



riteSCAN®

ORDER PICKING GUIDE

VERSION 6.50.X.X

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riteSCAN® Order Picking Guide

Version 6.50.X.X

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1 riteSCAN Order Picking Introduction

riteSCAN Order Picking can be found under the Picking tab in riteSCAN. The Order Picking module is separate from the Sales Order Picking, Sales Order Reserve Stock and Dispatch Note modules which are available under the Orders tab. This guide will cover the use of the Order Picking module.

1.1 Order Types

The Order Picking module supports several different Order Types. The riteSCAN Administration Guide should be reference for more information on how to setup riteSCAN to use a particular Order Type. A brief description of each Order Type can be found below.

1.1.1 Sales Order

The Sales Order type is used for orders that have items “Shipped” in SYSPRO. Use this if you ship items when creating orders. Alternatively, operators can release back order from this module. This way orders that are kept in Back Order as well as Shipped when being picked can use this order type.

1.1.2 Back Order

The Back Order type is used for orders that have items in back order in SYSPRO. Use this if you keep your order in Back Order when creating orders.

1.1.3 Sales Order Reserve

The Sales Order Reserve type is used for orders that have items reserved when creating the order in SYSPRO.

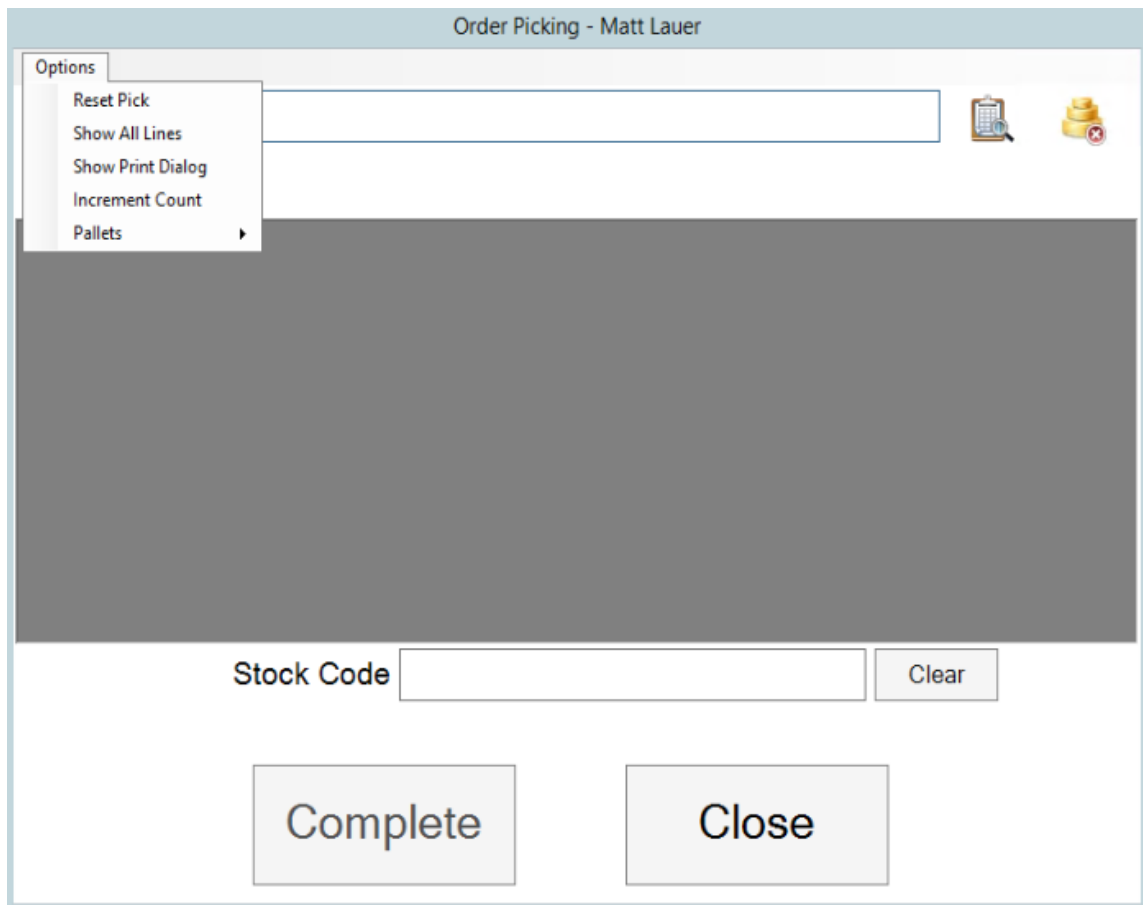
1.1.4 Dispatch Notes

The Dispatch Notes order type should be used if you create Dispatch Notes in SYSPRO as part of your order process. When Dispatch Notes are created in SYSPRO, operators in riteSCAN can pick the items that have been dispatched. When picking is completed a custom form can be updated to indicate the order has finished picking.

2 Order Picking Options

2.1 Options Menu

The Options menu allows you to perform various functions in Order Picking.



2.1.1 Reset Pick

The Reset Pick option allows an operator to Reset the picked quantities for all Order lines back to zero. This allows the operator to begin re-picking the transaction from an unpicked state.

2.1.2 Show All Lines

The Show All Lines option will display all Order lines in the grid regardless of pick status and remaining pick quantity.

2.1.3 Show Print Dialog

The Show Print Dialog option will display a dialog for any Print Targets you have defined in the riteSCAN Administration application. See the riteSCAN Printing Guide for information on how to setup Print Targets.

2.1.4 Increment Count

The Increment Count option allows the operator to count each Stock Code scan as a quantity of one. Each Stock Code scan will add 1 to the picked quantity. This allows operators to use Order Picking in a

manner in which each item to be picked is scanned rather than scanning once and providing a total pick quantity.

2.1.5 Pallets

The Pallets option allows Pallet Tracking functionality to be used in the Order Picking module. Please refer to the riteSCAN Pallet Tracking documentation for more information on Pallet Tracking.

3 Picking an Order

The process for picking an order will be slightly different for each Order Type. The process for each is outlined below.

3.1 Picking Sales Orders

Enter or scan a Sales Order number into the Order # field. The order data is displayed.

Order Picking - Matt Lauer

Options

Order # 1159

[Bikes and Blades - North, Comments:](#)

Line	Warehouse	Stock Code	UOM	Bin	Lot	Quantity Picked	Quantity Reqd
1	E	A100	EA	E		0	10
4	E	A101	EA	E		0	8
5	E	LOT100	EA	E	0000000500	0	1

Stock Code

Clear

Complete

Close

You can click on the blue link label for more information about the order. The text of the link label and the summary popup window that displays can be modified following the instructions in the riteSCAN Screen Customization Guide.

Order Picking - Matt Lauer

Options

Order # **1159**

[Bikes and Blades - North, Comments:](#)

Line	Warehouse	Stock Code	UOM	Bin	Lot	Quantity Picked	Quantity Required
1	E	A100	EA	E		0	10
4	E	A101	EA	E		0	8
5	E	LOT100				0	1

SO Summary

Order: 001159
Cust #: 0000000000000002
Name: Bikes and Blades - North
OrderDate: 2018-09-12
Status: 1
Comments:

OK

Stock Code Clear

Complete Close

The Sales Order type can be used for partially back ordered Sales Orders. If the order has a back order quantity, the Back Order button will become visible.

Order Picking - Matt Lauer

Options

Order # **1160**

[Bikes and Blades - North, Comments:](#)

Back Order

Line	Warehouse	Stock Code	UOM	Quantity Picked	Quantity Required
1	E	A100	EA	5	0
4	E	A101	EA	9	0
5	E	LOT100	EA	2	0

Stock Code Clear

Complete Close

To release any available quantity from back order, click the Back Order button, the Back Order Release screen will appear.

Back Order Release

Select All

	Post	Line	Warehouse	Stock Code	Back Order Quanti	Free Quantity
▶		0001	E	A100	5.000000	7230.000000
		0004	E	A101	9.000000	7938.000000
		0005	E	LOT100	2.000000	204.400000

Release Free Qty Close

To release a specific line, click the gray box to the left of the line. To release all available quantity for all lines, click the Select All button. Click the Release Free Qty button and then click Close.

To begin picking the order, you can either click the line you want to pick or scan the Stock Code you are picking. The Order Pick window is displayed.

Order Pick

Stock Code: A101

Quantity to Pick: 8

[Q: OHQ: ATSQ: TBOQ: DB:](#)

Bin

Qty

Pallets

Pick Cancel

On the Order Pick screen, you can click on the blue link label for more information about the Stock Code. The text of the link label and the summary popup window that displays can be modified following the instructions in the riteSCAN Screen Customization Guide.

If you have the riteSCAN Administration option “Validate bins, lots, and serials” enabled, you will need to provide the correct Bin for multi-bin warehouses, the correct Lot for lot traceable items and the correct Serial Number for serialized items.

Enter the Quantity you are picking for this Order line.

You may also specify a Pallet to pick from by clicking the Pallets button and providing the Pallet information.

When finished, click Pick.

The screen will now update to reflect the Quantity picked.

Line	Warehouse	Stock Code	UOM	Bin	Lot	Quantity Picked	Quantity Required
1	E	A100	EA	E		0	10
4	E	A101	EA	E		1	8
5	E	LOT100	EA	E	0000000500	0	1

Note: if the line was picked completely and there is no outstanding Quantity Required for that line, and you have the Option "Show All Lines" disabled, the line will be removed from the grid as shown below.

Order Picking - Matt Lauer

Options

Order # **1159**

[Bikes and Blades - North, Comments:](#)

Line	Warehouse	Stock Code	UOM	Bin	Lot	Quantity Picked	Quantity Required
1	E	A100	EA	E		0	10
4	E	A101	EA	E		0	8

Stock Code Clear

Complete Close

When finished picking all lines, click the Complete button.

3.2 Picking Back Orders

Enter or scan a Sales Order number into the Order # field. The order data is loaded.

Order Picking - Matt Lauer

Options

Order # **1160**

[Bikes and Blades - North, Comments:](#)

Picks

Line	Warehouse	Stock Code	UOM	Quantity Picked	Quantity Required
1	E	A100	EA	0	5
4	E	A101	EA	0	9
5	E	LOT100	EA	0	2

Stock Code Clear

Complete Close

You can click on the blue link label for more information about the order. The text of the link label and the summary popup window that displays can be modified following the instructions in the riteSCAN Screen Customization Guide.

Order Picking - Matt Lauer

Options

Order # **1160**

Bikes and Blades - North, Comments:

Picks

Line	Warehouse	Stock Code	UOM	Quantity Picked	Quantity Required
1	E	A100	EA	0	5
4	E	A101	EA	0	9
5	E	LOT100			2

SO Summary

Order: 001160
Cust #: 0000000000000002
Name: Bikes and Blades - North
OrderDate: 2018-09-12
Status: 1
Comments:

OK

Stock Code

Clear

Complete

Close

To begin picking the order, you can either click the line you want to pick or scan the Stock Code you are picking. The Order Pick window is displayed.

Order Pick

Stock Code: A101

Quantity to Pick: 9

Q: OHQ: ATSQ: TBOQ: DB:

Bin **E**

Qty **1**

Pallets

Pick

Cancel

On the Order Pick screen, you can click on the blue link label for more information about the Stock Code. The text of the link label and the summary popup window that displays can be modified following the instructions in the riteSCAN Screen Customization Guide.

Provide the Bin, Lot and/or Serial as applicable. Note: These fields will be disabled if you have the riteSCAN Administration option "Validate bins, lots, and serials" disabled, and you already assigned Bins, Lots, and/or Serials in SYSPRO.

Order Pick

Stock Code: LOT100

Quantity to Pick: 1

[Racing Bicycle](#)

Bin

Lot

Qty

Enter the Quantity you are picking for this Order line.

You may also specify a Pallet to pick from by clicking the Pallets button and providing the Pallet information.

When finished, click Pick.

The screen will now update to reflect the Quantity picked.

Order Picking - Matt Lauer

Options

Order #

[Bikes and Blades - North, Comments:](#)

Line	Warehouse	Stock Code	UOM	Quantity Picked	Quantity Required
1	E	A100	EA	0	5
4	E	A101	EA	1	9
5	E	LOT100	EA	0	2

Stock Code

Note: if the line was picked completely and there is no outstanding Quantity Required for that line, and you have the Option "Show All Lines" disabled, the line will be removed from the grid as shown below.

Order Picking - Matt Lauer

Options

Order # **1160**

[Bikes and Blades - North, Comments:](#)

Picks

Line	Warehouse	Stock Code	UOM	Quantity Picked	Quantity Required
1	E	A100	EA	0	5
4	E	A101	EA	0	9

Stock Code

Clear

Complete

Close

To view the Pick records for this order, click the Picks button. This is useful if you pick a single stock code from multiple Bins or Lots. Here you can see a single Stock Code that was picked from two different Lot numbers.

Orders - Matt Lauer

Sales Order	Line	Warehouse	Stock Code	Bin	Lot	Quantity Picked
000000000001160	5	E	LOT100	E	1	1
000000000001160	5	E	LOT100	E	500	1

Pick

Close

When finished picking all lines, click the Complete button.

