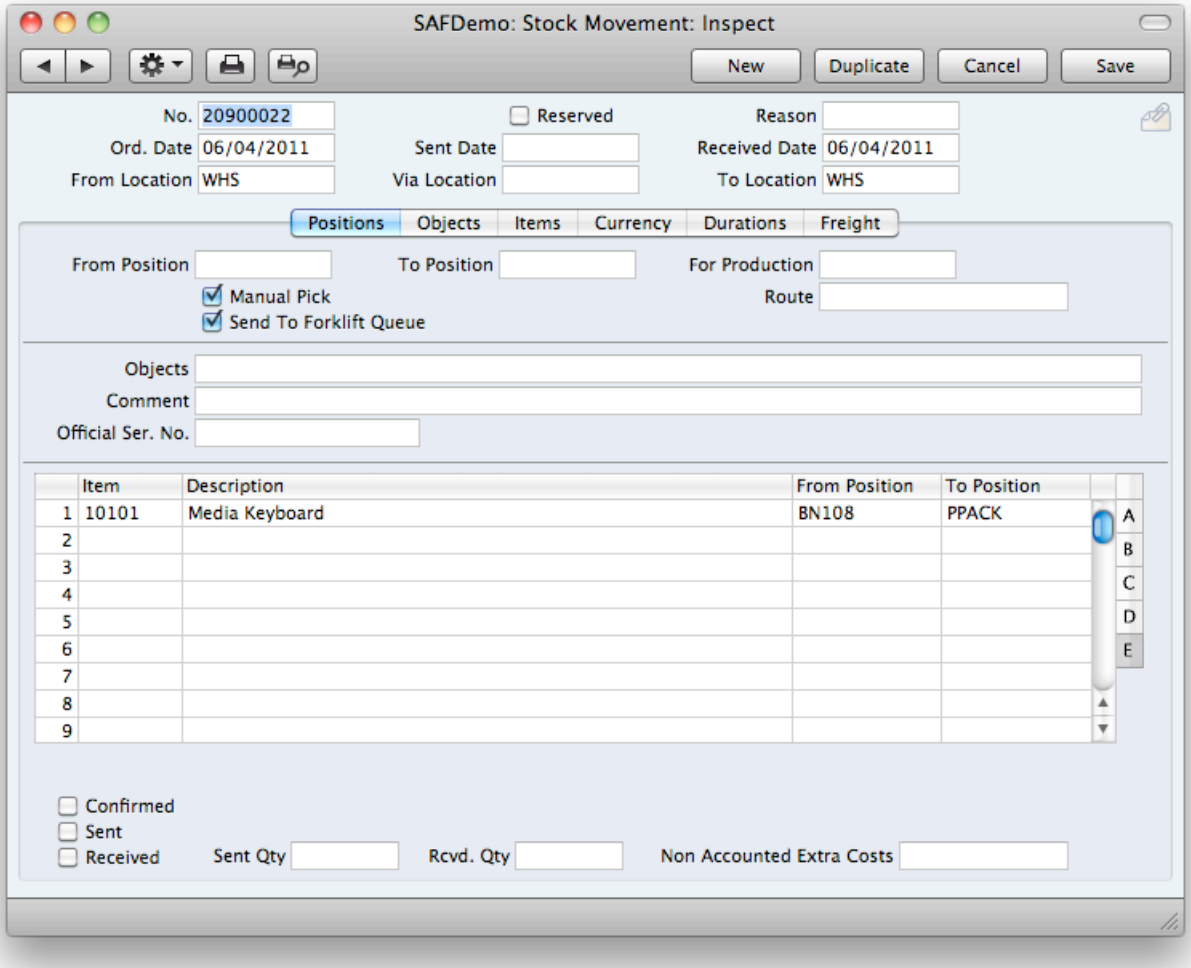
Reserved first: Use this option when stock is limited and you wish to give priority to Orders for which stock has been reserved. Otherwise, stock will be allocated to the oldest Orders first.

Enterprise by HansaWorld will now create Deliveries according to the selection above.



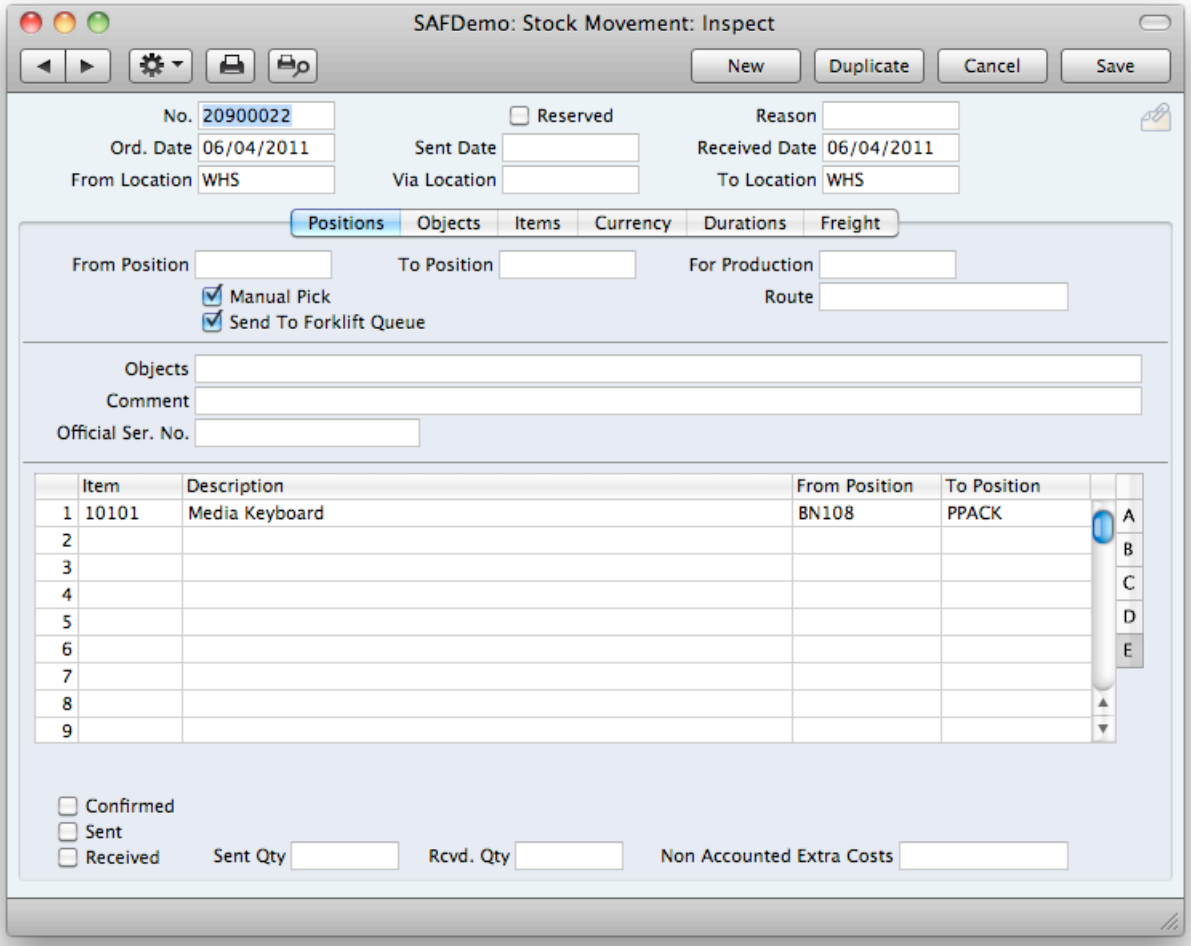
On flip B of the matrix, you will find the Position to be the Delivery Position for Picking from Warehouse Management Settings on the Warehouse location. In this case "PPACK".

As mentioned in the workflow (page 15), the "Create Deliveries from Orders" Maintenance function will also create a number of Stock Movements (one for each Order row). These Stock Movements will show you the Positions in the Warehouse from where you should pick the Items. See picture below. Here the stock was moved from Position BN108 to the pre-delivery area, PPACK.



4. Stock Movements from Sales Order

A Stock Movement will automatically be created for each row on the Sales Order, moving the Items from their Positions in the Warehouse to the Delivery Position for Picking. Below is an example of the Stock Movement created.



The next step is use the Operation button on the Delivery, “Ok Stock Movements” This will automatically OK each stock movement attached to the Delivery.

One all stock movements have been OK-ed, OK the Delivery.

If a stock movement, for example, is for 10 items, but only 4 can be found, the operator can amend the quantity on the stock movement for that row from 10 to 4. In this case, the Quantity Delivered on the Delivery must also be amended to 4. If this is not done, an error message will be displayed when trying to OK the Delivery.

A Forklift Queue record will also be created for each Stock Movement, but these records will only be used if you have a semi- or automated truck system installed.

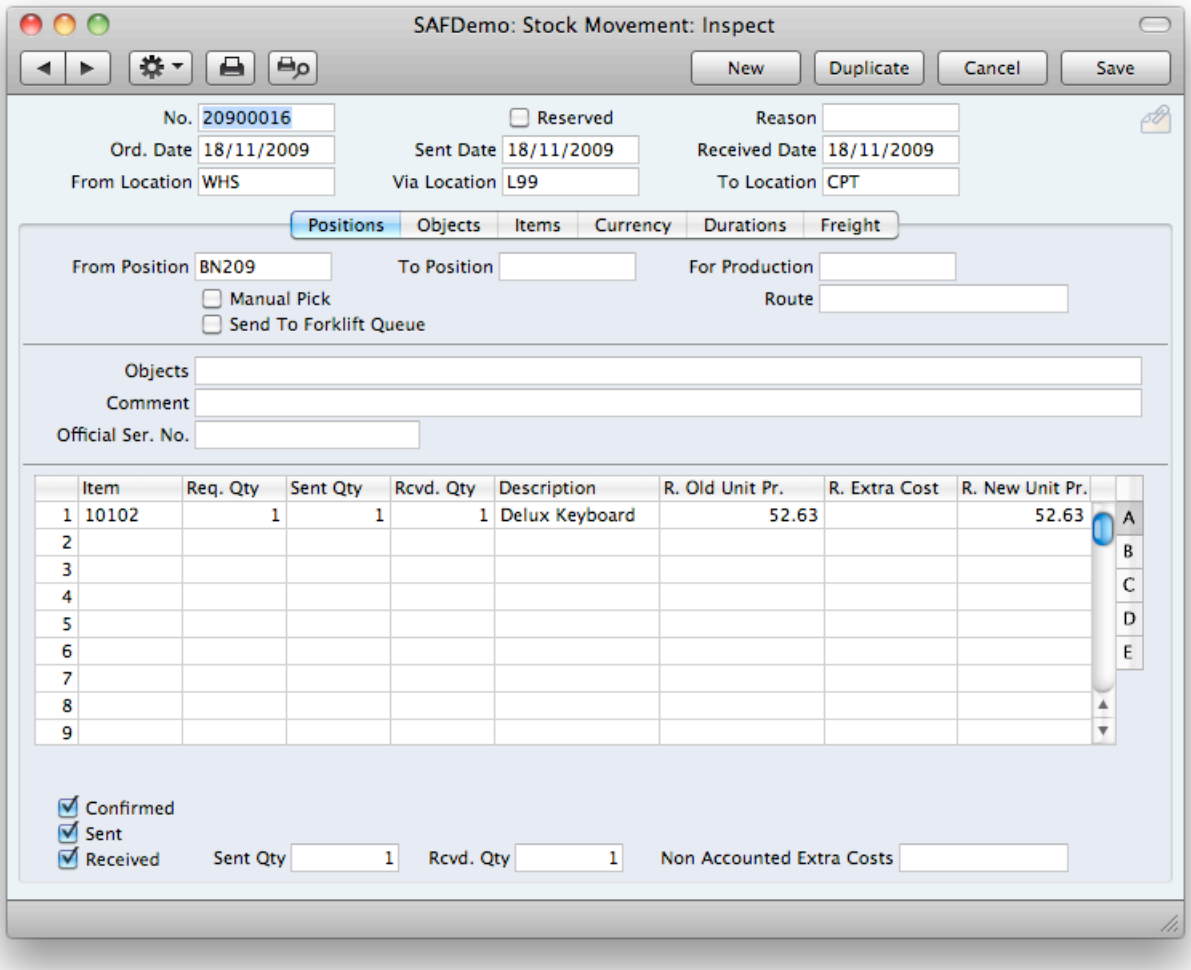
5. Stock Movements from Production into the Warehouse

If you use the Production module and want to move goods from a Production area to the Warehouse, you can create a Stock Movement directly from the Production record (Operations menu). The From Location will be the Production Location. The To Location will be the Warehouse Location. The To Position will be the Position for Production specified in Warehouse Management Settings (the Position reserved for goods coming from Productions).

When you mark the Stock Movement as Received, the goods will be moved from the Production Location into the Warehouse Position specified. You can then print Labels using the Production Label document in the Production module (you can set this to be automatic using the Auto Actions setting previously mentioned).

The quantity in each Production record should be a multiple of the maximum pallet quantity. So if the maximum pallet quantity of the produced Item is 24 and you create a Production with a quantity of 48, Enterprise by HansaWorld will create one Stock Movement into the Position specified with two rows (each with the full pallet quantity of 24).

To move the goods to a free Position in the warehouse for more permanent storage, you can duplicate the Stock Movement and change the From Location to your Warehouse Location (WHS in the above example). Change the From Position from the Position for Production where the produced Item is at the moment) and choose a free Position in the Warehouse as the To Position.



MAINTENANCE ROUTINES

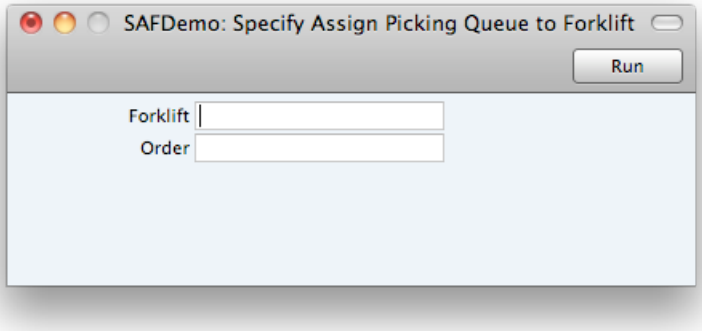
Assign Picking Queue to Forklift

The 'Assign Picking Queue to Forklift is used when you have forklifts or trolleys doing the picking of goods from the Positions in the Warehouse.

Stock movements can be assigned to a queue and then all stock movements for that queue can be assigned to a specific forklift or trolley.

The forklift driver would then pick goods accordingly. The Forklifts and Forklift queues are set-up in Warehouse Settings>>Forklift, NT7000.

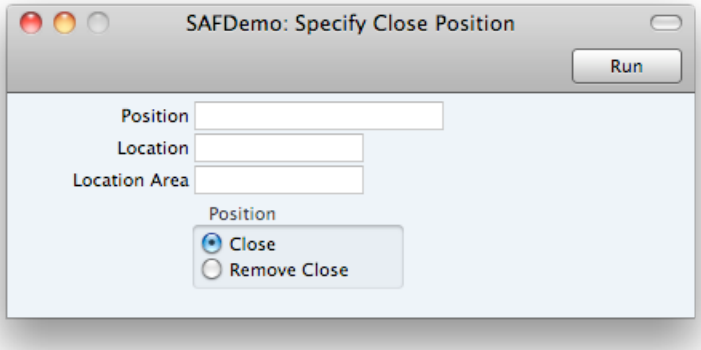
NT7000 is a system that controls forklifts, without human intervention developed in Germany.



Close Position

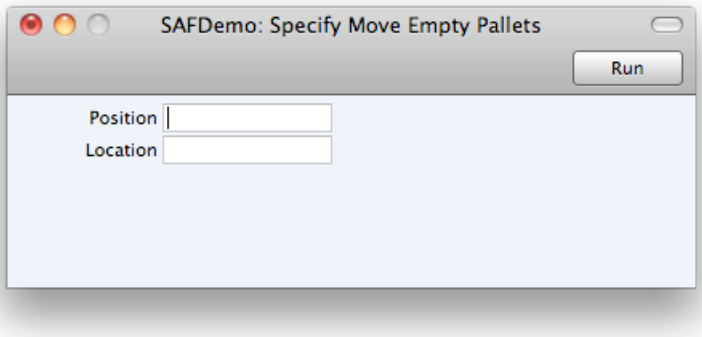
The 'Close Positions' Maintenance function will change the status of a position to "Closed".

The is needed when you no longer wish to automatically assign Items to these positions



Move Empty Pallets

The 'Move Empty Pallets' Maintenance function will move empty pallets to Positions belonging to the Empty Pallets Area. This function will have no effect if there is no Empty Pallets Area defined in the Warehouse Settings tab of the Warehouse Location.



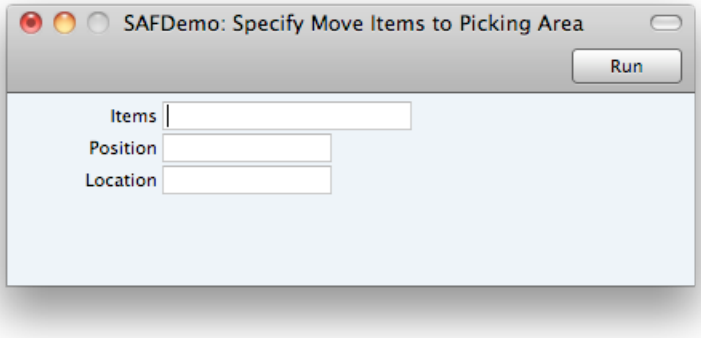
Enter the Position (Optional) and Location, from where the empty pallets are to be moved.

The Location field cannot be left blank, or the function will have no effect.

Move Items to Picking Area

The 'Move Items to Picking Area' Maintenance function creates Stock Movements to move Items to Positions in the Picking Area.

The Picking Area for a particular Item will be taken from the 'Warehouse' card of the Item record or, if that is blank, from Warehouse Settings tab of the Warehouse Location.



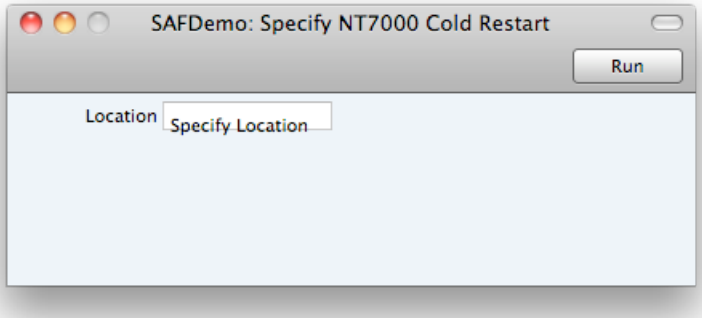
For this function, the Location cannot be left blank, or the function will have no effect. Also, the function will not move Items where the Full Pallet Width/Height/Depth fields are empty.

NT7000 Cold Restart

The 'N7000 Cold Restart' Maintenance function is used to reboot the NT7000 robots.

These sometimes gets out of sync with Enterprise, and require a reboot.

After the restart, the robot loses what it was doing, and communication with Enterprise is restarted from scratch.


SAFDemo: Specify NT7000 Cold Restart
Run
Location
Specify Location

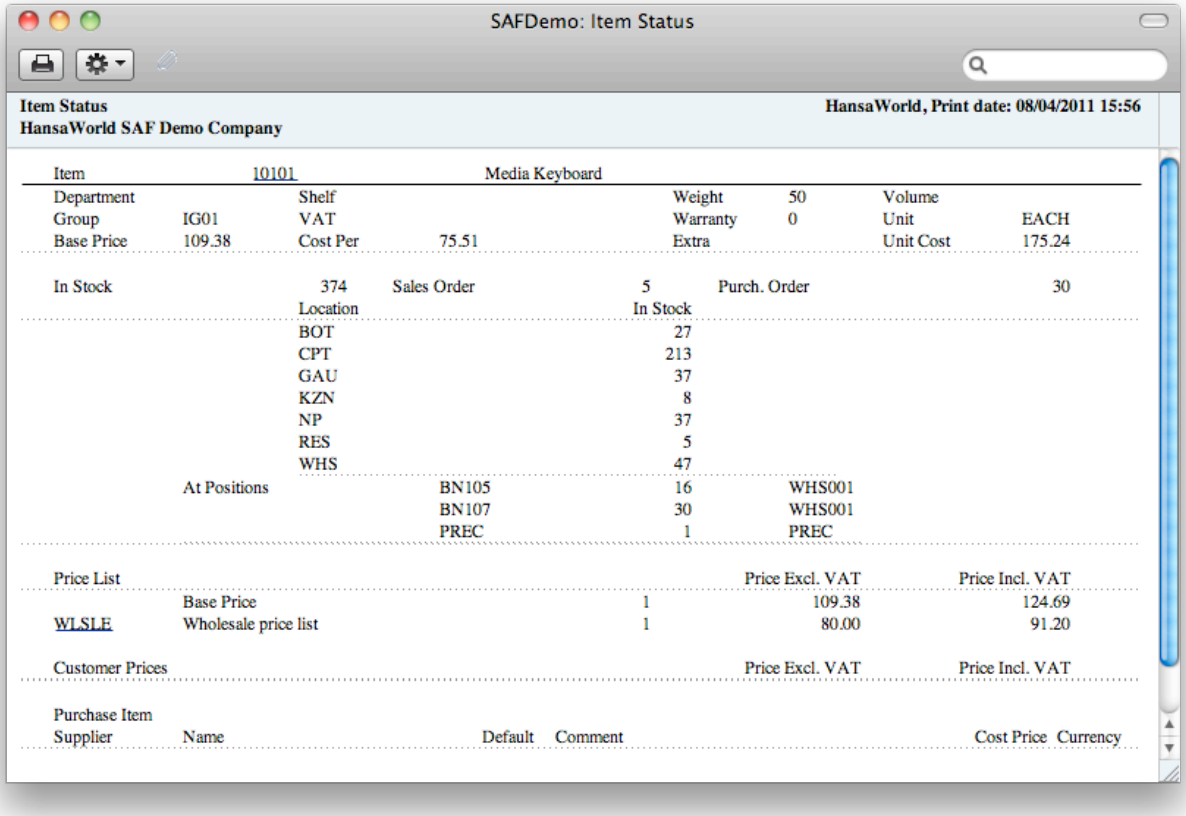
REPORTS

Item Status Report

You can run the Item Status Report from the Operations menu of the 'Items: Browse' window or an Item record. It will show you the Positions and Areas where an Item is located, and the quantity in stock in each. Position.

If the Location is a "Warehouse" location, the report will only show stock in various positions for that Location.

The report below shows stock in various positions for location "WHS"



Picking List

There are two ways of printing picking lists. One is per Delivery and one is per Position/Area (many Deliveries in one picking).

Per Delivery

Open the Delivery and select 'Warehouse Picking List' from the Operations menu. The report will look as follows:-

You can now click a

Click on the Stock Movement Number in the report to open a Stock Movement.

If necessary and if the Stock Movement has not been marked as Received, you can change the From Position. Rerun the report to see the new Position. This would be done if the stock is not found in the position indicated on the picking slip.

Picking List — **HansaWorld, Print date: 2005-09-20 15:23**
Nytt företag AB — **Delivery: 1**

DELIVERY: 1 ORDER: 1

Customer: 10001 customer

Date: 2005-09-20

Del terms: Tel:
Del mode: Fax:
Payment Terms 10 days net

Item	Comment	Stock Mov	Qty	Position	
10101	Item 10101	6	2	A212	_____
10103	Item 10103	7	3	A223	_____

Qty to pick: 5

Weigth : _____

Packages : _____

STOCKTAKING ROUTINES

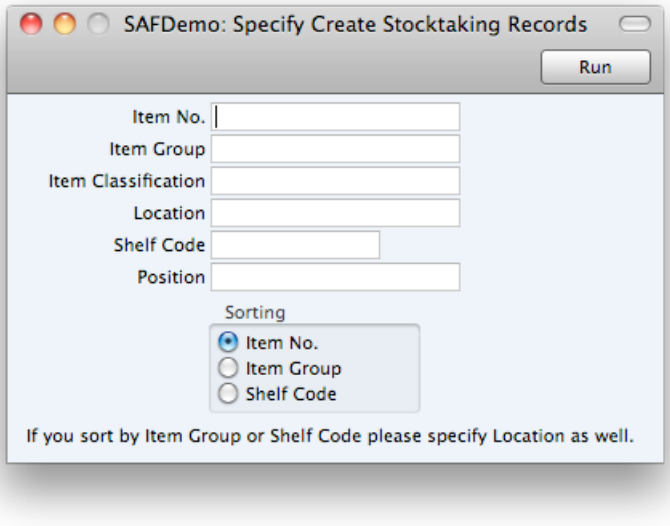
Stocktaking List

You can use this report, which you can find in the Stock module, as the basis for stocktaking. You can run it for a specific Item, for a range of Items, or for a specific Location. It shows the quantity recorded as being in stock and provides space where you can record the actual quantities.

Create Stocktaking Records Maintenance routine.

Stock taking records can be captured manually into the stock register, or the Create Stocktaking records maintenance routine can be used to created stock taking records automatically.

Stock taking records can be created for any combination of item records per the Specification Window below:-



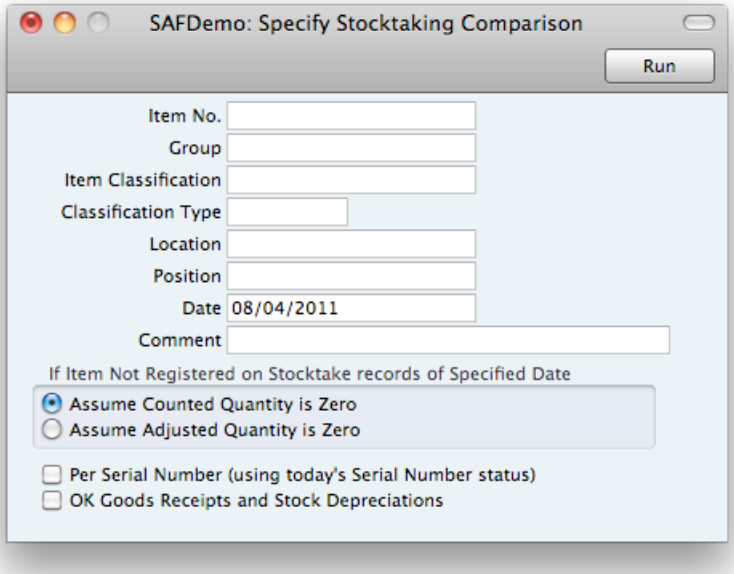
Stocktaking Comparison

Once you have OKed a Stocktaking record, you can use the stocktaking comparison report to compare the actual stock quantities you counted during the stock-take with the current stock levels in Enterprise by HansaWorld.

Once you have checked this report and confirmed it to be correct, you can record any discrepancies shown in the report by running the 'Stocktaking Comparison' Maintenance function.

This generate Stock Depreciation and Goods Receipts depending on whether the stock count was high or low.

For more detailed information on stock taking procedures, please refer to the Stock manual.


SAFDemo: Specify Stocktaking Comparison
Run
Item No.
Group
Item Classification
Classification Type
Location
Position
Date
08/04/2011
Comment
If Item Not Registered on Stocktake records of Specified Date
Assume Counted Quantity is Zero
Assume Adjusted Quantity is Zero
Per Serial Number (using today's Serial Number status)
OK Goods Receipts and Stock Depreciations

APPENDIX

Terminology between different versions of English language

The language used in this material is British English. There can be slight differences between other versions of the English language, which can lead to confusions. This table should help to clear these up. Sorted alphabetically

British	USA	Canada	Australia + New Zealand	Singapore
Cheque	Check	Cheque	Cheque	Cheque
Colour/coloured	Color/colored	Colour/coloured	Colour/coloured	Colour/coloured
Credit Note(CN)	Credit Memo (CN)	Credit Memo (CM)	Credit Note (CN)	Credit Note
Dialogue	Dialog			
Instalment	Installment			
Jewellery	Jewelry	Jewellery	Jewellery	Jewellery
Licence (noun)	License	Licence	Licence	Licence
Mileage Claim	Miles	Way Lists	Mileage Claim	Mileage Claim
Miles	Miles	KM	KM	KM
Mobile	Cell	Mobile	Mobile	Mobile
Nominal Ledger (NL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)
Post Code	ZIP Code	Post Code	Post Code	Post Code
Purchase Ledger	Payable (PL = AP)	Payable (PL = AP)	Purchase Ledger	Purchase Ledger
Sales Ledger	Receivable (SL=AR)	Receivable (SL=AR)	Sales Ledger	Sales Ledger
Salesman	Salesperson	Salesperson	Salesman	Salesperson
Stock	Inventory	Inventory	Stock	Inventory
Stocktake	Inventory Count	Inventory Count	Stocktake	Inventory Count
Stock Depreciation	Inventory Adjustment	Inventory Adjustment	Stock Depreciation	Inventory Adjustment
Supplier	Vendor	Vendor	Supplier	Vendor
VAT	Sales Tax or Tax	Tax (ideally GST/PST)	GST	GST/SST/HST