BatchMaster Web WMS

User Guide

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About the Manual

Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
“ ” (“BatchMaster Web Accounting Guide”)	Reference document

Abbreviation	Description
WMS	Warehouse Management System

Contents

1 Document Overview

The BatchMaster Web Warehouse Management System is a mobile application designed for handheld devices to view and control business operations using BatchMaster ERP. BatchMaster Web WMS lets you record transactions right where they happen – the plant floor, during transit, or during receipt or shipments. This document explains handling everyday business operations using the mobile application.

BatchMaster ERP handles multiple bin locations and updating multiple inventories with ease. This version of the mobile application also supports LPNs and containerization. The BatchMaster Web WMS features fully responsive screens that automatically adjust according to the device size and its orientation.

2 Adjustments & Counting

2.1 Inventory Adjustment

The *Inventory Adjustment* screen lets you adjust the specified inventory quantity. The transaction types defined via the *Transaction Type* screen can be used to adjust inventory.

Most of the transactions that can be processed from this screen are usually processed from various screens from the BatchMaster Web modules. For example, generating a P-type transaction from the *Purchase Order Module* requires creating a purchase order, processing the purchase receipt, and then transferring the purchase receipts to voucher, whereas this transaction can be created using the *Transaction Entry* screen and then processed via the *Inventory Adjustment* screen without the need to enter information about the vendor, etc., however it would not update Accounts Payable.

The following types of transactions may be processed from this screen:

- A-Adjustment.
- C-Credit Memo.
- D-Debit Memo.
- E-Cost Adjustment.
- G-Damaged.
- I-Inventory Commitment.
- O-On Order.
- P-Purchase/Production Receipt.

- S-Sale.
- X-Commitment to Production.

Apart from these, a Z-type transaction is processed automatically when a closed batch is reversed. It posts to the Inventory Control and WIP (Work In Progress) accounts. A Z-type transaction updates only the distributed cost of the item. There is no effect on the cost layers of the item.

Performing an item cost rollup executes a B-type transaction when the standard cost of a standard cost item is changed. In such a case, a B-type transaction is processed to update the Inventory Control and Standard Cost Variance accounts.

Go To: Adjustments & Counting → Inventory Adjustment.

Before working with the *Inventory Adjustment* screen, the following parameters should be defined on the *Inventory Setup* screen:

- Cost for P type Transaction
- Cost for A type Transaction
- Cost for C type Transaction

The value for each of the above parameters can be selected as either:

- Standard Cost
- Average Cost
- Last Cost
- None

The transaction cost for the P-, A-, and C-type transactions is defaulted as per the value of these parameters and can be changed.

The *Transaction Sub Types* tab should be maintained on the *Transaction Sub Type* screen. For more details on transaction sub types, please refer to the Transaction Sub Type section.

Data should be set up at the following screens before taking up transaction entries:

- *Transaction Types*.
- *Item Location*.

Using this screen you can select the transaction for processing.

If the BatchMaster WEB Company is interfaced with a finance package, processing a transaction will display a finance report showing the General Ledger postings.

Before processing the transactions, you need to maintain the following parameters at the *Module Setup* screen *under Inventory Setup* options*:*

- **Allow Issues More than On Hand:** Only if this parameter is set to *Yes* will the system allow an oversold condition for items that are neither lot tracked nor serial tracked.
- **Allowable Cost Fluctuation:** This parameter allows you to specify a cost fluctuation limit (in percentage) versus the item cost for processing a P-type (Purchase) transaction at the *Transaction Processing* screen. The default value of this field is zero, meaning that no fluctuation is allowed. For this purpose, the cost is taken as:
  - ***Standard cost* –** for items that have their cost method as Standard Cost.
  - ***Average cost* –** for items that have their cost methods as either Lot, LIFO, FIFO, or Average.

When a transaction has a cost fluctuation percentage greater than the value specified in this field, a warning is displayed stating that the cost fluctuation is out of range and the transaction has not been processed.

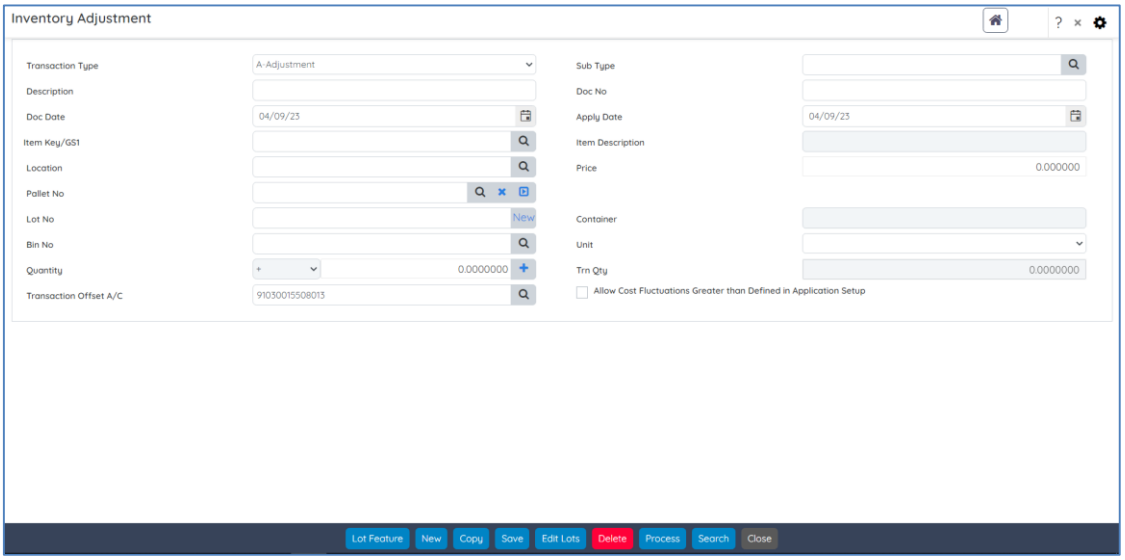
For example, suppose that the cost of an item is 30, and the allowable cost fluctuation is 10%. In such a case, a P-type transaction will be prevented if the purchase price falls below 27 or exceeds 33.

Select the *Allow Cost Fluctuations Greater than Defined* checkbox on the *Inventory Adjustment* screen to bypass the fluctuation limit and allow unlimited cost fluctuation.

At least one transaction should have been entered via the *Inventory Adjustment* screen.

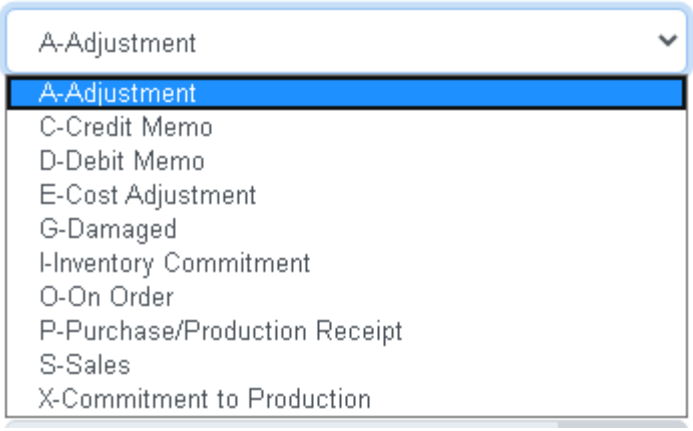
2.1.1 Inventory Adjustment – Add Mode

To add a new inventory transaction record to your BatchMaster WEB database, tap the *Inventory Adjustment* option. The system displays the *Inventory Adjustment* form, where you can adjust the inventory.



Transaction Type: This is the type of transaction. The following types of transactions may be entered from this screen:

1. A-Adjustment
2. C-Credit Memo
3. D-Debit Memo
4. E-Cost Adjustment
5. G-Damaged
6. I-Inventory Commitment
7. O-On Order
8. P-Purchase/Production Receipt
9. S-Sales
10. X-Commitment to Production



Sub Type: If the selected transaction is a sub type of a transaction, then you can select the sub type part of the selected transaction.

Description: This is a description of the selected transaction type as maintained at the *Transaction Types* screens. This field is modifiable.

Doc Date: This field is defaulted with the current server date. This can be modified. This is the date on which the document is created.

Doc No: In the case of a transaction that refers to another transaction the lookup at this field becomes enabled. For example, in case of an 'E' type transaction the user may select here a document of the 'P' type transaction whose cost needs to be adjusted.

For those transactions that do not refer to another document, the user may manually enter any document number here.

Apply Date: This is the date on which the transaction actually came to effect. For all accounting purposes this is the date associated with this transaction.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Item Description: This is the description (as defined on the item master) associated with the selected item.

Location: This is the location associated with this transaction. This field is defaulted with the location when an item location is selected at the field 'Item Key'.

Price: This is the price/cost associated with this transaction. (For 'A' and 'P' type transactions, the price is defaulted here in accordance with the parameter defined at the *Inventory Setup* screen and is modifiable.)

The price is retrieved in the following ways:

Transaction Type	Source of value for Price field
A	As per the "Cost of A Type Transaction" parameter on the *Inventory Setup* screen. This default price is modifiable.
C	• For a referenced C-type of transaction, the source is the document number selected at the *DocNo* field of this screen. This price is modifiable. • For a Non-referenced C Type transaction, the source is as per the "Cost of C-Type Transaction" parameter on the *Inventory Setup* screen. This price is modifiable.

D	• For a referenced 'D' Type transaction, the source is the document number selected at the *DocNo* field of this screen. This price is modifiable. • For a non-referenced 'D' Type Transaction, the price is user defined.
E	User Defined (The user can enter the change in cost for the adjustment transaction.)
G	Value remains zero. Not Modifiable.
I	Value remains zero. Not Modifiable.
O	Value remains zero. Not Modifiable.
P	'Cost of P-Type transaction', parameter at the *Inventory Setup* screen. This price can be changed.
S	Standard Cost (The General Ledger postings are done as per the costing method of the Item associated with the Item Location
X	Value remains zero. Not Modifiable.

Pallet No.: This is the pallet number if the Item, if the item is palletized.

Lot No: This is the lot number of the inventory item on which the transaction has been performed.

Bin No.: This is the bin number of the inventory item on which the transaction has been performed.

Unit: This is the Stock Unit (as specified on the Item Master) of the selected item.

Container: This is the container number of the inventory item on which the transaction has been performed.

Quantity: This is the transaction quantity. A negative value can be entered for entering a negative Adjustment (A-minus) type transaction.

Transaction Offset A/C: This is the Transaction Offset Account associated with this transaction. This field remains disabled for 'O', 'X' and 'I' transaction types.

Trn Qty: This is the transaction quantity of the item.

Allow Cost Fluctuations Greater than Defined in Application Setup: Mark this checkbox to bypass the fluctuation limit and allow unlimited cost fluctuation.

Lot Feature Button:

Item Key: This is the item associated with the selected line number. This is a read-only field.

Item Description: This is the item description associated with the selected item. This is a read-only field.

Location: This is the location associated with the selected line item. This is a read-only field.

Bin No.: The Bin Number is displayed only if the selected item is enabled for multiple bins (with or without serial/lot tracking). If a default Bin Number has been specified for this Item Location on the *Item Location* screen, then that Bin Number is defaulted to this column for all the lots whether automatically generated or added manually. This default Bin Number, however, can be changed via the lookup available at this column. The lookup here displays all the Bin Numbers created for this Location via the *Bin Master* screen. This is a read-only field.

Lot No.: This is the number associated with a lot. If a Serial/Lot Mask has been defined for this Item at the Item Master, this column is defaulted with a lot number as per the defined mask. If a Serial/Lot Mask has not been defined, this column is defaulted with the lot numbers as 1, 2, 3, and so on. In both the cases the lot number can be changed. This is a read-only field.

Lot Qty: While lots are being created, if the item quantity for creating lots exceeds the 'Default Lot Size' as specified on the Item Master, the Lot Quantity is split in accordance with the Default Lot Size. This is a read-only field.

In case of creating serials for a serial tracked item, the 'Lot Quantity' can be 1.000 only. The serial quantity for serial tracked items cannot be fractional or greater than one.

Unit: This is the unit associated with the item. This is a read-only field.

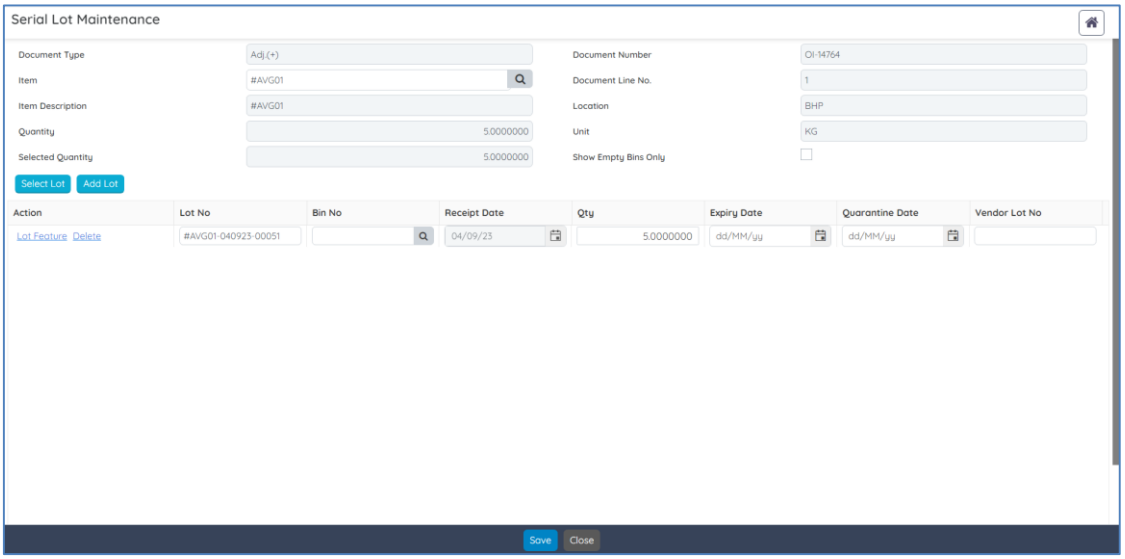
Feature ID: This is the Feature ID associated with the selected feature. This is a read-only field.

Feature Description: This is the description of the selected feature. This is a read-only field.

Values: This is the value assigned to the selected feature for the lot selected in the upper grid. This feature value can be changed for all types of On-Hand affecting (both positive and negative) transactions. This is a read-only field.

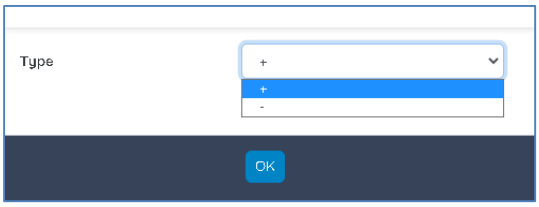
Edit Lots Button: Tap this button to open the *Serial Lot Maintenance* screen where you can maintain lots for the quantity to be transacted.

If the *Global Lot Sequence* option is selected for Lot number generation, from the Administration Module, then accordingly the Lot number will be generated.



2.1.2 Processing an Inventory Adjustment (General Process)

1. Tap the *Inventory Adjustment* option to open the *Inventory Adjustment* screen.
2. Select the transaction type that needs to be processed on the displayed screen.
3. Select a document number in case of:
   a. A C-type transaction with reference.
   b. A D-type transaction with reference.
   c. An E-type transaction.
4. Select an item whose quantity needs to be adjusted. The lookup here obtains all the items maintained via the *Item Master* screen. After selecting the item, the system will pop up a new window wherein you can specify the type of adjustment using the dropdown, i.e. "+ or –".

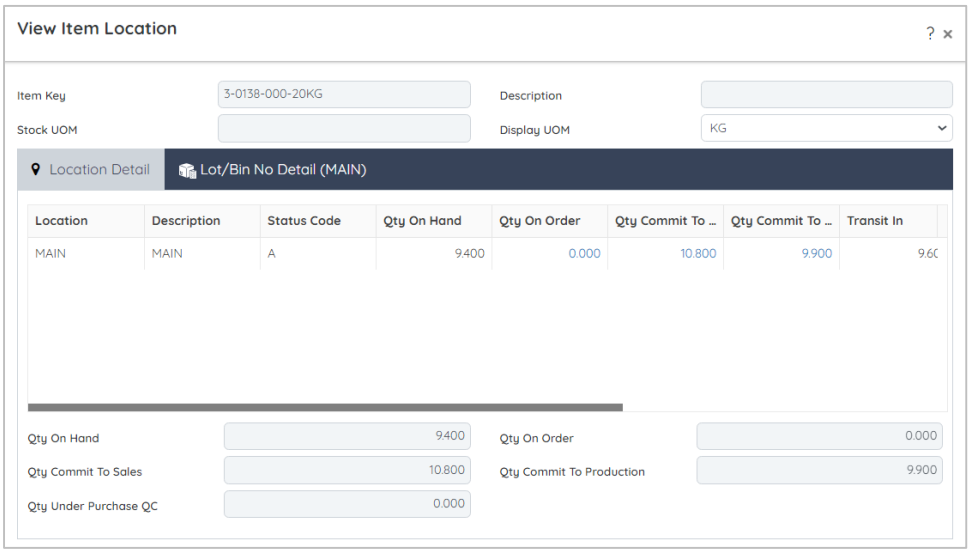


5. Select an item location. (An item location is automatically selected when a document number is entered for C-, D-, or E-type transactions, as mentioned previously.)
6. Enter the quantity in the *Quantity* field.

7. Enter the applicable price in the *Price* field. The price field remains disabled for the *G, I, O, S, X* transaction types.
8. Maintain serial/lot, if required.
9. Tap the *Save* button to save the record.
10. Tap the *Process* button, once processed the system displays the processed adjustment.

2.1.3 Special Function

View Item Location: Tap this button to view the inventory details for all the item-location(s) of the selected item.



2.2 Inventory Counting 1

Inventory Counting gives you a paperless way to count inventory. This ensures that inventory counts will be efficient, accurate, and easy to accomplish on a day-to-day basis. An easy user interface that makes it quick for you to conduct your count, even while keeping an eye on your warehouse shelves.

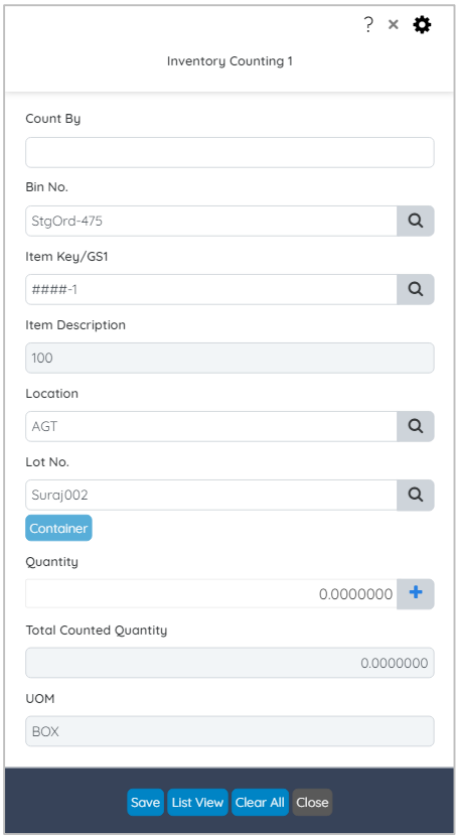
It simplifies an item's physical counting process. Using this screen, you can perform physical counting in two ways:

- Use a scanner device to scan item(s)
- Specify counted items manually

Go To: Adjustments and Counting → Inventory Counting 1.

2.2.1 Inventory Counting 1 – Add Mode

To perform physical counting and update it to your BatchMaster WEB database, tap on the *Inventory Counting 1* option from the main menu. The system displays the *Inventory Counting 1* screen.



Screen Fields:

Count By: Use this field to enter a person's name for counting the item(s). This alphanumeric field holds a maximum of 20 alphanumeric characters.

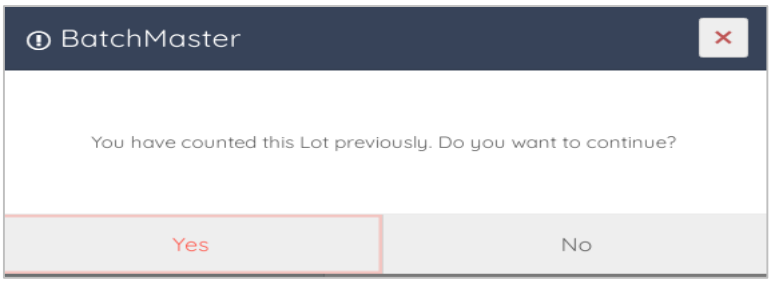
Bin No.: Scan or enter the Item's Bin Number in the *Bin No.* field. The lookup here lists all those item's bin(s) which are taken into the physical count process via the *Prepare for Physical Count* Screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item *Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details. This is the Item Key for which you are going to perform a physical count. The lookup here lists all those items which are taken into the physical count process via the *Prepare for Physical Count* Screen.

Item Description: This field displays the description of the selected item key. This is a read-only field.

Location: This field displays the location of the selected item key. This is a read-only field.

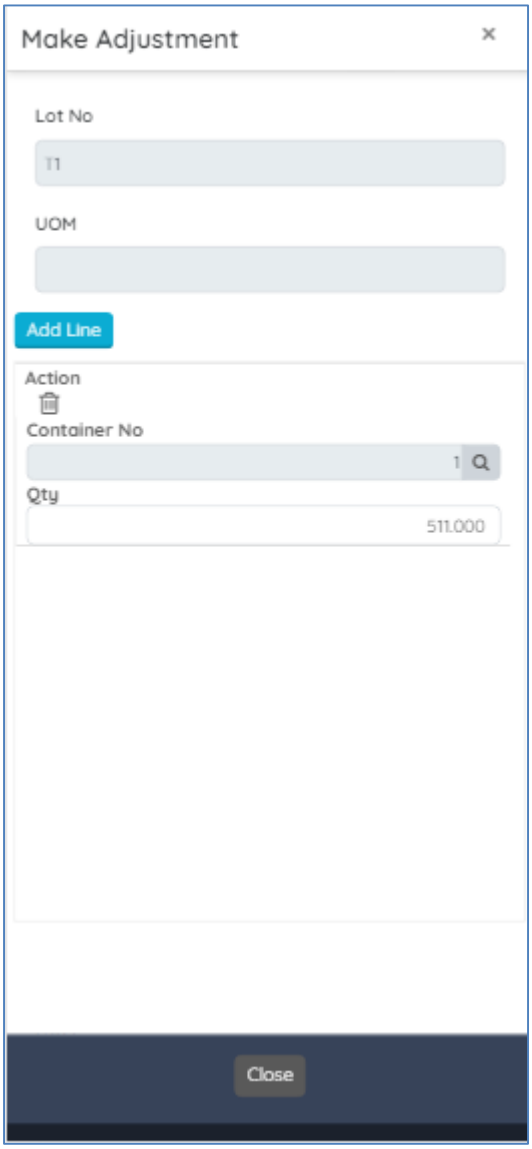
Lot No: Scan or enter the Item's lot number in the *Lot No* field. The lookup attached to the field lists all those items lots which are taken into the physical count process via the *Prepare for Physical Count* Screen. For a previously counted item, initiating recounting displays the following message:



You can choose *Yes* to reinitiate the counting.

Container Button: Tapping on the container button displays the *Make Adjustment* window. For a previously counted item the system displays the counted line of the created container that you can edit or delete.

This button remains disabled for a non-containerized item.



Lot No: This field displays the selected lot number. This is a read-only field.

UOM: This field displays the counting UOM. This is a read-only field.

Add Line: Tap this button to add a new line in the grid.

Action: Tap this button to delete a row from the grid.

Container No: This field displays the Container number for the selected Lot. The lookup attached to the field displays the Container list associated with the lots.

Qty: This is an editable field wherein you can enter the container count.

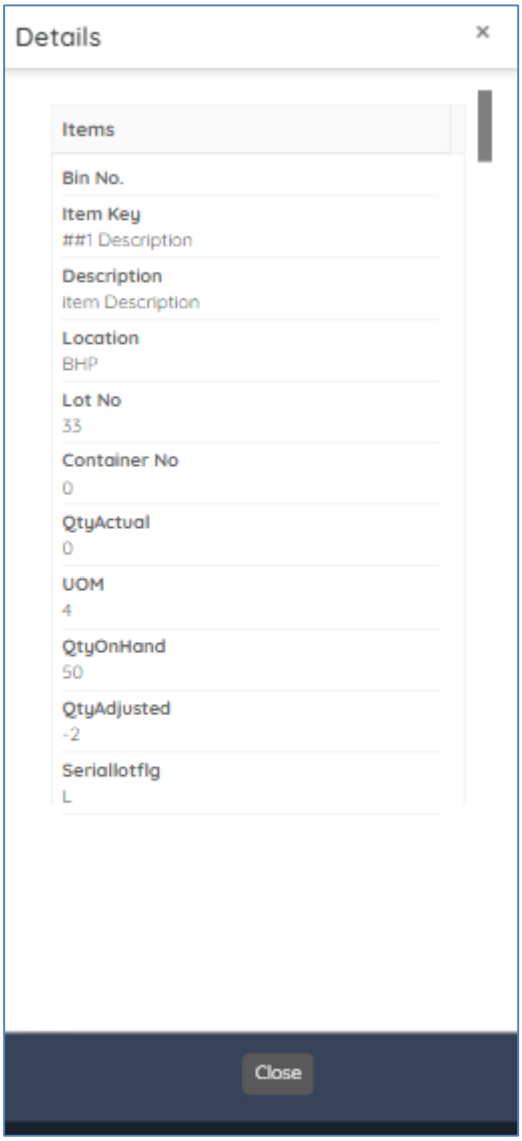
Close: Tap this button to close the *Make Adjustment* window.

Quantity: Use this field to enter the counted quantity. This is a numeric field having a default value of 0. On tapping the + icon, the system will reset the lot number and set the *Quantity* field to 0. This is a mandatory field. For a containerized item the field displays the value adjusted on the *Make Adjustment* screen.

Total Counted Quantity: This field displays the sum of counted quantities against the lot. This is a read-only field and is automatically updated by the system on each recounting.

UOM: This field displays the counting unit of the selected item. This is a read-only field.

List View Button: Tap this button to view the Item's counted lot(s)/Container(s).



2.2.2 Performing Inventory Counting

1. Tap the *Inventory Counting 1* option from the main menu.
2. Enter the required name in the *Count By* field.
3. Scan or select the Bin Number using the lookup next to the *Bin No.* field.
4. In the Item Key/GS1 field, scan or select the Item for counting. On selecting the Item Key, the system defaults the item's description, location, unit of measurement and counted quantities in the *Item Description*, *Location, UOM,* and *Total Counted Quantity* fields.
5. Scan or select the Lot number using the lookup next to the *Lot No* field.
    a. Tap on the *Container* button to open the *Make Adjustment* window, wherein you can view / enter the Item's lot details. Add the container line as required and the counted quantities. On Taping the *Close* button, the sum of the various container quantities is displayed in the *Quantity* field.
    b. For another inventory item specify the item's quantity in the *Quantity* field and tap the + button to add the counted quantity.
6. To view the counted Lots/Containers, Tap the *List View* button.
7. Tap the *Save* button to save the record.

2.3 Inventory Counting 2

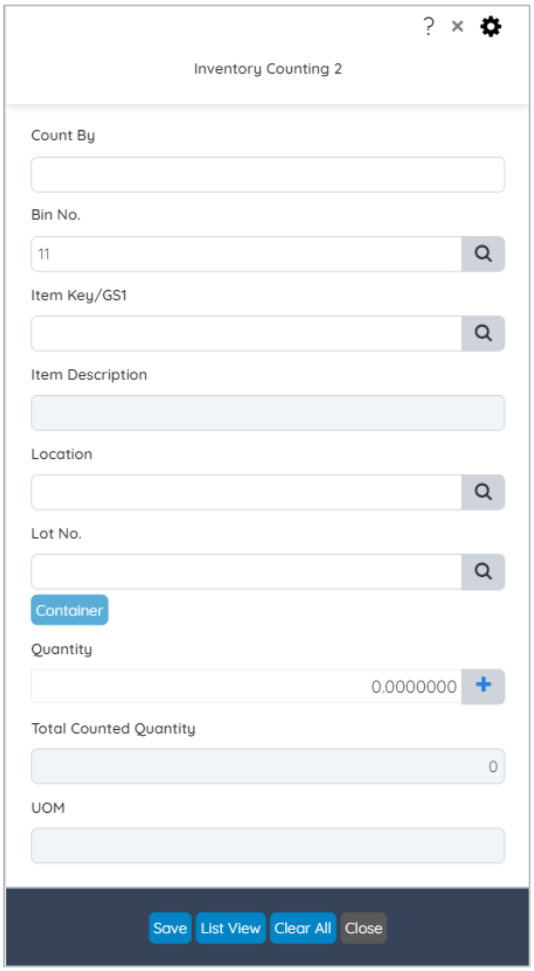
Use the *Inventory Counting 2* screen to ensure correct counting performed via the *Inventory Counting 1* screen. The *Inventory Counting 2* screen lets you re-count an Item's lot that was already counted via the *Inventory Counting 1* screen.

Use the *Inventory Counting 2* screen after the Item's lot counting is completed via the *Inventory Counting 1* screen and initiated using the *Inventory Counting 2* screen.

Go To: Adjustments and Counting → Inventory Counting 2.

2.3.1 Inventory Counting 2 – Add Mode

To re-count Item's lots, tap on the *Inventory Counting 2* option from the main menu. The system displays the *Inventory Counting 2* screen.



Field Description:

Count By: Use this field to enter a person's name for counting the item(s). This is an alphanumeric field holding a maximum of 20 alphanumeric characters.

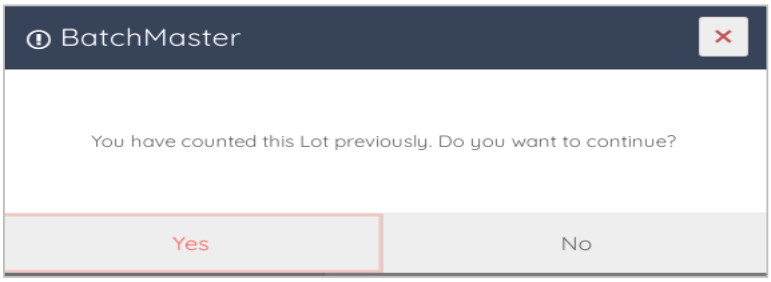
Bin No.: Scan or enter the Item's Bin Number in the *Bin No.* field. The lookup here lists all those item's bin(s) which are taken into the physical count process via the *Prepare for Physical Count* Screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details. This is the Item Key for which you are going to perform a physical count. The lookup here lists all those items which are taken into the physical count process via the *Prepare for Physical Count* Screen.

Item Description: This field displays the description of the selected item key. This is a read-only field.

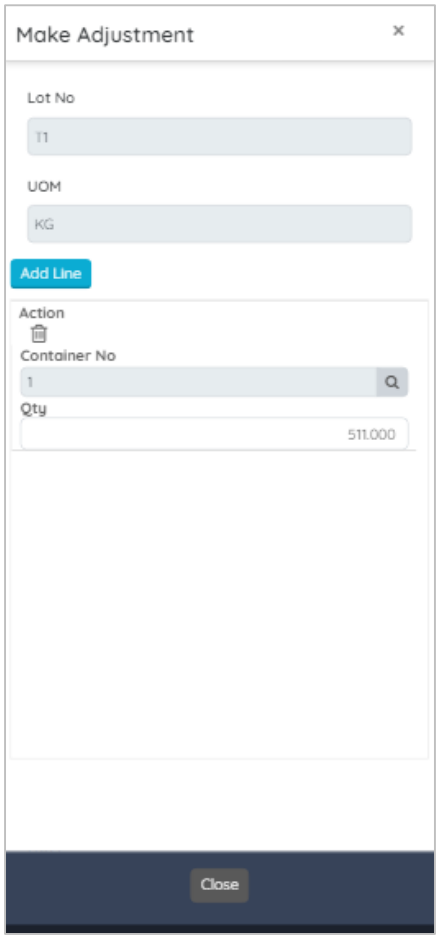
Location: This field displays the location of the selected item key. This is a read-only field.

Lot No: Scan or enter the Item's lot number in the *Lot No* field. The lookup attached to the field lists all those item lots which have been taken into the physical count process via the *Prepare for Physical Count* Screen. For a previously counted item, initiating re-counting displays the following message:



Container Button: Taping on the container button displays the *Make Adjustment* window. For a previously counted item the system displays the counted line of the created container that you can edit or delete.

This button remains disabled for a non-containerized item.



Lot No: This field displays the selected lot number. This is a read-only field.

UOM: This field displays the counting UOM. This is a read-only field.

Add Line: Tap this button to add a new line in the grid.

Action: Tap this button to delete a row from the grid.

Container No: This field displays the Container number for the selected Lot. The lookup attached to the field displays the Container list associated with the lots.

Qty: This is an editable field wherein you can enter the container count.

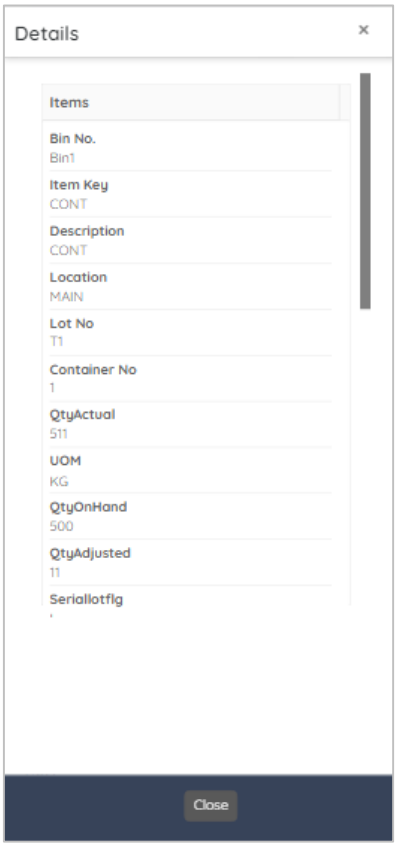
Close: Tap this button to close the *Make Adjustment* window.

Quantity: Use this field to enter the counted quantity. This is a numeric field having a default value of 0. On taping the + icon the system will reset the lot number and set the *Quantity* field to 0. This is a mandatory field. For a containerized item the field displays the value adjusted on the *Make Adjustment* screen.

Total Counted Quantity: This field displays the sum of quantities counted previously against the lot. This is a read-only field and is automatically updated by the system on each recounting.

UOM: This field displays the counting unit of the selected item. This is a read-only field.

List View Button: Tap this button to view the Item's counted lot(s)/Container(s).



2.3.2 Performing Mobile Count

1. Tap the *Inventory Counting 2* screen from the main menu.
2. Enter the required name in the *Count By* field.
3. Scan or select the Bin Number using the lookup next to the *Bin No.* field.

4. In the *Item Key/GS1* field, scan or select the Item Key for counting. On selecting the Item Key, the system defaults the item's description, location, unit of measurement and counted quantities in the *Item Description*, *Location, UOM,* and *Total Counted Quantity* fields.

5. Scan or select the Lot number using the lookup next to the *Lot No* field.

    a. Tap on the *Container* button to open the *Make Adjustment* window, wherein you can view / enter the Item's lot details. Add a container line as required and the counted quantities. On taping the *Close* button, the sum of various container quantities is displayed in the *Qty* field.

    b. For another inventory item, specify the item's quantity in the *Quantity* field and tap the + button to add the counted quantity.

6. To view the counted Lots/Containers, tap the *List View* button.

7. Tap the *Save* button to save the record.

2.4 Pallet & Container Count

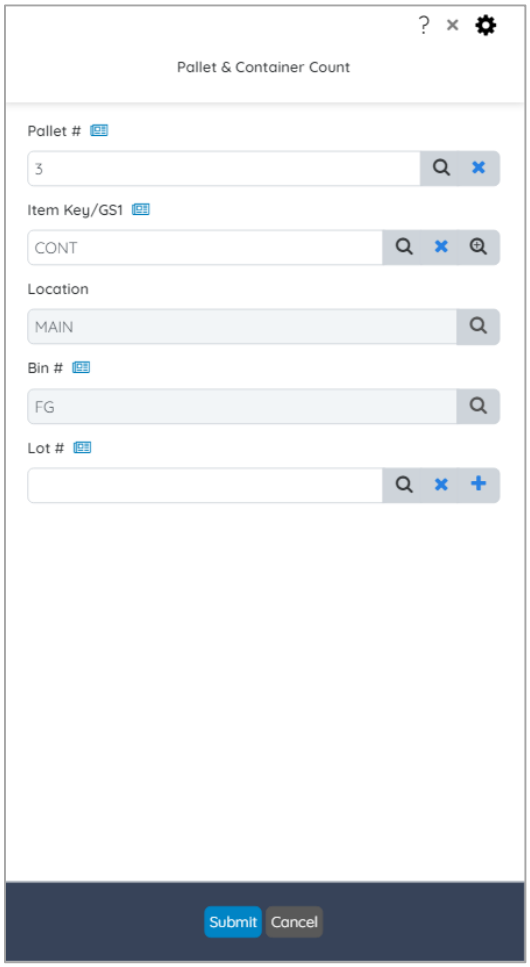
This screen lets you make adjustments for the pallets that have been counted. Adjustments can be made for the pallet that is being counted.

Use this option to verify that all the pallets believed to be in the inventory are actually there. When a pallet count is performed, you may use the results to correct the inventory on-hand and perform transactions needed to adjust inventory balances.

Go To: Adjustments & Counting → Pallet & Container Count.

2.4.1 Pallet & Container Count – Add Mode

To make adjustments for the pallets that have been counted, tap the *Pallet & Container Count* option from the main menu. The system displays *Pallet & Container Count* Screen.



Screen Fields:

Pallet #: Enter or select the pallet for adjusting the pallets that have been counted. This pallet may be entered by scanning a Barcode or selected via the associated lookup on this screen.

In order to view the Lot/Pallet details click the icon ( ) next to the Pallet # label. The system will display the *Pallet Inquiry* screen along with the Lot and Pallet details.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

In order to view the Item Location details click the icon ( ) next to the *Item Key* field. The system will display the *Item Location* screen along with the various details. This is a read-only screen.

Location: This field displays the location of the selected pallet.

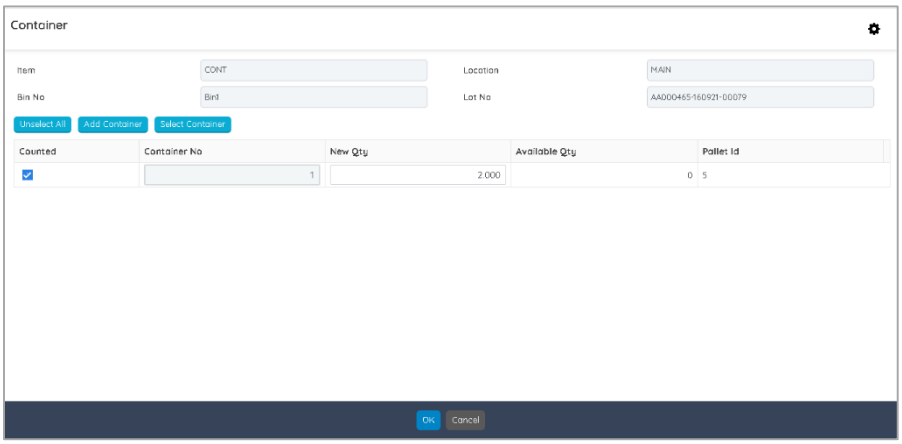
Bin #: This field displays the bin number of the selected pallet.

In order to view the Bin details click the icon ( ) next to the *Bin #* label. The system will display the *Bin Inquiry* screen along with the Bin #, Lot No., Location details etc.

Lot #: Use this field to specify the lot number.

In order to view the Lot details click the icon ( ) next to the *Lot #* label. The system will display the *LotNo Inquiry* screen along with the quantity and feature details.

Container Screen Fields:



Unselect All: Tap this button to unmark all the grid field records.

Add Container: Tap this button to add a new row in the grid.

Select Container: Tap this button to select the container number.

Counted: Mark this checkbox to confirm the counted quantity.

Container No: This is a system generated read-only field. It automatically increases each time when a row is inserted in the grid.

New Qty: Use this field to enter the confirmed quantity.

Available Qty: This field displays the container's available quantity.

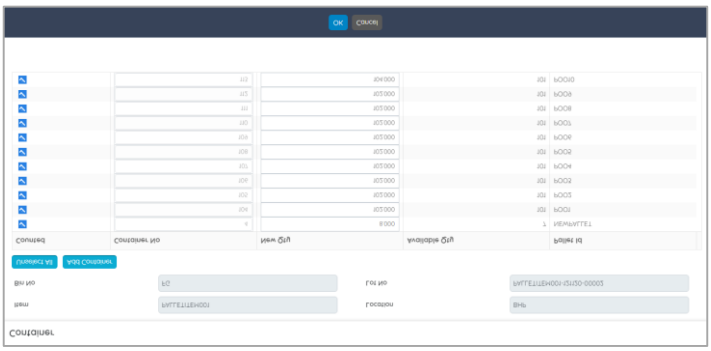
Pallet Id: This field displays the unique identifier number of the pallet.

OK: Tap this button to update the entered quantity.

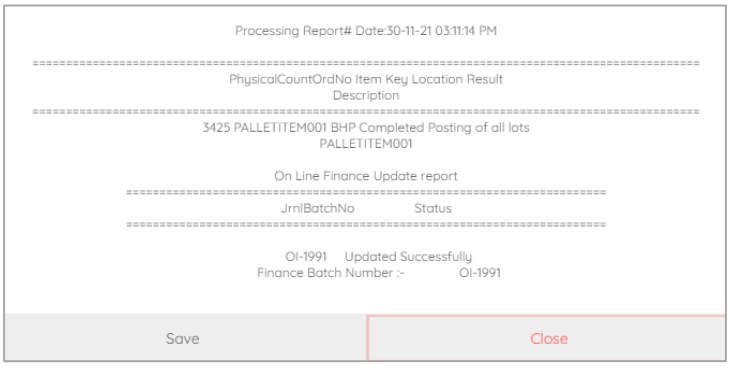
Submit: Tap this button to submit the transaction.

2.4.2 Performing Pallet & Container Counting

1. Tap the *Pallet & Container Count* option to open the *Pallet & Container Count* screen.
2. Specify the Pallet number in the *Pallet#* field. The system defaults pallet's bin and location in their respective fields.
3. Specify the desired Item in the *Item Key/GS1* field.
4. Tap the lookup button adjacent to the *Lot#* field and select a lot in the lookup window. If the selected item is containerized, the system displays the *Container* screen. Mark the row(s) and enter the counted quantity in the *New Qty* fields.



5. Tap the *OK* button. The system displays a processing report as shown below.



2.5 Spot Count

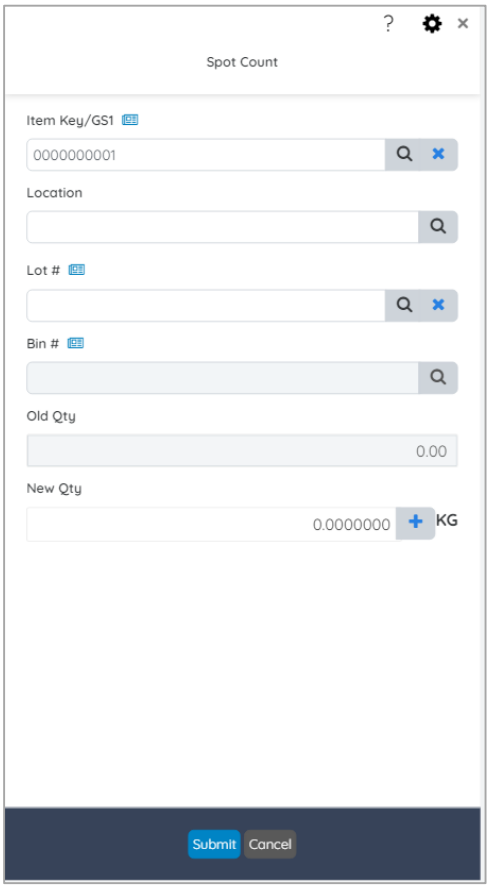
This screen allows adjusting a physically counted item without putting it through the normal course of preparing for physical count, adjusting and then processing. A different quantity can be directly

adjusted using this screen. On adjusting a negative quantity, an A- transaction is generated, whereas on adjusting a positive quantity, an A+ transaction is generated.

Go To: Adjustments & Counting → Spot Count.

2.5.1 Spot Count – Add Mode

To adjust physically counted item(s), tap the *Spot Count* option from the main menu. The system displays *Spot Count* Screen.



Screen Fields:

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item *Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

In order to view the Item details click the icon ( ) next to the *Item Key* label. The system will display the *View Item Location* screen along with the location and *Lot/Bin No* details. This is a read-only screen.

Location: Enter or select the location associated with this item.

Lot #: Search or select the lot of the selected item whose quantity needs to be adjusted. This lookup displays exhausted lots also.

In order to view the Lot details click the icon ( ) next to the *Lot #* label. The system will display the *LotNo Inquiry* screen along with the quantity and feature details. This is a read-only screen.

Bin #: Search and enter the bin number associated with the lot selected in the Lot #.

In order to view the Bin details click the icon ( ) next to the *Bin #* label. The system will display the *Bin Inquiry* screen. This is a read-only screen.

Old Qty: Displays the existing on-hand quantity of the selected lot of the selected item.

New Qty: Enter the quantity to be adjusted or the quantity obtained after spot/physical counting.

Submit: Tap this button to process the record.

2.5.2 Performing Spot Counting

1. Tap the *Spot Count* option to open the *Spot Count* screen.
2. Enter an Item Key in the *Item Key/GS1* field.
3. Specify location key via the lookup or by scanning a barcode. Entering an item key and location key is mandatory.
4. Select a lot and its corresponding bin using the lookups next to the *Lot #* and *Bin #* fields or by scanning a barcode.
5. Enter the quantity to be adjusted in the *New Qty* field.
6. Tap the *Submit* button to process the record. If the item is under physical count, the system restricts you to perform spot count and displays following message:

a. A+ or A- transaction will be generated depending upon whether the quantity is increased or decreased.

b. A report is displayed showing the success or failure of all those item locations that were processed or not processed.

c. For an A+ transaction, the adjusted quantity will be posted to inventory thus increasing the on-hand quantity for that item.

d. For an A- transaction, the on-hand quantity will decrease.

e. If an item location is serial/lot tracked or multiple bins-type item, then individual adjustments to each lot/bin will be posted.

3 Inbound

3.1 PO Receipt

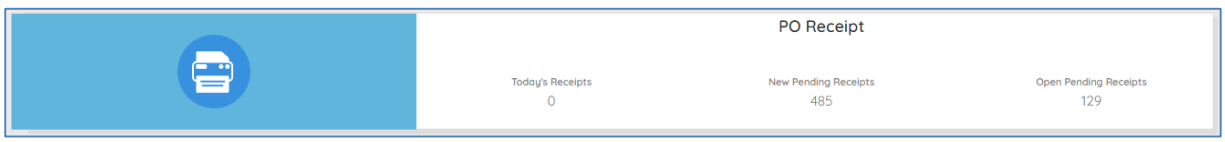
The *PO Receipt* screen lets you maintain receipts against Normal POs. Orders that have items to which QC has been applied or for which the QC step has been skipped, can also be processed using this screen. The PO number of the purchase order against which the material is being received can be entered manually or scanned from its barcode. BatchMaster WMS allows creation of multiple lots for receiving goods. If required, you can also create a single lot for the entire received quantity.

Go To: Inbound → PO Receipt.

3.1.1 PO Receipt – Widget

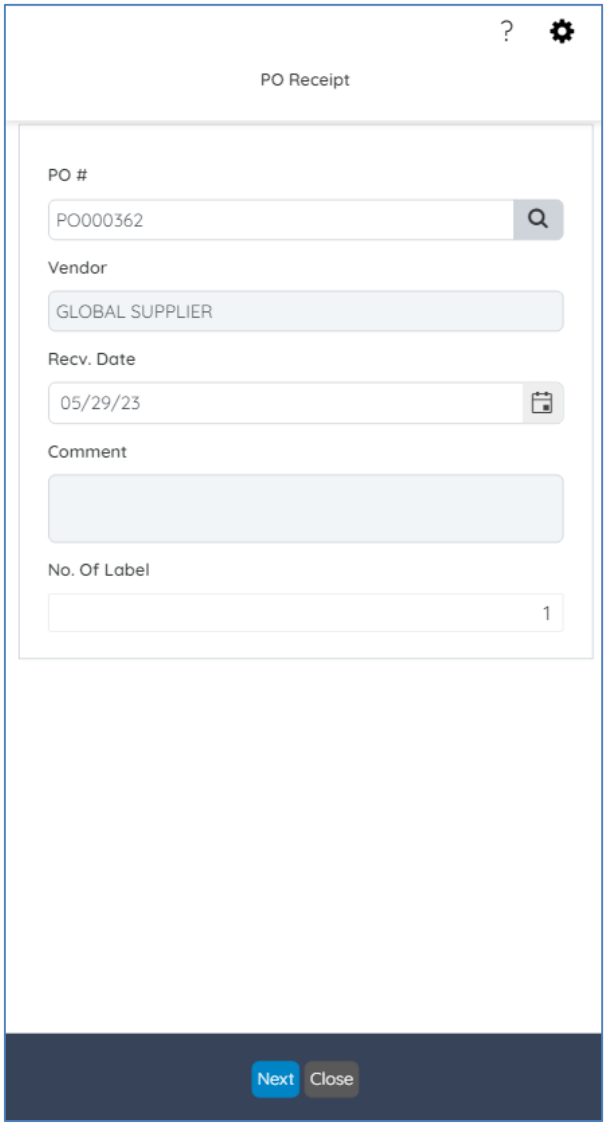
You can view the record count on the PO Receipt widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Today's Receipts
- New Pending Receipts
- Open Pending Receipts



3.1.2 PO Receipt – Add Mode

To maintain receipts against Normal POs, tap the *PO Receipt* option from the main menu. The system displays *PO Receipt* screen.



Screen Fields:

PO#: Specify the PO number against which the receipt is being made. The purchase order number can be entered manually or by scanning a Bar Code label of Purchase Order. You can also use the lookup to locate the desired purchase order. The lookup here obtains all the purchase orders which are having *New* or *Open* status. The system defaults purchase order associated values in their respective fields.

Vendor: Display the unique identification key of the vendor against whom the purchase is made. Once you enter the purchase order number, the vendor key defaults.

Recv Date: This is the date on which the items have been received for the purchase order. By default the system displays the current server date. As the field is editable, you can receive the PO in back date also, conditionally the lots would be inserted accordingly.

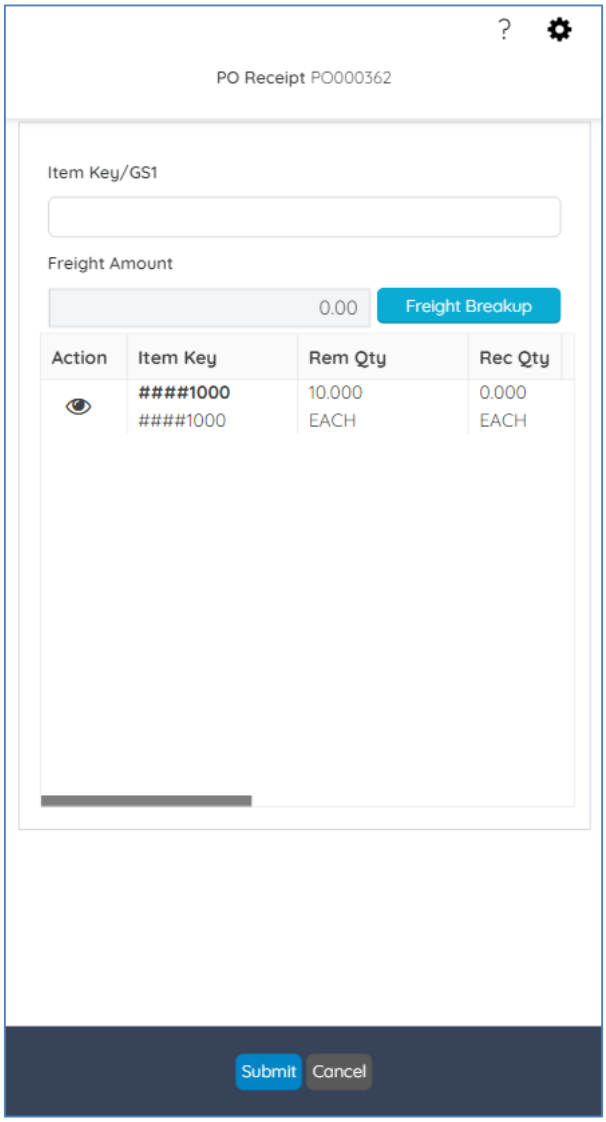
 The receiving date should be greater than the PO date.

Comment: This field displays additional details about the purchase order, if associated.

No of Label: This field specifies number of labels to be printed. This field defaults as per the value maintained at the *PO Receipt- Default No. of Copies* field available under the *Report Setup* section (WMS *Setup* option) of the *Module Setup* screen. If required, you can override the value.

Next: Tap this button to move on to the item selection.

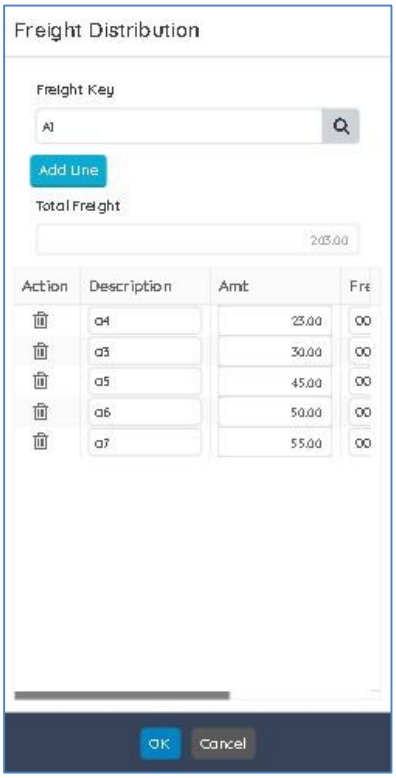
PO Material Screen (Contd)…



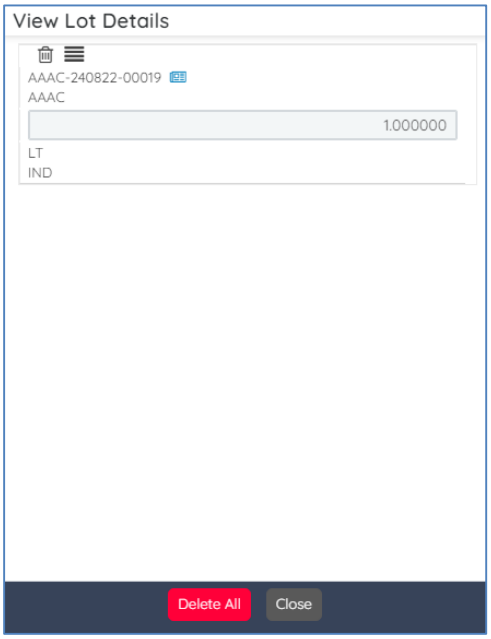
Item Key/GS1: Enter/scan the unique identification key of the item ordered in the purchase order. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated *Lot* and *Expiry Date* which can be changed when required.

Freight Amt: This field specifies the sum of all the freight line(s). The value in this field defaults according to the modified freight distribution on the *Freight Breakup* screen. On tapping the *OK* button, the total freight value as displayed on the *Freight Breakups* screen will be defaulted in this field.

Freight Breakup button: Tap this button to view/edit the freight details on the *Freight Breakups* screen.



Action  : Tap this button to view the lot details of the selected lot. Further, in case the item is containerized you can view its details by clicking the *Container*  button. In order to view the lot details click the icon () next to the Lot label. The system will display the *Lot Inquiry* screen along with the associated details. This is a read-only screen.



Item Key: Enter/scan the unique identification key of the purchase order item.

Rem Qty: This field displays the quantity of the item yet to be received.

Rec Qty: This field displays the quantity of the item received. If multiple items are purchased in an order, you can select the desired item by tapping on it and then specify the received quantity for that item.

Ord Qty: This field displays the total quantity ordered.

Processed Qty: This field displays the quantity of the item processed.

UOM: Displays the unit in which the item is measured.

Recv Date: This field displays the date on which the item was received.

Location: This field displays the location of the item.

3.1.3 Processing a PO Receipt

1. Tap the *PO Receipt* option to open the *PO Receipt* screen.
2. Enter or select the purchase order number in the *PO#* field. The system defaults purchase order associated details in their respective fields.

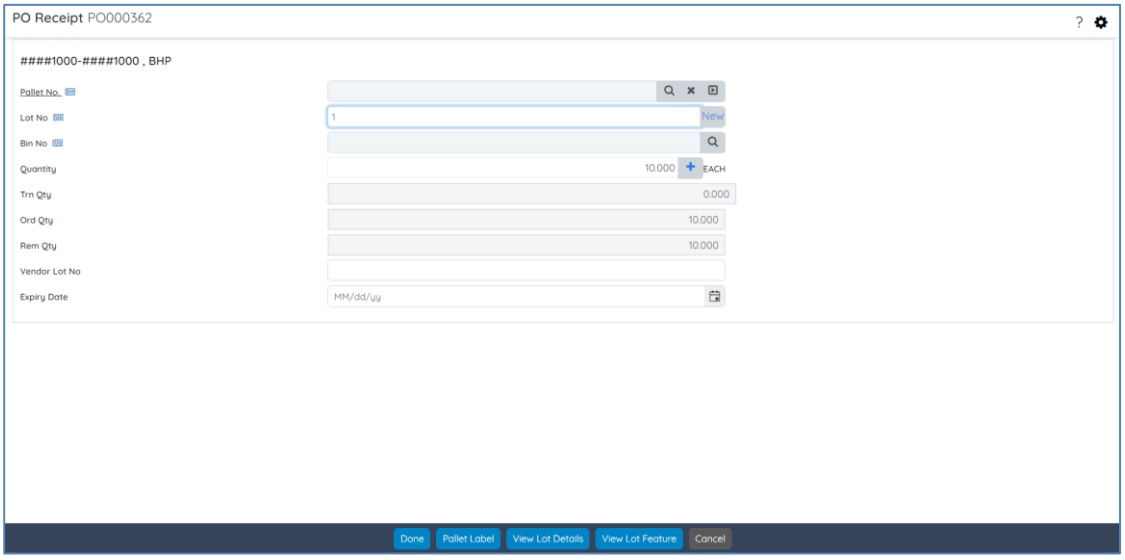
3. Enter the number of labels that needs to be printed against PO Receipt in the *No. Of Label* field.

4. Tap *Next* button to move on to the item selection screen, wherein you can:

    a. Enter/Scan the desired items using the *Item Key/GS1* field.

    b. Specify the freight amount by taping the *Freight Breakup* button, if required.

5. Tap the desired item row. The system displays a new screen as shown below. In the displayed window, you can also print the pallet labels tapping the *Pallet Label* button.



6. If required, specify the *Pallet No., Bin #.*

7. Now specify *Lot #, Vendor Lot No,* and *Expiry Date* and tap the *Done* button.

8. Tap the *Submit* button. On successfully processing the *PO Receipt*, the system displays a success message.

3.2 Sales Return

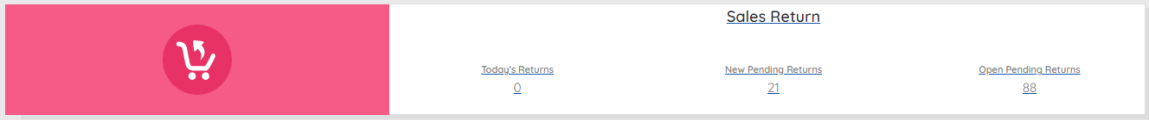
This screen allows returning inventory of any goods that you have sold to a customer.

Go To: Inbound → Sales Return.

3.2.1 Sales Return – Widget

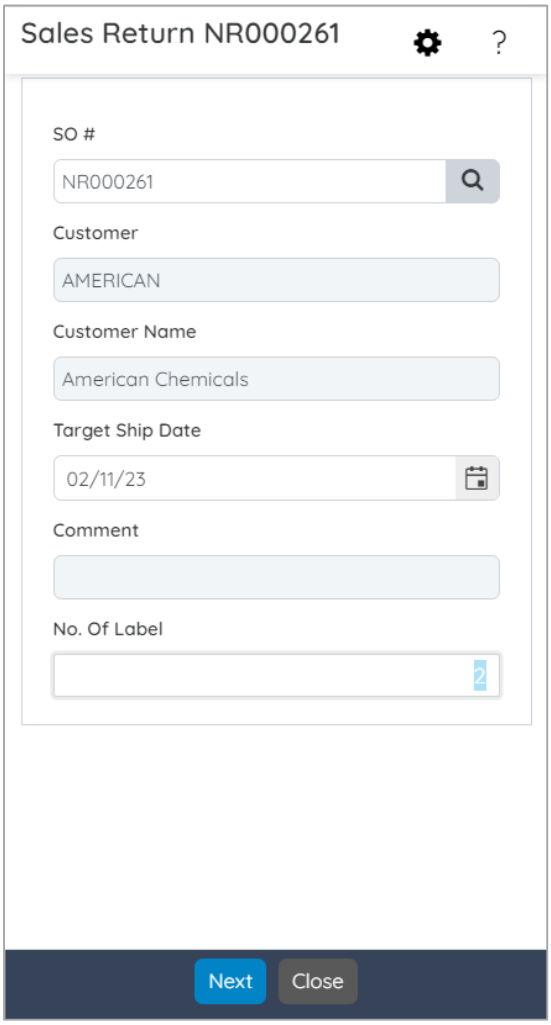
You can view the record count on the PO Sales Return widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.,:

- Today's Returns
- New Pending Returns
- Open Pending Returns



3.2.2 Sales Return – Add Mode

To return any inventory goods that you have sold to a customer, tap the *Sales Return* option from the main menu. The system displays *Sales Return* Screen.



SO #: Enter or select the desired sales order that is to be returned. Specifying a sales order is mandatory. On selecting Sales Order, the system defaults its associated details in their respective fields.

Customer: This field displays the associated customer from whom you want to accept the returned materials.

Customer Name: This field displays customer name associated with the selected sales order.

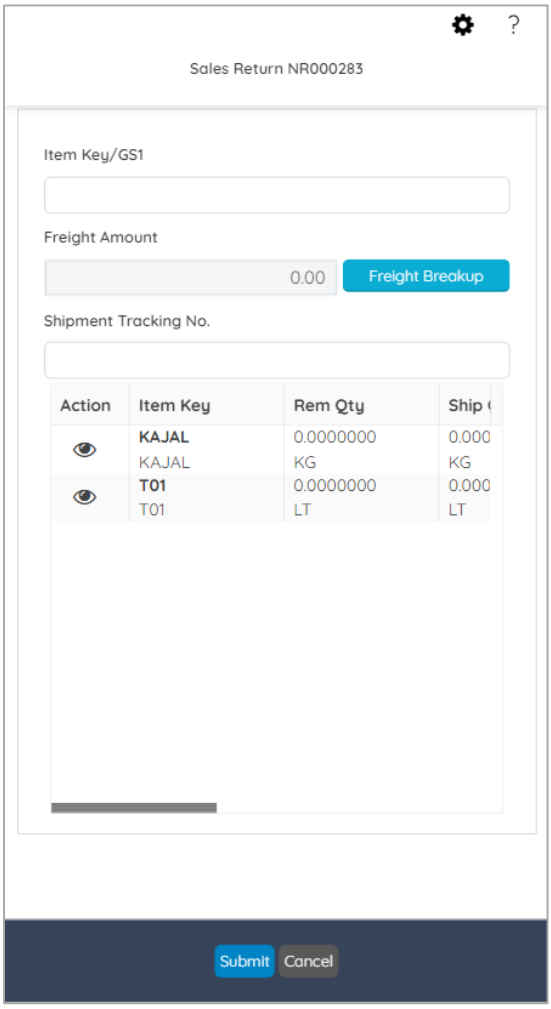
Target Ship Date: This is the date on which the consignment should dispatch to the customer. However, it may be changed to any date that is greater than or equal to the Order date. If the Shipping Lead Time is defined on the *Transaction Defaults* Tab of the *Ship To* Screen, the Target ship date is calculated as:

Target Ship Date = Promise Date - Shipping Lead Time and if target ship date is less than order date.

Comment: This field displays the additional details associated with the above selected sales order, if any.

No. Of Label: This field specifies number of labels to be printed. This field defaults as per the value maintained at the *Sales Return- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

Continued…

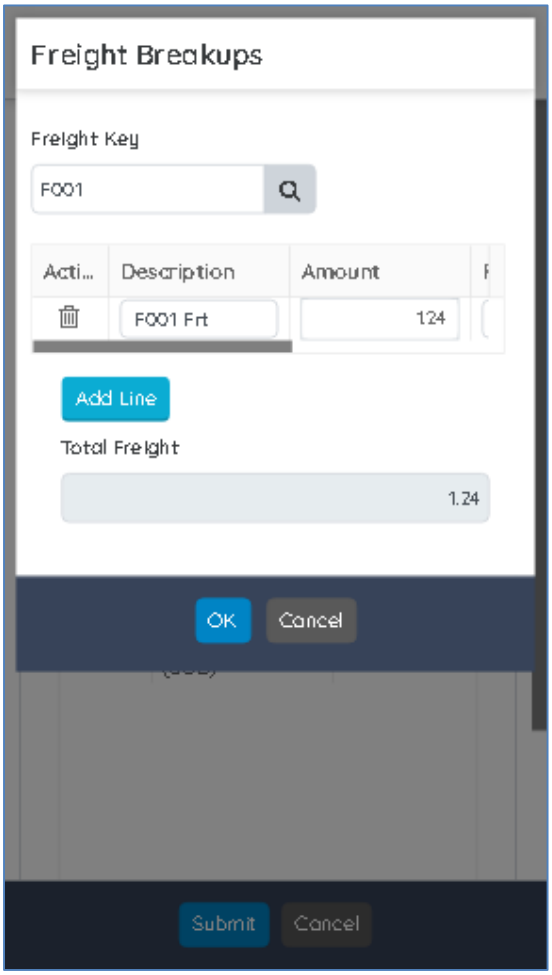


Screen Fields:

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item Key/GS1 field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

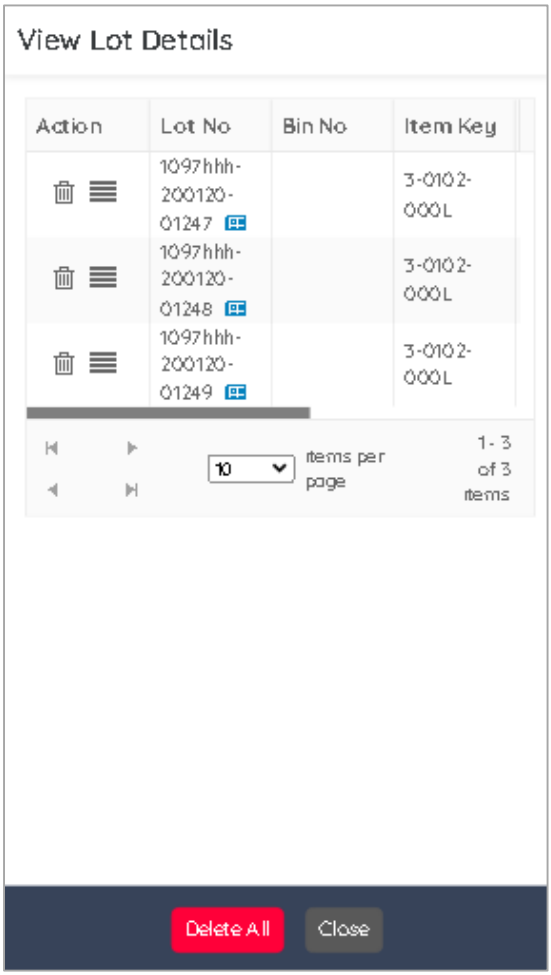
Freight Amount: This field specifies the sum of all the freight line(s). The value in this field defaults according to the modified freight distribution on the *Freight Breakup* screen. On tapping the *OK* button, the total freight value as displayed on the *Freight Breakups* screen will be defaulted in this field.

Freight Breakup: Tap this button to view/edit the freight details on the *Freight Breakup* screen.



Shipment Tracking No.: This is the shipment tracking number which can be used for reporting purpose.

Action: Tap this button to view the lot details of the lot selected. Further, in case the item is containerized you can view its details by tapping the *Container* button.



Item Key: This field displays the unique identification code of the respective item which is to be returned.

Rem Qty: This field displays the remaining quantity of the item to be returned.

Ship Qty: This field displays the quantity being shipped.

Ord Qty: This field displays the total quantity ordered.

Qty Processed: This field displays the processed sales order quantity of the item.

Ship Date: This field displays the shipment date of the line item.

LOC: This field displays the location associated with the item.

3.2.3 Performing Sales Return

1. Tap on the *Sales Return* option to open the *Sales Return* screen.

2. Enter or select the sales order number in the S*O#* field. The system defaults its associated details in their respective fields.

3. Enter the number of labels that needs to be printed against sales return in the *No Of Label* field.

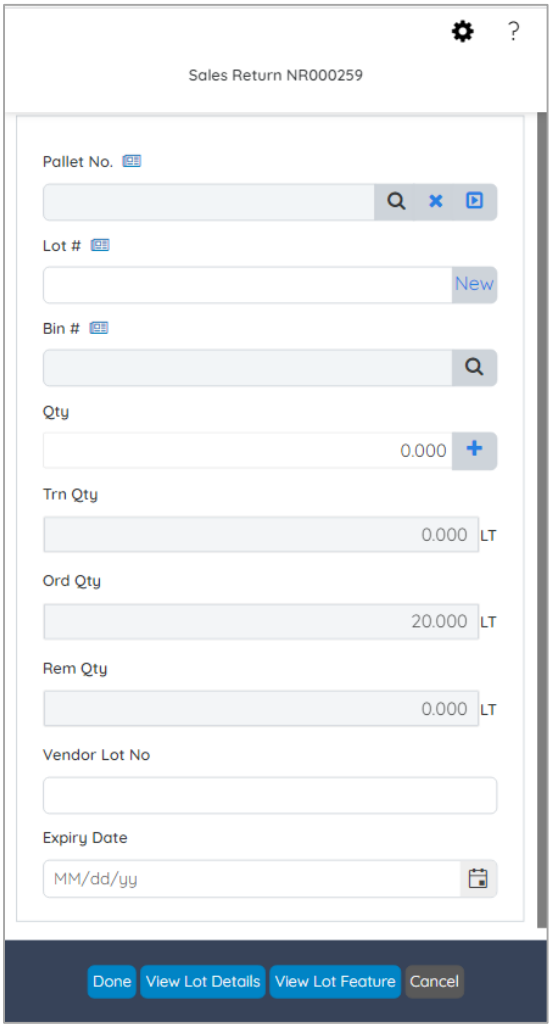
4. Tap *Next* button to move on to the next screen. The system displays the line items on the *Sales Return* screen wherein you can:

    a. Enter/scan the desired items using the *Item Key/GS1* field.

    b. Specify the freight amount by taping the *Freight Breakup* button.

    c. Specify the shipment tracking number.

5. Tap the desired item row. The system displays a new screen as shown below.



6. Specify the *Pallet No., Lot #, Bin #, Vendor Lot No,* and *Expiry Date* and tap the *Done* button.

7. Tap the *Submit* button. On successfully processing the sales return, the system displays a success message.

4 Inquiry & Reports

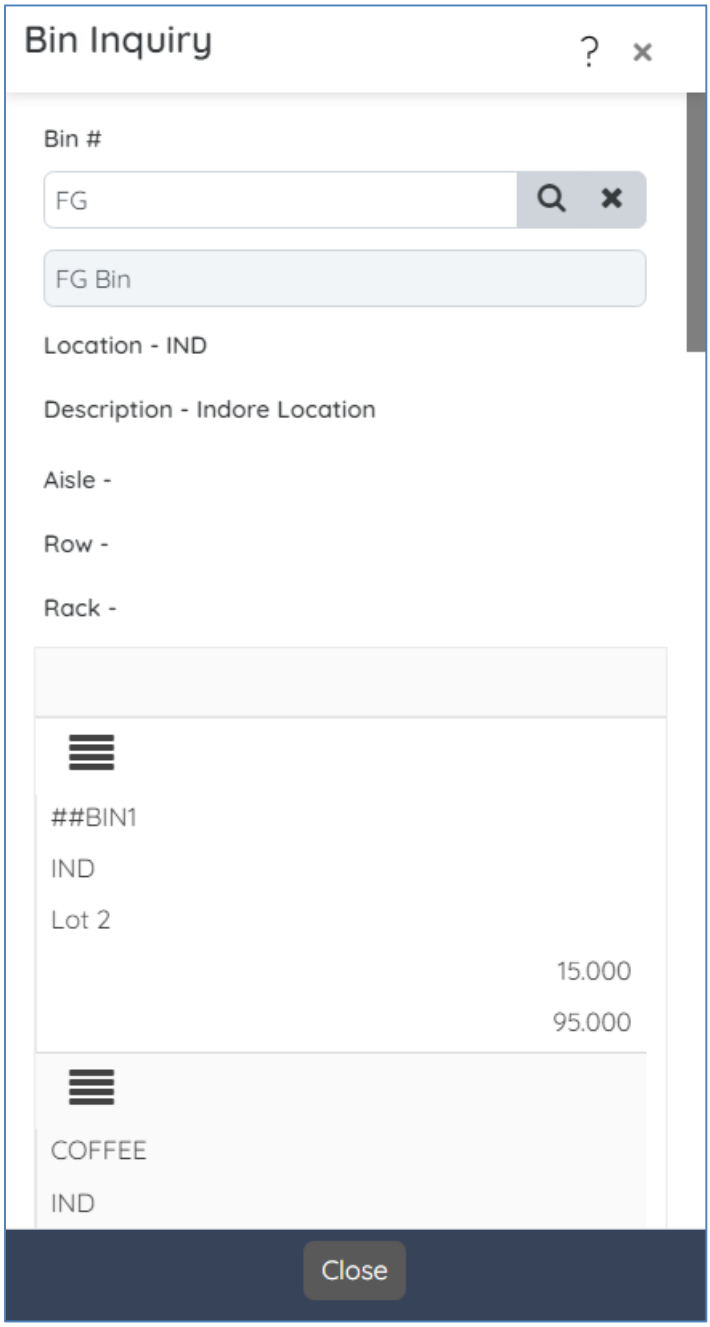
4.1 Bin Inquiry

Use this screen to enquire about the items, lot number, on hand quantity etc. associated with a particular bin. These bins are used as containers for storing material. If the item is tracked and requires multiple bins for storage, then through the *Bin Inquiry* screen, you can view all the details of a particular item stored in the particular bin.

Go To: Inquiry and Reports → Bin Inquiry.

4.1.1 Bin Inquiry – Add Mode

To specify the selection criteria for *Bin Inquiry* report, tap the *Bin Inquiry* option from the main menu. The system displays *Bin Inquiry* screen.

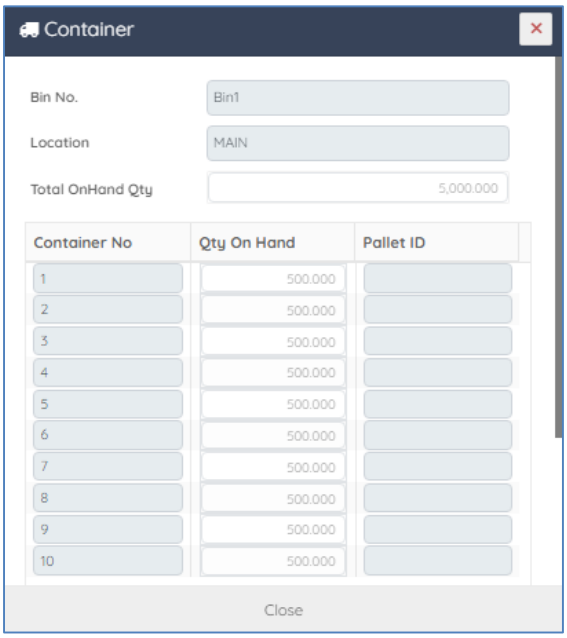


Screen Fields:

Bin #: Enter or select the bin number in which tracked Items are stored. The lookup attached to the field will display all the bins specified in the BatchMaster WEB under all locations. As soon as you select the bin, the system will display the existing item in the grid.

View: The following option is available:

- **View Container**: Tap this button to view the container details of the selected lot and its related information. This button will be accessible only if the item is a containerized item.



Item: Displays the item, which is tracked and is stored in the particular bin.

Location: Displays the location associated with the selected bin.

Lot No.: Displays the lot number for the lot.

Qty Available: Displays the available quantity of the item.

Qty On hand: Displays the on-hand quantity of the item.

Close: Tap this button to close the *Bin Inquiry* screen.

4.1.2 Using the Bin Inquiry Screen

1. Tap the *Bin Inquiry* option to open the *Bin Inquiry* screen.
2. Enter or select a bin number. Bin number may be selected via the lookup or by scanning a barcode.
3. Selecting the bin number displays details about the items contained in the specified bin.
4. In order to view the container information tap the *View Container* button.
5. Tap the *Close* button to exit.

4.2 Bin Label

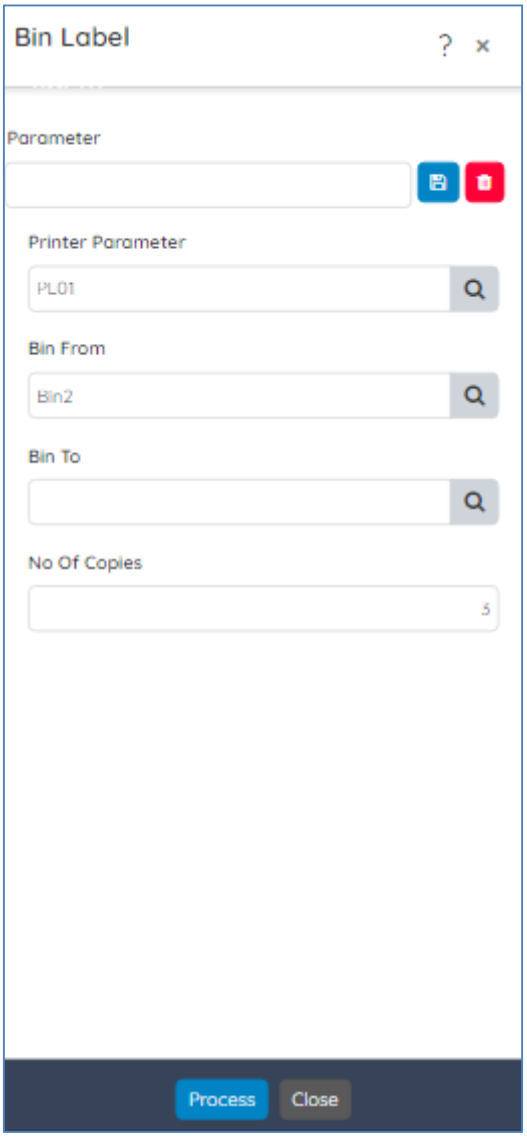
In any company, bins are the locations used for inventory storage within warehouse(s). For quick identification of inventory items, it may need labels. In BatchMaster WMS the Bin Label report helps you to print bin labels. The labels you print may be bar code(s)/price codes which you can attach to the desired inventory item. You can save the filtered criteria for any specified range of bins that can be used in future. This in turns reduces the time required for printing the labels and the saved parameters can be recalled again later. The generated labels can be viewed or stored in any form (PDF format, Printed on a new tab of the browser, and hardcopy downloaded). The format is as per the option selected on the BatchMaster WEB application under the *User Profile* section (Display Report field).

For more details about *User Profile* section, refer the *BatchMaster WEB Navigation User Guide*.

Go To: Inquiry and Reports → Bin Label.

4.2.1 Bin Label Report

To specify the selection criteria for the *Bin Label* report, tap the *Bin Label* option from the main menu. The system displays *Bin Label* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the dropdown next to the *Parameter* field.

Printer Parameter: This field specifies unique key for the printer. The lookup here obtains all the printers of the BatchMaster WMS you can choose from.

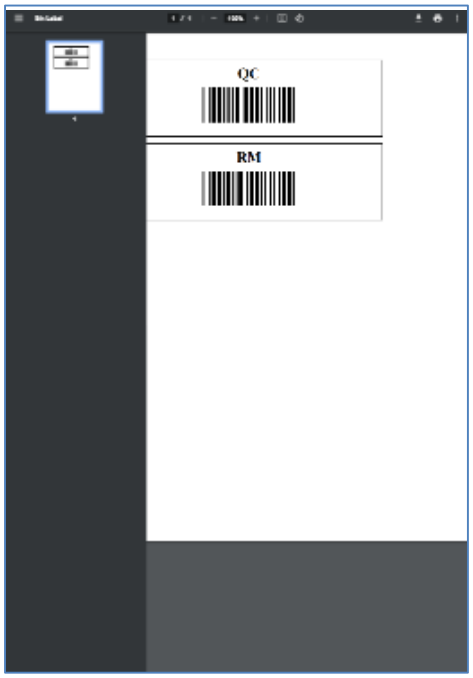
Bin From: This is the start value of the range of bin numbers you would like to print.

Bin To: This is the end value of the range of bin numbers you would like to print.

No Of Copies: Enter the number of labels to be printed. This field defaults as per the value maintained at the *Bin Label- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

4.2.2 Printing Bin Label

1. Tap the *Bin Label* option to open the *Bin Label* window.
2. Specify the *Printer Parameter* which represents unique key for the printer.
3. In the *Bin From* and *Bin To* fields, enter the start and end values that represents the range of bin numbers you would like to print.
4. In the *No Of Copies* field, enter the number of copies you would like to print.
5. Tap the *Process* button to print the labels. Alternatively, tap the *Close* button to exit.



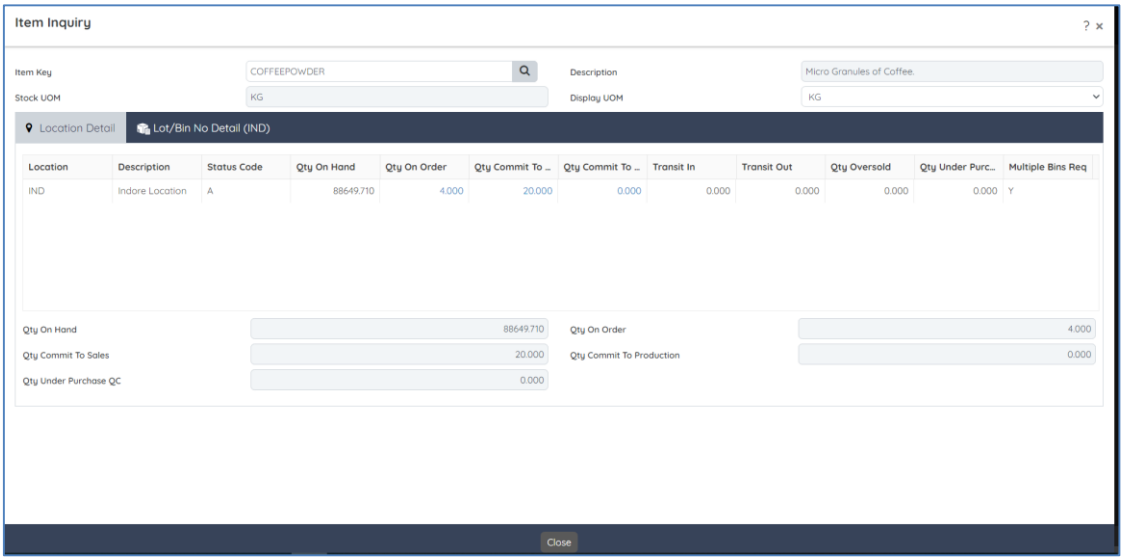
4.3 Item Inquiry

The *Item Inquiry* screen provides various item associated details such as location, and lot/bin details.

Go To: Inquiry and Reports → Item Inquiry.

4.3.1 Item Inquiry – Add Mode

To specify the selection criteria for Item Inquiry, tap the *Item Inquiry* option from the main menu. The system displays the *Item Inquiry* screen. Specify the Item Key whose details are required. Eventually, the system displays item-associated details on the *Location Detail* and *Lot/Bin No Detail* tabs.



Screen Fields:

Item Key: Enter or scan the item key whose details are required.

Description: This field displays the description associated with the selected Item.

Stock UOM: The Quantity Produced is interpreted in this unit. Basically, it is the Stock Unit of the item as maintained at the *Item Master* screen in BatchMaster WEB. This is a read-only field.

Display UOM: This is the Stock unit of the selected Item. The item will be produced and stocked in this unit. This unit can be toggled by selecting the *Display UOM* dropdown from the header section. The unit can be toggled to all those units to which a unit conversion from the Item Stock Unit exists. This field is enabled for selection when you click the *Location Detail* tab.

Close: Tap this button to close the *Item Inquiry* screen.

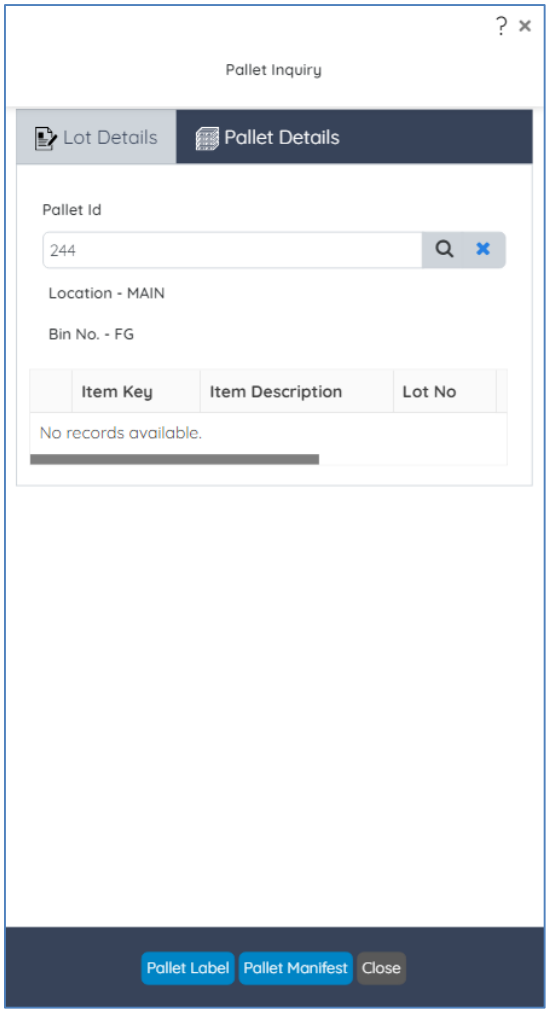
4.4 Pallet Inquiry

Pallets are critical logistics equipment that serves the warehouse's operational efficiency. Warehouse operations require transparency and visibility of inventory Items depending upon their demand. Use this screen to view the details pertaining to the pallet(s).

Go To: Inquiry and Reports → Pallet Inquiry.

4.4.1 Pallet Inquiry – Add Mode

To view details pertaining to pallets, tap the *Pallet Inquiry* option from the main menu. The system displays *Pallet Inquiry* Screen.



Lot Details Tab Fields:

Pallet Id: Search and select the required pallet using the lookup button in this field.

Location: This field displays location of the Item.

Bin No.: This field displays the bin number of the item.

Item Key: This column displays the unique item identifier.

Item Description: This column displays Item's description.

Lot No: This column displays the lot number of the item.

Qty: This column displays the quantity.

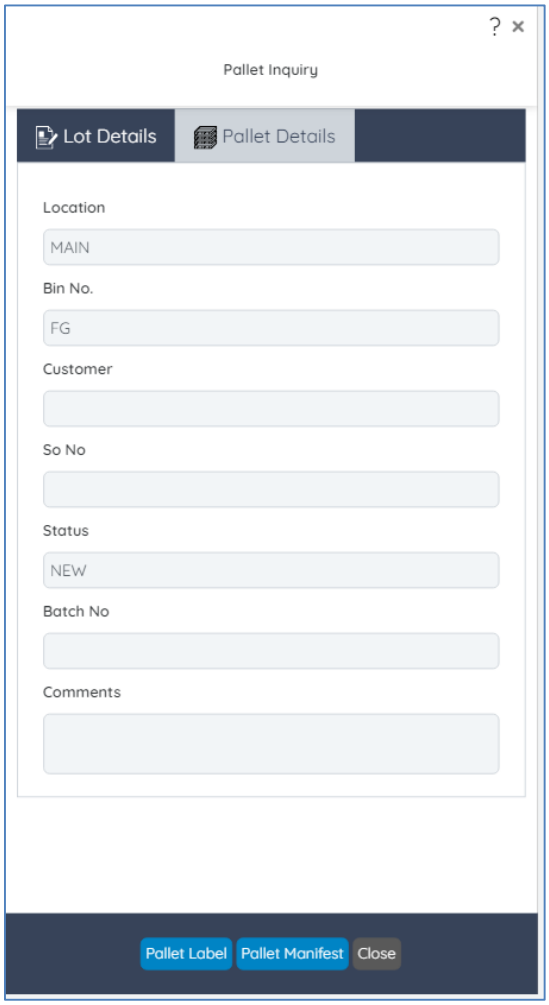
Unit: This column displays the unit of measure of the item.

Expand Button + : Click this button expand a row in the grid to view container details.

Container: Displays the corresponding container number of the item.

Qty: Displays the corresponding container quantity.

Pallet Details Tab



Location: Displays the location of the item.

Bin No: Displays the bin number in the location of the item.

Customer: Displays the customer associated with the item, if any.

So No: Displays the sales order number that corresponds to the item.

Status: Displays the status of the item.

Batch No: Displays the batch number that corresponds to the item.

Comments: Displays additional comments, if any.

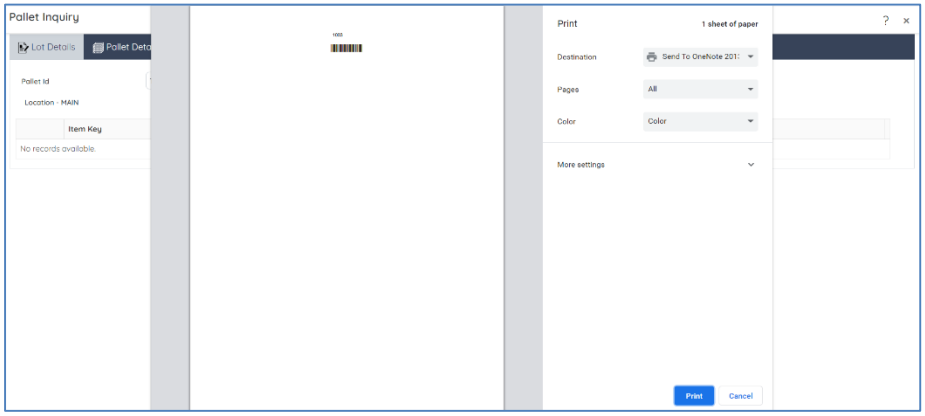
Pallet Label: Tap this button to print the pallet labels.

Pallet Manifest: Tap this button to print the pallet labels with various inventory-associated details including the barcode. The printed barcode on the pallet label facilitates quick tracking of an inventory item in a warehouse by using a barcode scanner.

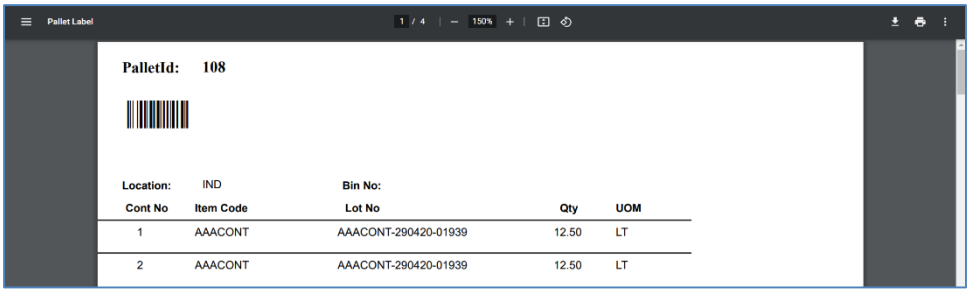
Close: Tap the close button to close the *Pallet Inquiry* screen.

4.4.2 Using Pallet Inquiry

1. Tap the *Pallet Inquiry* screen to open the *Pallet Inquiry* screen.
2. Use the lookup to search and select the required pallet identifier.
3. The gird in the *Lot Details* tab provide real-time information on the pallet.
4. The basic pallet details can be viewed in the *Pallet Details* tab.
    a. Tap the *Pallet Label* button to print the pallet labels.



    b. Tap the *Pallet Manifest* button to print the pallet labels with various inventory-associated details including the barcode.



5. Tap the *Close* button to close the *Pallet Label* screen.

4.5 Pallet Label

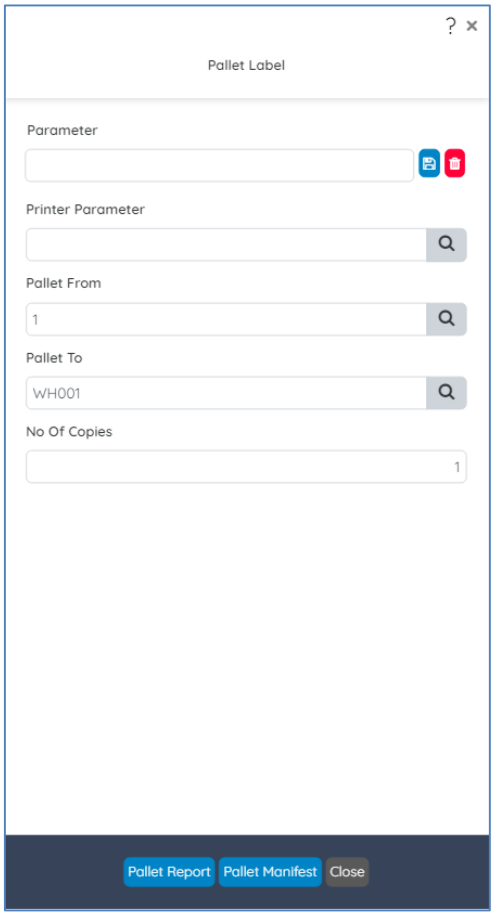
Pallets are critical logistics equipment that serves the warehouse's operational efficiency. Warehouse operations require transparency and visibility of inventory Items depending upon their demand. For quick identification of pallets, they may need labels. In BatchMaster WMS the Pallet Label helps you to print pallet labels in two distinct formats. The labels you print may be pallet numbers or pallet barcodes with various item-associated details that you can attach to the desired pallet. You can save the filtered criteria for any specified range of pallets that can be used in the future. This in turn reduces the time required for printing the labels and the saved parameters can be recalled again later. The generated labels can be viewed or stored in any form (PDF format, Printed on a new tab of the browser, and hardcopy downloaded). The format is as per the option selected on the BatchMaster WEB application under the *User Profile* section (*Display Report* field).

To know more about *User Profiles,* Refer to the *BatchMaster WEB Navigation User Guide.*

Go To: Inquiry and Reports → Pallet Label.

4.5.1 Pallet Label Report

To specify the selection criteria for *Pallet Label* report, tap the *Pallet Label* option from the main menu. The system displays *Pallet Label* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the dropdown next to the *Parameter* field.

Printer Parameter: This mandatory field represents the unique key for the printer. The lookup will obtain all the printers of the BatchMaster WMS you can choose from.

Pallet From: This is the start value of the range of numbers you would like to print.

Pallet To: This is the end value of the range of numbers you would like to print.

No Of Copies: Enter the default number of copies that you would like to print. This field defaults as per the value maintained at the *Pallet Label- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

Pallet Report: Tap this button to print the pallet labels.

Pallet Manifest: Tap this button to print the pallet labels with various inventory-associated details including the barcode. The printed barcode on the pallet label facilitates quick tracking of an inventory item in a warehouse by using a barcode scanner.

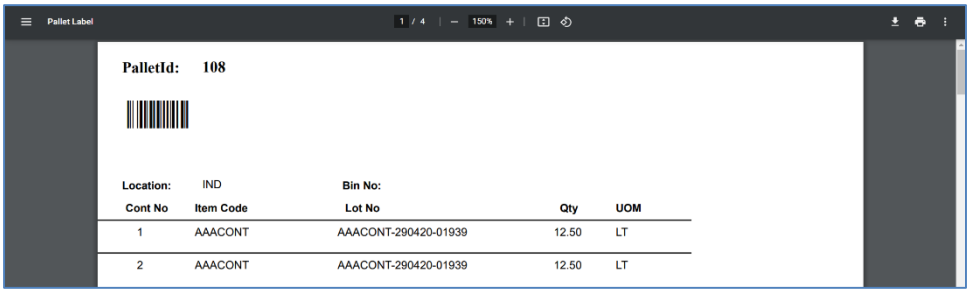
Close: Tap this button to close the *Pallet Label* screen.

4.5.2 Printing Pallet Label

1. Tap the *Pallet Label* option to open the *Pallet Label* window.
2. Specify the *Printer Parameter* which represents unique key for the printer.
3. In the *Pallet From* and *Pallet To* fields, enter the start and end values that represent the range of pallet numbers you would like to print.
4. Enter the number of copies you would like to print.

    a. Tap the *Pallet Report* button to print the pallet labels.

    b. Tap the *Pallet Manifest* button to print the pallet labels with various inventory-associated details including the barcode.



5. Tap the *Close* button to close the *Pallet Label* screen.

4.6 QC Label

Use this screen to print the QC labels for purchased Items. In BatchMaster WMS the QC Label report helps you to print QC labels. The labels you print are attached to the desired inventory item. You can save the filtered criteria for any specified purchase order that can be used in future. This in turns

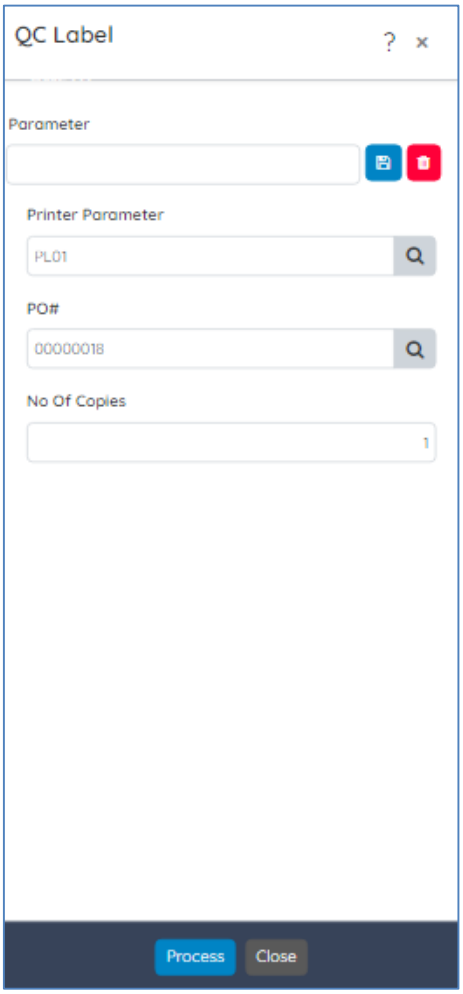
reduces the time required for printing the labels and the saved parameters can be recalled again later. The generated QC labels can be viewed or stored in any form (PDF format, Printed on a new tab of the browser, and hardcopy downloaded). The format is as per the option selected on the BatchMaster WEB application under the *User Profile* section (*Display Report* field).

For more details about *User Profile* section, refer the *BatchMaster WEB Navigation User Guide*.

Go To: Inquiry and Reports → QC Label.

4.6.1 QC Label Report

To specify the selection criteria for *QC Label* report, tap the *QC Label* option from the main menu. The system displays *QC Label* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the dropdown next to the *Parameter* field.

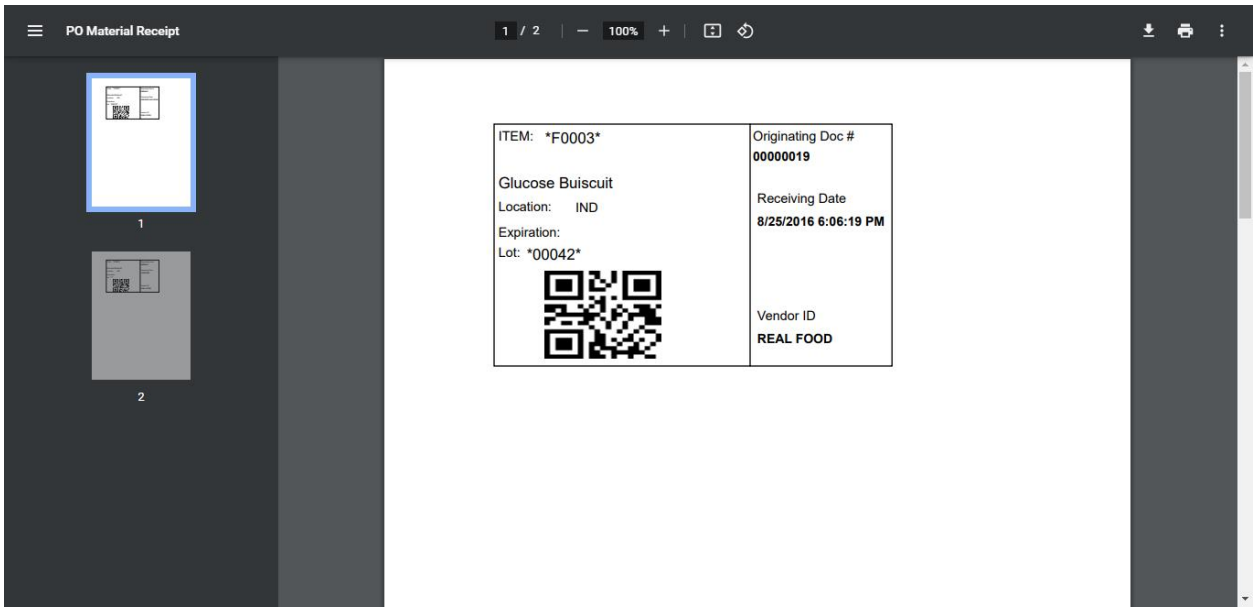
Printer Parameter: This mandatory field which represents unique key for the printer. The lookup will obtain all the printers of the BatchMaster WMS you can choose from.

PO#: This field specifies the purchase order number. Use the lookup to search and select the required PO number.

No Of Copies: Enter the default number of copies that you would like to print. This field defaults as per the value maintained at the *QC Label- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

4.6.2 Printing QC Label

1. Tap the *QC Label* option to open the *QC Label* window.
2. Specify the unique key for the printer using the lookup adjacent to the *Printer Parameter* field.
3. Specify the required PO number using the lookup adjacent to the *PO #* field.
4. Enter the number of copies you would like to print.
5. Tap the *Process* button to print the labels. Alternatively, tap the *Close* button to exit.



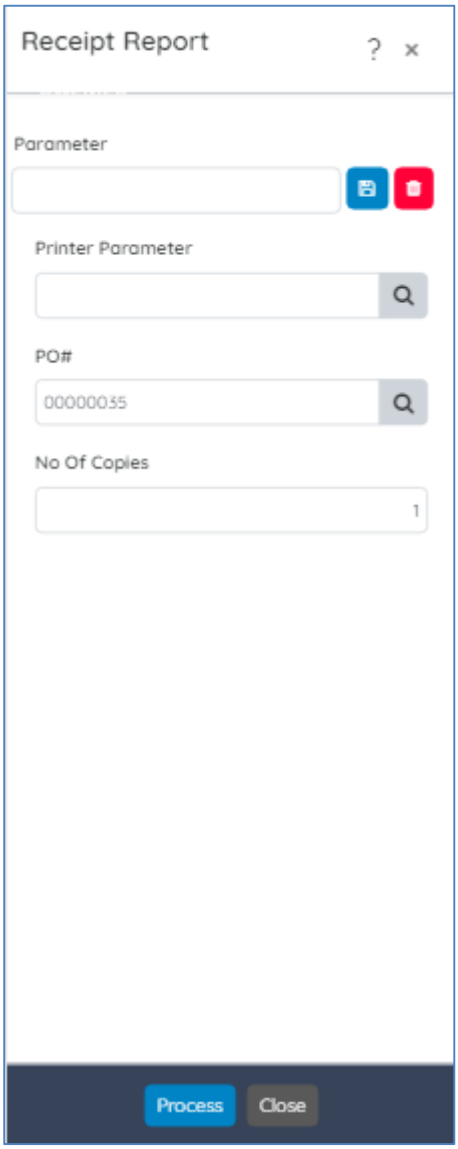
4.7 Receipt Report

The *Receipt Report* screen lets you print a PO Receipt report for the selected purchase order.

Go To: Inquiry and Reports → Receipt Report.

4.7.1 Receipt Report

To specify the selection criteria for Item Receipt report, tap the *Receipt Report* option from the main menu. The system displays *Receipt Report* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the dropdown next to the *Parameter* field.

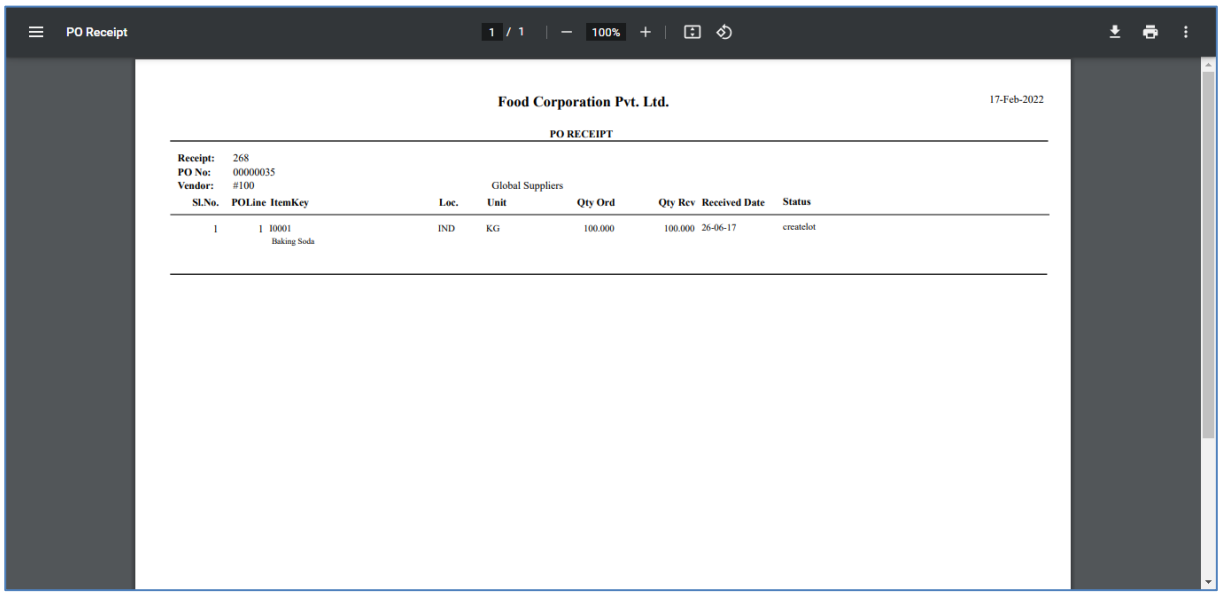
Printer Parameter: This field specifies unique key for the printer. The lookup here obtains all the printers of the BatchMaster WMS you can choose from.

PO#: Use this field to search and select the required Purchase Order. The lookup here obtains all the purchase orders of the BatchMaster WEB you can choose from.

No Of Copies: Enter the number of labels to be printed. This field defaults as per the value maintained at the *Receipt Report- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

4.7.2 Printing Receipt Report

1. Tap the *Receipt Report* option to open the *Receipt Report* screen.
2. Enter a name to assign it to the report parameter in the dropdown field and tap the *Save* button to save the report parameter.
3. Tap the *Printer Parameter* lookup to specify the unique key for the printer parameter.
4. Specify the required *Purchase Order.*
5. Tap the *Process* button to print the Receipt Report. Alternatively, tap the *Close* button to exit.



4.8 Item Label

In any company, item labels are used for the unique identification of items. For quick identification of inventory items, they may need labels. In BatchMaster WMS, the *Item Label Report* helps you print item labels from location ranges/purchase receipts/shipment/production batches.

It is a comprehensive report with options for *Item Labels, Purchase Receipts, Shipments*, and *Production* records offers several benefits for businesses, and organizations.

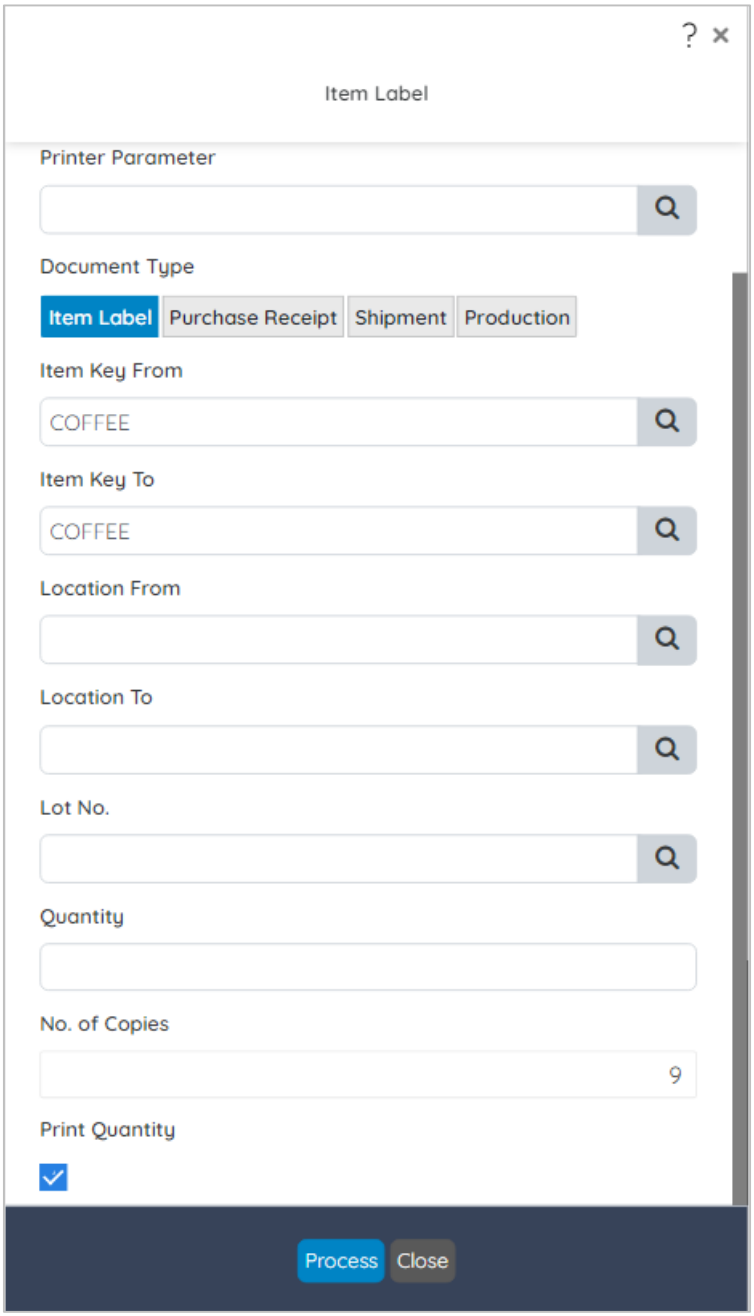
- **Item Labels**: You can easily generate labels for items in your inventory, helping in quick identification, and reducing errors in picking and packing.
- **Purchase Receipts**: Monitoring purchase receipts allows for accurate tracking of incoming inventory, helping to maintain optimal stock levels.
- **Shipments and Purchase Receipts**: With access to shipment and purchase receipt data, you can trace the movement of products from suppliers to customers, which is vital for quality control and customer service.
- **Production Records**: Access to production records allows for better planning and forecasting of production needs, leading to reduced waste and optimized resource allocation.

The item label report provides valuable insights that can be used to make informed decisions regarding inventory levels, supplier relationships, and production scheduling. The labels you print may have bar code(s) or price codes that you can attach to the desired inventory item. You can save the filtered criteria for any specified item, location, or lot that can be used in the future. This in turn reduces the time required for printing the labels, and the saved parameters can be recalled again later. The generated item labels can be viewed or stored in any form (PDF format, printed on a new tab of the browser, or hardcopy printed).

Go To: Inquiry and Reports → Item Label.

4.8.1 Item Label Report

To specify the selection criteria for Item Label report, tap the *Item Label* option from the main menu. The system displays *Item Label* screen.



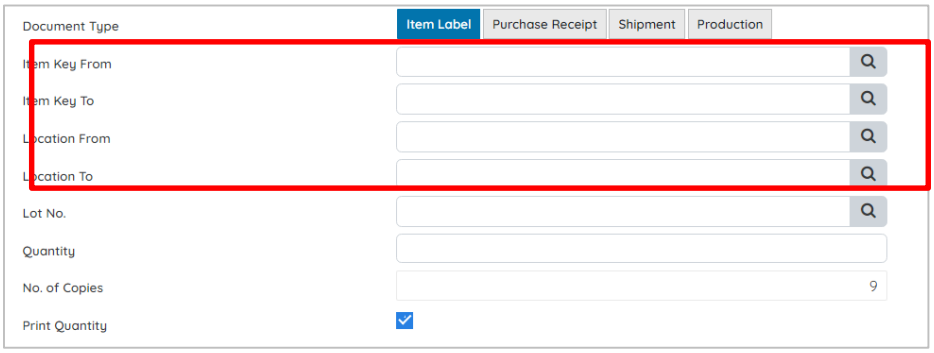
Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the report, you can select the saved parameter using the dropdown next to the *Parameter* field.

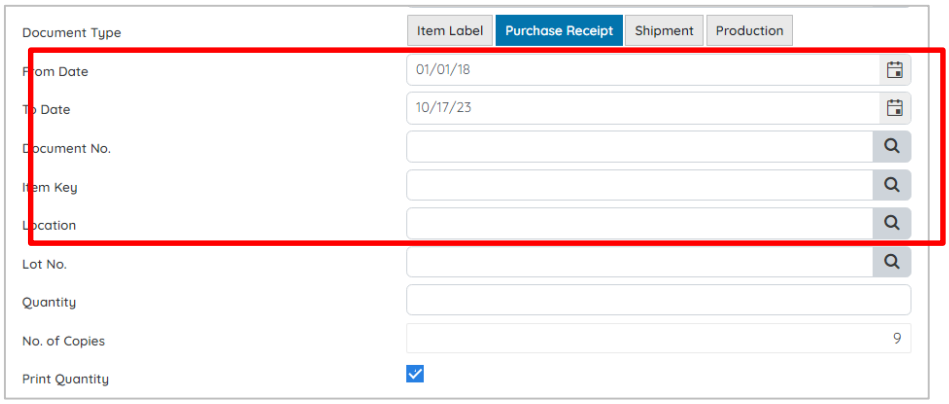
Printer Parameter: This field specifies a unique key for the printer. The lookup here obtains all the printers of the BatchMaster WMS you can choose from.

Document Type: Tap one of the option from the following:

- **Item Label:** On tapping *Item Label* option in the *Document Type* field, the system displays *Item Key From*, *Item Key To*, *Location From,* and *Location To* fields for specifying Item, and location range to be considered for printing the item labels.



- **Purchase Receipt/Shipment/Production:** On tapping any of the option from *Purchase Receipt/Shipment/Production* in the *Document Type* field, the system displays *From Date*, *To Date*, *Document No*, *Item Key,* and *Location* fields for specifying date range, purchase receipt /shipment dispatch /production batch to be considered for printing the item labels.



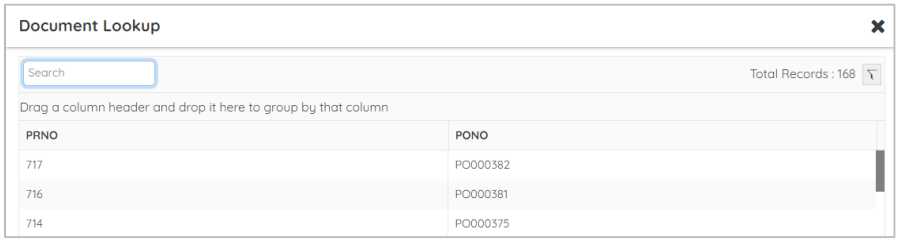
Item Key From/To: Use these fields to specify the lower and upper range of the required items. These fields appear if you tap the *Item Label* option in the *Document Type* field.

Location From/To: Use these fields to specify the lower and upper range of the locations associated with the item. These fields appear if you tap the *Item Label* option in the *Document Type* field.

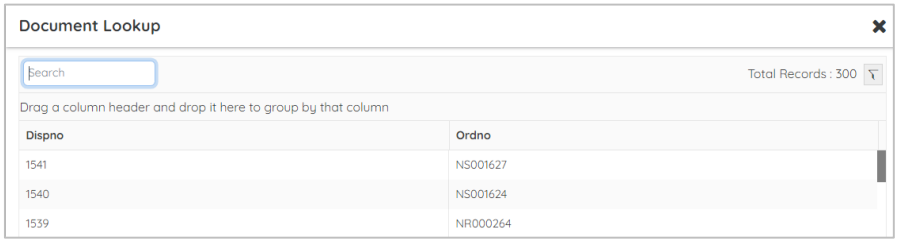
From /To Date: Use these fields to specify the lower and upper range of the date associated with the Purchase Receipt/Shipment/Production. You can enter the date in MM/DD/YY format or select a date via the date picker available next to the *From Date* and *To Date* fields. These fields appear if you tap *Purchase Receipt/Shipment/Production* option in the *Document Type* field.

Document No.: Use this field to specify the Purchase Receipt Number/Dispatch Number/Batch using the lookup provided next to the field. This field appears if you tap *Purchase Receipt*/*Shipment*/*Production* option in the *Document Type* field.

- On selecting *Purchase Receipt* option in the *Document Type* field, the lookup here obtains all the purchase receipt numbers associated with the purchase orders you can choose from.



- On selecting *Shipment* option in the *Document Type* field, the lookup here obtains all the shipment dispatch numbers associated with the sales orders you can choose from.



- On selecting *Production* option in the *Document Type* field, the lookup here obtains production batches you can choose from.

Item Key: Use this field to search and select the required item. This field appears if you tap *Purchase Receipt*/*Shipment*/*Production* options in the *Document Type* field.

Location: Search and select the location associated with the item. This field appears if you tap *Purchase Receipt*/*Shipment*/*Production* options in the *Document Type* field.

Lot No.: Search and select the Item lot number.

Quantity: Enter the Item Quantity.

No. of Copies: Enter the number of labels to be printed. This field defaults as per the value maintained at the *Item Label- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

Print Quantity: Mark or unmark this checkbox to include or exclude the item quantity to be printed on the *Item Label Report*. The system prints the item quantity on the report that you enter in the *Quantity* field.

4.8.2 Printing Item Label

1. Tap the *Item Label* option to open the *Item Label* window.
2. Tap the *Printer Parameter* lookup to specify the unique key for the printer parameter.
3. Tap the required document type as a filter criteria.
    a. If you tap *Item Label* option in the *Document Type* field, then specify *Item Key From*, *Item Key To*, *Location From,* and *Location To* fields.
    b. If you tap *Purchase Receipt*/*Shipment*/*Production* option in the *Document Type* field, then specify *From Date, To Date, Document No, Item Key* and *Location* fields.
4. Search and select the lot number.
5. Enter the Item quantity to be printed on the item label(s).
6. Specify the number of copies you wish to print.
7. Mark the *Print Quantity checkbox* to print the item quantity on the report, if required.
8. Tap the *Process* button to print the labels. BatchMaster WEB generates the *Item Label Report* as per the option specified under the *Display Report* section of the *Profile* option available at initial page after you login to the BatchMaster WEB database.

4.9 Lot Inquiry

The *Lot Inquiry* screen provides total information of a lot. This screen displays various attributes of the lots such as location & quantity, lot type and vendor lot number, etc. and also the features associated to the lot.

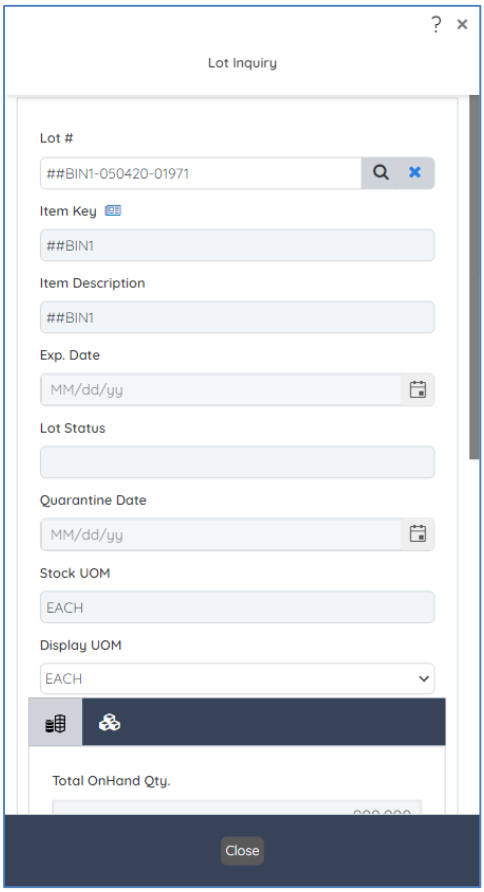
Go To: Inquiry and Reports → Lot Inquiry.

4.9.1 Mandatory Input

A lot must exist for an item location.

4.9.2 Lot Inquiry – Add Mode

To view total information of a lot, tap the *Lot Inquiry* option from the main menu. The system displays *Lot Inquiry* Screen.



Header Fields:

Lot #: Enter or scan the lot number whose details are required.

Item Key: Displays the item corresponding to the selected lot along with its description in the next field. This is a read only field. In order to view the item location, tap the icon ( ) next to the *Item Key* label. The system will display the *View Item Location* screen along with the Lot and Bin details.

Item Description: Displays description of the Item Key.

Exp.Date: Displays the expiry date of the lot.

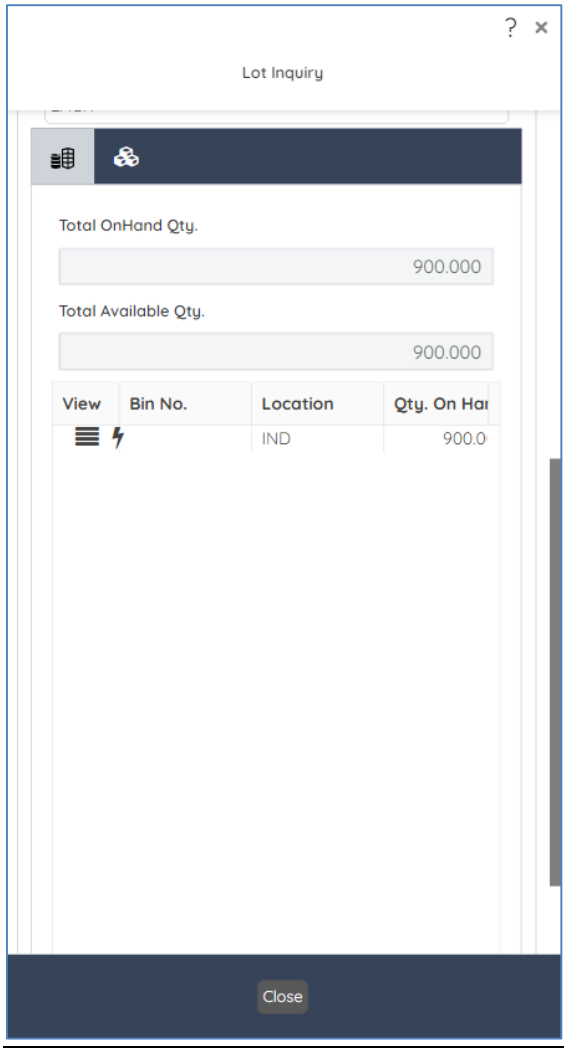
Lot Status: Displays the lot status as active or hold or any other.

Quarantine Date: View the date from which the item lot will be ready for use.

Stock UOM: Displays the stock unit of the item.

Display UOM: Defaults the value by the stock unit of measurement. The attached drop down will list all the available UOMs for this item. Changing the display unit will convert all quantities with the defined conversion and the totals (*Total OnHand Qty* and *Total Available Qty*) are calculated accordingly.

Quantity Tab



Total OnHand Qty: Displays the total on hand quantity of the lot, which may be the sum of *Qty On Hand* field of each line in the grid. The total quantity is expressed in the unit displayed in the *Stock UOM* field.

Total Available Qty: Displays the total available quantity of the item, i.e. the summation of *Available Qty* column of all the lots (lines present in the grid). The quantity is dependent on the selected *Display UOM*.

By default the system will display the data in the stock unit. If you have selected any other available unit in the *Display UOM* field, the system will convert the quantity as per the selected unit with its defined conversion and display the converted data (*Qty On Hand, Available Qty* etc.) in their respective fields.

View: The following options are available:

View Container  **:** Tap this button to view the container number associated with the selected lot. This option is available only for the containerized Item.

View Source  **:** Tap this button to view the Bin No, Location, Quantity, etc. of the selected lot.

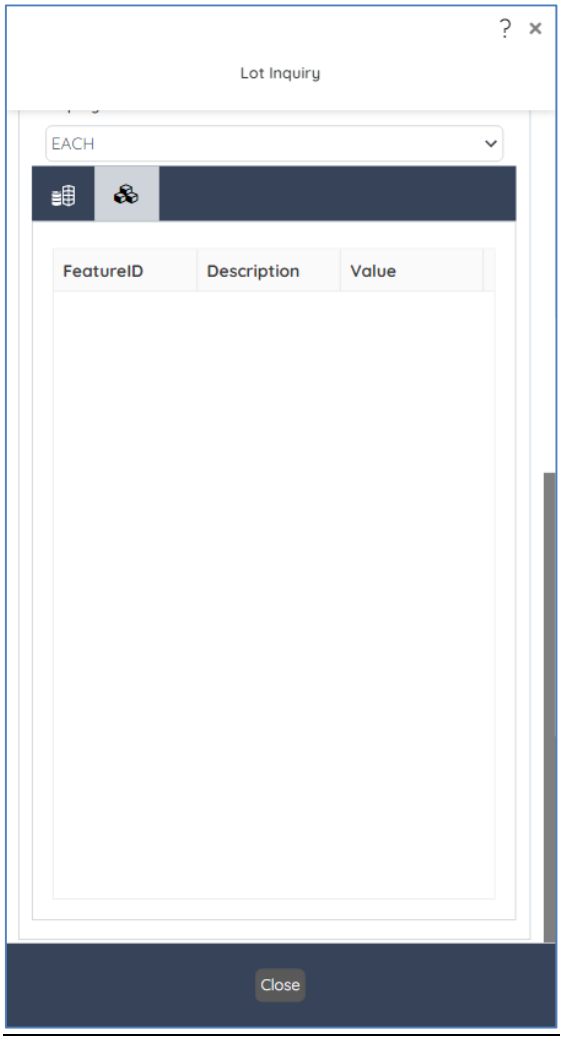
Bin No.: Displays the bin associated with the selected lot.

Location: Displays the location associated with the selected lot.

Qty On Hand: Displays the On Hand Quantity of the lot.

Available Qty: Displays the available quantity of the lot.

Lot Inquiry Tab



FeatureID: Displays Lot features associated with the selected lot, if any.

Description: Displays the description of the lot feature.

Value: Displays the value assigned to this feature of the selected lot.

4.9.3 Using the Lot Inquiry Screen

1. Tap the *Lot Inquiry* option to open the *Lot Inquiry* screen.
2. Select a lot number using the lookup or by scanning a barcode to view its details. The system defaults all the related information on both the *Quantity* and *Features* tabs.
3. *Quantity* tab displays the quantity-related information.
    a. To view the container details, tap the *View Container* button.

b. To view Bin, Location details, tap the *View Source*  button.

4. Switch to the *Features* tab to view the lot features.

5. Tap the *Close* button to close the screen.

5 Internal Movement

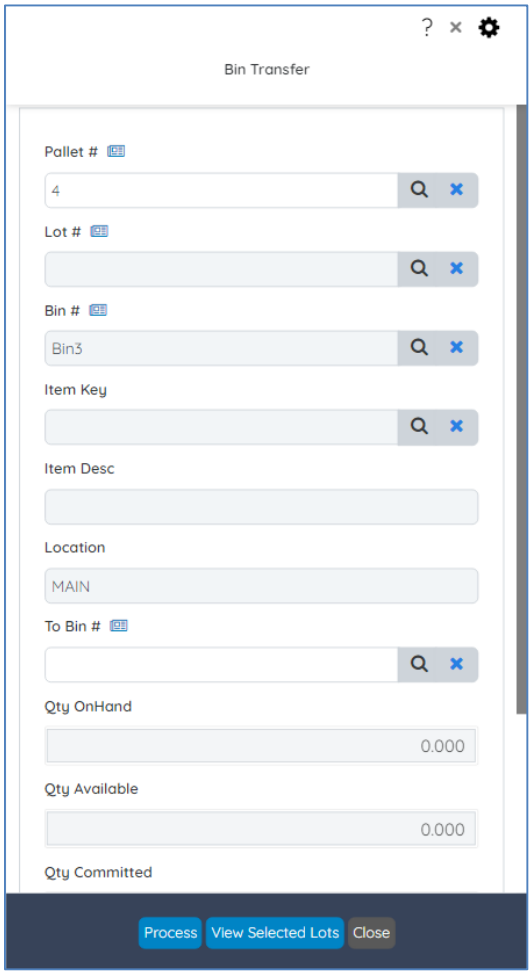
5.1 Bin Transfer

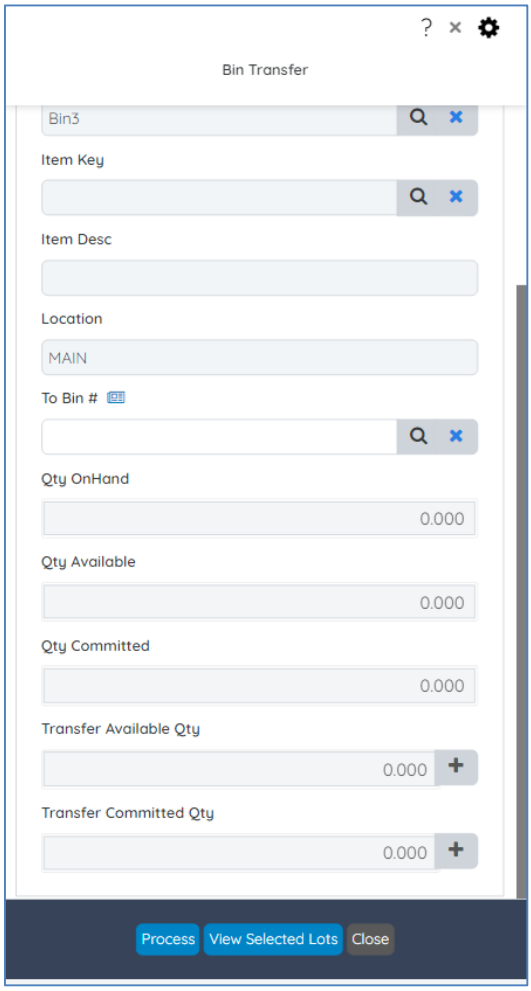
Use this screen to perform put-away functions from bin to bin using the mobile application.

Go To: Internal Movement → Bin Transfer.

5.1.1 Bin Transfer – Add Mode

To perform put-away functions from bin to bin, tap the *Bin Transfer* option from the main menu. The system displays *Bin Transfer* Screen.


Bin Transfer
Pallet #
4
Lot #
Bin #
Bin3
Item Key
Item Desc
Location
MAIN
To Bin #
Qty OnHand
0.000
Qty Available
0.000
Qty Committed
Process
View Selected Lots
Close



Screen Fields:

Pallet #: This field specifies the pallets created. You can search and select the pallet.

In order to view the pallet details click the icon ( ) next to the Pallet# label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot #: This is the Lot# that needs to be transferred.

In order to view the lot details click the icon ( ) next to the *Lot #* label. The system will display the *Lot Inquiry* screen along with the associated details. This is a read-only screen.

Bin #: This field specifies the *Source* Bin from which material will be transferred. This bin number can be entered manually or can be scanned from a Barcode.

In order to view the bin details click the icon ( ) next to the *Bin#* label. The system will display the *Bin Inquiry* screen along with the lot and container details, if any. The *Bin Inquiry* screen is a read-only screen.

Item Key: Displays the item whose lots are to be transferred from one bin to another.

Item Desc: This is the description associated with the Item.

Location: This field specifies the default location of the Item. It is defaulted on selecting the item.

To Bin #: This field specifies the destination bin to which material will be transferred. This bin number can be specified using the lookup or scanned from a barcode.

In order to view the pallet details click the icon ( ) next to the Pallet# label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Qty OnHand: Specifies the available on-hand quantity of the item.

Qty Available: Specifies the available quantity of the item. It is calculated as:

$$OnHand\ Quantity - Commit\ to\ Sales\ for\ Production.$$

Qty Committed: Specifies the item commit to sales quantity for production.

Transfer Available Qty: Specifies the available quantity for the bin transfer.

Transfer Committed Qty: Specifies the committed quantity for the bin transfer.

View Selected Lots: Tap this button to view the details of the selected lots.

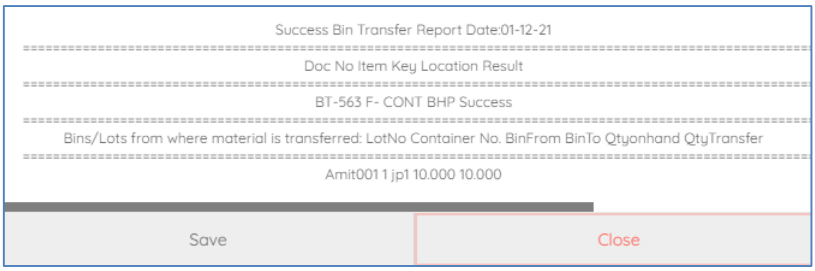
Process: Tap this button to process the bin transfer.

5.1.2 Performing Bin Transfer

1. Tap the *Bin Transfer* option to open the *Bin Transfer* screen.
    - Select the Item that needs to be transferred from one bin to another. The system defaults its associated description and location in their respective fields.
    - If the item is palletized, then enter or select the Pallet number that needs to be transferred from one bin to another. The system defaults all its associated details in their respective fields.

2. Select the destination bin to which the material will be transferred.

3. Tap the *Process* button. The system displays a success report as shown below:



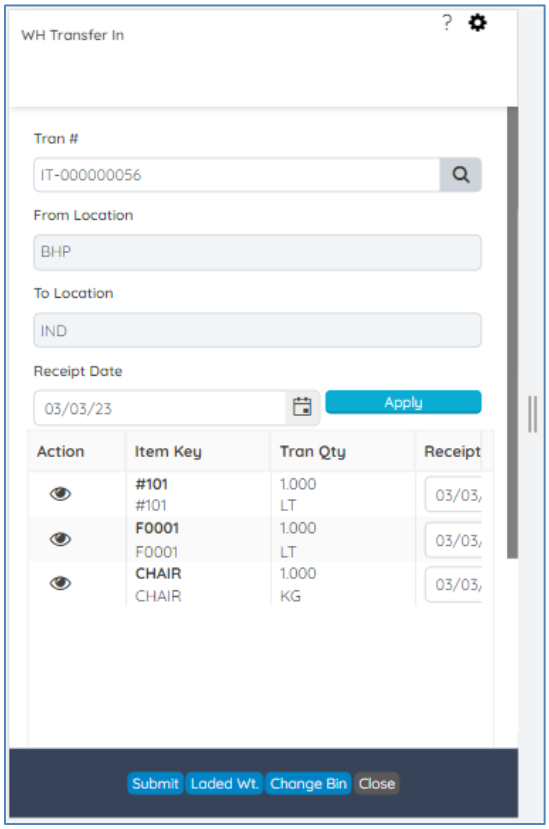
5.2 WH Transfer In

The *WH Transfer In* screen allows receipt of inventory from another location or warehouse. This is useful if transfer-out has been performed and there is a time lag between the transfer out and the transfer in. After being transferred out, the goods remain in transit before being received at the destination location.

Go To: Internal Movements → WH Transfer In.

5.2.1 WH Transfer In – Add Mode

To perform receiving of Item(s) at the destination location, tap the *WH Transfer In* option from the main menu. The system displays *WH Transfer In* Screen.



Screen Fields:

Tran #: The lookup in this field displays the list of transferred out order numbers.

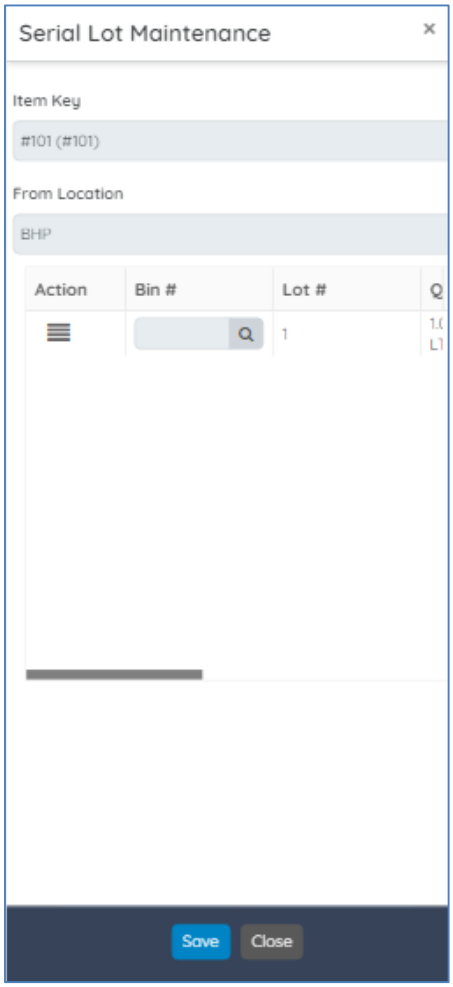
From Location: Displays the location name from which the inventory is transferred i.e. it holds the source location of the inventory goods.

To Location: Displays the location to which the goods are being transferred in.

Receipt Date: Specifies the date on which the goods are being receipted at the destination location.

Apply: Tap this button to apply the specified receipt date to all the grid records.

View Lot Details: The *View Lot Details* button allows viewing of lots that are being transferred in. Tapping the button will display the *Serial Lot Maintenance* screen with the related details.

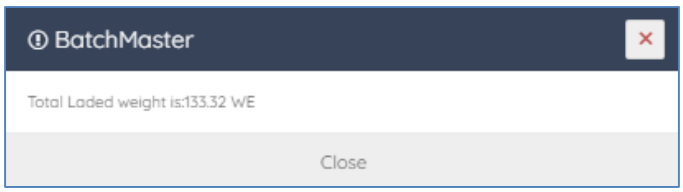


Item Key: Displays the item being transferred in.

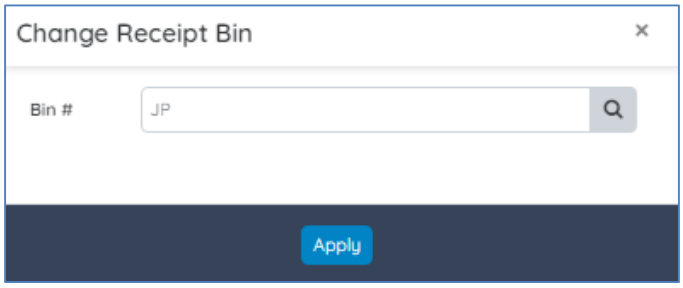
Tran Qty: Displays the transferred in quantity of this line item. It is expressed in the Stock UOM.

Receipt Date: Displays the date on which the goods are being receipted at the destination location.

Laded Wt.: Tap this button to view the total laded weight.



Change Bin: Tap this button to change the Item receipt bin. On tapping this button, the system displays the *Change Receipt Bin* window wherein you can specify the receipt bin.



Submit: Tap this button to process the inward transfer of inventory goods. When the inward transfer is processed, the on-hand Item's quantity at the destination location increases.

5.2.2 Performing WH Transfer In

1. Tap the *WH Transfer In* option to open the *WH Transfer In* screen.
2. Select a *Tran #*. On selecting the transaction number, the *From/To Location* fields gets defaulted.
    a. If required, apply the specified receipt date to all the grid records.
    b. Tap on the *View Lot Details* button to view the details of incoming lots.
3. Tap on the *Submit* button to process the transaction. The transfer-in gets processed and a report is generated. The on-hand at the destination location increases where the transfer-in is performed.

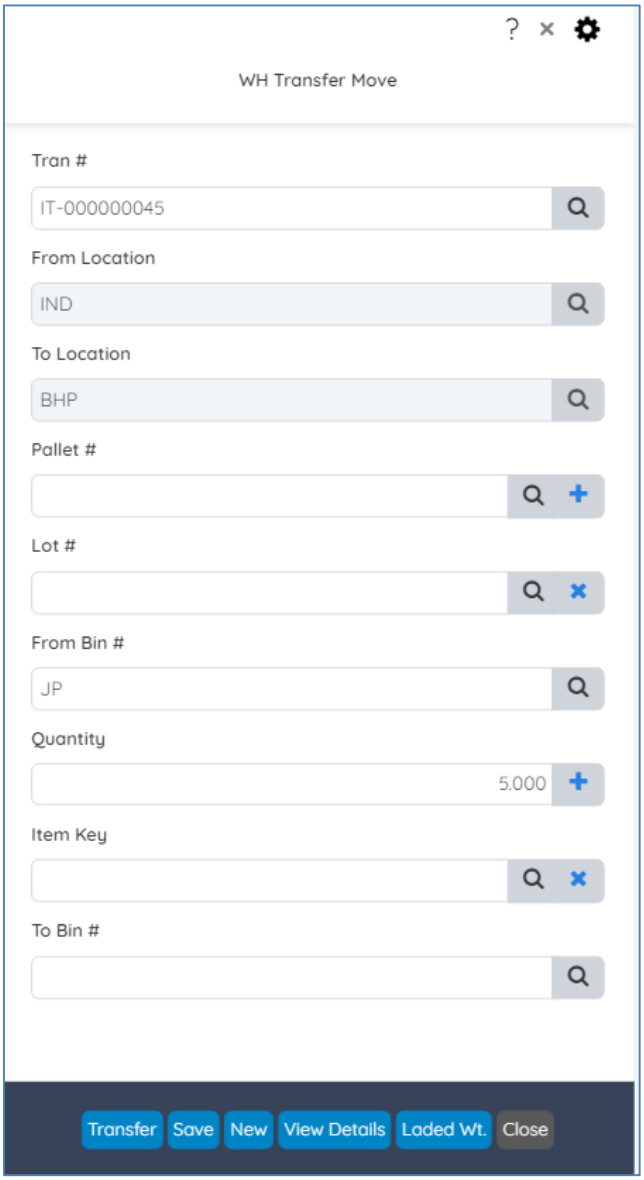
5.3 WH Transfer Move

Use this screen to transfer inventory from one warehouse or location to another.

Go To: Internal Movements → WH Transfer Move.

5.3.1 WH Transfer Move – Add Mode

To transfer inventory from one warehouse to another, tap the *WH Transfer Move* option from the main menu. The system displays *WH Transfer Move* screen.



Screen Fields:

Tran#: Use the lookup to search and select the transaction number.

From Location: Use this field to enter the warehouse or location from which the inventory needs to be transferred. Use the lookup to search and select the required item.

To Location: Use this field to enter the location to which the inventory will be transferred.

Pallet #: Use this field to enter the pallet number**.** Use the lookup to search and select the required pallet.

Lot #: Use this field to enter the lot number.

Bin #: Use this field to enter bins number.

Quantity: This field specifies the Item quantity.

Item Key: This field specifies the Item Key.

View Details: Tap this button to view lot details.

Laded Weight: Tap this button to view the total laded weight.

Save: Tap this button to save the changes that you made in the WH Transfer Move.

Transfer: Tap this button to process the transaction.

Close: Tap this button when the records are saved. Alternatively, tap this button to discard the changes before tapping the *Save* button.

5.3.2 Performing WH Transfer Move Out

1. Tap the *WH Transfer Move* option to open the *WH Transfer Move* screen.
2. Search and select the transaction number via the lookup. Entering a transaction number is mandatory.
3. Provide the details of the pallets, if any, by either using the lookup to search and select for the required pallet.
4. Provide the details of the pallets, if any, by either using the lookup to search and select for the required pallet.
5. Provide the details of the bin, if any, by either using the lookup to search and select for the required bin.
6. Tap the *Save* button to save the Warehouse Transfer Out. You can process multiple saved records on processing the transaction.
7. Tap the *Transfer* button to execute the transaction.

5.4 WH Transfer Out

Use this screen to transfer inventory from one warehouse or location to another. The functionality of this screen is analogous to *Warehouse Transfer Out* performed in BatchMaster WEB. Warehouse

Transfer Out provides a way to transfer inventory items from one BatchMaster WEB Location to another. The warehouse transfer can be done with the help of T or M type transactions.

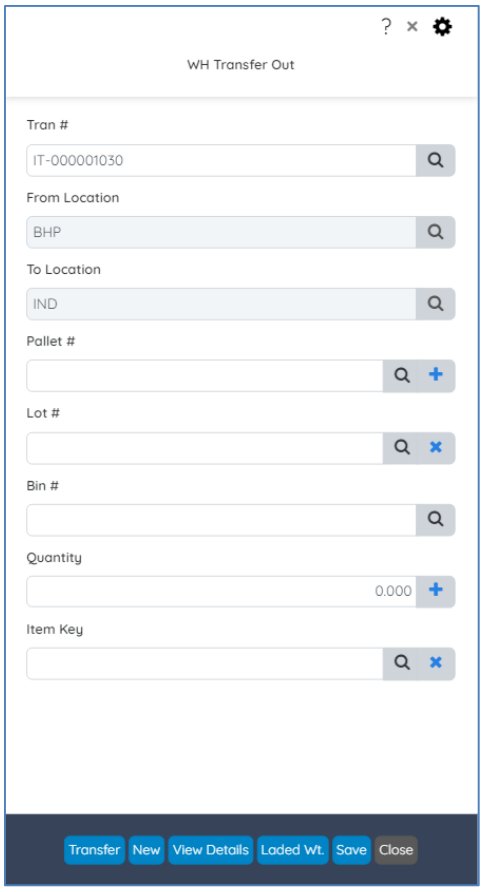
Go To: Internal Movement → WH Transfer Out.

5.4.1 Mandatory Input

Data must be maintained at the *Item Master* and *Item Location* screens.

5.4.2 WH Transfer Out – Add Mode

Tap the *WH Transfer Out* option from the main menu. The system displays *WH Transfer Out Screen*.



Screen Fields:

Tran #: Use this field to specify an ITR (Inventory Transfer Request) Number.

From Location: Displays the location from which Inventory transfer takes place.

To Location: Displays the location to which inventory transfer is performed.

Pallet #: Use this field to specify the pallet number.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details.

Lot #: If only one lot is created for the entire quantity being transferred, then this field holds the lot number of that lot.

Bin #: This is the bin number associated with the lot selected in the *Lot #* field.

Quantity: Displays the quantity of the item being transferred. This is a mandatory field. This quantity is expressed in the unit that is displayed under the *Unit* field.

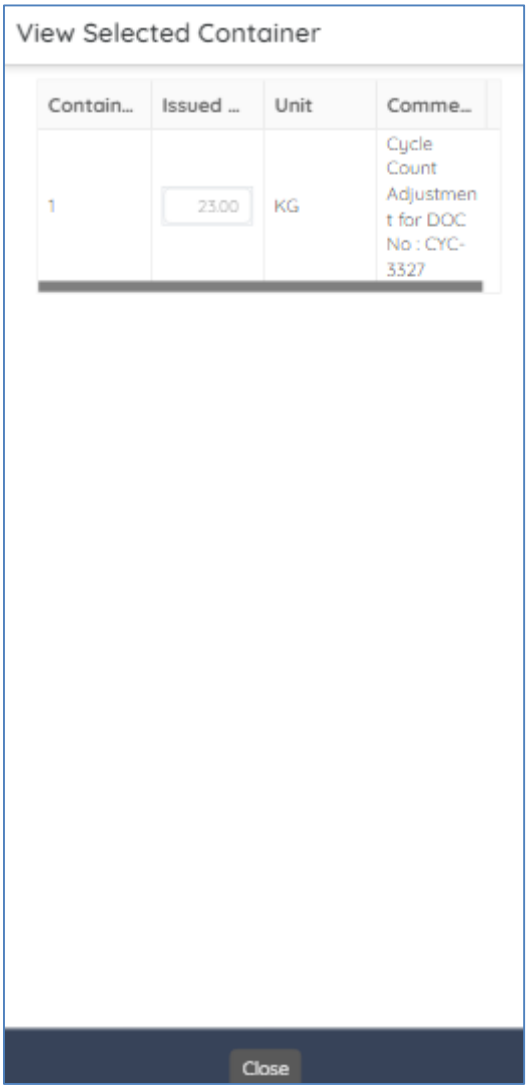
Item Key: Displays the Item that is being transferred from one location to another.

View Details: Tap this button to view the item associated details.

View Details Screen fields

Action: The following options are available:

- **Delete**: Tap this button to delete a row from the grid.
- **Container**: Tap this button to view the container details.



Container No: Displays the container of the item that needs to be transferred.

Issued Qty: Displays the issued quantities associated with the container.

Unit: This is the unit in which the container is measured.

Comment: This field includes additional details about the container, if any.

Close: Tap this button to close the *View Selected Container* window.

Item Key: Displays the unique identifier of the item.

Location: Displays the warehouse location, where the item is stored.

Lot No: Displays the *Lot No.,* associated with the item and warehouse location.

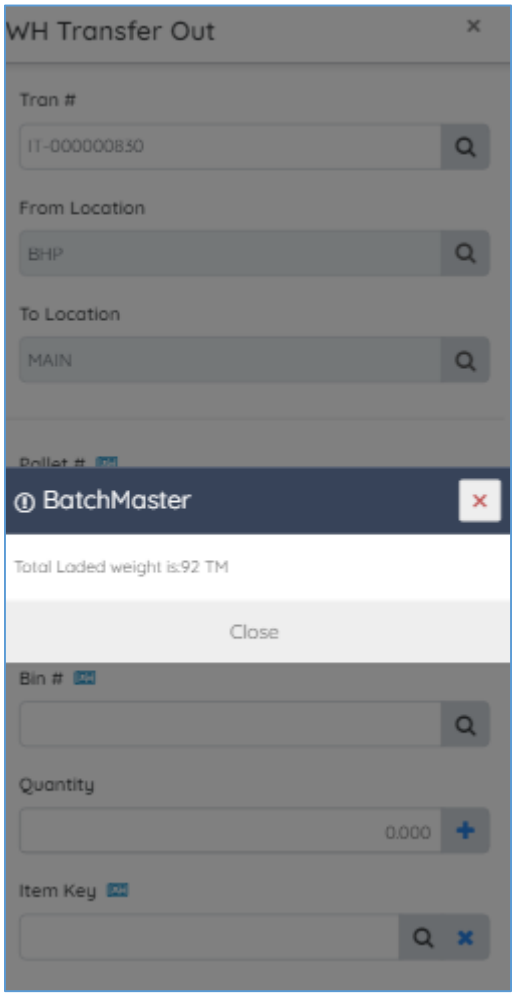
Bin No: Displays the bin number for the item.

Issued Qty: Displays the Item issued quantity.

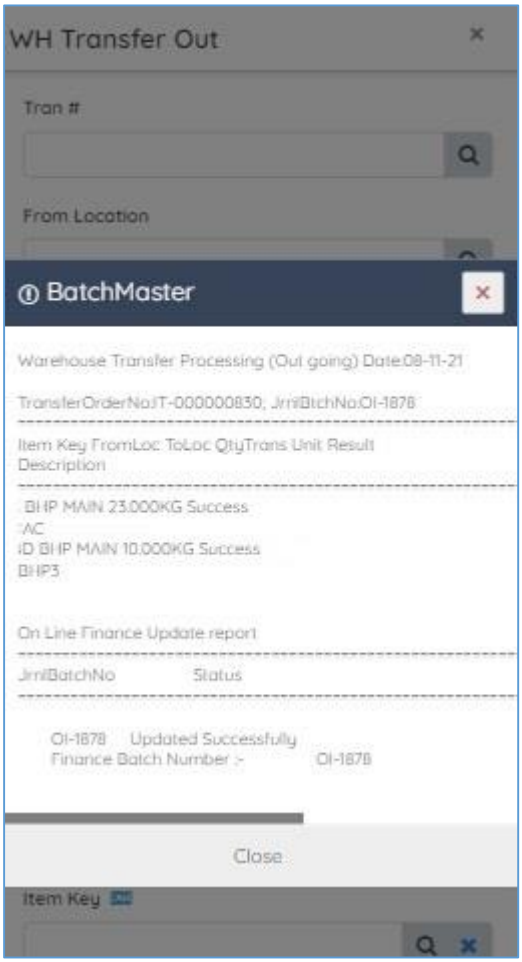
Unit: Displays the unit for the Item.

Close: Tap this button to close the *View Details* window.

Laded Wt.: Tap this button to view the total laded weight.

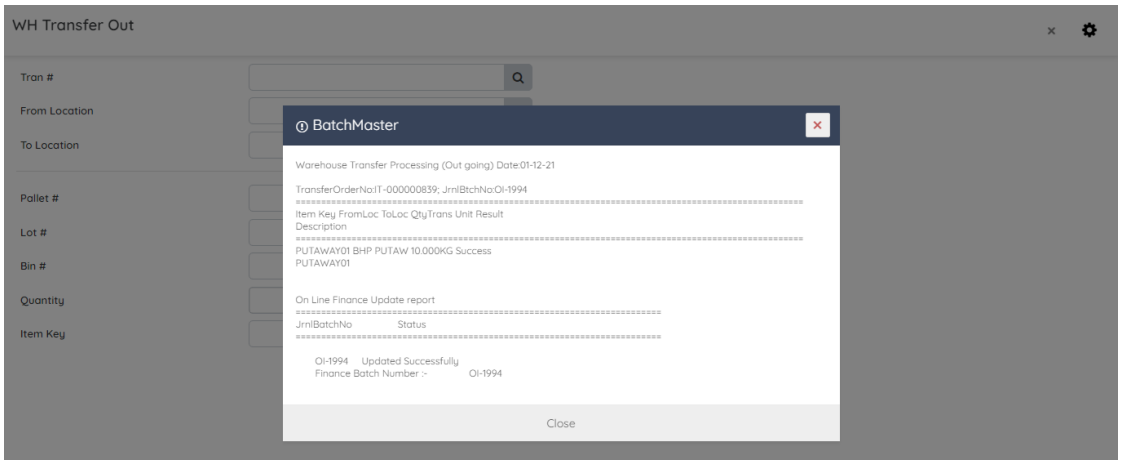


Transfer: Tap this button to transfer the inventory.



5.4.3 Performing WH Transfer Out

1. Tap the *WH Transfer Out* option to open the *WH Transfer Out* screen.
2. Enter or select the ITR (Inventory Transfer Request) Number in the *Tran #* field. The system defaults the associated locations in their respective *Location From/To* fields.
3. Select the *Pallet #* to obtain its details.
4. Select the Lots for the item. The system defaults its associated details in the *Bin #, Item* and *Quantity* fields.
5. Tap the *Save* button to save the Warehouse Transfer Out.
6. Tap on the *Transfer* button to process the transactions. On tapping this button, the Transfer Out or Move transaction is processed and a report is generated.



6 Outbound

6.1 Purchase Return

This screen allows you to perform a return transaction for the required *Purchase Order*.

Go To: Outbound → Purchase Return.

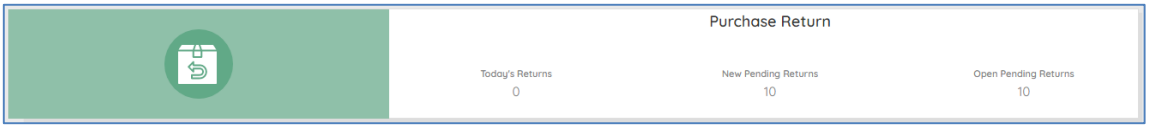
6.1.1 Mandatory Input

A purchase order should be maintained.

6.1.2 Purchase Return – Widget

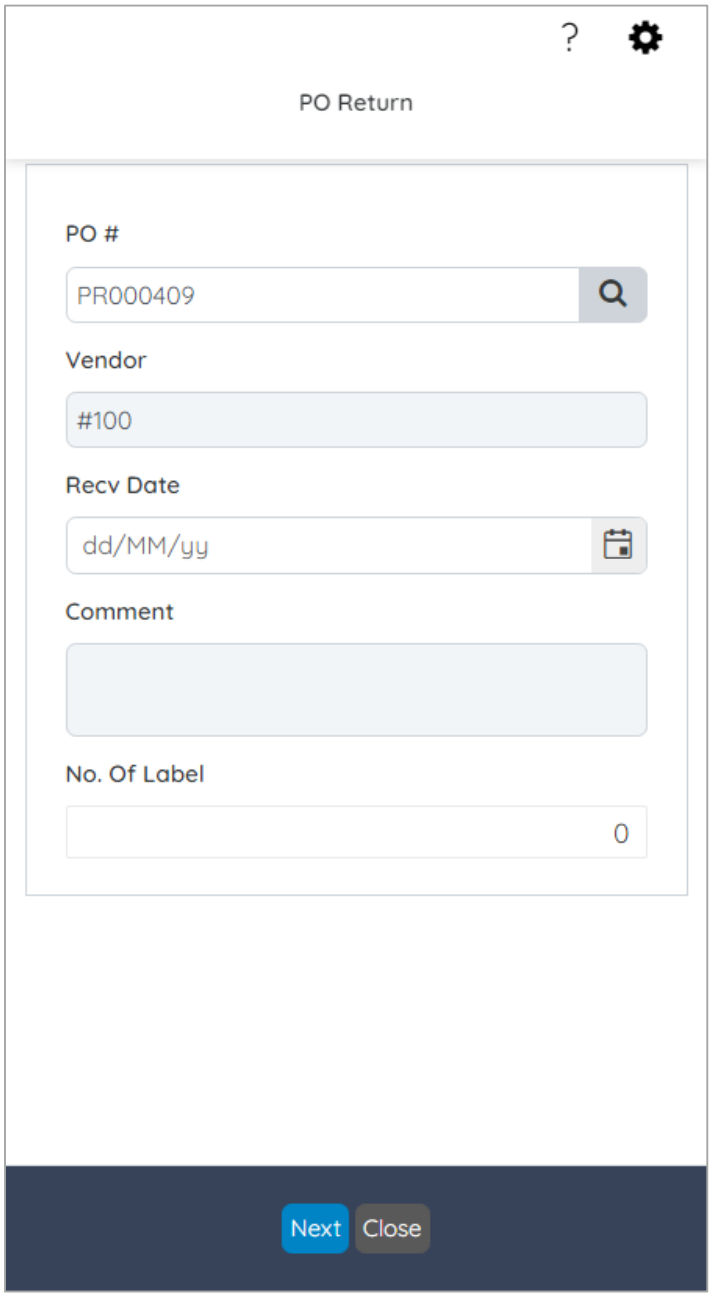
You can view the record count on the Purchase Return widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Today's Returns
- New Pending Returns
- Open Pending Returns



6.1.3 Purchase Return- Add Mode

To perform a return transaction for the selected *Purchase Order*, tap the *Purchase Return* option from the main menu. The system displays *PO Return* Screen.



PO #: Use this field to search and select *Purchase Order* number for which the goods or materials to be returned. This is a mandatory field.

Vendor: Display the unique identification key of the vendor against whom the purchase is made. Once you enter the purchase order number, the vendor key defaults in this field.

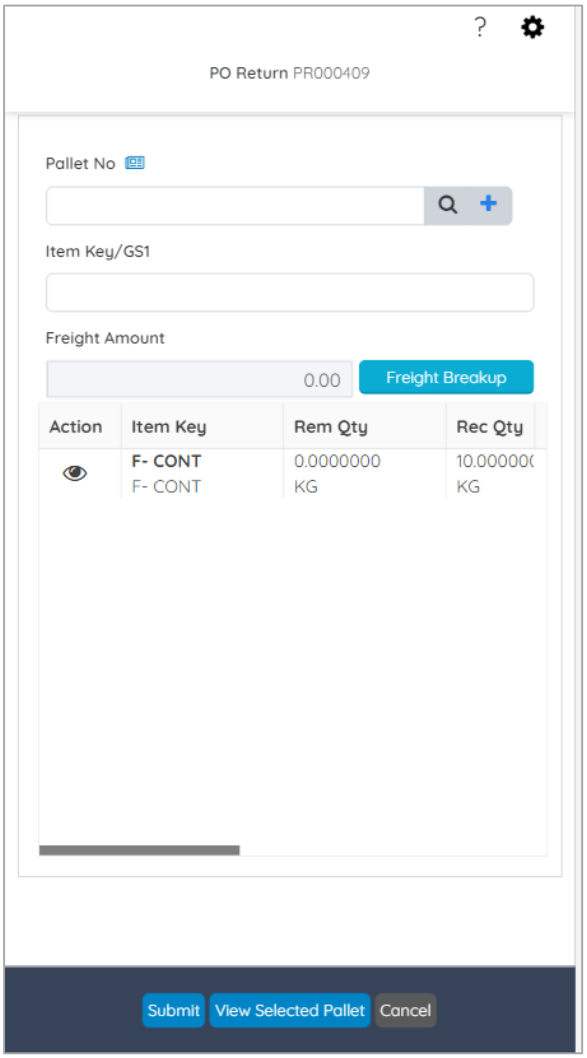
Recv Date: This is the date on which the items have been received for the purchase order. By default, the system displays the current server date. As the field is editable, you can receive the PO in back date also, conditionally the lots would be inserted accordingly.

The receiving date should be greater than the PO date.

Comment: This field displays additional comments about the purchase order. Once you specify the *PO#*, the associated comments default in this field.

No. Of Label: This field specifies number of labels to be printed.

Continued…



Screen Fields:

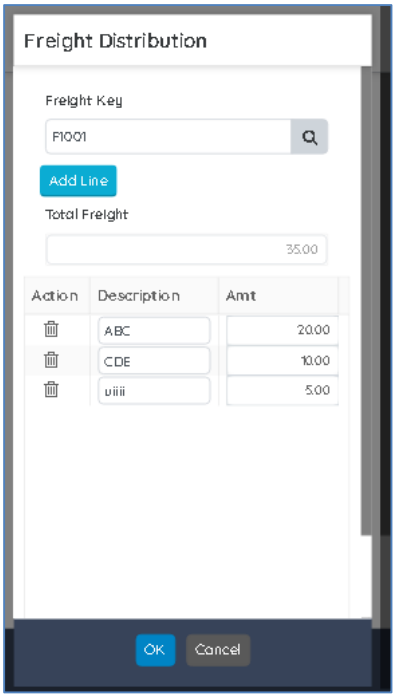
Pallet No: Use this field to specify the pallet number.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item Key/GS1 field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Freight Amount: This field specifies the sum of all the freight line(s). The value in this field defaults according to the modified freight distribution on the *Freight Breakups* screen. On tapping the *OK* button, the total freight value as displayed on the *Freight Breakups* screen will be defaulted in this field.

Freight Breakup: Tap this button to view/edit the freight details on the *Freight Breakups* screen.



Action: Tap this button to view the lot details. It is a read-only screen.

Item Key: This read-only field displays the unique identification key of the purchase order item.

Rem Qty: This read-only field displays the quantity that remains after some or all of the quantity is returned.

Rec Qty: This read-only field displays the quantity of the item received. If multiple items are purchased in an order, you can select the desired item by tapping on it and then specify the received quantity for that item.

Ord Qty: This read-only field displays the total item ordered quantity.

Processed Qty: This read-only field displays the quantity of the processed item.

Recv Date: This field displays the date on which the item was received.

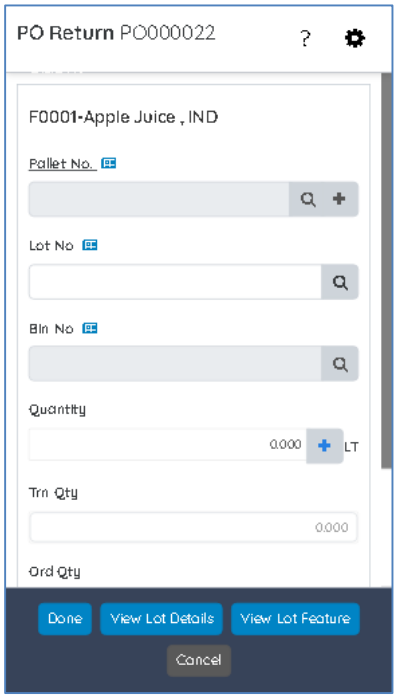
Location: This read-only field displays the location on which the item is maintained.

Submit: Tap this button to submit the record.

View Selected Pallet: Tap this button to view the details of the selected pallet, if the item is palletized.

6.1.4 Performing Purchase Return

1. Tap on the *Purchase Return* option to open the *PO Return* screen.
2. Enter or select the purchase order number in the *PO#* field. The system defaults purchase order associated details in their respective fields.
3. Enter the number of labels that needs to be printed against PO Receipt in the *No. Of Label* field.
4. Tap *Next* button to move on to the item selection screen, wherein you can:
    a. Specify the Pallet No using the lookup option.
    b. Enter/Scan the desired items using the *Item Key/GS1* field.
    c. Specify the freight amount by taping the *Freight Breakup* button.
5. Tap the item row for which you want to perform return transaction. The system displays a new screen as shown below.



6. Specify the *Pallet No., Lot #, Bin #,* and tap the *Done* button.
7. Tap the *Submit* button. On successfully processing the *PO Receipt*, the system displays a success message.

6.2 Sales Material Picking

Picking is an essential practice to enhance warehouse management capabilities. It includes fulfillment of the sales order associated items to be packed via a pick list. In BatchMaster WEB, you can process a pick list against a sales order via the *Pick List* screen. A pick list is a generic document associated with a sales order that facilitates item picking in a simplified and segregated manner. Once a pick list is processed via the *Pick List* screen, its associated sales order is available at the *Sales Material Picking* screen for further processing.

Using the *Sales Material Picking* screen you can:

- Specify the Drop Location and Drop Bin.
- Pick the desired Item Lot and view its lot feature.
- Drop the Item at the desired bin location.
- Print *Item Label* Report.

- Pack the selected Item in the desired box and Print its Packing List.

Go To: Outbound → Sales Material Picking.

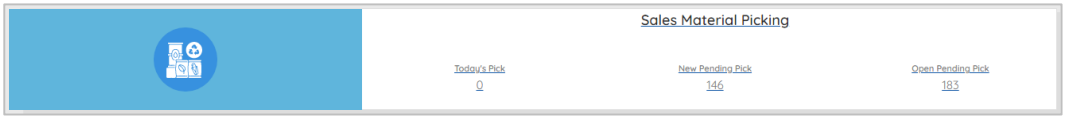
6.2.1 Prerequisites

- In order to perform sales material picking, you need to maintain:
    - A Sales Order via the *Sales Order Entry* screen (Normal Profile).
    - Processed Pick List via the *Pick List* screen (Normal Profile).
- At the *Item Master* screen (Normal Profile) under the *Material* tab, specify the *Lot Sizing Method* as *L-Lot for Lot* for the desired Item.
- Select *WMS Picking Enable* option as *Yes* at the *Module Setup* Screen under the *Sales Picking Setup* screen section – *WMS Setup* option.
- Units should be defined via the *Units* screen (Normal Profile).

6.2.2 Sales Material Picking – Widget

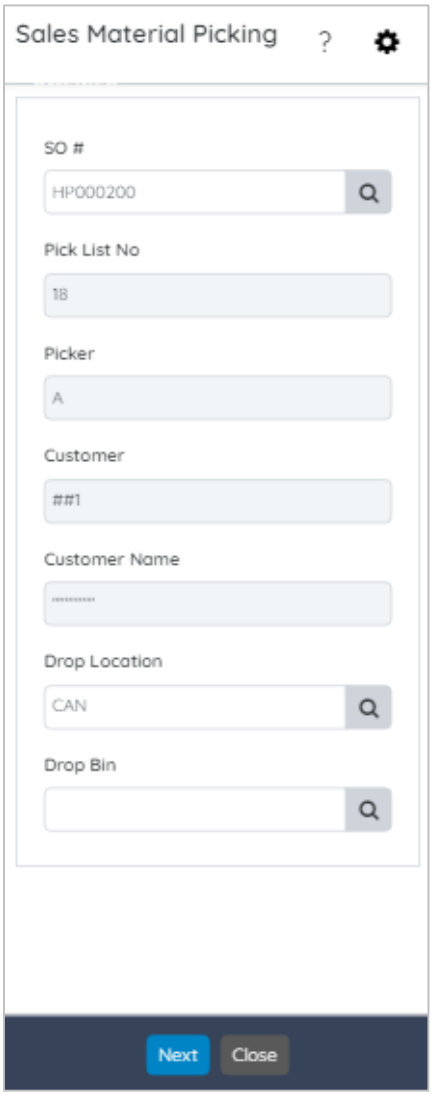
You can view the record count on the Sales Material Picking widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Today's Pick
- New Pending Pick
- Open Pending Pick



6.2.3 Sales Material Picking- Add Mode

To select lots for sales order items, tap the *Sales Material Picking* option from the main menu. The system displays *Sales Material Picking* screen.



Screen Fields:

SO #: Tap the Sales order number lookup and select the desired sales order whose item(s) need to be picked. Specifying a sales order is mandatory. On selecting Sales Order, various associated details get defaulted in the *Pick List No*, *Picker*, *Customer*, and *Customer Name* field.

Pick List No: Displays the pick list number associated with the sales order. The value in this field defaults when you select a sales order number in the *SO#* field.

Picker: Displays the picker associated with the pick list. The value in this field defaults when you select a sales order number in the *SO#* field.

Customer: Displays the customer key associated with the sales order. The value in this field defaults when you select a sales order number in the *SO#* field.

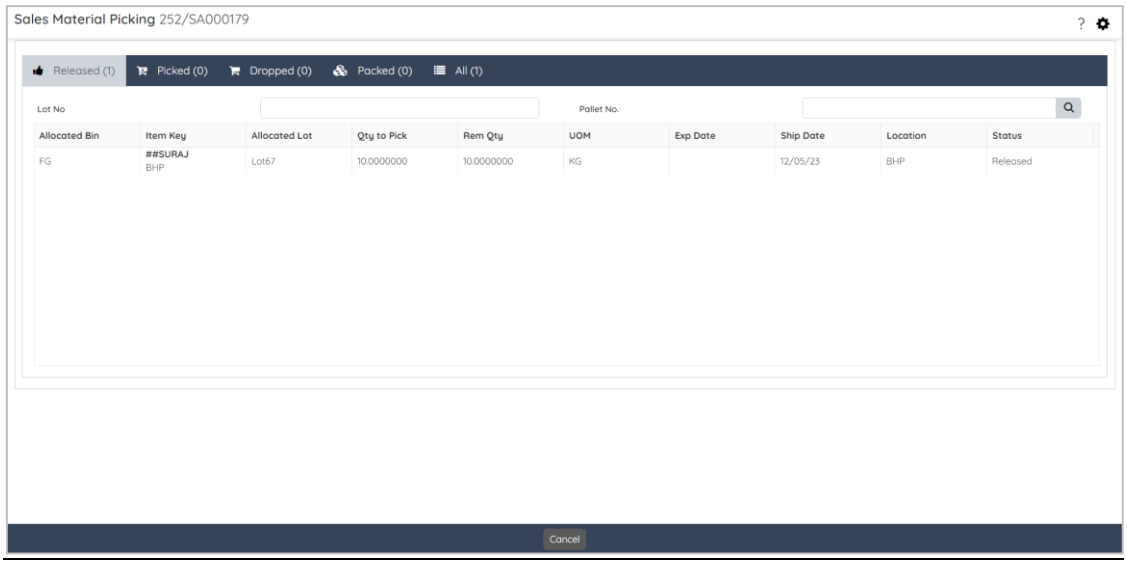
Customer Name: Displays the customer name associated with the above Customer Key as specified in the sales order. The value in this field defaults when you select a sales order number in the *SO#* field.

Drop Location: Specifies the drop location for the item to be picked.

Drop Bin: Specifies the drop bin for the item to be picked.

Next: Tap the *Next* button to open the *Sales Material Picking* screen where you can pick the released item(s).

Released Tab: This tab displays the items that are ready to pick from the desired lot and bin.



Lot No: Enter or scan the lot number to be picked.

Pallet No.: Enter or select the desired pallet.

Grid Fields

Allocated Bin: Displays the bin number associated with the picking item.

Item Key: Displays the unique item key for picking.

Allocated Lot: Displays the lot number associated with the picking item.

Qty to Pick: Displays the quantity to be picked.

Rem Qty: Displays the remaining quantity for picking.

UOM: Displays the UOM of the item for picking.

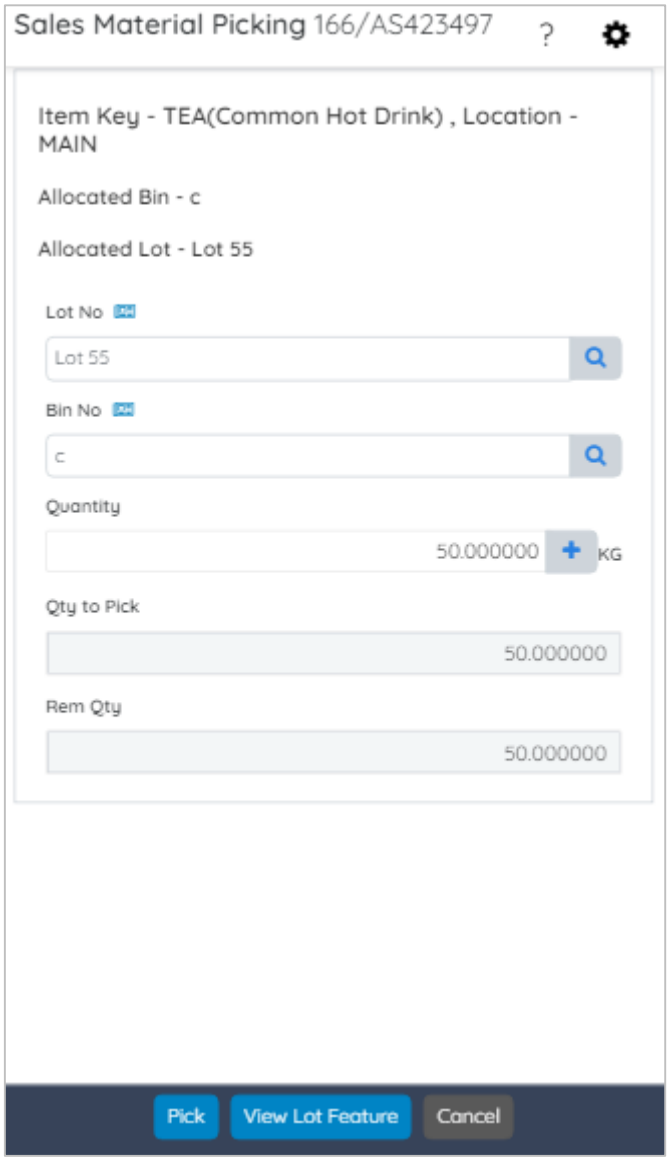
Exp Date: Displays the lot expiry date of the item.

Ship Date: This is the date on which the consignment should dispatch to the customer.

Location: Displays the location on which the item is maintained.

Status: Displays the status of the item.

At the *Released* tab, tap the desired item for picking from the available lot and bin. Optionally, you can view the lot feature (if associated with the item) by tapping the *View Lot Feature* button. The system displays allocated Bin and Location details of the Item. Here you can also select a Lot and Bin different from the allocated one. Refer *Module Setup* screen - *Override Lot on Picking* field under the *Sales Picking Setup* section at *WMS Setup* option.



Lot #: This is the Lot# that needs to be picked.

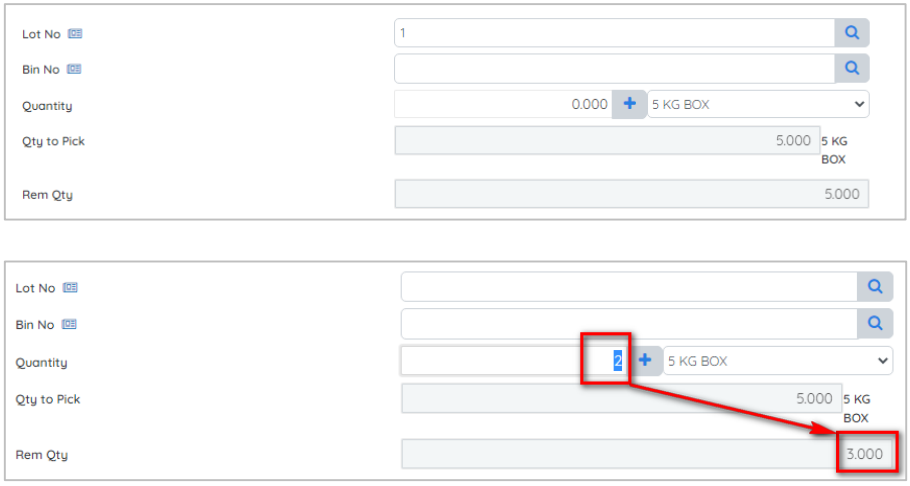
In order to view the lot details tap the icon ( ) next to the *Lot #* label. The system will display the *Lot Inquiry* screen along with the associated details. This is a read-only screen.

Bin #: This field specifies the *Source* Bin from which material will be picked. This bin number can be entered manually or can be scanned from a Barcode.

In order to view the bin details tap the icon ( ) next to the *Bin #* label. The system will display the *Bin Inquiry* screen along with the lot and container details, if any. The *Bin Inquiry* screen is a read-only screen.

Quantity: Enter the Item's quantity to be picked.

Button: Tap this button to pick the quantity as specified in the *Quantity* field. Eventually, the system subtracts the entered quantity from the *Rem Qty* field and resets the *Quantity* field to zero value. It is mandatory to specify *Lot No* before tapping the button**.**

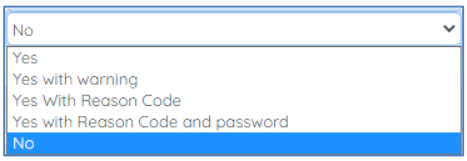


	Before Entering a Quantity	After tapping the Button
***Quantity* field**	0	2
***Qty to Pick* field**	5	5
***Rem Qty* field**	5	3

The dropdown adjacent to the button obtains all the units maintained via the *Units* screen.

The system permits/restricts/ displays a warning message when you select a lot other than the allocated one.

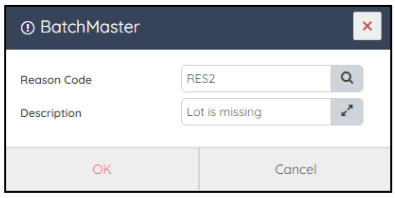
It is based on the specified options at the *Override Lot on Picking* field under the *Sales Picking Setup* section of the *Module Setup* screen (*WMS Setup* option). Depending upon the option selected, the following messages appears when you click the button after specifying the *Quantity* field.



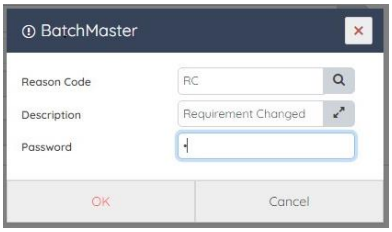
- **Yes**: If this option is selected, the system permits you to select a lot other than the allocated one at the *Sales Material Picking* screen and no warning message appears.
- **Yes With Warning:** If this option is selected, the system displays a warning message when you select a lot other than the allocated one at the *Sales Material Picking* screen. The record

gets successfully added.

- **Yes With Reason Code:** If this option is selected, the system displays following popup window when you select a lot other than the allocated one at the *Sales Material Picking* screen.



- **Yes With Reason Code and Password**: If this option is selected, the system displays a popup window to select a lot other than the allocated one at the *Sales Material Picking* screen. In the popup window, you need to specify *Reason Code* and *Password*. After clicking the *OK*



button, the lot gets successfully added.

- **No:** If this option is selected, the system restricts you to select a lot other than the allocated one at the *Sales Material Picking* screen and displays a warning message as shown below:

Qty to Pick: Displays the available quantity that can be picked.

Rem Qty: Displays the remaining quantity for picking.

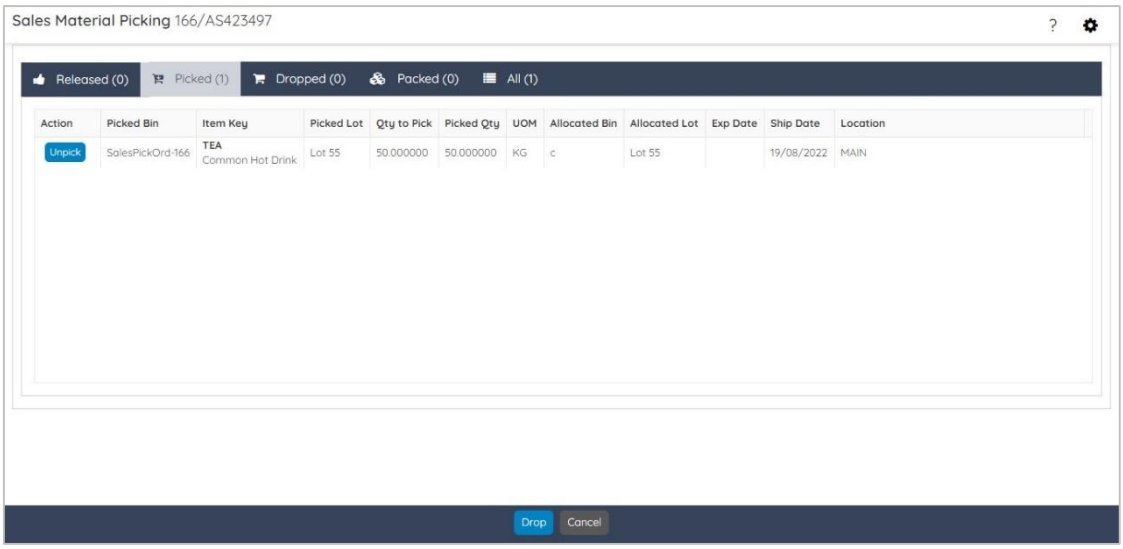
Pick: Tap this button to pick the item quantity specified on the *Quantity* field.

View Lot Feature: Tap this button to view the features of the lot, if lot feature is associated with the item.

Cancel: Tap this button to close the screen and discard the changes.

Picked Tab: This tab displays the items that are ready to drop at the desired location.

If required, here you can unpick the displayed item(s) by tapping the *Unpick* button available at for the respective item at the *Picked* tab. Unpicked item(s) will revert back to the *Released* tab.



Action: The following button is available:

- **Unpick:** Tap this button to revert the picked item. Once the item is unpicked, it is available at the *Released* tab.

Picked Bin: Displays the bin for the picked item.

Item Key: Displays the unique item key for picked item.

Picked Lot: Displays the lot for the picked item.

Qty to Pick: Displays the available quantity that can be picked.

Picked Qty: Displays the picked quantity of the item.

UOM: Displays the UOM of the picked item.

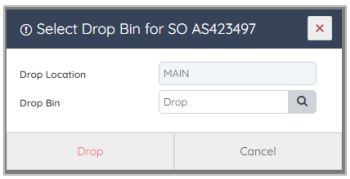
Allocated Lot: Displays the lot number associated with the picked item.

Exp Date: Displays the lot expiry date of the item.

Ship Date: This is the date on which the consignment should dispatch to the customer.

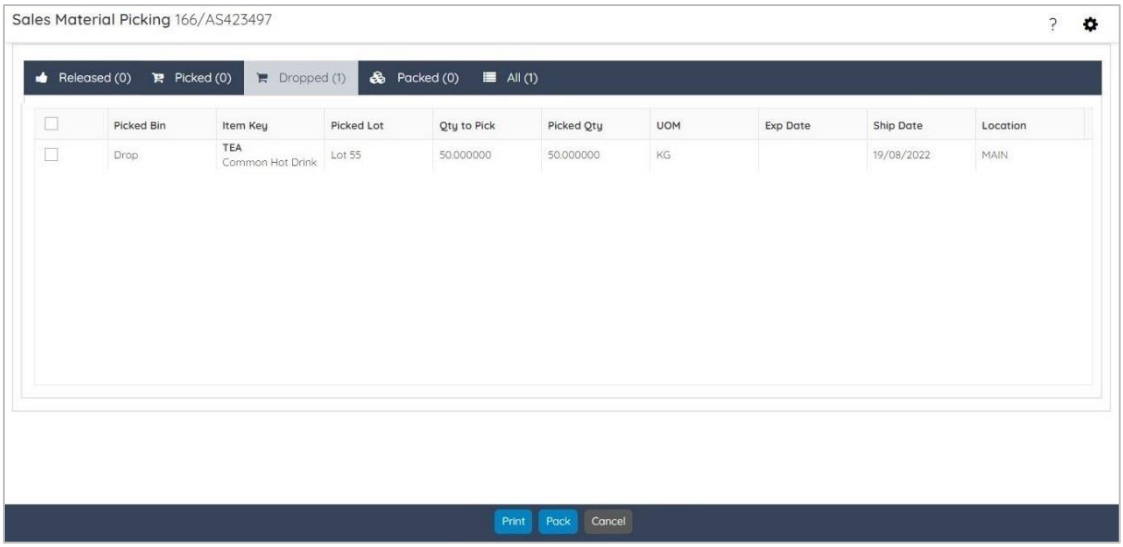
Location: Displays the location on which the item is maintained.

Drop Button: Tap this button to drop the item at the displayed *Drop Bin*. If required, you can change the drop bin. For more details about the *Drop Bin* lookup, refer *Drop Bin Lookup Data Source Example*.



Dropped Tab

This tab displays the dropped items that are now ready for packing. Optionally, here at the *Dropped* tab you can print the *Item Label* report, if required.



Picked Bin: Displays the bin for the picked item.

Item Key: Displays the unique item key of the dropped item.

Picked Lot: Displays the lot for the picked item.

Qty to Pick: Displays the available quantity that can be picked.

Picked Qty: Displays the picked quantity of the item.

UOM: Displays the UOM of the picked item.

Exp Date: Displays the lot expiry date of the item.

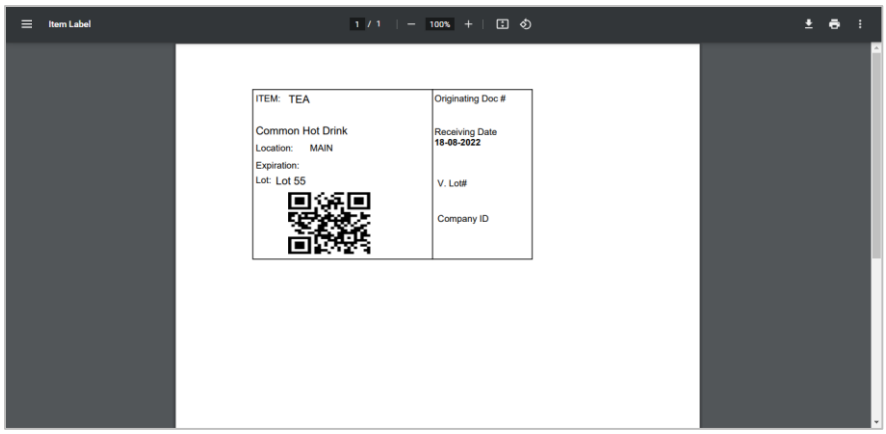
Ship Date: This is the date on which the consignment should dispatch to the customer.

Location: Displays the location on which the item is maintained.

Print: On tapping the *Print* button, the system displays a popup window wherein, you can enter the label quantities to be printed.

The *Number Of Label* field defaults as per the value maintained at the *Sales Material Picking- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

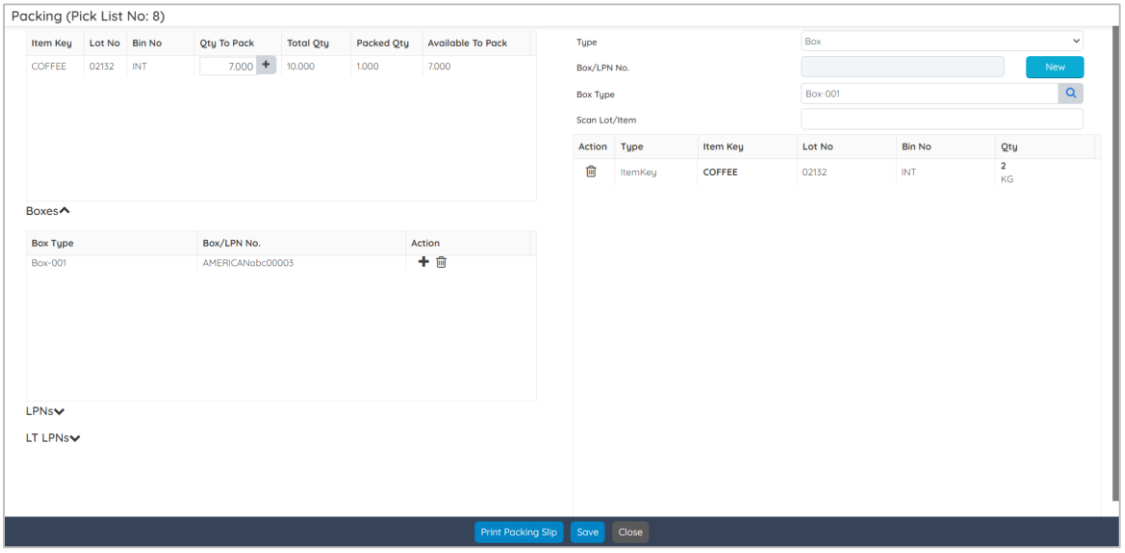
Tap the *OK* button to print the *Item Label* report as shown below:



Pack button: On tapping the *Pack* button the following popup screen appears wherein you can:

- Pack the displayed item for the selected Box/LPN/LT LPN.
- Specify the pack quantity for Box/LPN/LPN.

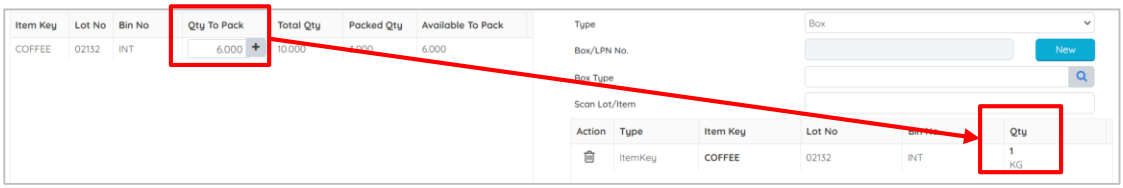
- Print the packing list.



The packing functionality allows you to manage products in various different packaged forms. This screen allows you to pack the same product with different quantities. The salesperson can pack in one box/a Pallet of boxes/even a larger LPN for shipping purpose.

Left Top Grid fields

Qty To Pack: Use this field to specify the quantity to be packed for the *Box*/*LPN*/*LT LPN*. On clicking + button, the system subtracts the entered quantity from the *Qty To Pack* field and and defaults the picked quantity to the right grid field as shown below:



Right Grid Fields

Type: Select the type of box for using the dropdown next to the field. The available option in the dropdown are:

- **Box:** This is the box type for packing the item.
- **LPN:** This is the license plate number for the packed item.
- **LT LPN:** This is the larger than LPN for the packed item.

Box/LPN No: This field displays the system generated box/LPN number. This is a read-only field.

Box Type: Use this field to select the box type using the lookup next to the field.

- On selecting *Box* option in the *Type* field, lookup here obtains all the box types created via the *Box Master* screen.
- On selecting *LPN* option in the *Type* field, lookup here obtains all the LPN type of boxes created via the *Box Master* screen.
- On selecting *LT-LPN* option in the *Type* field, lookup here obtains all the LT-LPN type of boxes created via the *Box Master* screen.

Scan Lot/Item: Enter or scan the lot number to be packed.

Right Grid:

This grid defaults the item details with the quantity to be packed. Once the record is saved the item get packed into the Boxes/LPN/ LT LPN sections accordingly.

Action	Type	Item Key	Lot No	Bin No	Qty
	ItemKey	COFFEE	02132	INT	2 KG

Boxes Section

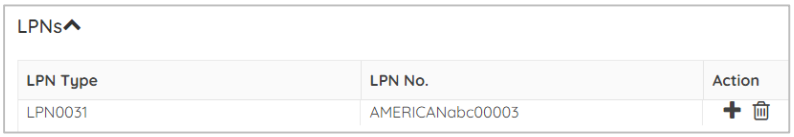
This section displays the details after packing the item for the Box type. Eventually, the same quantity gets deducted from the *Qty to Pack* field and displayed on the *Packed* tab under the *Box/LPN No.* field.

Boxes

Box Type	Box/LPN No.	Action
Box-001	AMERICANabc00003	

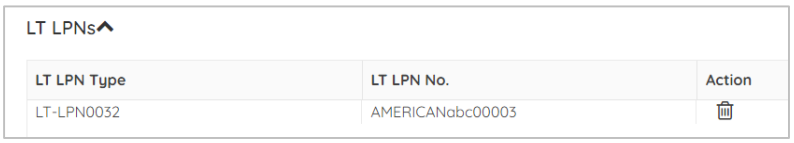
LPN Section

This section displays the details after packing the item for the LPN type. Eventually, the same quantity gets deducted from the *Qty to Pack* field and displayed on the *Packed* tab under the *Box/LPN No.* field.

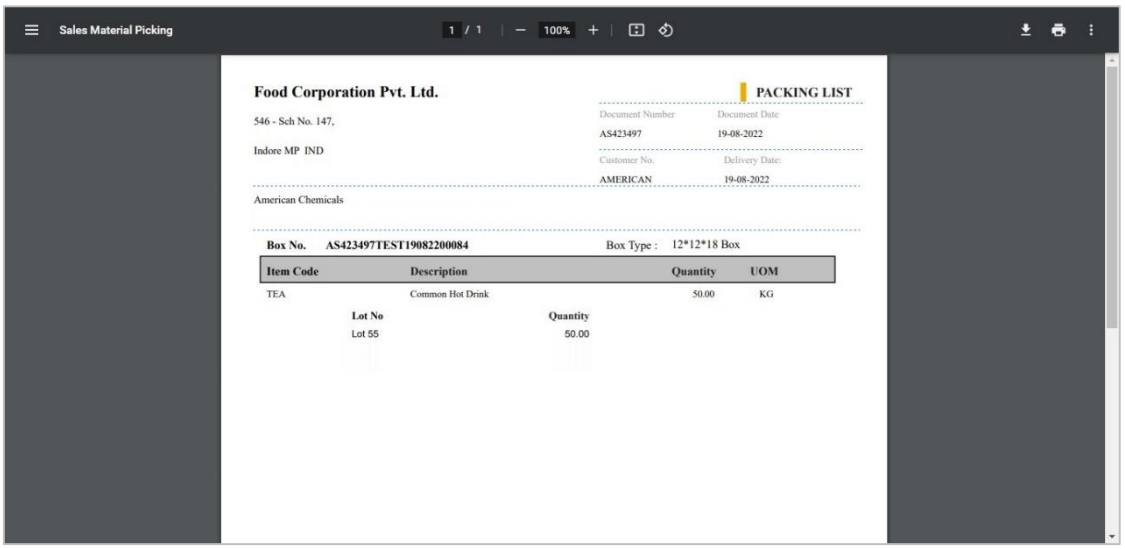


LT LPN Section

This section displays the details after packing the item for the LT LPN type. Eventually, the same quantity gets deducted from the *Qty to Pack* field and displayed on the Packed tab under the *Box/LPN No.* field.



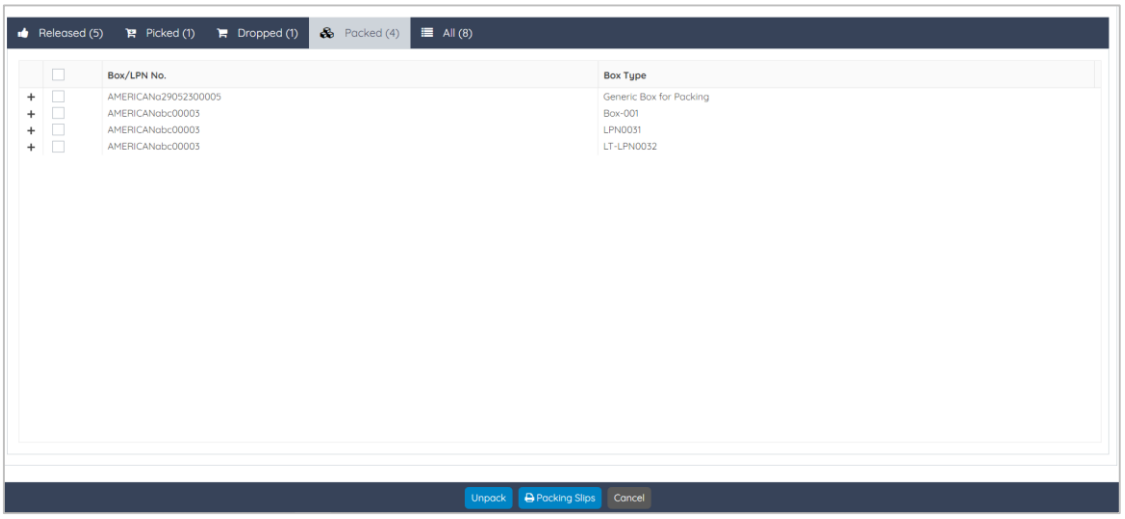
Print Packing Slip: Tap this button to print the *Packing List* as shown below:



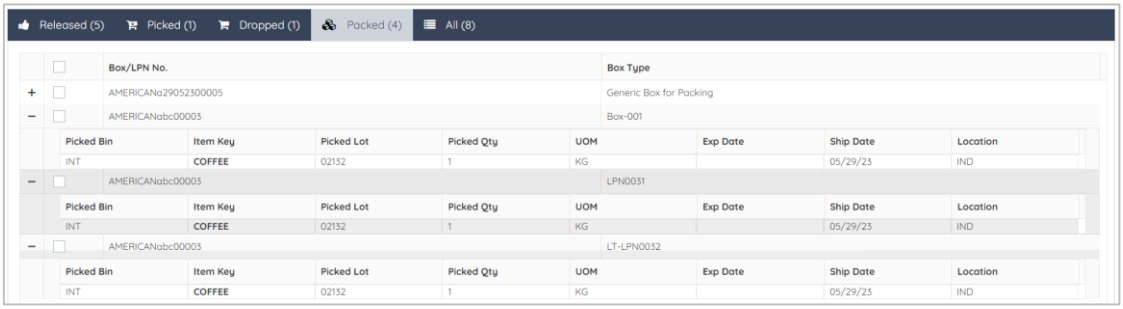
Save: Tap this button to pack the displayed item in the selected box.

Packed Tab

This tab displays the packed items.



+ **button:** Tap this button to expand the *Box/LPN No.* details.



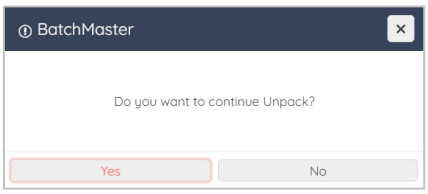
Select/Unselect All: Mark this checkbox to select all the displayed boxes in the grid.

Box/LPN No.: This field displays the system generated box/LPN number. This is a read-only field.

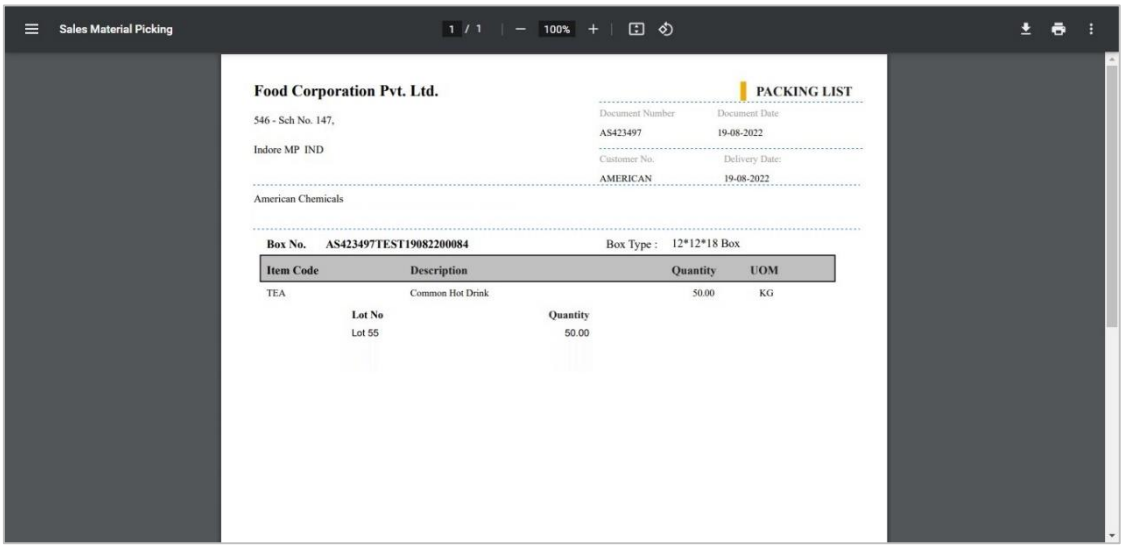
Box Type: This field displays the details associated with the Box type.

Cancel: Tap this button to close the popup screen.

Unpack: Tap this button to unpack the item. On clicking this button the system displays *Packing* screen. On tapping *Unpack* option under *Actions*, the system displays a warning message. Tap Yes to unpack the item.

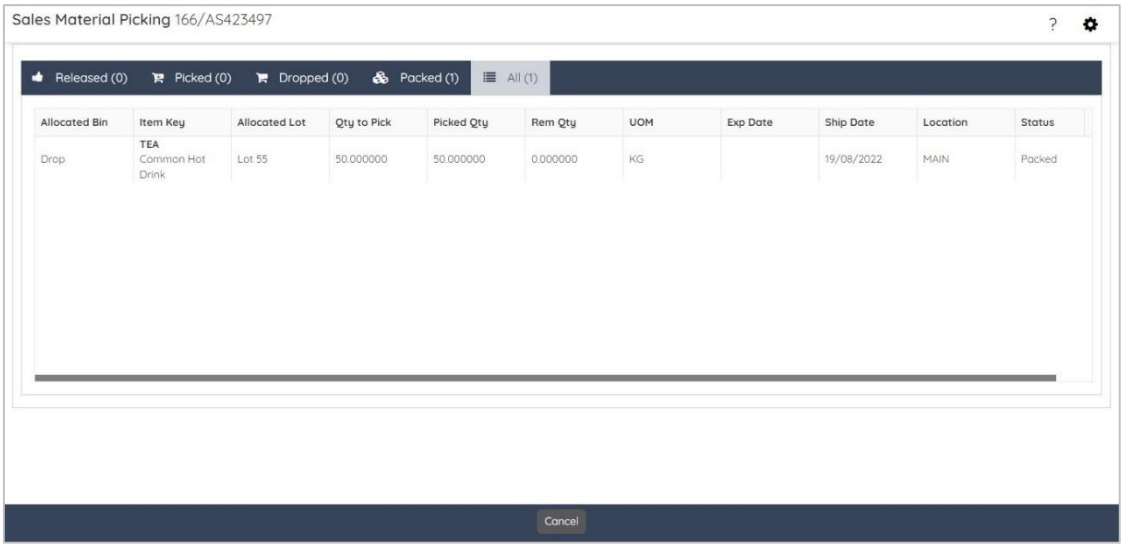


Print Packing Slips: Tap this button to print the Packing Slips as shown below:



All Tab

Use this tab to view all status item(s) such as *Released, Picked, Dropped*, and *Packed* in one view.



Allocated Bin: Displays the bin allocated to the item.

Item Key: Displays the unique item key for picked/dropped/packed item.

Allocated Lot: Displays the allocated lot to the item.

Qty to Pick: Displays the available quantity that can be picked.

Picked Qty: Displays the quantity picked for sales picking.

Rem Qty: Displays the remaining quantity for picking.

UOM: Displays the UOM of the item for picking.

Exp Date: Displays the lot expiry date of the item.

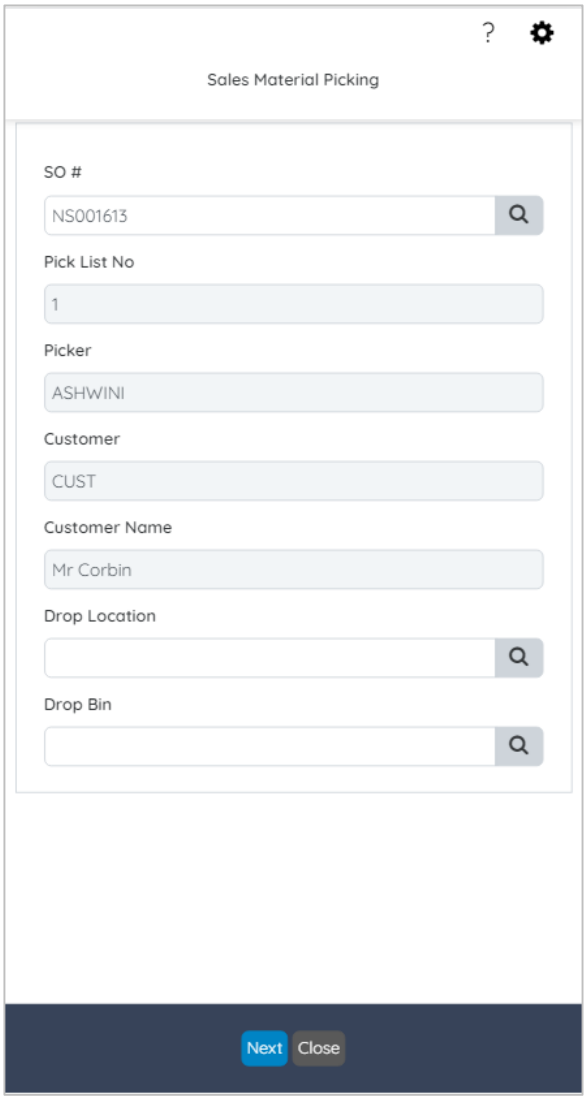
Ship Date: This is the date on which the consignment should dispatch to the customer.

Location: Displays the location on which picked item is maintained.

Status: Displays the status of the item.

6.2.4 Performing Sales Picking

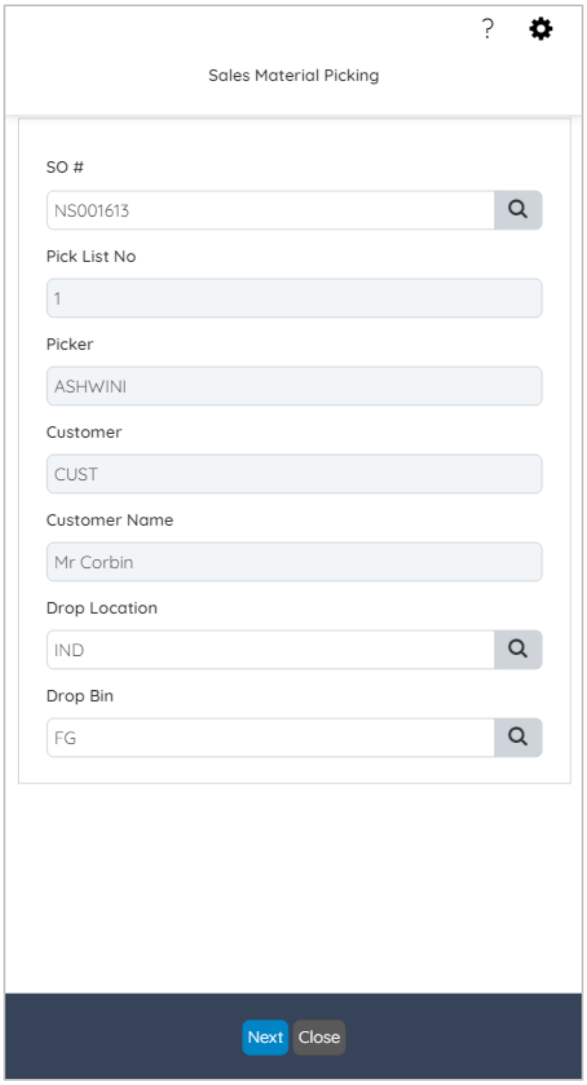
1. Tap the *Sales Material Picking* option to open the *Sales Material Picking* screen.
2. Once a pick list is processed via the *Pick List* screen (*Normal* profile), its associated sales order is available at the *SO#* lookup. Select the sales order number via the *SO #* lookup. The lookup here obtains the sales orders created via the *Sales Order Entry* screen and its associated pick list is processed.



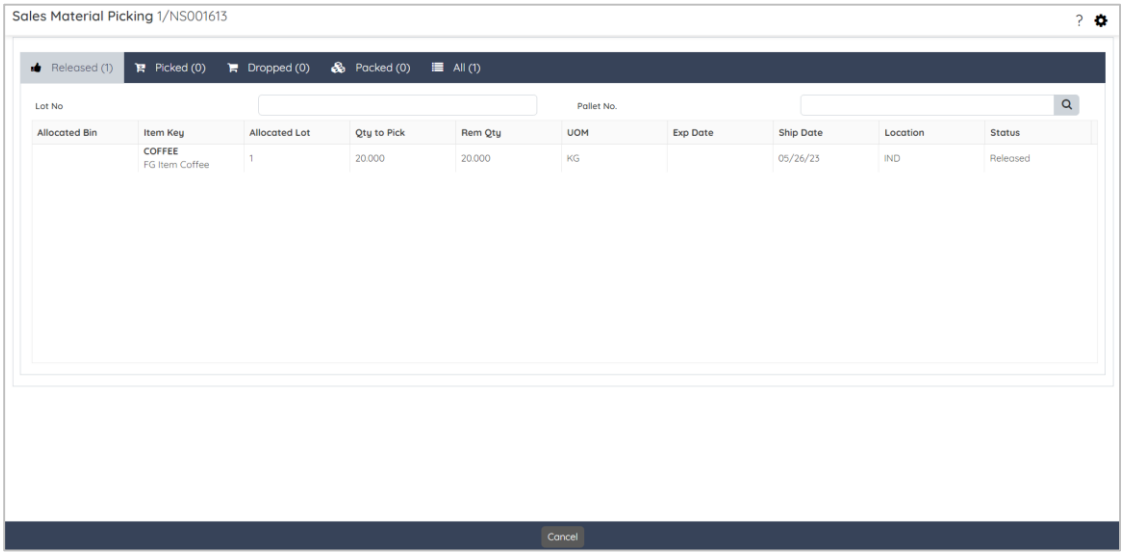
3. The system defaults all the associated information in their respective fields such as *Pick List No*, *Picker, Customer,* and *Customer Name*.

4. Specify *Drop Location* and *Drop Bin*.

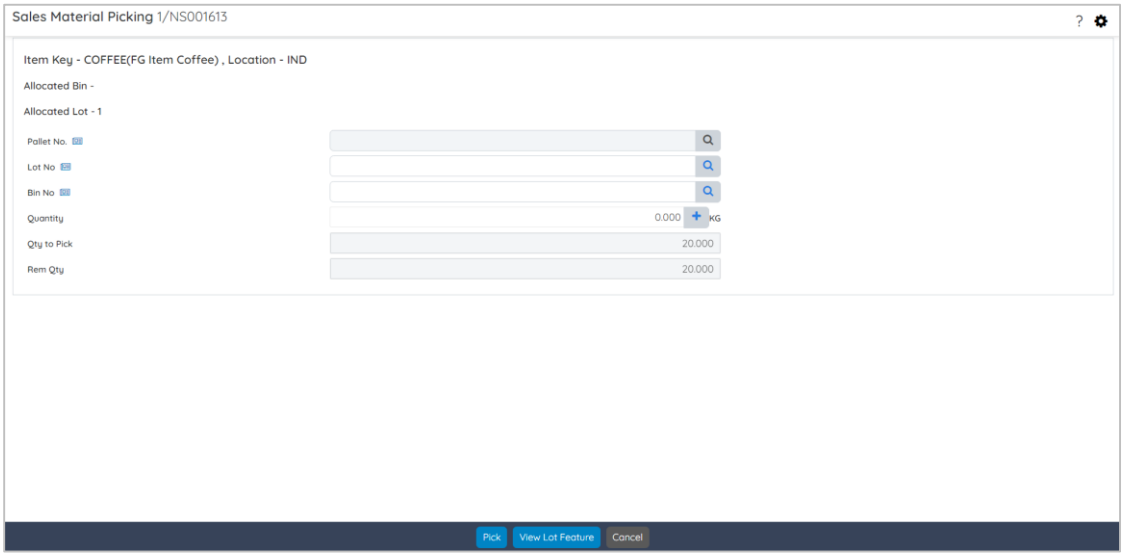
The lookup here obtains all the associated Bins of the location maintained at the *Zone Master* in sequence to the defined location via the *Zone Default* screen. Refer *Drop Bin Data Source Example* for more details.



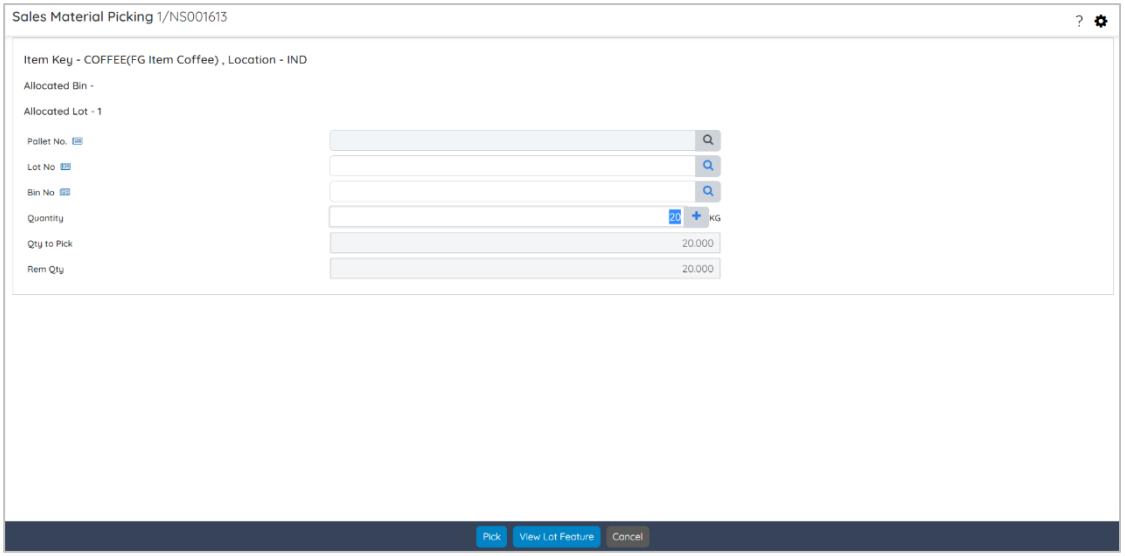
5. Tap the *Next* button. The system defaults the Item(s) for picking at the *Released* tab.



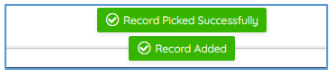
6. Tap the desired item that needs to be picked. Now, specify *Lot No*, and *Bin No* (if required).



7. In the *Quantity* field, enter the quantity to be picked and tap the + button.

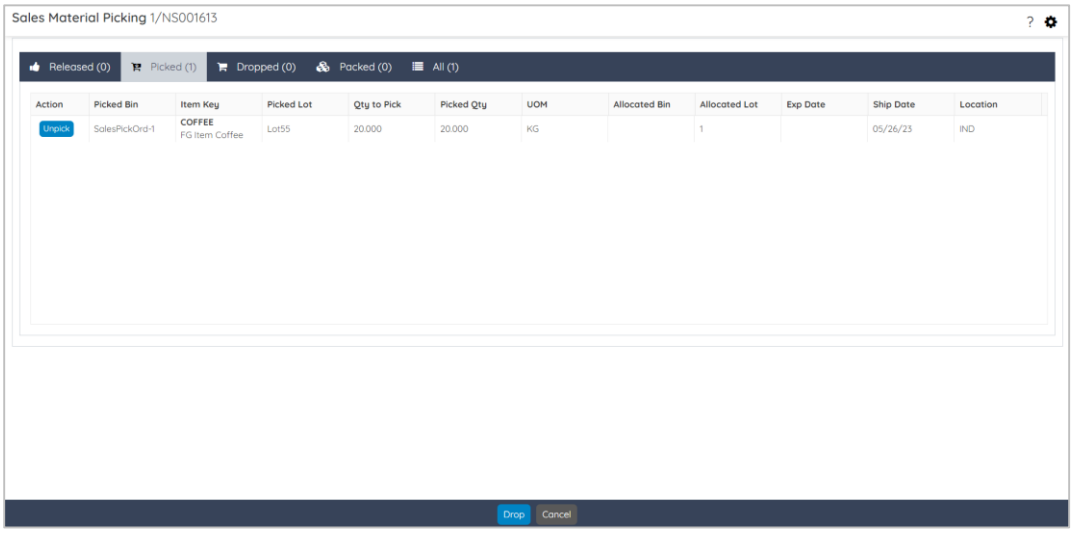


8. Once picked, the system displays a message stating the success of the pick operation. The system defaults the picked item(s) to the *Picked* tab.

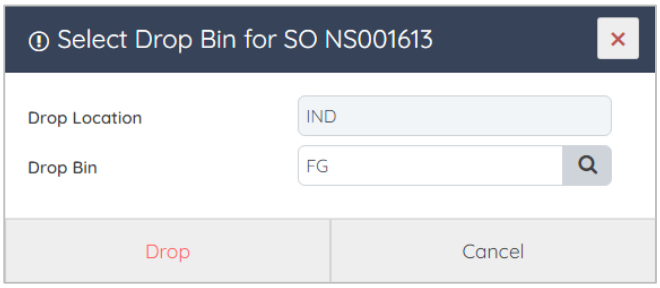


9. Switch to *Picked* tab. The item(s) available under the *Picked* tab are ready to drop at the desired location.

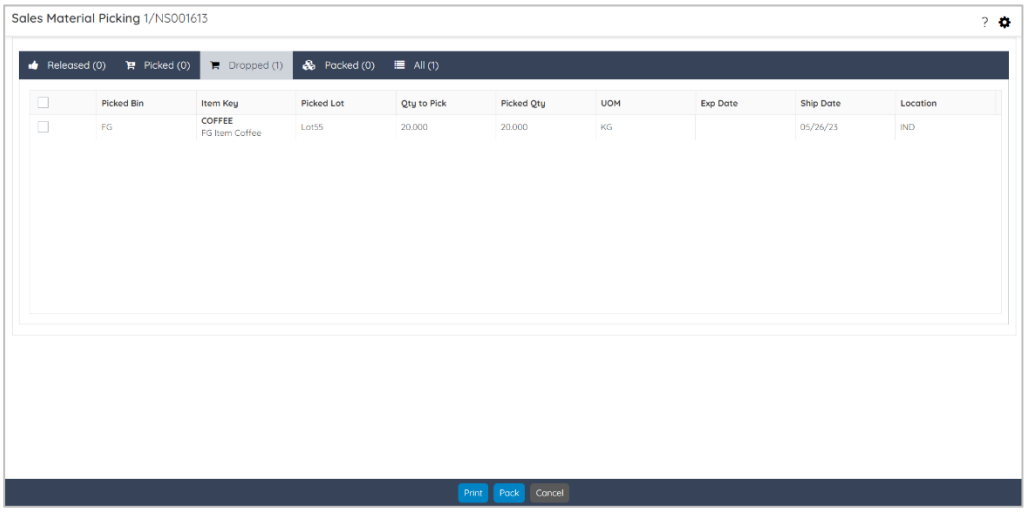
If required, here you can unpick the displayed item(s) by tapping the *Unpick* button available at for the respective item at the *Picked* tab. Unpicked item(s) will revert back to the *Released* tab.



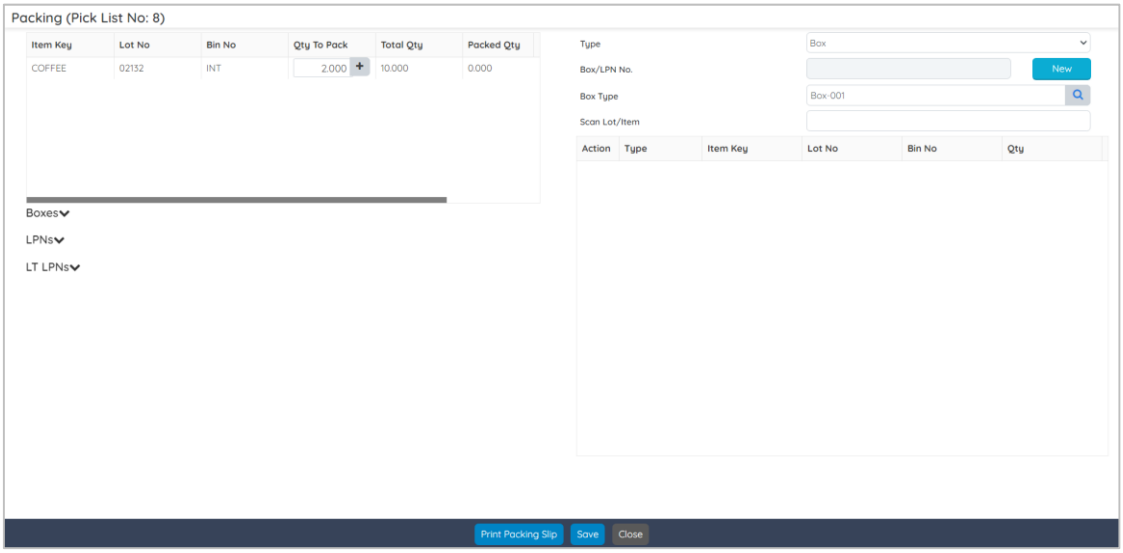
10. To drop the Item(s), tap the *Drop* button. The system defaults the drop location associated stage bin to the popup window. If required, you can change the *Drop Bin*. Tap the *Drop* button at the popup window.



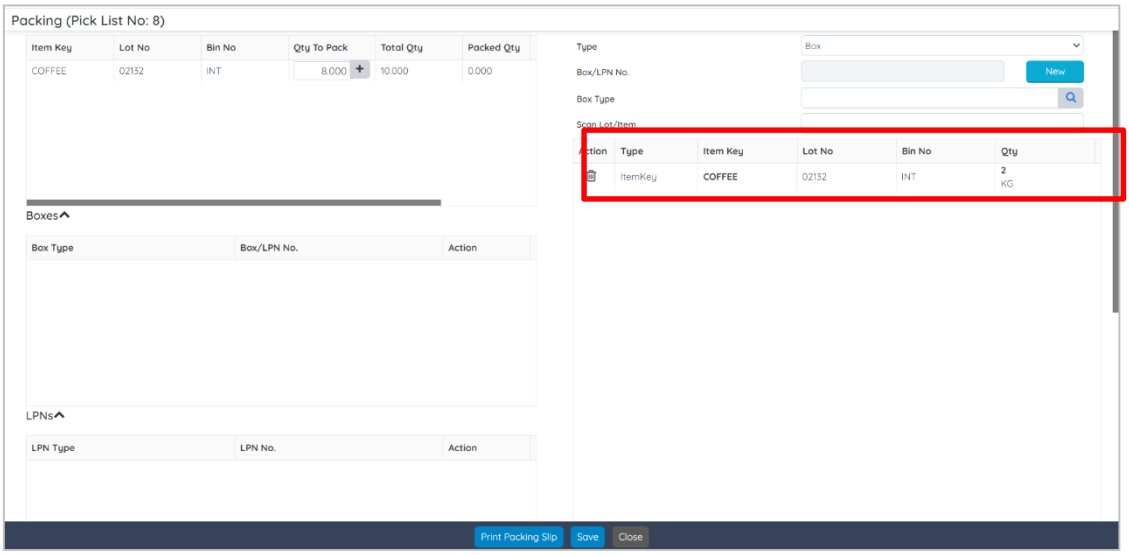
11. Switch to the *Dropped* tab. Once the picked item(s) are dropped, the system displays the dropped item(s) with their respective details at the *Dropped* tab.



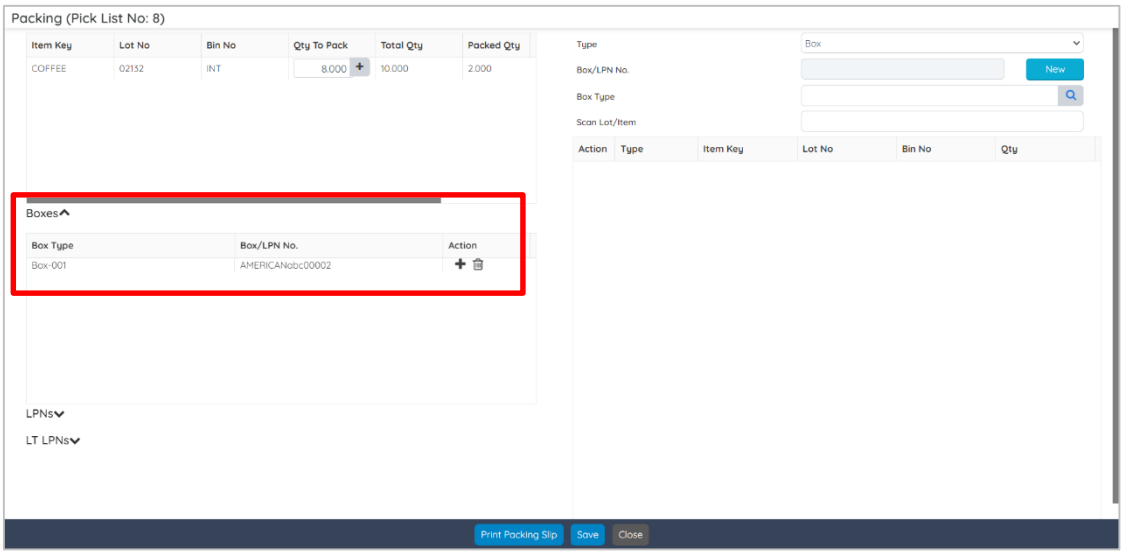
12. Tap the *Pack* button. The system displays *Packing screen* wherein you can select the desired box in which you wish to pack the Item(s) available on the *Dropped* tab. *Packing* screen allows you to manage products in various different packaged forms. This screen allows you to pack the same product in several different forms. The salesperson could sell, separately, one box, a Pallet of boxes or even a larger LPN.



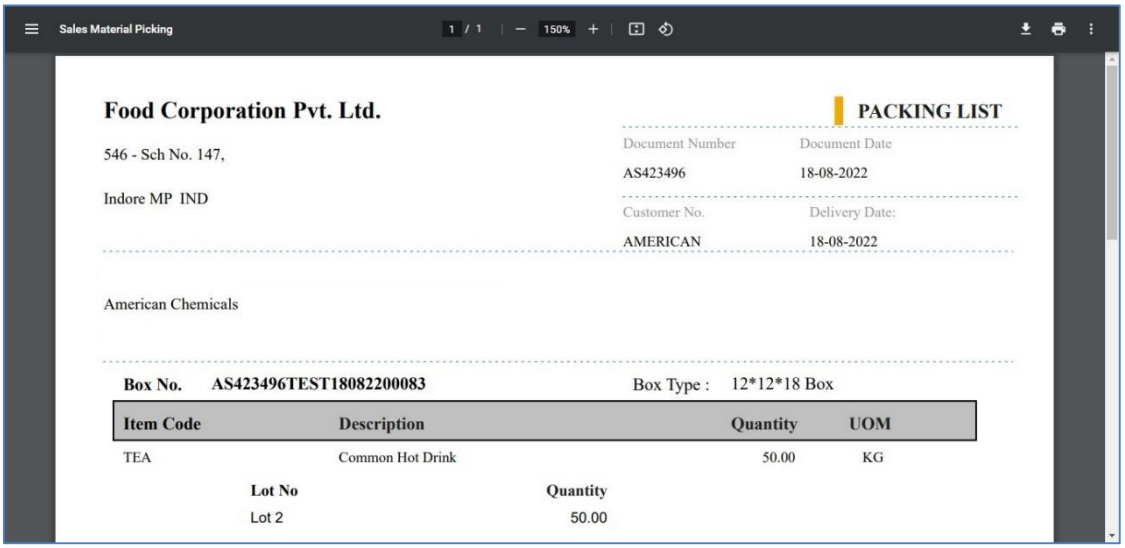
13. In the *Type* field, select *Box* option to pack the item in a box and enter the quantity of the item in the *Qty To Pack* field and tap + button. On clicking + button the system defaults the entered quantity to the right grid fields as shown below:



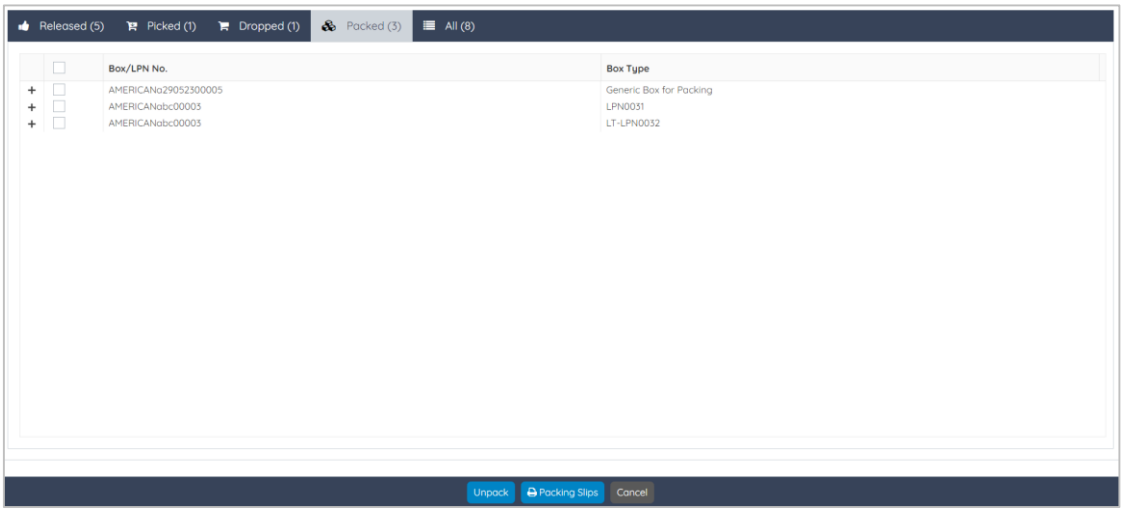
14. Tap the *Save* button. Eventually, the system defaults selected box type under the Box Type section as shown below:



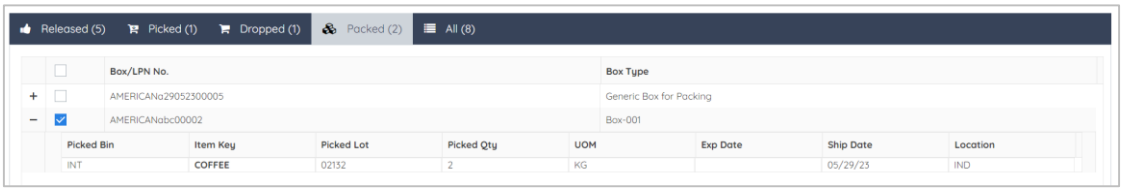
Optionally, here you can print the packing slip(s) by tapping the *Print Packing Slip* button available at the popup window.



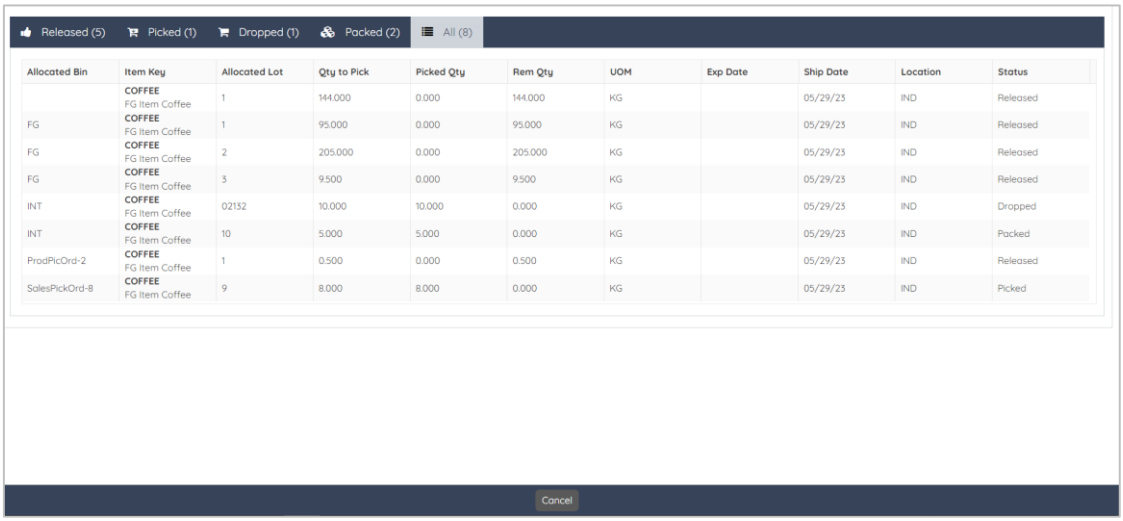
15. Once the desired Items are packed, they are available at the *Packed* tab.



To expand the box details in which the item(s) are packed, tap the + button. The system displays the *Picked Bin, Item Key, Picked Lot, Picked Qty, UOM, Exp Date, Ship Date* and *Location Details* fields respectively.



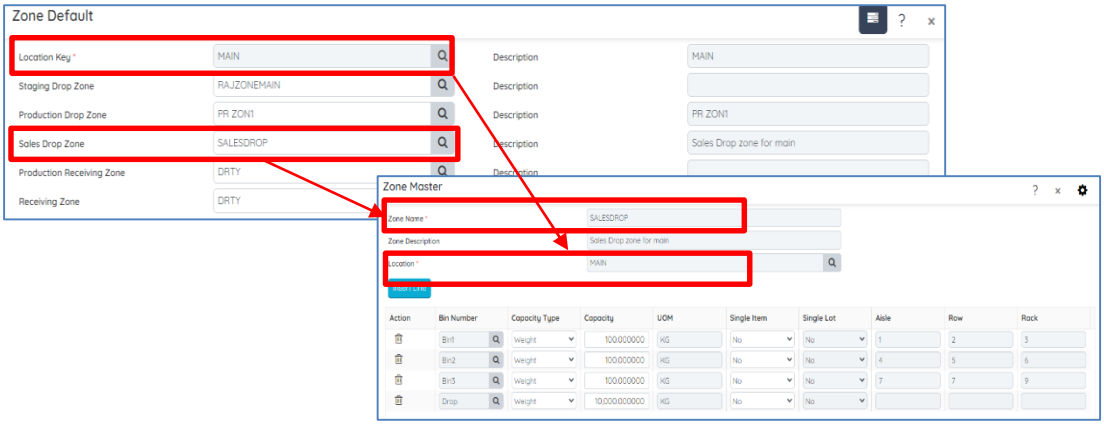
Optionally, to view all status item(s) such as *Released, Picked, Dropped*, and *Packed* in one view, switch to the *All* tab.



6.2.5 Drop Bin Lookup Data Source Example

Say, for example at the *Zone Default* screen (WMS Profile) we have maintained *Location Key* as *MAIN*, and *Sales Drop Zone* as *SALESDROP.*

At the *Zone Master* screen, define 4 bins (*Bin Number*: *Bin1*, *Bin2*, *Bin3*, and *Drop*) for the above same *Zone Name - Location* combination i.e., *Zone Name* as *SALESDROP* and *Location* as *MAIN.*



At the *Sales Material Picking* screen, if you select *Drop Location* as *MAIN*, the *Drop Bin* lookup will obtain the bin(s) as defined at the *Zone Master* screen.

6.3 Shipment

This screen is used to maintain shipments against normal and return sales orders.

Go To: Outbound→ Shipment.

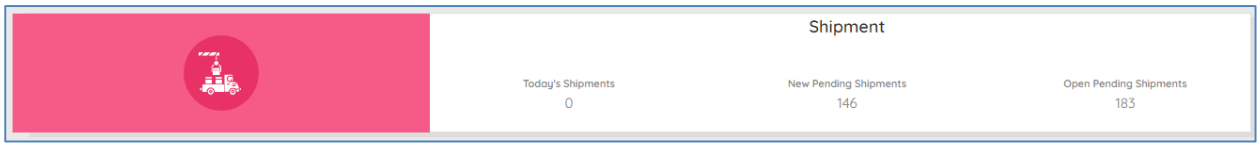
6.3.1 Mandatory Inputs

A sales order should be maintained.

6.3.2 Shipment – Widget

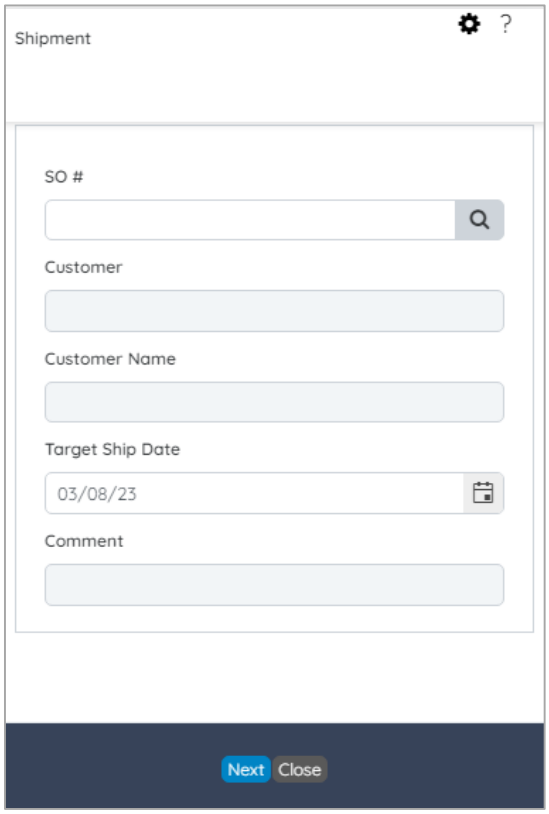
You can view the record count on the *Shipment* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Today's Shipments
- New Pending Shipments
- Open Pending Shipments



6.3.3 Shipment Screen – Add Mode

To process a shipment, tap the *Shipment* option from the main menu. The system displays the *Shipment* Screen.



Screen Fields:

SO#: Enter or select the desired sales order that is to be shipped. This is mandatory field. On selecting a Sales Order, the system defaults its associated details in their respective fields.

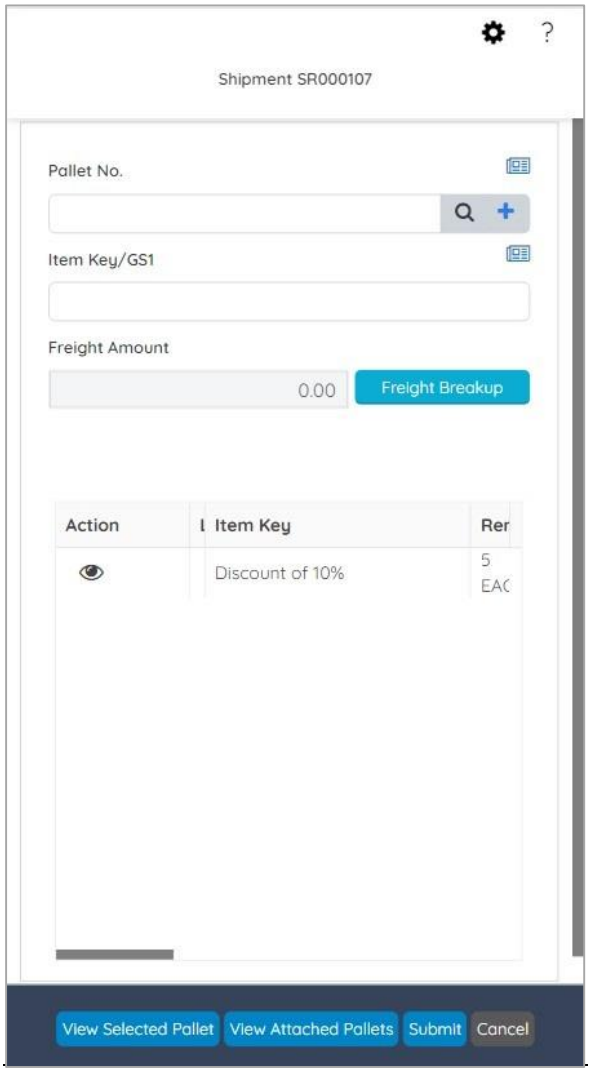
Customer: This field displays the customer key associated with the sales order. The value in this field defaults when you specify the *SO#*.

Customer Name: This field displays the associated name of the customer.

Promise Date: This is the promise date of the sales order that is to be returned.

Comment: This field displays the additional details associated with the above selected *SO#*, if any.

Continued…



Pallet No. : Use this field to specify the pallet number.

In order to view the pallet details tap the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item *Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

In order to view the item details tap the icon ( ) next to the *Item Key* label. The system will display the *Item Location* screen.

Freight Amount: This field specifies the sum of all the freight line(s). The value in this field defaults according to the modified freight distribution on the *Freight Breakups* screen. On tapping the *OK* button, the total freight value as displayed on the *Freight Breakups* screen will be defaulted in this field.

Freight Breakup: Tap this button to view/edit the freight details on the *Freight Breakups* screen.

Shipment Tracking No.: This field specifies tracking number of the shipment.

View Selected Pallet: Tap this button to view the details of the selected pallet.

View Attached Pallets: Tap this button to view the details of the attached pallet.

Line Grid:

Action : Tap this button to view the lot details of the lot selected. Further, in case the item is containerized you can view its details by clicking the *Container* button.

Item Key: Enter or scan the unique identification key of the shipment item.

Rem Qty: This read-only field displays the quantity that remains after the shipment.

Ship Qty: This read-only field displays shipping quantity of the item.

Ord Qty: This read-only field displays the total item ordered quantity.

Qty Processed: This read-only field displays the quantity of item that has been processed.

Ship Date: Displays the ship-date corresponding to the line of the selected sales order. The *Ship Date* field is editable and allows you to ship orders on a date earlier than the system date. The lots will be issued accordingly.

The shipment date you specify should be greater than the order date.

LOC: This read-only field displays the location on which the item is maintained.

6.3.4 Performing Shipment

1. Tap on the *Shipment* option to open the *Shipment* screen.
2. Enter or select the sales order number in the S*O#* field. The system defaults its associated details in their respective fields.

3. Tap *Next* button to move on to the next screen. The system displays the line items on the *Shipment* screen wherein you can:

    a. Enter or scan the desired items using the *Item Key/GS1* field.

    b. Specify the freight amount by taping the *Freight Breakup* button.

    c. Specify the shipment tracking number.

4. Tap the desired item row. The system displays a new screen.

5. Specify the *Pallet No. /Lot #, Bin #* and tap the *Done* button.

6. Tap the *Submit* button. On successfully processing the shipment, the system displays a success message.

7 Pallet

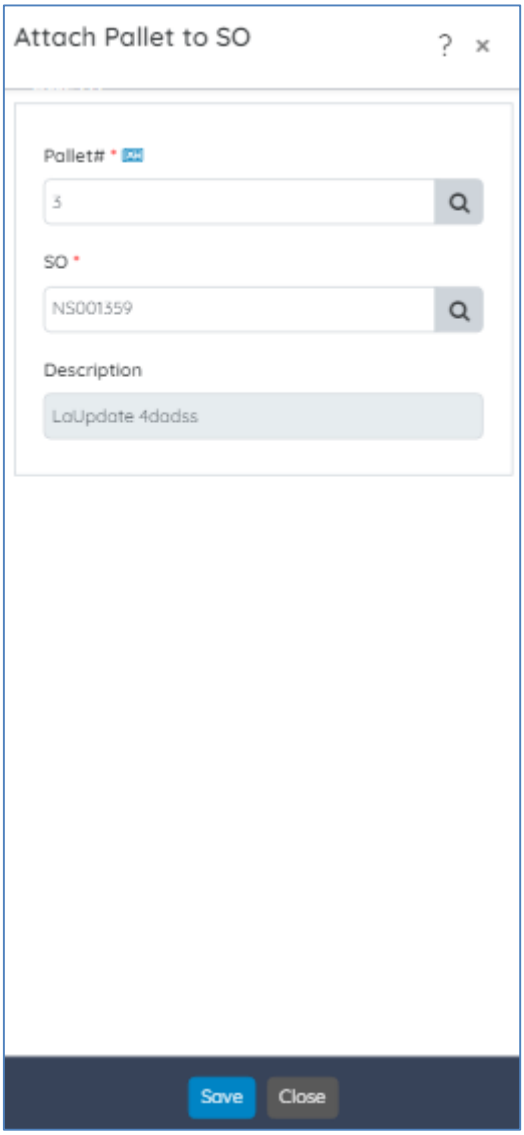
7.1 Attach Pallet to SO

Use this feature to attach sales orders to pallets. Attaching sales orders makes it easier for both you and the system to pick the orders for delivery. This helps to optimize the order pick time so that more sales orders are met in time.

Go To: Pallet → Attach Pallet to SO.

7.1.1 Attach SO to Pallet – Add Mode

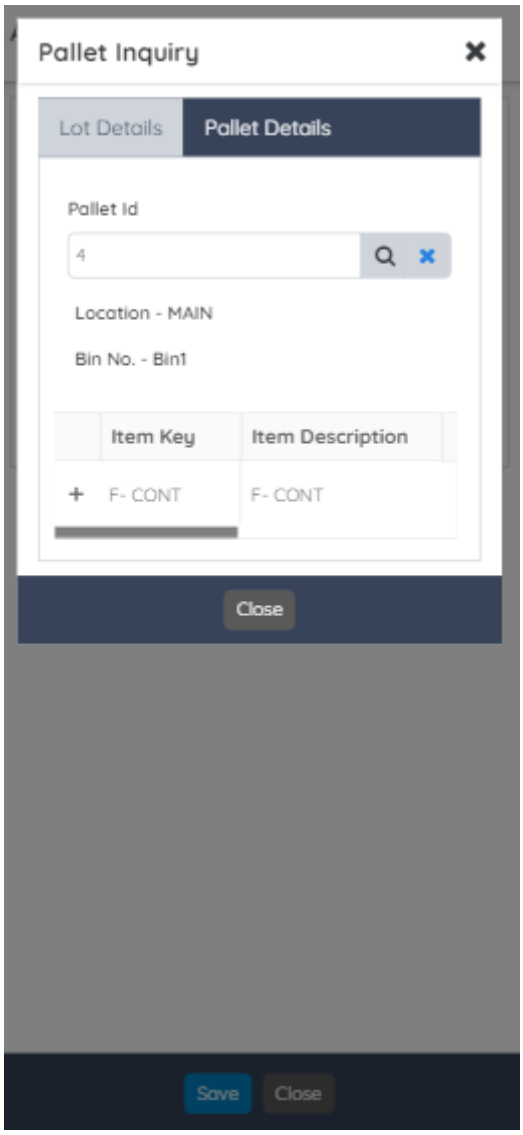
To attach sales orders to pallets, tap the *Attach Pallet to SO* option from the main menu. The system displays *Attach Pallet to SO* screen.



Screen Fields:

Pallet#: This field contains the pallet identifier. Use the lookup to search and select the required pallet.

In order to view the pallet details click the icon ( ) next to the *Pallet#* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.



SO: This field contains the sales order, which will be attached to the pallet. Use the lookup to search and select the required sales order.

Description: This field displays selected sales order number. This is a read-only field.

Save: After the required pallet and sales orders are selected, tap this button to assign a relationship between the two.

7.1.2 Attaching Pallet to SO

1. Tap the *Attach Pallet to SO* option to open the *Attach Pallet to SO* screen.
2. Select the pallet using the lookup.
3. Select the sales order number which needs to be attached to the pallet.

4. Tap the *Save* button to save the record.

5. Alternatively, tap the *Close* button to discard the changes and exit.

7.2 Pallet Master

Many organizations store their products on pallets in the warehouse, and there are some pallet storage methods that allow the warehouse staff to store pallets efficiently. Pallets are used to store, stack, and transport materials while being moved by materials handling equipment such as forklifts or conveyors.

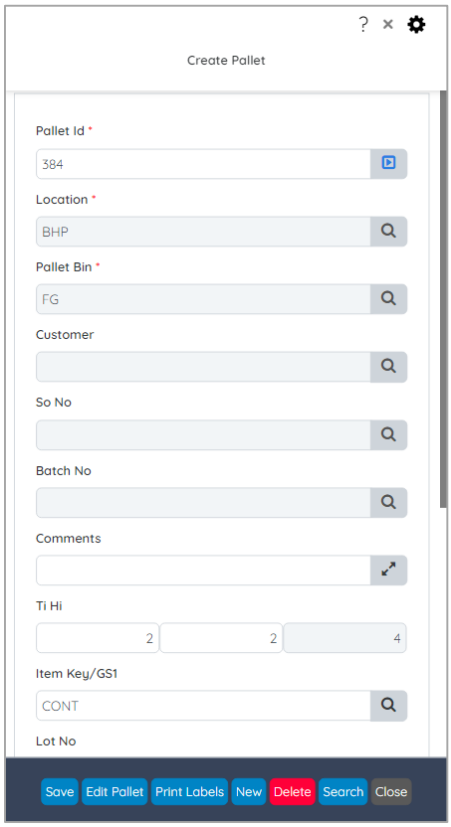
It makes the process of storing and handling palletized or bulky goods faster and more efficient. Significantly, palletization reduces the need for physical labor and manual handling of goods.

In BatchMaster WMS, you can create pallets using this *Create Pallet* screen.

Go To: Pallet → Pallet Master.

7.2.1 Pallet Master – Add Mode

To create a pallet, tap the *Pallet Master* option from the main menu. The system displays the *Create Pallet* Screen.



Screen Fields:

Pallet Id: Use this field to specify the unique identification number for the pallet. This is an editable field that supports alphanumeric characters. The value is auto incremented each time you save a new record, provided you have maintained the last pallet number on the *Pallet Setup* screen.

Location: Use this field to specify the location where you want to store this pallet. You can select the location using the lookup provided next to the field. The lookup will list all the existing locations you choose from.

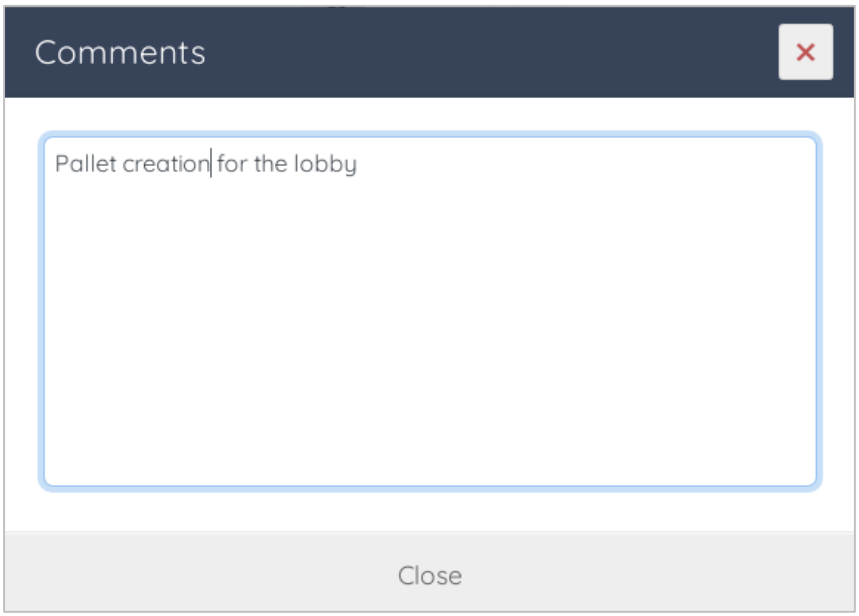
Pallet Bin: Use this field to specify the bin number of the warehouse or the location where you want to store this pallet. You can select the bin using the lookup provided next to the field. The lookup will list all the existing bins you choose from.

Customer: This field is used to specify the customer against which you want to create the pallet.

So No: This field specifies the sales order number against which you want to create the pallet. You can select the sales order using the lookup provided next to the field. The lookup will list all the existing new sales orders for you to choose from.

Batch No: This field is used to specify the production batch number against which you want to create the pallet. The produced material will be placed or packed on this created pallet.

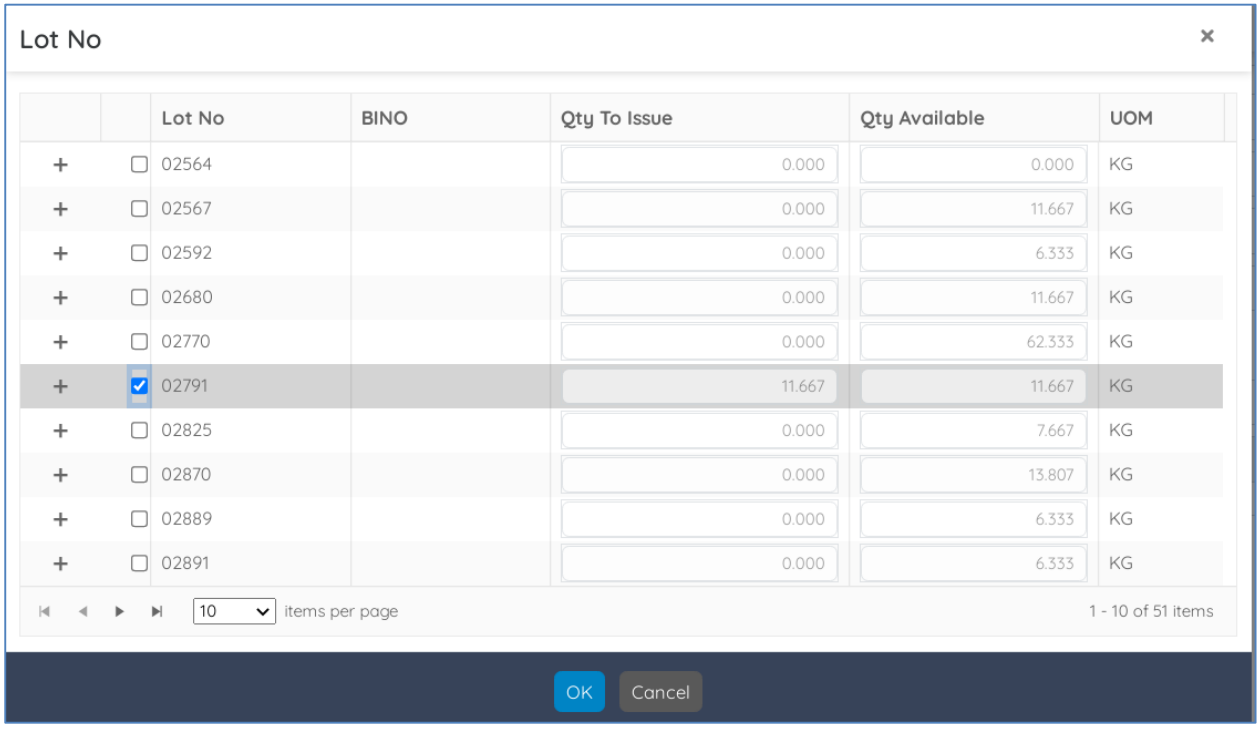
Comments: This field is a free form text field where you can type in any pallet related information. The system will open a window wherein you can type the text. Closing the window will copy the typed information in the field.



Ti Hi: This field is used to specify two values as the TI and the HI. TI represents the number of boxes/cartons stored on a layer, or tier, and HI is the number of layers high that would be stacked on the pallet.

Item Key/GS1: Enter/scan the unique identification key of the item. In the Item *Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Lot No: This field is used to specify the lot number of the selected inventory item. You can select the lot number of the inventory item using the lookup provided next to the field. The lookup will list all the existing lots of the item for you to choose from.



Once selected the system display a confirmation message as Lot added.

Bin No.: This field is used to specify the bin number of the selected inventory items lot. You can select the bin number of the inventory items lot using the lookup provided next to the field. The lookup will list all the existing bins of the lot for you to choose from.

Quantity: This field is used to specify the quantity that you want to store in the pallet.

UOM: This field is used to specify the stock unit of measurement for the selected item.

7.2.2 Creating a Pallet

1. Tap the *Pallet Master* option from the main menu. The system displays *Pallet Master* Screen.
2. Enter the Pallet Id in the *Pallet ID* field. You can auto generate the pallet id tapping the generate pallet  button adjacent to the field.
3. Enter the *Location, Pallet Bin, Customer, SO No., Batch No., Comments, TI-HI, Item Key/GS1, Lot No, Bin No., Quantity* and *UOM* in its respective fields.
4. Tap the *Save* button to save the record.

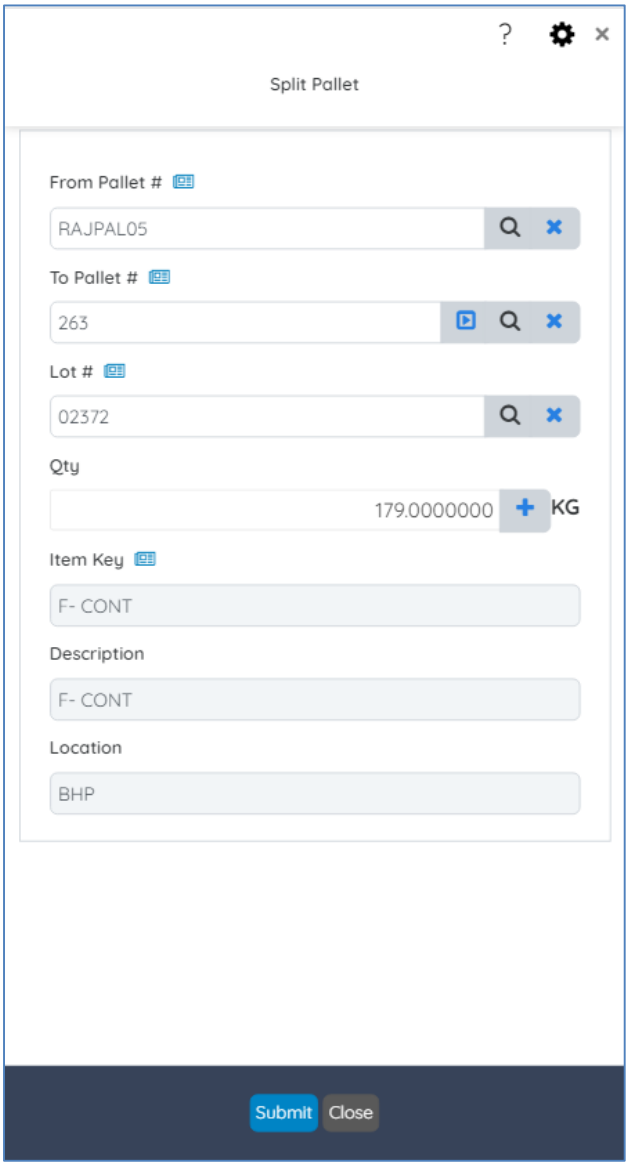
7.3 Split Pallet

Use this screen if you need to split pallet quantity and move required quantity from the source pallet to the target pallet.

Go To: Pallet → Split Pallet.

7.3.1 Split Pallet – Add Mode

To split pallet quantity, tap the *Split Pallet* option from the main menu. The system displays *Split Pallet* screen.



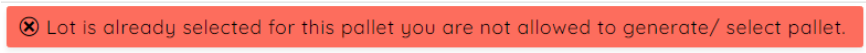
Screen Fields:

From Pallet #: Enter the source pallet (to be split.)

In order to view the pallet details click the icon ( ) next to the *From Pallet #* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

To Pallet #: Enter the target LPN (where the split quantity will go.)

If a lot is already selected in the *Lot #* field, the system restricts you from selecting or generating a pallet in this field and displays a warning message as shown below:



In order to view the pallet details click the icon ( ) next to the *To Pallet #* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot#: Select or enter the lot number associated with the pallet.

In order to view the lot details click the icon ( ) next to the *Lot #* label. The system will display the *Lot Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Qty: This field defaults to the available quantity in the pallet. To specify the quantity to be split from the source pallet and sent to the target pallet, tap the button to specify the containers and quantity to issue and split quantity in the *Container*, and *Split Container* screens.

Item Key: Displays the item code based on the selected lot number.

In order to view the Item Location details click the icon ( ) next to the *Item Key* field. The system will display the *Item Location* screen along with their respective details. This is a read-only screen.

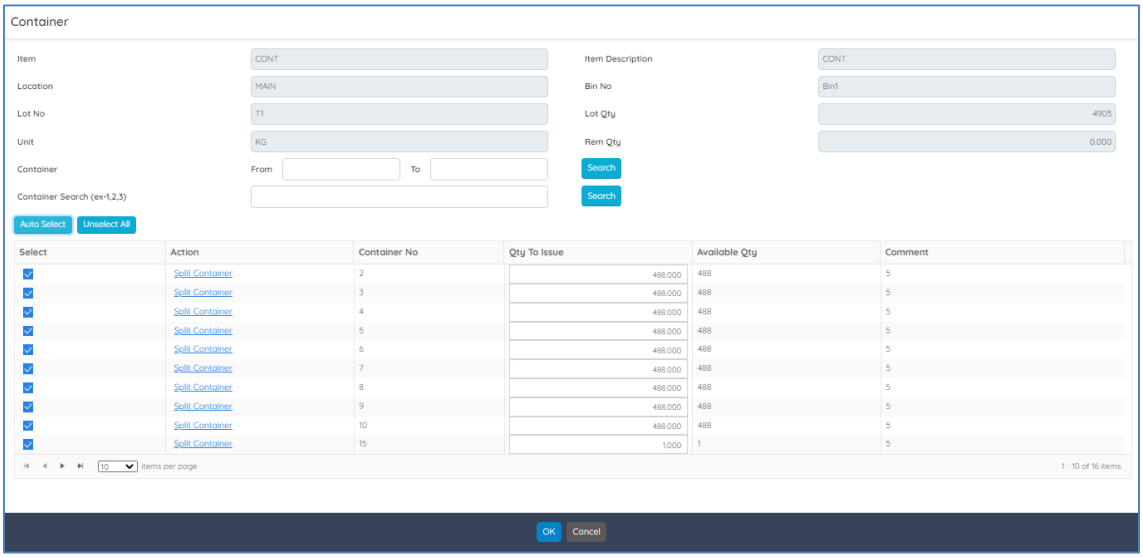
Description: Displays the description associated with the Item.

Location: Displays the location associated with the Item.

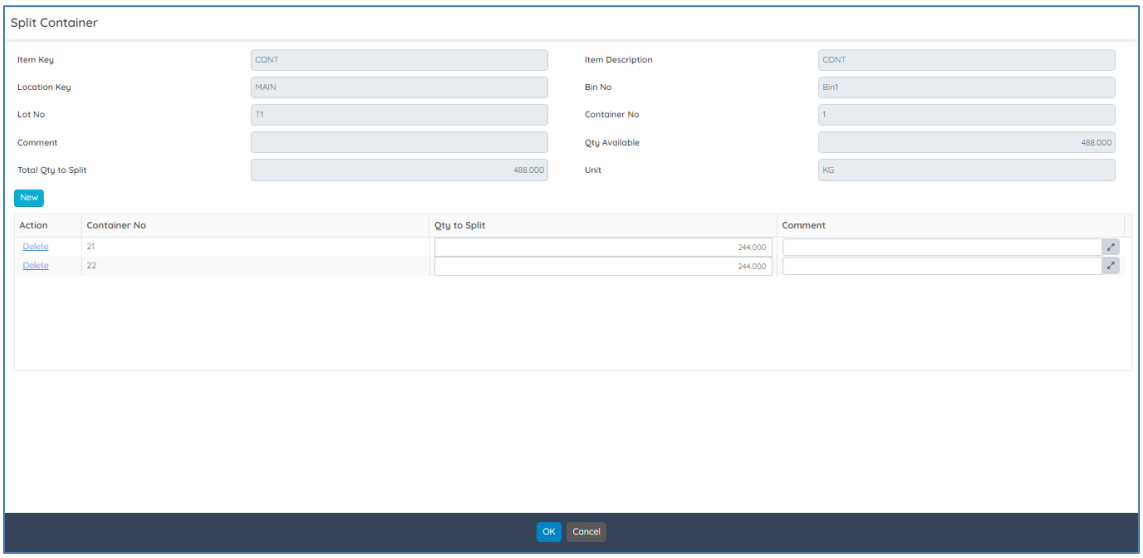
Submit: Tap this button to split the pallet.

7.3.2 Splitting Pallet(s)

1. Tap the *Split Pallet* option to open the *Split Pallet* screen.
2. Select the pallet range using the *From Pallet #* and *To Pallet#* lookup.
3. Select the lot number using the *Lot #* lookup.
4. Tap the button to open the *Container* screen. Mark the required grid lines and enter the *Qty To Issue* in their respective fields.



5. Tap the *Ok* button. The system displays *Split Container* screen. Enter the *Qty to Split*. The system validates the entered quantity as a sum of all the *Qty to Split* fields before proceeding further.



6. Tap the *OK* button. The system displays *Split Pallet* screen with the defaulted quantity.

7. Tap the *Submit* button or alternatively, tap the *Close* button to discard the changes and exit from the screen.

8 Production

8.1 RM Weighing

The *RM Weighing* Screen lets you weigh batch formula items via a weighing scale to carry out the production activities.

The *RM Weighing* Screen also supports scale integration. A weighing scale is a device that can be integrated with the BatchMaster Web to measure an item's actual weight with accuracy. The measured formula item’s weight via the weighing scale acts as an input to the system for precise and accurate result calculations.

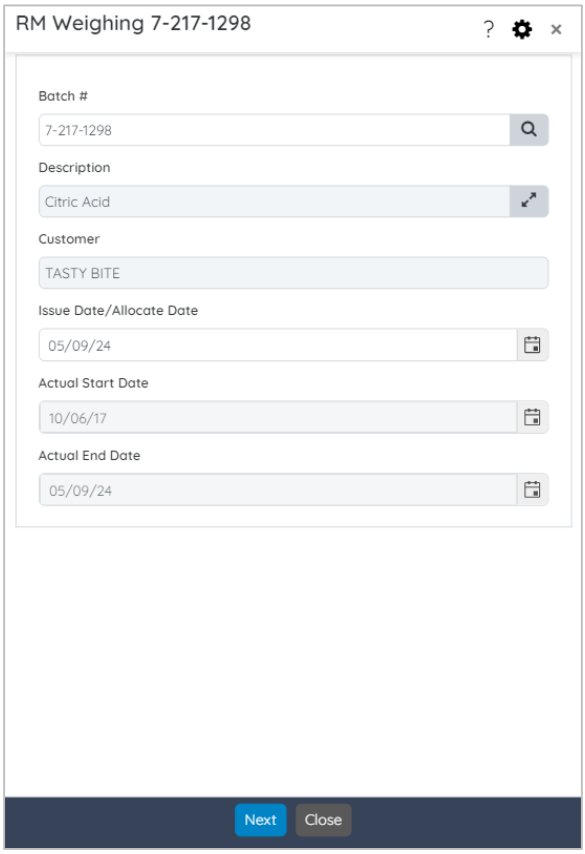
Go To: Production → RM Weighing.

8.1.1 Prerequisite

If scale integration is implemented, then at the *Item Master* Screen of BatchMaster WEB (with Normal Profile) you should define the *Weighing Upper Tolerance (%)* and *Weighing Lower Tolerance (%)* fields values.

8.1.2 RM Weighing – Add Mode

To perform weighing of raw materials for production activities, tap the *RM Weighing* option from the main menu. The system displays *RM Weighing* screen.



Batch #: Use this field to search and select the batch number whose formula items you want to weigh. It can be entered manually or using the lookup next to the *Batch #* field.

Description: Displays the description associated with the selected batch. The value in this field defaults when you select a batch number. This is a read-only field.

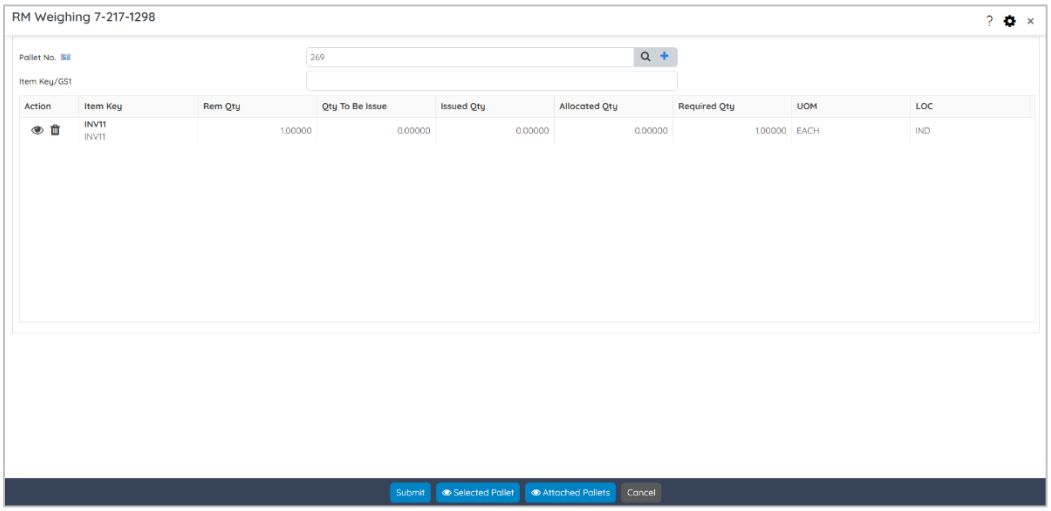
Customer: Displays the name of the customer associated with the selected batch. The value in this field defaults when you select a batch number. This is a read-only field.

Issue Date/Allocate Date: This is the date on which allocate or issue operation took place last time in the selected batch. This is an editable field.

Actual Start Date: This is the date when the production of the selected batch will actually start. This is a read-only field. The value in this field defaults when you select a batch number.

Actual End Date: This is the date on which the selected batch will actually be closed. This is a read-only field. The value in this field defaults when you select a batch number.

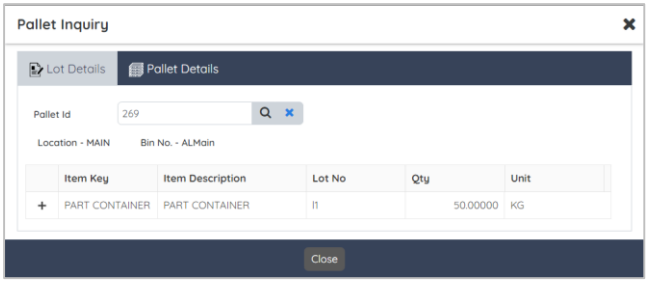
Continued…



Screen Fields:

Pallet No: If required, use this field to specify the pallet number.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system displays the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.



Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster Web Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Grid Fields

Action : Tap this button to view the lot details. This is a read-only screen that displays the various associated lot details.

Delete **:** Click this button to delete a row from the grid.

Rem Qty: This is the remaining quantity of the item.

Qty To Be Issue: This is the required item quantity that is to be issued to accomplish the production batch.

Issued Qty: This is the quantity of this end item actually produced upon closing the batch. This is a read-only field.

Allocated Qty: This is the allocated quantity of this end item. This is a read-only field.

Required Qty: This is the ordered quantity of the item.

UOM: This is the unit in which the item is measured.

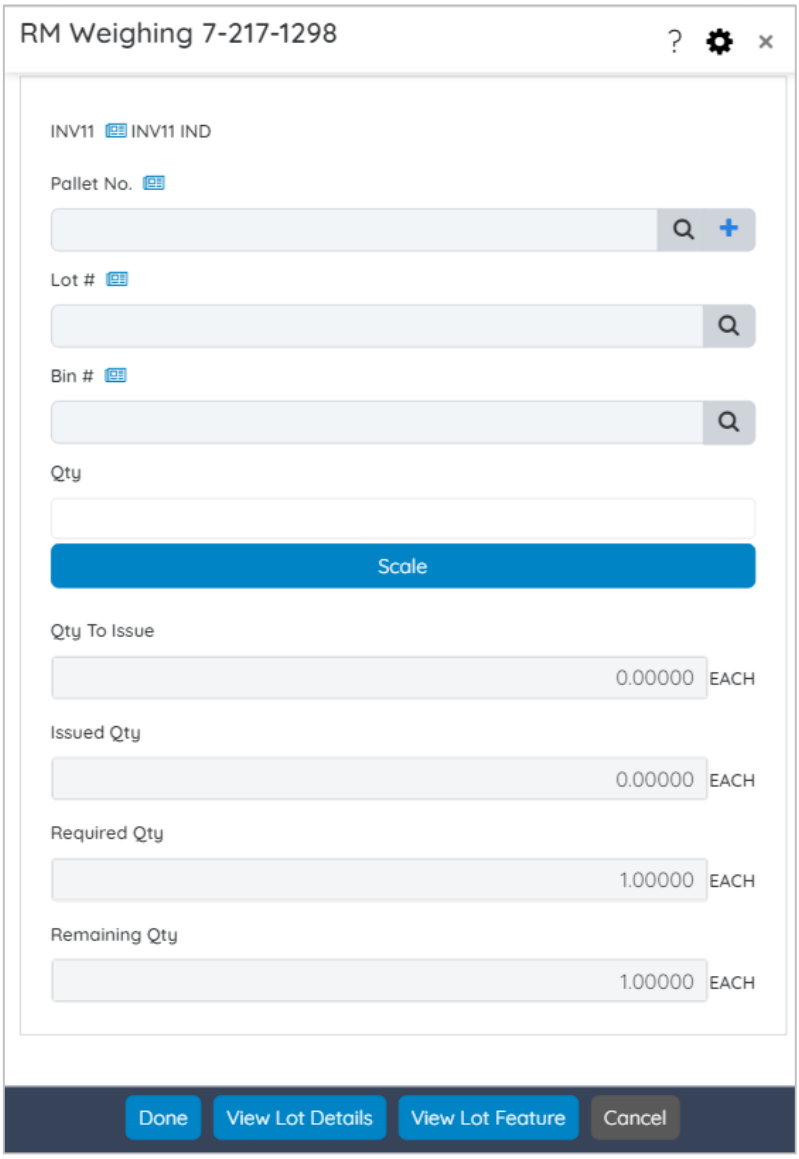
LOC: This read-only field displays the location where the item is maintained.

Selected Pallet: Tap this button to view the details of the selected pallet, if the item is palletized.

Attached Pallets: Tap this button to view the attached pallet(s) with the item.

Submit: Tap this button to process RM Weighing.

RM Weighing Screen (Cont.)…



Pallet No.: If required, use this field to specify the pallet number.

In order to view the pallet details tap the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot #: Enter or select the lot number of the item.

In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the associated details.

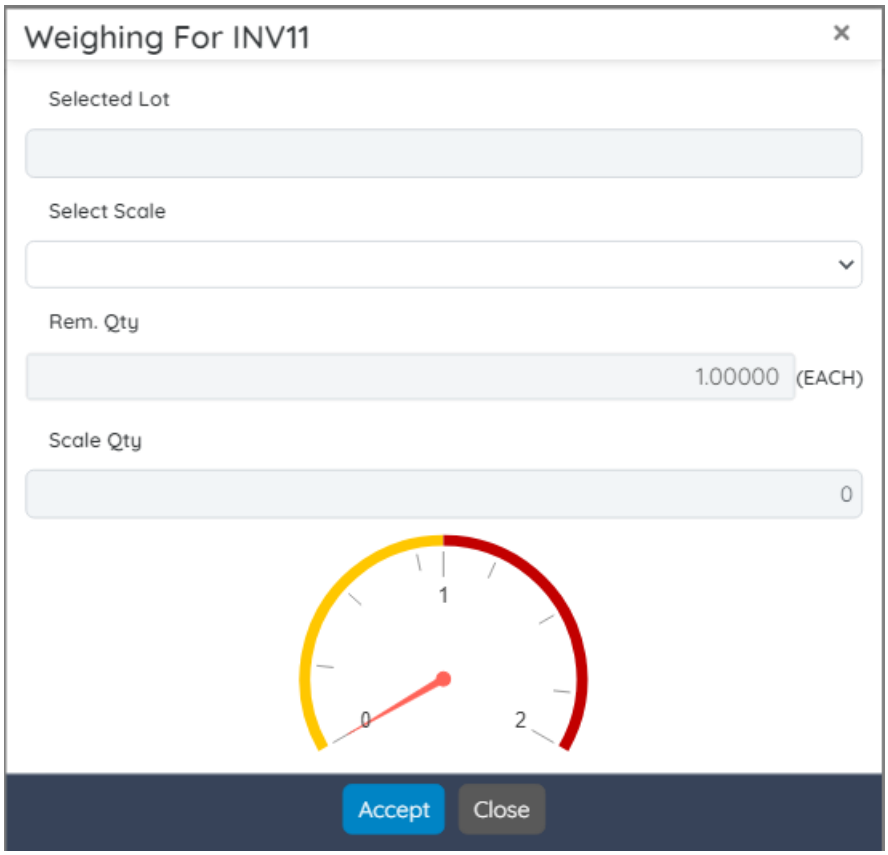
Bin #: Specifies the bin number associated with the selected lot number.

In order to view the bin details tap the icon ( ) next to the Bin# label. The system will display the Bin Inquiry screen along with the lot and container details, if any. The Bin Inquiry is a read-only screen.

Qty: Enter the Item's quantity for RM Weighing.

Scale: In case, weighing scale is integrated with BatchMaster Web for weighing the materials, then depending upon the specified lower/upper tolerance percentage of material at *Item Master* screen - *Stocking Description* tab.

The system will fetch item's weight in the *Scale Qty* field via the selected weighing scale. This fetched value acts as an input to the system for precise and accurate measurement.



Weighing Popup Window:

Selected Lot: This field displays the selected item's lot whose quantity is yet to be weighed.

Select Scale: Use this field to select the maintained weighing scale. The dropdown here obtains all the active Scale ID records maintained via the *Scale Master* screen (Normal Profile – Under *Common Data* module).

Rem. Qty: This field displays item's available remaining quantity.

Scale Qty: In case, if scale integration is implemented, this field fetch the measured item weight as per the selected Scale ID in the above *Select Scale* field.

Before tapping the *Scale* button, it is mandatory to specify a lot. Otherwise, the system displays a warning message as shown below:

View measured weight along with the calibration details and color coding for the Under/Acceptable/Above weighing range. The measured weight reading acts as an input to the system for further calculation. To know more about the displayed acceptable tolerance limit for the weighing calculation, refer *Calculation of Acceptable Tolerance Limit of Weighing Graph* section.

Accept: Tap this button to accept the weighing scale calculation.

Close: Tap this button to close the popup window.

Qty To Issue: Displays the transaction quantity of the item.

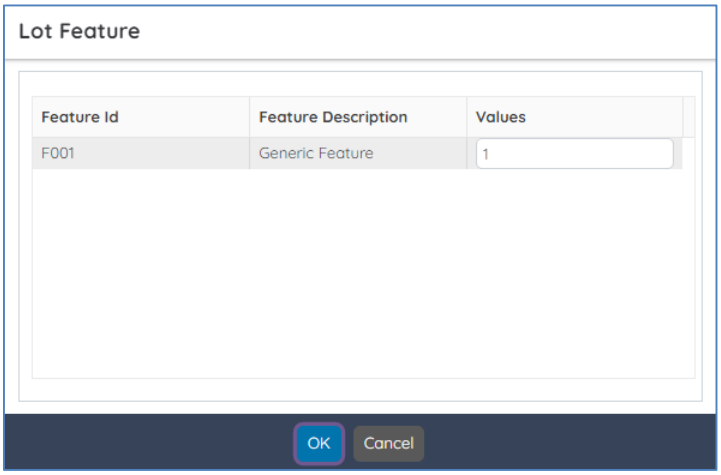
Issued Qty: This field displays the issued item quantity.

Required Qty: This is the ordered quantity of the item.

Rem Qty: This field displays the quantity of the item yet to be weighed.

View Lot Details: Tap this button to view the Item lot details, if associated.

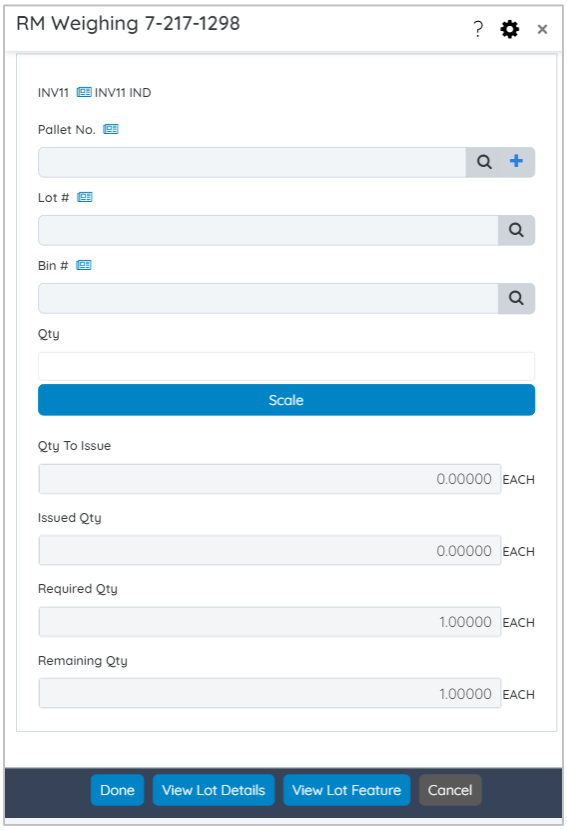
View Lot Feature: Tap this button to view the lot feature associated with the batch item's lot.



Cancel: Tap this button to close the *RM Weighing* screen.

8.1.3 Performing RM Weighing

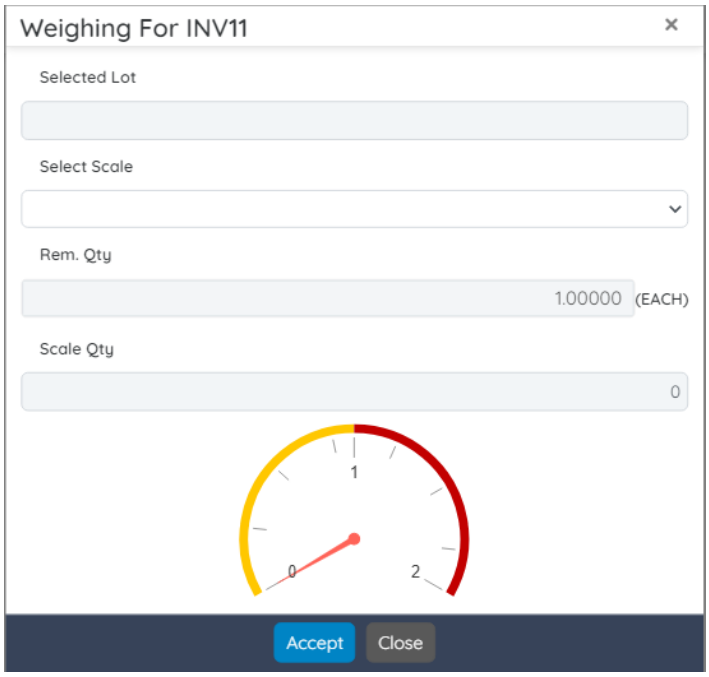
1. Tap on the *RM Weighing* option to open the *RM Weighing* screen.
2. Enter or select the batch number in the *Batch #* field. The system defaults the associated details in their respective fields.
3. If required, then change the *Issue Date/Allocate Date*.
4. Tap *Next* button to move on to the item selection screen, wherein you can:
    a. Specify the Pallet No using the lookup option.
    b. Enter or scan the desired formula items belongs to the selected batch using the *Item Key/GS1* field.
5. Tap the desired item row in which the sufficient quantity is remaining. The system displays item selection screen as shown below:



6. Specify the *Lot#* of the selected item that is to be weighed. The lookup attached to the field will show the available lots for the selected item. On selecting a lot, the system defaults its associated details in their respective fields.

7. If required, specify the *Pallet No.,* and *Bin #*.

    - If scaling is implemented, then tap the *Scale* button. The system displays the following popup window:



- In the *Select Scale* field, select the applicable Scale ID and tap the *Accept* button.

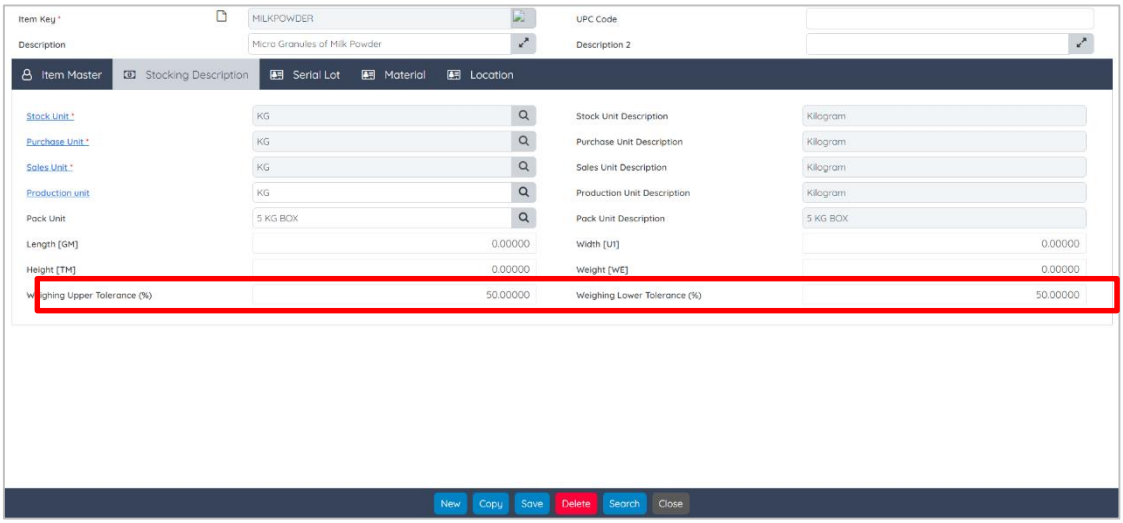
8. Tap the *Done* button.

9. Tap the *Submit* button. Eventually, the system displays a success message.

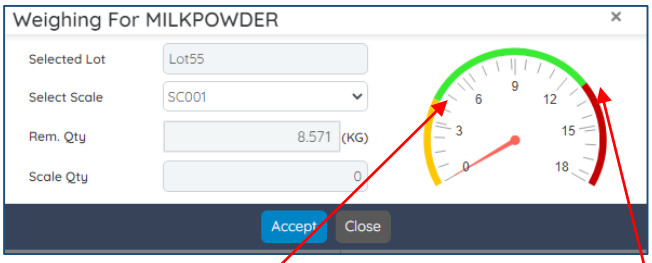
8.1.4 Calculation of Acceptable Tolerance Limit of Weighing Graph

The *RM Weighing* screen (WMS profile) displays a weighing graph when you tap the *Scale* button. The graph displays an acceptable tolerance limit with green color as per the weighing tolerance range you specify on the *Item Master* screen. The graph acceptable tolerance limit calculation is shown below:

Specify the weighing tolerance range at the *Item Master* screen - *Stocking Description* tab (Normal profile).



Open the *RM Weighing* screen, select the desired item, and tap the *Next* button. Now tap the desired item row. The system displays lot selection screen. After specifying the *Lot No* and *Quantity* field, tap the *Scale* button. The system displays a weighing graph popup window as shown below:



The lower weighing tolerance starts from **4.2855** (i.e., 8.571-4.2855) to **12.8565** (i.e., 8.571+4.2855).

Item	Specified Weighing Lower Tolerance (In %)	Specified Weighing Upper Tolerance(In %)	Rem Qty In KG
MILKPOWDER	50%	50%	8.571
	50% of 8.571 KG = 4.2855 KG	50% of 8.571 KG = 4.2855 KG	

Calculation of Weighing Graph Display Range

Required Item Quantity = 8.571

Round Off |Required Quantity| = |8.571|= 9

Calculated Round Off Quantity x 2 = 18

Color Label	Weighing Tolerance
	Below Acceptable Range
	Acceptable Range
	Above Accepatable Range

The system automatically adjust the weighing graph range starting from 0 to 18. The calibration range is the capability of a measuring device (i.e., scale ID) to measure the data within the proper data range.

8.2 EBT (Electronic Batch Ticket)

BatchMaster offers a robust mobile solution compatible with BatchMaster WEB (Normal Profile) that allows you to process the EBT. Widen the scope of the production process with enhanced flexibility to process the production order created via the BatchMaster WEB (Normal Profile). The system provides an interface to process batch issues directly from the production process using the Table PC or I-PAD. Use the *EBT* screen to issue raw materials from a production batch, post the finished goods item back to inventory, and record labor time.

EBT screen also supports scale integration. A weighing scale is a device that can be integrated with the BatchMaster WEB to measure an item's actual weight with accuracy. The measured item weight via the weighing scale acts as an input to the system for precise and accurate result calculations.

Go To: Production → EBT.

8.2.1 Prerequisites

- To process a batch using the *Electronic Batch Ticket* (EBT) screen, a batch must be created via the *Batch Entry* screen with *Released* status - BatchMaster WEB (Normal Profile).
- At the *Item Master* screen under the BatchMaster WEB (Normal Profile):
    - *Weighing Upper Tolerance (%)* and *Weighing Lower Tolerance (%)* fields must be defined under the *Stocking Description* tab if scale integration is implemented.
    - The *Lot Sizing Method* must be set as *L – Lot For Lot* at the *Material* tab for the respective batch item.
- A labor key must be attached with the respective batch in BatchMaster WEB (Normal Profile), if required.

8.2.2 EBT – Widget

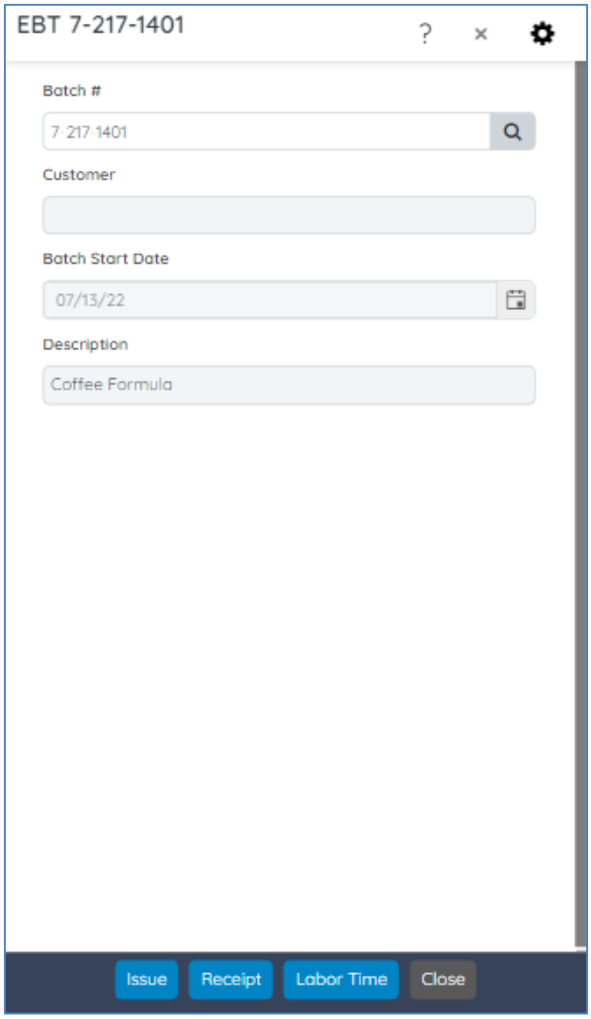
You can view the record count on the *EBT* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Released
- Allocated

- Partially Close

8.2.3 EBT Screen – Add Mode

Using the EBT batch selection screen, you can specify a batch on which different activities need to be performed such as issuing raw materials for production, performing finished goods receipt, or specifying labor time entry. From this screen, you can navigate to *EBT : Material Issue/FG Receipt/Labor Time* screens by tapping the respective button.



EBT Screen Fields:

Batch #: Use this field to search and select the batch number from which you want to issue raw materials/ perform FG Receipt/record the time for the labor resource spent working on a batch. It can be entered manually or using the lookup next to the *Batch #* field.

Customer: Displays the name of the customer if associated with a batch. The value in this field defaults when you select a batch in the *Batch #* field. This is a read-only field.

Batch Start Date: This is the date on which the production of this batch is scheduled to start. The value in this field defaults when you select a batch in the *Batch #* field. This is a read-only field.

Description: Displays the description associated with the selected batch. The value in this field defaults when you select a batch in the *Batch #* field. This is a read-only field.

Issue: Tap this button to open the *EBT: Material Issue* screen.

Receipt: Tap this button to open the *EBT: FG Receipt* screen.

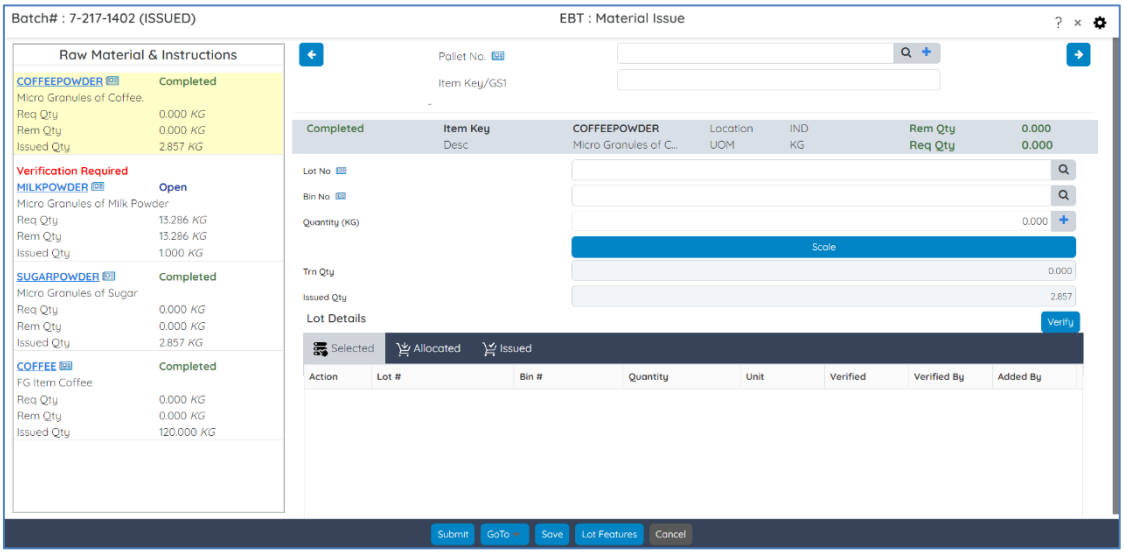
Labor Time: Tap this button to open the *EBT: Labor Time* screen.

Close: Tap this button to close the *EBT* screen.

8.2.3.1 EBT: Material Issue Screen

Using the *EBT: Material Issue* screen you can:

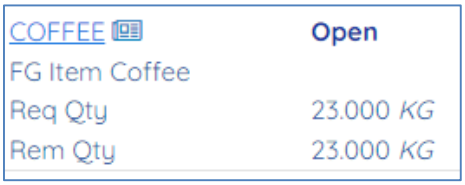
- Process material issue for the selected batch.
- View Item/Lot/Bin/Pallet/Boilerplate/Text/Lot Feature details.
- Verify the items / Boilerplate whose verification is pending.
- Specify inspection plan test results if the *Inspection* type of boilerplate is associated with the batch/formula.
- Perform checks for the inserted checklist, if the *checklist* type of boilerplate is associated with the batch/formula.
- Enter the value for the instructions that requires user input at run time , if the *Require User Input* type of boilerplate is associated with the batch/formula.
- Navigate to the desired Item by tapping the navigation buttons  .
- View Selected/Allocated/Issued Lot details.
- Directly navigate to the *EBT : FG Receipt* / *EBT : Labor Time* screen.



Left Pane:

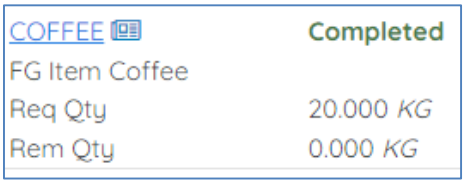
The left pane shows the Item(s) which need to be issued. Materials which are needed to be issued appear with their item description, required quantity, remaining quantity, and issued quantity below each item label. Also, in the left pane, any *Boilerplate Instruction* associated with the formula/batch is displayed to check/follow instructions during the material issue. In order to view the Item details, tap the icon ( ) next to the Item label. Eventually, the system displays the *Item Inquiry* screen along with their respective details. This is a read-only screen. The pending verification item(s) appear in red color with the *Verification Required* label above each displayed Item. Once an item is verified by the authorized BatchMaster WEB user, the *Verification Required* label disappears. A user (any user other than the doer) will be able to verify the item(s). The various Item statuses that appear next to the icon ( ) are:

- **Open**: If *Req Qty* (Required Quantity) = *Rem Qty* (Remaining Quantity), the system displays the Item status as *Open*.

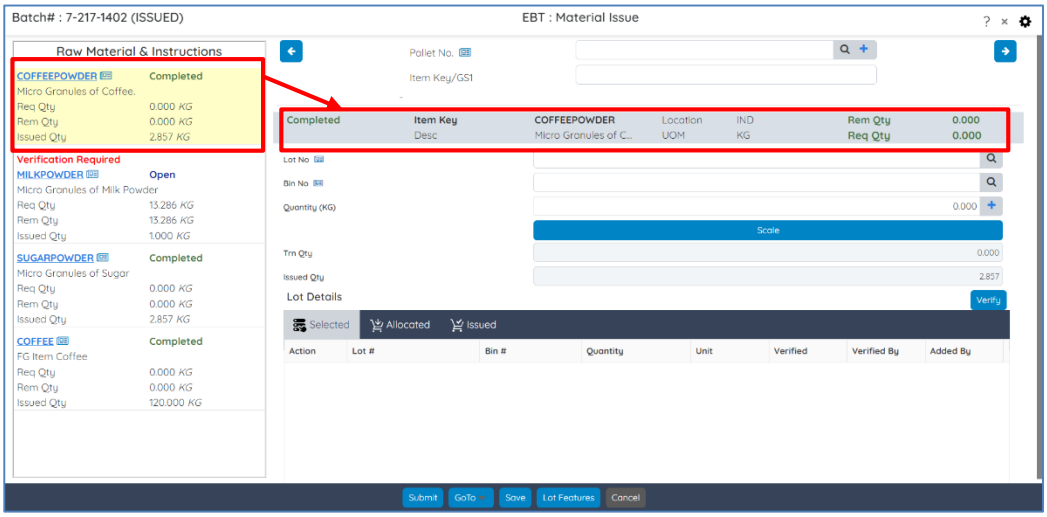


- **Part Completed:** If *Req Qty* (Required Quantity) > *Rem Qty* (Remaining Quantity), the system displays the Item status as *Part Completed*.

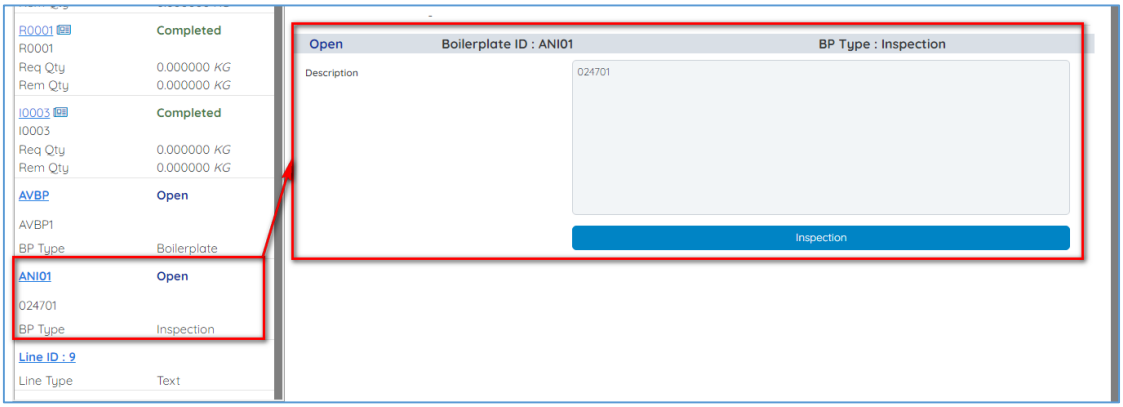
- **Completed**: If *Rem Qty* (Remaining Quantity)=0, the system displays the Item status as *Completed*.



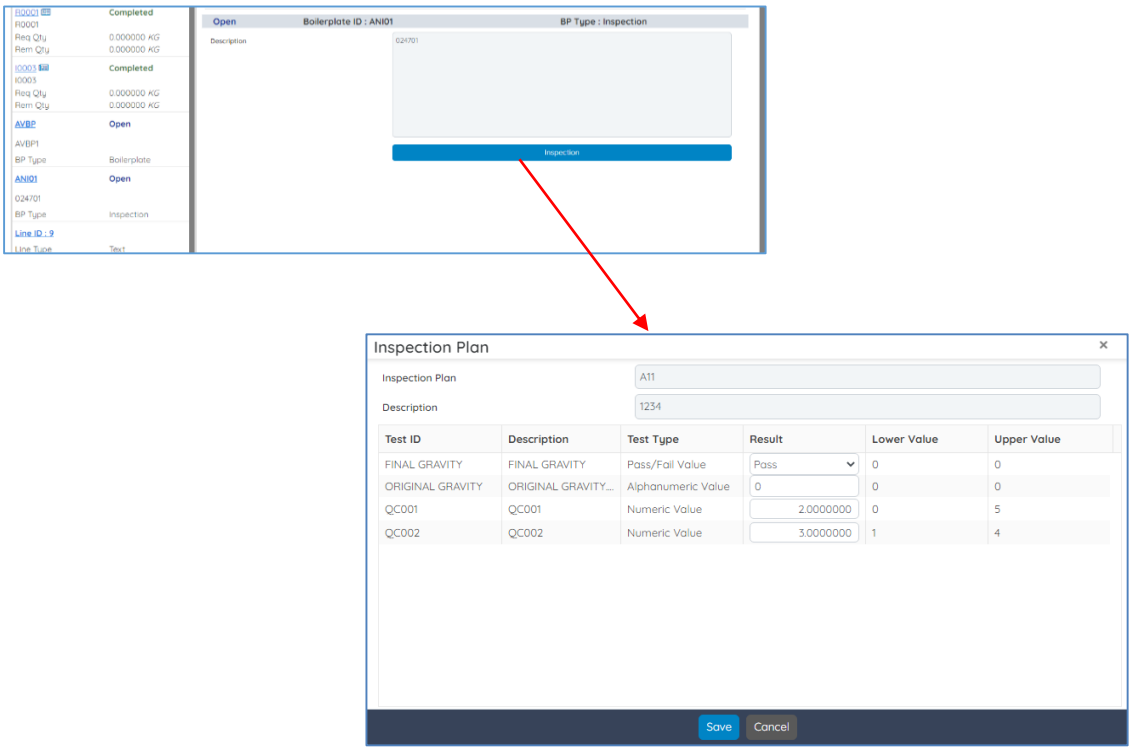
By default, the first batch item details are displayed in the right pane. Tapping the respective *Item, Boilerplate ID, or Line ID* hyperlink in the left pane displays its associated details in the right pane as shown below:



In BatchMaster WEB, you can define different types of Manufacturing Instructions such as *Boilerplate, Check List, Inspection, and Requires User Input* via the *Boilerplate Instruction* screen (Normal Profile) and attach them to a formula/batch. At the time of performing the EBT Issue, the batch line attached boilerplates are displayed within the left pane. Tap the respective boilerplate in the left pane to view its details.



If the *Inspection Type* boilerplate is selected in the left pane, an *Inspection* button appears with the Boilerplate ID details. Tap the *Inspection* button to open the *Inspection Plan* window, wherein you can specify result(s) for the Test ID(s) that are associated to an Inspection Plan.



Right Pane:

In the right pane, any *Boilerplate Instruction* is associated with the Formula/batch is displayed to check/follow instructions during material issue. In WMS at the time of performing the EBT Material Issue, the attached boilerplates details are displayed in the right pane of the screen.

Navigation Buttons : The *Previous* and *Next* buttons are available on the screen to navigate the batch item(s).

Pallet No.: Use this field to enter/get the pallet number, if appropriate.

In order to view the pallet details, tap the icon ( ) next to the *Pallet No* label. The system displays the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Here it is to be noted that the screen processes issue operation in the sequence to which it is entered in the formula lines. Otherwise, the system displays a warning message as shown below:

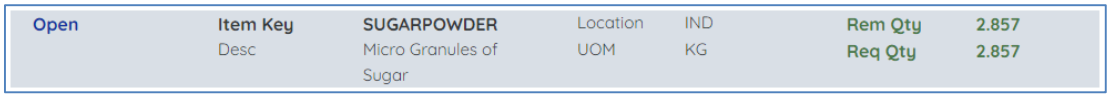
For more details on Formula Sequence, refer *Follow Formula Sequence* field details under *EBT Setup* section – *WMS Setup* at the *Module Setup* (Normal Profile) screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Item Type Details Widget:

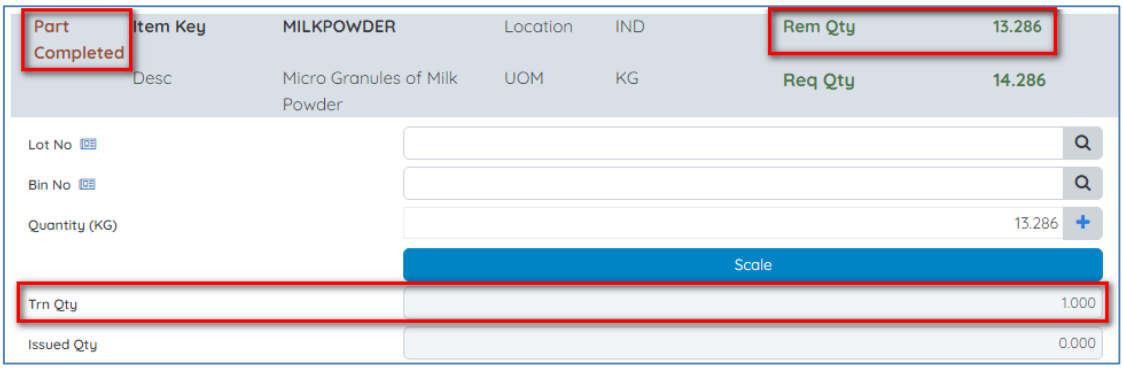
A read-only widget displays the selected *Item/Boilerplate/Text* associated details. This is for information purpose.

Item Type as Item: Displays various item associated details.



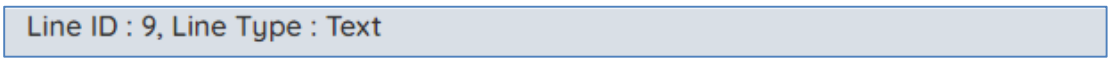
In the Item Type details widget, the *Rem Qty* and Item Status (*Open*/*Part Completed*/*Completed*) changes according to the selected item lot quantity.

- Remaining Quantity is calculated as: **Rem Qty = Req Qty (Reuired Quantity) – Trn Qty (Transaction Quantity).**
- Item Status changes according to the following calculations:
    - If ***Req Qty = Rem Qty,*** the system displays Item status as ***Open***.
    - If ***Req Qty > Rem Qty,*** the system displays Item status as ***Part Completed***.
    - If ***Rem Qty* = 0,** the system displays Item status as ***Completed***.



Item Type as Boilerplate: Displays Boilerplate ID associated details.

Item Type as Text: Displays line identifier with line type details.



Lot No: Enter or select the lot/serial number to be issued according to the lot issue method set on the *Item Master Details* screen in BatchMaster WEB.

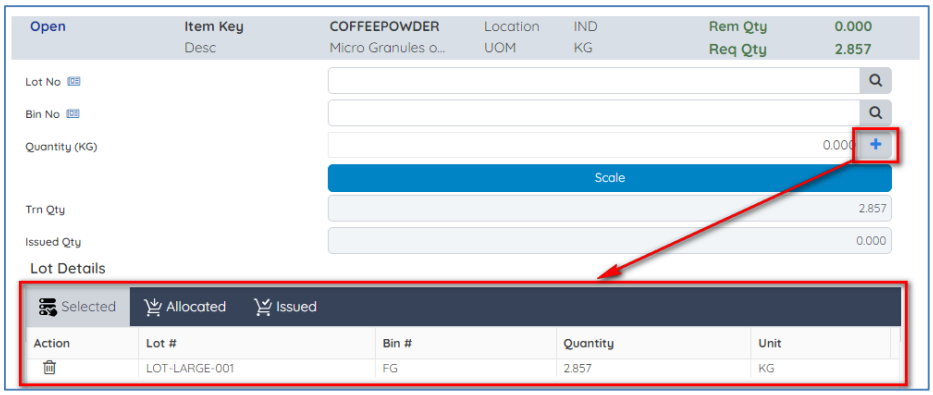
In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Bin No: This field specifies the bin from which the item will be issued.

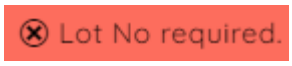
In order to view the bin details tap the icon ( ) next to the *Bin No* label. The system will display the *Bin Inquiry* screen along with their respective details. This is a read-only screen.

Quantity: Use this field to specify the lot quantity of the Item to be issued. Tap the button adjacent to the *Quantity* field. The specified lot quantity gets displayed in the *Selected* tab grid field.

Eventually, the *Quantity* field defaults the Remaining Quantity calculated as Required Quantity – Selected Quantity.

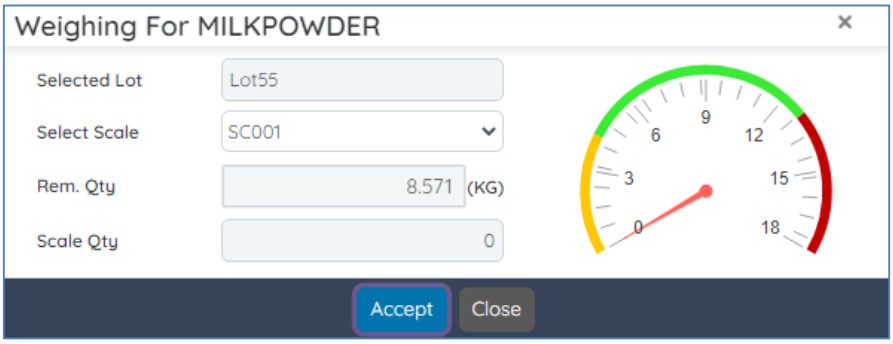


Before you tap the  button, it is mandatory specify a lot in the *Lot No* field. Otherwise, the system displays a warning message as shown below:



Scale: In case, weighing scale is integrated with BatchMaster WEB for weighing the materials, then depending upon the specified lower/upper tolerance percentage of material at *Item Master* screen - *Stocking Description* tab, the system Warn/Restrict you before submitting the total quantity. The total quantity is calculated as:

Total Quantity = Quantity Already Allocated + Scale Qty (on *Weighing* Screen UI). The system will fetch item's weight in the *Scale Qty* field via the selected weighing scale. This fetched value acts as an input to the system for precise and accurate measurement.



Weighing Popup Window:

Select Lot: This field displays the selected item's lot whose quantity is yet to be measured.

Select Scale: Use this field to select the maintained weighing scale. The dropdown here obtains all the active Scale ID records maintained via the *Scale Master* screen (Normal Profile – Under *Common Data* module).

Rem. Qty: This field displays item's available remaining quantity.

Scale Qty: In case, if scale integration is implemented, this field fetch the measured item weight as per the selected Scale ID in the above *Select Scale* field.

Before tapping the *Scale* button, it is mandatory to specify a lot. Otherwise, the system displays a warning message as shown below:

View measured weight along with the calibration details and color coding for the Under/Acceptable/Above weighing range. The measured weight reading acts as an input to the system for further calculation. To know more about the displayed acceptable tolerance limit for the weighing calculation, refer *Calculation of Acceptable Tolerance Limit at the Weighing Graph* section.

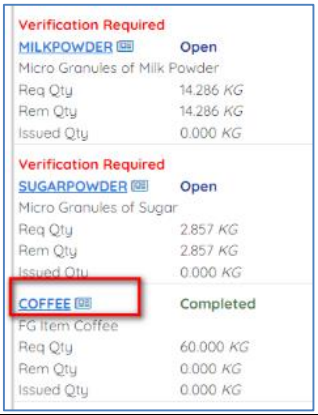
Accept: Tap this button to accept the weighing scale calculation.

Close: Tap this button to close the popup window.

Trn Qty: Displays the transaction quantity of the item. The value in this field defaults when you enter a valid transaction quantity in the *Quantity* field and tap the  button adjacent to the *Quantity* field. This is a read-only field.

Issued Qty: Displays the issued quantity of the item. This is a read-only field.

Verify: Tap this button to verify the selected Item. A user (any user other than the doer) will be able to verify the records. When the user tap the item (which is pending for verification) in the left pane



and tap the *Verify* button, the verifier can tap the *Verify* button to verify the record. Eventually, the *Verification Required* label disappears above the item as shown below:

Lot Details Section: Use this section to view the details of the *Selected/Allocated/Issued* lot details.

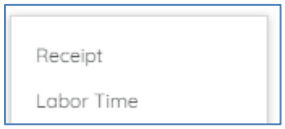
Selected Tab: Use this tab to view the selected lot details. Here you can remove the respective lot by tapping the *Delete* button under *Action* field.

Allocated Tab: Use this tab to view the allocated lot details. This is a read-only tab for information purpose only.

The allocations are not considered as transaction quantity.

Issued Tab: Use this tab to view the issued lot details. This is a read-only tab for information purpose only.

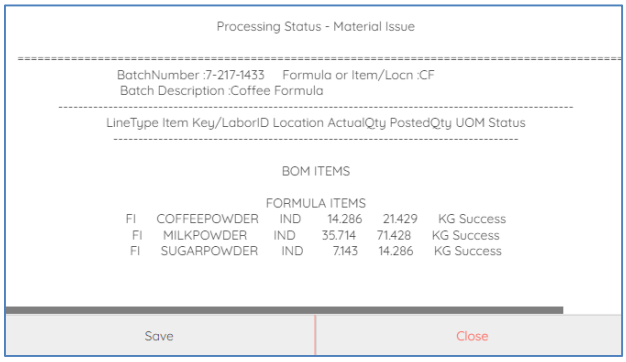
GoTo: The following options are available in the dropdown:



- **Receipt:** Tap this option to open the *EBT : FG Receipt* screen, where you can receive Serial/Lots for finished goods after they are produced and receive them into inventory.
- **Labor Time:** Tap this option to open the *EBT: Labor Time* screen.

Before you tap this option, a labor key must be associated with the selected batch.

Submit: Tap this button to process the RM Issue. Once processed, the system displays a success message as shown below:



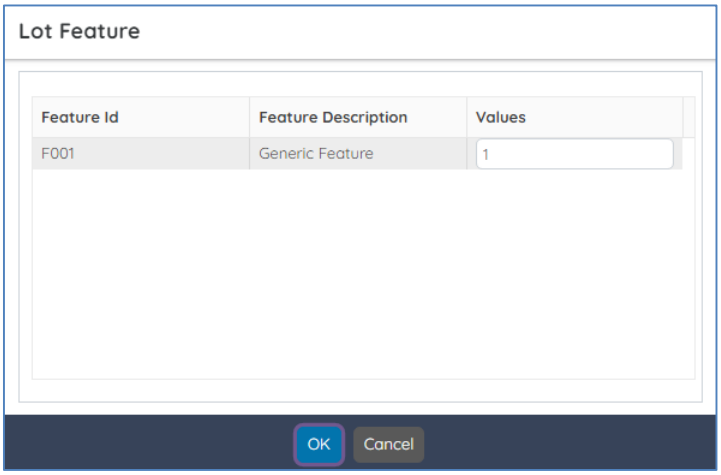
If the Item's verification is pending, the system restricts you to tap the *Submit* button and displays a warning message as shown below:

For more details, refer *Verify Picked Lot* field under *EBT Setup* section at the *Module Setup* screen.

Before tapping the *Submit* button, you need to save the record first. Otherwise, the system displays a warning message as shown below:

Save: Tap this button to save the record. It is mandatory to save the record before you tap the *Submit* button.

Lot Features: Tap this button to view the lot feature associated with the batch item's lot.

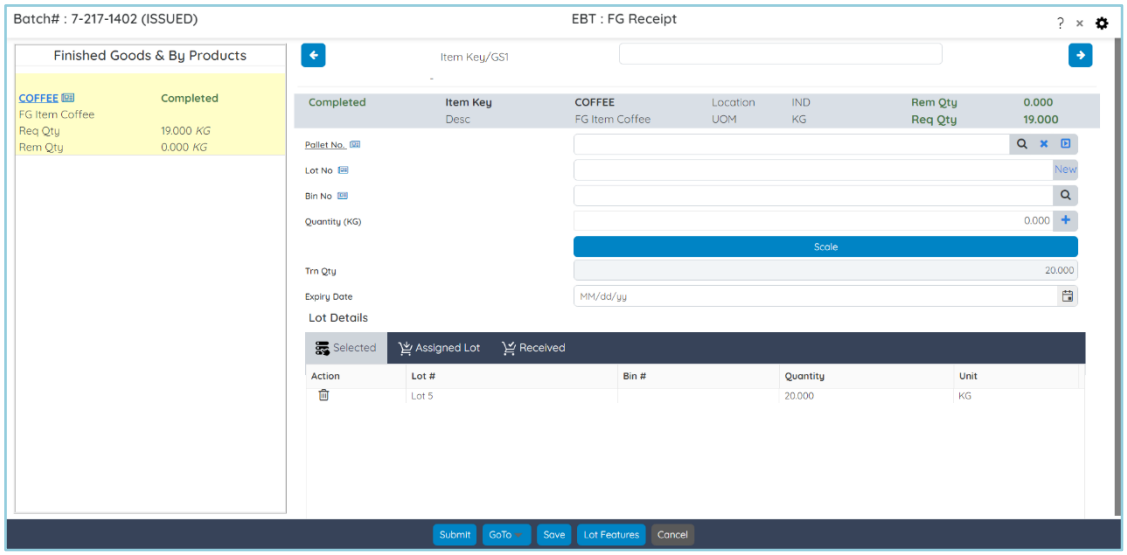


Cancel: Tap this button to close the *EBT : Material Issue* screen.

8.2.3.2 EBT : FG Receipt Screen

Using the *EBT : Material Issue* screen you can:

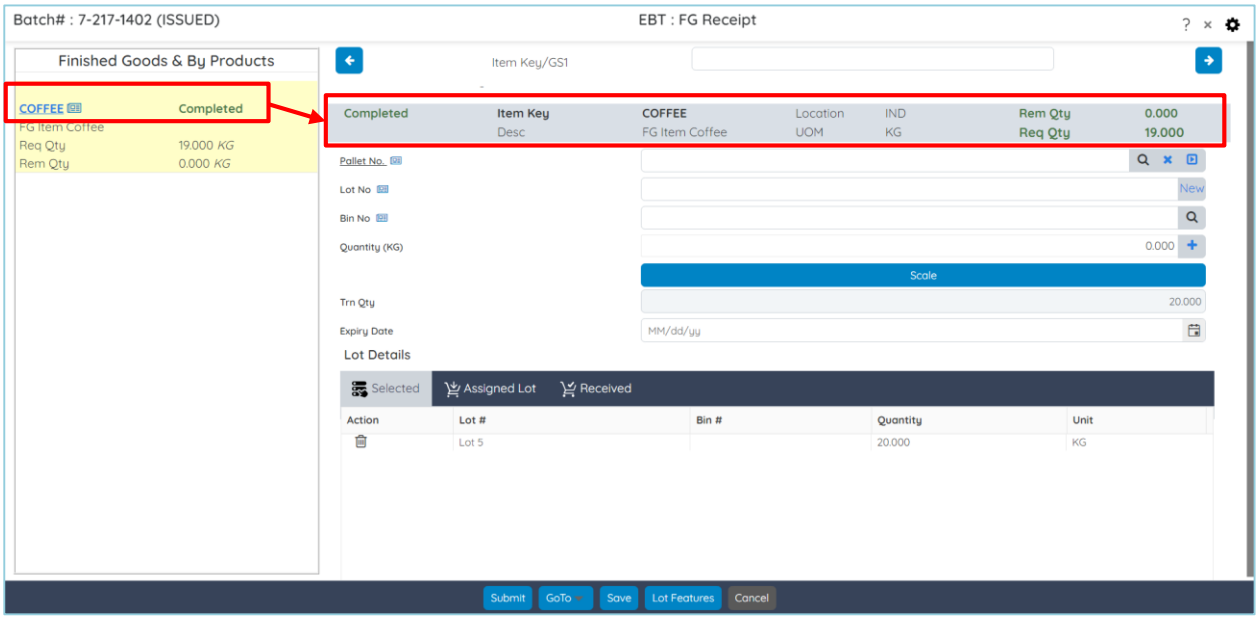
- Create and receive lots for finished goods after they are produced and receive them into inventory.
- View Item/Lot/Bin/Pallet/Boilerplate/Text/Lot Feature details.
- Navigate to the desired Item by tapping the navigation buttons .
- View Selected/Assigned/Received Lot details.
- Directly navigate to the *EBT : FG Issue* / *EBT : Labor Time* screens.



Left Pane:

The left pane shows FG and By Products for receiving them to inventory. The left pane shows items with their description, required quantity, and remaining quantity. In order to view the Item details, tap the icon ( ) next to the Item label. The system displays the *Item Inquiry* screen with their respective details. This is a read-only screen. Tapping on the Item Label hyperlink in the left pane displays its associated details in their respective fields at the right pane.

Also, in the left pane, any *Boilerplate Instruction* associated with the formula/batch is displayed to check/follow instructions during the material issue.



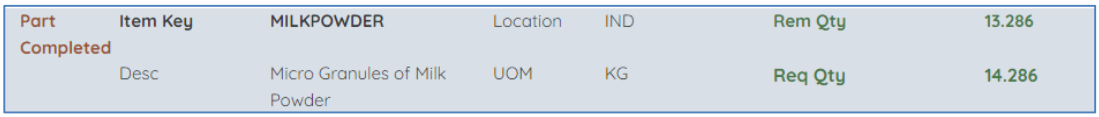
Navigation Buttons : The *Previous Item* and *Next Item* buttons are available on the screen to navigate to each item.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Item Type Details Widget:

A read-only widget that displays the selected *Item/Boilerplate/Text* associated details. This is for information purpose.

Item Type as Item: Displays various item associated details.



Pallet No.: Use this field to enter/get the Pallet Number, if appropriate.

In order to view the pallet details tap the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

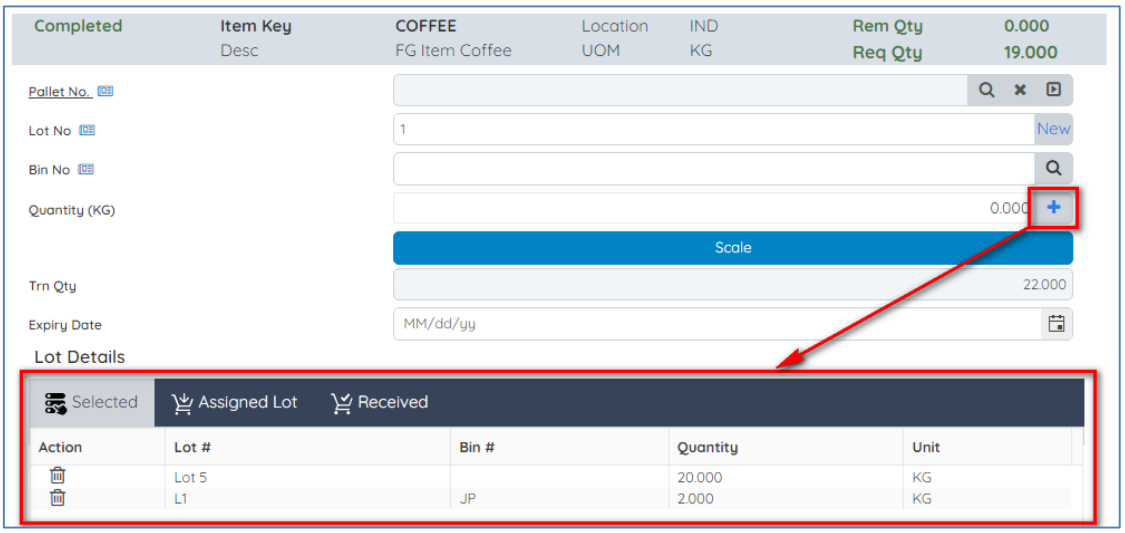
Lot No: Specify the lot number to be received according to the lot issue method as set on the *Item Master Details* screen in BatchMaster WEB.

In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Bin No: This data will default from the item master record and can be changed.

In order to view the bin details tap the icon ( ) next to the *Bin No* label. The system will display the *Bin Inquiry* screen along with their respective details. This is a read-only screen.

Quantity: Use this field to specify the lot quantity of the Item to be received. Tap the + button adjacent to the *Quantity* field. The specified lot quantity gets displayed in the *Selected* tab grid field. Eventually, this field defaults to the remaining quantity i.e., Remaining Quantity = Required Quantity – Selected Quantity.



Before tapping the + button, it is mandatory specify a lot in the *Lot No* field. Otherwise, the system displays a warning message as shown below:

Trn Qty: Displays the transaction quantity of the item. The value in this field defaults when you specify a valid transaction quantity in the *Quantity* field and tap the + button adjacent to the *Quantity* field. This is a read-only field.

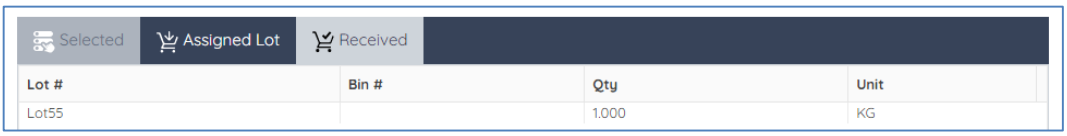
Expiry Date: Enter the date on which this lot will expire.

Lot Details Section: Use this section to view the details of the *Selected/Assigned Lot/Received* lot details.

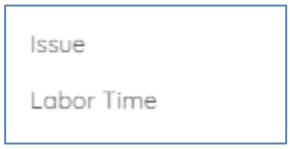
Selected Tab: Use this tab to view the selected lot details. Here you can remove the respective lot by tapping the *Delete* button under the *Action* field.

Assigned Lot Tab: Use this tab to view the assigned lot details. This is a read-only tab for information purpose only.

Received Tab: Use this tab to view the received lot details. This is a read-only tab for information purpose only.

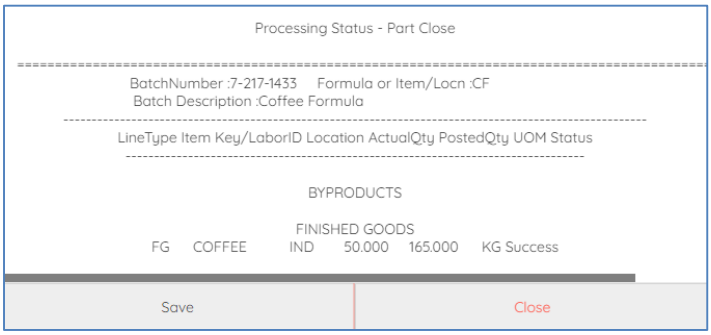


GoTo: The following options are available in the dropdown:



- **Issue**: Tap this option to open the *EBT : Material Issue* screen.
- **Labor Time**: Tap this option to open the *EBT : Labor Time* screen.

Submit: Tap this button to process the FG Receipt. Once submitted, the system displays a success message as shown below:



Before tapping the *Submit* button you need to save the record first. Otherwise, the system displays a warning message as shown below:

Save: Tap this button to save the record. It is mandatory to save the record before you tap the *Submit* button.

View Lot Details: Tap this button to view the Item lot details, if associated.

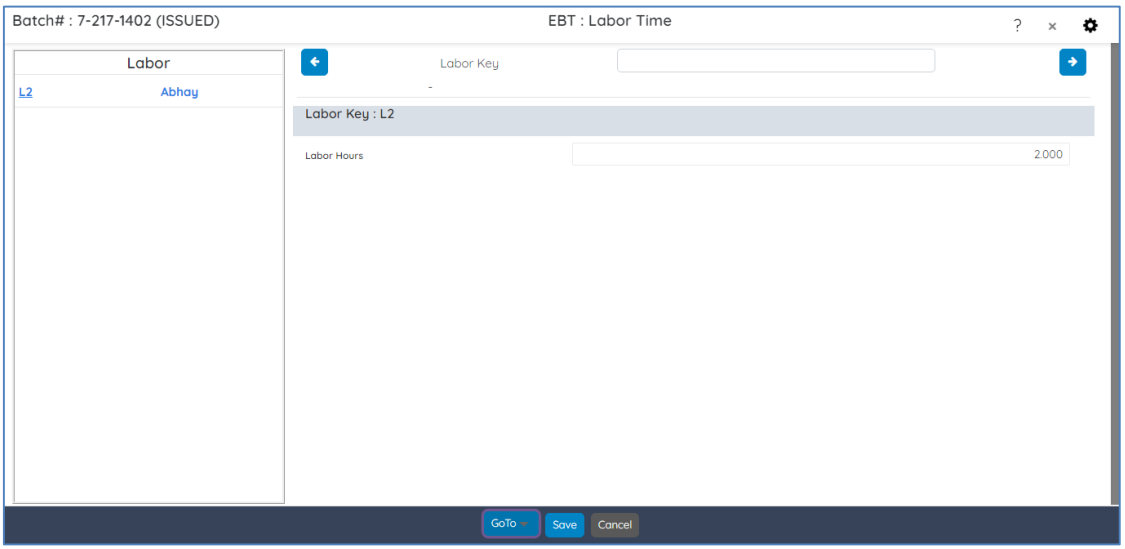
Cancel: Tap this button to close the *EBT : FG Receipt* screen.

Labor Time: Tap the *Labor* button to open the *Labor Time* screen.

8.2.3.3 EBT : Labor Time Screen

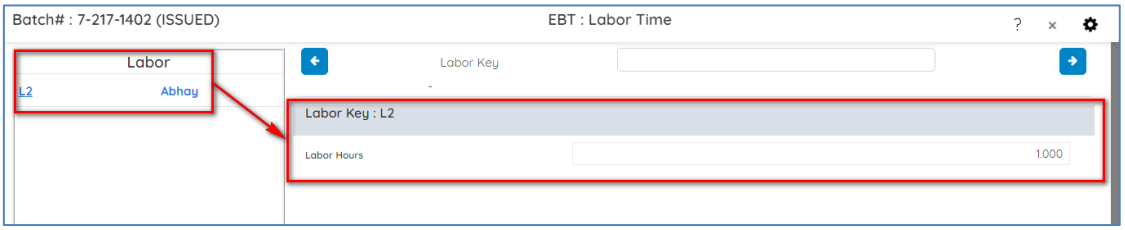
Use this screen to specify the labor resource time spent working on a batch. Using the *EBT : Labor Time* screen:

- Navigate to the desired Labor Key record by tapping the navigation buttons .
- Enter/scan the unique identification key of the Labor.
- View the selected labor key details.
- Directly navigate to the *EBT : FG Issue* / *EBT : FG Receipt* screens.



Left Pane:

The left pane shows all the labor keys associated with the batch. Tapping on the *Labor Key* hyperlink in the left pane displays its associated details in their respective fields as shown below:



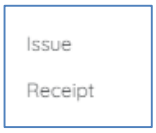
Navigation Buttons  : The *Previous* and *Next* buttons are available on the screen to navigate labor key.

Labor Key: Enter/scan the unique identification key of the Labor.

Labor Hours: Enter the labor working hours on the batch.

GoTo: The following options are available in the dropdown:

- **Issue**: Tap this option to open the *EBT : Material Issue* screen.
- **Receipt**: Tap this option to open the *EBT : FG Receipt* screen.

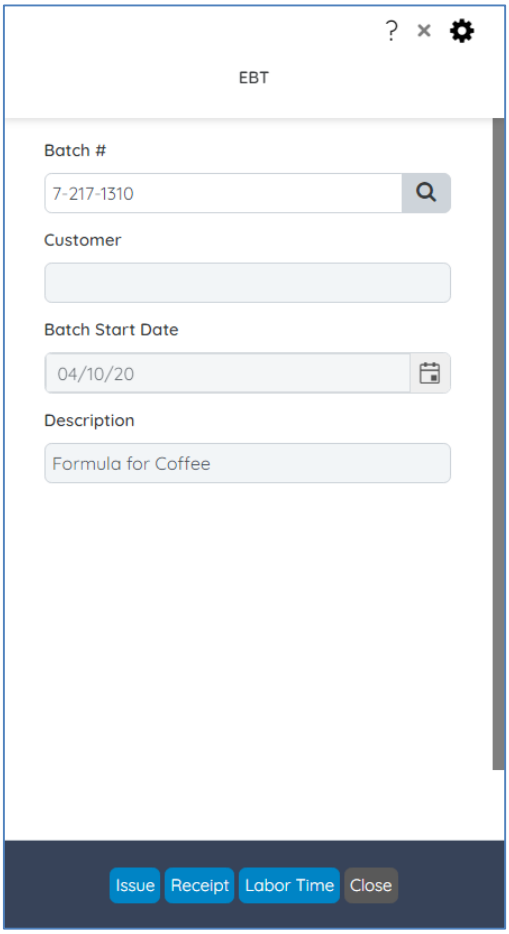


Save: Tap this button to save and submit the labor time entry.

Cancel: Tap this button to discard the changes and close the *EBT : Labor Time* screen.

8.2.4 Issue Batch Materials

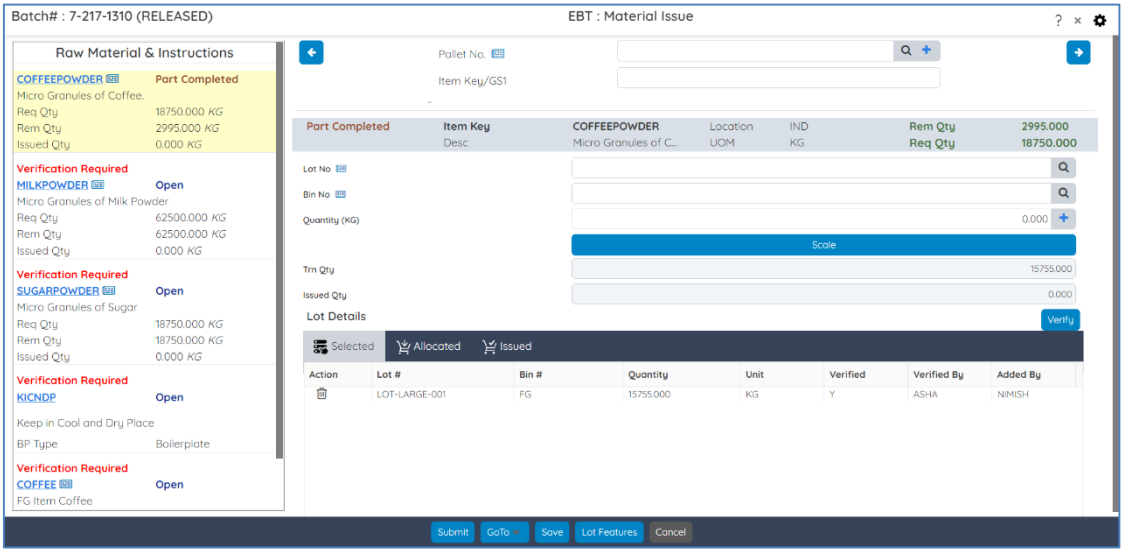
1. Tap the *EBT* option to open the *EBT* batch selection screen.



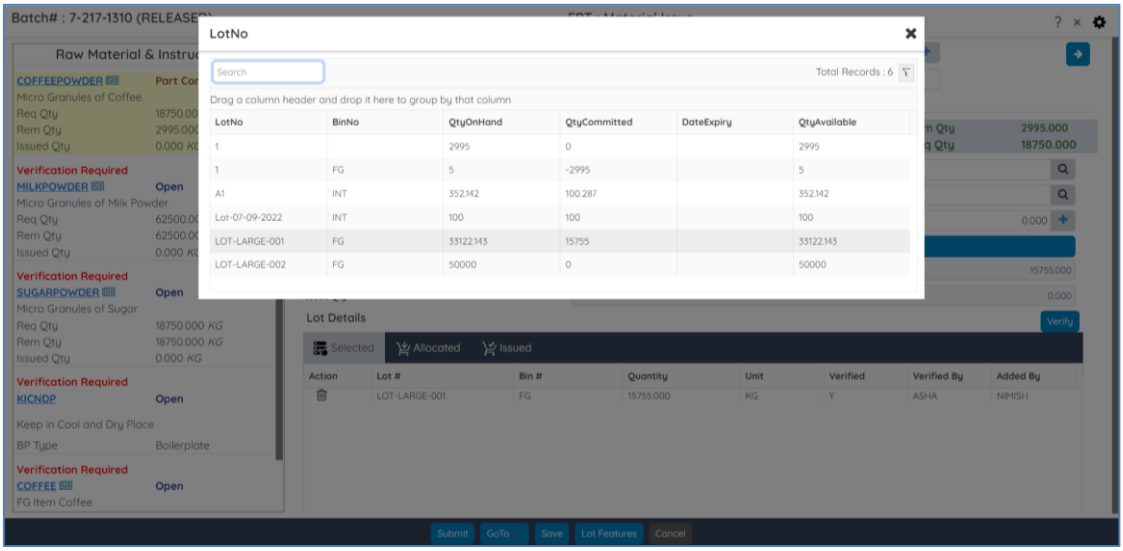
2. Enter or select the batch number using the *Batch #* field.

3. Tap the Issue button. The system displays *EBT* : *Material Issue* screen with the batch associated Item details in their respective fields.

4. Tap on to the desired Item key in the left pane.

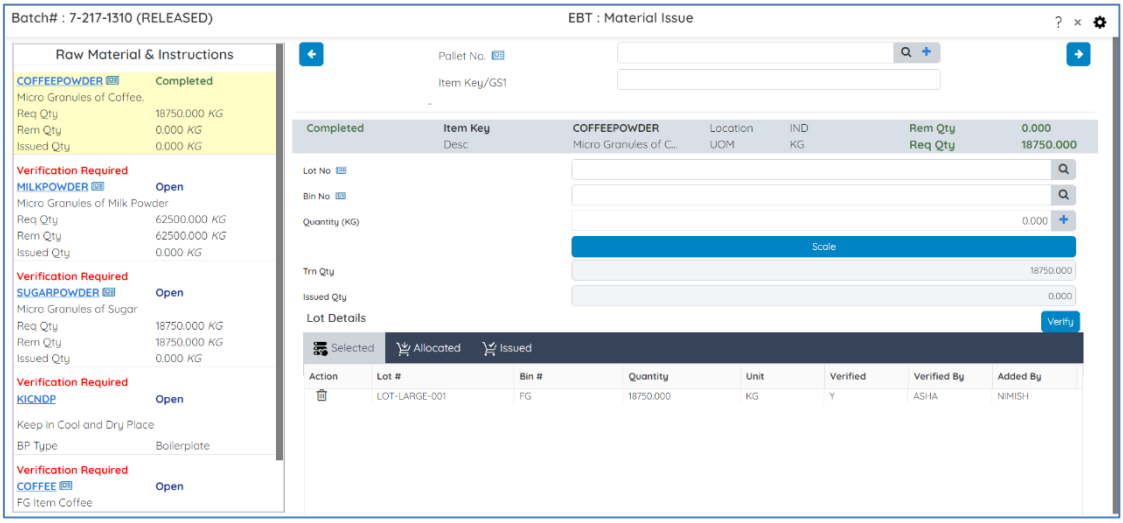


5. Select the lot number to be issued by tapping the lookup next to the *Lot No* field.



6. The system defaults the selected lot details in their respective fields.

7. Tap the  button to select the lot to be issued. Once selected, the system defaults lot details in the *Selected* tab as shown below:

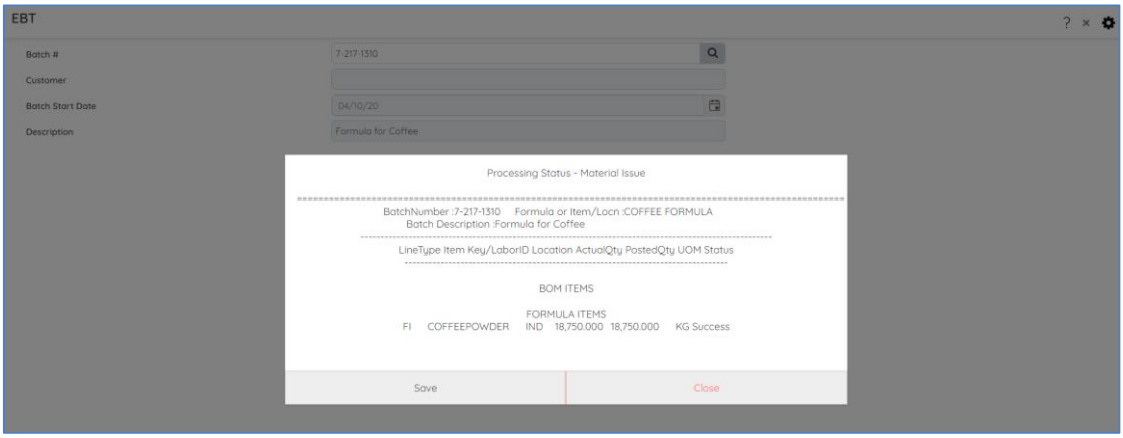


8. Tap the *Save* button. Once saved the system displays a success message.

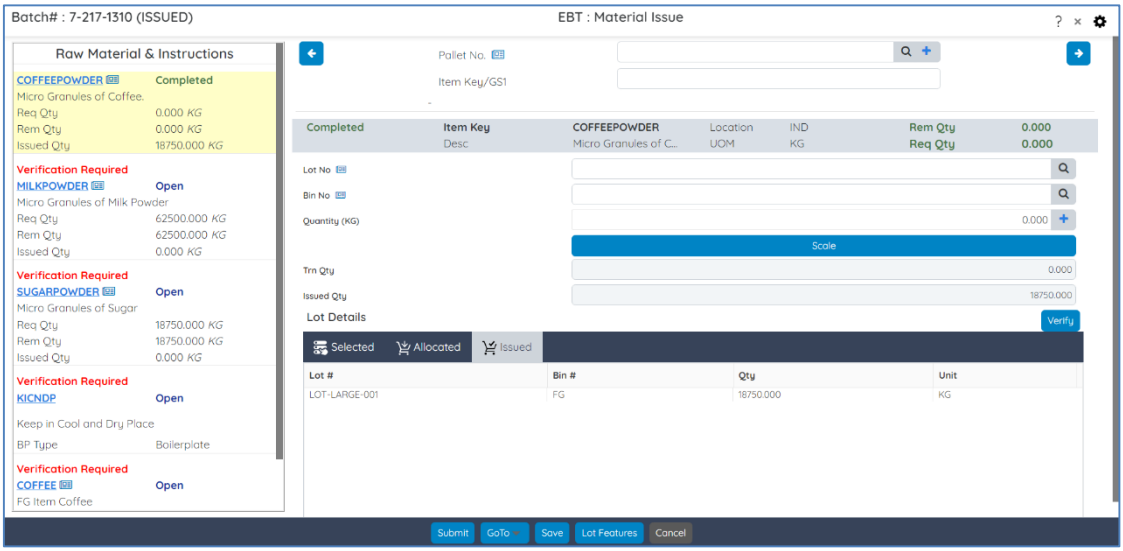
9. Tap the *Submit* button to issue the materials for production.

 It is mandatory to save the record before you tap the *Submit* button.

10. Upon issuing the materials successfully, the system displays a success message as shown below:

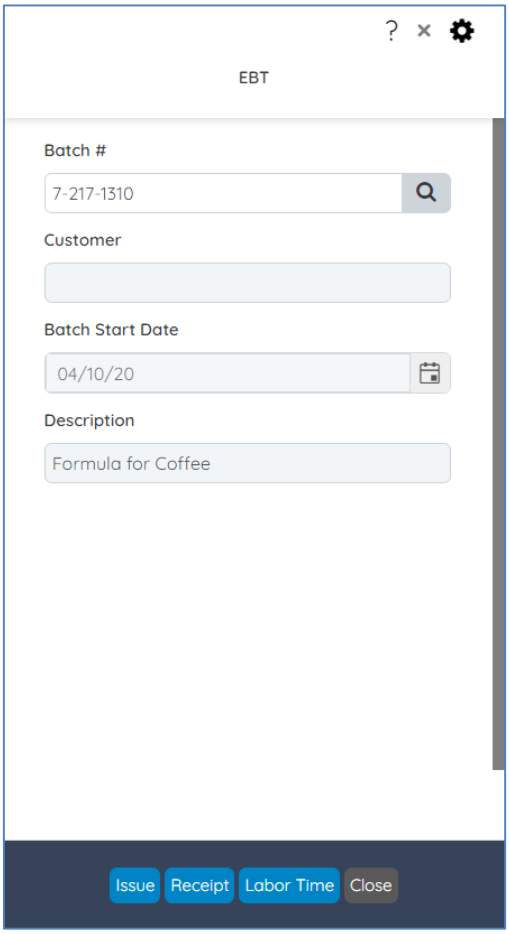


11. The issued lot(s) are visible under the *Issued* tab.



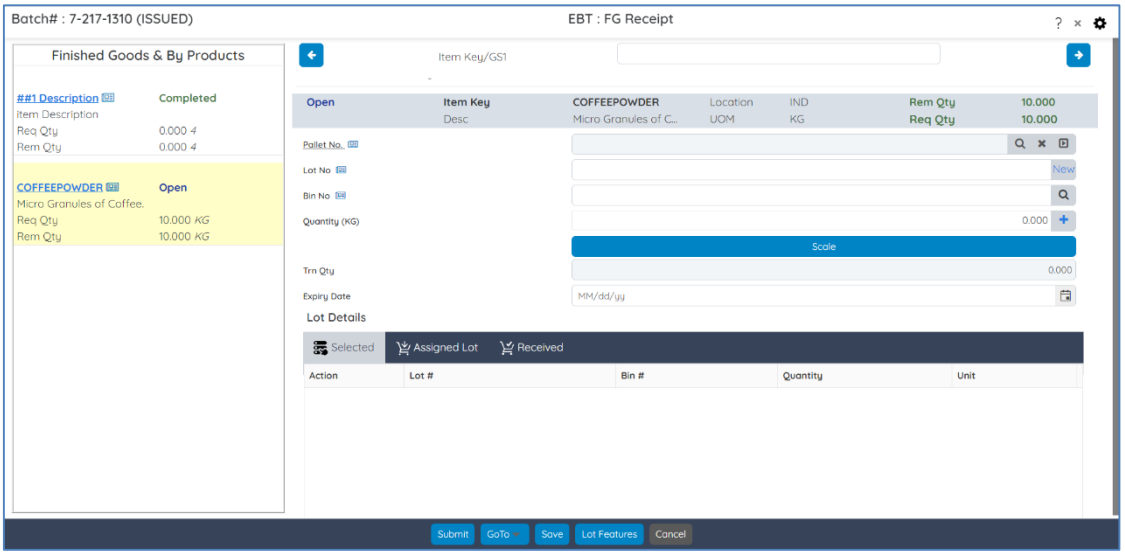
8.2.5 Receive Lots for the Finished Goods

1. Tap the *EBT* option to open the *EBT* batch selection screen.



2. Enter or select the batch number using the *Batch #* field.

3. Tap the *Receipt* button. The system displays *EBT : FG Receipt* screen with the batch Item details in their respective fields.

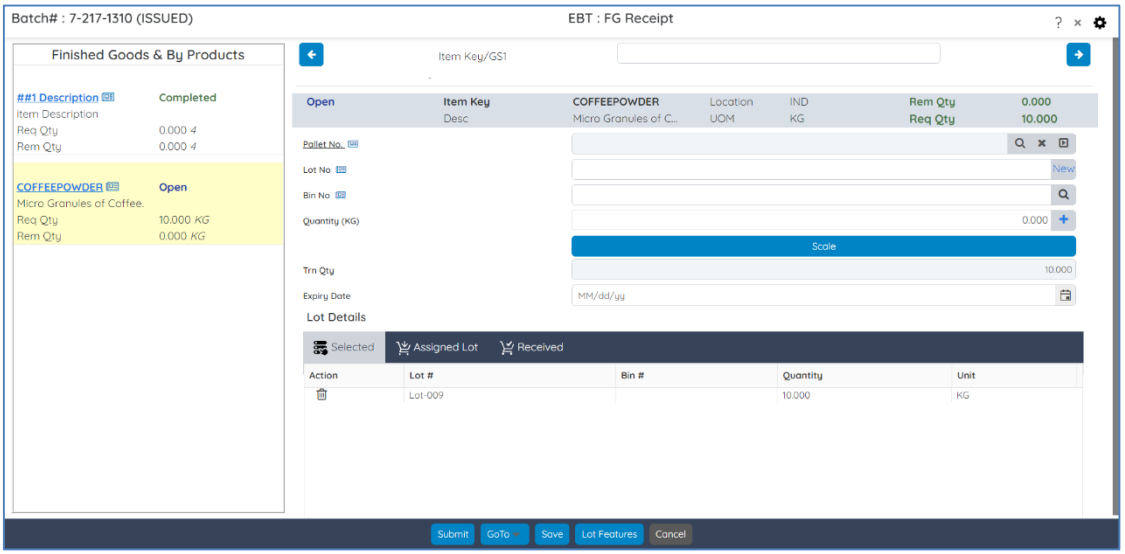


4. Tap on to the Item key in the left pane.

5. Enter the lot number or auto generate the lot number by tapping the *New* button next to the *Lot No* field.

6. Enter the lot quantity to be received in the *Quantity* field.

7. Tap the + button to select the lot. Once the lot is selected, the system defaults its respective details in the *Selected* tab as shown below:



8. Tap the *Save* button. Once saved the system displays a success message.

9. Tap the *Submit* button to issue the materials for production.

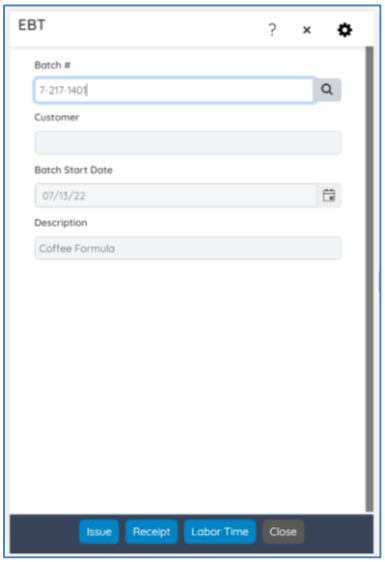
It is mandatory to save the record before you tap the *Submit* button.

8. Upon receiving the materials successfully, the system displays a success message.

10. The received lot is visible under the *Received* tab.

8.2.6 Specify Labor Working Hours on a Batch

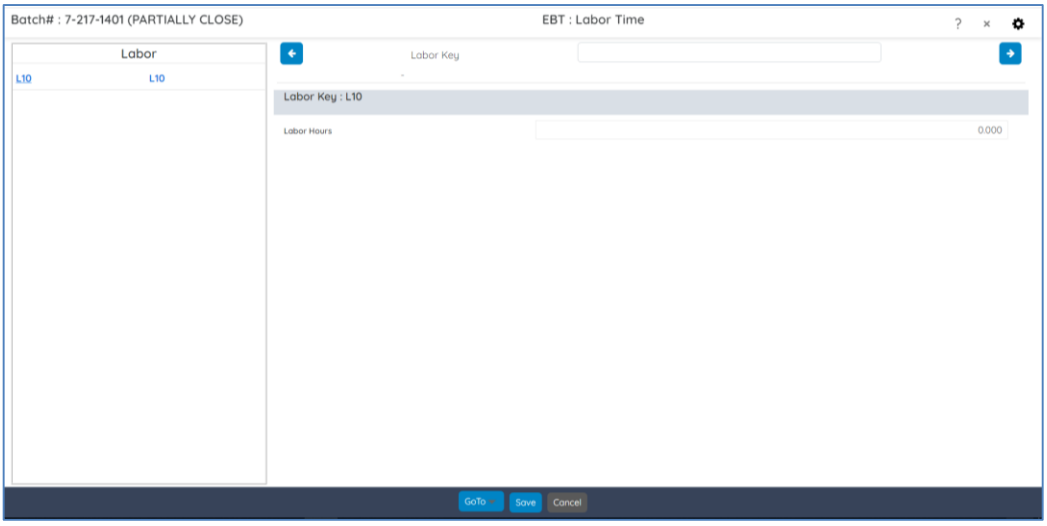
1. Tap the *EBT* option to open the EBT batch selection screen.



2. Enter or select the batch number using the *Batch #* field.

3. Tap the *Labor Time* button to specify labor working hours. The system displays *EBT : Labor Time* screen with the batch associated labor key(s).

A labor key must be attached with the selected batch to open the *EBT : Labor Time* screen.



4. Tap on to the desired labor key in the left pane. The system defaults the selected *Labor Key* in the right pane.

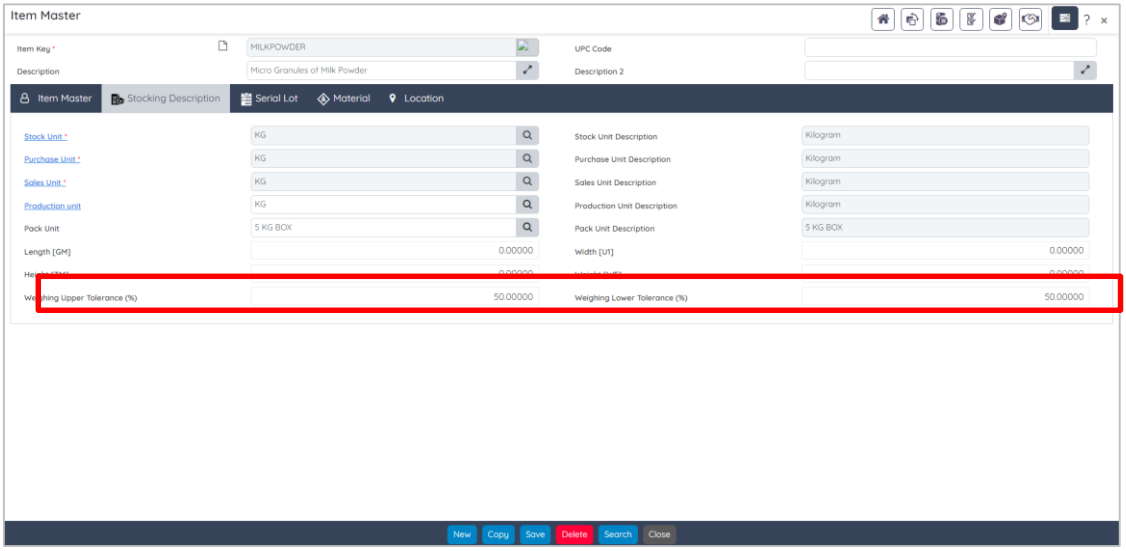
5. In the *Labor Hours* field, specify the labor working hours on the batch.

6. Tap the *Save* button to save the record.

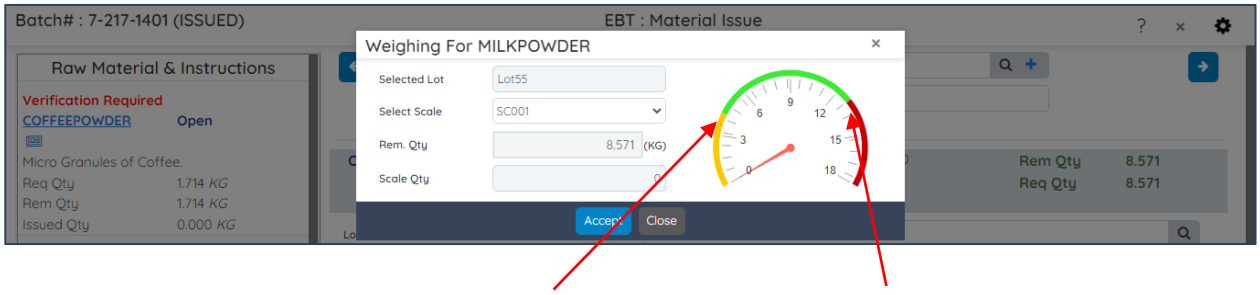
8.2.7 Calculation of Acceptable Tolerance Limit of Weighing Graph

At the *EBT: Material Issue* screen (WMS profile) weighing graph appears when you click the *Scale* button. The graph displays the acceptable tolerance limit with green color as per the weighing tolerance range you specify on the *Item Master* screen. The graph acceptable tolerance limit calculation is shown below:

Specify the weighing tolerance range at the *Item Master* screen - *Stocking Description* tab (Normal profile).



Open the *EBT* : *Material Issue* screen, and tap the *Scale* button after specifying the necessary fields. The system displays a weighing graph popup window as shown below:



The lower weighing tolerance starts from **4.2855** (i.e., 8.571-4.2855) to **12.8565** (i.e., 8.571+4.2855).

Item	Specified Weighing Lower Tolerance (In %)	Specified Weighing Upper Tolerance(In %)	Rem Qty In KG at *EBT : Material Issue*
MILKPOWDER	50%	50%	8.571
	50% of 8.571 KG = 4.2855 KG	50% of 8.571 KG = 4.2855 KG	

Calculation of Weighing Graph Display Range

Required Item Quantity = 8.571

Round Off |Required Quantity| = |8.571|= 9

Calculated Round Off Quantity x 2 = 18

Color Label	Weighing Tolerance
	Below Acceptable Range
	Acceptable Range
	Above Accepatable Range

The system automatically adjust the weighing graph range starting from 0 to 18. The calibration range is the capability of a measuring device (i.e., scale ID) to measure the data within the proper data range.

8.3 FG Receipt

This screen allows you to receive goods to the inventory after production.

FG Receipt screen also supports scale integration. A weighing scale is a device that can be integrated with the BatchMaster WEB to measure an item's actual weight with accuracy. The measured item weight via the weighing scale acts as an input to the system for precise and accurate result calculations.

Go To: Production → FG Receipt.

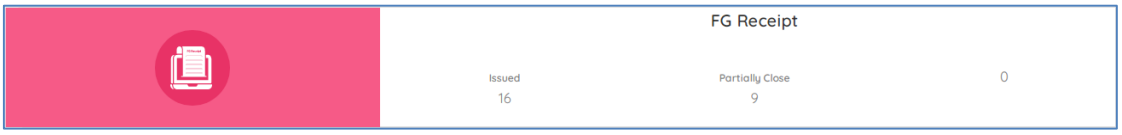
8.3.1 Prerequisite

- At the *Item Master* screen under the BatchMaster WEB (Normal Profile):
    - *Weighing Upper Tolerance (%)* and *Weighing Lower Tolerance (%)* fields must be defined under the *Stocking Description* tab if scale integration is implemented.

8.3.2 FG Receipt – Widget

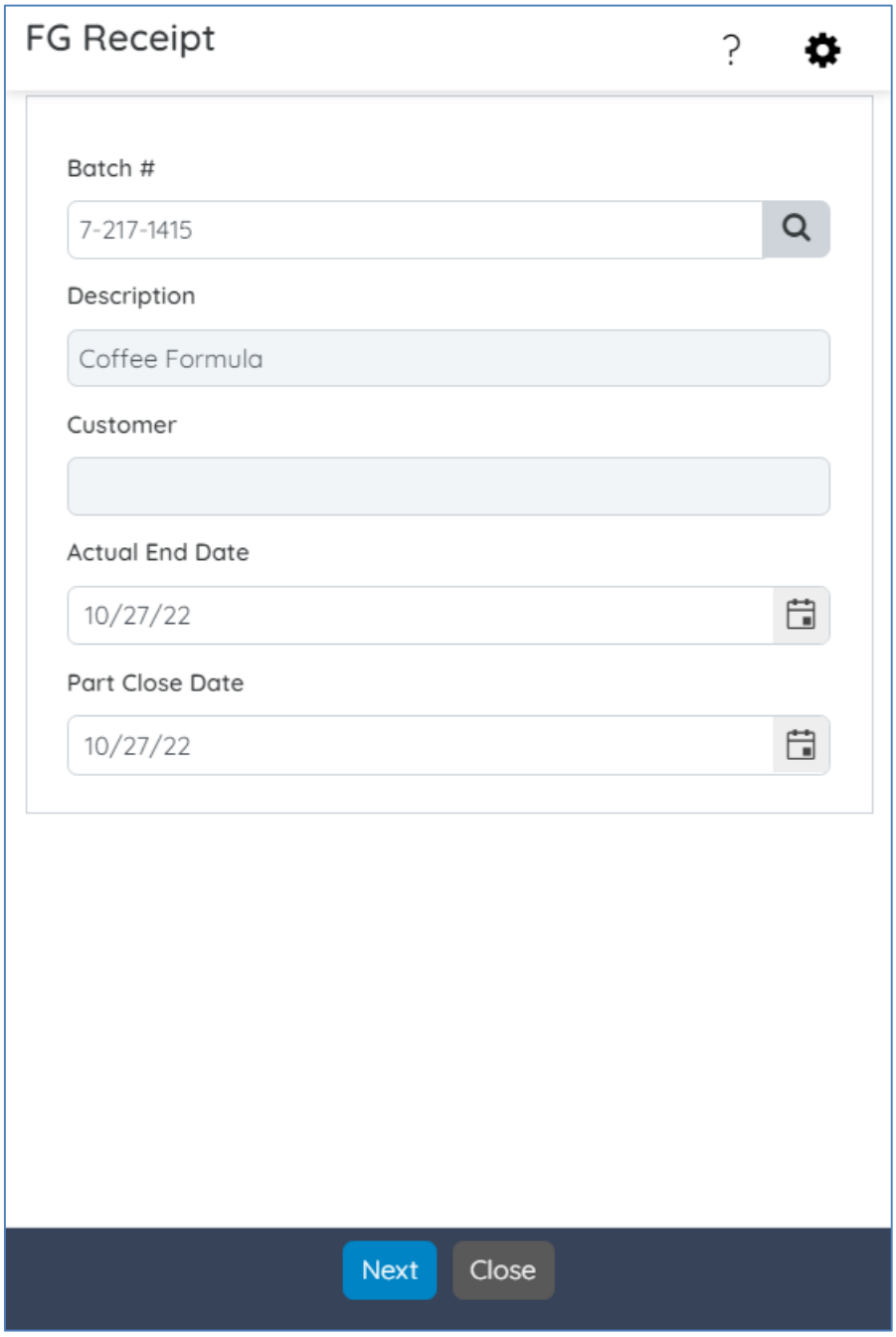
You can view the record count on the *FG Receipt* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.,:

- Issued
- Partially Close



8.3.3 FG Receipt - Add Mode

To receive produced/finished goods to the inventory, tap the *FG Receipt* option from the main menu. The system displays *FG Receipt* Screen.



Screen Fields:

Batch #: Use this field to specify the desired batch. Lookup here obtains all the batches maintained via the *Batch Entry* screen. The system defaults batch-associated details in their respective fields.

Description: This read-only field displays the associated description of the above-selected batch.

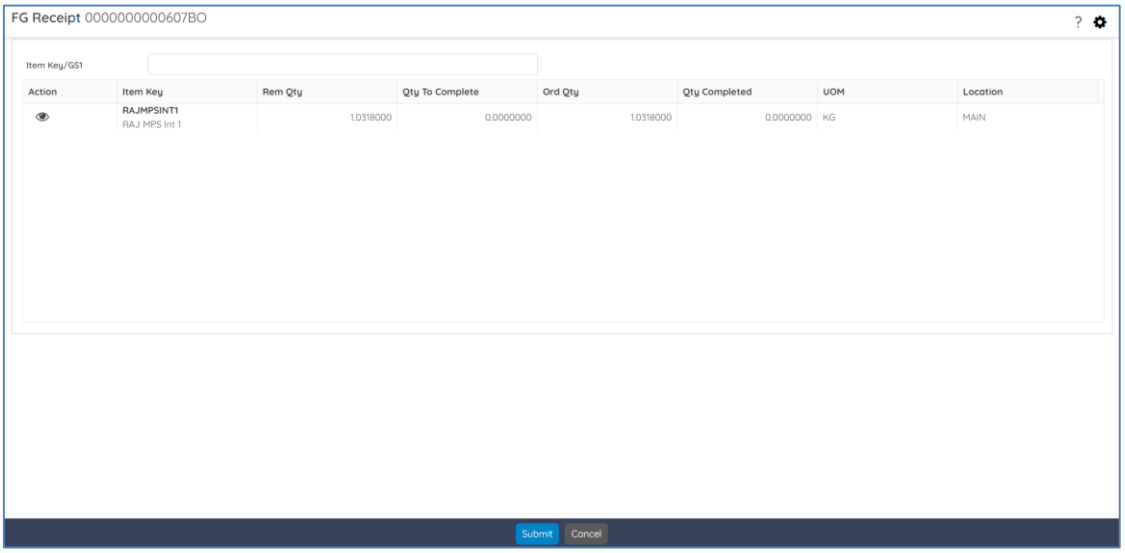
Customer: This read-only field displays the customer associated with the selected batch.

Actual End Date: This is the date on which this batch is scheduled to be closed. The actual end date of the batch may differ from this due date. The value in this field defaults when you specify the *Batch #*. This date can be modified.

Part Close Date: This is the date on which this batch is scheduled to be part closed. The value in this field defaults when you specify the *Batch #*. This date can be modified.

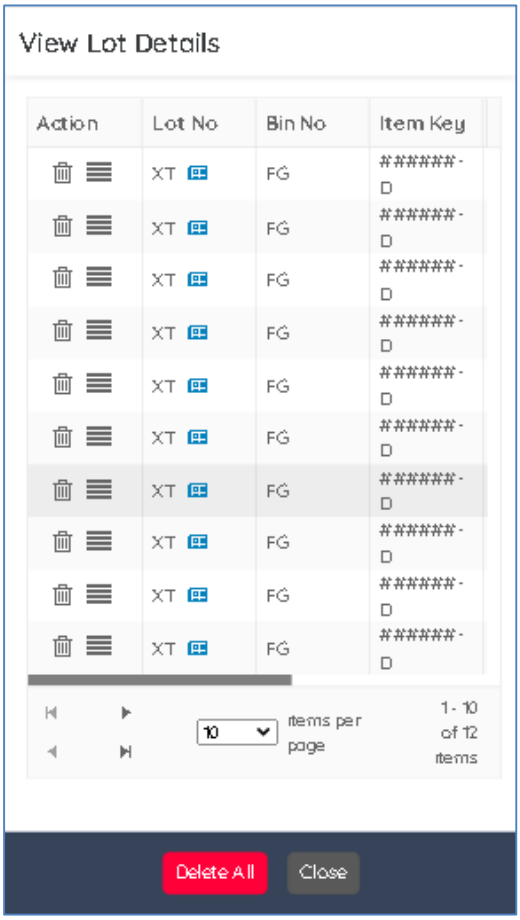
Next: Tap this button to move on to the item selection screen.

FG Receipt Screen (Cont.)…



Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Action: Tap this button to view the lot details of the selected lot. Further, in case the item is containerized you can view its details by tapping the *Container* button. In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the lot and pallet details. This is a read-only screen.



Item Key: This read-only field displays the unique identification key of the item.

Rem Qty: Displays the quantity of the item yet to be received.

Qty To Complete: Displays the quantity of the item to be produced.

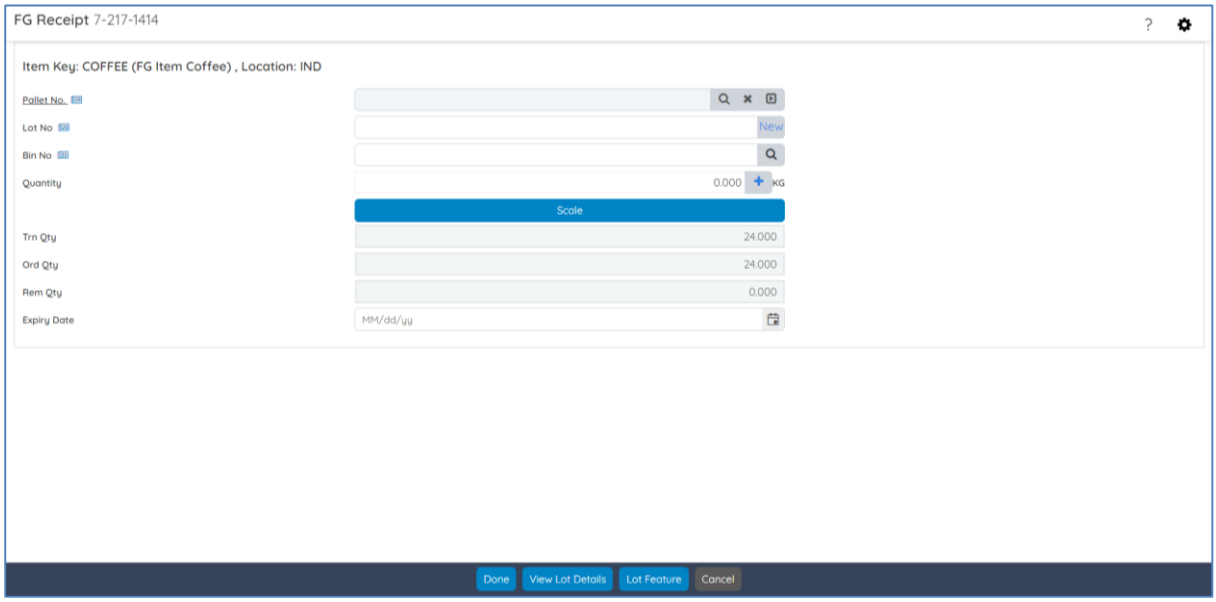
Ord Qty: Displays the total quantity ordered.

Qty Completed: Displays the quantity of the item actually produced.

UOM: Displays the unit in which the item is measured.

Location: Displays the location where the item is maintained.

FG Receipt Screen (Cont.)…



Pallet No.: If required, use this field to specify the pallet number.

In order to view the pallet details tap the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

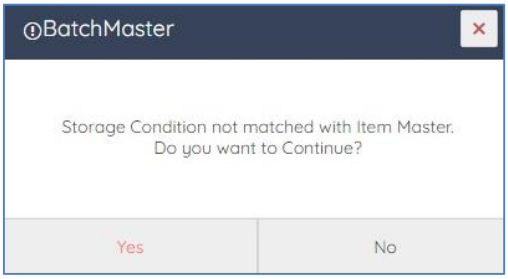
Lot No: Enter or scan the lot number of the item.

In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the associated details.

Bin No: Specifies the bin number associated with the selected lot number.

In order to view the bin details tap the icon ( ) next to the Bin# label. The system will display the Bin Inquiry screen along with the lot and container details, if any. The Bin Inquiry is a read-only screen.

While processing the transaction for a bin on which the storage condition is not identical to the item's storage condition the system will refrain the user with a validation message as:



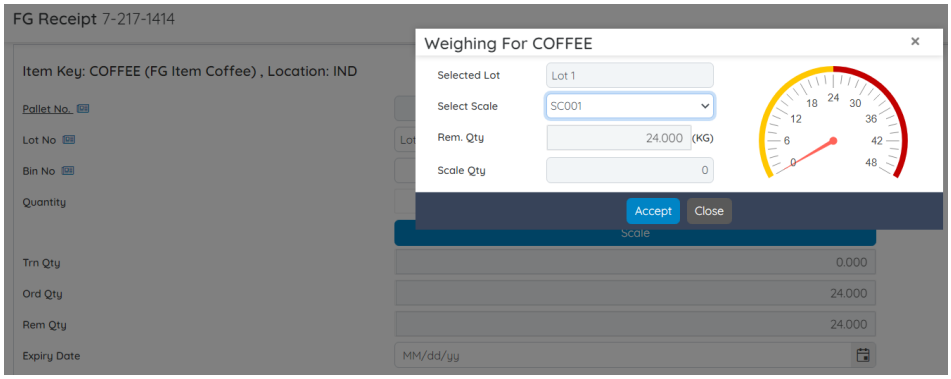
Refer *FG Receipt Screen with an Additional Storage Condition* section for more details.

Quantity: Enter the Item's quantity for FG Receipt.

Button: Tap this button to pick the quantity as specified in the *Quantity* field. Eventually, the system subtracts the entered quantity from the *Rem Qty* field and resets the *Quantity* field to zero value. It is mandatory to specify *Lot No* before tapping the button**.**

Scale: In case, weighing scale is integrated with BatchMaster WEB for weighing the materials, then depending upon the specified lower/upper tolerance percentage of material at *Item Master* screen - *Stocking Description* tab.

The system will fetch item's weight in the *Scale Qty* field via the selected weighing scale. This fetched value acts as an input to the system for precise and accurate measurement.



Weighing Popup Window:

Select Lot: This field displays the selected item's lot whose quantity is yet to be measured.

Select Scale: Use this field to select the maintained weighing scale. The dropdown here obtains all the active Scale ID records maintained via the *Scale Master* screen (Normal Profile – Under *Common Data* module).

Rem. Qty: This field displays item's available remaining quantity.

Scale Qty: In case, if scale integration is implemented, this field fetch the measured item weight as per the selected Scale ID in the above *Select Scale* field.

Before tapping the *Scale* button, it is mandatory to specify a lot. Otherwise, the system displays a warning message as shown below:

View measured weight along with the calibration details and color coding for the Under/Acceptable/Above weighing range. The measured weight reading acts as an input to the system for further calculation. To know more about the displayed acceptable tolerance limit for the weighing calculation, refer *Calculation of Acceptable Tolerance Limit of Weighing Graph* section.

Accept: Tap this button to accept the weighing scale calculation.

Close: Tap this button to close the popup window.

Trn Qty: Displays the transaction quantity of the item. The value in this field defaults when you specify a valid transaction quantity in the *Quantity* field and tap the  button adjacent to the *Quantity* field. This is a read-only field.

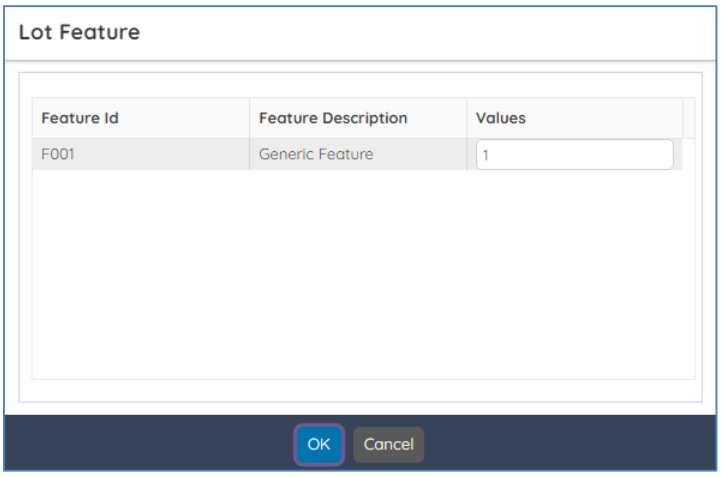
Ord Qty: This field displays the total item quantity.

Rem Qty: This field displays the quantity of the item yet to be received.

Expiry Date: This is the date on which this lot will expire.

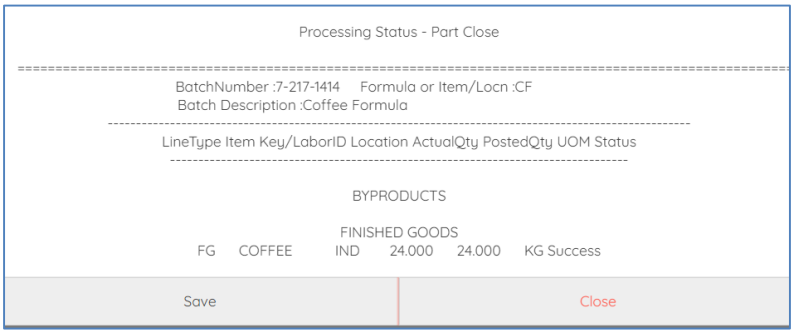
View Lot Details: Tap this button to view the Item lot details, if associated.

Lot Feature: Tap this button to view the lot feature associated with the batch item's lot.



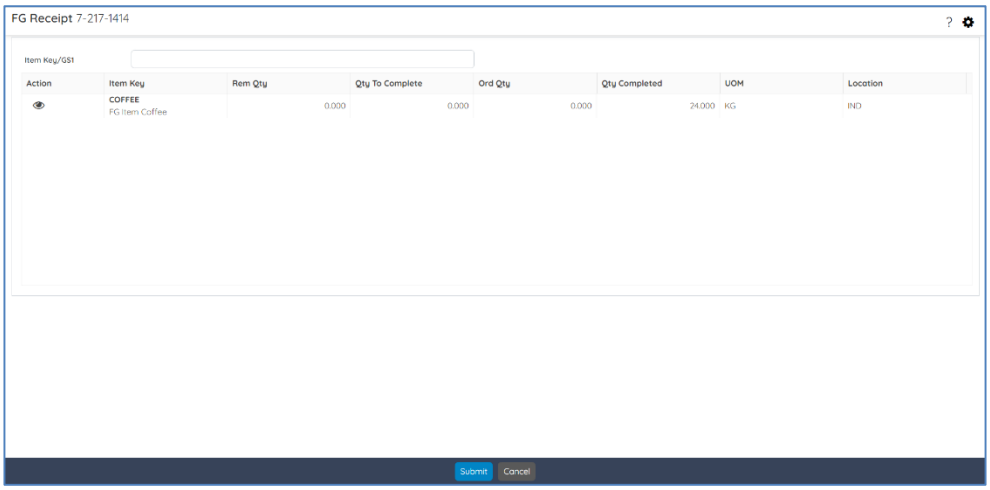
Cancel: Tap this button to close the *FG Receipt* screen.

Submit: Tap this button to process FG Receipt. Once FG Receipt is processed, the system displays a success message as shown below:

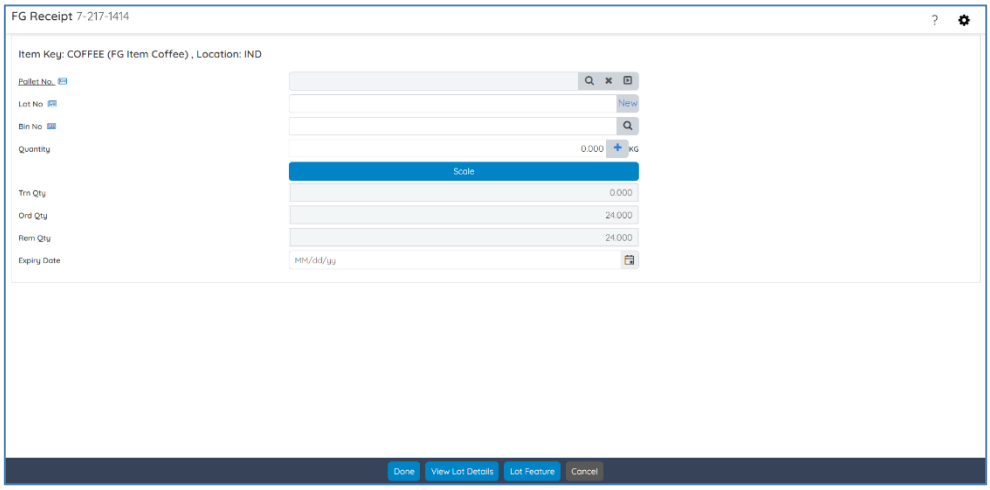


8.3.4 Performing FG Receipt

1. Tap the *FG Receipt* option to open the *FG Receipt* screen.
2. Enter or select the batch number using the *Batch #* field. The system defaults batch-associated details in their respective fields.
3. Tap the *Next* button to move on to the item selection screen, wherein you can:



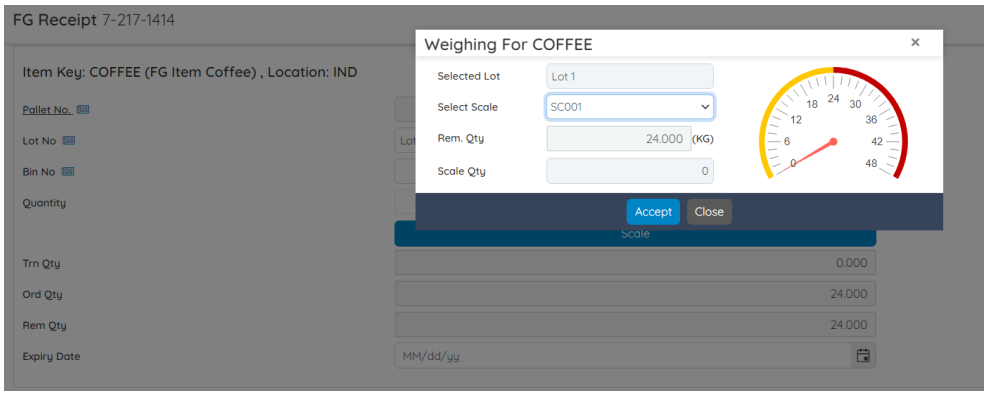
4. Enter/Scan the desired item(s) using the *Item Key/GS1* field.
5. Tap the desired item row. The system displays a pallet selection screen as shown below.



6. Specify the *Pallet No., Bin No* (if required).

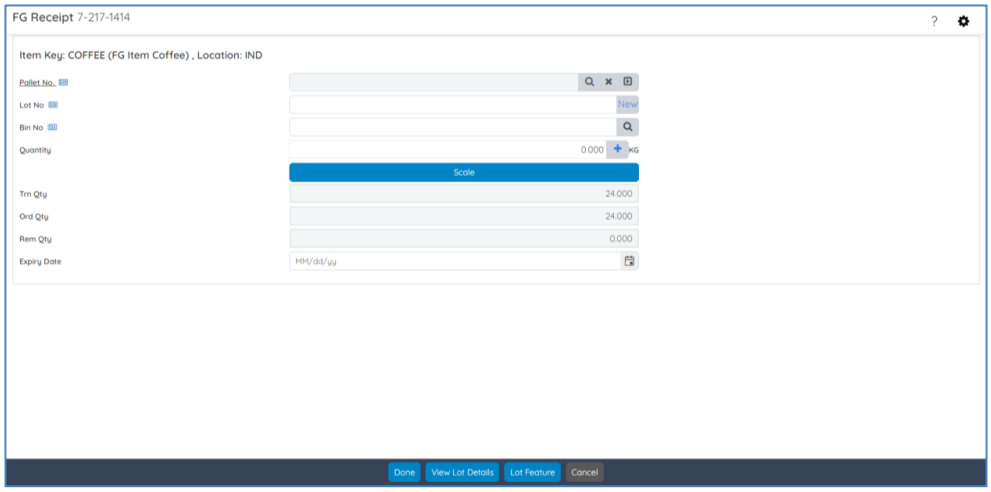
7. Now specify *Lot No., Quantity (* If the default lot size parameter is set to Yes on the *WMS Setup* screen then the system will obtain the default lot size.), and *Expiry Date* and tap the *Done* button.

- If scaling is implemented, then tap the *Scale* button. The system displays the following popup window:

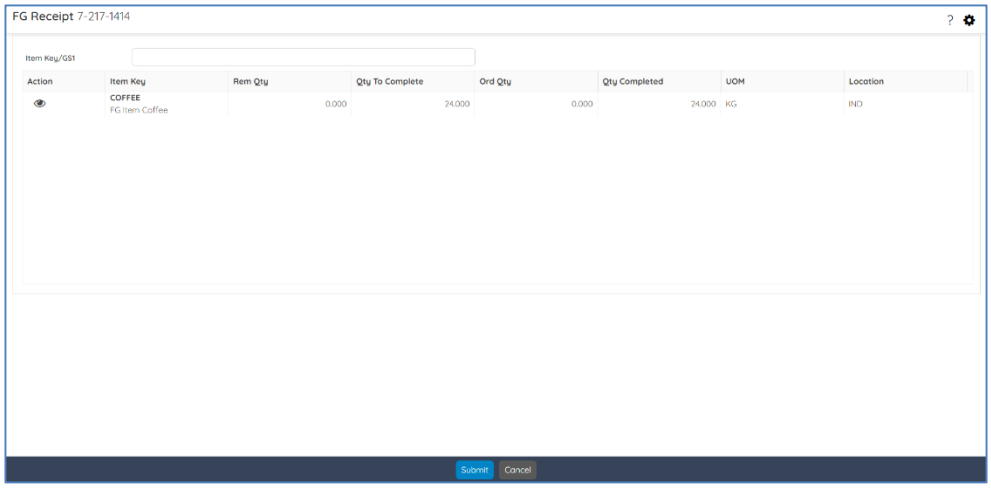


- In the *Select Scale* field, specify the applicable Scale ID and tap the *Accept* button.

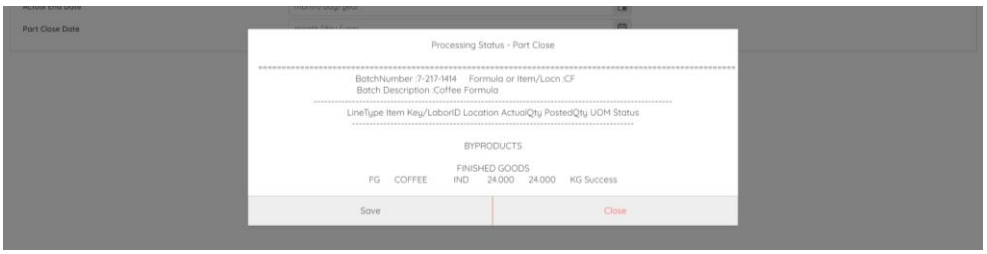
8. Tap the  button. The system defaults the entered quantity to the *Trn Qty* field and calculates the *Rem Qty* accordingly.



9. Tap the *Done* button. The system defaults respective field values as shown below:



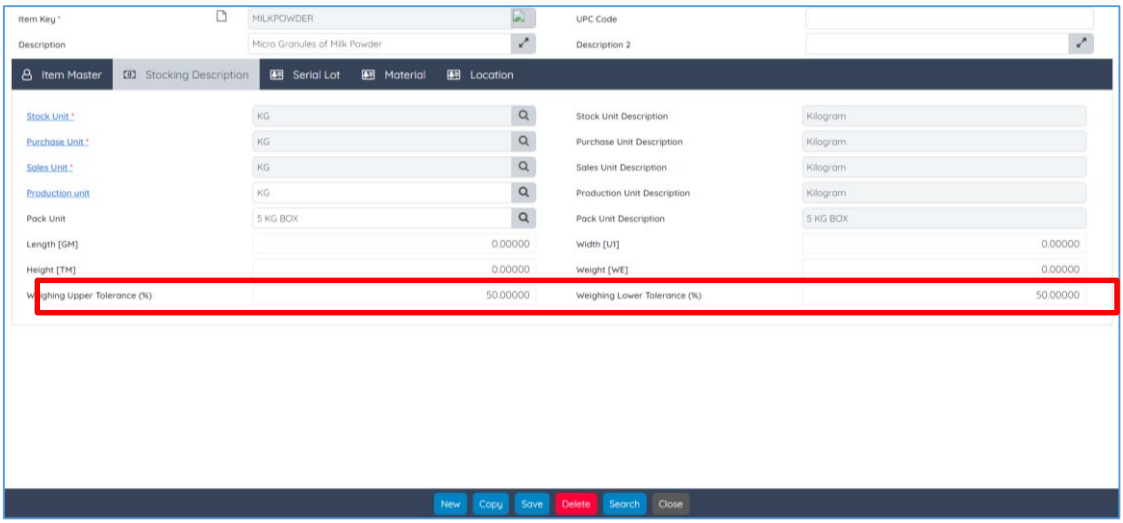
10. Tap the *Submit* button to process FG Receipt. Once FG Receipt is processed, the system displays a success message as shown below:



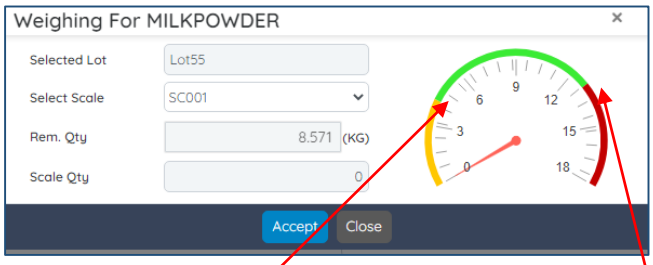
8.3.5 Calculation of Acceptable Tolerance Limit of Weighing Graph

The *FG Receipt* screen (WMS profile) displays a weighing graph when you tap the *Scale* button. The graph displays an acceptable tolerance limit with green color as per the weighing tolerance range you specify on the *Item Master* screen. The graph acceptable tolerance limit calculation is shown below:

Specify the weighing tolerance range at the *Item Master* screen - *Stocking Description* tab (Normal profile).



Open the *FG Receipt* screen, select the desired item, and tap the *Next* button. Now tap the desired item row. The system displays lot selection screen. After specifying the *Lot No* and *Quantity* field, tap the *Scale* button. The system displays a weighing graph popup window as shown below:



The lower weighing tolerance starts from **4.2855** (i.e., 8.571-4.2855) to **12.8565** (i.e., 8.571+4.2855).

Item	Specified Weighing Lower Tolerance (In %)	Specified Weighing Upper Tolerance(In %)	Rem Qty In KG at *EBT : Material Issue*
MILKPOWDER	50%	50%	8.571
	50% of 8.571 KG = 4.2855 KG	50% of 8.571 KG = 4.2855 KG	

Calculation of Weighing Graph Display Range

Required Item Quantity = 8.571

Color Label	Weighing Tolerance
	Below Acceptable Range
	Acceptable Range

Round Off |Required Quantity| = |8.571|= 9

	Above Accepatable Range

Calculated Round Off Quantity x 2 = 18

The system automatically adjust the weighing graph range starting from 0 to 18. The calibration range is the capability of a measuring device (i.e., scale ID) to measure the data within the proper data range.

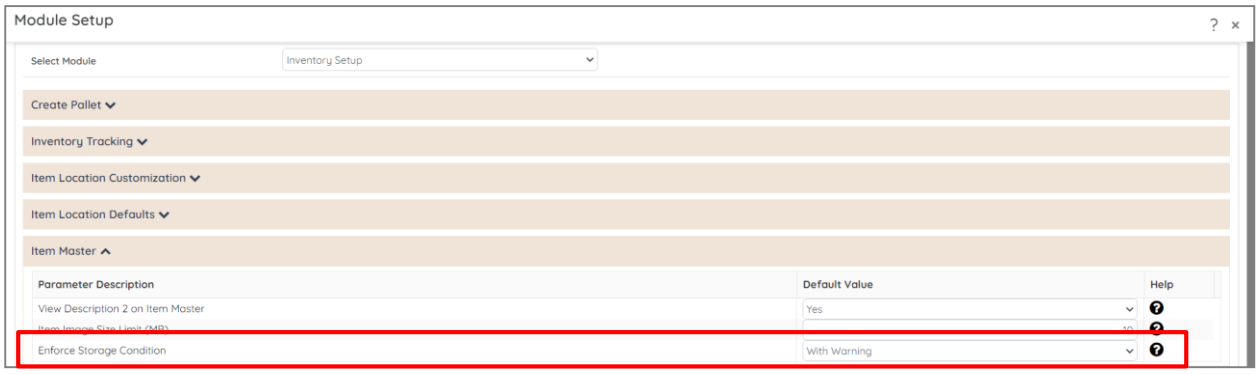
8.3.6 FG Receipt Screen with an Additional Storage Condition

The *FG Receipt* screen allows you to receive goods in the inventory after production. Now, this screen is enhanced with a validation message for the Item's storage condition with the location storage condition where you receive an inventory item before performing an FG receipt transaction.

The quality of a product may be defined as "its ability to fulfill the customer's needs and expectations". Quality needs to be defined firstly in terms of storage conditions, which vary from product to product. For pharmaceutical products, parameters such as physical and chemical characteristics, medicinal effect, toxicity, and taste storage condition may be important. For a food product, they will include storage condition, taste, nutritional properties, texture, shelf life, and many more.

8.3.6.1 Module Setup

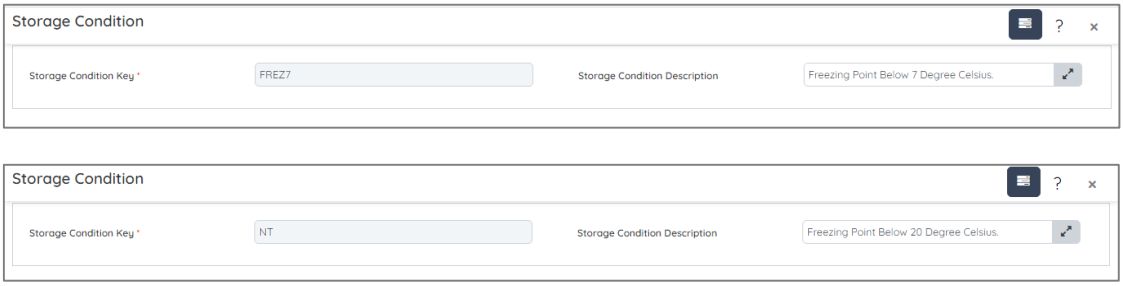
Use *Module Setup* screen to enforce storage condition validation for the BatchMaster WEB. Select *With Warning* option at the *Enforce Storage Condition* field located under the *Item Master* section of the *Inventory Setup* option.



8.3.6.2 Storage Condition Master

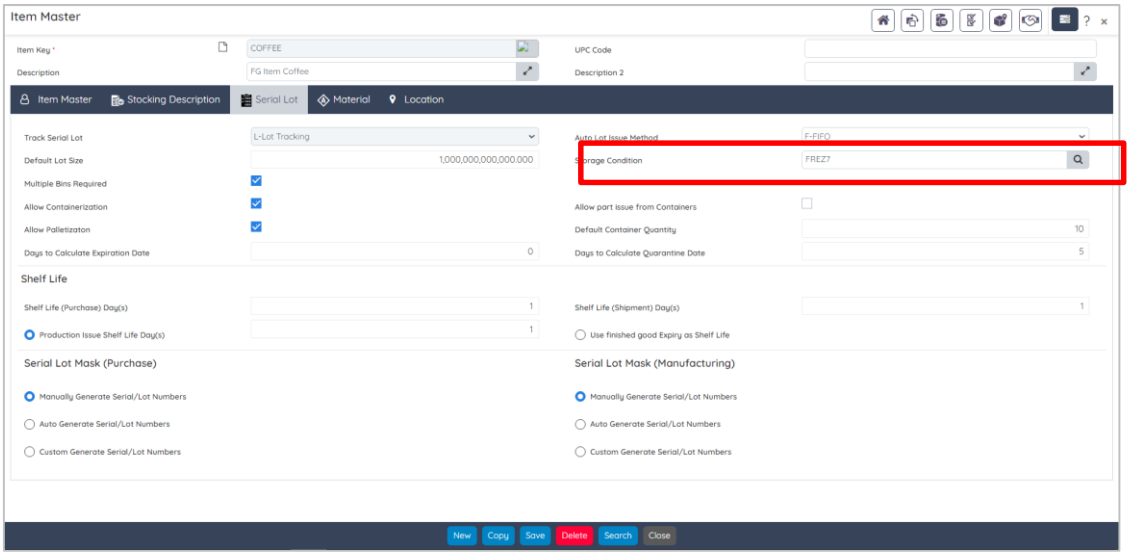
The storage conditions that apply to the storage of material are stored in the Storage Condition record. You need to maintain different storage conditions as per your business requirements. Attach the desired storage condition with an item at the *Item Master* screen and a storage condition with the bin (different condition as attached with the Item) at the *Bin Master* screen.

Say for instance; at the *Storage Condition* screen define the two storage conditions as *FREZ7* and *NT*.



8.3.6.3 Item Master Screen

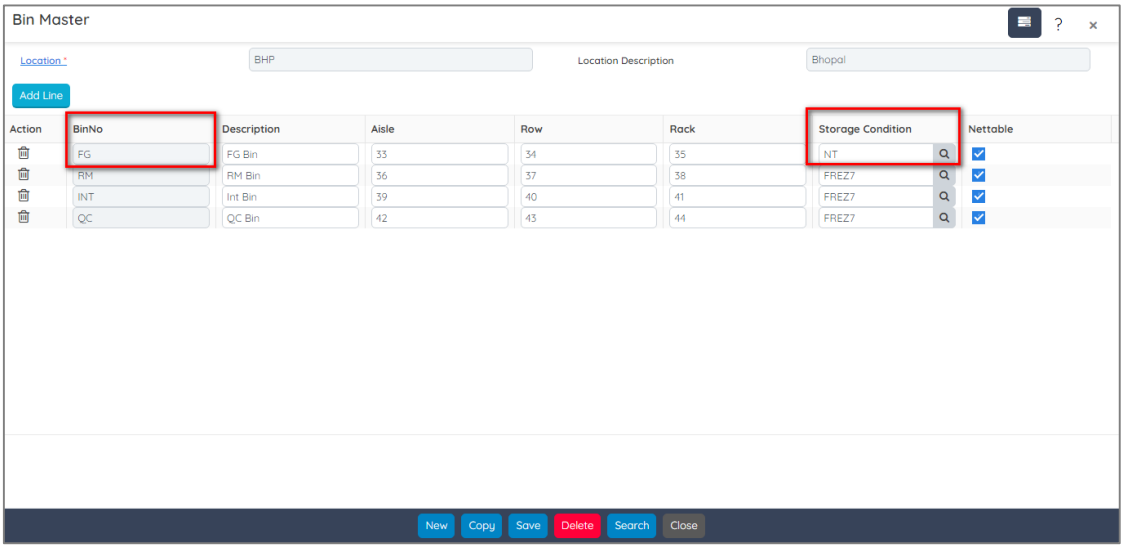
Moving ahead with the *Item Master* screen, and considering the item as *COFFEE*, the *Serial Lot* tab of the *Item Master* screen provides an option to associate a storage condition with the *COFFEE* item. Using the lookup provided next to the *Storage Condition* field associate the storage condition FREZ7 as defined via the *Storage Condition* screen.



Associating storage conditions with an item and defined bin enables the system to track the bin location while receiving an item via the *FG Receipt* screen under the WMS profile.

8.3.6.4 Bin Master

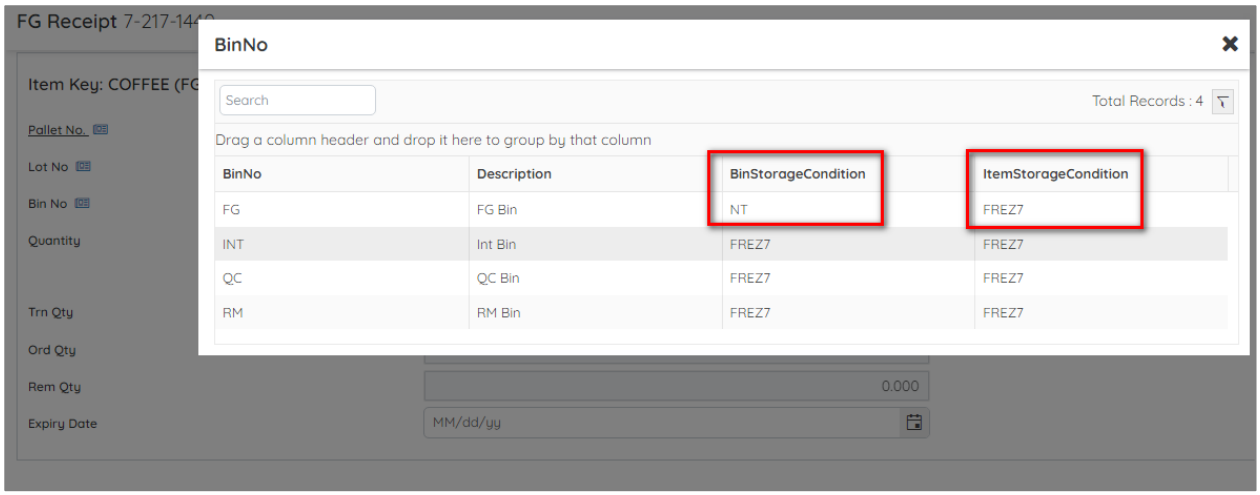
Using *Bin Master* associate bins that will be used as containers for storing materials. Associate the bins with a location in order to make them available for all the respective items with which a storage condition is associated. The *Bin Master* screen provides *Storage Condition* lookup to associate the defined storage condition with the Bin and Location.



Moreover, checking/specifying the *Nettable* checkbox specifies that the on-hand available in the particular bin would be considered for MPS/MRP calculations. If the *Nettable* checkbox is marked, the system restricts specific bins to be considered in planning.

8.3.6.5 FG Receipt

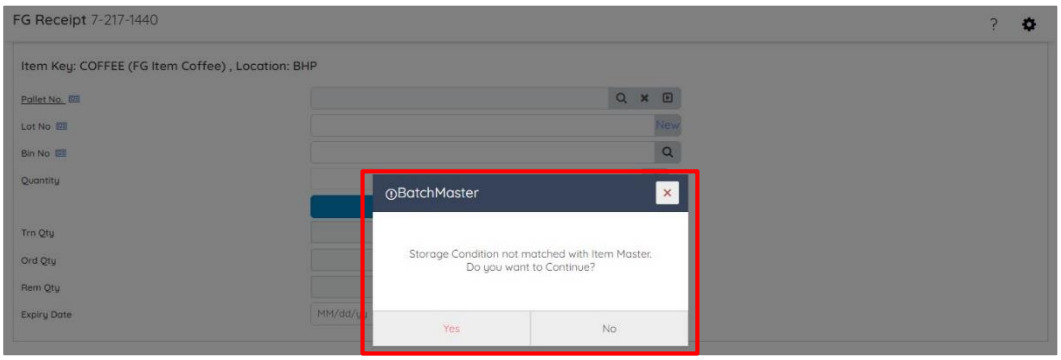
At the *FG Receipt* screen, the system automatically validates the storage conditions associated with the bin and Item when you select a bin at the *Bin No* lookup field.



Storage Conditions associated with Item and Bin:

Bin/Item Name	Storage Condition	Required Screens
Item Name : ***COFFEE***	***FREZ7***	• *Item Master - Serial Lot* Tab
Bin Name : ***FG BIN***	***NT***	• *Bin Master* • *Storage Condition* Master

While selecting a bin via the *Bin No* lookup field, the system prompts a warning message at the *FG Receipt* screen. Here, the storage conditions associated with bin and Item are different, the system displays a warning message as shown below:



8.4 Material Return

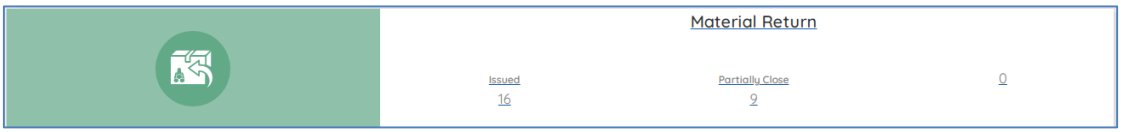
Use this feature to perform material return of the Issued and Part Closed batches.

Go To: Production → Material Return.

8.4.1 Material Return – Widget

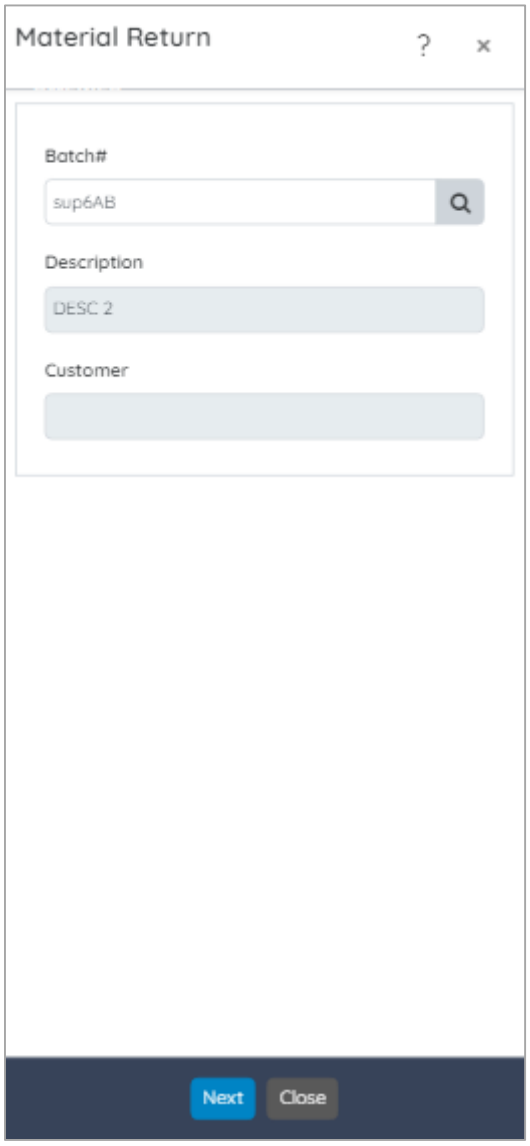
You can view the record count on the *Material Return* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e:

- Issued
- Partially Close



8.4.2 Material Return – Add Mode

To perform Material Return of Issued and Part Closed batches, tap the *Material Return* option from the main menu. The system displays *Material Return* screen.



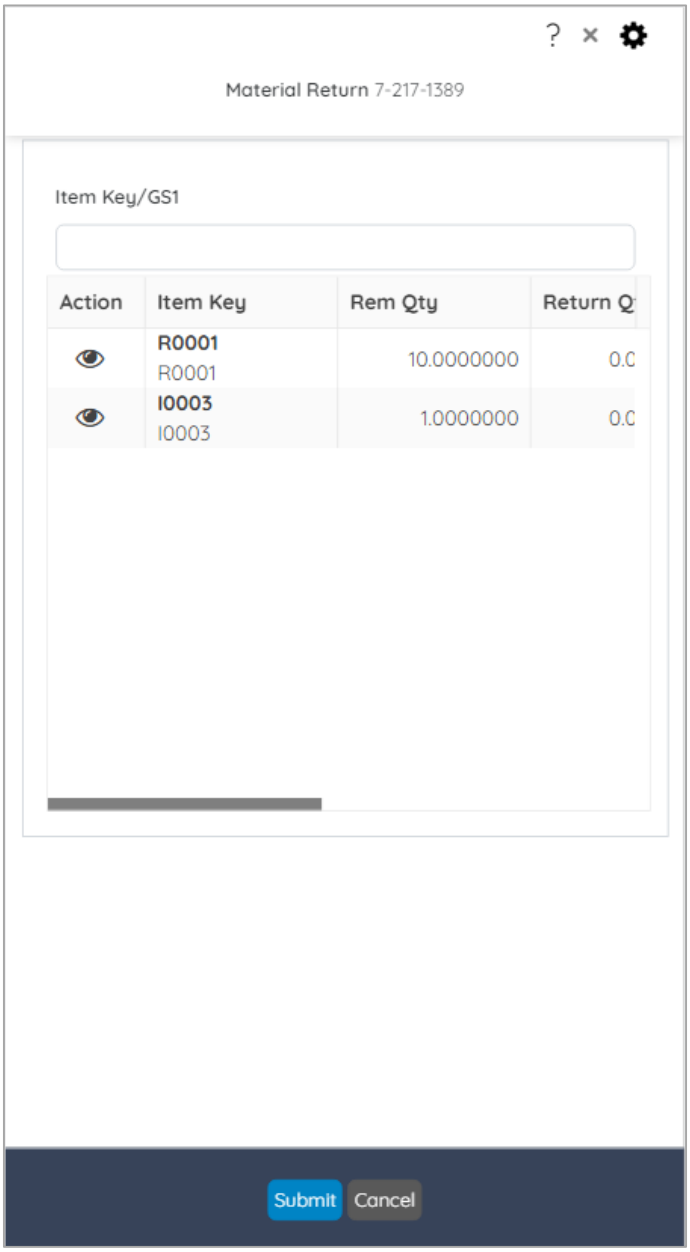
Material Return Screen Fields

Batch #: Enter or select the batch whose material item needs to be returned.

Description: This field displays the as batch associated description.

Customer: This field displays the customer if a sales order is associated to the above selected batch

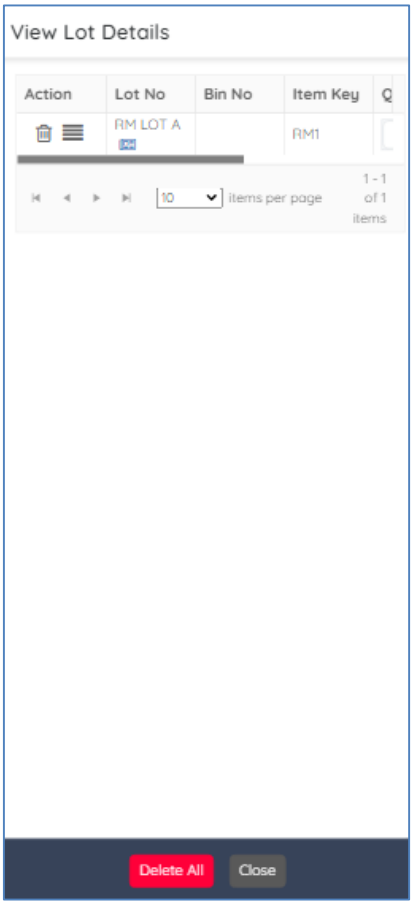
Continued….



Item Key/GS1: Enter/scan the unique identification key of the item. In the Item Key/GS1 field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the Item Master screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Grid Fields

Action: Tap this button to view the lot details of the lot selected. Further, in case the item is containerized you can view its details by clicking the *Container* button.



Item Key: Displays the formula item(s) of the batch.

Rem Qty: This read-only field displays the quantity that remains after some or all of the quantity is returned.

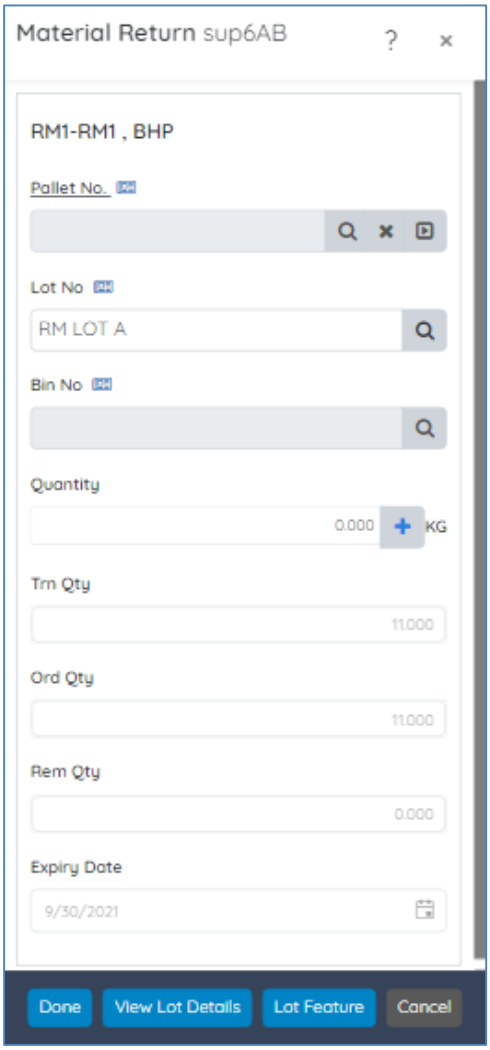
Return Qty: This read-only field displays the Item quantity returned.

Qty To Return: This read-only field displays the quantity of the material to be returned.

UOM: This read-only field displays the stock UOM.

Location: This read-only field displays the location in which the item is maintained.

Continued….



Pallet No.: Use this field to specify the pallet number.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot No: Use this field to specify the lot number.

In order to view the lot details click the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Bin No: Use this field to specify the bin number.

In order to view the bin details click the icon ( ) next to the *Bin No* label. The system will display the *Bin Inquiry* screen along with their respective details. This is a read-only screen.

Quantity: This is a lot quantity of the Item. Clicking the + icon adjacent to the field defaults the displayed quantity in the *Trn Qty* and *Ord Qty* fields.

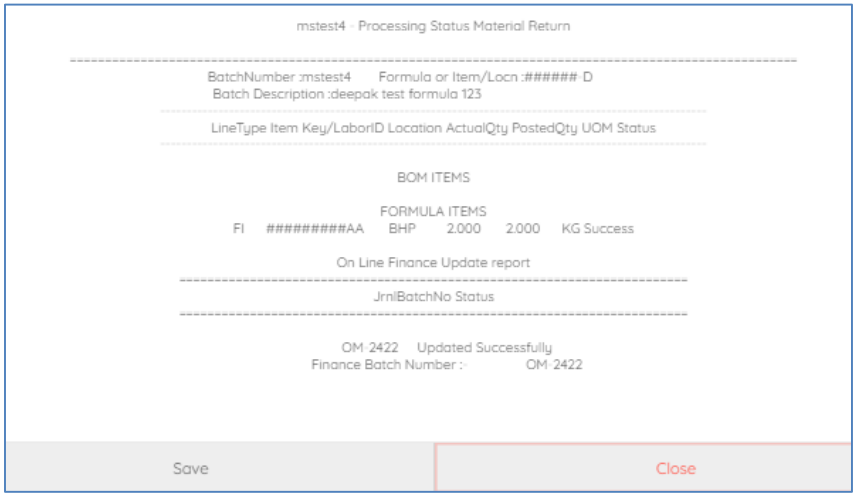
Trn Qty: Displays the transaction quantity of the item.

Ord Qty: Displays the ordered quantity of this item.

Rem Qty: Displays the remaining quantity of this item to be returned.

Expiry Date: Displays the expiry date of the Item's lot.

Done: Tap this button to return the Item quantity. Once the Item quantity is returned, the system displays a message as shown below.

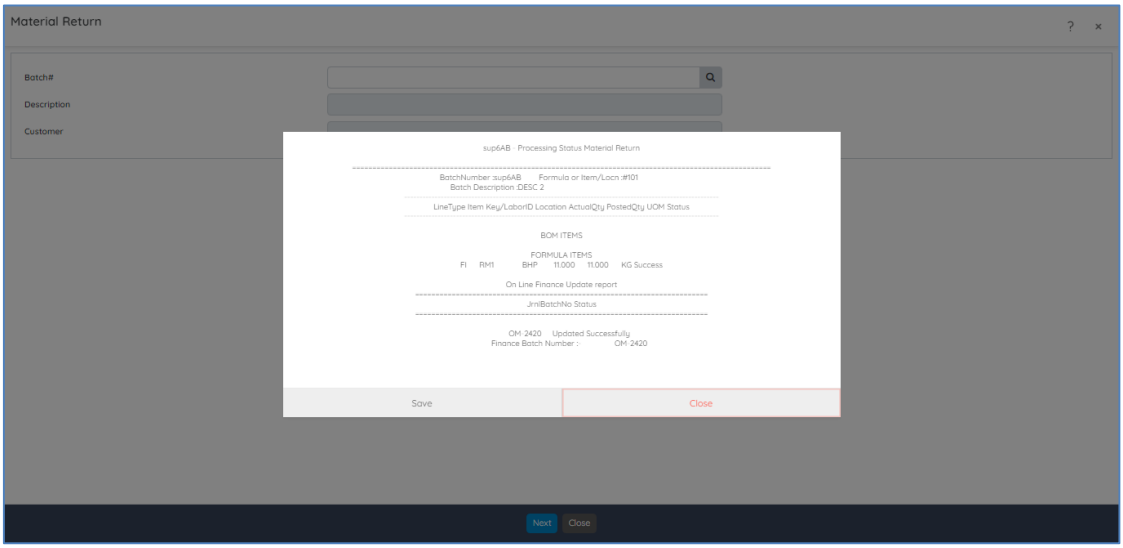


8.4.3 Performing Material Return

1. Tap the *Material Return* option to open the *Material Return* screen.
2. Tap the Batch number lookup and select the desired batch whose item(s) need to be returned. Specifying a batch is mandatory. The system defaults its associated description and customer details in their respective fields.
3. Tap *Next* button. The system displays a window with Item details wherein you can :
    a. Enter or scan the *Item Key/GS1* of the materials to be returned.
    b. The scanned items will be added in the grid fields.
4. Tap the desired Item row. Tap the + button adjacent to the *Quantity* field.

5. The system defaults the displayed quantity to the *Trn Qty* and *Ord Qty* fields.

6. Tap the *Done* button. Once the Item quantity is returned, the system displays a success message as shown below.



8.5 Production Picking

Picking regions are used as temporary storage for goods that are to be used in production batches. Once the Pick Order(s) is generated the last step is Production Picking.

Suppose multiple production orders are planned and the inventory needed to produce them is almost the same. In such a case it is feasible and convenient to collect all the required staged material from the staging area. Using the *Production Picking* screen, you can:

- Pick/Unpick and drop the items from an existing production pick order(s)
- Change the Drop Bin, if required
- Pick the Item quantities from the maintained lot(s)
- View Item Locations and Lot features

After production picking you can further process the Item(s) for production.

Production Picking screen also supports scale integration. A weighing scale is a device that can be integrated with the BatchMaster WEB to measure an item's actual weight with accuracy. The measured item weight via the weighing scale acts as an input to the system for precise and accurate result calculations.

Go To: Production → Production Picking.

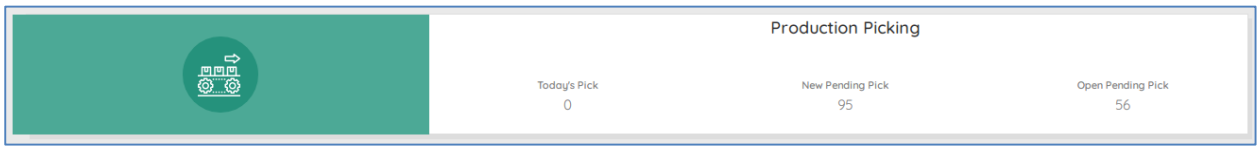
8.5.1 Prerequisites

- To process a production picking and dropping, it is required to maintain a production pick order with *Released* status. You can generate a production pick order via the *Production Pick Order* screen (*Normal* Profile).
- At the *Item Master* screen under the BatchMaster WEB (Normal Profile):
    - *Weighing Upper Tolerance (%)* and *Weighing Lower Tolerance (%)* fields must be defined under the *Stocking Description* tab if scale integration is implemented.

8.5.2 Production Picking – Widget

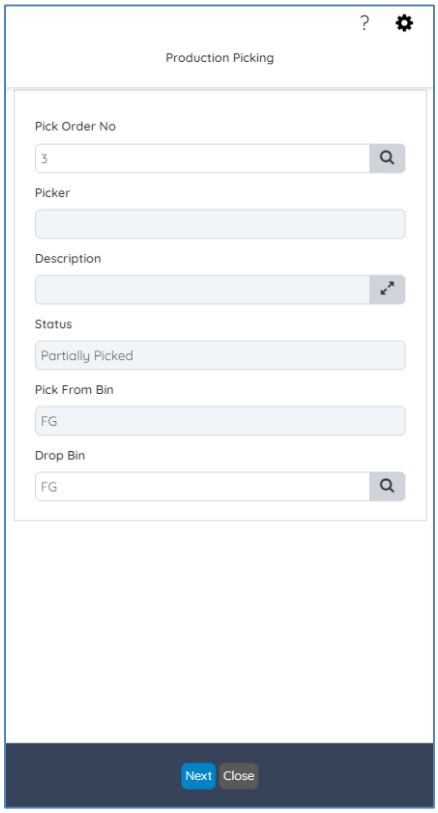
You can view the record count on the Production Picking widget. By default, the system displays all the existing entries count as maintained for your business/company i.e,:

- Today's Pick
- New Pending Pick
- Open Pending Pick



8.5.3 Production Picking – Add Mode

To perform production picking, tap the *Production Picking* option from the *Production* menu. The system displays *Production Picking* screen.



Production Picking Screen Fields:

Pick Order No: Use this field to search and select the Pick Order number for Production Picking. It can be entered manually or using the lookup next to the *Pick Order No* field. The lookup here obtains all the production pick order(s) generated via the BatchMaster WEB *Production Pick Order* screen.

Picker: Displays the name of the picker associated with the pick order number. The value in this field defaults when you select a pick order number in the *Pick Order No* field.

Description: Displays the description associated with the selected pick order number. The value in this field defaults when you select a pick order number in the *Pick Order No* field.

Status: Displays the status associated with the selected pick order number. The value in this field defaults when you select a pick order number in the *Pick Order No* field. The various statuses are:

Pick From Bin: Displays the bin location from where the item needs picking. This bin is associated with the selected pick order number when you select pick order number in the *Pick Order No* field.

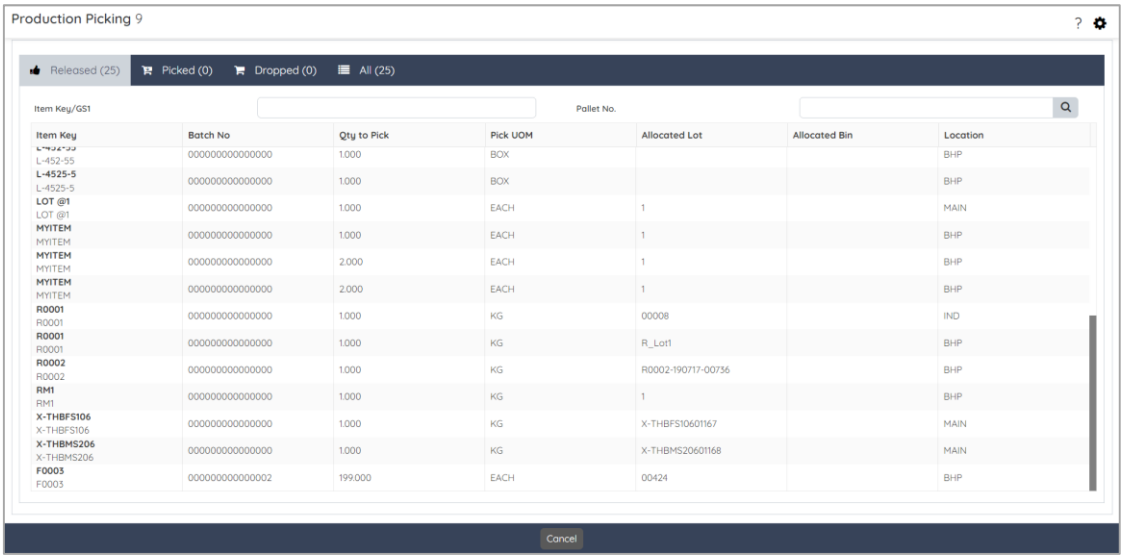
Drop Bin: Enter or scan the drop bin location associated with the pick bin. This bin location is where the item needs to be dropped after picking.

Next: Tap the *Next* button to open the *Production Picking* screen where you can drop the picked item.

Production Picking Screen

You can view the Pick Order(s) generated having released status, picked, and staged individually by navigating on the different tabs provided on the screen. The system also displays the counted orders on each tab i.e. show the total number of orders that passed the specific filter. This is a read-only screen for display purpose only.

Released Tab fields:



Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on *the Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Pallet No.: Enter or select the desired pallet.

Grid Fields

Batch No: Displays the batch number associated with the Item Key.

Qty to Pick: Displays the quantity to be picked for production.

Pick UOM: Displays the UOM of the item for picking.

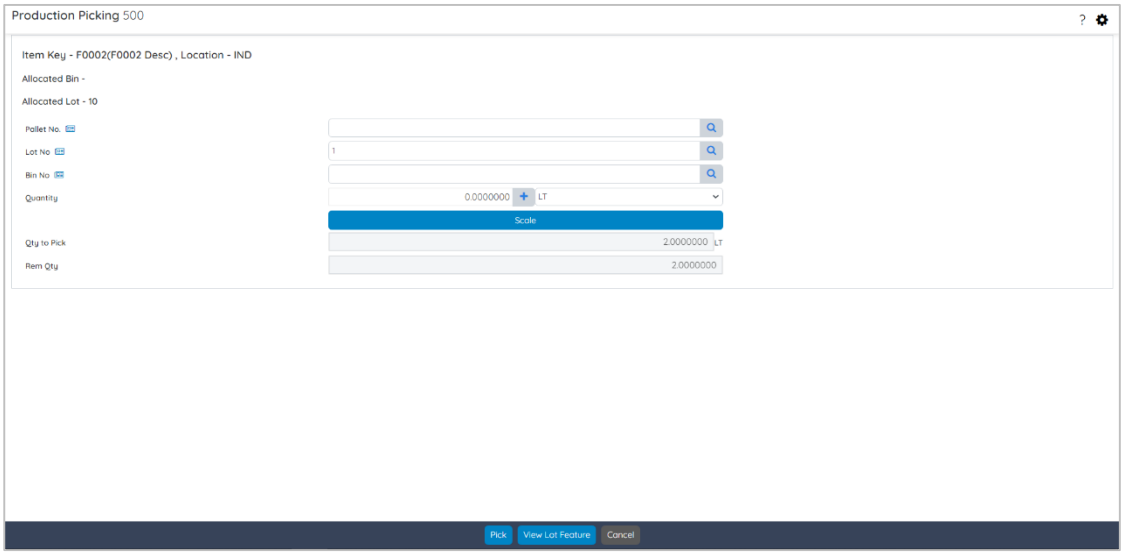
Allocated Lot: Displays the lot number associated with the picking item.

Allocated Bin: Displays the bin number associated with the picking item.

Location: Displays the location on which picking item is maintained.

Production Picking Screen:

Use this screen to pick and drop the item(s) from the selected pick order number. Tapping the Item row displays the *Production Picking* screen as shown below:



Production Picking Screen Fields:

Pallet No.: This field contains the pallet identifier. Use the lookup to search and select the required pallet.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot No: Enter or scan the lot number from where you want to allocate the quantity for picking.

In order to view the lot details click the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the associated details.

Bin No: Displays the bin number associated with the selected lot number.

In order to view the bin details click the icon ( ) next to the Bin# label. The system will display the *Bin Inquiry* screen along with the lot and container details, if any. The *Bin Inquiry* is a read-only screen.

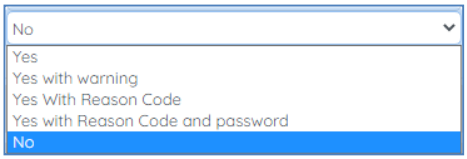
Quantity: Enter the Item's quantity for picking.

Button: Click this button to pick the quantity as specified in the *Quantity* field. Eventually, the system subtracts the entered quantity from the *Rem Qty* field and resets the *Quantity* field to zero value. It is mandatory to specify *Lot No* before clicking the button**.**

The dropdown adjacent to the button obtains all the units maintained via the *Units* screen.

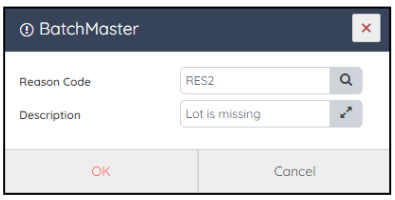
The system permits/restricts/ displays a warning message when you select a lot other than the allocated one.

It is based on the specified options at the *Override Lot on Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Depending upon the option selected, the following messages appears when you click the button after specifying the *Quantity* field.

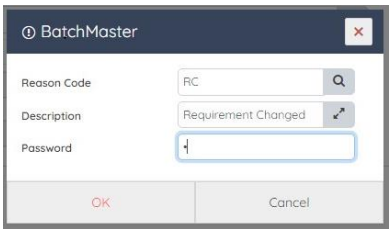


- **Yes**: If this option is selected, the system permits you to select a lot other than the allocated one at the *Production Picking* screen and no warning message appears.
- **Yes With Warning:** If this option is selected, the system displays a warning message when you select a lot other than the allocated one at the *Production Picking* screen. The record gets successfully added.

- **Yes With Reason Code:** If this option is selected, the system displays following popup window when you select a lot other than the allocated one at the *Production Picking* screen.



- **Yes With Reason Code and Password**: If this option is selected, the system displays a popup window to select a lot other than the allocated one at the *Production Picking* screen. In the popup window, you need to specify *Reason*

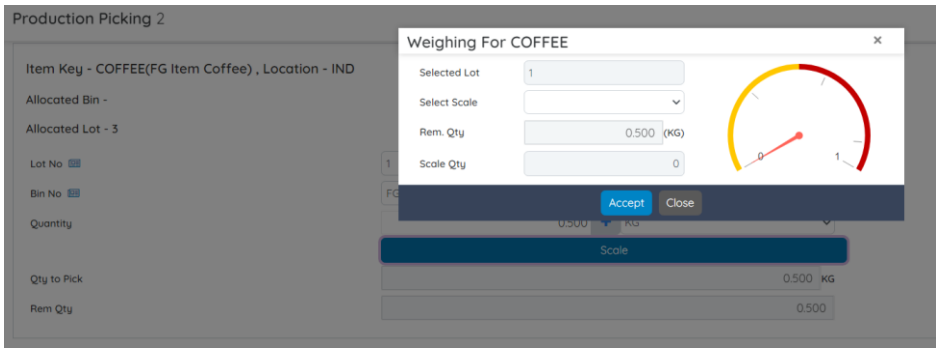


Code and *Password*. After clicking the *OK* button, the lot gets successfully added.

- **No:** If this option is selected, the system restricts you to select a lot other than the allocated one at the *Production Picking* screen and displays a warning message as shown below:

Scale: In case, weighing scale is integrated with BatchMaster WEB for weighing the materials, then depending upon the specified lower/upper tolerance percentage of material at *Item Master* screen - *Stocking Description* tab.

The system will fetch item's weight in the *Scale Qty* field via the selected weighing scale. This fetched value acts as an input to the system for precise and accurate measurement.



Weighing Popup Window:

Select Lot: This field displays the selected item's lot whose quantity is yet to be measured.

Select Scale: Use this field to select the maintained weighing scale. The dropdown here obtains all the active Scale ID records maintained via the *Scale Master* screen (Normal Profile – Under *Common Data* module).

Rem. Qty: This field displays item's available remaining quantity.

Scale Qty: In case, if scale integration is implemented, this field fetch the measured item weight as per the selected Scale ID in the above *Select Scale* field.

Before tapping the *Scale* button, it is mandatory to specify a lot. Otherwise, the system displays a warning message as shown below:

View measured weight along with the calibration details and color coding for the Under/Acceptable/Above weighing range. The measured weight reading acts as an input to the system for further calculation. To know more about the displayed acceptable tolerance limit for the weighing calculation, refer *Calculation of Acceptable Tolerance Limit of Weighing Graph* section.

Accept: Tap this button to accept the weighing scale calculation.

Close: Tap this button to close the popup window.

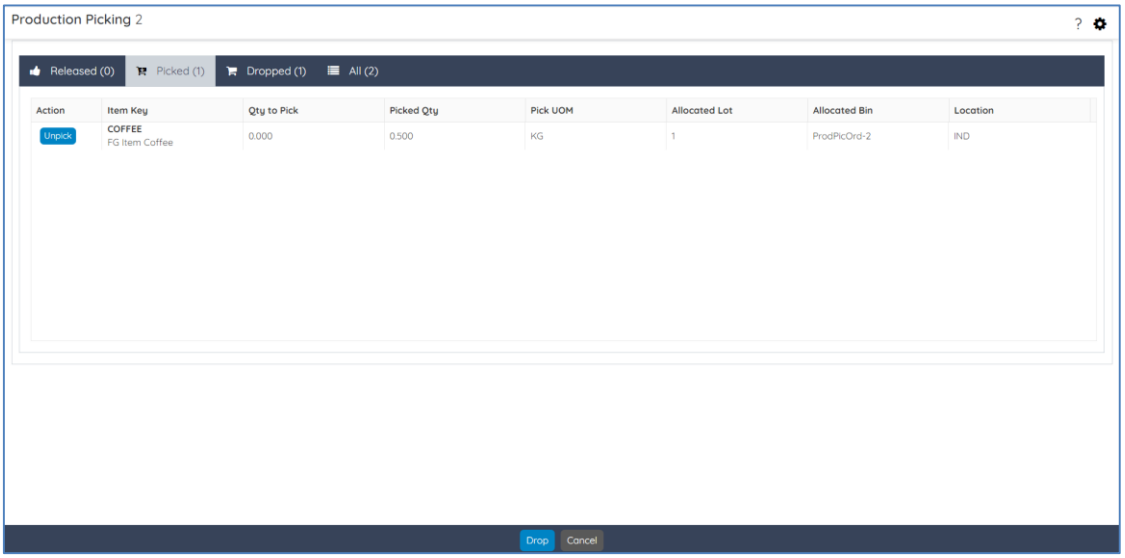
Qty to Pick: Displays the available quantity for picking.

Rem Qty: Displays the remaining quantity after quantity have been picked.

Pick Button: Click this button to pick the item quantity specified on the *Quantity* field.

View Lot Features Button: Click this button to view the features of the lot.

Picked Tab Fields:



Action: The following option is available:

- **Unpick:** Click this button to revert the picking of the item.

Item Key: Displays the unique item key for picked item.

Qty to Pick: Displays the available quantity that can be picked.

Picked Qty: Displays the picked quantity.

Pick UOM: Displays the UOM of picked item.

Allocated Lot: Displays the lot number associated with the picked item.

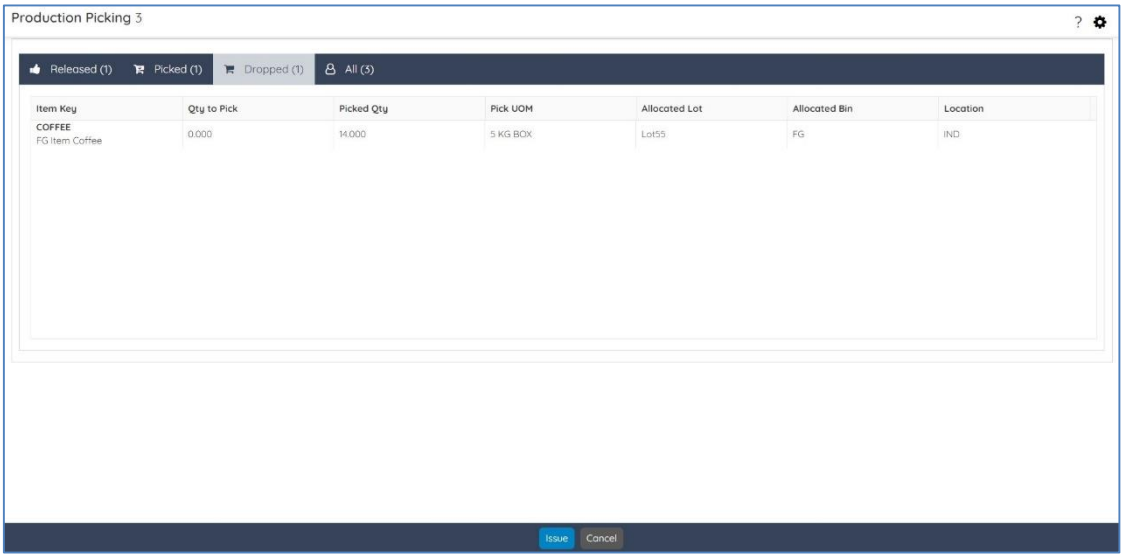
Allocated Bin: Displays the bin number associated with the picked item.

Location: Displays the location on which picked item is maintained.

Drop Button: Click this button to drop the picked item at the specified drop location and bin. The system displays the *Select Drop Location & Bin* window wherein you can select the Drop Bin. By default, the system displays the Drop Bin as defined on the *Zone Master* screen. If required, you can change the desired drop bin associated with the location using the lookup provided next to the *Drop Bin* field.

It is mandatory to maintain the item at the Drop location (Item Location- Normal Profile).

Dropped Tab Fields:



Item Key: Displays the unique item key for dropped item.

Qty to Pick: Displays the quantity to pick.

Picked Qty: Displays the actual picked quantity.

Pick UOM: Displays the UOM for the picked item.

Allocated Lot: Displays the lot number associated with the dropped item.

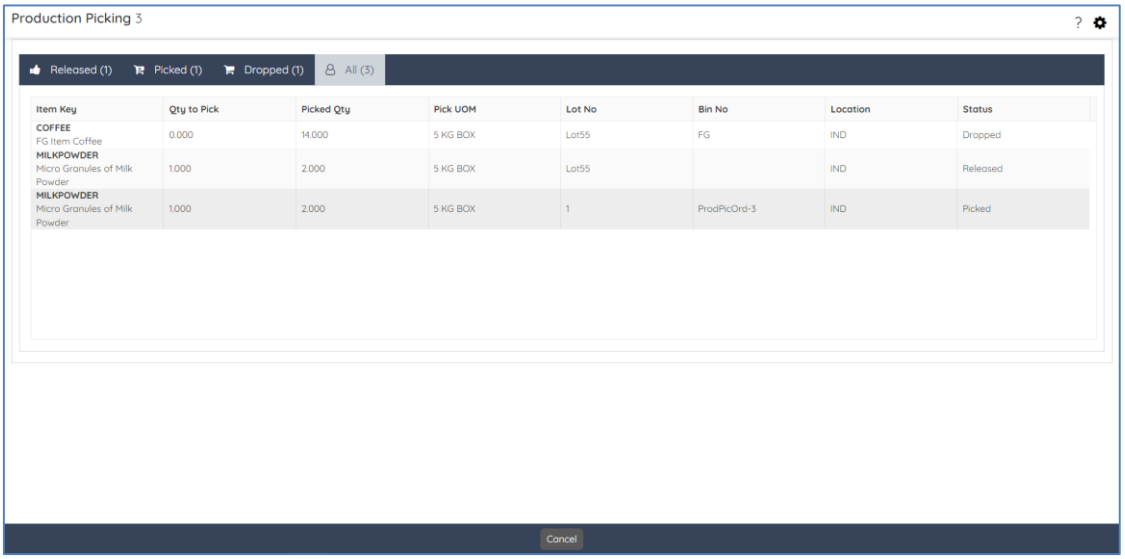
Allocated Bin: Displays the bin number associated with the dropped item.

Location: Displays the location on which dropped item is maintained.

Issue: Tap this button to issue the materials. The system will display the report stating the success of issue operation against the materials used in the batch. Eventually, the system will change the line status of the formula item as Issued.

All Tab Fields:

This tab displays all the Released/Picked/Dropped items. This is a read-only tab for information purpose only.



Item Key: Displays the unique item key for the item.

Qty to Pick: Displays the quantity to pick.

Picked Qty: Displays the actual picked quantity.

Pick UOM: Displays the UOM for the picked item.

Lot No: Displays the lot number associated with the item.

Bin No: Displays the bin number maintained with the lot number.

Location: Displays the location on which the item is maintained.

Status: Displays the status of the item.

Cancel: Tap this button to close the *Production Picking* screen.

8.5.4 Picking and Dropping an Item

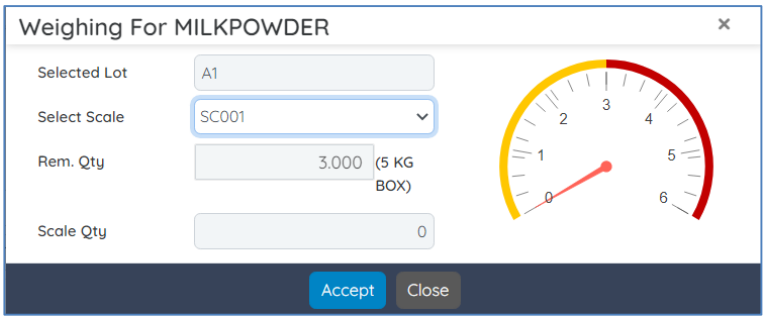
1. Tap the *Production Picking* option to open the *Production Picking* screen.
2. Enter or scan the pick order number using the lookup adjacent to the *Pick Order No* field. The lookup here obtains all the production pick order(s) generated via the BatchMaster WEB *Production Pick Order* screen. On selecting the pick order number, the system defaults *Picker, Description, Status, Pick From Bin*, and *Drop Bin* field values. Tap *Next* to proceed.
3. On the *Released* tab, the system displays all the items to be picked for production.

4. Select the desired item row for picking.

    a. Enter or scan the lot number in the *Lot No* field.

    b. Enter the quantity picking the *Quantity* field.

        i. If scaling in implemented, then tap the *Scale* button. The system displays following popup window:



        ii. In the *Select Scale* field specify the applicable Scale ID and click the *Accept* button.

    c. Tap the  button to add the quantity to the lot. The system will pick the entered quantity and displays a success message. Eventually, the picked item gets displayed at the *Picked* tab.

    d. Tap the *Pick* button to pick the item. Once the item has been picked, the system displays the item(s) at the *Picked* tab.

    e. Once picked, the system defaults the picked items to the *Picked* tab. The items available under the *Picked* tab are ready to drop.

5. Switch to the *Picked* tab and tap on the *Drop* button to drop the item at the mentioned location and bin. On clicking the *Drop* button, the system displays a popup window where you can specify bin at the *Drop Bin* field in accordance with the displayed location. By default, it is fetched as per the *Zone Master* screen, which you can change using the lookup provided next to field.

6. On this tab you can also view the Lot features attached to items using the *View Lot Feature* button.

7. Switch to the *Dropped* Tab, the system defaults the picked items on this tab.

8. You can issue the materials using the *Issue Material* button. The system will display the report stating the success of issue operation against the dropped materials.

9. To view all status item(s) in one view, switch to the *All* tab.

8.6 Production Staging Picking Detailed Workflow

To understand the significance and process of performing staging let's assume a scenario when multiple production orders are planned for an entire day and the inventory needed to produce them is almost the same. In such a case it is more feasible and convenient first to collect and stage all required material in bulk at the staging area. Further, from the staging warehouse, the desired quantity from the specified batch range can be picked for dropping at the desired location.

In BatchMaster WEB, you can achieve this by using the *Production Material Picking* option as *Staging & Picking* under the *Module Setup* screen. You can implement Production Picking and Staging individually or both as per your business requirements. The first step to initiate this process starts with the creation of Stage Order. This order can further be processed at the *Production Staging* (*WMS* Profile), *Production Pick Order* (*Normal* Profile), and *Production Picking* (*WMS* Profile) screens respectively. The required screens for Production Picking and Staging are:

1. *Stage Order* screen under the *Normal* Profile.

   Refer Example to Split a Stage Order by Picker(s) via the Stage Order screen section for more details.

2. *Production Staging* screen under the *WMS* Profile.

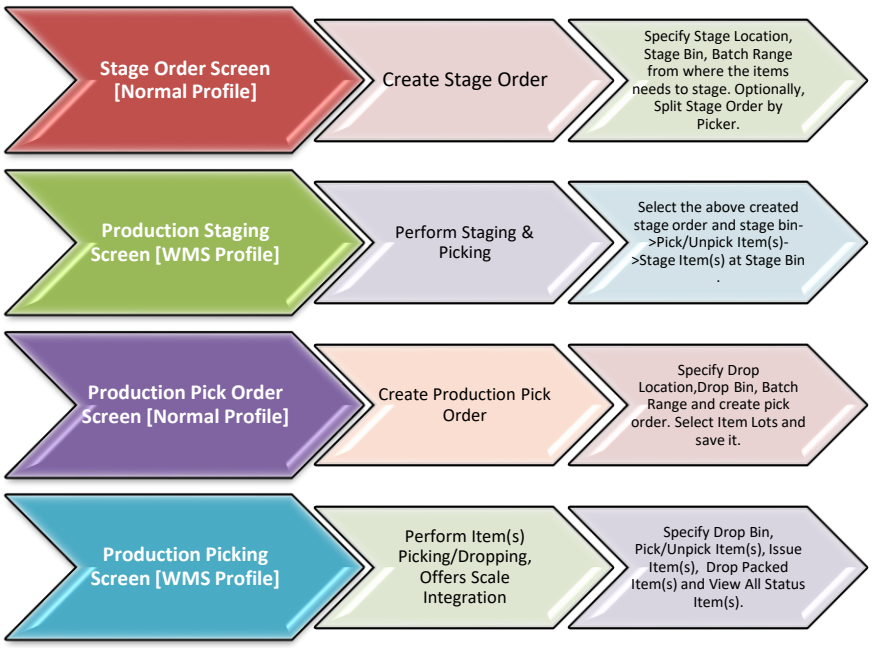
   Refer Example of Item Picking Sequence at the Production Staging screen section for more details on picking sequence.

3. *Production Pick Order* screen under the *Normal* Profile.

   Refer Example to Understand Pick Order Creation Criteria section for more details.

4. *Production Picking* screen under the *WMS* Profile.

8.6.1 Generic Flow For Staging and Picking



8.6.2 Prerequisites For Workflow

- At the *Item Master* screen:
    - Under the *Material* tab:
        - Specify the *Lot Sizing Method* option as *L-Lot for Lot.*
        - Mark both the *Production Staging* and *Production Picking* options. Unmarking the options will exclude that item from production picking/staging.
    - Under the *Stocking Description* tab:
        - Specify the *Stock Unit* and *Pack Unit.* Ensure that the *Pack UOM* must be defined for all the items that need to be staged and picked. Otherwise, the system considers *Stock UOM* as *Pick UOM*.

Please re-login the BatchMaster WEB to continue with the settings which you save at the *Module Setup* screen (*Configuration* module).

- An appropriate option must be selected at the *Module Setup* Screen - *Production Material Picking* field under the *Production Staging And Picking* section at the *WMS Setup* option.
- The batches containing the item(s) to be staged should be in *Released* status.

- Units (Stock Unit/Pack Unit etc.) and Unit conversions should be defined at the respective screens.

Ensure that the *Pack UOM* must be defined for all the items that need to be staged and picked. Otherwise, the system considers *Stock UOM* as *Pick UOM*.

- Bins should be defined at the *Bin Master* for the desired location.

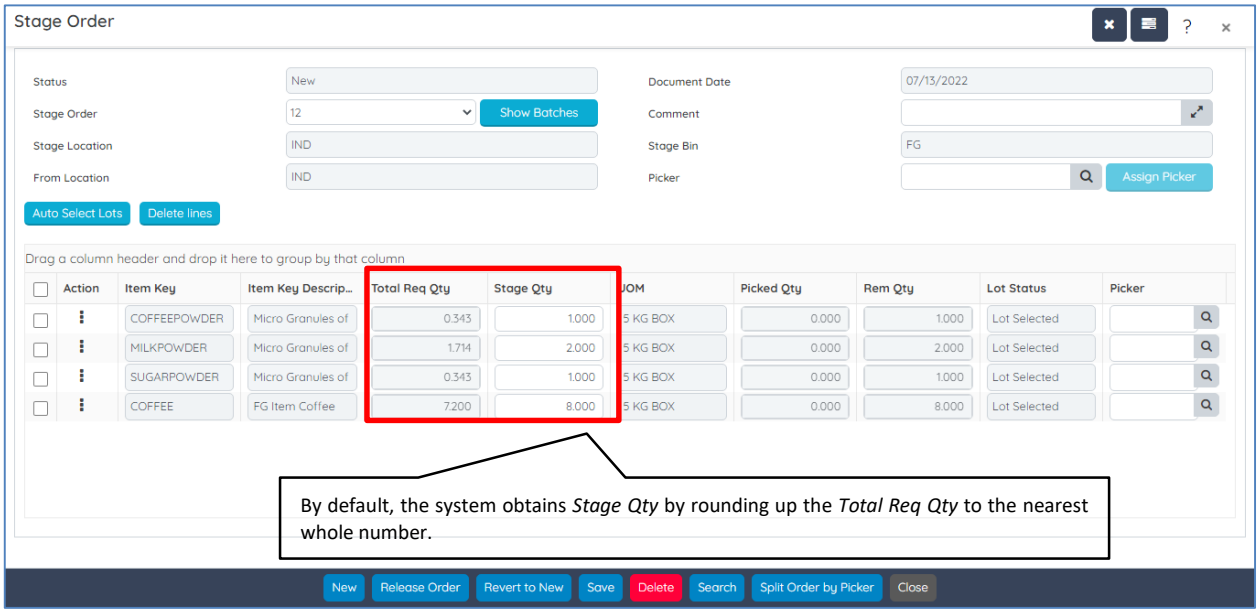
8.6.3 Staging and Picking Workflow

8.6.4 Stage Order Screen

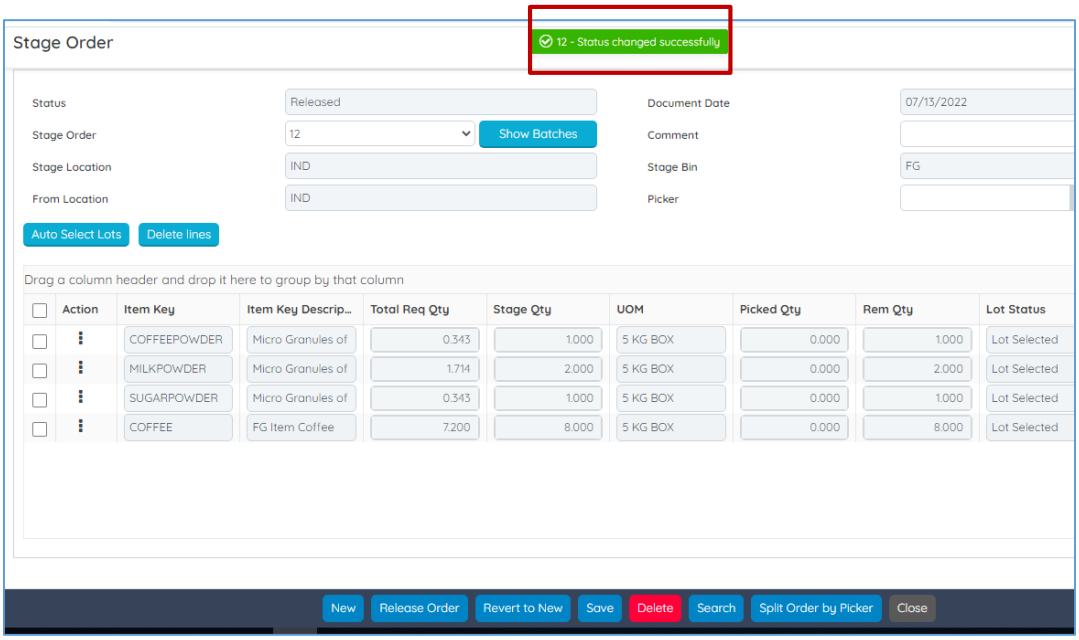
Open the *Stage Order* Screen and create a new stage order for the batches containing the item(s) to be staged.

Before you open the *Stage Order* screen, you need to select the *Staging* or *Staging And Picking* option at the *Production Material Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Otherwise, the system restricts you to open the *Stage Order* screen and displays a warning message as shown below:

Once the stage order is created, the system-generated stage order number defaults to the *Stage Order* field. Release the *New* status stage order by clicking the *Release Order* button available at the bottom of the screen. Here you can split the stage order by picker(s), if required. Refer *Example to Split a Stage Order by Picker(s) via the Stage Order screen* section to know more about splitting a stage order by pickers.



On releasing a stage order, the system displays a message stating the success of the *Release* operation as shown below:



The status of the Stage Order changes to *Released* status. All the released stage orders will be available for production staging operation at the *Production Staging* screen (*WMS* Profile).

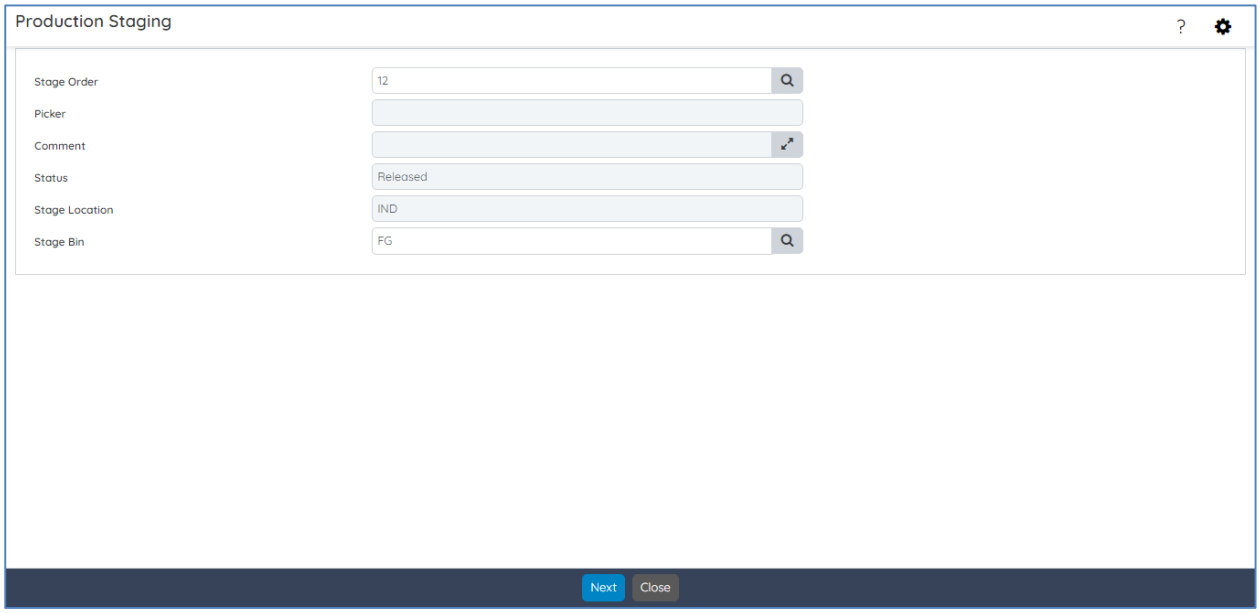
8.6.5 Production Staging Screen

Open the *Production Staging* screen under the WMS profile *Production* module.

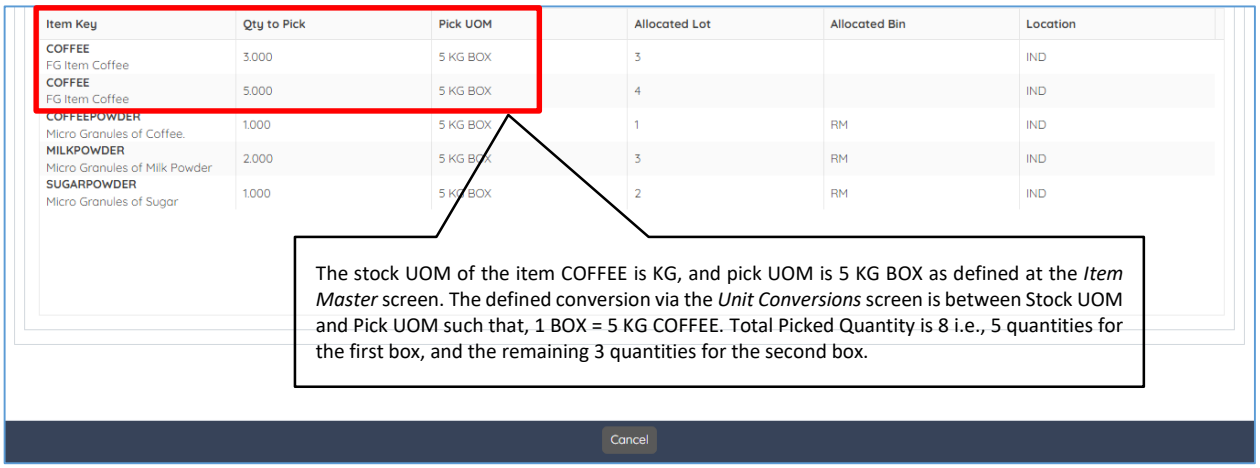
Before you open the *Production Staging* screen, you need to select the *Staging* or *Staging And Picking* option at the *Production Material Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Otherwise, the system restricts you to open the *Production Staging* screen and displays a warning message as shown below:

Select the stage order number via the *Stage Order* lookup. The lookup here obtains all the stage orders created and released via the *Stage Order* screen. For example, select the stage order as 12, the system defaults all the stage order associated information in their respective fields such as *Picker*, *Comment*, *Status*, *Stage Location*, and *Stage Bin* etc.

If required, you can change the stage bin via the lookup adjacent to the *Stage Bin* field.



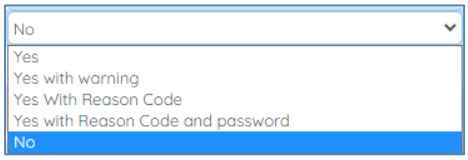
Tap the *Next* button. The system defaults the Item(s) for picking at the *Released* tab of the *Production Staging* screen.



Tap the desired item that needs to be picked. Now, specify *Lot No*, and *Bin* (if required). In the *Quantity* field, enter the quantity to be picked and click the + button. Eventually, the system recalls the next item *Batch Wise* or *Item Wise* based on the option as specified at *Module Setup* screen under the *Production Picking Sequence Option* field. To know more about the picking sequence, refer *Example of Item Picking Sequence at the Production Staging screen* section. The *Production Picking Sequence Option* field is available at the *Production Staging and Picking* section under the *WMS Setup* option.

You can now pick the required quantity of the item from multiple lots. The system permits/restricts/ displays a warning message when you select a lot other than the allocated one.

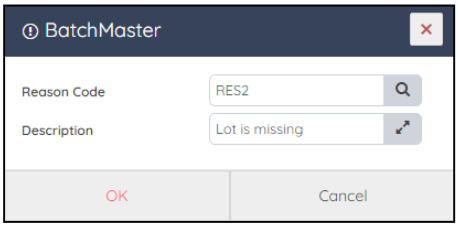
It is based on the specified options at the *Override Lot on Staging* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Depending upon the option selected, the following messages appears when you click the button after specifying the *Quantity* field.



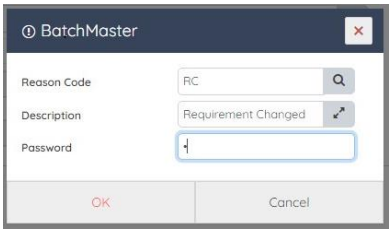
- **Yes**: If this option is selected, the system permits you to select a lot other than the allocated one at the *Production Staging* screen and no warning message appears.
- **Yes With Warning:** If this option is selected, the system displays a warning message when you select a lot other than the allocated one at the *Production Staging* screen. The record

gets successfully added.

- **Yes With Reason Code:** If this option is selected, the system displays following popup window when you select a lot other than the allocated one at the *Production Staging* screen.

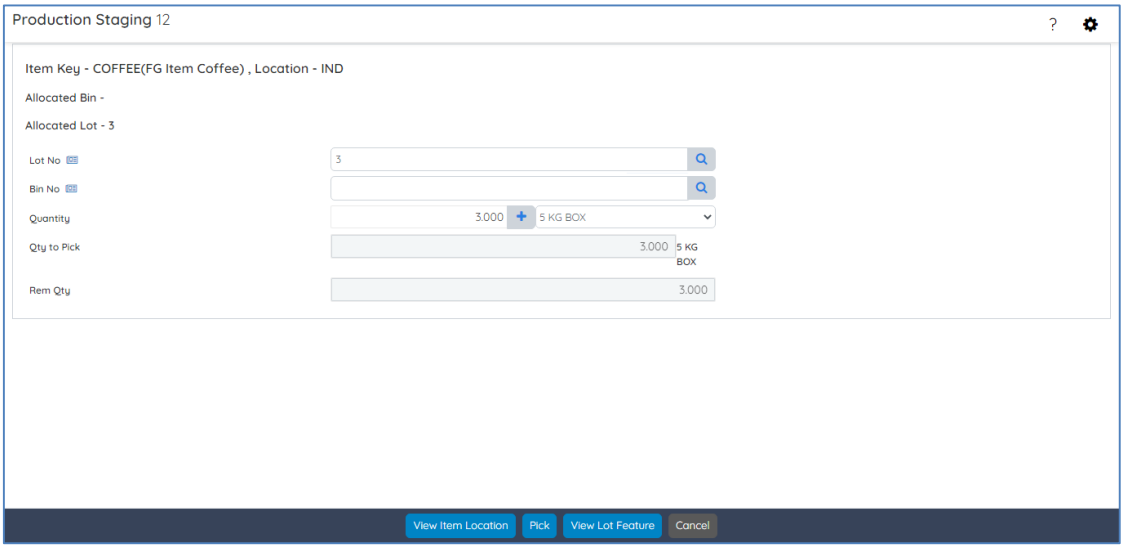


- **Yes With Reason Code and Password**: If this option is selected, the system displays a popup window to select a lot other than the allocated one at the *Production Staging* screen. In the popup window, you need to specify *Reason Code* and *Password*. After clicking the *OK*



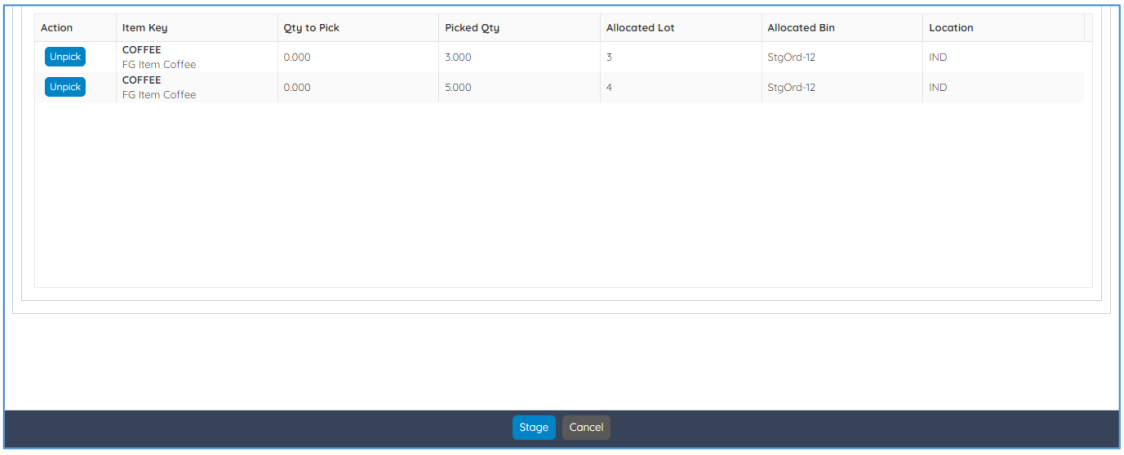
button, the lot gets successfully added.

- **No:** If this option is selected, the system restricts you to select a lot other than the allocated one at the *Production Staging* screen and displays a warning message as shown below:

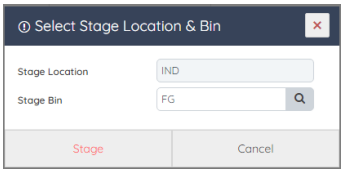


The system defaults the picked items to the *Picked* tab. The item(s) available under the *Picked* tab are ready to stage.

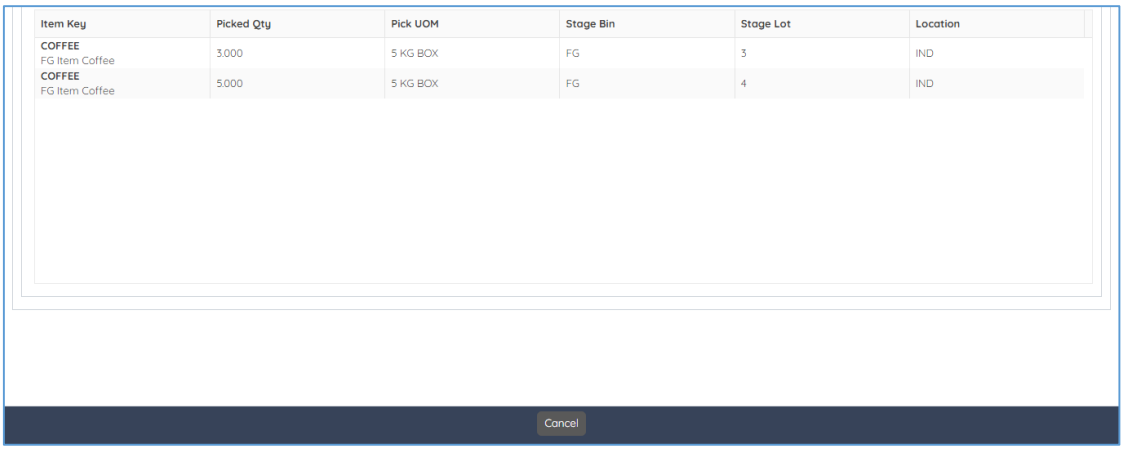
If required, here you can unpick the displayed item(s) by clicking the *Unpick* button available for the respective item at the *Picked* tab of *Production Staging* screen. Unpicked item(s) will revert to the *Released* tab.



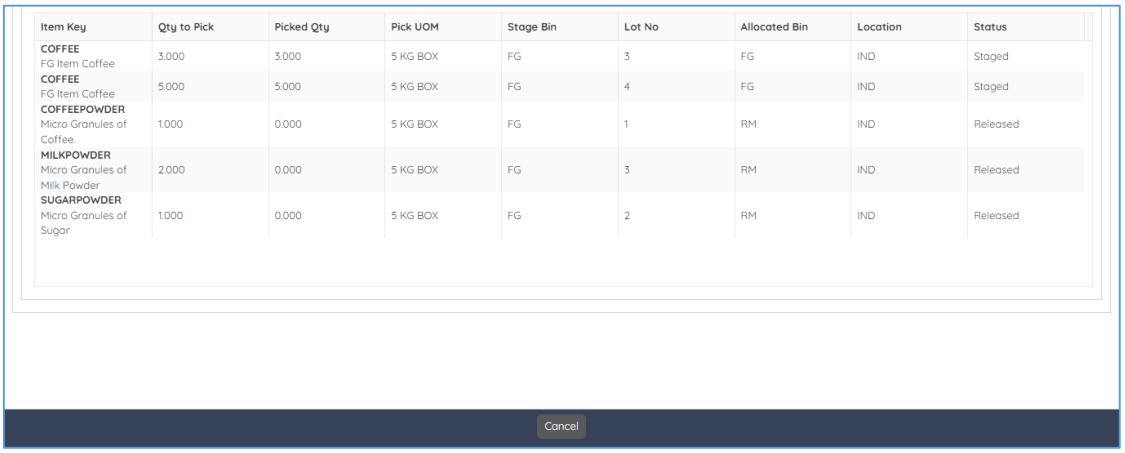
To stage the displayed Item(s), tap the *Stage* button. The system defaults the location associated stage bin to the popup window. If required, you can change the *Stage Bin*. Click the *Stage* button at the popup window.



Switch to the *Staged* tab. Once all the picked item(s) are staged, the system displays the staged item(s) with their respective details at the *Staged* tab.



Optionally, to view all the status item(s) such as *Released*, *Picked* and *Staged* in one view, switch to the *All* tab.



Once the desired item(s) are staged, they are ready for generating a production pick order via the *Production Pick Order* (Normal Profile) screen.

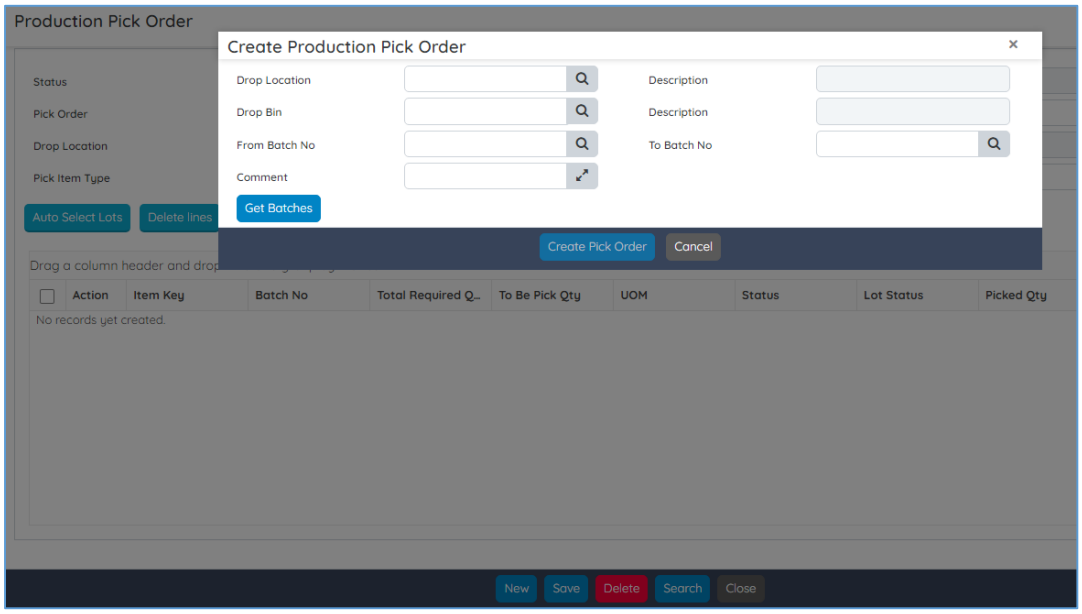
8.6.6 Production Pick Order Screen

Open the *Production Pick Order* screen.

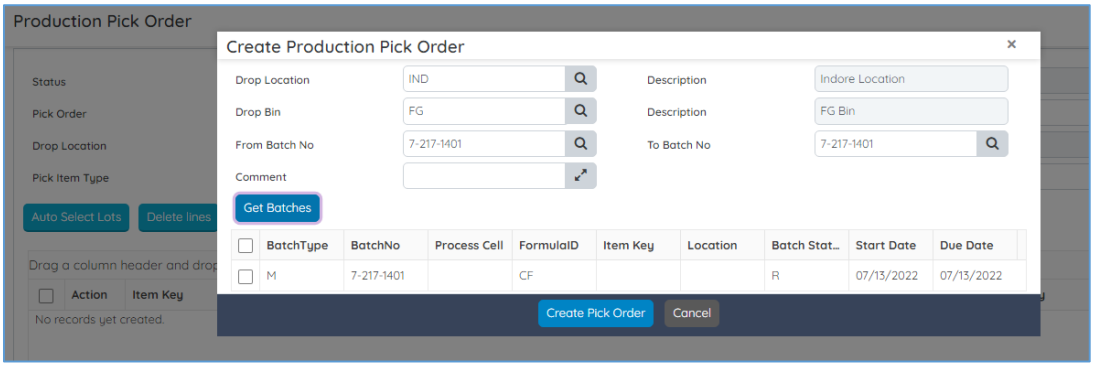
Before you open the *Production Pick Order* screen, you need to select the *Picking* or *Staging And Picking* option at the *Production Material Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Otherwise, the system restricts you to open the *Production Pick Order* screen and displays a warning message as shown below:

By default, the system displays *Create Production Pick Order* popup window. Specify the option(s) as needed. The system considers production pick order generation criteria based on the specified *Pick Order Creation Criteria* option under the *Production Staging And Picking* section at the *Module Setup* screen. To understand how the system generates pick orders, refer *Example to Understand Pick Order Creation Criteria* section for more details.

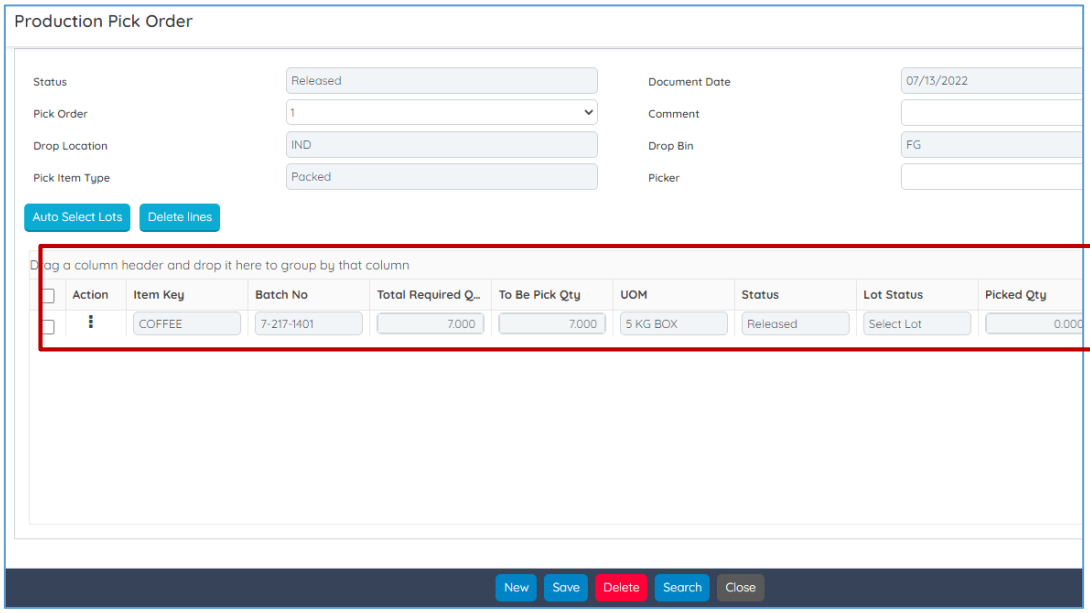
The lookups (*From Batch No* and *To Batch No*) here obtains *Released* status batches whose all or partial item(s) are staged.



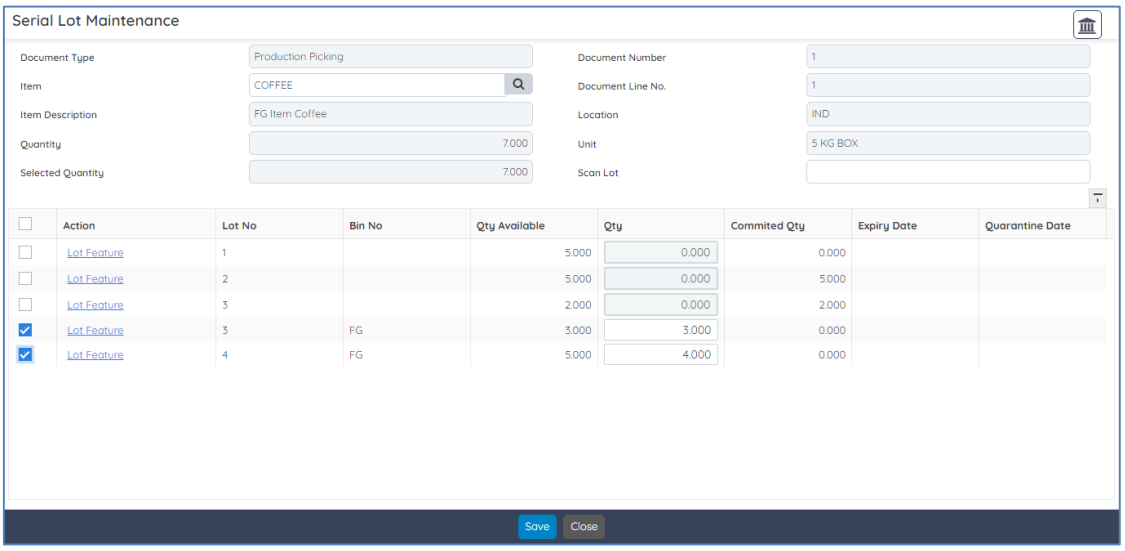
To create a production pick order, specify *Drop Location, Drop Bin, From/To Batch No*, and *Comments* (if required). Click the *Create Pick Order* button.



The system defaults the item(s) to the grid as per the selected filter criteria. The grid here defaults all those staged item(s) that belongs to the *Released* batches.

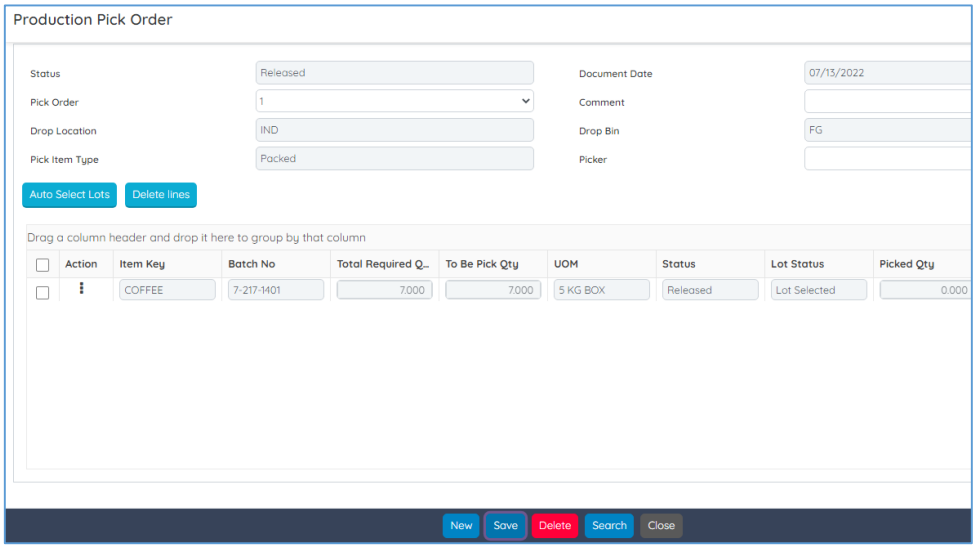


To specify the lot for the item individually, click the *Select Lots* option from the more  actions. The system displays *Serial Lot Maintenance* screen wherein, you can select the staged item's lot. Click the *Save* button.

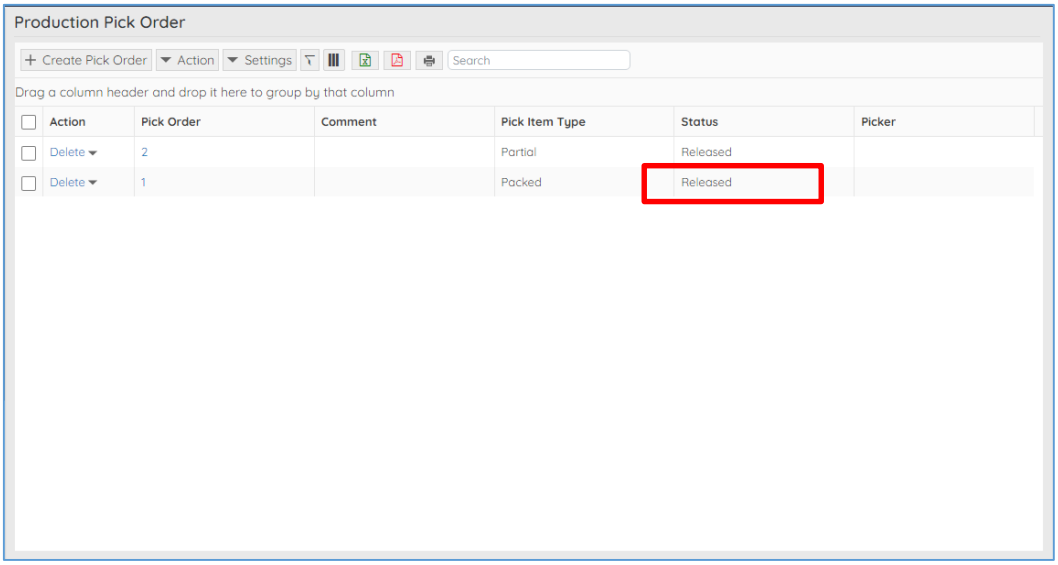


The system will change the item *Lot Status* as *Lot Selected* in the grid field.

In case of multiple items in the grid field, select each item's lot individually by repeating the above item lot selection step or click the *Auto Select Lots* button to select the allocated lots for all the grid items in a single go.



Click the *Save* button. Once all the item(s) are picked, the *Pick Item Type* field value changes to *Packed* as shown below:



The created production pick orders are available for further processing at the *Production Picking* screen i.e., picking the packed item(s), and dropping them at the desired drop bin.

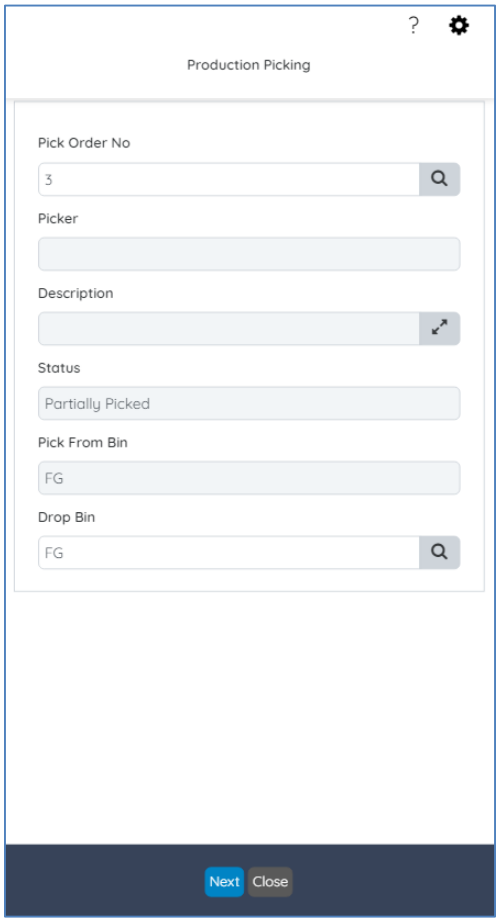
8.6.7 Production Picking Screen

Open the *Production Picking* screen.

Before you open the *Production Picking* screen, you need to select the *Picking* or *Staging And Picking* option at the *Production Material Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Otherwise, the system restricts you to open the *Production Picking* screen and displays a warning message as shown below:

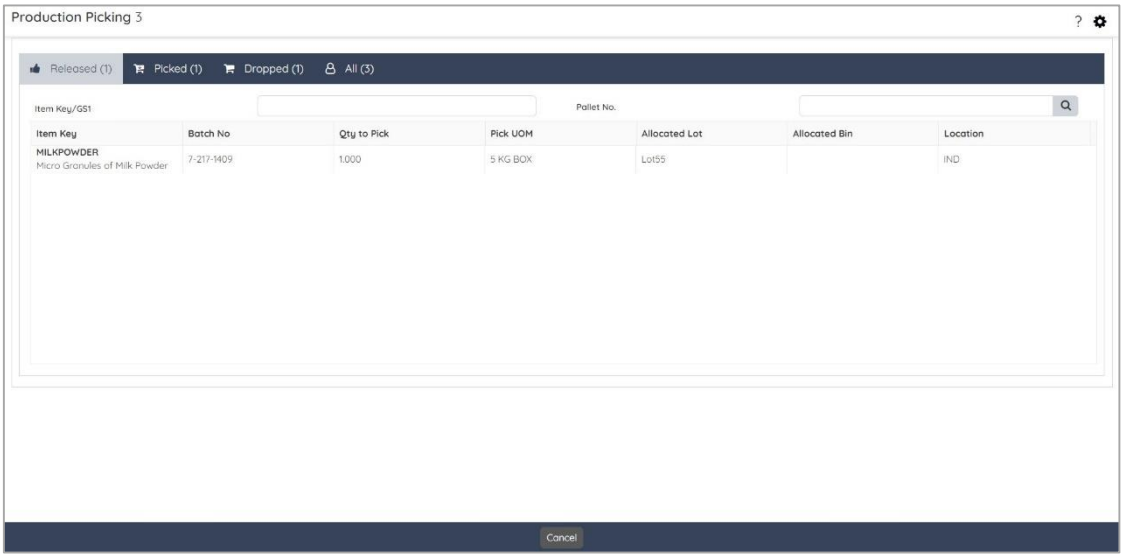
Select the pick order number via the *Pick Order No* lookup. The lookup here obtains all the pick orders created via the *Production Pick Order* screen. Select the respective pick order number, the system defaults the selected pick order details in their respective fields such as *Picker*, *Description*, *Status*, *Pick From Bin*, and *Drop Bin*.

If required, you can change the drop bin via the lookup adjacent to the *Drop Bin* field.



It supports partial and full picking, i.e., when you specify a partial quantity of lot for picking, the system performs picking for the specified quantity and set the line status as *Partially Picked*.

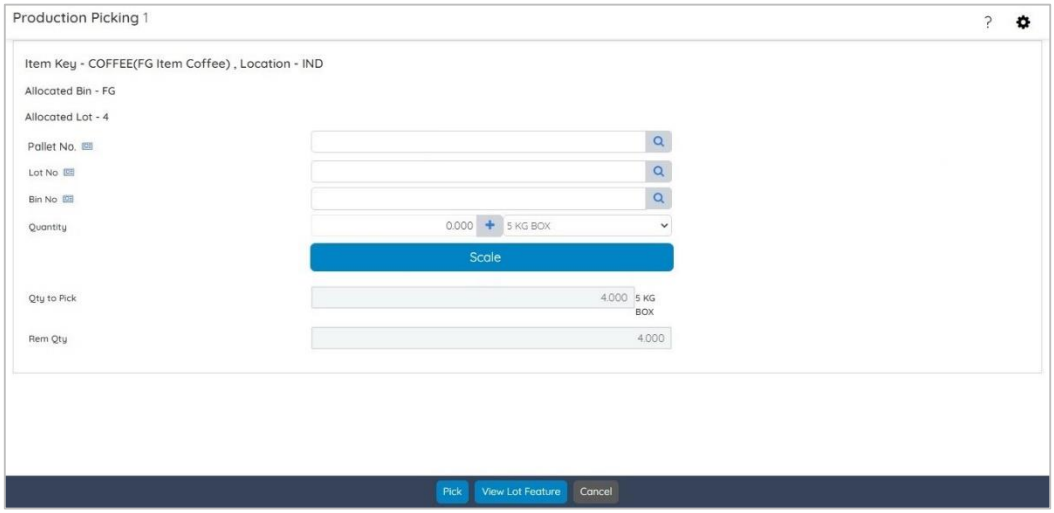
Tap the *Next* button. The system defaults the packed Item(s) for picking at the *Released* tab.



- In the *Item Key/GS1* field, you can enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

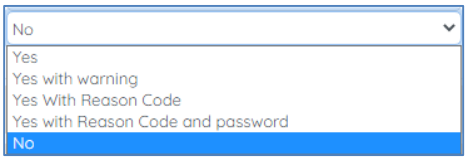
- In the *Pallet No.* field, you can enter or select the desired pallet if required.

Tap the desired item lot for picking.



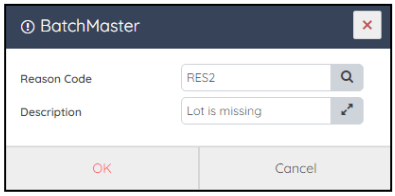
Now, specify *Lot No*, and *Bin No* (if required). In the *Quantity* field, enter the quantity to be picked and click the  button. The system permits/restricts/ displays a warning message when you select a lot other than the allocated one.

It is based on the specified options at the *Override Lot on Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). Depending upon the option selected, the following messages appears when you click the  button after specifying the *Quantity* field.

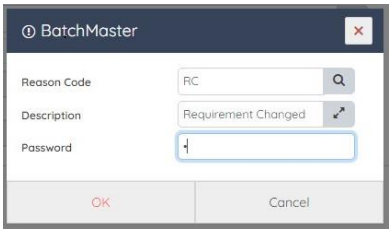


- **Yes**: If this option is selected, the system permits you to select a lot other than the allocated one at the *Production Picking* screen and no warning message appears.
- **Yes With Warning:** If this option is selected, the system displays a warning message when you select a lot other than the allocated one at the *Production Picking* screen. The record

  gets successfully added.
- **Yes With Reason Code:** If this option is selected, the system displays following popup window when you select a lot other than the allocated one at the *Production Picking* screen.

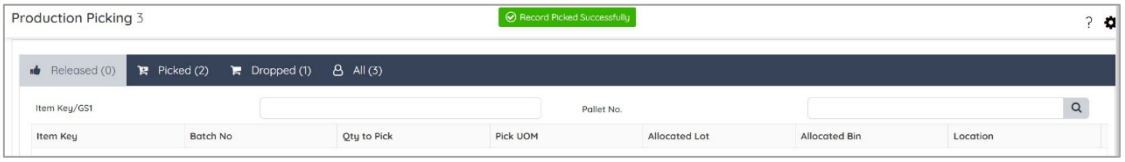


- **Yes With Reason Code and Password**: If this option is selected, the system displays a popup window to select a lot other than the allocated one at the *Production Picking* screen. In the popup window, you need to specify *Reason Code* and *Password*. After clicking the *OK*



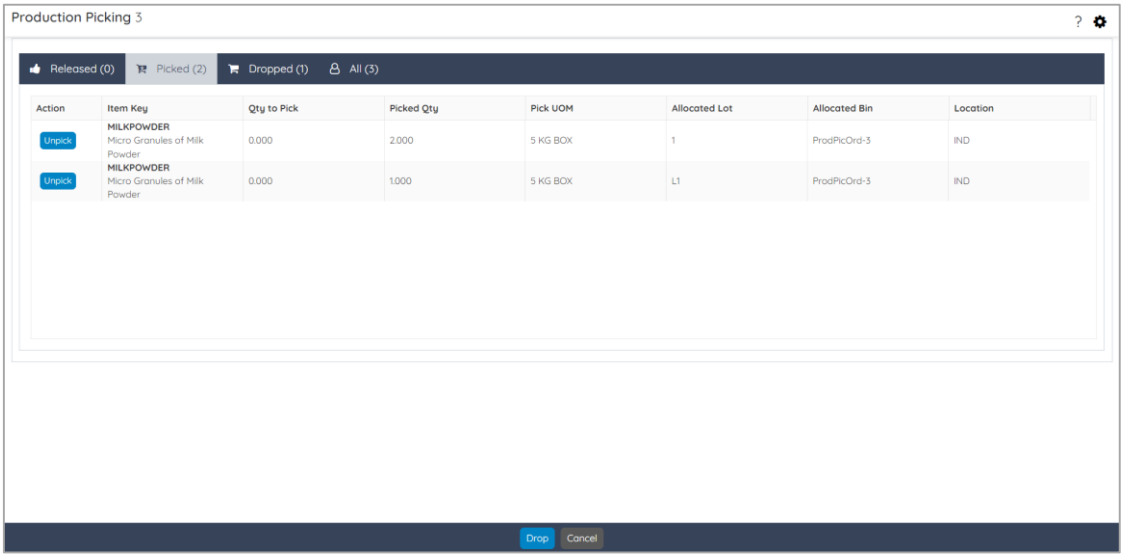
  button, the lot gets successfully added.
- **No:** If this option is selected, the system restricts you to select a lot other than the allocated one at the *Production Picking* screen and displays a warning message as shown below:

Once picked, the system displays a message stating the success of the operation.

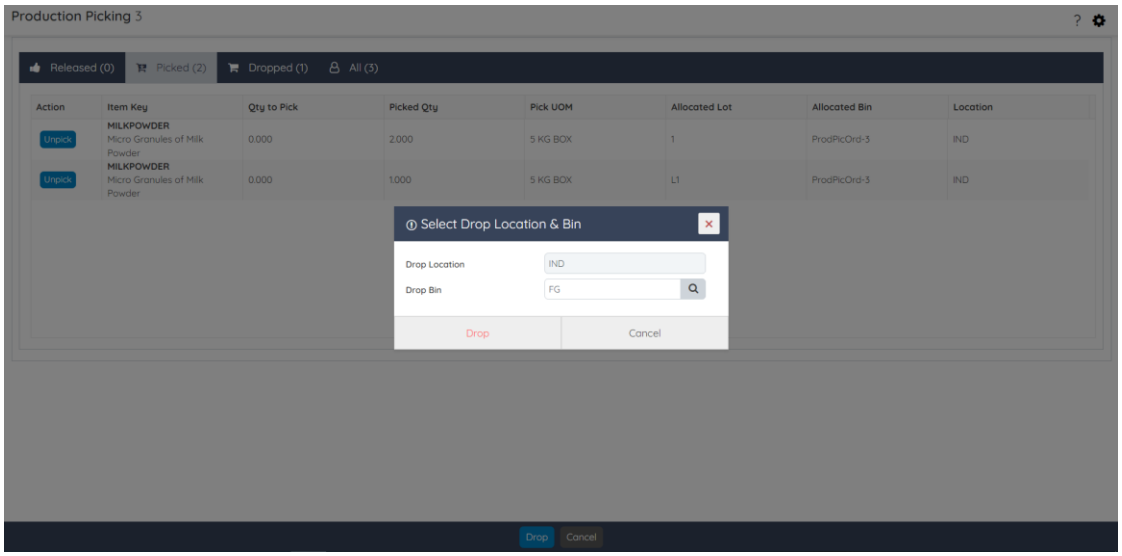


Eventually, the system defaults the picked item(s) to the *Picked* tab. The item(s) available under the *Picked* tab are ready to drop at the desired bin in a single go.

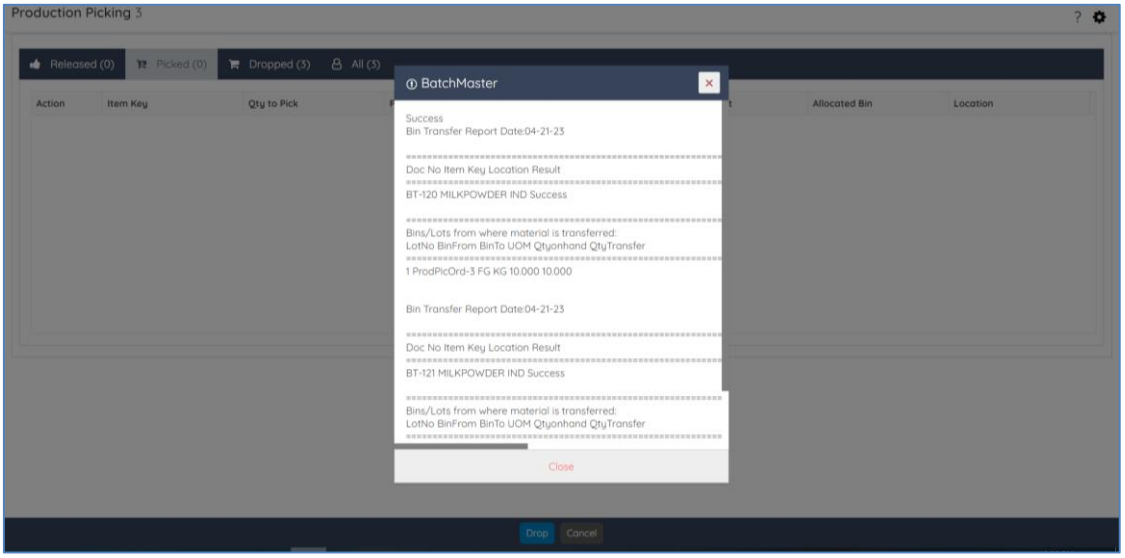
If required, you can unpick the displayed item(s) by clicking the *Unpick* button available at the *Picked* tab. Unpicked item(s) will revert to the *Released* tab.



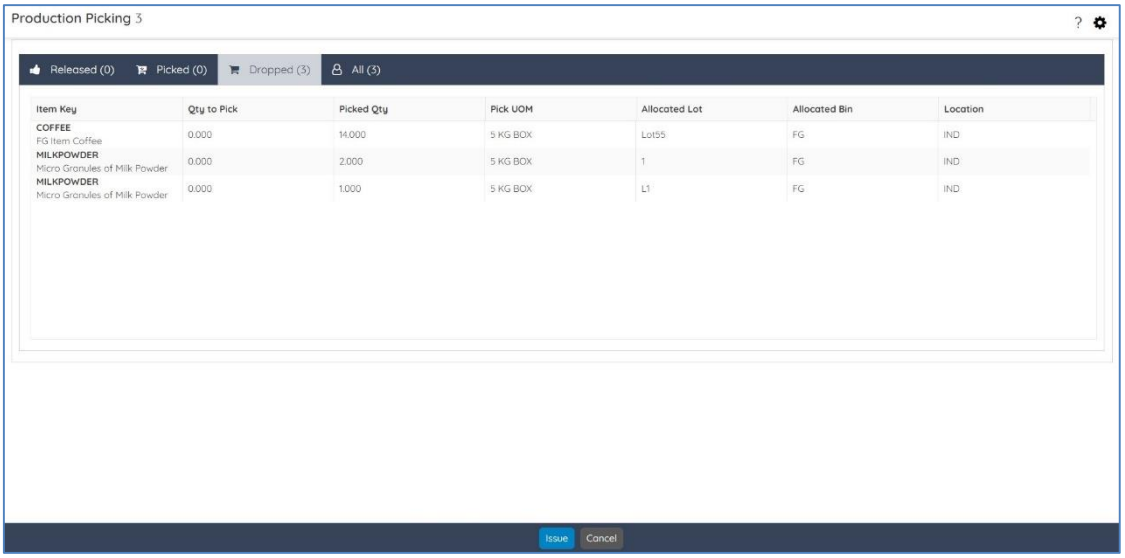
To drop all the displayed Item(s), click the *Drop* button. The system defaults the drop bin to the popup window wherein you can change the *Drop Bin,* if required. Click the *Drop* button at the popup window.



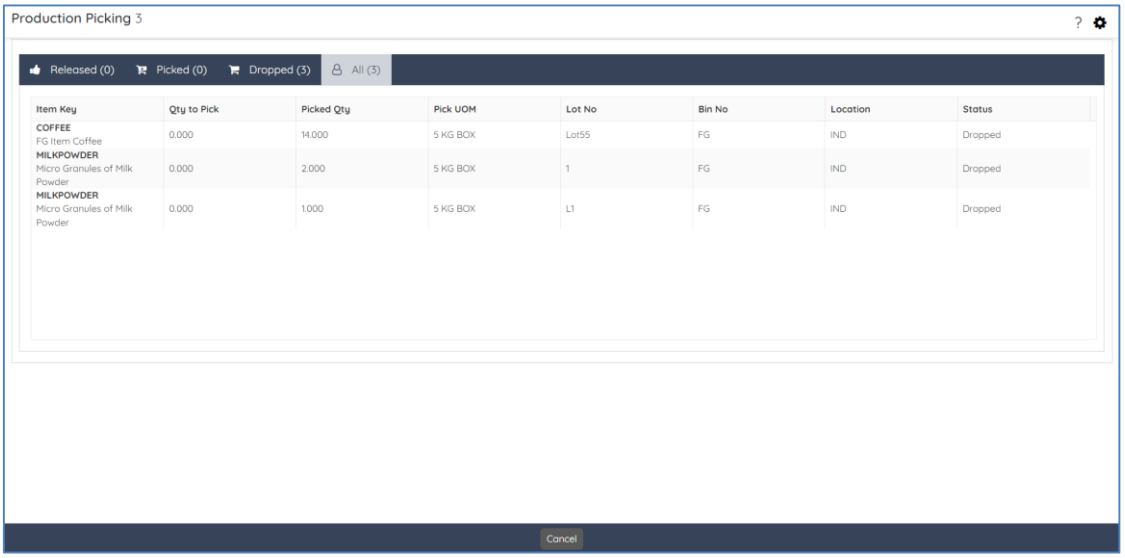
Eventually, the system displays a success message as shown below:



Switch to the *Dropped* tab. Once the picked item(s) are dropped at the desired location, the system displays them at the *Dropped* tab as shown below. If required, you can issue the dropped items.

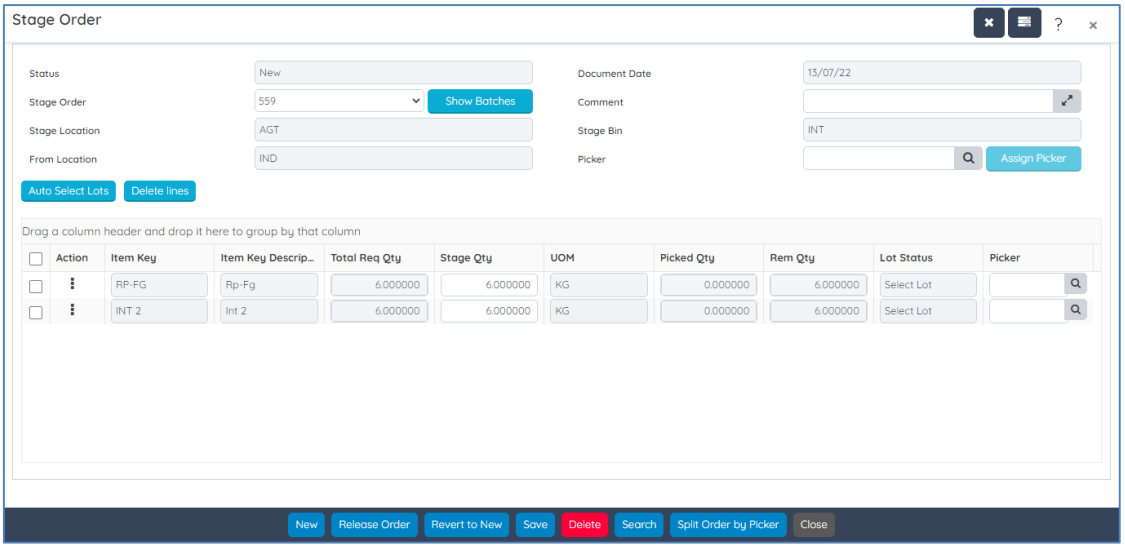


Optionally, to view all status item(s) such as *Released*, *Picked* and *Dropped* in one view, switch to the *All* tab.

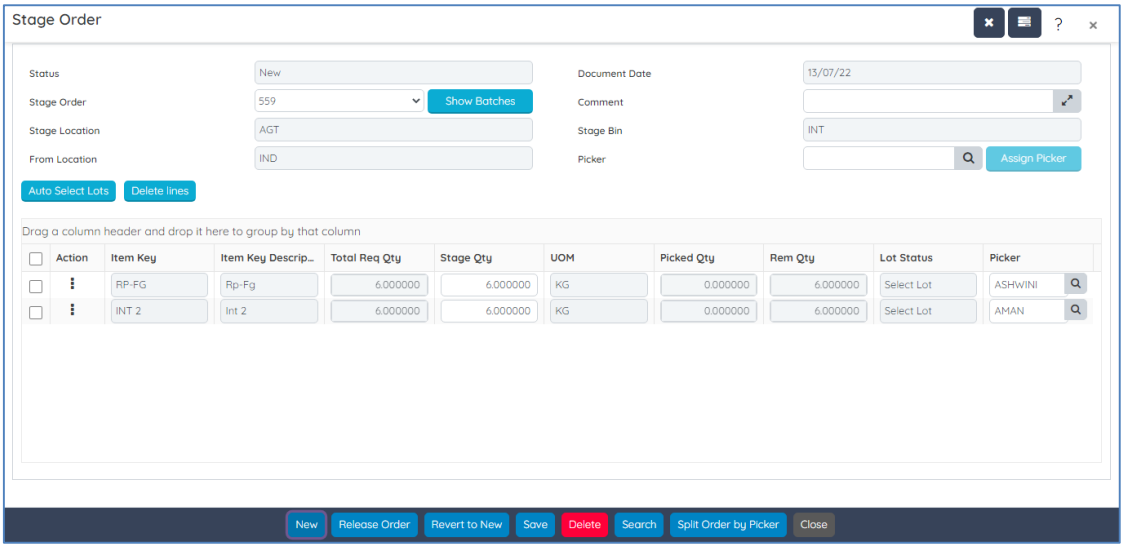


8.6.8 Example to Split a Stage Order by Picker(s) via the Stage Order screen

1. Create a new Stage Order.

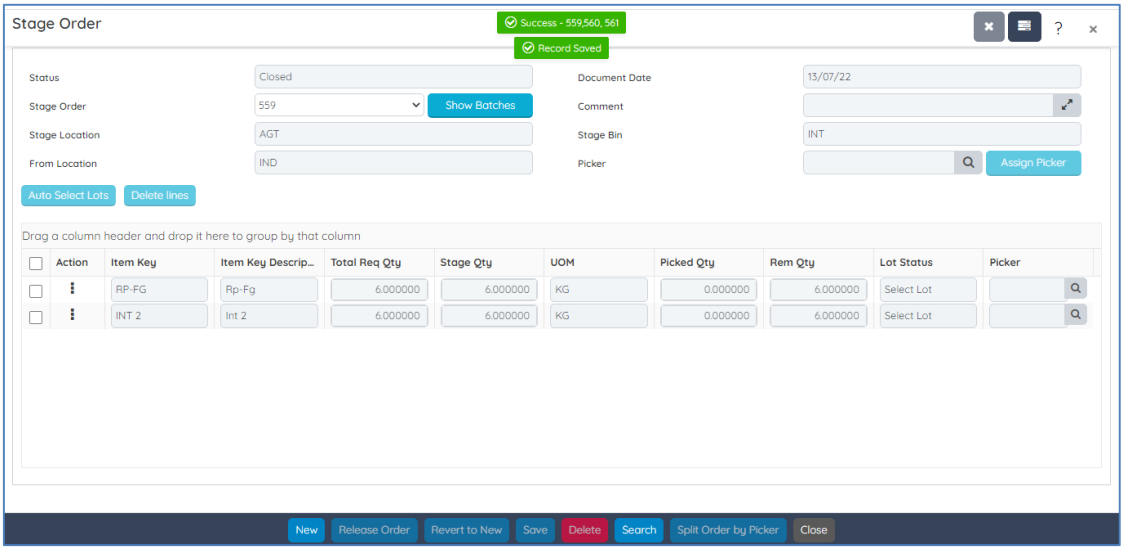


2. Specify the picker(s) by using the lookup adjacent to *Picker* fields in the grid. You can specify

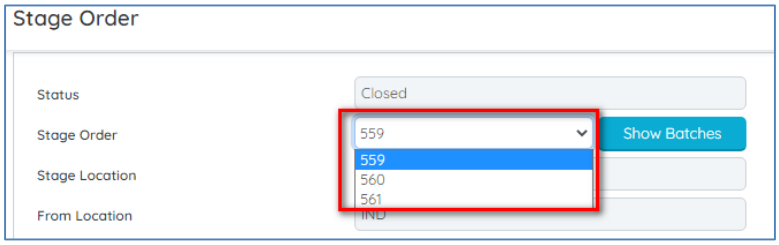


pickers individually for each item in the grid or assign a single picker in a single go by clicking the *Assign Picker* button.

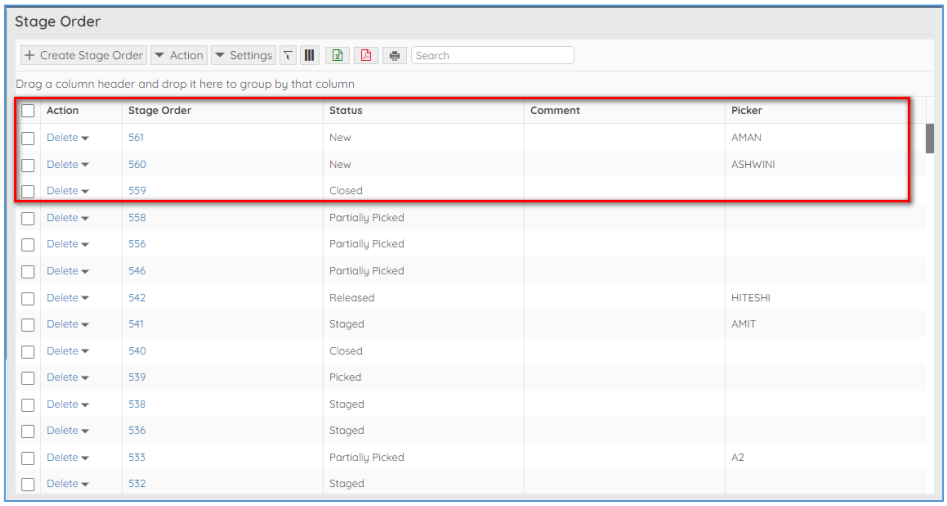
3. Click the *Save* button. To split the order by picker(s), click the *Split Order by Picker* button. The system will change the status of the current stage order to the *Closed* status. Eventually, the system generates new stage order(s) for the assigned picker(s).



4. After splitting a stage order, the dropdown here obtains currently closed order (Order No 559) and newly system generated stage orders (Order No 560, and 561) as shown below:



5. To view the newly system generated stage orders, open the *Stage Order* dashboard. The system generated orders are created with the *New* status and current order number changes to the *Closed* status.



Let's consider an example to understand the splitting of a stage order by pickers in detail. Say for instance, we have a stage order number 559 having a *New* status containing the following items and assigned pickers:

Order Number 73 (New -> Closed Status)		
Items	**Stage Quantity**	**Pickers**
RP-FG	6	ASHWINI
INT 2	6	AMAN

After splitting stage order number 559, the system will generate two new stage orders 560, and 561 picker-wise and close the existing stage order number 559.

Order Number 560 (New Status)		
Item	**Stage Quantity**	**Picker**
RP-FG	6	ASHWINI

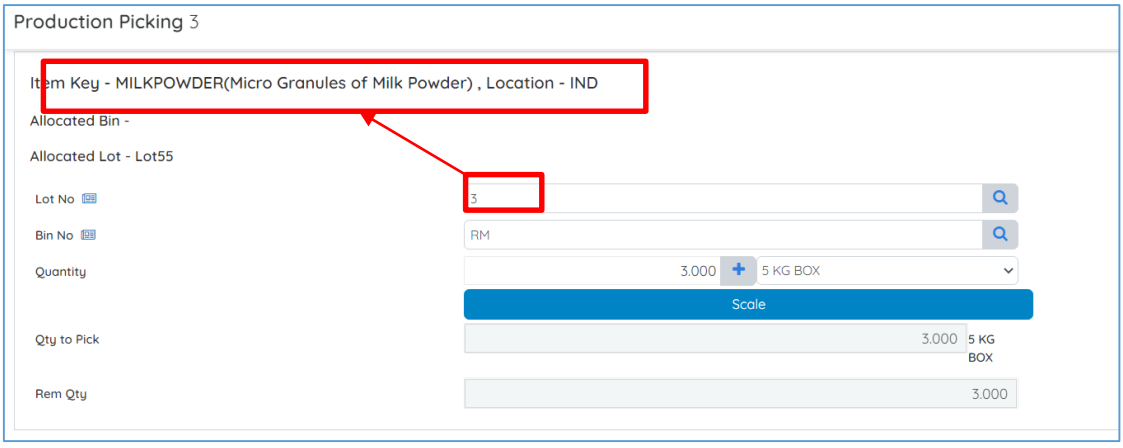
Order Number 561 (New Status)		
Item	**Stage Quantity**	**Picker**
INT 2	6	AMAN

8.6.9 Example of Item Picking Sequence at the Production Staging screen

Let's consider an example to understand how the system picks the item sequence at the *Production Staging* screen (*WMS* Profile). The system obtains item sequence depending upon the option as specified at the *Production Picking Sequence* field under the *WMS Setup* screen as:

- *Batch Wise*
- *Item Wise*

At the *Production Staging* screen, after entering the quantity and clicking + button, the system obtains each staged item for selecting lot and its quantity. Similarly, the system obtains the next item till no item is left in the picking sequence.



Say, for instance, we have two batches containing the following items:

S.No.	Batch B001	
1	Item 1	Dryfruit Mix
2	Item 2	Custard
3	Item 3	Vegetable Spice

S.No.	Batch B002	
1	Item 4	Soap
2	Item 5	Detergent
3	Item 6	Bleaching Powder

If *Batch Wise* option is selected at the *Module Setup* screen, the system considers following sequence at the *Production Staging* screen:

S.No.	Picking Sequence Batch Wise		
	Item Sequence	Item Name	Batch No.
1	Item 2	Custard	Batch 001
2	Item 1	Dryfruit Mix	Batch 001
3	Item 3	Vegetable Spice	Batch 001
4	Item 6	Bleaching Powder	Batch 002
5	Item 5	Detergent	Batch 002
6	Item 4	Soap	Batch 002

Firstly, Batch B001 Items sorted alphabetically sorted

Secondly, Batch B002 Items sorted alphabetically sorted

If *Item Wise* option is selected at the *Module Setup* screen, the system considers following sequence at the *Production Staging* screen:

S.No.	Picking Sequence Item Wise		
	Item Sequence	Item Name	Batch No.
1	Item 6	Bleaching Powder	Batch 002
2	Item 2	Custard	Batch 001
3	Item 5	Detergent	Batch 002
4	Item 1	Dryfruit Mix	Batch 001
5	Item 4	Soap	Batch 002
6	Item 3	Vegetable Spice	Batch 001

All Items from both batches sorted alphabetically.

8.6.10Example to Understand Pick Order Creation Criteria

Say, for example, the stock UOM of the Item COFFEE is KG, and the Pick UOM is BOX as defined at the *Item Master* screen. The defined conversion via the *Unit Conversions* screen between Stock UOM and Pick UOM is such that 1 BOX = 5 KG COFFEE. If the total required pick quantity of the item COFFEE is 12KG, then while generating a production pick order, the system considers one of the options from the following:

- **Bulk and Partial**: If this option is selected, the system considers pick UOM while generating the production pick orders to accommodate the required quantity as shown below:

System Generated Pick Order 1	
Box No.(Pick UOM)	**Pick Quantity**
1st Box	5 KG
2nd Box	5 KG
3rd Box	2 KG

System generated Pick Order 2	
Pick Quantity (Stock UOM)	**Pick Quantity**
Bulk Quantity	12 KG

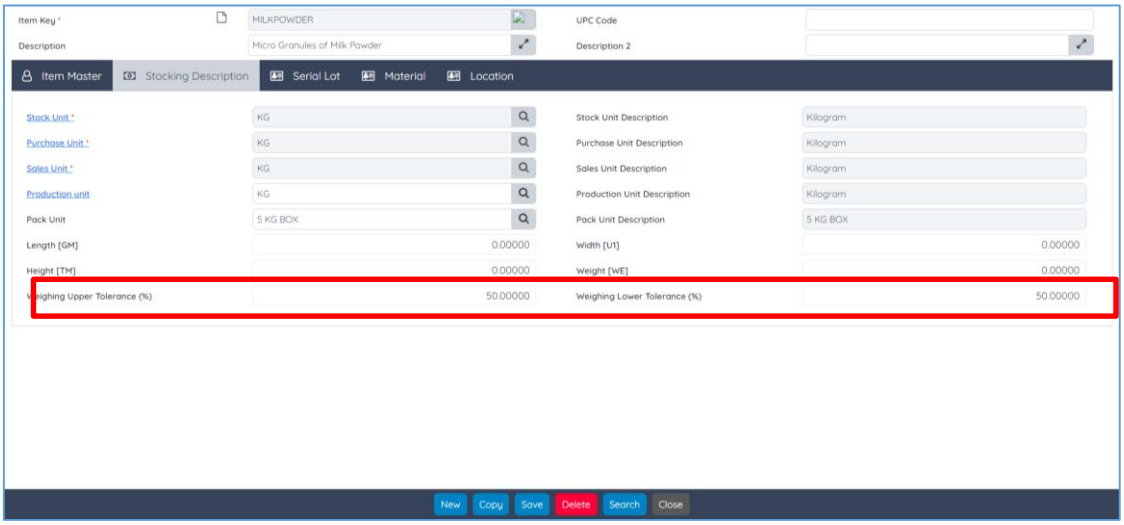
- **Consolidated**: While generating the production pick order the system picks the total 12 KG COFFEE for a single production pick order if this option is selected.

Generated Pick Order 1	
Pick Quantity (Stock UOM)	**Pick Quantity**
Consolidated Quantity	12 KG
Total 12 KG with 1 Production Pick Order	

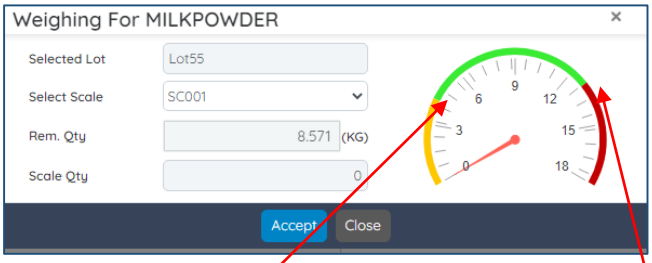
8.6.11Calculation of Acceptable Tolerance Limit of Weighing Graph

At the *Production Picking* screen (WMS profile) weighing graph appears when you click the *Scale* button. The graph displays the acceptable tolerance limit with green color as per the weighing tolerance range you specify on the *Item Master* screen. The graph acceptable tolerance limit calculation is shown below:

Specify the weighing tolerance range at the *Item Master* screen - *Stocking Description* tab (Normal profile).



Open the *Production Picking* screen, select the desired pick order number, and tap the *Next* button. At the *Released* tab, select the desired item row. The system displays lot selection screen. After specifying the *Lot No* and *Quantity* field, tap the *Scale* button. The system displays a weighing graph popup window as shown below:



The lower weighing tolerance starts from **4.2855** (i.e., 8.571-4.2855) to **12.8565** (i.e., 8.571+4.2855).

Item	Specified Weighing Lower Tolerance (In %)	Specified Weighing Upper Tolerance(In %)	Rem Qty In KG at *EBT : Material Issue*
MILKPOWDER	50%	50%	8.571
	50% of 8.571 KG = 4.2855 KG	50% of 8.571 KG = 4.2855 KG	

Calculation of Weighing Graph Display Range

Required Item Quantity = 8.571

Round Off |Required Quantity| = |8.571|= 9

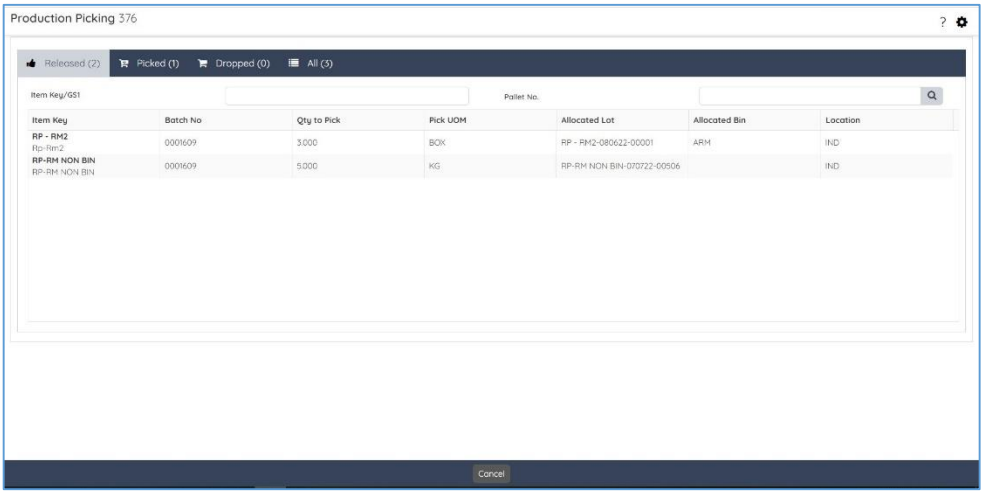
Color Label	Weighing Tolerance
	Below Acceptable Range
	Acceptable Range
	Above Accepatable Range

Calculated Round Off Quantity x 2 = 18

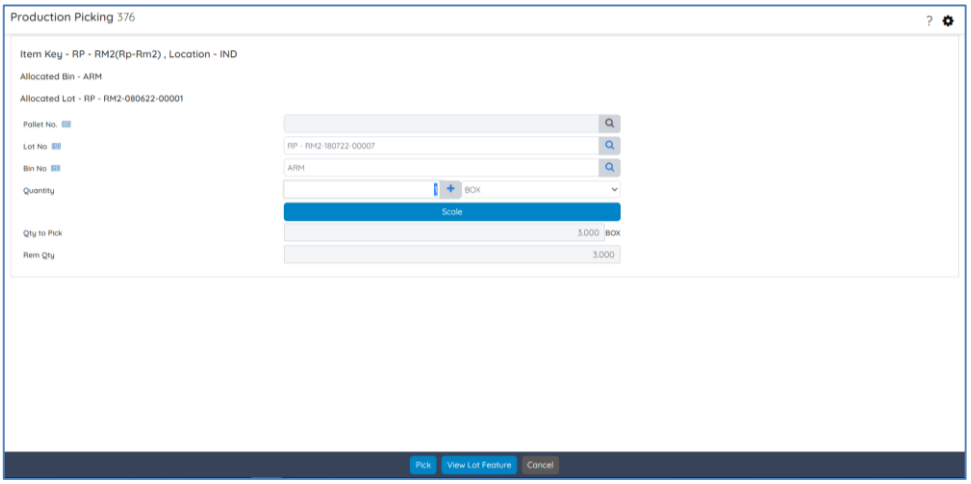
The system automatically adjust the weighing graph range starting from 0 to 18. The calibration range is the capability of a measuring device (i.e., scale ID) to measure the data within the proper data range.

8.6.12 Production Picking with Pick To Close Page / Pick to Move Next Module Setup Options

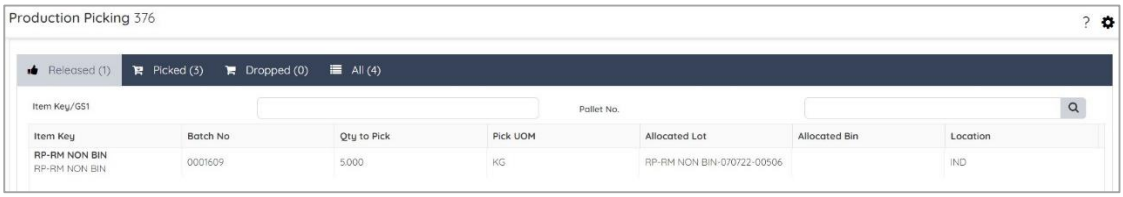
1. Tap the *Production Picking* option to open the *Production Picking* screen.
2. Enter or scan the pick order number using the lookup next to the *Pick Order No* field.
3. The system defaults *Picker, Description, Status*, *Pick From Bin,* and *Drop Bin* fields values as maintained via the *Production Pick Order* screen of the BatchMaster WEB.
4. Tap the *Next* button to move on to the next screen.
5. On the *Released* tab, tap the desired item row for picking.



6. On the next displayed window, select *Lot No.*, *Bin No*, if required.
7. Enter the item quantity to be picked In the *Quantity* field. Tap the  button to add the specified item quantity for picking.

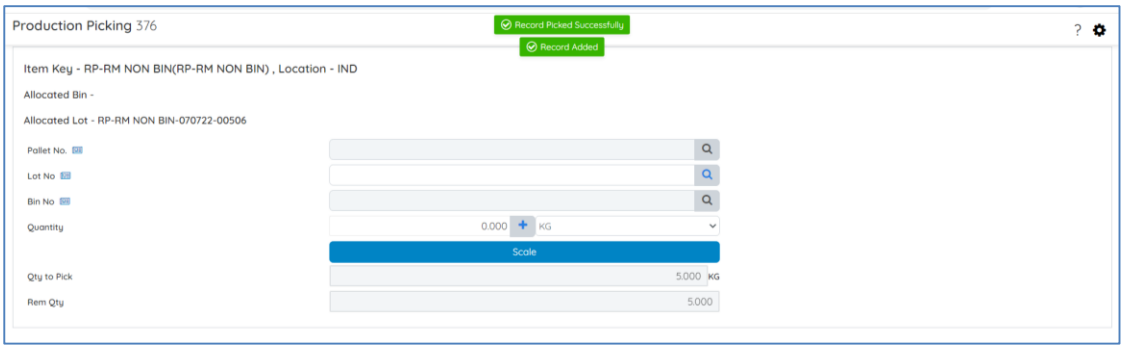


- At the *Module Setup* screen, if the *Pick to Close Page* option is selected at the *On Picking* field i.e., available under the *Production Staging And Picking* section (*WMS Setup)* option. The system remains at the *Released* tab after picking the item. Eventually, the picked item gets transferred to the *Picked* tab.



Say for instance, before picking the *RP-RM2* item, there were two items *RP - RM2* and *RP-RM NON BIN* at the *Released* tab. Once the *RP - RM2* item is picked, the *RP-RM NON BIN* item left remains at the *Released* tab. To further pick the remaining *RP-RM NON BIN* item, you need to again tap the respective row at the *Released* tab and repeat the steps from 5 – 7.

- At the *Module Setup* screen, if the *Pick to Move Next* option is selected at the *On Picking* field i.e., available under the *Production Staging And Picking* section (*WMS Setup)* option. After picking the first item, the system continues on the same lot selection screen and eventually, displays the next item for picking.



Say for instance, before picking the *RP-RM2* item, there were two items *RP-RM2* and *RP-RM NON BIN* at the *Released* tab. Once the *RP-RM2* item is picked, the system continues on the same lot selection screen and displays the next item i.e., *RP-RM NON BIN* for picking till no item is left for picking at the *Released* tab of the *Production Picking* screen.

8.7 Production Staging

Staging regions are commonly used for the temporary storage of goods belonging to a warehouse. To understand the significance and process of performing staging let's assume a scenario when multiple production orders are planned for an entire day and the inventory needed to produce them is almost the same. In such a case it is more feasible and convenient first to collect and stage all required material in bulk at the staging area. Using the *Production Staging* screen, you can:

- Pick/Unpick and Stage the items from an existing stage order(s)
- Change the Stage Bin, if required
- Pick the Item quantities from the maintained lot(s)
- View Item Locations and Lot features

After production staging, you can further process a production pick order.

Go To: Production → Production Staging.

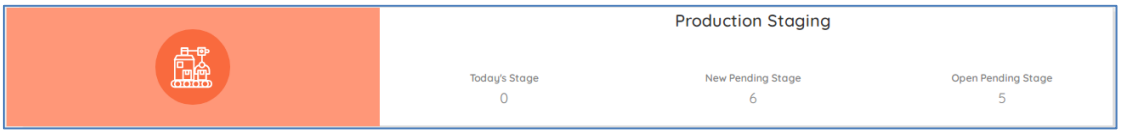
8.7.1 Prerequisites

- Appropriate option must be selected at the *Module Setup* Screen - *Production Material Picking* field under the *Production Staging And Picking* section at the *WMS Setup* option.
- Units should be defined via the *Units* screen.
- Unit conversion should be defined between the *Stock Unit* and the *Pack Unit* of the Item via the *Unit Conversion* screen.
- At the *Item Master* screen under the *Material* tab, specify the *Lot Sizing Method* as *L-Lot for Lot.*
- The item(s) that need to be staged, and its associated batch(es) should be in *Released* status.
- To create a production staging, you need to maintain a stage order with the released status via the BatchMaster WEB *Stage Order* screen (Normal Profile).

8.7.2 Production Staging – Widget

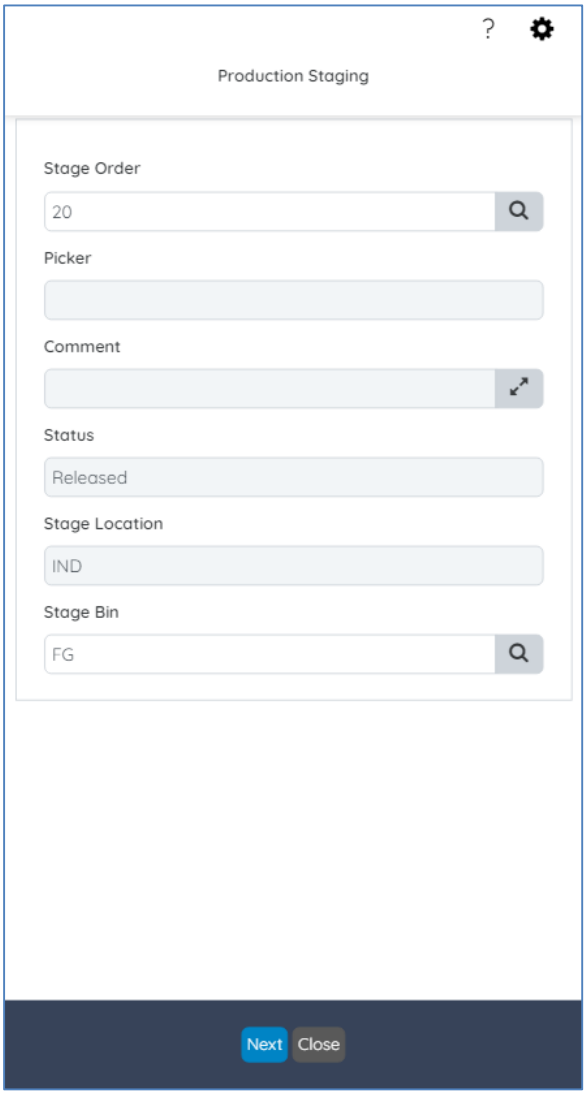
You can view the record count on the *Production Staging* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Today's Stage
- New Pending Stage
- Open Pending Stage



8.7.3 Production Staging – Add Mode

To stage/pick the selected item(s) from an existing stage order, tap the *Production Staging* option from the main menu. The system displays *Production Staging screen*.



Production Staging Screen Fields:

Stage Order: Use this field to search and select the stage order number for production staging. It can be entered manually or using the lookup next to the *Stage Order* field. The lookup here obtains all the stage order(s) created via the *Stage Order* screen under BatchMaster WEB Normal profile.

Picker: Displays the name of the picker associated with the stage order number. The value in this field defaults when you select a stage order number in the *Stage Order* field.

Comment: Displays the description associated with the selected stage order number. The value in this field defaults when you select a stage order number in the *Stage Order* field.

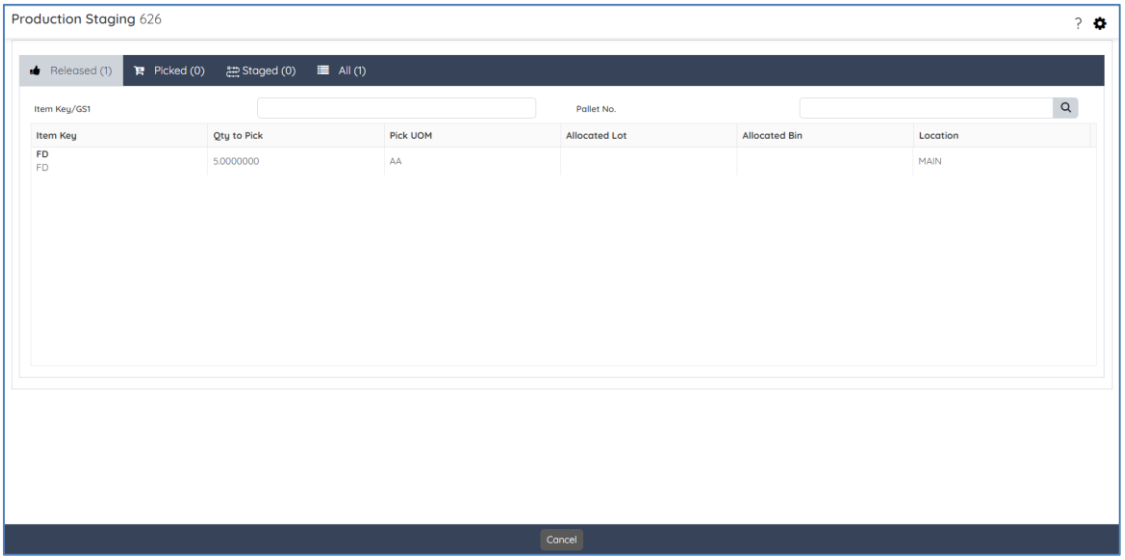
Status: Displays the status of the stage order number. The value in this field defaults when you select a stage order number in the *Stage Order* field.

Stage Location: Displays the location associated with stage order number for staging the item.

Stage Bin: Displays the bin associated with the stage order number.

Next: Tap the *Next* button to open the *Production Staging* screen where you can pick and stage the released item(s).

Released Tab fields:



Item Key/GS1: Enter/scan the unique identification key of the item. In *the Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on *the Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

Pallet No.: Enter or select the desired pallet.

Grid Details:

Item Key: Displays the unique item key for staging.

Qty to Pick: Displays the quantity to be picked for staging.

Pick UOM: Displays the UOM of the item for staging.

Stage Bin: Display the bin for item staging.

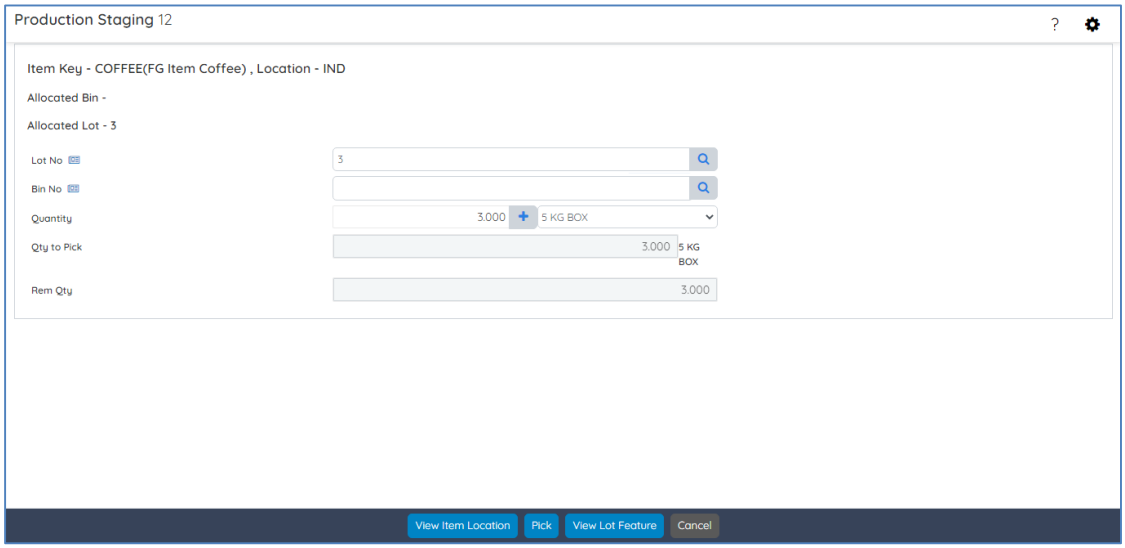
Allocated Lot: Displays the lot number associated with the staging item.

Allocated Bin: Displays the bin number associated with the staging item.

Location: Displays the location on which staging item is maintained.

Production Staging Screen:

Tapping the Item row displays the *Production Staging* screen. Use this screen to pick the item from the selected stage order.



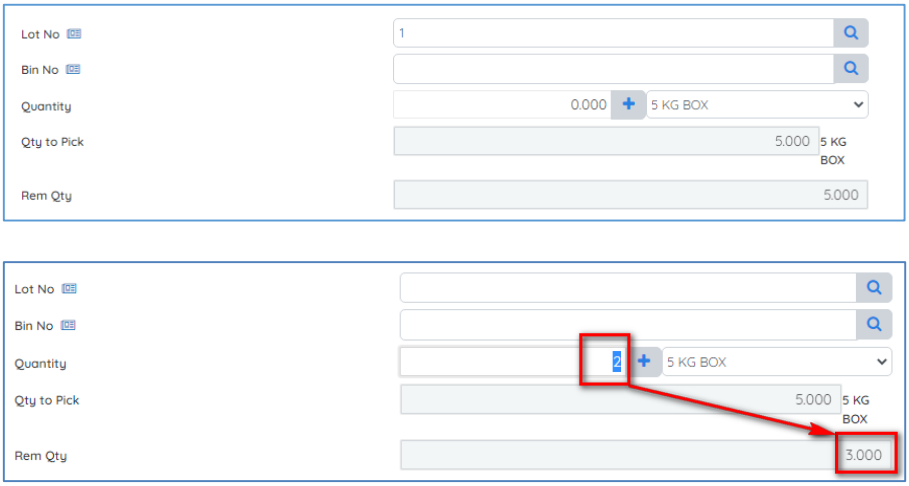
Production Staging Screen Fields:

Lot No: Enter or scan the lot number from where you want to allocate the quantity for staging

Bin No: Displays the bin number associated with the selected lot number.

Quantity: Enter the Item's quantity to be staged.

Button: Tap this button to pick the quantity as specified in the *Quantity* field. Eventually, the system subtracts the entered quantity from the *Rem Qty* field and resets the *Quantity* field to zero value. It is mandatory to specify *Lot No* before tapping the button**.**



	Before Entering a Quantity	After tapping the + Button
***Quantity* field**	0	2
***Qty to Pick* field**	5	5
***Rem Qty* field**	5	3

The dropdown adjacent to the + button obtains all the units maintained via the *Units* screen.

Qty to Pick: Displays the available quantity that can be picked for staging.

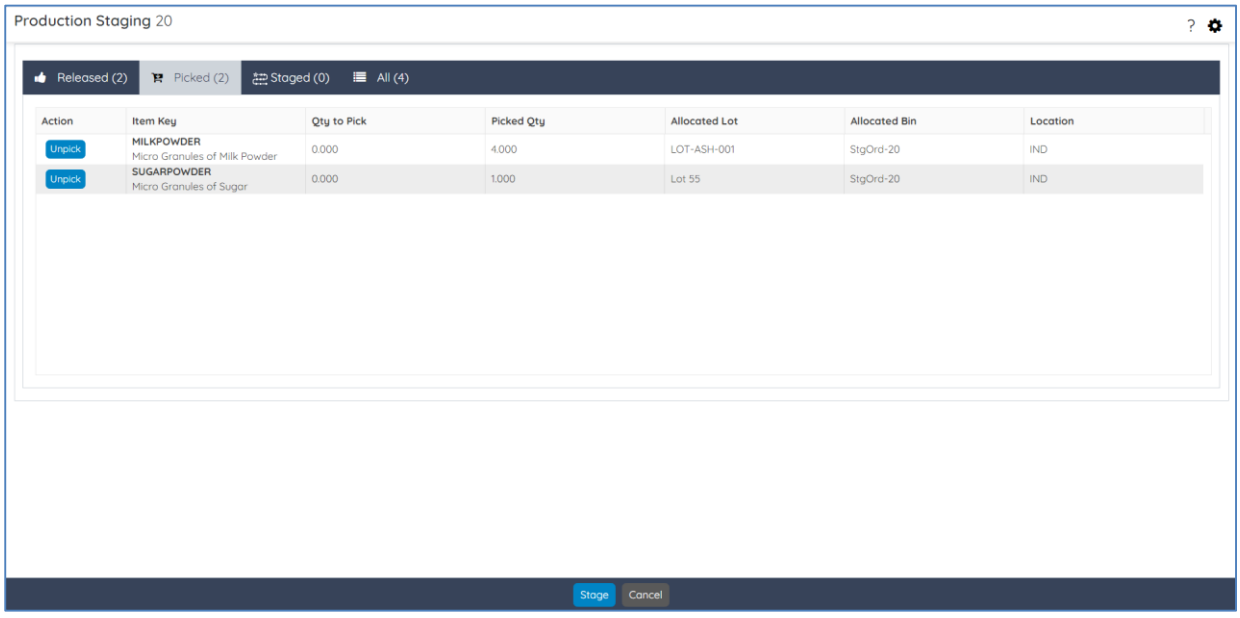
Rem Qty: Displays the remaining quantity after quantity have been picked.

View Item Location Button: Tap this button to view the location of the item.

Pick Button: Tap this button to pick the item quantity specified on the *Quantity* field. Once the item is picked, the system displays item on the *Picked* tab.

View Lot Features Button: Tap this button to view the features of the lot.

Picked Tab fields:



Action: The following option is available:

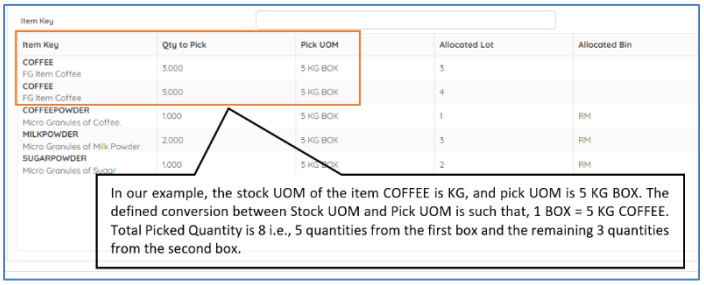
- **Unpick:** Tap this button to revert the picking of the item. Once the item is unpicked, it is available at the *Released* tab.

Item Key: Displays the unique item key for picking.

Qty to Pick: Displays the available quantity that can be picked.

Pick UOM: Displays the pick UOM of the item.

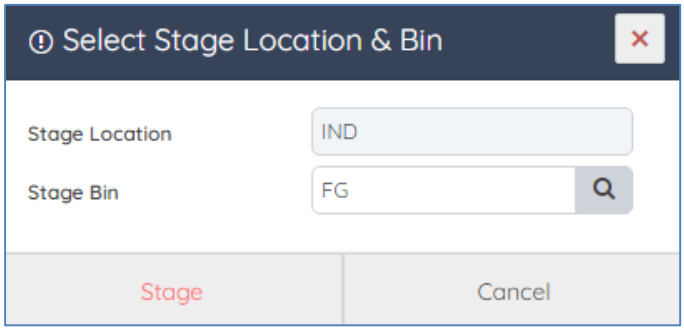
Allocated Lot: Displays the lot number associated with the item.



Allocated Bin: Displays the bin number associated with the item.

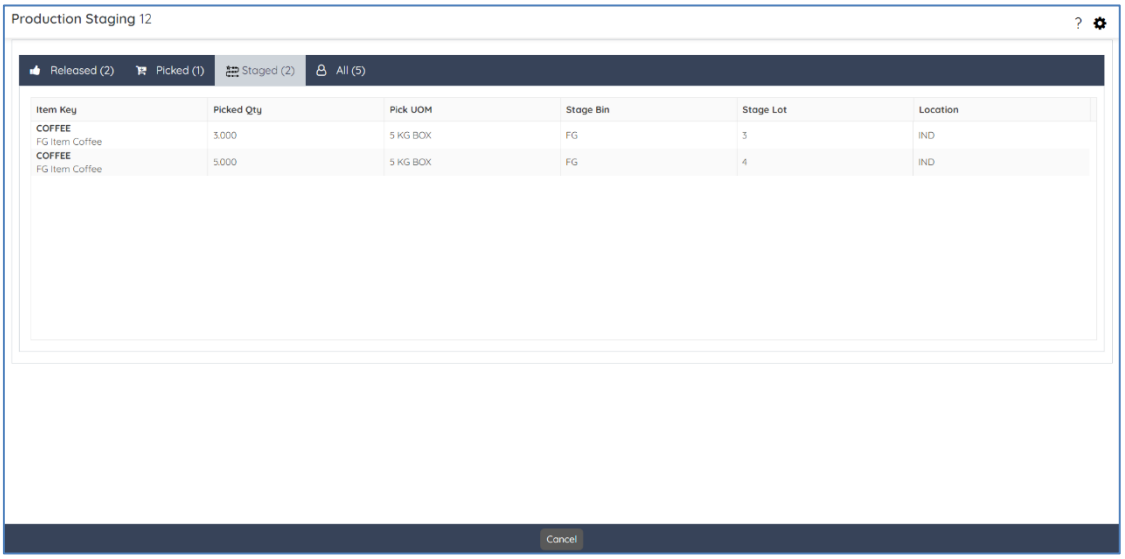
Location: Displays the location on which the picked item is maintained.

Stage Button: Tap this button to stage the picked item. On tapping the *Stage* button, the system displays *Select Stage Location & Bin* window. By default, the system fetch the Stage Bin as defined on the *Zone Master* screen in accordance with the location. If required, you can change stage bin and tap the *Stage* button to stage the picked item. Once staged successfully, the system displays the item on the *Staged* tab.



Staged Tab Fields:

This tab displays all the staged item(s). This is a read-only tab for information purpose only.



Item Key: Displays the unique item key for staged item.

Picked Qty: Displays the staged quantity.

Pick UOM: Displays the UOM of the item.

Ensure that the *Pack UOM* must be defined for all the items that need to be staged and picked. Otherwise, the system considers *Stock UOM* as *Pick UOM*.

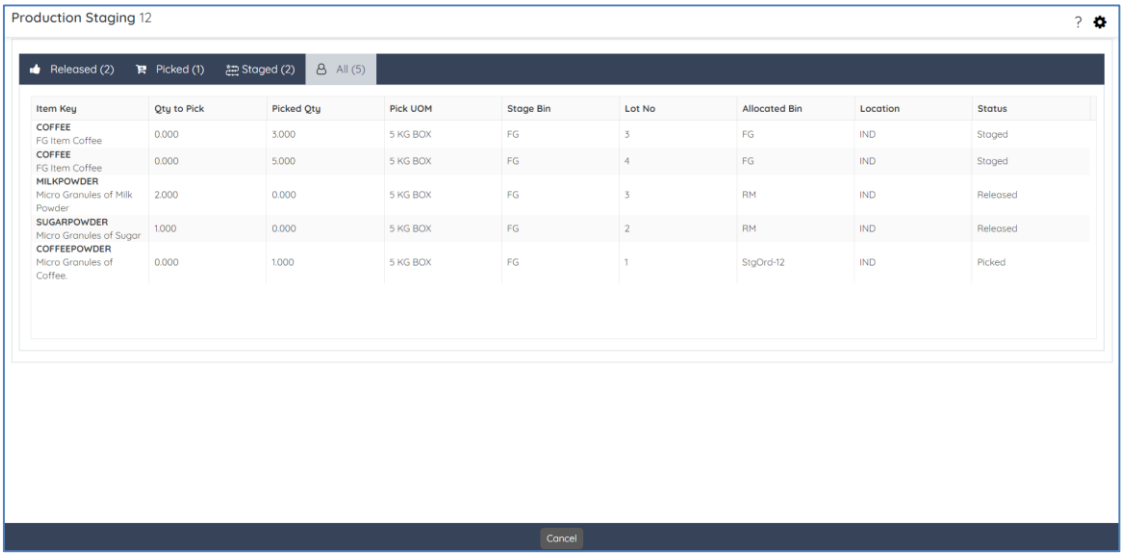
Stage Bin: Displays the bin for the staged item.

Stage Lot: Displays the lot number associated with the staged item.

Location: Displays the location of the staged item.

All Tab Fields:

This tab displays all the Released/Picked/Staged items. This is a read-only tab for information purpose only.



Item Key: Displays the unique item key for picked item.

Qty to Pick: Displays the available quantity that can be picked.

Picked Qty: Displays the quantity picked for staging.

Pick UOM: Displays the UOM of the picked item.

Stage Bin: Displays the bin for the picked item.

Lot No : Displays the lot number associated with the picked item.

Allocated Bin: Displays the bin number associated with the picked/staged item.

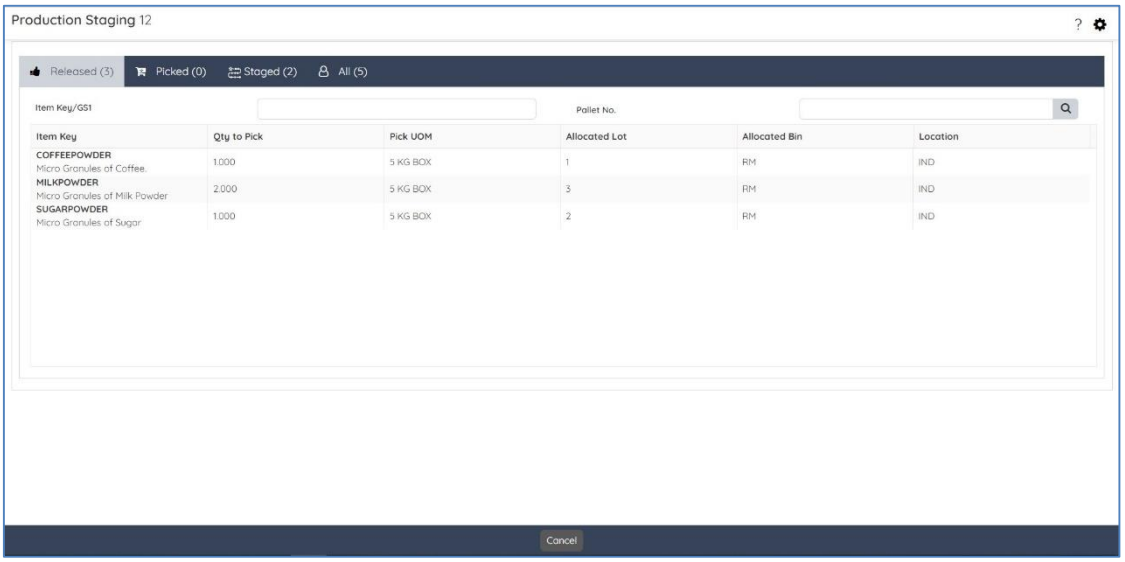
Location: Displays the location on which picked item is maintained.

Status: Displays the status of the item.

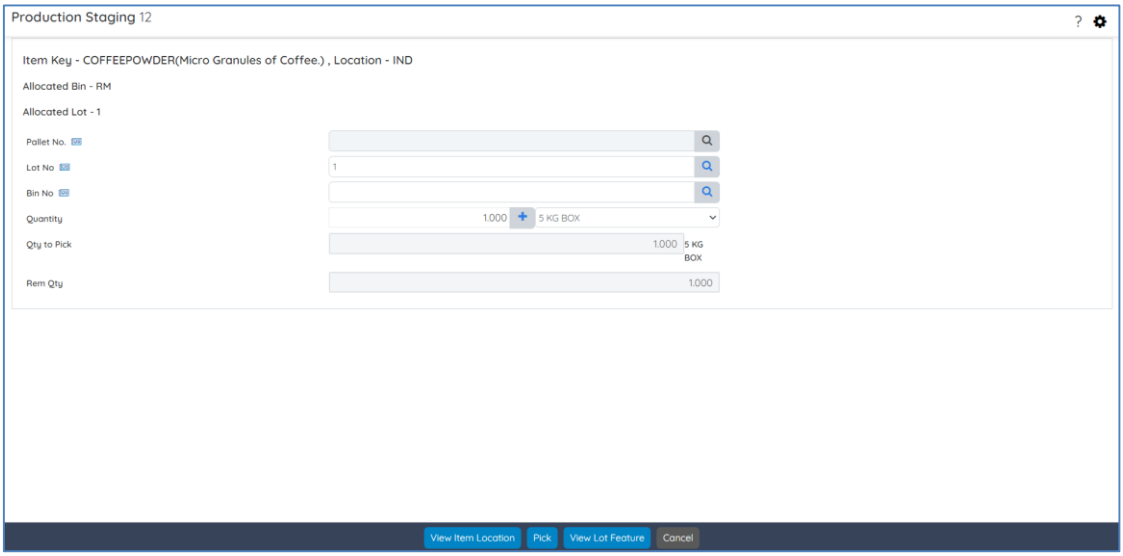
Close: Tap this button to close the screen.

8.7.4 Staging and Picking an Item

1. Tap the *Production Staging* option to open the *Production Staging* screen.
2. Enter or scan the stage order number using the lookup adjacent to the *Stage Order* field. The lookup here obtains all the stage order(s) created via the *Stage Order* screen under the BatchMaster WEB *Normal* profile.
3. The system defaults *Picker, Status, Comment, Status*, *Stage Location* and *Stage Bin* fields values as maintained via the *Stage Order* screen of the BatchMaster WEB.
4. Tap the *Next* button.
5. On the *Released* tab, tap the desired item row for picking.



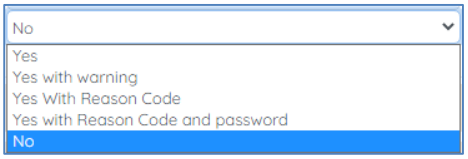
6. On the next displayed window:
    a. Select the *Lot No*.
    b. Select *Bin No*, if required.
    c. In the *Quantity* field, enter the item quantity to be picked.



d. Tap the  button to pick the specified quantity. The system will pick the entered quantity and displays a success message. Eventually, the picked item gets displayed at the *Picked* tab.

Note that on tapping the *Pick* button, the system recalls the next item *Batch Wise* or *Item Wise* based on the option specified at *Module Setup* screen under the *Production Picking Sequence Option* field. The *Production Picking Sequence Option* field is available under the *Production Staging and Picking* section (*WMS Setup* option).

When you select a lot other than the allocated one, the system displays the warning messages based on option specified at the *Override Lot on Picking* field under the *Production Staging And Picking* section of the *Module Setup* screen (*WMS Setup* option). The following messages appears when you tap the  button after specifying the *Quantity* field.

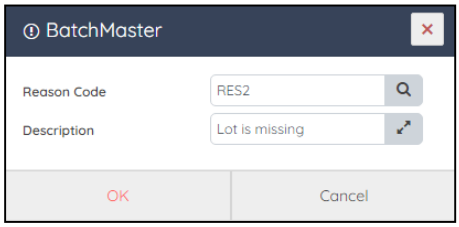


- **Yes**: The system permits you to select a lot other than the allocated one at the *Production Staging* screen no warning message appears.

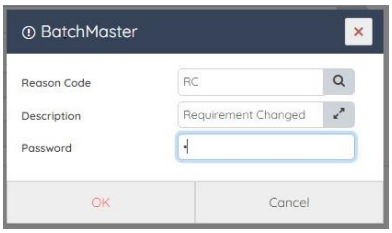
- **Yes With Warning:** The system displays a warning message when you to select a lot other than the allocated one at the *Production Staging* screen. The record

gets successfully added.

- **Yes With Reason Code:** If this option is selected, the system displays following popup window when you select a lot other than the allocated one at the *Production Staging* screen.



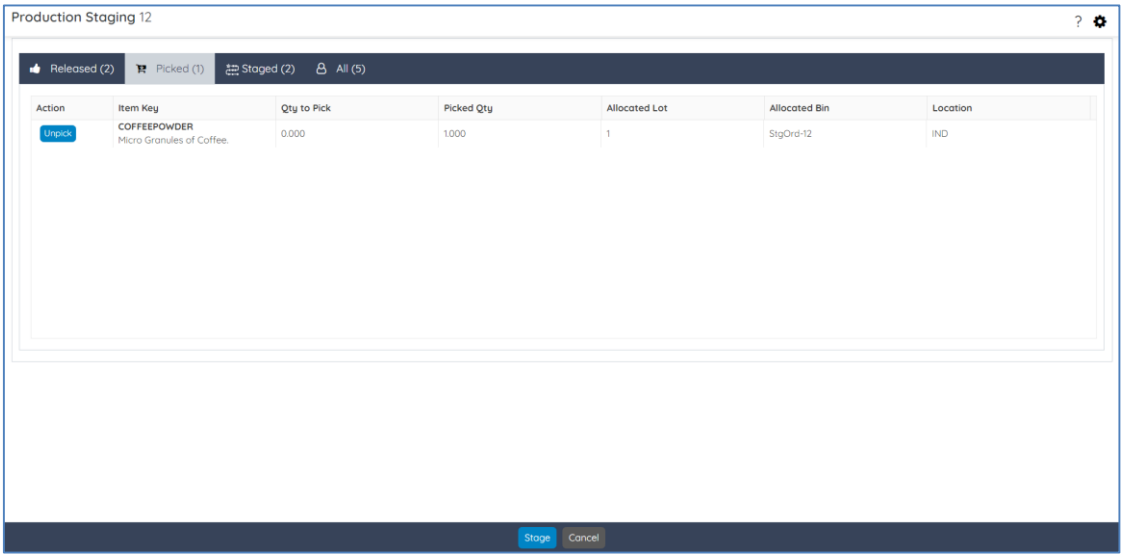
- **Yes With Reason Code and Password**: The system displays a window wherein you need to specify reason code and password. After tapping the *OK* button, the record gets successfully added.



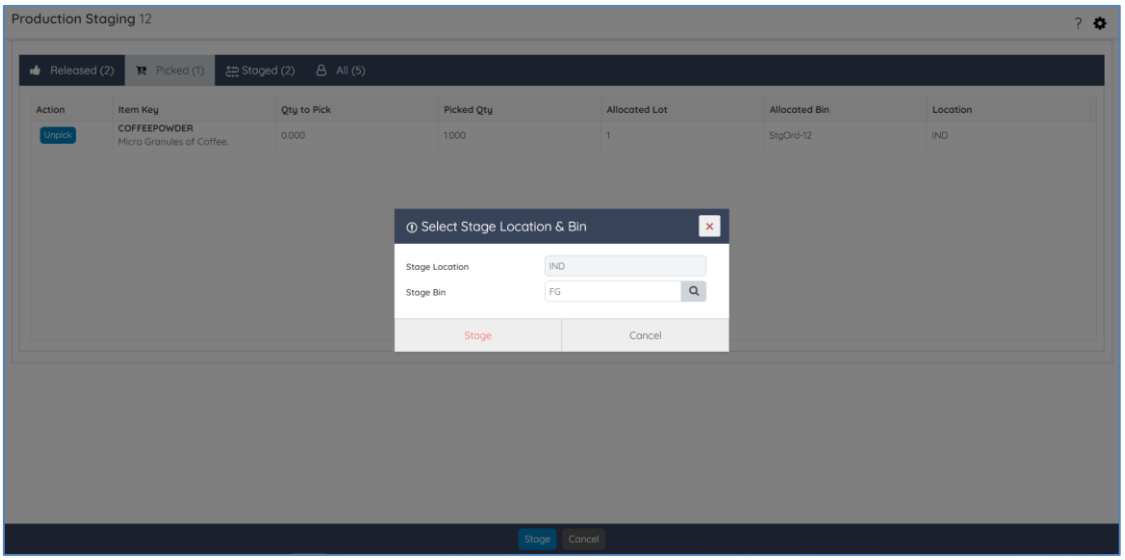
- **No:** The system restricts you to select a lot other than the allocated one at the *Production Staging* screen with a warning message as shown below:

7. Once picked, the system defaults the picked items on the *Picked* tab, which are ready to stage.

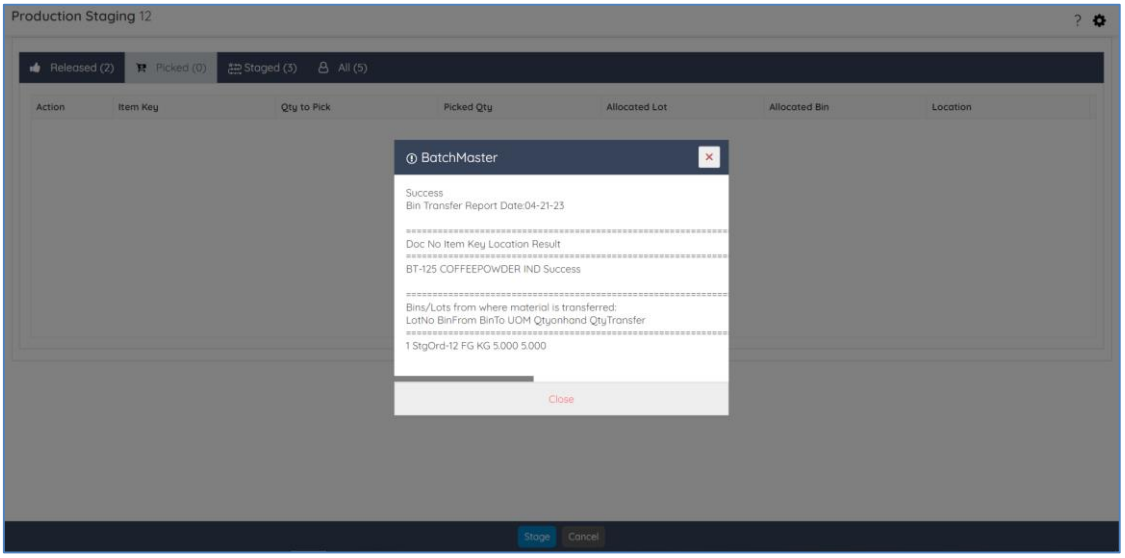
8. Switch to the *Picked* tab and tap the *Stage* button to stage the desired item.



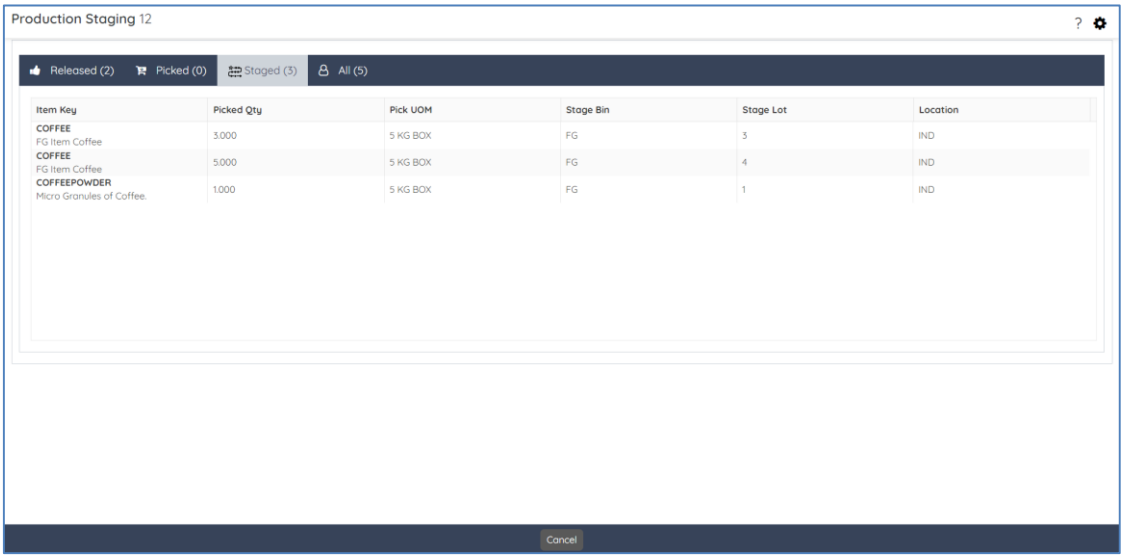
9. On tapping the *Stage* button, the system displays the *Select Stage Location & Bin* window. If required, you can change the stage bin associated with the location using the lookup next to the *Stage Bin* field. Click the *Stage* button to proceed.



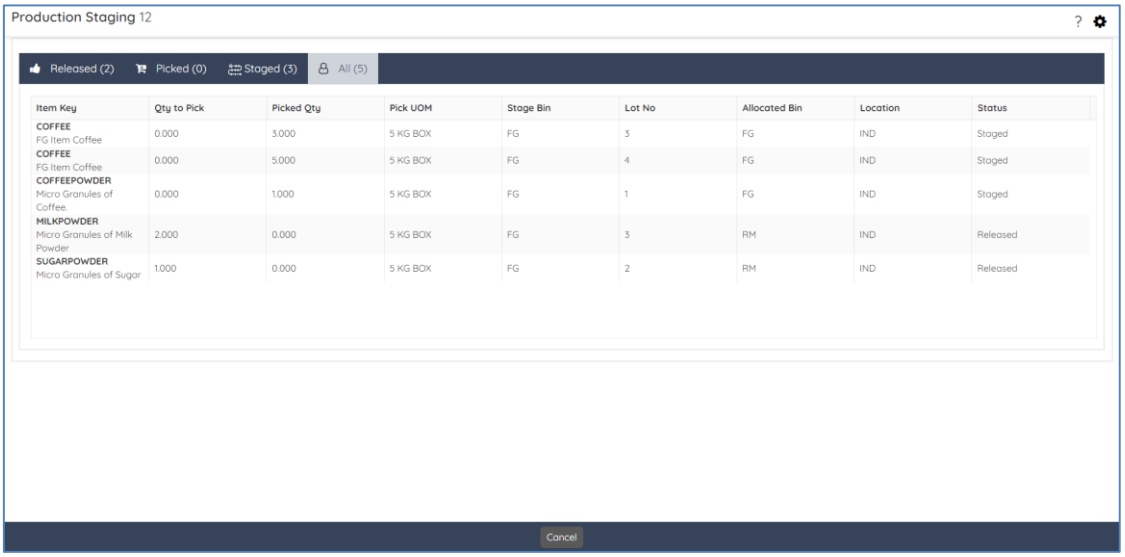
10. Eventually, the system displays a success message as shown below:



11. Switch on to the *Staged* tab, the system displays the staged items.



12. Switch on to the *All* tab to view all items (Released/Picked/Staged).



8.7.5 Production Staging with Stage To Close Page/Stage to Move Next Module Setup Options

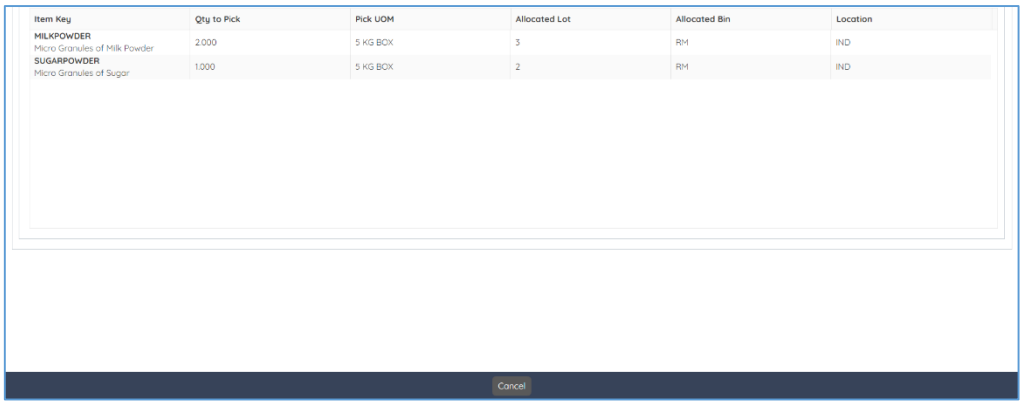
1. Tap the *Production Staging* option from the main menu to open the Production Staging screen.

2. Enter or scan the stage order number using the lookup next to the *Stage Order* field. The lookup here obtains all the stage order(s) created via the *Stage Order* screen under the BatchMaster WEB *Normal* profile.

3. The system defaults *Picker, Status, Comment, Status*, *Stage Location,* and *Stage Bin* fields values as maintained via the *Stage Order* screen of the BatchMaster WEB.

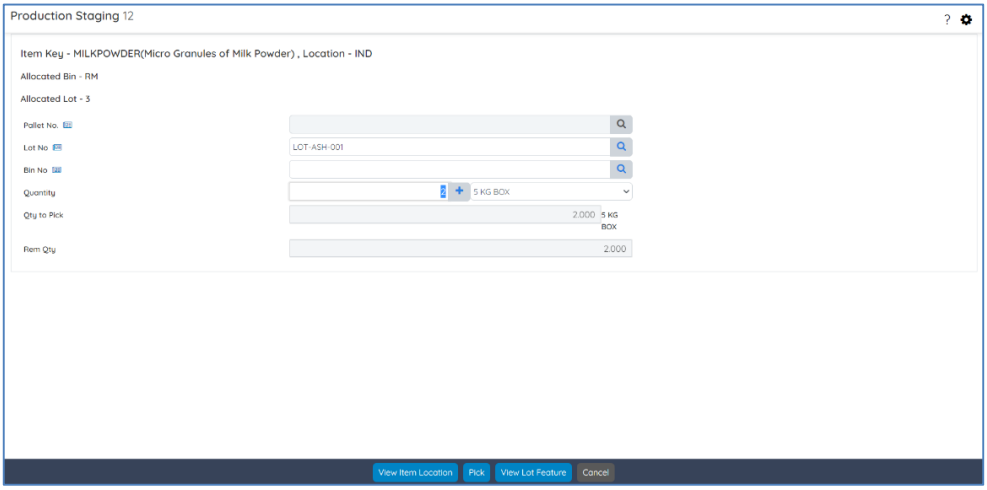
4. Tap the *Next* button to move on to the next screen.

5. On the *Released* tab, tap the desired item row for picking.

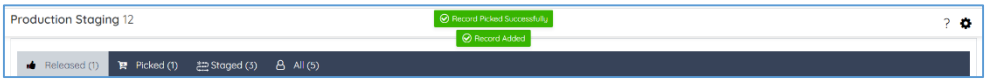


6. On the next displayed window, select *Lot No.*, *Bin No*, if required.

7. Enter the item quantity to be picked In the *Quantity* field. Tap the  button to add the specified item quantity for picking.

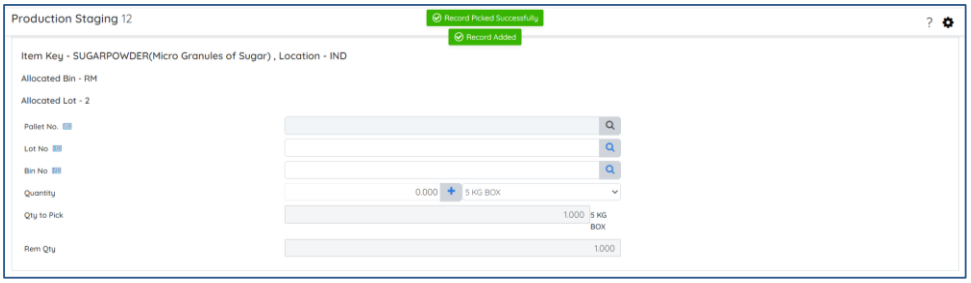


- At the *Module Setup* screen, if the *Stage to Close Page* option is selected at the *On Staging* field i.e., available under the *Production Staging And Picking* section (*WMS Setup)* option. The system remains at the *Released* tab after picking the item. Eventually, the picked item gets transferred to the *Picked* tab and displays a success message as shown below:



Say for instance, before picking the *MILKPOWDER* item, there were two items *MILKPOWDER* and *SUGAR POWDER* at the *Released* tab. Once the *MILKPOWDER* item is picked, the *SUGARPOWDER* item remains at the *Released* tab. To further pick the remaining *SUGARPOWDER* item, you need to again tap the respective row at the *Released* tab and repeat the steps from 5 – 7.

- At the *Module Setup* screen, if the *Stage to Move Next* option is selected at the *On Staging* field i.e., available under the *Production Staging And Picking* section (*WMS Setup)* option. After picking the first item, the system continues on the same lot selection screen and eventually, displays the next item for picking with a success message as shown below:



Say for instance, before picking the *MILKPOWDER* item, there were two items *MILKPOWDER* and *SUGAR POWDER* at the *Released* tab. Once the *MILKPOWDER* item is picked, the system continues on the same lot selection screen and displays the next item i.e., *SUGARPOWDER* for picking.

8.8 RM Issue

The *RM Issue* screen lets you issue raw materials and intermediates for the production activities.

RM Issue screen also supports scale integration. A weighing scale is a device that can be integrated with the BatchMaster WEB to measure an item's actual weight with accuracy. The measured item weight via the weighing scale acts as an input to the system for precise and accurate result calculations.

Go To: Production → RM Issue.

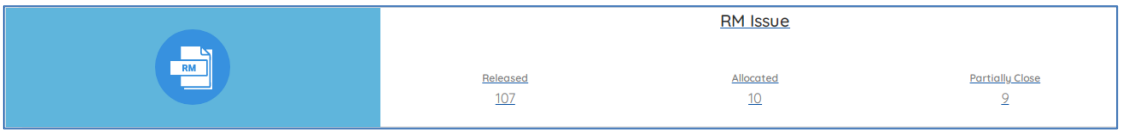
8.8.1 Prerequisite

- At the *Item Master* screen under the BatchMaster WEB (Normal Profile):
    - *Weighing Upper Tolerance (%)* and *Weighing Lower Tolerance (%)* fields must be defined under the *Stocking Description* tab if scale integration is implemented.

8.8.2 RM Issue – Widget

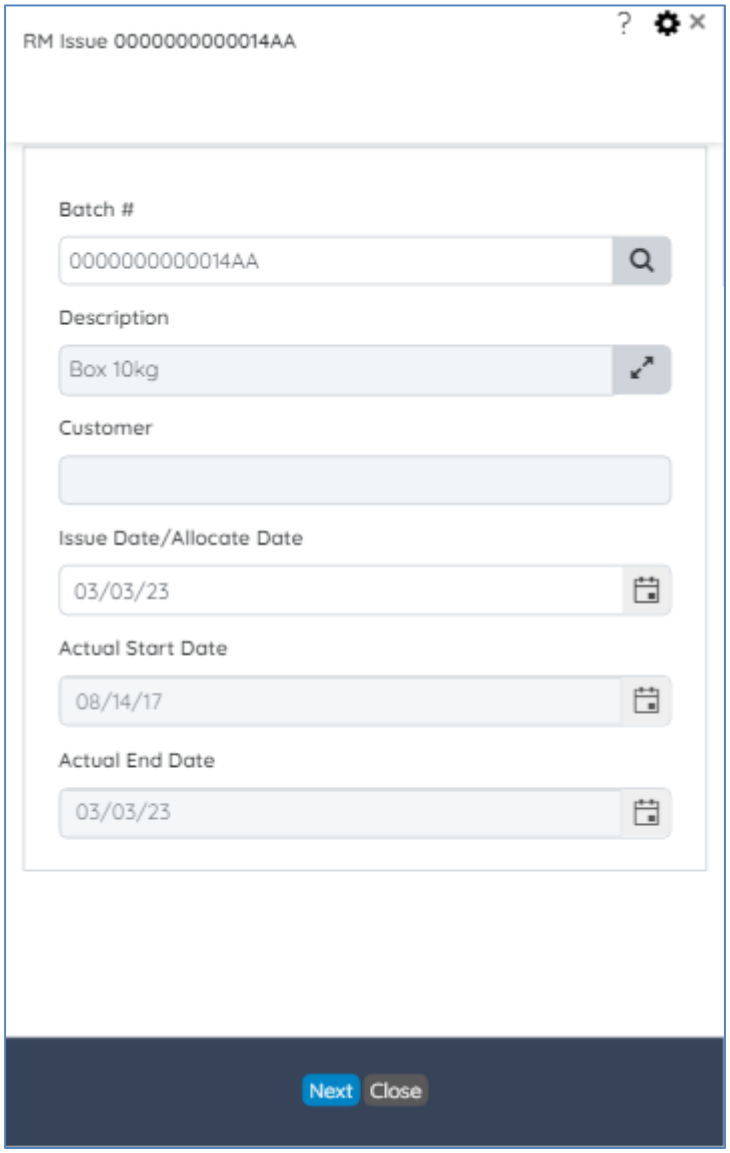
You can view the record count on the *RM Issue* widget. By default, the system displays all the existing entries count as maintained for your business/company i.e.:

- Released
- Allocated
- Partially Close



8.8.3 RM Issue – Add Mode

To perform material issue for production activities, tap the *RM Issue* option from the main menu. The system displays *RM Issue* screen.



Batch #: Use this field to search and select the batch number from which you want to issue raw materials. It can be entered manually or using the lookup next to the *Batch #* field.

Description: Displays the description associated with the selected batch. The value in this field defaults when you select a batch number.

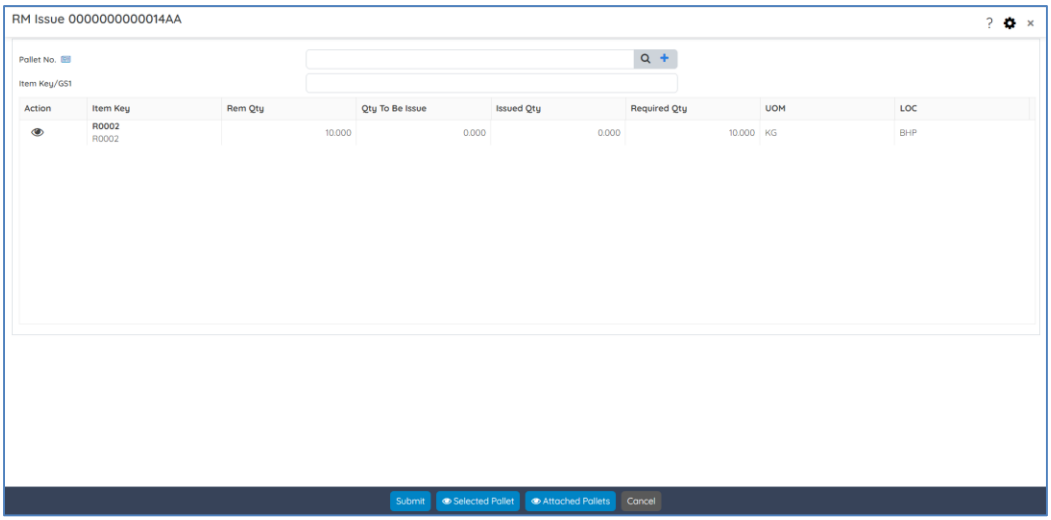
Customer: Displays the name of the customer associated with the batch. The value in this field defaults when you select a batch number.

Issue Date/Allocate Date: This is the date on which the allocate or issue operation took place last time in the selected batch.

Actual Start Date: This is the date when the production of the selected batch will actually start. This is a read-only field. The value in this field defaults when you select a batch number.

Actual End Date: This is the date on which the selected batch will actually be closed. This is a read-only field. The value in this field defaults when you select a batch number.

Continued…



Screen Fields:

Pallet No: If required, use this field to specify the pallet number.

In order to view the pallet details click the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Item Key/GS1: Enter/scan the unique identification key of the item. In the *Item Key/GS1* field, you can also specify the number of characters to be considered in a barcode for GS-1 Code. The field length supports 14 + characters. For QR Code functionality, you need to define the GTIN Number on the *Item Master* screen of the BatchMaster WEB Application. If the entered GS-1 Code matches with an existing item, the system obtains its associated details.

In order to view the Item details click the icon ( ) next to the *Item Key* label. The system will display the *Item Location* screen along with the relevant details. This is a read-only screen.

Grid Fields

Action  : Tap this button to view the lot details. This is a read-only screen that displays the various associated lot details.

Rem Qty: This is the remaining quantity of the item.

Qty To Be Issue: This is the required item quantity that is to be issued to accomplish the production batch.

Issued Qty: This is the quantity of this end item actually produced upon closing the batch. This is a read-only field.

Required Qty: This is the ordered quantity of the item.

UOM: This is the unit in which the issued item is measured.

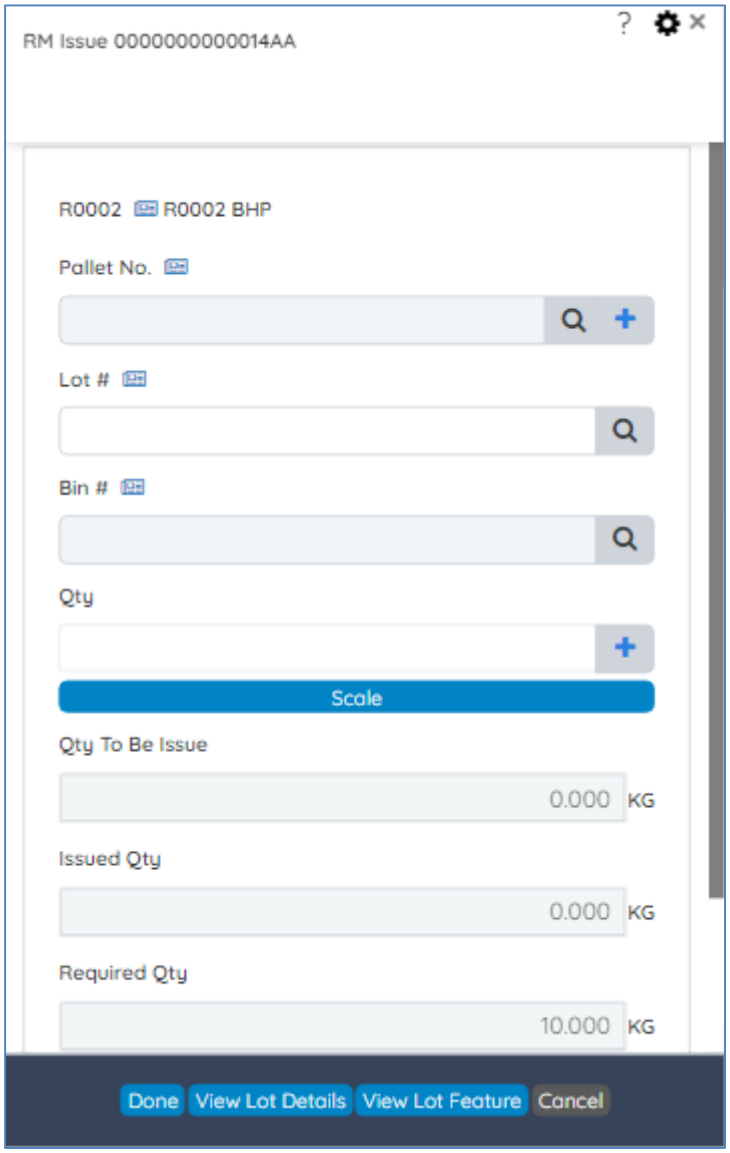
LOC: This read-only field displays the location where the item is maintained.

Selected Pallet: Tap this button to view the details of the selected pallet, if the item is palletized.

Attached Pallets: Tap this button to view the attached pallet(s) with the item.

Submit: Tap this button to process RM Issue.

RM Issue Screen (Cont.)…



Pallet No.: If required, use this field to specify the pallet number.

In order to view the pallet details tap the icon ( ) next to the *Pallet No* label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot #: Enter or select the lot number of the item.

In order to view the lot details tap the icon ( ) next to the *Lot No* label. The system will display the *Lot Inquiry* screen along with the associated details.

Bin #: Specifies the bin number associated with the selected lot number.

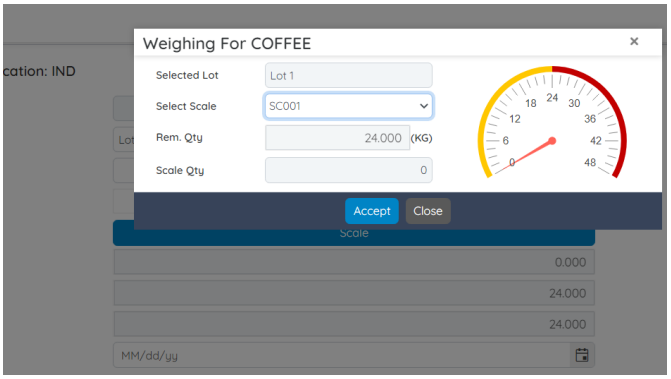
In order to view the bin details tap the icon ( ) next to the Bin# label. The system will display the Bin Inquiry screen along with the lot and container details, if any. The Bin Inquiry is a read-only screen.

Qty: Enter the Item's quantity for RM Issue.

Button: Tap this button to pick the quantity as specified in the *Qty* field. Eventually, the system subtracts the entered quantity from the *Rem Qty* field and resets the *Quantity* field to zero value. It is mandatory to specify *Lot No* before tapping the button**.**

Scale: In case, weighing scale is integrated with BatchMaster WEB for weighing the materials, then depending upon the specified lower/upper tolerance percentage of material at *Item Master* screen - *Stocking Description* tab.

The system will fetch item's weight in the *Scale Qty* field via the selected weighing scale. This fetched value acts as an input to the system for precise and accurate measurement.



Weighing Popup Window:

Selected Lot: This field displays the selected item's lot whose quantity is yet to be issued.

Select Scale: Use this field to select the maintained weighing scale. The dropdown here obtains all the active Scale ID records maintained via the *Scale Master* screen (Normal Profile – Under *Common Data* module).

Rem. Qty: This field displays item's available remaining quantity.

Scale Qty: In case, if scale integration is implemented, this field fetch the measured item weight as per the selected Scale ID in the above *Select Scale* field.

Before tapping the *Scale* button, it is mandatory to specify a lot. Otherwise, the system displays a warning message as shown below:

View measured weight along with the calibration details and color coding for the Under/Acceptable/Above weighing range. The measured weight reading acts as an input to the system for further calculation. To know more about the displayed acceptable tolerance limit for the weighing calculation, refer *Calculation of Acceptable Tolerance Limit of Weighing Graph* section.

Accept: Tap this button to accept the weighing scale calculation.

Close: Tap this button to close the popup window.

Qty To Be Issue: Displays the transaction quantity of the item. The value in this field defaults when you specify a valid transaction quantity in the *Qty* field and tap the + button. This is a read-only field.

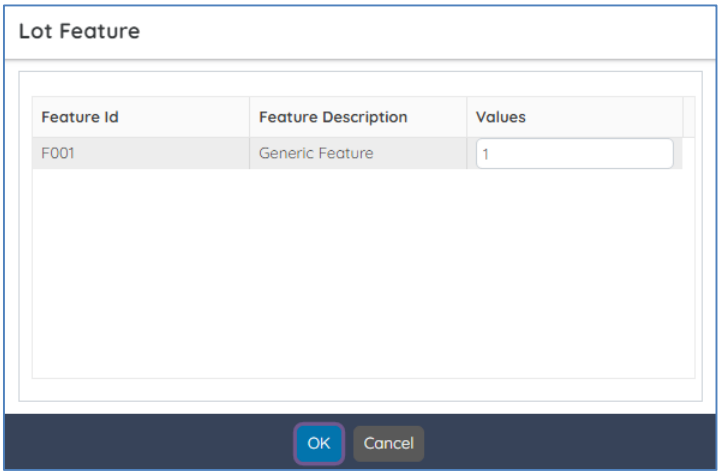
Issued Qty: This field displays the issued item quantity.

Required Qty: This is the ordered quantity of the item.

Rem Qty: This field displays the quantity of the item yet to be issued.

View Lot Details: Tap this button to view the Item lot details, if associated.

View Lot Feature: Tap this button to view the lot feature associated with the batch item's lot.

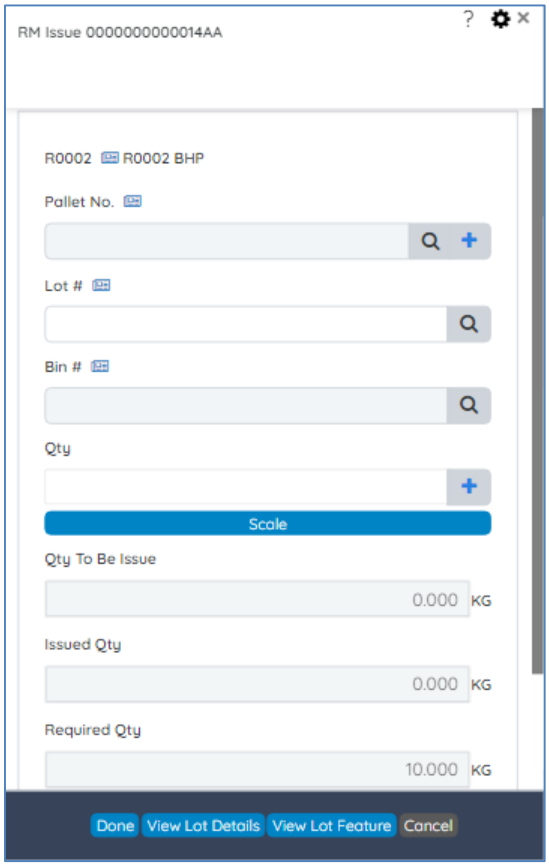


Submit: Tap this button to process RM Issue. Once RM Issue is processed, the system displays a success message.

Cancel: Tap this button to close the *RM Issue* screen.

8.8.4 Performing RM Issue

1. Tap on the *RM Issue* option to open the *RM Issue* screen.
2. Enter or select the batch number in the *Batch #* field. The system defaults the associated details in their respective fields.
3. If required, then change the *Issue Date/Allocate Date*.
4. Tap *Next* button to move on to the item selection screen, wherein you can:
    a. Specify the Pallet No using the lookup option.
    b. Enter or scan the desired items using the *Item Key/GS1* field.
5. Tap the desired item row in which the sufficient quantity is remaining. The system displays item selection screen as shown below:

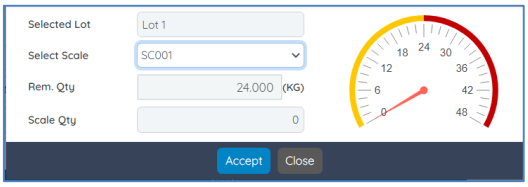


6. Specify the *Lot#* of the selected item that is to be issued. The lookup attached to the field will show the available lots for the selected item. On selecting a lot, the system defaults its associated details in their respective fields.

7. If required, specify the *Pallet No.,* and *Bin #*.

8. Tap the + button. Eventually the system defaults the *Qty To Be Issue* and *Required Qty* field.

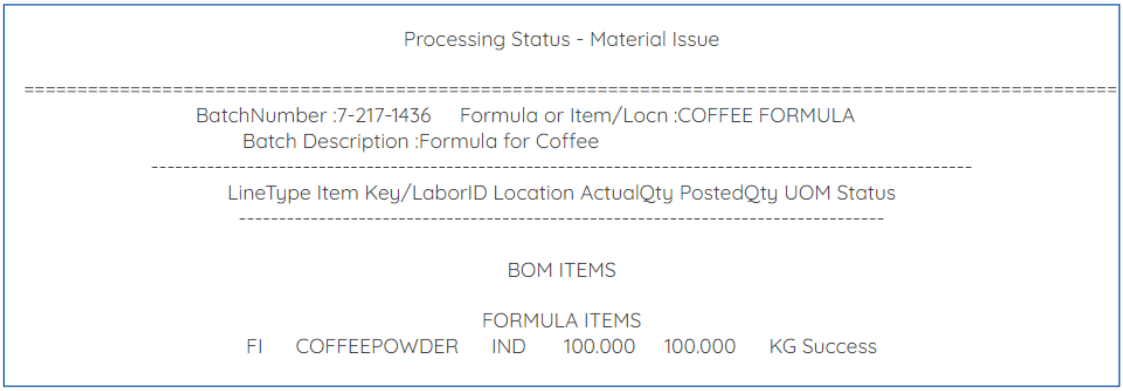
- If scaling is implemented, then tap the *Scale* button. The system displays the following popup window:



- In the *Select Scale* field, select the applicable Scale ID and tap the *Accept* button.

9. Tap the *Done* button.

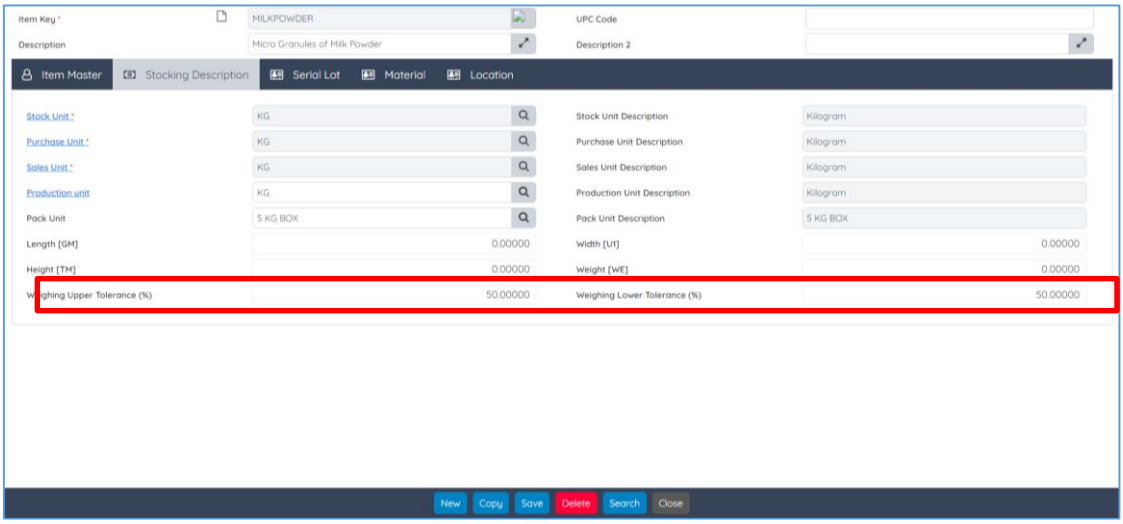
10. Tap the *Submit* button. Eventually, the system displays a success message as shown below:



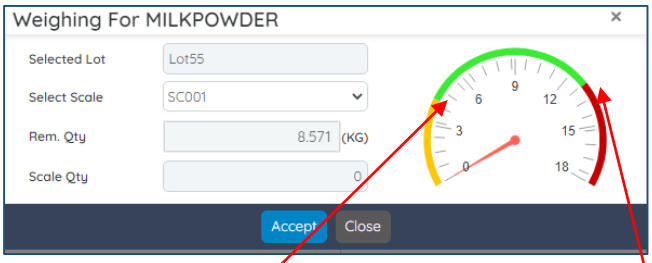
8.8.5 Calculation of Acceptable Tolerance Limit of Weighing Graph

The *RM Issue* screen (WMS profile) displays a weighing graph when you tap the *Scale* button. The graph displays an acceptable tolerance limit with green color as per the weighing tolerance range you specify on the *Item Master* screen. The graph acceptable tolerance limit calculation is shown below:

Specify the weighing tolerance range at the *Item Master* screen - *Stocking Description* tab (Normal profile).



Open the *RM Issue* screen, select the desired item, and tap the *Next* button. Now tap the desired item row. The system displays lot selection screen. After specifying the *Lot No* and *Quantity* field, tap the *Scale* button. The system displays a weighing graph popup window as shown below:



The lower weighing tolerance starts from **4.2855** (i.e., 8.571-4.2855) to **12.8565** (i.e., 8.571+4.2855).

Item	Specified Weighing Lower Tolerance (In %)	Specified Weighing Upper Tolerance(In %)	Rem Qty In KG
MILKPOWDER	50%	50%	8.571
	50% of 8.571 KG = 4.2855 KG	50% of 8.571 KG = 4.2855 KG	

Calculation of Weighing Graph Display Range

Required Item Quantity = 8.571

Round Off |Required Quantity| = |8.571|= 9

Calculated Round Off Quantity x 2 = 18

Color Label	Weighing Tolerance
	Below Acceptable Range
	Acceptable Range
	Above Accepatable Range

The system automatically adjust the weighing graph range starting from 0 to 18. The calibration range is the capability of a measuring device (i.e., scale ID) to measure the data within the proper data range.

9 Put Away

9.1 Rule Group Setup

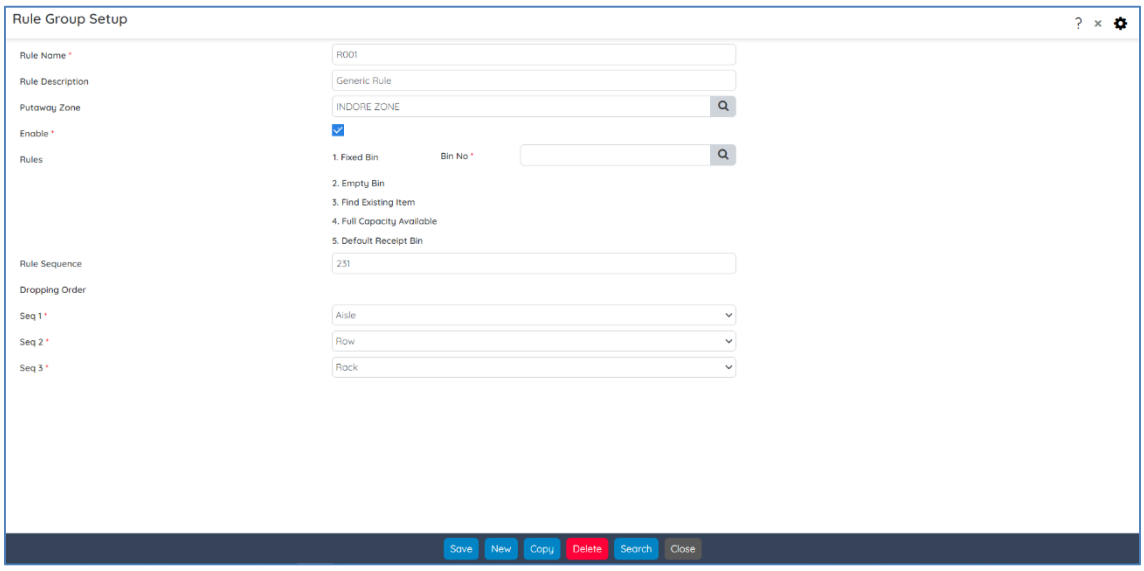
A rule group is a collection of rules for the put away bins to provide optimal placement of product within the warehouse. Although you can directly add rules to any Zone, the rules defined here are specific to that Zone.

After you define a rule group, you can reuse the rules by associating the group with various Items and Storage Type. You can enable/disable the rules for processing receipt transactions so that the system can suggest the appropriate put away bin.

Go To: Put Away→ Rule Group Setup.

9.1.1 Rule Group Setup – Add Mode

To specify the rule for the Put Away Zone, tap the *Rule Group Setup* option from the Put Away menu. The system displays *Rule Group Setup* screen.



Screen Fields:

Rule Name: Mandatory field which represents unique key for the Rule Name. Once saved, this field is non-editable, and it supports alphanumeric characters.

Rule Description: This field specifies the description of the rule name.

Putaway Zone: Mandatory field which represents unique key for the Putaway Zone. You can choose the Putaway Zone parameter using the lookup provided next to the field. The lookup here obtains all the *Zone Names* created via the *Zone Master* screen.

Enable: Mark this checkbox to enable the rule group record. You can activate or deactivate the created record as per the requirement, if disabled then the rule will not be applied during any transaction of BatchMaster WEB even if it is mapped with Item or Item Group.

Rules: This field displays the abbreviation of each rule:

- **1. Fixed Bin:** Select a Bin in the adjacent *Bin No.* field with respect to the Put away Zone specified. As a result, while processing Put Away Transaction(s), the system will suggest the Bin defined here.
- **2. Empty Bin:** While processing Put Away Transaction(s), the system will suggest the Bin which is fully empty.
- **3. Find Existing Item:** While processing Put Away Transaction(s), the system will suggest the Bin where the put away of the item already exists.
- **4. Full Capacity Available:** While processing Put Away Transaction(s), the system will suggest the Bin having available capacity equal to the Item Quantity.
- **5. Default Receipt Bin:** While processing Put Away Transaction(s), the system will consider the items default receipt bin.

Rule Sequence: Use this field to specify the rule sequence for the put away bins to provide optimal placement of product within the warehouse. Say, for instance, if you specify 51423 in the *Rule Sequence* field, the system considers the defined sequence for the put away bins as (*Default Receipt Bin* → *Fixed Bin* → *Full Capacity Available* → *Empty Bin*→ *Find Existing Item*). Refer to the above *Rules* field options to know about the numeric abbreviation of each rule.

Dropping Order Section: Use this section to specify the Item dropping order. If more than one Bin is satisfying the Rules, then the system will suggest the nearest Bin according to the Dropping Order defined.

- **Seq1:** Tap one of the options from *Aisle*, *Row*, and *Rack*.
- **Seq2:** Tap one of the options from *Aisle*, *Row*, and *Rack*.
- **Seq3:** Tap one of the options from *Aisle*, *Row*, and *Rack*.

9.1.2 Maintaining Rule Group Setup

1. Tap the *Rule Group Setup* option.
2. Specify the unique *Rule Name*.
3. Select the required *Putaway Zone* using the lookup adjacent to the field.
4. Mark/Unmark *Enable* checkbox, to activate/deactivate the rule for the selected Put Away Zone as required.
5. In the *Rule Sequence* field, specify the rule sequence for the put-away bins to provide optimal placement of product within the warehouse. Refer to the *Rules* field options to learn about the numeric abbreviation of each rule. Say, for example, you can enter 51423 in this field. The entered rule sequence number is subject to change depending on your business needs.
6. Select the required *Dropping Order* using the dropdown(s) provided next to the *Seq1, Seq2,* and *Seq3* fields.
7. Tap the *Save* button to save the record.

9.2 Rules Mapping

This screen allows you to map the rule groups to an Item or Storage type. The mapped Rule will be applied while receiving the Item and Bin based on the zone attached to the rule.

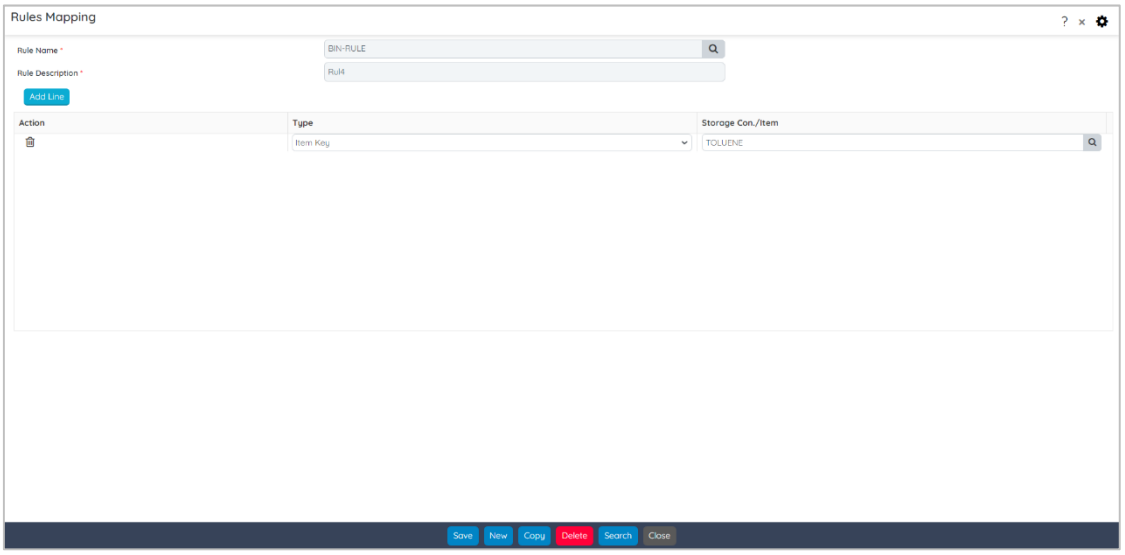
9.2.1 Prerequisites

Maintain record on the *Rule Group Setup* screen.

Go To: Put Away → Rules Mapping.

9.2.2 Rules Mapping – Add Mode

To define the rule for the Zone, tap the *Rules Mapping* option from the *Put Away* menu. The system displays the *Rules Mapping* Screen.



Screen Fields:

Rule Name: This field specifies the name of the rule. You can choose the rule name using the lookup provided next to the field. The lookup will obtain all the rule groups maintained via the *Rule Group Setup* screen.

Rule Description: This field specifies the description of the rule name.

Add Line: Tap this button to add a new line in the grid.

Action : Tap this button to delete a row from the grid.

Type: The drop-down field provides a selection of the Type as *Storage Condition* or *Item Key* option.

Storage Con./Item.: This field specifies a unique key for the Storage Condition/Item. You can choose the Storage Condition/Item Key using the lookup provided adjacent to the field.

9.2.3 Maintaining Rules Mapping

1. Tap the *Rules Mapping* option to open the *Rules Mapping* screen.
2. Specify the *Rule Name* using the lookup adjacent to the field.
3. Tap *Add Line* button to insert a new line in the grid.
4. Select one of the option in the *Type* field.
5. Specify a unique key for the *Storage Con./Item*.

6. Tap the *Save* button to save the record.

9.3 Put Away

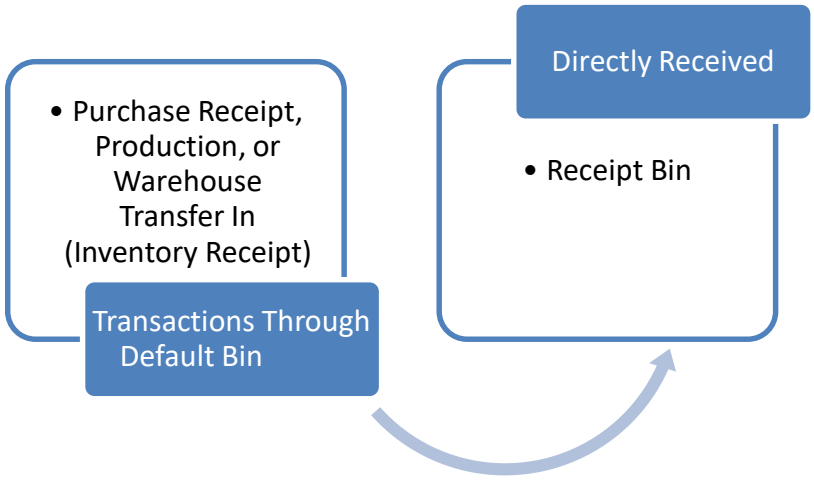
Put Away is the process of directing received inventory to the specified location(s) for storage purposes. BatchMaster WEB supports system-suggested locations for receiving inventory items. Receiving inventory items at the best possible location can reduce overhead movements within the warehouse. The system suggested putaway delivers the ability to determine the best location for receiving inventory items.

This screen processes the Put Away transactions of the data saved by the Transaction Screens (*PO Receipt*, *Warehouse Transfer In* and *FG Receipt*).

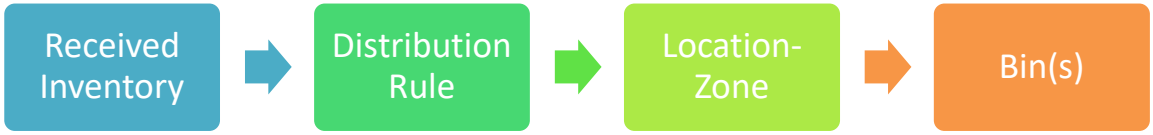
Go To: Put Away → Put Away.

BatchMaster WEB support following types of Put Aways:

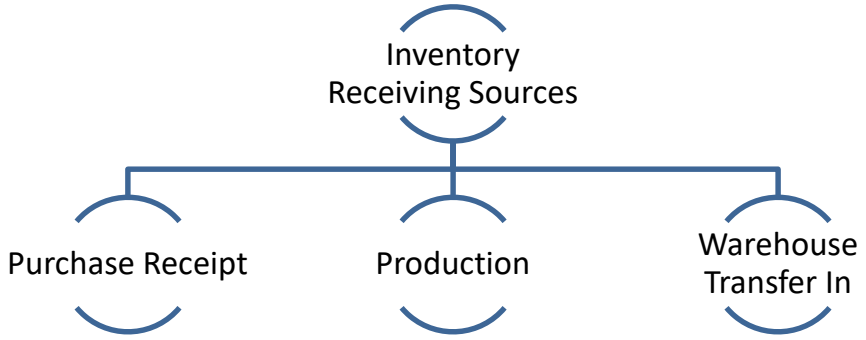
1. **Direct Move**: Incoming inventory items in a warehouse are moved to the user specified receipt bin. In this process incoming inventory is directly transferred to its final location in the warehouse. Rather than placing in the storage, you prepare for quick delivery as products received. In this approach, touchpoints are minimized along with the unnecessary movement of inventory.



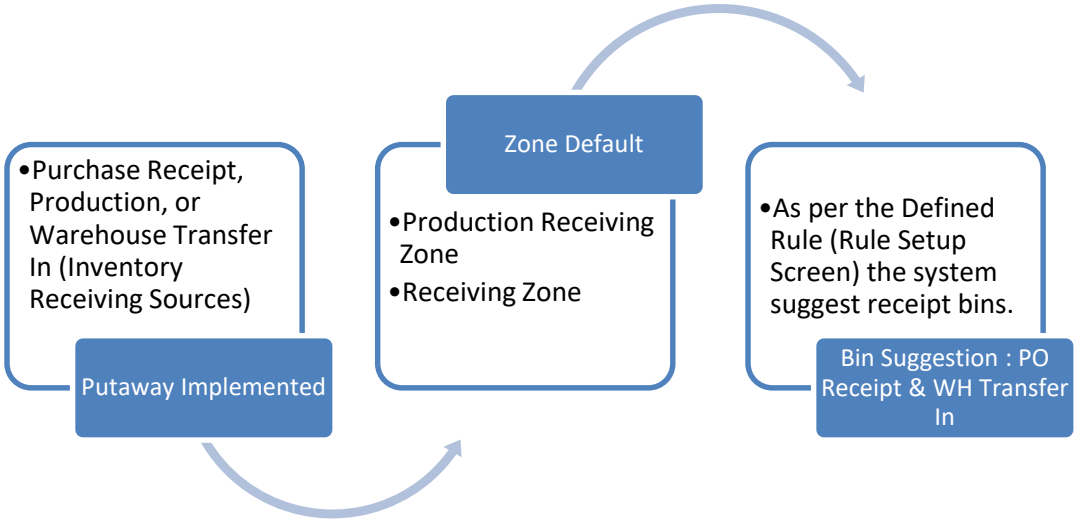
2. **Putaway**: In case when putaway is implemented, the received inventory is maintained on the user specified zone-locations based on the created applicable rules.



3. **Inventory Receiving Sources**: Inventory management in BatchMaster WEB tracks the flow of material from supplier through the production process to the customer's demand. This includes tracking of stock receipt, picking, packing and shipping of inventory through the process of uninterrupted operations or rules.

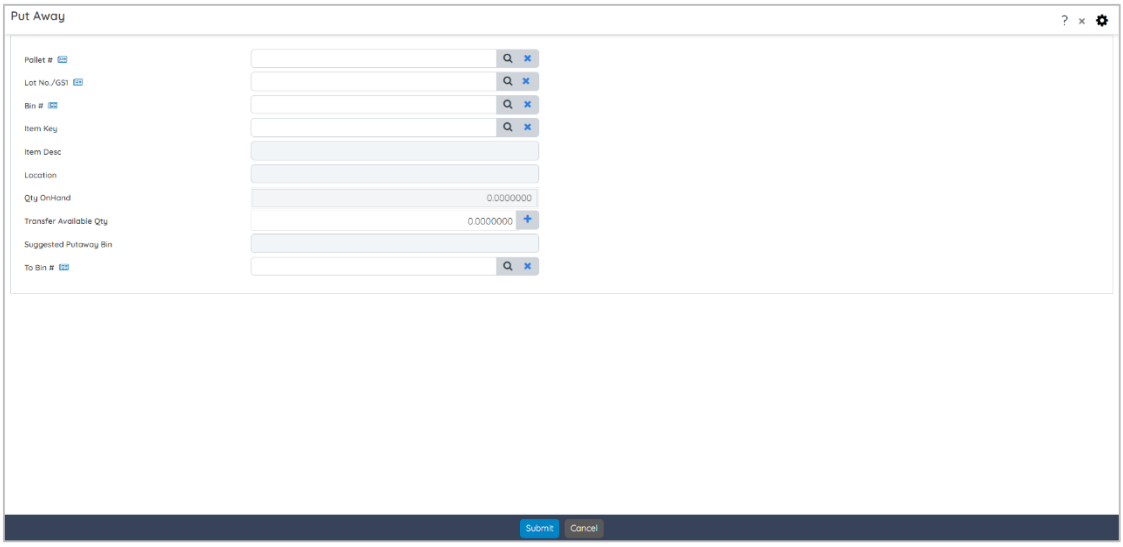


4. **Processing a Putaway:** Having a putaway system simplifies the process of storing items, reduces the risk of misplacing or losing items, and keeps your warehouse clean and organized. There are three ways to approach the putaway process as defined below:



9.3.1 Put Away – Add Mode

To process the putaway for an item, tap the *Put Away* option from the main menu. The system displays *Put Away* Screen.



Screen Fields:

Pallet #: Use this field to specify the pallet for the item to process the put away. You can use the lookup to choose the pallet. The lookup will obtain all the pallets that are used in various transactions (PO Receipt, Warehouse Transfer In and FG Receipt). In order to view the pallet details, click the icon ( ) next to the Pallet# label. The system will display the *Pallet Inquiry* screen along with the lot and pallet details. This is a read-only screen.

Lot No./GS1: Use this field to specify the lot number for the item to process the put away. You can use the lookup to choose the lot. The lookup will obtain all the lots that are used in various transactions (PO Receipt, Warehouse Transfer In and FG Receipt). In order to view the lot details, click the icon ( ) next to the Pallet# label. The system will display the *Lot Inquiry* screen along with the quantity and feature details. This is a read-only screen.

Bin #: Use this field to specify the bin number for the item to process the put away. You can use the lookup to choose the bin. The lookup will obtain all the bins that are used in various transactions (PO Receipt, Warehouse Transfer In and FG Receipt). In order to view the bin details, click the icon ( ) next to the Pallet# label. The system will display the *Bin Inquiry* screen along with the item details. This is a read-only screen.

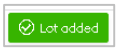
Item Key: Use this field to specify the item for the item to process the put away. You can use the lookup to choose the item. The lookup will obtain all the items that are used in various transactions (PO Receipt, Warehouse Transfer In and FG Receipt).

Item Desc. : This field specify the description if the item.

Location: This field specify the location of the item.

Qty Onhand: This field displays the on-hand quantity of the item. The value defaults once you select the item for processing the putaway.

Transfer Available Quantity: Mandatory field that specifies the put away quantity that you need to transfer from one location/bin to another location/bin. In order to create lot for the quantity entered you need to click + button adjacent to the field. Once clicked the system generates the lot and displays a confirmation message for the same.



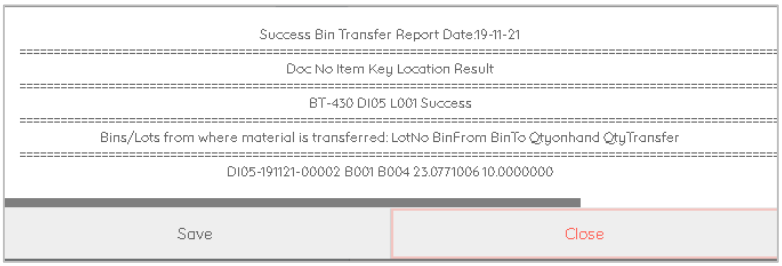
Suggested Putaway Bin: The value in this field is auto generated and will be suggested by the system as per the rules specified on the *Rule Group Setup* screen.

To Bin#: Use this field to specify the bin location on which you need to transfer the available quantity. You can use the lookup to choose the bin. The lookup will obtain all the bins that are available in the BatchMaster WEB Company. In order to view the bin details, click the icon ( ) next to the Pallet# label. The system will display the *Bin Inquiry* screen along with the item details. This is a read-only screen.

Submit: Click this button to process the putaway transaction.

9.3.2 Performing Put Away

1. Enter or select the Pallet, Item, its lot, and bin for processing the putaway.
2. Enter the quantity in the *Transfer Available Qty* field and click the *+* button to add the lot.
3. Enter or select the bin on which you want to transfer the item at the *To Bin #* field.
4. Click the *Submit* button to process the transaction. Once processed the system displays the success report.



10 Sales Reports

10.1 COA Reports

The *COA (Certificate of Analysis)* screen lets you print a report for the items on which QC is applied and the items are associated with the specified range of Sales Order, Dispatch Order, Lot, and Location.

Go To: Sales Reports → COA Reports.

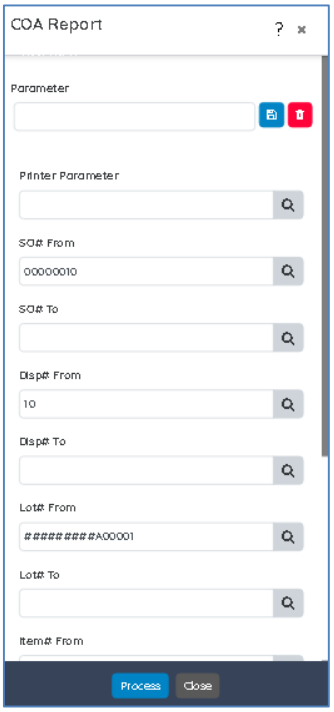
10.1.1Mandatory Inputs

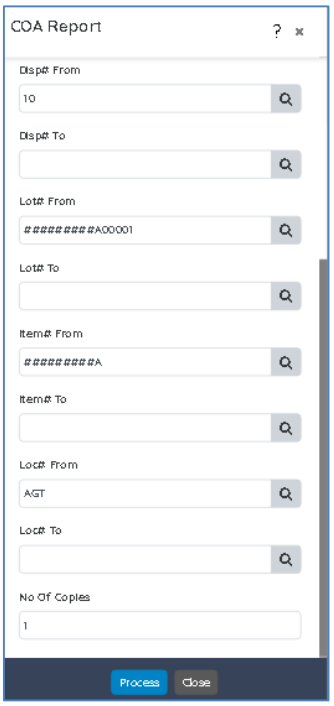
Data should be setup at the following screens before printing a COA:

- *Item Master* screen (Item should be QC checked)
- *Sales Order Entry* screen
- *Maintain Shipment* screen (if the selection criterion refers to *Maintain Shipment* screen)

10.1.2COA Reports Screen

To specify the selection criteria for COA report, tap the *COA Reports* option from the main menu. The system displays *COA Report* screen.





Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the label/report, you can select the saved parameter using the *Parameter* field dropdown.

Printer Parameter: Specify the parameter as defined on the *Printer Setup* screen.

SO# From: Holds the sales order number that specifies the lower limit of the selected range of sales orders for printing the COA report.

SO# To: Holds the sales order number that specifies the upper limit of the selected range of sales orders for printing the COA report.

Disp# From: Holds the dispatch number that specifies the lower limit of the selected range of dispatches for printing COA report.

Disp# To: Holds the dispatch number that specifies the upper limit of the selected range of dispatches for printing COA report.

Lot # From: Holds the lot number that specifies the lower limit of the selected range of Lots for printing the COA report.

Lot# To: Holds the lot number that specifies the upper limit of the selected range of Lots for printing the COA report.

Item# From: Holds the item number that specifies the lower limit of the selected range of items for printing the COA report.

Item# To: Holds the Item number that specifies the upper limit of the selected range of items for printing the COA report.

Loc# From: Holds the location that specifies the lower limit of the selected range of locations for printing the COA report.

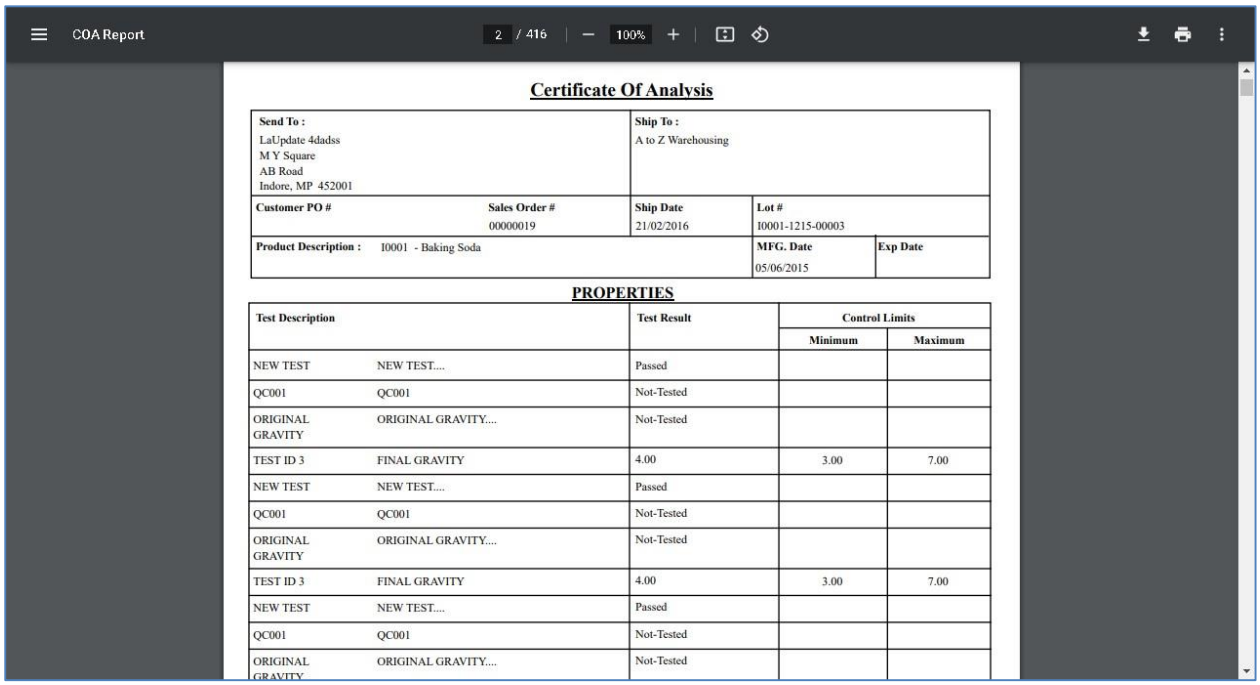
Loc# To: Holds the location that specifies the upper limit of the selected range of locations for printing the COA report.

No Of Copies: Specifies the number of copies required to be printed. This field defaults as per the value maintained at the *COA Reports- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

10.1.3 Printing a COA Report

1. Tap the *COA Report* option to open the *COA Report* screen.

2. Enter a name to assign it to the report parameter in the dropdown field and click the *Save* button to save the report parameter.
3. Enter or select the printer parameter.
4. Select the sales order number at the *SO# From* field and the *SO# To* field.
5. Select the dispatch number at the *Disp# From* field and the *Disp# To* field.
6. Select the lot number at the *Lot# From* field and the *Lot# To* field.
7. Select the item number at the *Item# From* field and the *Item# To* field.
8. Select the location number at the *Loc# From* field and the *Loc# To* field.
9. Enter the number of copies required to print.
10. Tap on the *Process* button to print the report.



10.2 General Packing Slip

The *General Packing Slip* screen lets you specify the selection criteria for printing the packaging slip against the following:

- Shipped item(Processed)
- Maintain Shipment (Not Processed)

- Maintain Shipment (Processed and Not Processed)
- Sales Order

Go To: Reports → General Packing Slip.

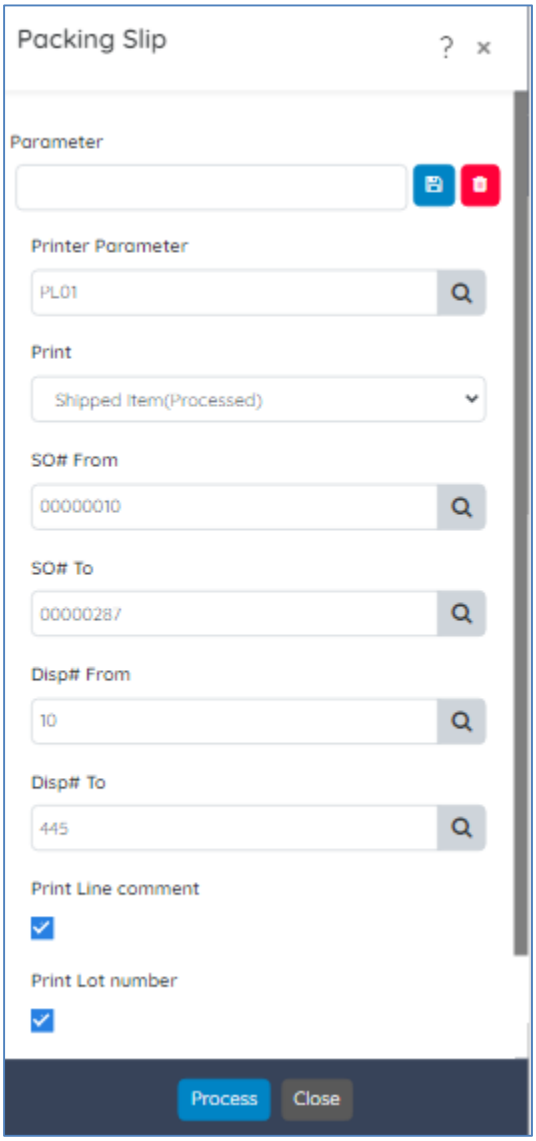
10.2.1Mandatory Inputs

Data should be setup at the following screens before printing:

- *Sales Order Entry* screen
- *Maintain Shipment* screen (if the selection criteria refers to *Maintain Shipment* screen)
- *Customer* Screen

10.2.2General Packing Slip – Add Mode

To specify the selection criteria for general packing slip report, tap the *General Packing Slip* option from the main menu. The system displays *General Packing Slip* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the label/report, you can select the saved parameter using the *Parameter* field dropdown.

Printer Parameter: Specify the parameter as defined on the *Printer Setup* screen.

Print: This field has the following options:

- **Shipped Items (Processed)**: If this option is selected, the packaging slip will be printed for shipped items only.

- **Maintain Shipment (Not Processed)**: If this option is selected, the packaging slip will be printed only for those items which have been saved via the *Maintain Shipment* screen but are yet not processed.
- **Maintain Shipment (Processed And Not Processed)**: If this option is selected, the packaging slip will be printed for those items which have been saved or processed via the *Maintain Shipment* screen.
- **Sales Order**: If this option is selected, the packaging slip will be printed for all those items for which a sales order has been created.

SO# From: Displays the sales order number that specifies the lower limit of the selected range of sales orders for printing the packaging slip.

SO# To: Displays the sales order number that specifies the upper limit of the selected range of sales orders for printing the packaging slip.

Disp# From: This field is for specifying the dispatch number. In this field you can define the lower limit of the selected range of dispatch numbers for printing the packaging slip.

Disp# To: This field is for specifying the dispatch number. In this field you can define the upper limit of the selected range of dispatch numbers for printing the packaging slip.

Print line comment: Mark this checkbox to print any associated line comment.

Print lot number: Mark this checkbox to print the associated lot number.

No Of Copies: Specify the number of copies for packaging slip you wish to print. This field defaults as per the value maintained at the *Packing Slip- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

10.2.3 Printing General Packing Slip

1. Tap the *General Packing Slip* option to open the *General Packing Slip* window.
2. Specify the print criteria. One may select from Shipped item (Processed), Maintain Shipment (Not Processed), Maintain Shipment (Processed and Not Processed) or Sales Order.
3. Select the sales order number at the *SO# From* and the SO# To fields.
4. Select the dispatch number at the *Disp# From* and the *Disp# To* fields.

5. Mark or unmark the *Print Line Comment* or *Print Lot Number* checkbox.
6. Enter the number of copies required to print.
7. Tap the *Process* button to print the labels. Alternatively, tap the *Close* button to exit.

10.3 Print BOL

The *Print BOL* (Print Bill of Lading) screen lets you specify the selection criteria for printing a bill of lading. The selection criteria could be any one of the following:

- Shipped item
- Maintain Shipment (Processed)
- Maintain Shipment (Processed and Not Processed)
- Sales Order

Go To: Sales Reports → Print BOL.

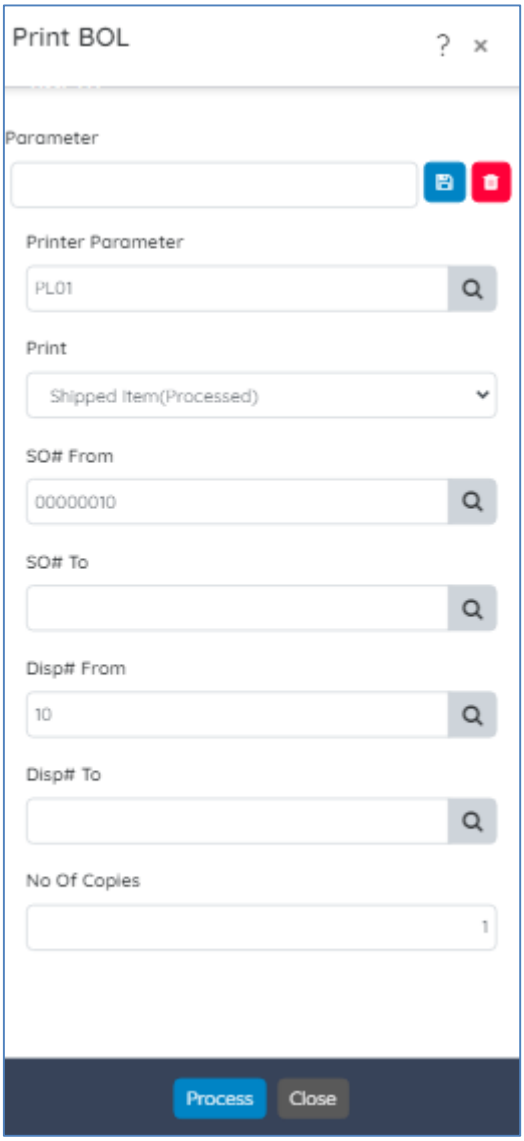
10.3.1Mandatory Inputs

Data should be setup at the following screens before printing a Bill of Lading:

- *Sales Order Entry* screen
- *Maintain Shipment* screen (if the selection criteria refers to Maintain Shipment screen)
- *Customer* Screen

10.3.2Print BOL Screen

To specify the selection criteria for printing a bill of lading, tap the *Printer Setup* option from the main menu. The system displays *Printer Setup* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the label/report, you can select the saved parameter using the *Parameter* field dropdown.

Printer Parameter: Specify the parameter as defined on the *Printer Setup* screen.

Print: This field has the following options:

- **Shipped Items (Processed)**: If this option is selected, the bill of lading will be printed for shipped items only.

- **Maintain Shipment (Not Processed)**: If this option is selected, the bill of lading will be printed only for those items which have been saved via the *Maintain Shipment* screen but are yet not processed.
- **Maintain Shipment (Processed And Not Processed)**: If this option is selected, the bill of lading will be printed for those items which have been saved or processed via the *Maintain Shipment* screen.
- **Sales Order**: If this option is selected, the bill of lading will be printed for all those items for which a sales order has been created.

SO# From: Displays the sales order number that specifies the lower limit of the selected range of sales orders for printing the bill of lading.

SO# To: Displays the sales order number that specifies the upper limit of the selected range of sales orders for printing the bill of lading.

Disp# From: This field is for specifying the dispatch number. In this field you can define the lower limit of the selected range of dispatch numbers for printing the bill of lading.

Disp# To: This field is for specifying the dispatch number. In this field you can define the upper limit of the selected range of dispatch numbers for printing the bill of lading.

No Of Copies: Specify the number of copies for BOL report you wish to print. This field defaults as per the value maintained at the *Print BOL- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

10.3.3 Printing a Bill of lading

1. Tap the *Print BOL* option to open the *Print BOL* screen.
2. Enter a name to assign it to the report parameter in the dropdown field and click the save button to save the report parameter.
3. Enter or select the report parameter.
4. Specify the print criteria. You may select from *Shipped Item*, *Maintain Shipment (Processed)*, *Maintain Shipment (Processed And Not Processed)*, and *Sales Order*.
5. Enter a range of sales order numbers in the *SO# From* field and the *SO# To* field.
6. Optionally, select a range of dispatch numbers in the *Disp# From* field and the Disp*# To* field.

7. Specify the number of copies required for printing the bill of lading.

8. Tap on the *Print Label* Button to print the bill of lading.

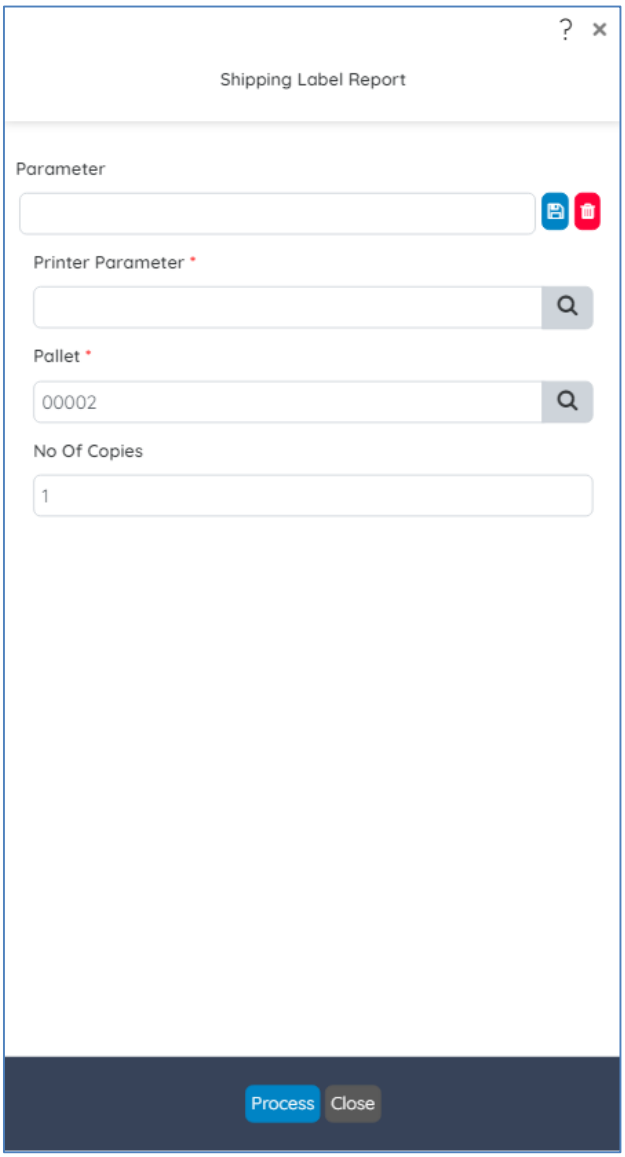
10.4 Shipping Label Report

Use this report to generate shipping labels for pallets to be dispatched against a shipment.

Go To: Sales Reports → Shipping Label Report.

10.4.1 Shipping Label Report – Add Mode

To specify the selection criteria for the shipping label report, tap the *Shipping Label Report* option from the main menu. The system displays the *Shipping Label Report* screen.



Screen Fields:

Parameter: Specify the name in the *Parameter* field and save the selected range into a database so that it can be recalled again later. Next time, to print the label/report, you can select the saved parameter using the *Parameter* field dropdown.

Printer Parameter: Specify the parameter as defined on the *Printer Setup* screen. This is a mandatory field.

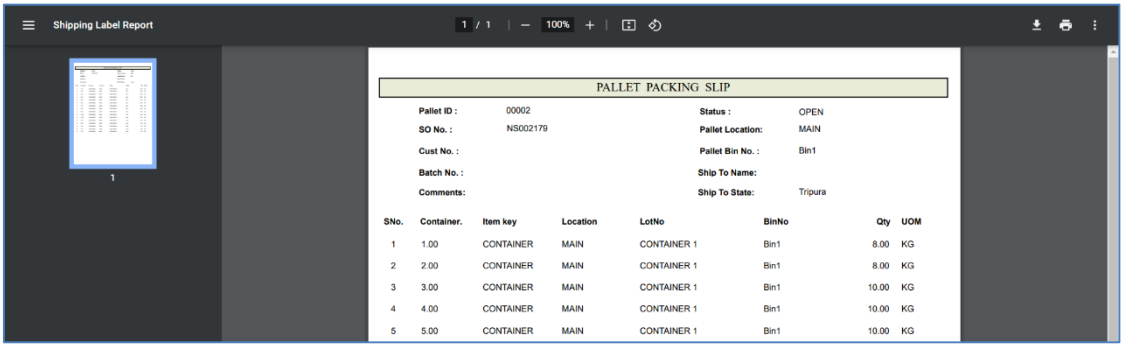
Pallet: Use the lookup to search and select the required pallet for printing the appropriate label. This is a mandatory field.

No Of Copies: Enter the number of copies you would like to print. This field defaults as per the value maintained at the *Shipping Label Report- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

Process: Tap this button to print the shipping label report.

10.4.2 Printing the Shipping Label Report

1. Tap the *Shipping Label Report* option to open the *Shipping Label Report* window.
2. Enter a name to assign it to the report parameter in the dropdown field and click the *Save* button to save the report parameter.
3. Enter or select the printer parameter.
4. Search and select the required pallet Id.
5. Enter the number of copies required to print.
6. Tap the *Process* button to print the shipping label report. Alternatively, tap the *Close* button to exit.



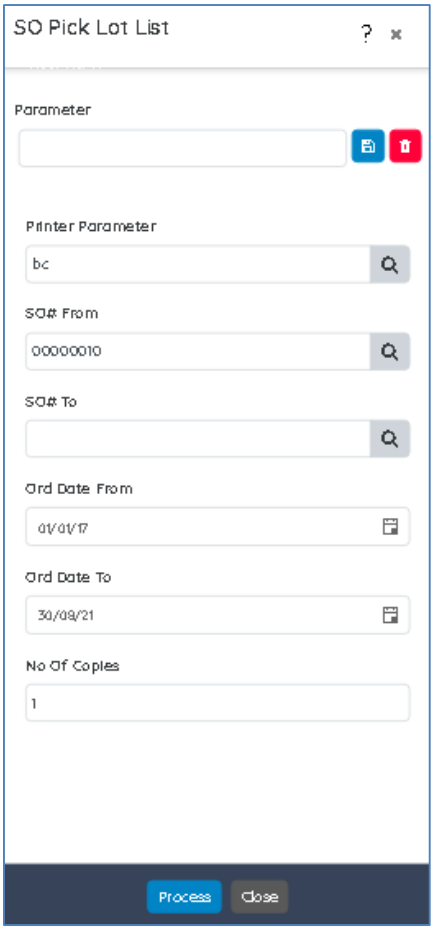
10.5 SO Pick Lot List

This screen provides a suggested list of lots pertaining to a range of sales order you specify. BatchMaster WEB picks the lots based on the method defined at the *Item Master* screen of BatchMaster WEB for the respective item and displays it to you in the form of a report.

Go To: Sales Reports → SO Pick Lot List.

10.5.1 SO Pick Lot List Screen

To specify the selection criteria for printing SO Pick Lot List report, tap the *SO Pick Lot List* option from the main menu. The system displays the *SO Pick Lot List* screen.



Screen Fields:

Printer Parameter: This field specifies unique key for the printer. You can choose the printer parameter using the lookup provided next to the field.

SO# From: Specify the lower limit of the range of sales orders for which the pick lot list is to be printed.

SO# To: Specify the upper limit of the range of sales orders for which the pick lot list is to be printed.

Ord Date From: Specify the lower limit of the range of order dates.

Ord Date To: Specify the upper limit of range of order dates.

No Of Copies: Specify the number of copies you wish to print. The value in this field defaults as per the value maintained at the *SO Pick Lot List- Default No. of Copies* field available under the *Report Setup* section (*WMS Setup* option) of the *Module Setup* screen. If required, you can override the value.

Process: Tap this button to print the SO Pick Lot List.

Close: Tap this button to close the current screen.

10.5.2 Printing SO Pick Lot List Report

1. Tap the *SO Pick Lot List* option to open the *SO Pick Lot List* screen.
2. Specify the *Printer Parameter*.
3. Enter a range of sales order numbers in the *SO# From* field and the *SO# To* field.
4. Enter a range of order date in the *Ord Date From* field and the *Ord Date To* field.
5. Specify the number of copies required for printing the *SO Pick Lot List* report.
6. Tap the *Process* button to print the report.

11 WMS Configuration

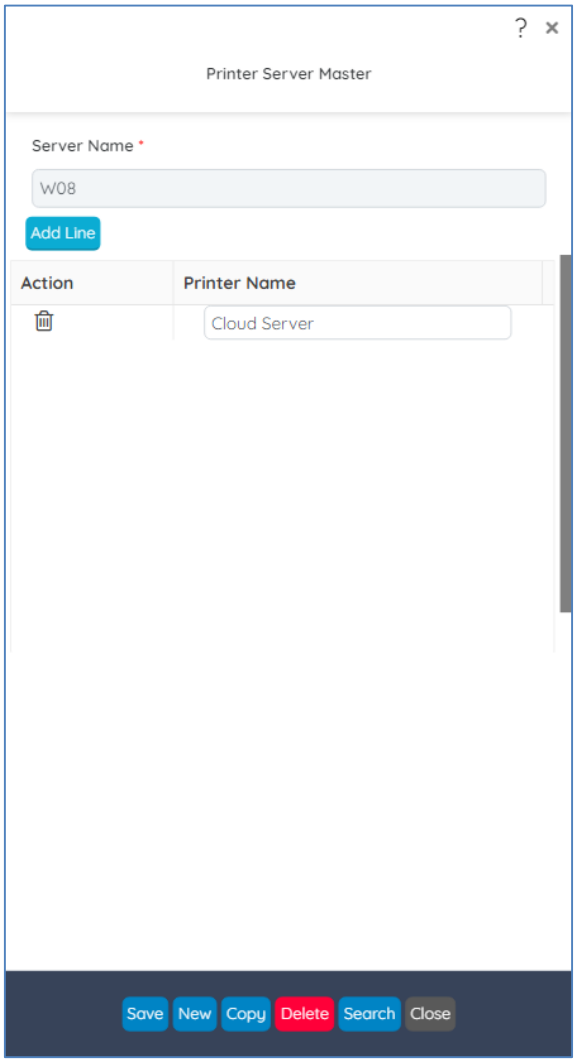
11.1 Printer Server Master

This screen allows you to associate the printer server with different printers of the company. The server(s) list maintained here will be used on *Printer Setup* screen. While printing the reports of WMS, this is a one-time setting that you need to maintain prior to use the printer..

Go To: WMS Configuration→ Printer Server Master.

11.1.1 Printer Server Master Screen

To associate the printer server with different printers, tap the *Printer Server Master* option from the main menu. The system displays *Printer Server Master* Screen.



Screen Fields:

Server Name: Mandatory field which represents unique key for the printer. It is an editable field that supports alphanumeric characters. This server will be used on the *Printer Setup* screen to configure different printers for report printing.

Add Line: Tap this button to add a new line in the grid. You can add multiple printers for printing the reports.

Action : Tap this button to delete the printer line from the grid.

Printer Name: This field specifies the name of the printer that will be used for printing the label/reports of WMS.

11.1.2 Maintaining Printer Server Master

1. Tap the *Printer Server Master* option to open the *Printer Server Master* screen.
2. Enter the name of the printer server in the *Server Name* field.
3. Tap the *Add Line* button to add the printer. The system will insert a new row in the grid wherein, you can specify the printer details.
4. Enter the printer name in the *Printer Name* field.
5. Tap the *Save* button to save the record.

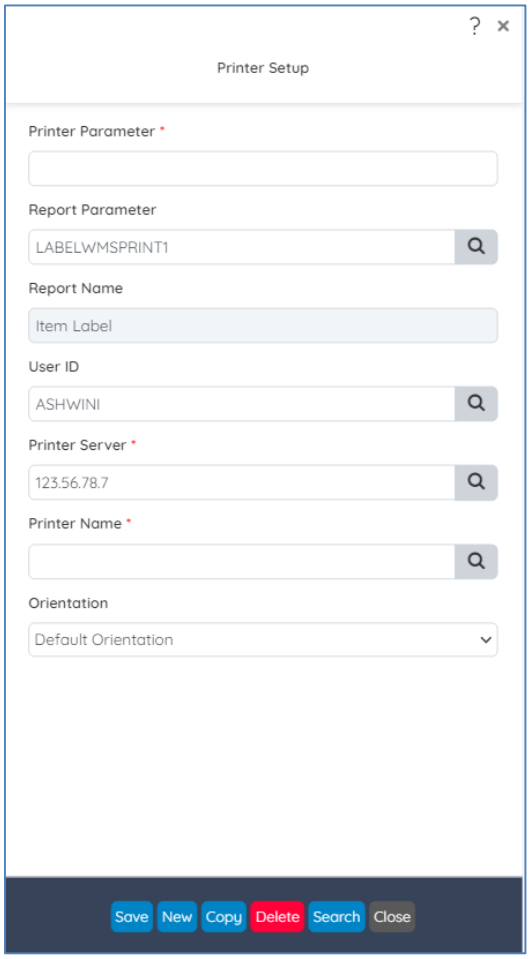
11.2 Printer Setup

The *Printer Setup* screen lets you maintain the default parameters used for printing a document. The settings done on this screen allow the printing of labels/reports for an item. The parameters can be defined at the user level. The report name maintained here is associated with a number of screens, thus providing instructions to BatchMaster WMS about which printer and print the labels/reports for a particular item.

Go To: WMS Configuration → Printer Setup.

11.2.1 Printer Setup – Add Mode

To maintain the default printer setup, tap the *Printer Setup* option from the main menu. The system displays the *Printer Setup* screen.



Screen Fields:

Printer Parameter: Mandatory field which represents unique key for the printer. It is an editable field that supports alphanumeric characters.

Report Parameter: Mandatory field which represents unique key for the report. It is an editable field that supports alphanumeric characters. You can choose the parameter using the lookup provided next to the field. The lookup will obtain all the created report parameters of the BatchMaster WMS you can choose from.

Report Name: This field displays the associated report name of the report parameter. Once you select the report parameter on the respective field the system defaults the report name.

User ID: This field specifies the name of the authorized user who is allowed to print the report. You can choose the WMS user using the lookup provided next to the field. The lookup will obtain all the active BatchMaster WMS users you can choose from.

Printer Server: Mandatory field which represents unique key for the printer. You can choose the printer server name using the lookup provided next to the field. The lookup will obtain all the printer servers of the BatchMaster WMS you can choose from. This is a mandatory field.

Printer Name: Mandatory field which represents unique name. You can choose the printer name using the lookup provided next to the field. The lookup will obtain all the printers of the BatchMaster WMS you can choose from. This is a mandatory field.

Orientation: The drop-down field provides selection of the orientation as *Default Orientation*, *Portrait* or *Landscape* for the above selected printer.

11.2.2 Maintaining Printer Setting

1. Tap the *Printer Setup* option to open the *Printer Setup* screen.
2. Specify the printer parameter.
3. Select the required report parameter.
4. Enter a Friendly Report Name.
5. Select the *User ID*, *Printer Server* and *Printer Name*.
6. Select the required orientation using the dropdown provided next to the *Orientation* field.
7. Tap on the *Save* button to save the record.

11.3 QR Code Setup

A barcode can be 2 dimensional or a QR Code which may have more than one piece of information like Item Code, Lot# and expiry dates. This QR Code is detected by a 2-dimensional digital Image sensor and then digitally analyzed by a programmed processor. To decode and split the barcode values, the *QR Code/ Multidimensional Barcode Masking* screen is available.

When you have defined the masking, you can use QR Code on the following screens:

- **Purchase Activity**
    - PO Material Receipt
    - PO Material Return
- **Sales Activity**

- Sales Material Picking
- Sales Material Return

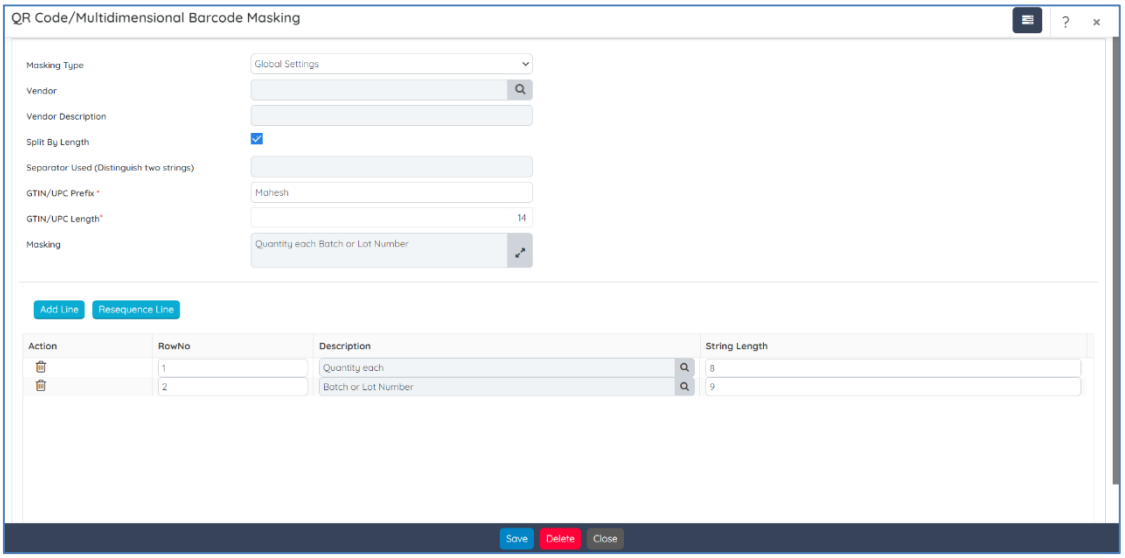
- **Inventory Move**
  - WH Transfer Out
  - WH Transfer Move Out
- **Production**
  - Material Picking / Issue
- **Inventory Transaction**
  - Positive
  - Negative
- **Inventory Count**
  - Counting
  - Spot Counting
- **Inquiry**
  - Item Inquiry
  - Lot Inquiry
- **Label Printing**
  - Material Label Printing

The system will default the QR Code information based upon the settings done to *Implement UCCEAN128 Code Functionality* field on the *Mobile Switch* section of *Module Setup* screen under the *WMS Setup* option.

Go To: WMS Configuration → QR Code Setup.

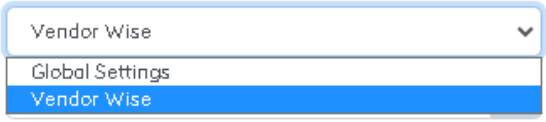
11.3.1QR Code Setup – Add Mode

To decode and split the barcode values, tap the *QR Code Setup* option from the main menu. The system displays *QR Code/Multidimensional Barcode Masking* screen.

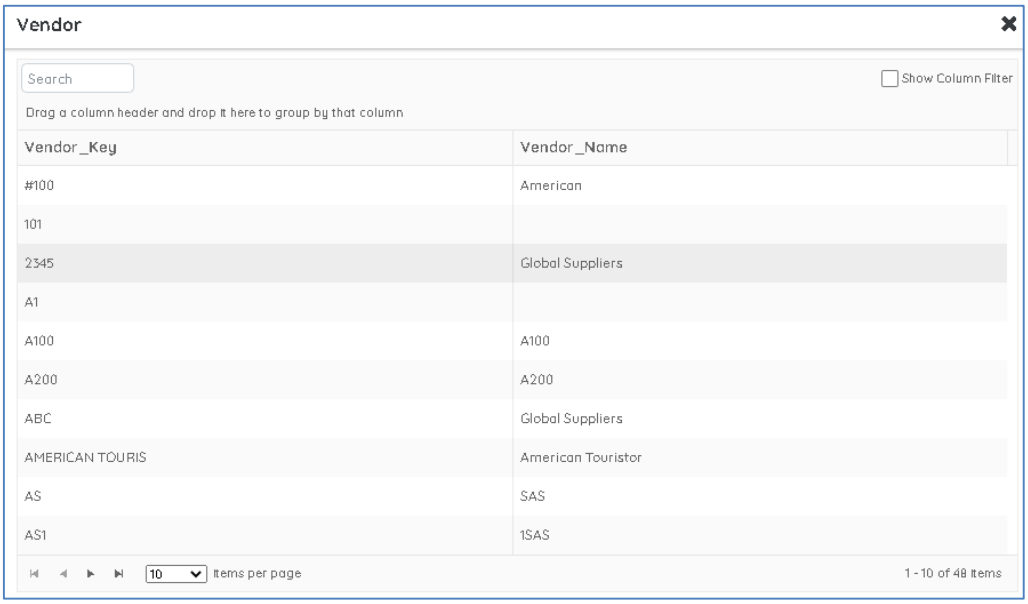


Screen Fields:

Masking Type: This field is used to define the pattern for generating Barcode Multidimensional Codes. You can determine QR Code masking in two different ways:



- **Global Settings**: The defined masking will be followed throughout the system.
- **Vendor Wise**: The defined masking will be applicable for selected vendor. Selecting the option as *Vendor* will enable the *Vendor* field. You can choose the required vendor from the *Vendor* window. The system will obtain the vendor information for all the active vendors of BatchMaster WEB.



When decoding the QR code, the system will first look for vendor wise masking, if missing then will look for the Global masking.

Vendor Description: This field displays description of the selected vendor. This is a read-only field.

Split By Length: Marking this option implies that the system will read the QR Code through the length of the AppCode. Providing a StringLength for each identifier in the grid is mandatory if this option is selected. i.e., the system will not consider the separator for reading the QR Code.

Separator Used (Distinguish two strings): The mark entered in this field will be used to categorically separate the barcode numbers. It is single character field value that will be used as a separator.

GTIN/UPC Prefix: Enter the characters to be prefixed in a barcode for GTIN. The field length supports only two characters.

GTIN/UPC Length: Specify the number of characters to be considered in a barcode for GTIN. For QR Code functionality, you need to define the GTIN Number on the *Item Master Entry* screen of the BatchMaster WEB Application. The length of the *GTIN* field should be identical to the length defined here on this field.

Masking: The section displays the masking as per the fields and the separators chosen.

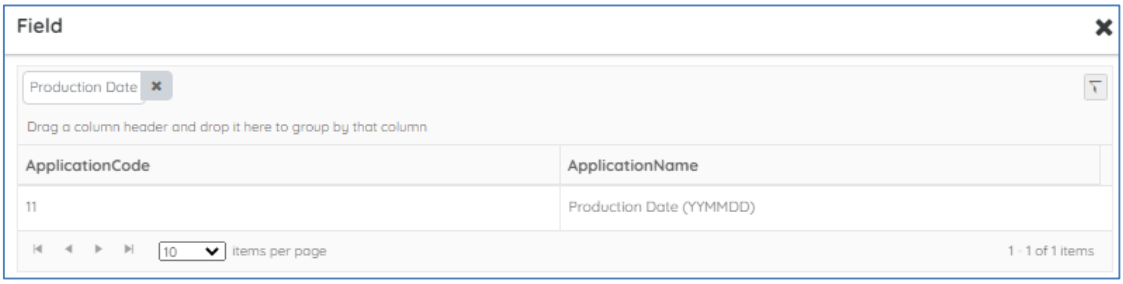
Add Line: Click this button to add a new line in the grid.

Resequence Line: Click this button to change the order of the inserted lines as per the row number entered.

Action **:** Click this button to delete a row from the grid.

RowNo: Auto generated number incremented each time you have inserted a new row. This is an editable field which will be used to re-sequence the inserted row(s), if required.

Description: This field specifies the description of the field selected. The system will display the field window from where you can choose the Application Code.

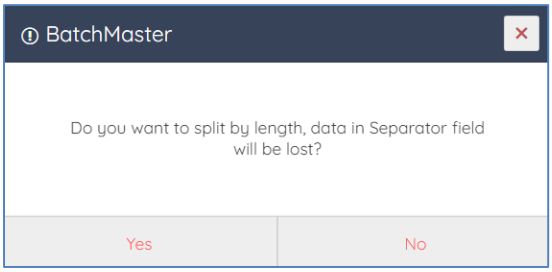


***Field* screen fields**

ApplicationCode: This field specifies the application code number that will be used as a prefix while specifying the Masking for the QR Code.

Application Name: This is the name of the application code.

String Length: This field is enabled only when the *Split By length* checkbox is marked. It specifies the length to split the QR Code Masking into, to distinguish each identifier separately. On marking *Split By length* checkbox, the system displays a confirmation message as shown below:



11.3.2 Defining QR Code/Multidimensional Barcode Masking

1. Tab the *QR Code Setup* option to open the *QR Code Setup* screen.
2. Specify the applicable *Masking Type* as any from *Global Settings* or *Vendor Wise*.
3. Specify the character which is used to distinguish fields in the barcode, in the *Separator Used* field.
4. Mark/unmark the *Split By Length* option to read the QR Code through the length of the AppCode.
5. Enter the *GTIN/UPC* prefix for the barcode. Enter the length of characters need to be entered in the barcode in the *GTIN/UPC Length* field.

6. Select the fields need to be added in the barcode masking and add them by clicking the *Add Line* button.

7. Specify the length to split the QR Code Masking in the *StringLength* field if the *Split By Length* option is marked.

8. Use the *Resequence Line* button to change the sequencing of fields added in the grid.

9. Click the *Save* button to save the settings.

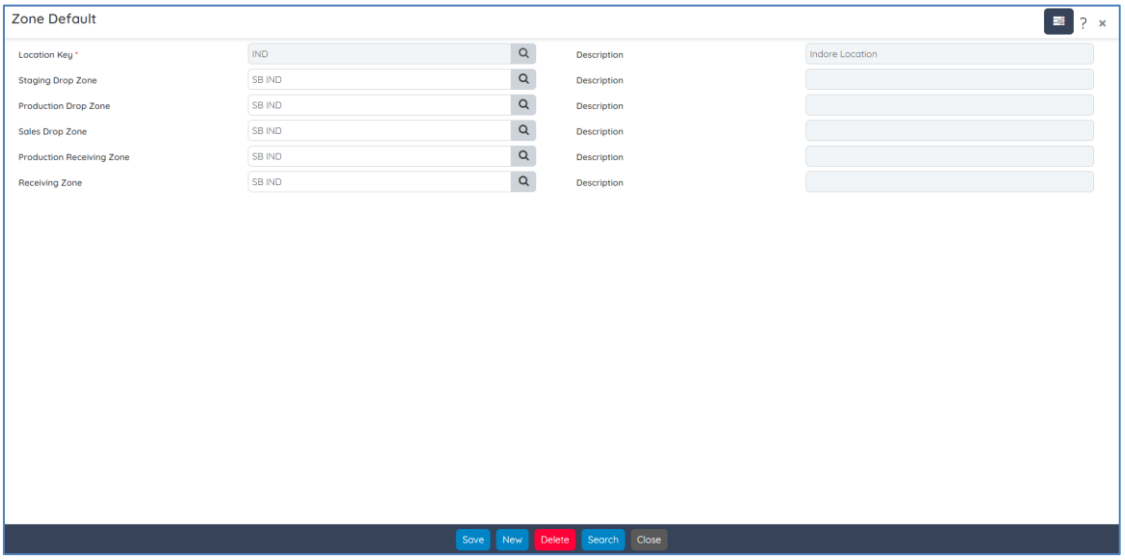
11.4 Zone Default

A zone is a logically or physically segregated area within a warehouse well-defined by the type of material it contains. The *Zone Default* screen is used to define the default zones for material staging, dropping, and receiving purposes. You can maintain these settings as per your business requirements, for a particular location.

Go To: WMS Configuration → Zone Default.

11.4.1Zone Default – Add Mode

To define the default zones for staging, dropping, picking, and receiving purposes, tap the *Zone Default* option from the main menu. The system displays the *Zone Default* screen.



Screen Fields:

Location Key: Enter or select the location key for the above specified location. This is a mandatory field.

Description: This field displays the description associated with the above selected location key.

Staging Drop Zone: Enter or select the staging drop zone for the above specified location. The lookup here obtains all the defined zones for a particular location maintained via the *Zone Master* screen.

Description: This field displays the description associated with the above selected zone.

Production Drop Zone: Enter or select the production drop zone for the above specified location. The lookup here obtains all the defined zones for a particular location maintained via the *Zone Master* screen.

Description: This field displays the description associated with the above selected zone.

Sales Drop Zone: Enter or select the sales drop zone for the above specified location. The lookup here obtains all the defined zones for a particular location maintained via the *Zone Master* screen.

Description: This field displays the description associated with the above selected zone.

Production Receiving Zone: Enter or select the production receiving zone for the above specified location. The lookup here obtains all the defined zones for a particular location maintained via the *Zone Master* screen.

Description: This field displays the description associated with the above selected zone.

Receiving Zone: Enter or Select the receiving zone for the above specified location. The lookup here obtains all the defined zones for a particular location maintained via the *Zone Master* screen.

Description: This field displays the description associated with the above selected zone.

11.4.2 Defining Default Zones

1. Tap the *Zone Default* option to open the *Zone Default* screen.
2. Enter or select a *Location Key* for which you want to specify various default zone(s).
3. Enter or select a default *Staging Drop Zone* for the above selected location.
4. Enter or select a default *Production Drop Zone* for the above selected location.
5. Enter or select a default *Sales Drop Zone* for the above selected location.
6. Enter or select a default *Production Receiving Zone* for the above selected location.

7. Enter or select a default *Receiving Zone* for the above selected location.

8. Tap the *Save* button to save the settings.

11.5 Zone Master

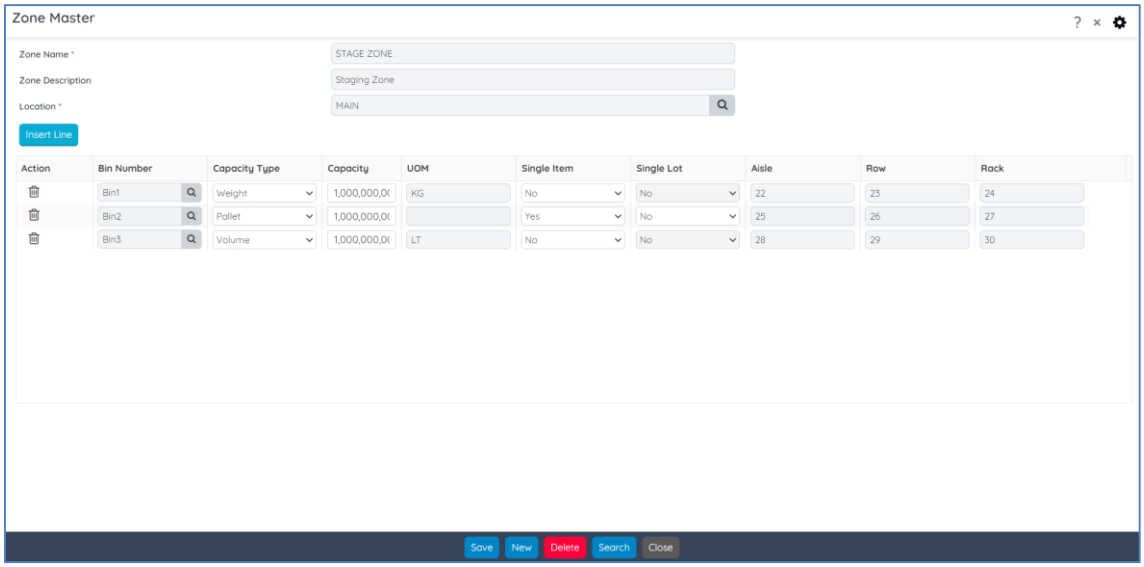
A zone is a logically or physically segregated area within a warehouse well-defined by the type of material it contains (packaged / unpackaged / rack storage / hazardous material, etc.) used to put away, move and pick. Depending on the type of products we must allocate the zone in the location because some products can be stored in bins, some products can be stored in racks, some products are required to be stored in the aisle.

The *Zone Master* screen lets you create zones that are used as unique identifiers for location-associated bins in a warehouse. It is a user-defined region for staging/storage purpose.

Go To: Put Away → Zone Master.

11.5.1 Zone Master – Add Mode

To create zones that are used as unique identifier for location associated bins, tap the *Zone Master* option from the put away menu. The system displays *Zone Master* Screen.



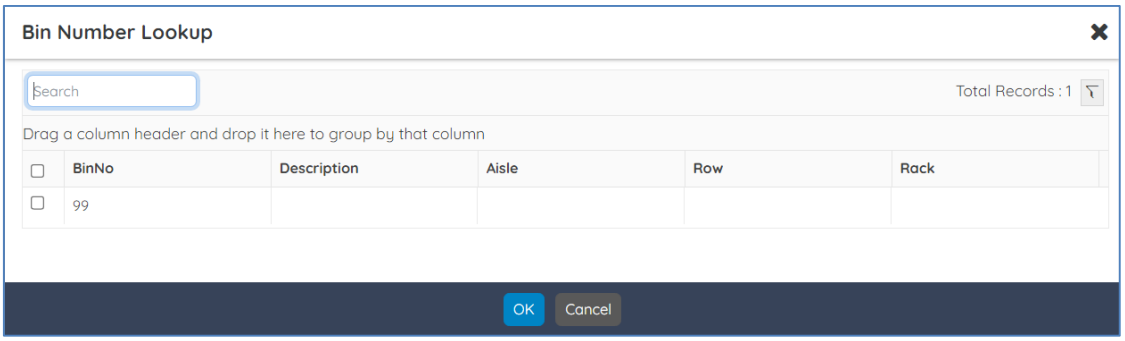
Screen Fields:

Zone Name: Mandatory field which represents unique key for the zone name for the storage area in a warehouse location.

Zone Description: Optional field which represents description of the zone name. This is a descriptive field can be used to describe the type of zone used for different item type as dry zone, Corrosive Zone, Secure Zone etc.

Location: Mandatory field which represents unique location for the specified zone. You can choose the location using the lookup provided next to the field. The lookup will obtain all the location of the BatchMaster WMS you can choose from.

Insert Line: Click this button add line(s) in the grid. The system displays the list of existing bins of the selected location you can choose from. You can select multiple location in a single go. The system will display all the selected bins on the grid where you can change the editable fields information or enter the required information.



Action  **:** Click this button to delete a row from the grid. The system displays a confirmation before deleting the selected line.

Bin Number: This field specifies unique key for the bin number. The system defaults the Bin number you have selected as per the location. You can change/enter bin number using the lookup provided next to the field. The lookup will obtain all the bin (of the selected location) you can choose from.

Capacity Type: This field specifies the unit of measurement type as Pallet, Weight or Volume. You can select the type from the dropdown provided next to the field.

Capacity: This field specifies the amount a Pallet or a container can hold.

UOM: This field displays the unit of measurement for the capacity type you have selected. The field value remains blank in case of *Pallet* Type.

Single Item: This field specifies the number of items that you want to store with the specified capacity. The system allows single/multiple items to be store in with single or multiple lots. You can choose *Yes* or *No* from the dropdown next to the field.

Single Lot: This field specifies the number of lots that you want to use for storing the inventory item. The system allows single/multiple lot selection. You can choose *Yes* or *No* from the dropdown next to the field.

Aisle: This field refers the space in between the racks (which are used for storing the inventory item(s)).

Row: This field refers the series in which the items are placed.

Rack: This field refers to the rack can be an entire shelving unit across one side of an aisle or as small sections within a long unit of shelving.

11.5.2 Maintaining Zone Master

1. Tap the *Zone Master* option to open the *Zone Master* screen.
2. Specify the unique zone name identifier in the *Zone Name* field.
3. Specify the zone name description in the *Zone Description* field.
4. Select a *Location*.
5. Tap *Add Line* button to add a bin line in the grid of the selected location.
6. Select *Bin Number* using the lookup adjacent to the field.
7. Specify *Capacity Type* using the dropdown next to the field.
8. Specify *Capacity*, *Single Item* and *Single Lot.*
9. Tap the *Save* button.

11.6 Zone Picker Setup

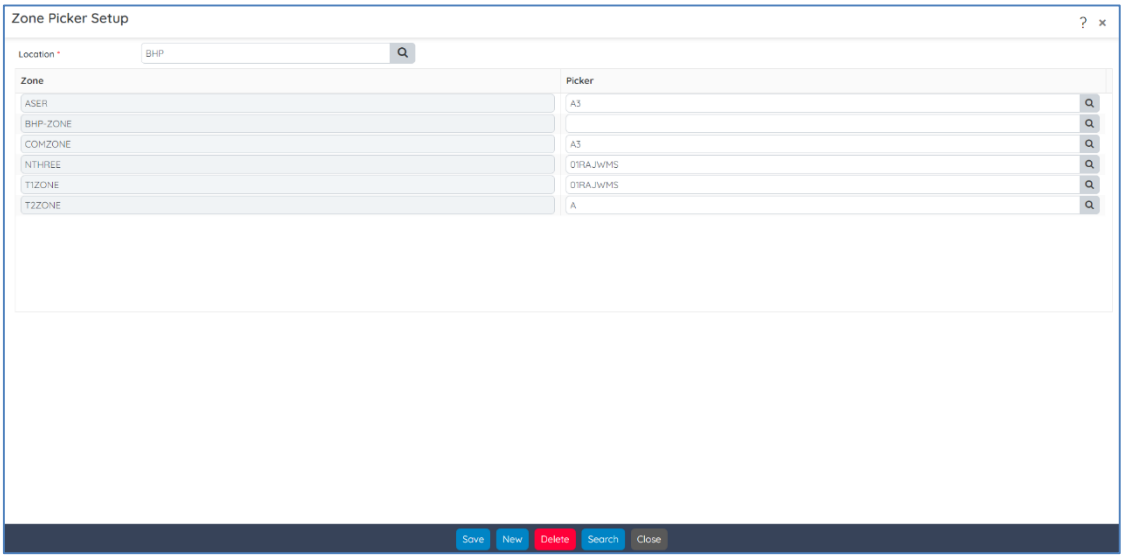
Use this screen to assign picker with a particular zone. Pickers are warehouse employees necessarily BatchMaster WEB Users who can be authorized to pick and sort material from inside each designated zone that belongs to a specific location.

Prerequisite: At least a location should be associated with the zone at the *Zone Master* screen.

Go To: WMS Configuration → Zone Picker Setup.

11.6.1 Zone Picker Setup – Add Mode

To assign picker(s), tap the *Zone Picker Setup* option from the WMS Configuration module. The system displays *Zone Picker Setup* Screen.



Screen Fields:

Location: A mandatory field used to specify unique location with which the zone(s) are attached. You can choose the location using the lookup provided next to the field. The lookup here obtains all those locations of the BatchMaster WMS that are associated with the zone(s) via the *Zone Master* screen.

Zone: This field displays location associated zone(s) as maintained via the *Zone Master* screen.

Picker: A mandatory field used to specify the picker for the displayed zone. You can choose the picker using the lookup provided next to the field. The lookup here obtains all the BatchMaster WEB users you can choose from.

Save: Tap this button to save the record.

11.6.2 Assigning Zone Picker(s)

1. Tap the *Zone Picker Setup* option to open the *Zone Picker Setup* screen.
2. Select the desired *Location*. The system defaults the location associated zone(s) in the grid.
3. In the grid, specify the picker for each zone as required.
4. Tap the *Save* button to save the record.