



FITRIX ERP BARCODE APPLICATION USER GUIDE

Table of Contents

INTRODUCTION	2
BENEFITS OF BARCODE DATA ENTRY	3
WHERE IN FITRIX IS BARCODE DATA ENTRY USED	3
HTML5 VERSUS TEXT USER INTERFACE (TUI)	6
EQUIPMENT REQUIRED	6
EQUIPMENT SETUP	7
USER PROFILE CONFIGURATION	. 12
GETTING STARTED	. 14
Assigning Default Printers for Handhelds	. 14
Printing barcodes on reports	. 17
Assigning Default Receipt Location to Warehouse Codes	17
Print Bin Tags	. 18
PURCHASE RECEIPTS	. 20
BIN MOVE/RECEIPTS PUTAWAY	. 24
COMPONENT ISSUE	. 29
PRODUCTION RECEIPT	. 33
UPDATE PICKED QUANTITIES	. 40
UPDATE SHIPPED QUANTITIES (OPTIONAL)	. 44
UPDATE RETURNED QUANTITIES	. 45
INVENTORY ADJUSTMENTS	. 46
INVENTORY PHYSICAL COUNTS	. 51
TRANSFERS OUT	. 58
TRANSFERS IN	. 62

INTRODUCTION

Using barcode technology is a great way to save time and cut costs. It captures data faster so efficiency is higher and costs are lower, mistakes are minimized and managing inventory in general becomes much easier.

The barcode scanning devices are connected real-time to the Fitrix modules eliminating the overhead involved in synchronizing data between separate systems. Users can choose to work with a graphical interface (GUI) very similar to the desktop-based windows in the rest of Fitrix or a text based interface (TUI).



Fitrix supports the use of both handheld devices that are connected to the keyboard via a keyboard wedge and wireless handheld devices that connect to Fitrix via a Wi-Fi network or the internet. Though wireless devices give you a lot more mobility you can definitely keep your costs down by using wedges devices.

BENEFITS OF BARCODE DATA ENTRY

Here are some of the benefits of barcode data entry:

- Data entry is faster. A barcode scanner can typically record data five to ten times faster than a person using a keyboard to enter the same data.
- Barcode scanning versus data entry via a keyboard reduces data entry errors.
- Better control over your inventory. With barcodes applied to each item in inventory, portable scanners can be used to track shipping and receiving and quickly take physical inventory. This scanning updates inventory in real-time giving you accurate and timely inventory updates.
- As a result of increased efficiency, accuracy and access to data real time, labor costs, operating costs and on hand inventory levels can be reduced.

WHERE IN FITRIX IS BARCODE DATA ENTRY USED

Barcoding is used in Fitrix ERP in the following applications.

Inventory:

- Ad hoc barcode label printing to replace damaged barcode labels.
- Print labels for the warehouse bin locations so these labels can be scanned when moving items in and out of the bins.
- Moving items from one bin location to another- to move items scan the barcode on the item and the quantity available to move will display. All bin locations that already have this item will also display. Next scan the bin tag for the bin the item is being moved to and enter the quantity being moved or scan the barcode on each item being moved.
- Adjustments- Scan the barcode label on the item and bin when doing inventory adjustments.
- Physical Counts scan the barcode label on the item and bin when doing Inventory counts.

• Transfers - scan the barcode label on the item and bin when doing transfers between distribution centers (warehouse codes).

Purchasing/Receiving:

- A barcode prints on the purchase order for the purchase order number and also next to each item on the PO.
- Purchase order receipts- scan the barcode that represents the PO number, scan the barcode on the PO for each item being received and then key in the quantity received.
- When the PO receipt is saved a barcode label will print for each item received that is then affixed to the item.
- When the PO receipt is posted the on hand quantity in the default bin location for the warehouse is updated for each item received. To move the items to their stocking location scan the barcode on the item and the quantity available to move will display. All bin locations that already have this item will also display. Next scan the bin tag for the bin the item is being moved to and enter the quantity being moved or scan the barcode on each item being moved.

Production:

- A barcode prints on the production packet for the work order number and also next to each component.
- A barcode prints on the production pick list for the work order number and each component.
- Component Issue scan the barcode on the work order and the parent item displays on the handheld. Scan the bin tag the component item is being pulled from. As the barcodes on the components are scanned the quantity on the handheld screen is incremented
- Production Receipt scan the barcode on the work order, scan the bin tag of the bin the parent item will be placed in and then enter the quantity produced. A barcode label will print for the parent items produced that are then affixed to the items.

Sales Order Entry/Shipping

- A barcode prints on the picking ticket for the sales order number and also next to each item.
- Pick Order scan the sales order number, scan the bin tag of the bin the item is being removed from and then scan the item barcodes as they are removed from the bin.
- Ship Order scan the sales order number, scan the bin tag of the bin the item is being removed from and then scan the item barcodes as they are removed from the bin.
- Returned Product (RMA)- scan the returned materials authorization number, scan the bin tag of the bin the item is being placed into, and then scan the item barcodes as they are placed in the bin.

Please note that if you are capturing quality control data, this program cannot be called from the handheld and will therefore need to be run from the menus (option c below).

Fitrix Complete V 5.4
📁 1 Financ 2 Item Management
😑 2 Item M 늘 1 Inventor 1 Inventory Control
a Sales a Bill of a Invento 4 Quality Control
📁 4 Purcha 🛅 3 Standa 🛅 2 Invento 🛅 a File Maintenance
📁 5 Produc 🛅 4 Standa 🛅 3 Invente 🧮 b Quality Measurement Data
📁 6 Produc 늘 5 Engine 늘 4 Quality 🧮 c Quality Transactions
🛅 7 Custor 🛅 6 Produc 🛅 5 Setup 🛅 d Reports
🗀 8 Gener: 🗿 Exit 剑 Exit
剑 Exit

If you want to collect quality control data on purchased items but are receiving items in via a handheld device make sure to set the Collection Stage to "Quality Transaction" and not "Purchase Receipt"

Item	C-DISK2	HARD DISK
Measurement Type	SECTORS	
Collection Type	Purchased Item 👻	
Collection Stage	Quality Transaction 👻	
Collected Data Type	Character and Numeric 👻	

HTML5 VERSUS TEXT USER INTERFACE (TUI)

Why use one versus the other?

- HTML5
 - An advantage of HTML5 is the modern GUI interface, which facilitates easy navigation using touch screen or stylus, and the ability to utilize hot buttons and other navigation icons.
 - Disadvantages of HTML5 are that it is relatively new technology at this time, and it tends to perform more sluggishly than the TUI interface due to the rich GUI interface.
- TUI
 - The primary advantage to TUI is its simplicity, which makes it perform somewhat faster than HTML5.
 - The disadvantage is the lack of GUI features, such as buttons and other navigation icons.

EQUIPMENT REQUIRED

- Handheld mobile computer with high-quality barcode scanner and reader installed, as well as WiFi.
- For best results, it should have a full keyboard (Usually 48 53 keys).



• Fitrix Barcode compatible label printer. (Ethernet or WiFi)



The Fitrix bar code label printer must meet specific requirements. Please refer to the "Bar Code Label Printers" section in the "Fitrix Systems Administrators Guide" for the full requirements and additional information on configuring your label printer. This document can be found here:

http://www.fitrix.com/tech-support/documentation/

EQUIPMENT SETUP

- 1. Make sure the scanner's battery is charged and installed.
- 2. Power up the device.
- 3. Connect the device to your Wi-Fi network (this process will vary based on the make, model, and operating system of your device).
- 4. Be sure your device is set up with a Keyboard Wedge application, such as DataWedge (http://motorola-datawedge.software.informer.com/3.3/), which allows you to scan a barcode and transmit the data to the fields of the Fitrix application.



5. Configure your Keyboard Wedge software to send the Enter key as a suffix to the barcode data. (Usually the default is the Enter key).

DataWedge	₩ € (11:23
2. Prefix to data	
3. Suffix to data	3
√ 4. Send data	
5. Send as hex	
6. Send TAB key	
$\sqrt{7}$. Send ENTER key	

- 6. Install host Application (this process will vary based on the make, model, and operating system of your device).
 - For TUI (Text User Interface) install a terminal emulation (telnet) application such as Putty for Mobile or Zebra TekTerm



- ✓ In the settings of your terminal emulation software, set your emulation mode to "ANSI".
- For HTML5, install an html5 certified browser, such as the ZetaKey browser (www.zetakey.com).



- 7. Set up host connection.
 - > For TUI, set up the telnet connection to your Fitrix host.

PuTTY Configuration	÷ 💷 11:28
Session Window Connection Data	SSH ↓
FSpecify your connection	
Host Name (or IP address)	Port
10.0.0.109	22
SSH	
Stored session	
fitrix	Load
Default Settings	Save
fitrix	Delete
About Open	Cancel
	\mathbf{X}

- For HTML5, set up a favorite bookmark to your Fitrix HTML5 menu.
- 8. Install a device manager (this process will vary based on the make, model, and operating system of your device). This has 2 purposes:
 - Lock down the device to prevent users from changing the configuration or accessing the operating system.
 - Facilitates a front-end layer on the operating system with quick access to the Fitrix application, and any other applications needed for your business operation.

Our example uses the Motorola Appcenter on Windows Mobile.

- Find the correct version of the device manager (such as Motorola Appcenter) for your device. It is recommended that you contact the manufacturer or your supplier to verify the correct version.
- Install the device manager software.
- Add a shortcut to the Fitrix application you installed earlier (TUI or HTML5).

Motorola App	Center Admi 🛟 🕂 価 11:42
Calculator	Shell32 Symbol Badio
Calculator	
Syster	<u>N</u> ew Program
	Admin Logout
	Exit
	Restore Default Programs
	A <u>b</u> out
Opti	ons Tools OK
Motorola App	Center Admi 🚛 🕂 í 🎹 11:50
Description:	Fitrix TUI
Execute:	\Program Files\PocketPuTT
Arguments:	-load "fitrix"
Icon File:	\Program Files\PocketPuTT
General EXEs	Windows Options Optic
Sav	re Cancel OK



Important Note:

If you are using barcoding in multiple databases you will need a separate icon for each database because each html has a unique program and database combination.

USER PROFILE CONFIGURATION

Perform the following steps to configure the user profiles on the Fitrix server. This applies to any user that will connect using a hand-held device in TUI mode.

• Check to be sure the tui_menu.sh script was installed in the /fitrix/bin directory of your server.

Depending on your Fitrix version, it should have been installed as part of the Fitrix software release process.

• As noted in the Equipment Setup section, set your terminal emulation program to use "ansi" terminal emulation, otherwise the display might be distorted.

• Add the below code at the end of the /home/XXXXX/.bashrc file of each user that will use a hand-held device:

(where XXXXXX is the user id)

```
if [ "$TERM" == "ansi" ]
then
   /fitrix/bin/tui_menu.sh sample
   exit
fi
```

Replace "sample" in the above code with the name of your fitrix database.

GETTING STARTED

Assigning Default Printers for Handhelds

These print programs can be called from the handheld device.

Print Program Name	Print Program Name Description	
		program
bc:ic:o_binlb	Bin labels	No
bc:ic:o_count	Count sheets	No
bc:ic:o_tranfr	Transfer ticket	Update Inventory
		Transfers
bc:oe:o_picker	Pick ticket	No
bc:o_adhblb	Ad hoc labels	No
bc:pu:o_order	PO print	No
bc:o_rcpblb	Barcode Labels	PO Receipts
bc:sc212	Production pick ticket	No
bc:sc404	Production packet	No
bc:sc500	Work order labels	Production Receipts

For every employee that will be using a handheld device follow these steps to set their default printer for each program.

1. From the menu toolbar select Execute, Security, User and Group Permissions. Set up each employee's login ID as a security user id.



् ु Find Prev ा	ව 🔂 🕑 Vext Add Upda	te Delete Browse				
User Login	Last N	User and Gro lame	up Permissions First Name	r	1/I	
jackb	BROWN		JACK			
Email:						
Company:	ABC DISTRIBUTIO	DN	Department:	WAREHOUSE		
Manager:	BILL JOHNSON		Phone:	1		
Module	Program	Event	Desc	ription	Allow	
	2 2 2					

This id is also the one that will need to be entered on the handheld to launch the GUI version of all barcode programs

Genero HTML5 Web Client	\$, ◎
User ID:	
Cancel	

2. Next go to the Update Printer Defaults program (option I) on the Company Setup submenu and add a record for every print program each employee will potentially run from the handheld device



3. If using the HTML version of the barcode programs you will also need to insert your company's Apache ID in the Update Company Information program (option (a) on the Company Setup submenu). This is usually a system ID that runs the httpd daemon.

dd Info Crec G dd Prev Ne	1 I I I I I I I I I I I I I I I I I I I	SWC Server	41908	
d Info Crec G Info Crec d Prev Na	it Card Remit Web Services	GWC Server		
idl Info Crea G G nd Prev Ne	it Card Remit Web Services Image: Constraint of the service of the servic	GWC Server		
id Prev Ne	xt Add Update Delete Bro			
nd Prev Ne	xt Add Update Delete Bro	nwse		
		2022		
ompany Inform	ation		Setup	
usiness Name:	ABC MANUFACTURING		Multilev	vel Tax: 🔽
Address1:	100 SPRING ST		Use Multilevel Tax G	Groups: 📝
Address2:			Use Posting Error Notific	ations: 📝
City:	ATLANTA		Use Bar	rcodes: 🔽
State:	GA	Zip: 30339		che ID: daemon
County:				
City: State: County:	ATLANTA GA US UNITED STATES	Zip: 30339	Use Bar Apar	rcodes: 🗹

Printing barcodes on reports

To print barcodes on the various reports (pick tickets, purchase orders, etc.) check the Use Barcodes box in the Update Company Information program (option (a) on the Company Setup submenu).

terrel	< [] U 🗳 🗹 ±≛ 🔾 🐼	42 🗐 🖉 🥝 🚱
o Cradit Card Remit		
Prev Next Add Update	Delete Browse	Setup
Business Name: ABC MANUFACTURING Address1: 100 SPRING ST		Use Multilevel Tax Groups:
Nddress2:		Use Posting Error Notifications:
City: ATLANTA		

Assigning Default Receipt Location to Warehouse Codes

Each warehouse that is designated as location controlled will need to have a default receiving location inserted into its warehouse record. When purchase orders are received, the product is put in this default location by the posting program. The Putaway program discussed in the User Guide is then used to move the product from this default location to the actual stocking and picking locations.

If the warehouse is not location controlled there is no need for a default receiving location. The PO receipt posting program and Transfer In program will put the product in the static stock location defined at the item level for each item received.

Fitrix Complete V 5.4			
🛅 1 Financ 2 Item Management		File Edit View Navigation Tools Actions Help	
🛅 2 ltem M 🛅 1 Inventor	y Control	o r o o o o o o o o o o o o o o o o o o	
🚞 3 Sales 🛅 2 Bill of 1 🛅 1 Invento	5 Setup Inventory	9 0 0 0 0 R	
🛅 4 Purcha 🛅 3 Standa 🛅 2 Invento	🔲 a Update Inventory Defaults	Find Prev Next Add Update Delete Browse	
🛅 5 Produc 🛅 4 Stands 🛅 3 Invento	b Update Warehouse Definitions	Warehouse Code: MIAMI	
🛅 6 Produc 🛅 5 Engine 🛅 4 Quality	c Update Commission Definitions	Description: MIAMI WHSE	
🛅 7 Custor 🛅 6 Produc 🛅 5 Setup	d Update Item Classifications	Department: 000 💽 ADMIN. OFFICE	
🛅 8 Gener: 剑 Exit 🗿 Exit	e Update Alternate Items	Address: 100 PALM DRIVE	
🕽 Exit	B f Print Inventory Defaults	City: MIAMI	
	🚇 g Print Warehouse Definitions	State: FL	
	A Print Commission Definitions	Zip:	
	I Print Item Classifications	Country: US	
	🚇 j Print Alternate Items	Phone: 800-222-3456	
	🚇 k Calendar Initialization	Fax: Email:	
	🗐 I Calendar Maintenance	Location Controlled: Y	
	M Update Bin Locations	Default Receiving Loc: DOCK	

Print Bin Tags

If the warehouse is location controlled use this program to print tags that should then be affixed to each stocking location in the warehouse. When moving product to and from bin locations you will simply scan the barcode on the bin tag rather than entering the bin location using the touch screen on the handheld.



🗾 ic.o_binlb.querywh 🛛 🗖 💌	ic.o_binlb.query
Selection Criteria	File Edit Help
Warehouse Code:	Selection Criteria
OK Cancel	Bin Location:
Enter Warehouse Code.	Enter Bin Location

Entry of warehouse code on the first screen is mandatory. If the bin location is left blank on the second screen a tag will print for each bin location in the warehouse. If the warehouse is designated as location controlled a tag will print for each bin location defined using the Update Bin Locations program on the Setup Inventory submenu.

Update Bin Locations	- • ×
File Edit View Navigation Tools Actions Help	
🥹 🖷 🖉 🔇 🗈 🖹 🎘 🍳 🗒 🖻 🗞 💆 🥔 🎱	
🔍 🥝 ච 🕑 🥝 🚔 Find Prev Next Add Update Delete Browse	
Warehouse Code: MIAMI	
1 of 20	
	OVR

If the warehouse is not location controlled the program will print a tag for each unique static bin location defined at the item level.

(Item Master screen)

W	Varehouses								
	Warehouse	Location	On Hand	Available	Average Cost	Purchase Cost	Standard Cost	Price	Vendor
	ATLANTA	A -1 -1	917.000	512.000	4.2590	5.2500	0.0000	7.920	SCM

PURCHASE RECEIPTS

Use this program to process receipts and also create the barcode labels to be affixed to all aitems received.

Conoro UTMLE Woh Client	Dependent and Add Owin
Genero Frimilo web chefit	Receipts: Add Quit
File Edit View Navigation Tools Actions Help	Start Adding
< Add	PO WH No: Desc
PO: RcpNo: Auto	UM Expect:
Desc:	Item Code Qty Received
UM: Expect:	
Item Code Qty Received	
	Control-A: Auto Receive

GUI screen

TUI screen

- 1. Enter purchase order number or scan the barcode located underneath the PO# on the purchase order form. The warehouse code will fill in and the cursor is placed in the item code field.
- 2. To receive the entire PO as ordered using the GUI version click on the Auto button and then the OK button to post the receipt and optionally print labels. In the TUI version press Ctrl A and then press the enter key.
- 3. To receive an item scan the barcode on the PO form located next to the item or enter the item code. The Qty Received will default to the quantity found on the PO for the item. Click OK to accept or change the quantity as needed.

Genero HTML5	Web C	ient			۵,	0
File Edit View N	lavigatio	on Tools Actions	Help			
< O Add						>
PO: 799		RcpNo:]		-
WH: ATLANTA			Auto			- 1
Desc: SCM A SERIE	S MULS	TRIKE				- 1
2ND DESCRI	PTION L	NE				- 1
UM: EA Exp	bect:	10.000				
Item Code		Qty Received				
12104	٩	8.000				
	٩	•				
Brandrandrandrandrandrandrandrand						- I.
<						•
<) ок	Cancel 🌇 H	eader weigh	nt_scr lot_seri	al	>

4. If the item is serial or lot number controlled this screen will display so that serial and/or lot numbers can be entered or scanned in. For serialized and serialized/lot items the quantity will always default to one. For lot controlled only items user must enter the quantity received.

Genero HTM	L5 Web Client				¢, 0
File Edit Hel	p				
< 🧿	R Q	o 🚷 🖉	9 9		
Item Code: C-M Pur	CN chase	Whse: MIAMI Unit: EA	10.00		
L of Number	Expiry Date	Serial Number	Quantity		
		ABC10290192	1.000		*
4					*
<	🎯 ОК 🔀 Car	ncel 🙋 insert 🤇	Append Delete	ac_undo ac_u	edo

The TUI screen looks a bit different:

Item C-MON				
Purch U	nit EA	Whse	MIAM	I
Rec	10.00	Exp		10.00
Lot:				
Expire:				
Serial: A	BC2080			
Qty:	1	.000		
Lot:				
Expire:				
Serial:				
Qty:				
Lot:				
Expire:				
Serial:				
Qty:				
Enter the	serial	numbe	er to	select.

If the Auto-Serialize checkbox in the Update Inventory Defaults screen is checked the serial numbers will auto populate on the screen.

File Edit Help			
< 🙂 🦷	•	9 🔇	0
Item Code: C-BOAR	D	Whse: MIAMI	
		Unit: EA	
Received:	10.00	Expected:	10.00
Lot Number	Expiry Date	Serial Number	Quantity
		ABC3907	1.00
		ABC3908	1.00
		ABC3909	1.00
		ABC3910	1.00
		ABC3911	1.00
		ABC3912	1.00
		ABC3913	1.00
		ABC3914	1.00
		ABC3915	1.00
		ABC3916	1.00

5. Enter the next item or if all items have been received click on OK button or in TUI mode press the ESC key to save the receipt. A prompt to Print Labels will display. Answer Yes to print or No to print later. The labels will print on the default printer set for the user id/program id. These labels should be affixed to each item received.



To print labels at a later time run the PO Labels program from the handheld or from the menus (option c).

Fitrix Complete V 5.4	
🛅 1 Financ <mark>4 Purchas</mark>	e Management
늘 2 Item M 늘 1 Purcha	1 Purchasing
🛅 3 Sales 🛅 2 Repler	💼 1 Requis 2 PO Maintenance
🛅 4 Purcha 💁 Exit	💼 2 PO Ma 🥅 a Updatt o Print Purchase Order Labels
5 Production Managem	💼 3 PO Re 盲 b Print P 👜 a Print Labels By Item Code
6 Production Planning	a Manuf: 📙 c Print E: 📙 b Print Labels By Purchase Order
7 Customer Relationsh	5 Purch: d Update C Print Barcode Receipt Labels
8 General/Administratic	🗐 Exit 🗐 e Updat 到 Exit

6. If the Auto Post Receipt check box in the Update Purchasing Defaults program is checked the receipt will post and the quantity on hand for each item received will be updated. If it is not checked, the post program will need to be run from the menu to update on hand quantities.

-Streamline Purchasing Setu	p	
Update Purchase Orders:	Auto Print PO: 📝	
Print Pick Tickets I	for Backorders filled: 📝	
Update Receipts:	Auto Post Receipt: 📝	Print Edit/Post Report: 📃
Update AP Invoices:	Auto Post AP: 📝	Print Edit/Post Report: 📃

7. If there are no more POs to receive exit the PO receipt program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.

OK to Cancel? (y/n)	

If the warehouse is location controlled the product has been placed in the default bin location defined with the warehouse code. To move the product to the stocking/picking locations use the Putaway program described below.

BIN MOVE/RECEIPTS PUTAWAY

This program is only used if the warehouse has the Location Controlled value set to Y in the Update Warehouse Definitions program.

Use this program to move received product from the warehouse default receipt location to the actual stocking/picking locations and to also move product from one bin to another as needed.

GUI Screen

Gene	ero HTML5 Web Client	۲
File	Edit View Navigation Tools Actions Help	
	to a construction of the c	
From:	BIN Warehouse	
Item:	٩	- 1
To:	Scroll Bins	- 1
Qty:	Can Move: Available to move	- 1
Bin	On-Hand	
		· 🗸
•		•
	Action	

TUI Screen

Putaways Add	Add Quit
From: Item: To: Qty:	L/S:
Bin	On-Hand
Ctrl-B: Ctrl-O:	From-Bin Ctrl-T: Warehouse Locations Ctrl-U: Auto Put

1. When user goes into Add mode a list of available location controlled warehouses will display

Warehouse	Description	Dept	1
BALTIMORE	BALTIMORE WHSE	000	
MIAMI	MIAMI WHSE	000	l
NEBRASKA	NEBRASKA DC	000	l

Once the warehouse is selected its default receiving location will display in the "From" field. If this is not a putaway but instead a bin move:

- a. For the GUI version simply click on "Bin" button to select another bin from the list that displays.
- b. For the TUI version press Ctrl B to select another bin.
- 2. Scan the item's barcode label or enter the item code. The quantity available to move (the quantity on hand less any commitments on open sales orders or work orders) will display in the "Can Move" field and a list of bin locations where the item is currently stocked will display in the detail section of the screen.

Genero HTN	IL5 Web Client		\$, O
File Edit Vie	w Navigation Tools Actio	ns Help	
< O Add			
From: DOCK	BIN	MIAMI	
Item: 12104	٩		
To:	•	Scroll Bins	
Qty:	Can Move:	259.00	
SCM A SERIE	S MULSTRIKE		
Bin	On-Hand		
A1	2098.00		*
A2	1.00		
A3	1.00		
B1	108.00		
C1	10085.00		
D1	252.00		-

To see all bins where the item is located if it is in more locations than will display on the handheld's screen:

- a. For the GUI version click on "Scroll Bins" button.
- b. For the TUI version press Ctrl O and then press the enter key to return to header.
- 3. Scan the bin tag or enter the "To" location. If you entered the location and it is not found in the bin location table you will receive this error:



You can however create bin locations on the fly by answering yes to the next prompt that displays:



- 4. Scan in the quantity being moved or enter the quantity. If you want to move all product out of the "From" bin:
 - a. In the GUI version click on the Can Move field and the quantity found there will fill in the Qty field.
 - b. In the TUI version press Ctrl U to auto fill the quantity to move.
- 5. If the item is lot number controlled and a barcode was not scanned this screen will display after the "To" location is scanned/entered so that the user can scan/enter lot number information.

Genero HTML5 V	Veb Client			\$	8
Lot Number	Quantity				
1000	10.00				
					-
4					×.
< [🕑 OK 🔀 Cancel 🧕	insert 🙋 Append	😳 Delete 🥑 Accep	pt	>

If the item is serialized or serialized/lot number controlled and a barcode was not scanned this screen will display after the "To" location is scanned/entered so that the user can scan/enter serial or serial/lot number information.

Genero HT	IL5 Web Client				\$ C)
Serial No						
ABC2934						*
ABC2935						
						-
4					•	
<	🕑 OK 🔀 Cancel 🧕 🙋 inse	rt 🚺 Append	追 Delete 🔇	Accept	>	,

When done click OK to exit this screen.

- 6. If you need to change the warehouse that displays on the Putaway screen to a different warehouse:
 - a. In the GUI version click on the button that displays the current warehouse to get a list of available warehouses.
 - b. In the TUI version press Ctrl T to get the list of available warehouses.
- 7. If there are no more moves or putaway transactions exit the program by clicking on the cancel button or pressing the Escape key. If you are running the TUI version of the program press Ctrl C to exit the program.



COMPONENT ISSUE

If the parent item's component issue method is component issue versus production receipt use this program to remove the component items from inventory and record work in process.

GU	Screen					I UI Screen		
Genero HTML5 We	b Client		۵,	0	🛃 Developme	ent login		
File Edit View Nav	igation Tools A	ctions Help			Component I Add	ssue: Add Quit		^
Add					Order	Rel		
Order	Rel				Loc			
Loc		Scroll			Comp Qty	Reqd		
Comp		Reverse			Ttem	Decuired	Teenad	-
Qty	Reqd		-		TOCM	negurreu	100404	
Item	Required	Issued						
				~				
				~				Ш
4				*				-

CIII Caraan

TILL Career

- 1. Enter the work order and release numbers or scan the barcode for the work order and release numbers printed on either the production packet or production pick list. When this is done the parent item will display on the screen.
- 2. Scan or enter the bin tag the component item is being pulled from. If the warehouse is not location controlled this field will be skipped and cursor will be placed in the Component field.
- 3. As components are scanned in the item and quantity scanned will display in the detail section. In the GUI version the line color will be yellow for any component where more is needed and green when no more is needed.

Genero HTML5 Wel	Client		٥,	0
File Edit View Navig	ation To <mark>ols</mark> A	ctions Help		
< Oracle Add				>
Order 584	Rel 000			
C-MAC				
Loc		Scroll	ľ.	
Comp		Reverse	li -	
Qty	Reqd	2.000		
HARD DRIVE				
Item	Required	Issued		
C-DISK	2	1.00		
C-KEY	1	1 00		
				÷
3				1
		Cancal		
	Sou M	cancer		

4. If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen displays after the location is scanned/entered so that the user can scan/enter serial or serial/lot number information and assign component serial numbers to the parent item serial/lot numbers.

Serial No Parent Serial No Parent Lot No	
	*
	-
4)
🗸 😯 OK 🧭 Cancel 🚭 insert 🙋 Append 🎒 Delete 🕑 Accept	

If the item is lot number controlled and a barcode was not scanned a similar screen displays after the location is scanned/entered so that the user can scan/enter lot

number information and quantity per lot. You can also assign component lotnumbers to the parent item serial/lot numbers

5. If you save the transaction before scanning all components needed you will receive this message. Answer yes if you want to finish scanning at a later time.



- 6. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove.

Genero HTML5 Web	Client		L	۵,	0
File Edit View Navig	ation Tools A	ctions Help			
< O Add					
Order 584	Rel 000				
C-MAC	L. L.				
Loc C1		Scroll			
Comp C-MOUSE		REVERSING			
Qty	Reqd	1.000			
MOUSE					
Item	Required	Issued			
C-MOUSE	1	1.03			

b. In TUI mode press Ctrl Y. It will now read "REVERSING". Scan or enter the item you want to remove.

Component 1 Add	Issue: Add Qu	it	
Order 584 C-MAC Loc] Comp	Rel 000 RE	VERSING!	
Qty MOUSE	Reqd	1.000	
Item C-MOUSE	Require	ed Issued 1 1.00	_
Control-O: Enter/Scan	View Detail Lind Bin	23	

- 7. To view the components already scanned in/entered:
 - a. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
 - b. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 8. If there are no more components to scan exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



PRODUCTION RECEIPT

If the parent item's component issue method is component issue versus production receipt use this program to put the parent item into stock.

If the parent item's component issue method is production receipt use this program to remove conponents from stock (backflush) and put the parent item into stock.

GUI Screen	TUI Screen
Production Receipt x	Production Receipt: Add Quit Add
Add Corder: Rel:	Item: Loc:
Item: Reverse Loc: Scroll Qty: Remain: Comp: Qty: Qty:	Qty: Remain: Loc: Comp:
Item Required Issued	×07.
(New Document)(Deleted)	Item Required Issued

Component Issue Method = Component Issue

The components used to produce the parent item have already been taken out stock using the Component Issue program. All that needs to be done now is to put the parent item into stock.

- 1. Enter or scan the work order number.
- 2. Enter or scan the bin tag for the location the parent item will be placed in.
- 3. Enter the quantity produced.
- 4. For serialized/lot items this screen will display so that serial/lot number information can be entered for the parent items. If auto serialized flag is set to Y in the Inventory

Defaults program the next sequential serial numbers will populate this screen. Click OK or press enter.

File Edit Navigation Help	File Edit Navigation Help Image: Second Se	Genero HTML5 W	eb Client					\$	0
Image: Constraint of the second se	Image: C-BOARD-ASSY Image: C-BOARD-ASSY Warehouse MIAMI Receipt Quantity 1.00 Lot Serial Expire Rcpt Qty ABC3619 1.000	File Edit Navigation	n Help						
End Item C-BOARD-ASSY Warehouse MIAMI Receipt Quantity 1.00	End Item C-BOARD-ASSY Warehouse MIAMI Receipt Quantity 1.00 Lot Serial Expire Rcpt Qty ABC3619 1.000	< 🥥 🖷	0	-			Q	.0.	; >
Warehouse MIAMI Receipt Quantity 1.00 Lot Serial Expire Root Oty	Warehouse MIAMI Receipt Quantity 1.00 Lot Serial Expire Rcpt Qty ABC3619 1.000	End Item C-BO	ARD-ASSY						2
Receipt Quantity 1.00	Serial Expire Rcpt Qty ABC3619 1.000	Warehouse MIAM	Į.						
Lot Serial Expire Rept Oty	Lot Serial Expire Rcpt Qty ABC3619 1.000	Receipt Quantity	1.0	0					
Lot Contai	ABC3619 1.000	Lot	Serial		Ex	pire	Rcpt	Qty	
ABC3619 1.000			ABC3	619		1	m	1.000	
		4.							- F

5. To print labels for the end item produced run the Production labels program from the handheld or from the menus (option h).

Fitrix Complete V 5.4	
🛅 1 Financ 5 Production Manag	ement
늘 2 Item M 늘 1 Produc 1 Produc	tion Orders
🛅 3 Sales 🛅 2 Produc 🛅 1 File N	2 Order Processing
🛅 4 Purcha 🛅 3 Labori 🛅 2 Order	🗏 🗐 a Order Entry/Maintenance
🛅 5 Produc 🛅 4 Actual 🛅 3 Trans	i ² 📕 b Order Splits
🛅 6 Produc ᆀ Exit 🛛 🛅 4 Inquir	ⁱ 🚇 c Print Production Packet
🛅 7 Customer Relationsh 🛅 5 Repo	rl 🖳 d Production Pick List
😑 8 General/Administratic ᆀ Exit	🚇 e Production Pick List - Reprint
🗐 Exit	🔲 f Operation Closeout
	🛅 g Order Closeout
	📙 h Print Work Order Labels
	🧕 Exit

- 6. The reversal button on the Production Receipt screen is only active for work orders where component issue method is Production Receipt and there are components scanned that need to be reversed. If you need to reverse a production receipt for an end item follow these steps:
 - Press Add and scan or enter Order/Lot/Bin
 - Enter the receipt quantity as negative.
 - If it is serialized, scroll and select the serial(s) to be reversed. Enter qty -1 for each.

7. When done exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



Component Issue Method = Production Receipt

The components used to produce the parent item have not been taken out stock using the Component Issue program. Use this program to take them out (backflush) and put the parent item into stock.

- 1. Enter or scan the work order number.
- 2. Enter or scan the bin tag for the location the parent item will be placed in.
- 3. Enter the quantity produced.
- 4. For serialized/lot items this screen will display so that serial/lot number information can be entered for the parent items. If auto serialized flag is set to Y in the Inventory Defaults program the next sequential serial numbers will populate this screen. Click OK or press enter.



- 5. Enter or scan the bin tag for the component items.
- 6. If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen displays after the location is scanned/entered so that the user can scan/enter serial or serial/lot number information.

Genero	HTML5	Web Client) -		\$ 0
Serial N	o				
ABC284	4				-
4				 	×

If the item is lot number controlled and a barcode was not scanned this screen displays after the location is scanned/entered so that the user can scan/enter lot number information and quantity per lot.

Genero HTML5 W	Veb Client	Φ,	C	3
Lot Number	Quantity			
20140923A	2.00			4
	and a second state of the second s			

7. As components are scanned in the item and quantity scanned will display in the detail section. In the GUI version the line color will be yellow for any component where more is needed and green when no more is needed.

Genero HTML5 We	eb Client			¢,	٥
File Edit View Nav	igation Tools Action	ons Help			
< O Add					>
Order: 588	Rel: 000				
Item: C-MAC	Rev	verse			
Loc: D1	S	croll			
Qty: 1.	000 Remain:	1.000			
Loc:					
Comp:					
Qty:					
HARD DRIVE					
Item	Required	Issued			_
C-DISK	1.	000	1.0013		*
C-MOUSE	1.	000	1.0018		
C-KEY	1.	000	1.000		
C-MEMORY	2.	000	.乏益(1)3		
C-MON	1.	000	1.0018		

8. If you save the transaction before scanning all components needed you will receive this message. Answer yes if you want to finish scanning at a later time.

Genero HTML5 Web Client		٥,	0
One or more components has unissued qu	antities		
Do you wish to continue?			

- 9. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove.

Genero HTML5 Web	Client		Φ,	٥
File Edit View Navig	ation Tools A	Actions Help		
< and Add				
Order 584	Rel 000			
Loc C1		Scroll		
Comp C-MOUSE]	REVERSING		
Qty	Reqd	1.000		
MOUSE				
Item	Required	Issued		
C-MOUSE		1.08		*
Comp	onent Issue:	Add Quit		
Add				
Ord	ler 584 Re	el 000		

Reqd

Control-O: View Detail Lines

Required Issued

1.00

10. To view the components already scanned in/entered:

Comp

Qty MOUSE

Item C-MOUSE

Enter/Scan Bin

- a. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
- b. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 11. When done exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



12. To print labels for the end item produced run the Production labels program from the handheld or from the menus (option h).



UPDATE PICKED QUANTITIES

Use this program to pick sales orders in the warehouse

GUI Screen

TUI Screen

File Edit View	Navigation Tools Ac	tions Help	Picked Quanti	ties Issue: Add Quit
< D Add			Add.	
Name			Name	
Order	٩	PT#	Order	PT#
Loc		Scroll	Loc	
Item		Reverse	Ota	Bead
Qty	Reqd		×c1	veda
Item	Required	Picked	Ttem	Required Picked
			. I OCIN	Required fibacd

- 1. Scan the sales order number barcode on the picking ticket or enter the order number.
- 2. If the warehouse is location controlled scan the bin tag or enter the bin you are picking the product from.
- 3. Scan the item's barcode or enter the item code and quantity.
- 4. If the item is lot number controlled and a barcode was not scanned this screen will display so that the user can scan/enter lot number information and quantities.

Genero HTML5	Veb Client		۵,	0
Lot Number	Quantity			
20140826A	1.00	 		
4				Þ
4		 		•

If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen will display so that the user can scan/enter serial or serial/lot number information.

6	\$	0
		*
and Delete	Accent	- 5
	und 20 Delete	und Delete Accord

When done click OK to exit this screen.

5. As items are scanned in the item and quantity scanned will display in the detail section. In the GUI version the line color will be yellow for any component where more is needed and green when no more is needed.

File Edit View Navigation Tools Actions Help Add Name CLASSIC PARTS UNLIMITED Order 1716 PT# 1 Loc D1 Loc D1 Item C-DISK Qty Required HARD DRIVE Item Required Picked C-DISK C-MEMORY 1 1	Genero HTML5	Web Client		۵,	٥
Name CLASSIC PARTS UNLIMITED Order 1716 Loc D1 Loc D1 Item C-DISK Qty Reqd HARD DRIVE Item Required Picked C-DISK 1 C-DISK 1 C-DISK 1 00 C-MEMORY 1 1 100	File Edit View N	avigation Tools A	ctions Help		
Name CLASSIC PARTS UNLIMITED Order 1716 PT# 1 Loc D1 Scroll Item C-DISK Reverse Qty Reqd 1.000 HARD DRIVE Item C-DISK 1 .00 Item Required Picked 00 C-MEMORY 1 .00 C-MON 1 .00<	< Oracle Add				>
Order 1716 PT# 1 Loc D1 Scroll Item C-DISK Reverse Qty Reqd 1.000 HARD DRIVE Item C-DISK 00 HARD DRIVE Item Required Picked 00 C-DISK 1 00 C-MEMORY 1 1 100 1 1 100	Name CLASSIC PA	RTS UNLIMITED			-
Loc D1 Scroll Item C-DISK Reverse Qty Reqd 1.000 HARD DRIVE Item Required Picked C-DISK 1 .00 C-MEMORY 1 .00 C-MON 1 .00	Order 1716	٩	PT# 1		
Item C-DISK Reverse Qty Reqd 1.000 HARD DRIVE Picked Item Required Picked C-DISK 1 .00 C-MEMORY 1 1.00 C-MON 1 1.00	Loc D1		Scroll		
Qty Reqd 1.000 HARD DRIVE Picked Item Required Picked C-DISK 1 .00 C-MEMORY 1 1.00 C-MON 1 1.00	Item C-DISK		Reverse		
Item Required Picked C-DISK 1 .00 C-MEMORY 1 100 C-MON 1 100	Qty	Reqd	1.000		
Item Required Picked C-DISK 1 .00 C-MEMORY 1 1.00 C-MON 1 1.00	HARD DRIVE	ni. - Avienie			
C-DISK 1 .00 C-MEMORY 1 .00 C-MON 1 .00	Item	Required	Picked		
C-MEMORY 1 100 C-MON 1 100	C-DISK		00.		
C-MON 1	C-MEMORY		1.00		
	C-MON		1,00		

- 6. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove.

Genero HTML5 V	Veb Client		L	Φ,	۵
File Edit View N	avigation Tools A	ctions Help			
< Oracle Add					
Name CLASSIC PAR	RTS UNLIMITED				_
Order 1716	٩	PT# 1			
Loc D1		Scroll			
Item C-DISK		REVERSING			
Qty	Reqd	1.000			
HARD DRIVE					
Item	Required	Picked			
C-DISK		00.			
C-MEMORY		1.00			
C-MON	-	1.00			
1					*

b. In TUI mode press Ctrl Y. It will now read "REVERSING". Scan or enter the item you want to remove.

Add					
Namo	CTASSTC	DADTC	TINT TMTTE	D	
Name	CLASSIC	PARID	UNLIMITE		
Order	1716			PT#	1
Loc			REV	ERSING!	
Item					
Qty			Regd		.000
HARI	D DRIVE				
Item		I	Required	Picked	
C-DISE	K		- 1	1	.00
Enter/S	Scan Bin				

- 7. To view items already scanned in/entered:
 - b. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
 - c. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 8. When done exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



9. If you partially pick an order and then come back to pick the rest at a later time, only the remaining items/quantities to pick will display in the detail section of the screen.

UPDATE SHIPPED QUANTITIES (OPTIONAL)

Use this program to ship out orders that have been picked in the warehouse. It works identical to Update Picked Quantities.

GUI Screen

TUI Screen

Genero HT	ML5 Web Client		Shipped Quant	it		
File Edit V	/iew Navigation Tools /	Actions Help	Add			
< D Add			Name Order			PT#
Name			Loc			
Order	9,	PT#	Item			
Loc		Scroll	Qty		Reqd	
ltem		Reverse				
Qty	Reqd		Item	R	equired	Shipped
Item	Required	Shipped				

UPDATE RETURNED QUANTITIES

Use this program to process returned merchandise (RMA). It works identical to Update Picked Quantities and Update Shipped Quantities.

TUI Screen

Gene	ero HTML	5 Web Clie	nt		Returned	Quantities:	Add 0	uit
File	Edit View	Navigation	Tools A	ctions Help	Add			
	Add				Name			
Name					Order			PT#
Order			٩	PT#	Loc			
Loc				Scroll	Item		Dl	
Item]	Reverse	QC Y		кеда	
Qty			Reqd					
Item		Re	quired	Returned	Item	Re	equired	Returned

GUI Screen

INVENTORY ADJUSTMENTS

This program is used to adjust the quantity on hand.

GUI Screen

TUI Screen

Genero H	TML5 Web Client	t		Adjustments:	Add	Quit
File Edit	View Navigation 1	ools Actio	o <mark>ns H</mark> elp	Add		
Ade	d			Ref		Doc No
Ref		Doc No		Date		
Date				Desc		
Desc				Warehouse		
Warehouse	Q			Loc		
Loc			Scroll	In/Out		
In/Out			Reverse	Item		
ltem [Qty		Avail
Qty		Avail				
Item	Adj (Quantity		Item		Adj Quantity

- 1. Entry of Ref (reference) is optional.
- 2. Date will default to today's date.
- 3. Entry of Desc (description) is optional.
- 4. Enter the warehouse code or zoom to find.
- 5. If the warehouse is location controlled scan the bin tag or enter the bin you are adjusting. If the warehouse is not location controlled this field will be skipped over.
- 6. If you are increasing the items' quantity on hand enter an I for In. If you are decreasing the quantity on hand enter an O for Out.
- 7. Scan the item's barcode or enter the item code and quantity. If you enter the item and quantity do not enter a negative number for "out" transactions as the program will convert it to a negative. If you do try to do this you will receive this error:



8. If the item is lot number controlled and a barcode was not scanned this screen will display so that the user can scan/enter lot number information and quantities.

Genero HTML5 Web	Client	\$ ۵
Lot Number	Quantity	
SS10-1	1	 *
4		
		 -
<	🕑 OK 🔣 Cancel 🛃 insert de Append 🛂 Delete 🥑 Accept	>
<	🕑 OK 🔇 Cancel 🥸 insert de Append 😰 Delete 🕑 Accept	>

If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen will display so that the user can scan/enter serial or serial/lot number information.

Serial No	
FGS1104	*
	P
🗸 🐼 OK 🧭 Cancel 👰 insert 🙋 Append 😰 Delete 🐼 Accept	>

When done, click OK to exit this screen.

9. There may be times when an adjustment out is more than what is available. An example would be there 10 on hand but 6 are committed to sales orders. When you get to the

bin 6 of the 10 are damaged and need to be removed from inventory. When this happens you will receive the message below with a list of sales orders that make up the committed quantity. Once you have posted the adjustment you will then need to reduce the order quantity on one or more of the sales orders since there are now only 4 available for sale.

Genero HTM	IL5 Wel	b Client	i i									\$	0
File Edit Na	vigation	Help											
< 0		0	8		P		Q		0	0		Œ	>
Item Code:	RET-01			W	arehouse:	MIAMI							
New On Hand:	l: 4.0000			C	ommitted:		6	0000					
On BKO:		0.0	0000	New Net	Available:		-2	2.0000					
Customer		Sales Order N		No Stage		ge	Quantity						
12		1718	1		ORD)		6.0	000				A.
4													*
QUANTITY OR	DERED E	XCEEED	S AVAIL	LABLE QU	ANTITY IN	WARE	HOUSE. A	ADJUST S	ALES OF	RDERS A	CCORDIN	IGLY	
<					0	к	Cancel						>

The same holds true for serial numbers. When you adjust out a serial number that is committed to another transaction you will receive this message notifying you that the other transaction needs to adjusted. In this example the serial number is committed on a warehouse transfer out (document source = TO) and should be removed from that transaction.



- 10. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove.

Genero HTML5 Web Client	2, 0
File Edit View Navigation Tools Actions Help	
< Description of the second se	>
Ref 1001-BB Doc No 278 Date 10/03/2014 Im Im Desc MISC COUNT Im Im	
Warehouse MIAMI	
Loc Scroll	
In/Out REVERSING	
Item	
Qty Avail 2.000	
CHEST BESEL	
Item Adj Quantity	
TR-3500 10.000	
TR-2500 10.000	
4	×.
4	•
< OK Cancel	>

b. In TUI mode press Ctrl Y. It will now read "REVERSING". Scan or enter the item you want to remove.

Adjustments: Add	Quit	
Add		
Ref 1001	Doc No	349
Date 10/24/201 Desc MISC COUN	.4 IT	
Warehouse SEATTLE		
Loc In/Out	REV	ÆRSING!
Item Qty	Avail	-66.000
SCM A SERIES MUL	STRIKE	
Item	Adj Quantity	7
12104	100.	000
Control-0: View Det	ail Lines	
[I]-adjustment in [0]-adjustment	out.

- 11. To view items already scanned in/entered:
 - a. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
 - b. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 12. When done exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



INVENTORY PHYSICAL COUNTS

This program is used to do physical counts of the inventory on hand.

GUI Screen

TUI Screen

Add gars					
Desc					
Loc Ctrl-Y:Reverse					
Item					
Qty QOH					
Item 00H Counted					
item gon counted					
Control-O: View Detail Lines Enter count number.					

For more information on the entire count process please refer to the Inventory Control User Guide on the Fitrix website. If you are using barcode scanning to count inventory the steps before counters can start counting are as follows:

 Create count sheets – this program is option (d) on the Inventory Maintenance submenu. If you have multiple employees counting inventory you will need to create a separate count sheet for each counter since each count sheet number can be updated by one person at a time. You could create a count sheet for a location or range of locations for each counter or even assign cycle count codes to your inventory items and create individual count sheet based on that code.

🗾 Enter Selection Criteria 📃 💷 🔜
File
Select Inventory Information
Item Code:
Bin Location:
ABC code:
Count Cycle Code:
🕑 OK 💽 🤇 Cancel
Enter the item code.

2. The next step is to print the count sheets and distribute them to the counters. This program is option (e) on the Inventory Maintenance submenu.

Now you're ready to start scanning.

- 1. Scan the count sheet barcode or enter the count sheet number.
- 2. If the warehouse is location controlled scan the bin tag or enter the bin you are counting. If the warehouse is not location controlled the "Loc" field will be skipped over.
- 3. Scan the item's barcode on the count sheet, on the item itself, or enter the item code.
- 4. If the item scanned/entered is not on the count sheet you will receive this message. Select Yes to add the item to inventory.



5. If the item is lot controlled and its barcode was not scanned this screen will display so that the user can scan/enter the lot number information and quantities.

Genero HTML5	Veb Client		Φ,	۲			
Lot Number	Quantity						Ĭ
20140826A	380.00						*
							-
4							
	<u> </u>	10		1	()		
	S OK 🔀 Ca	ncel 💇 insert	6 Append	Delete	🕑 Accept		

If the item is serialized or serialized/lot number controlled and its barcode was not scanned this screen will display so that the user can scan/enter the serial/lot number information and quantities. If only serial number controlled the quantity will default to 1

Genero HTML5 Web C	lient					\$ ٥
Serial No						
ABC3556						1
ABC3557						
ABC3558						
ABC3559						
ABC3585						
ABC3586						
ABC3587						
ABC3588						
1						
						*
4						P
	OK Cancol	insort .	Append	Doloto	Accent	
	V Callee	Maert (Ma when a	- Delete	Accept	

When done click OK to exit this screen.

6. As items are scanned in the item and quantities will display in the detail section. If the count is not a blind count the perpetual quantity on hand is also displayed.

Genero HTML5 W	leb Client								φ.	(3
File Edit View Na	vigation Tools	Actions Help									
< O Add											
Desc 3RD QTR COUN	IT										
Count	34										
Loc		Scroll									
Item		Reverse									
Qty	QOH	2736.000									
KEYBOARD											
Item	QOH	Counted									
C-KEY	27	736 10	00								*
C-BOARD-ASSY		19 8	00								
C-MEMORY	1	456 380	00								
											×.
4										×	
			OK	Can	cei						

- 7. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove

Genero HTML5 We	b Client		\$
File Edit View Navi	gation Tools	Actions Help	
< add			
Desc 3RD QTR COUNT			
Count	34		
Loc A1		Scroll	
Item C-KEY		REVERSING	
Qty 10	QOH	2736.000	
Item	QOH	Counted	
C-KEY	2	736 10.00	
C-BOARD-ASSY		19 8.00	
C-MEMORY		456 380.00	
3			

b. In TUI mode press Ctrl Y

- 8. To view items already scanned in/entered:
 - d. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
 - e. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 9. When done click OK. To exit the program by click on the Cancel button or press the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



When the count is done use the Resolve Scan Differences program (option c) to resolve differences before posting the results.



🥹 🖷 🧭 🐼 🖺 🏚 Official Item Summary	S 9 🖺 🗅	B 🕅	H O	049	61 😂 🛙					
	Browse									
ount Sheet No 34 V	Warebouce MIAM		ount Date	10/28/2014						
Description 3RD OTR COL			Posted	10/20/2011						
Line Item Code	Bin Location	Serial No		Lot No	Qty On Hand	Count Qty	Adjust Qty	Entered By	Disposition	Warehouse
1 C-BOARD-ASSY	AL	ABC3591			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3556			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	AL	ABC3557			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3558			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3559			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3592			1.00	0.00	- 1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	A1	ABC3629			1.00	0.00	- 1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	A1	ABC3630			1.00	0.00	-1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	AL	ABC3619			1.00	0.00	- 1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	A1	ABC3585			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	AL	ABC3586			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	AL	ABC3587			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3588			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3589			1.00	1.00	0.00	bettyb	No Action	
1 C-BOARD-ASSY	A1	ABC3622			1.00	0.00	- 1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	A1	ABC3836			1.00	0.00	-1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSY	AL	ABC3837			1.00	0.00	- 1.00	bettyb	Remove from Stock	
1 C-BOARD-ASSV	A1	ABC3842	<u>,</u>		1.00	0.00	-1.00	hettyh	Remove from Stock	

There are five possible dispositions codes:

No Action- no action required as the perpetual and scanned quantities match.

Remove from Stock – item was short so quantity on hand will be reduced. Any items short will default to this disposition code.

Move to Warehouse- item was short but further investigation as to why is warranted. This disposition will reduce the quantity on hand in the count warehouse and move to an alternate warehouse of your choosing.

Add to stock – overage so quantity on hand will be increased. Any items found or where quantity scanned exceeds perpetual will default to this disposition code.

Move from Warehouse – item was found or scanned quantity exceeded perpetual quantity. Use this option if this overage was a result of moving the item from an alternate warehouse to the count warehouse.

Once all disposition codes have been set correctly, run the edit and post programs to record the results.

If the count on any item appears to be inaccurate post the count sheet and print new counts sheets to recount as needed on a per item basis. Or alternately you can use the Update Counts program on the menu to update any items before running the edit and post.

TRANSFERS OUT

Use this program to transfer product out of one warehouse and use the transfer in program to receive it into the receiving warehouse. When the transaction is saved the items will be committed to this transaction similar to how product is committed to sales orders. The on hand quantity will not be reduced until the transfer in transaction is processed.

	G	GUI Scre	en			TU	I Scree	n
Genero	HTML5 Web Clie	ent		φ,	0	Transfer Out:	Add	Quit
File Edit	t View Navigation	Tools Acti	ons Help			Add		
< /	G Add					Ref ETA		Doc No
Ref		Doc No			-	Desc		
ETA						Fr Whse		To Whse
Desc						Loc		
Fr Whse	્	To Whse	9			Item		
Loc			Scroll			Qty		Avail
Item			Reverse					
Qty		Avail				Item		Qty To Transfer
Item	Q	ty To Transfe	r		i.			
					-			

- 1. Entry of Ref (reference) is optional.
- 2. Date will default to today's date.
- 3. Entry of Desc (description) is optional.
- 4. Enter the From and To warehouse codes or zoom to find.
- 5. If the warehouse is location controlled scan the bin tag or enter the bin you are pulling the product from. If the warehouse is not location controlled this field will be skipped over.

6. Scan the item's barcode and the quantity will increment as labels are scanned or enter the item code and quantity. If the item is lot number controlled and a barcode was not scanned this screen will display so that the user can scan/enter lot number information and quantities.



If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen will display so that the user can scan/enter serial or serial/lot number information.

Genero HTML5 Web Client			¢,	۵
Serial No				
FGS1104				····· *
4				Ψ.
				-
Cancel 🔮 OK 🧭 Cancel 🔮 insert	lete 🥑 Acce	pt		

When done, click OK to exit this screen.

 If you try to transfer out more than what is available (available = quantity in hand less commitments in other open transactions) you will receive this error and the transfer quantity will be reduced to the available quantity.



- 8. If you need to reverse a scanned or entered item:
 - a. In GUI mode click on the reverse button. It will now read "REVERSING". Scan or enter the item you want to remove.

Genero HTML5	Web Client			Φ,	0
File Edit View N	avigation Tools	Actions Hel	p		
< O Add					2
Ref 1001 ETA 10/03/2014 Desc SHOW TSF	Doc	No	202		
Fr Whse MIAMI	To Wi	nse SEATTLE Scro REVERS	ING		
Qty VENTS	Avai		13.000		
Item	Qty To T	ransfer			
TR-5000 TR-4000 12112		5.000 5.000 100.000			1
4. 4					
	0	OK 🔀 Canc	el		>

b. In TUI mode press Ctrl Y. It will now read "REVERSING". Scan or enter the item you want to remove.

Transfer Out: Add	Add Quit	
Ref 10291 ETA 10/07/2	Doc No 014	230
Desc Fr Whse MIAMI Loc	To Whse SE REVERS	ATTLE ING!
Qty SCM A SERIES	Avail CVR-UP TAPE	608.000
Item	Qty To Trans	fer
12112	10.	000
12104	15.	000
Control-O: View Enter/Scan Bin	Detail Lines	

- 9. To view items already scanned in/entered:
 - c. In GUI mode click on the Scroll button. Once in the detail section if you need to view or revise any serial or lot numbers click on the update_serlot button.
 - d. In TUI mode press Ctrl O and press enter key to return to the header screen. Once in the detail section if you need to view or revise any serial or lot numbers press Ctrl U.
- 10. When done exit the program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.



11. You will then be prompted "Print Transfer Ticket Now?"

TRANSFERS IN

Use this program to receive product into the To warehouse. When the transaction is saved the quantity on hand will be increased in the To warehouse and decreased in the From warehouse.

GUI Screen

TUI Screen

Genero HTML5 Web Client	\$. 0	Receipts: Add	Quit
File Edit View Navigation Tools Actions Help		Start Adding	
< Add		Ticket#	
Ticket:		Date	
Date: 10/03/2014		Wh	
Wh:		Desc	
Desc:			
		E	xpect Qty:
Expect Qty:			
Item Code Qty Received		Item Code	Otv Received
	ļ		
4	÷.		
🔇 OK 🔀 Cancel 🚟 De	etail		

- 1. Scan the barcode on the transfer ticket, enter the ticket number or zoom to find. Once entered cursor will drop down to first detail line.
- 2. Date will default to today and the warehouse will auto populate.
- 3. Description will auto populate with the item's description when it is scanned or entered as will the expected receipt quantity.
- 4. Scan the item's barcode and the quantity will increment as labels are scanned or enter the item. If the item is entered instead of scanned and is not lot or serial number controlled the Qty Received will default to the quantity on the transfer ticket but can be changed as needed.

Genero HTML5 W	leb Client			\$ 0
File Edit View Na	vigation Tools	Actions Help	р	
< Oracle Add				
Ticket: 206	R			
Date: 10/03/2014				
Wh: SEATTLE				
Desc: VENTS				
	Expect Qty:	5.	000	
Item Code	Qty Rece	ived		
12112	8	48.000		-
TR-4000	۹.	5.000		
TR-5000	8	5.000		
	٩	and a construction of the second s		
	8			
	•			
4		101		- 1963
< C	Can	icel I Head	der lot_serial	2

If the item is lot number controlled and a barcode was not scanned this screen will display so that the user can scan/enter lot number information and quantities.

Genero HTML5 Web	Client			Φ.	0
File Edit View Naviga	ation Tools	Actions Help)		
< Oracle Add					
Ticket: 207 Date: 10/03/2014 Wh: MIAMI Desc: ALPINE 6X9 THRE	E WAY SPE	AKER			
	Expect Qty:	3.(000		
Item Code ALP6203	Qty Rece	ived 3.000			^
	٩				
					÷.
< 🖉 🖉	OK 🔀 Car	icel 🎛 Head	ler lot_seria	l	>

If the item is serialized or serialized/lot number controlled and a barcode was not scanned the quantity will default to 1 and this screen will display so that the user can scan/enter serial or serial/lot number information.

Genero H	HTML5 V	Veb Client				Φ,	٥
File Edit	Help						
< 0		۹	o 🐼 🛛	9			
Item Code:	C-MON		Whse: SEATTL	E)			
	Transfer		Unit: EA				
Received:		1.00	Expected:	1.00			
Lot Numbe	er	Expiry Date	Serial Number	Quantity			
			ABC2241				
4							
< [🕑 ок	Cancel 🧯	🖸 insert 🚺 App	end Delete	ac_undo ac	redo	>

When done, click OK to exit this screen.

- 5. If the warehouse is location controlled the product has been placed in the default bin location defined with the warehouse code. To move the product to the stocking/picking locations use the Putaway program described in this user guide.
- 6. When you save the transaction you will receive this message before it posts:

Confirm	
Release Customer Backorde	rs? (Y/N)
🧭 Yes 🎇 No	

If you answer Yes the next time picking tickets are printed in batch pick tickets for any released backorders will also print.

7. If there are no more transfers to receive exit the PO receipt program by clicking on the Cancel button or pressing the Escape key. If you are running the TUI version of the receiving program press Ctrl C to exit the program.

