CHAPTER 19 - ORDER CHECKING 2
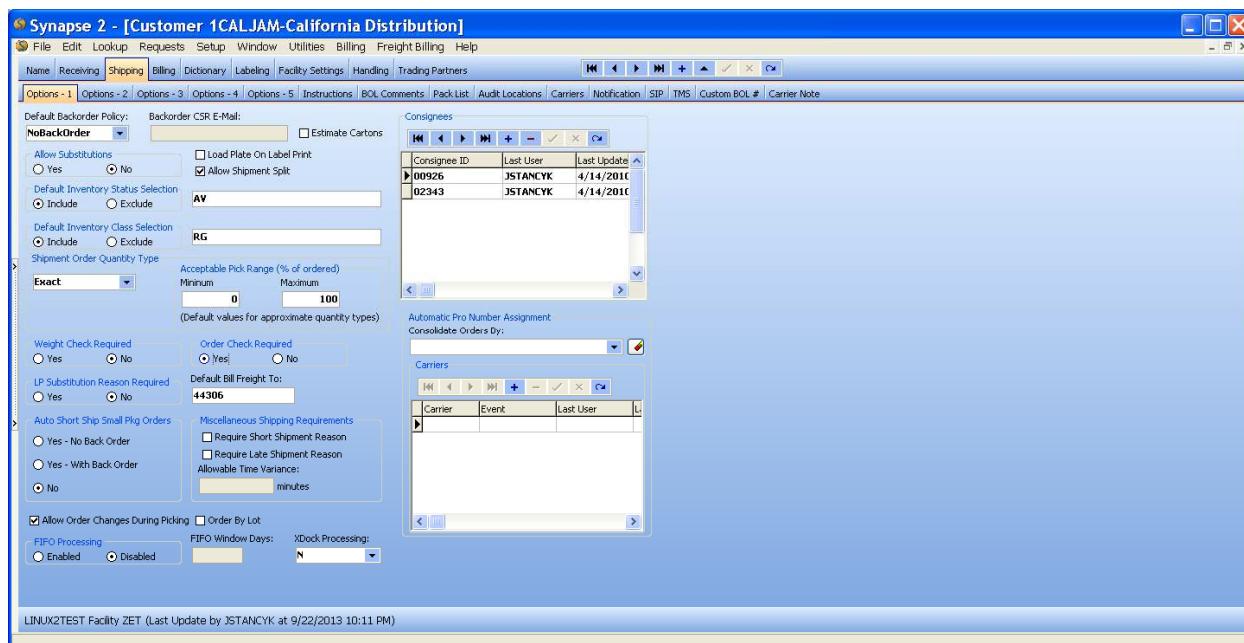
CHAPTER 19 - ORDER CHECKING

Order Checking is a pre-shipping activity where a picked, outbound order is checked to verify that the order has been assembled correctly. This process updates the orderchecktable with the results of the checking to meet specific customer reporting requirements.

Setup/Customer/Shipping/Options - 1

If a customer is eligible for Order Checking processing, set the "Order Check Required" Radio Button to YES. If this is not set in advance of order processing, the order checking logic will not function for an order.
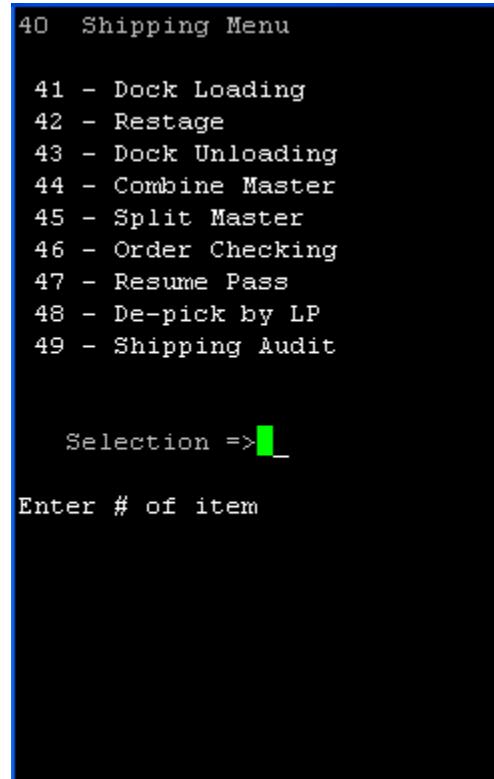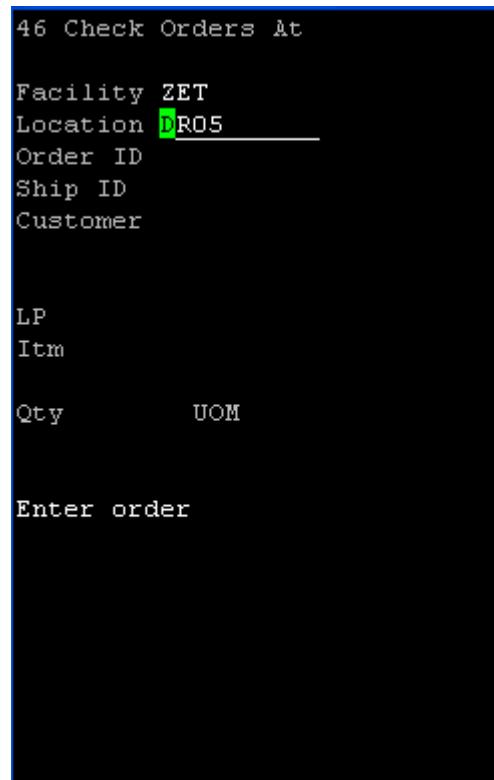

Order Check Report

The purpose of this report is to provide the end user with a check list report to use for manual order checking. This report is available via the "Print Order Check" button" on the Order Header Screen.

RF Order Checking

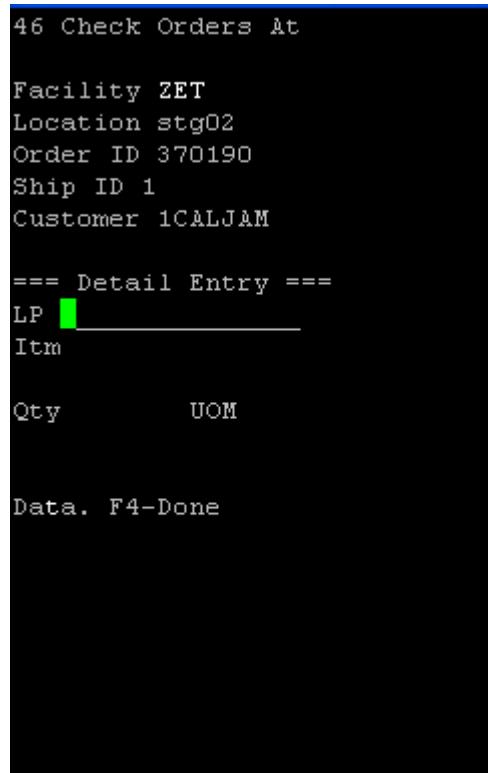The RF user requests order checking by selecting option 46 (Order Checking) from the Shipping Menu.

```
40  Shipping Menu

 41 - Dock Loading
 42 - Restage
 43 - Dock Unloading
 44 - Combine Master
 45 - Split Master
 46 - Order Checking
 47 - Resume Pass
 48 - De-pick by LP
 49 - Shipping Audit


   Selection =>█_

Enter # of item
```

Upon entry, the screen displays the operator's current facility and last known location. The cursor is positioned on the location field.

```
46 Check Orders At

Facility ZET
Location DRO5_____
Order ID
Ship ID
Customer



LP
Itm

Qty        UOM


Enter order
```

The operator must enter a location (at which to perform checking) and a valid order id / ship id combination before actual checking begins. The following errors will be detected:

1. Invalid (non-numeric or non-positive) order id or ship id

2. Order not found in system

3. Order still being picked

4. Order already checked

5. Order does not need checking (Order Check Required for the Customer must be set to Yes)

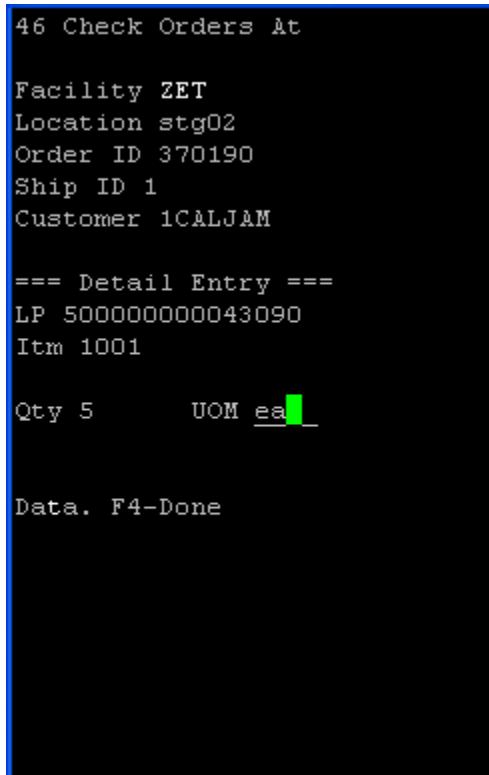6. No plates for the order are at the entered location

```
46 Check Orders At

Facility ZET
Location stg02
Order ID 370190
Ship ID 1
Customer 1CALJAM

=== Detail Entry ===
LP ▊_____
Itm

Qty        UOM


Data. F4-Done
```

While in the 'top half' of the screen, the operator has access to the following function keys:

    F1   exit checking

    F2   plate inquiry

    F3   misc charges

F5   profile

F7   function key help

F11   reprint lp

F13   nontask activity

F14   exit checking

When the operator enters valid data, the customer will be displayed on line 7, "Detail Entry" will be displayed on line 9 and the cursor will be positioned next to LP. The operator should now enter LPs, items, lot numbers (if required), quantities and uoms for the order being checked.

```
46 Check Orders At

Facility ZET
Location stg02
Order ID 370190
Ship ID 1
Customer 1CALJAM

=== Detail Entry ===
LP 500000000043090
Itm 1001

Qty 5      UOM ea_

Data. F4-Done
```

The following errors and warnings will be detected:

1. Invalid / unknown / deleted plate

2. Item not found

3. Lot required

4. Lot not allowed

5. Invalid quantity (non-numeric or non-positive)

6. UOM not for item

7. Plate not outbound

8. Plate part of a carton or master (the "parent" should be entered)

9. Plate not at location

10. Plate not for order

11. Plate not staged

While in the "bottom half" of the screen, the operator has access to the following function keys:

F1   exit order and return to "top half" of screen

F2   plate inquiry

F3   misc charges

F4   done checking order

F5   profile

F7   function key help

F11   reprint lp

F13   nontask activity

F14   exit checking

While entering detail data, if the same LP is entered twice, the operator will be asked whether they want to change the previous count. If the operator exits via either F1 or F7, all entered counts are kept, they are NOT deleted, but the order is not "marked as counted". If the operator indicates that they are done (via the F4 key) then they will be asked whether they want to "Review Order?". If the operator chooses to review the order, "Detail Review" will be displayed on line 9, the data for the "lowest numbered" plate that was entered is displayed and cursor is positioned next to LP.

The operator can change the data for the plate but cannot add new data. During "review" mode, a quantity of 0 (zero) is valid and it will delete the previously entered data. All function keys that were available in "entry" mode are available in "review" mode, PLUS the F9 key. The F9 key will skip to the next checked LP - if it exists - without modifying the currently displayed data.

When the operator is done reviewing the LP's (or has chosen to not review the order), they will be asked whether to "Close Order?". If the operator enters "N" (no), then

control will return back to "Detail Entry" otherwise the order will be marked as counted and control will return to the top half of the screen.
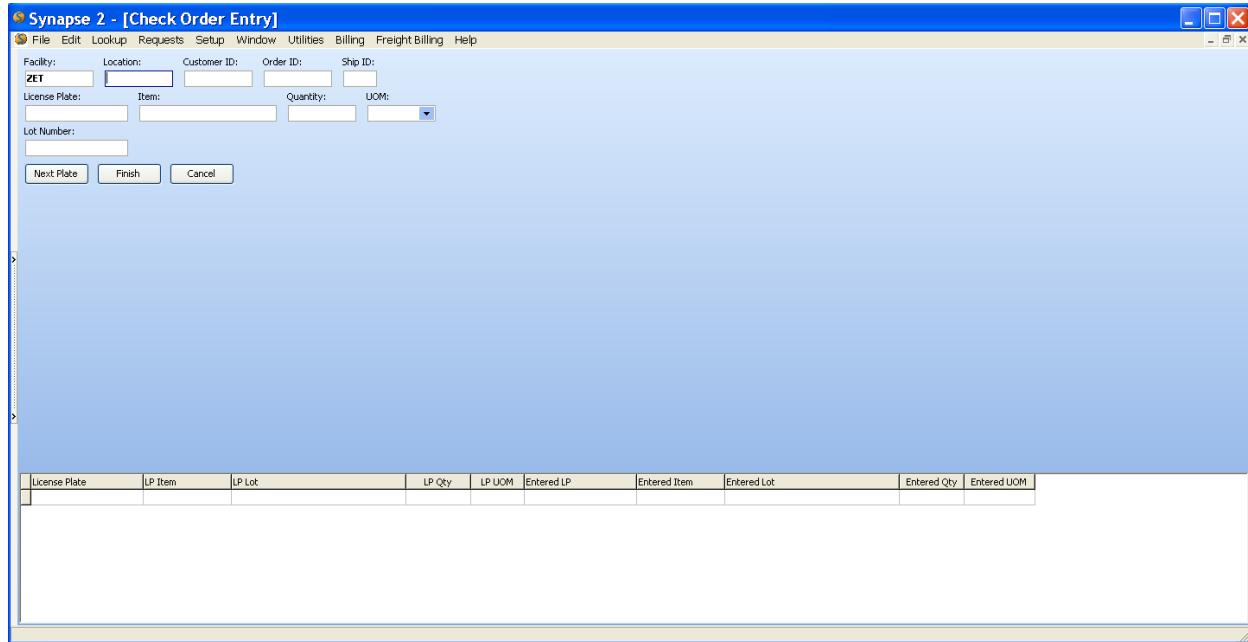
```
46 Check Orders At

Facility ZET
Location stg02
Order ID 370190
Ship ID 1
Customer 1CALJAM

=== Detail Entry ===
LP
Itm

Qty          UOM


Close Order?█
```

When the order is marked as counted, the quantity to count, weight to count, cube to count and amount to count quantities are updated accordingly but the entered counts are still kept in the system - they are NOT deleted.

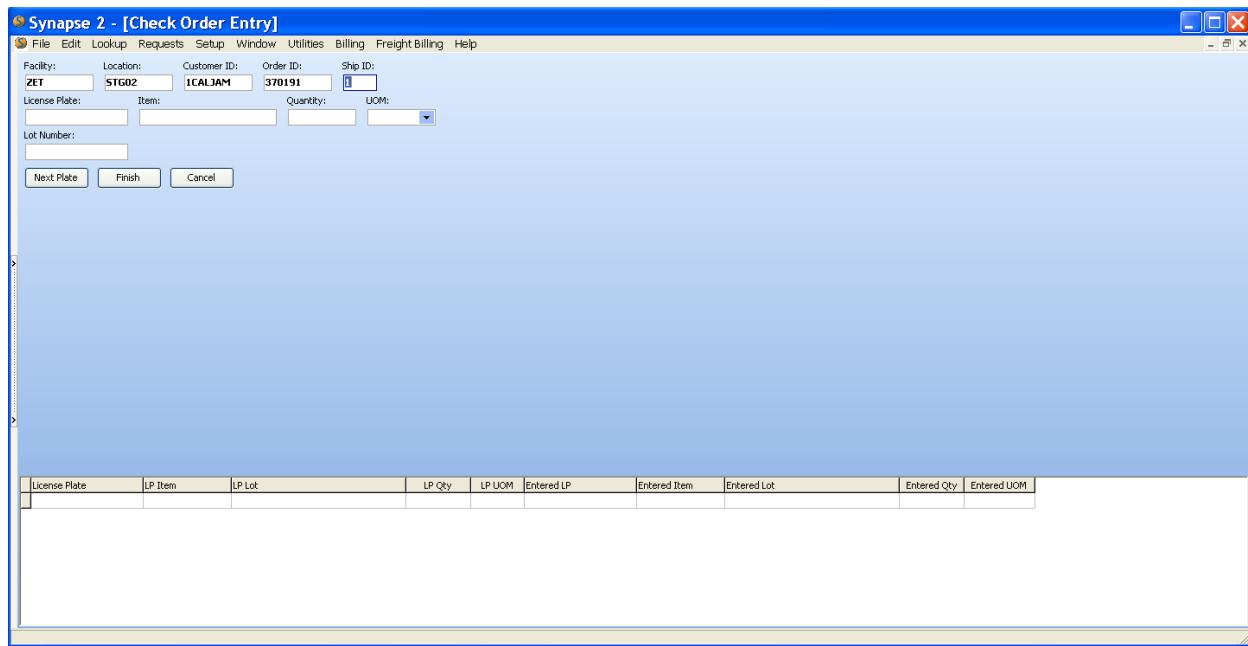## Order Check via the CRT

From the Edit Menu, select Check Orders.

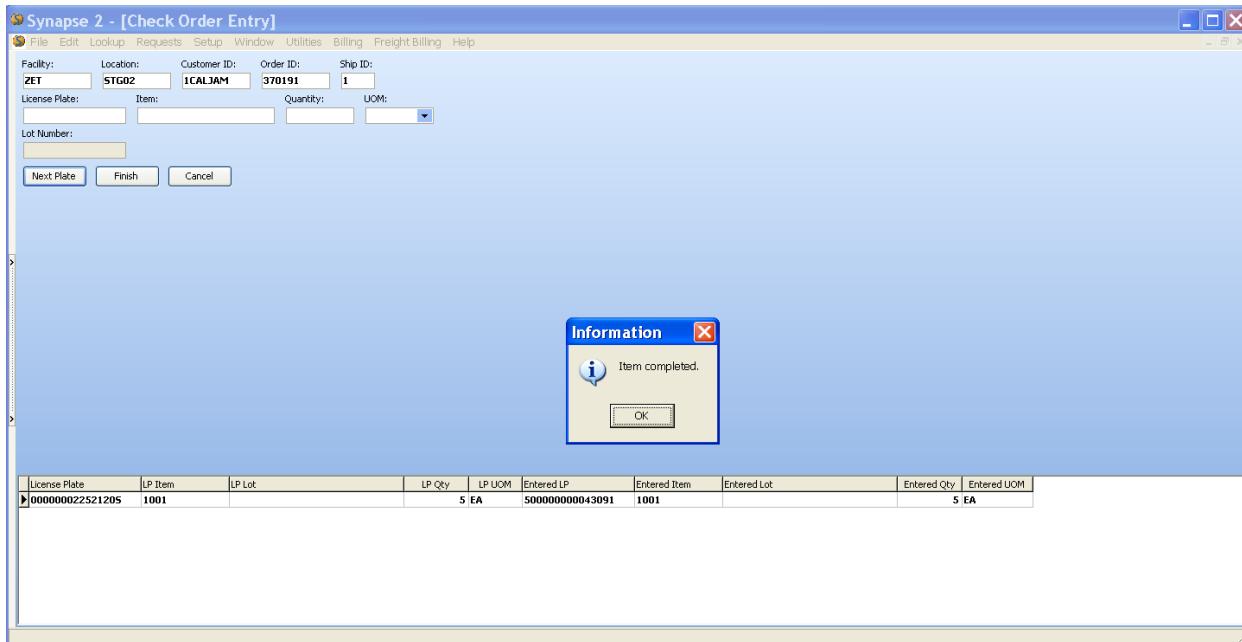The Check Order Entry Screen will display as follows:

Enter the Facility, Location, Customer Id, Order ID and Ship ID. An error message will display if the order is not valid or eligible for order checking processing.

The order must be outbound and must be in picked status.

Enter each License Plate, Item, Quantity, UOM and Lot Number if applicable. Select the Next Button and the entry will be recorded. Verify that the Item is complete with the OK button.

After all the License Plates have been entered, select the Finish button and then the Yes button to complete the processing.

Note that once an order has been closed, it cannot be checked again.