

MEMBER BUSINESS
SOLUTIONS



Items on Released Agency Orders Report

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document explains how to use the Items on Released Agency Order Report to aide in the suggestion of quantities of items that need to be moved/ dropped to a pick bin to fulfill the Released Agency Orders for a day.

Copyright © Feeding America 2014, All Rights Reserved.

This document may be printed and reproduced only by Feeding America and member organizations.

Table of Contents

PURPOSE.....	3
RUNNING THE ITEMS ON AGENCY ORDERS REPORT.....	3
RELATED TOPICS:.....	5

Purpose

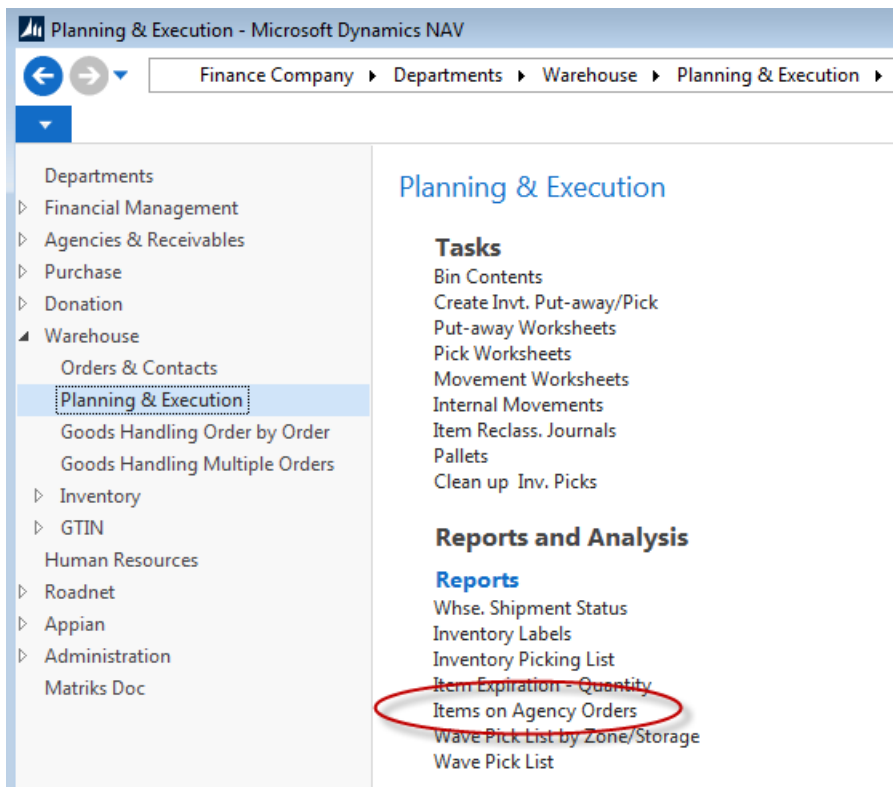
The Items on Released Agency Order Report was created to suggest quantities of items that need to be moved/ dropped to a pick bin to fulfill the Released Agency Orders for a day. This report is as an alternative option to setting up and using a process like the Warehouse Activity Plan (WAP) replenishment or the Calculate Inventory replenishment functions that suggest transactions in the Movement Worksheet. This report **does not** suggest specific pallets or lots of product to move, it provides guidance for manual selection and recording of the movements in the Movement Worksheet. The execution of the movements is discussed in the Movement Worksheet Procedure.

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

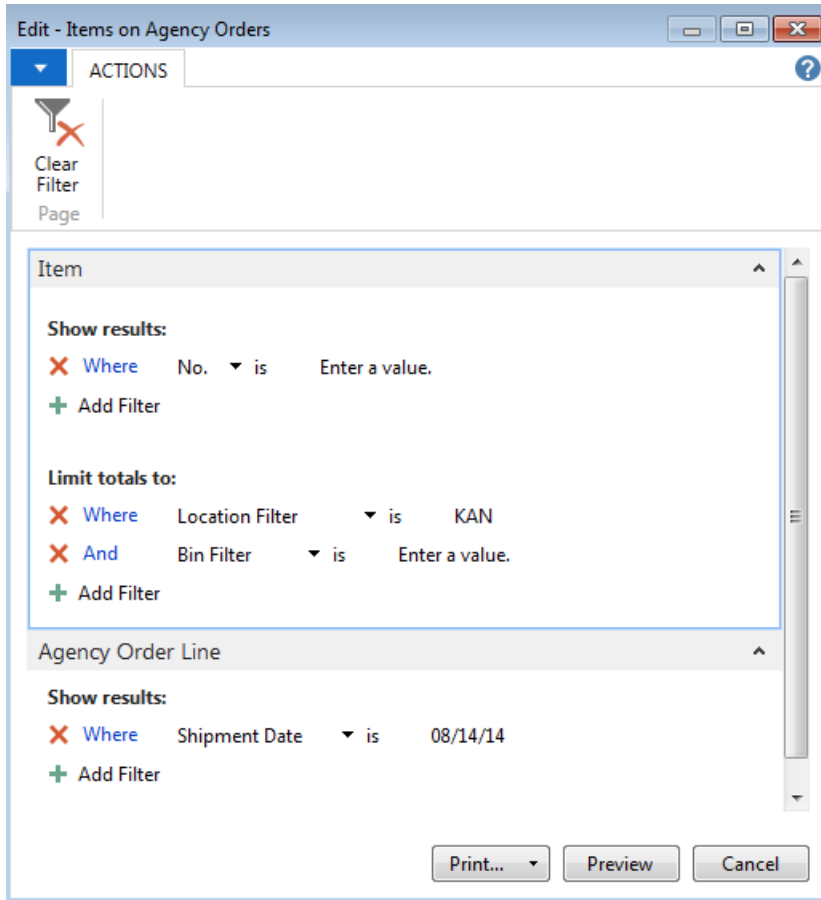
Running the Items on Agency Orders Report

This report must be run for a **single Shipment Date**. This has to do with logic related to the Consume by Date in Ceres. This report can be run regardless of which shipping option is deployed (from the Inventory Process Flows Procedure).

1. The report is available from the Departments → Warehouse → Planning & Execution → Reports & Analysis → Items on Agency Orders.

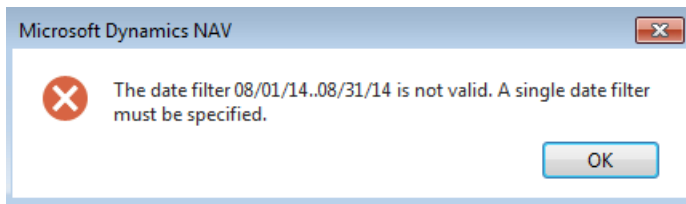


2. On the Item FastTab, enter the location you are running the report for.



3. On the Agency Order Line FastTab, enter the Shipment Date (single date, not a date range) for which you wish to get the drop information:

If the user attempts to enter a date range, the following message type will appear:



4. Select Print to print a hard copy or Preview to preview the report.
5. Any filters entered will display on the report as shown below (top left). The Quantity on the released orders will display for all items as well as the Qty. Available in Pick Bins (that are not already on picks for orders with a different shipment date) and Qty. in Storage Bins.

Items on Agency Orders

8/14/2014 2:39 PM

JITC Test

Page 1

KJK

Item No.: 15158, Location Filter: KAN

Agency Document Line: Shipment Date: 08/14/14

Order Number	Agency No.	Agency Name	Ship. Date	Quantity	Unit of Measure	Gross Weight	Quantity Shipped	Qty. to Ship	Qty. Avail. in Pick Bins	Qty. in Storage Bins	Qty. in Other Bins
15158		Diapers									
AO-00487	C0416	The Salvation Army	8/14/20	20	Case	9		20			
AO-00488	C1466	Friendship House	8/14/20	3	Case	9		3			
		Item No. 15158 Total		23		18	0	23	0	52	0
		Report Total		23		18	0	23			

If Qty. Avail. in Pick Bins is negative, pick documents exist in excess of pick bin quantity. The DROP MIN reflects the requirement to fulfill existing pick documents as well as the released Agency Orders included in this report.

- The report will recommend the minimum qty. of an Item to drop in order to fulfill orders for the shipment date specified in the DROP MIN line. The user may select to drop more than the minimum quantity.
- This report is a guide for the warehouse team. After this report is run, the actual moves, with the associated Pallets, Lots, and Bins must be recorded in the Movement Worksheet and Posted prior to generating the Pick Reports for the day.

Related Topics:

- Agency Order Overview
- Bin Overview
- Inventory Process Flows
- Warehouse Activity Plan – WAP
- Warehouse Activity Plan and Default Bin Picking
- Inventory Movement Worksheet for Manual Movements