

MEMBER BUSINESS  
SOLUTIONS



## Inventory Movement Worksheet Templates

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Owner of this document is: Scott Wiacek – [swiacek@feedingamerica.org](mailto:swiacek@feedingamerica.org)

### **Purpose of this document**

The Movement Worksheet allows for the movement of product from a Receiving or Put-away (Storage) bin to a Pick bin for distribution on Agency Orders in Ceres. This document describes setting up the Templates.

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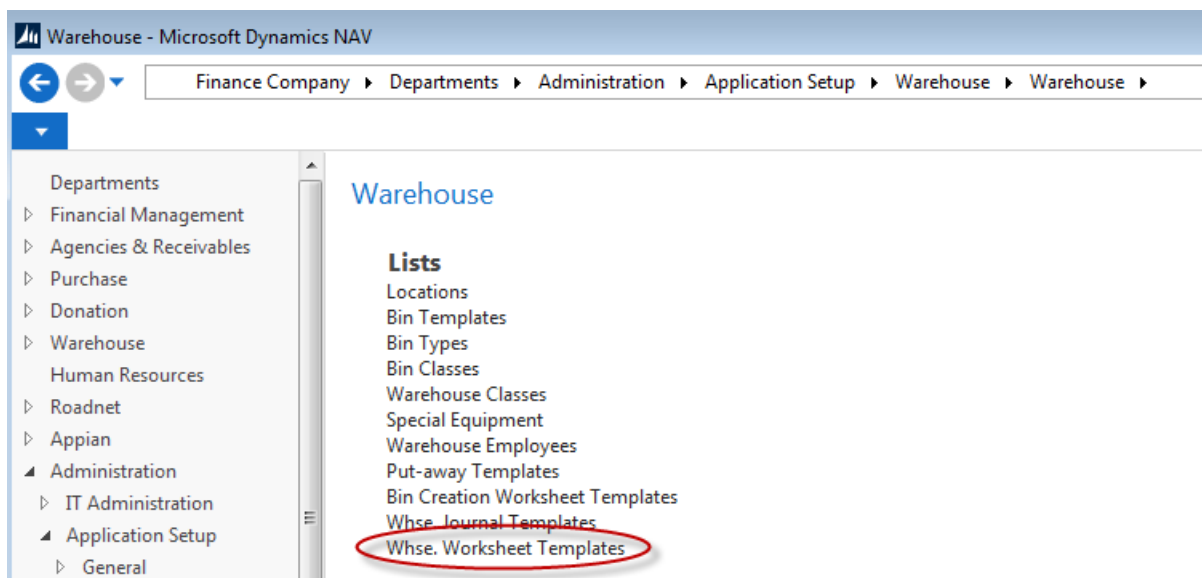
## Purpose

The Movement Worksheet allows for the movement of product from a Receiving or Put-away (Storage) bin to a Pick bin for distribution on Agency Orders. Movements can be entered manually or by calculating replenishment using the Movement Worksheet functionality. To use this functionality, the Movement Worksheet Templates must first be set up for each Location that requires these types of movements.

*Ceres object release 4.00.00 is required for the functionality documented in this procedure.*

## Setting up Warehouse Worksheet Templates

1. The Warehouse Worksheet Template can be created by going to Departments → Administration → Application Setup → Warehouse → Warehouse → Lists → Whse. Worksheet Templates.

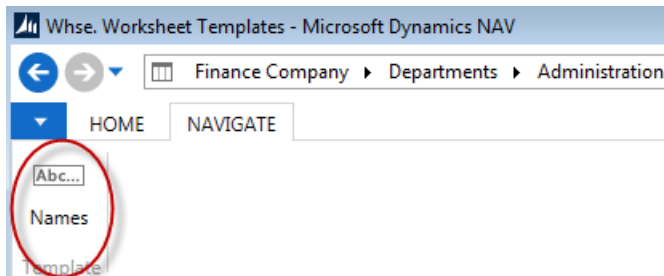


2. A new template can be created by clicking on Home → New from the Whse Worksheet Template List. Enter MOVEMENT in the Name field and Movement Worksheet in the Description field. Select Movement in the Type field and input 7351 in the Page Id field.

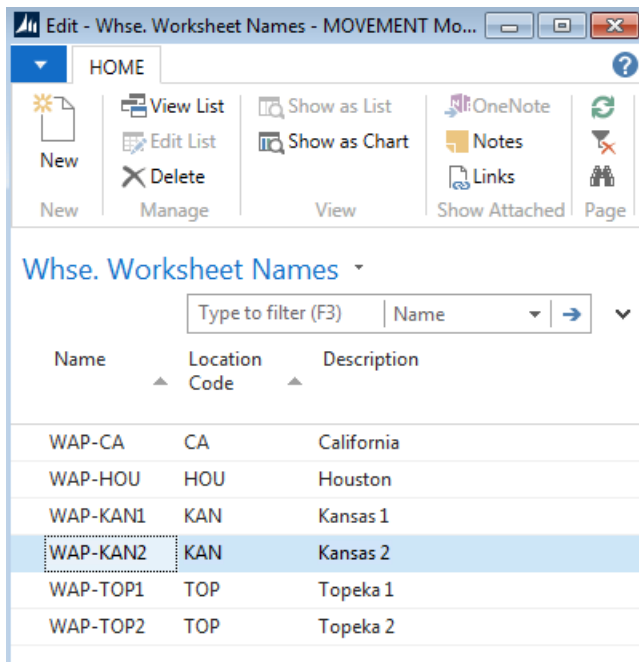
## Whse. Worksheet Templates ▾

Name	Description	Type	Page ID	Page Caption
MOVEMENT	Movement Worksheet	Movement	7351	Movement Worksheet
PICK	Pick Worksheet	Pick	7345	Pick Worksheet
PUT-AWAY	Put-away Worksheet	Put-away	7352	Put-away Worksheet

- To access the Worksheet Names, click on Navigate → Names.



- In the Edit – Whse. Worksheet Names – Movement Worksheet Page, enter the name of your Worksheet (i.e. KAN, etc.). Select the appropriate Location for the Worksheet, enter a meaningful Description, and then click OK.



- Repeat the process and create as many Worksheets as needed for each location.

## **Related Topics:**

1. Bin Overview
2. Inventory Movement Worksheet for Manual Movements
3. Location Overview
4. Warehouse Pallets and Lots
5. Warehouse Activity Plan – WAP
6. Warehouse Activity Plan and Default Bin Picking