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# Camelot Express WMS Core Series

## Express WMS Manual

Email suggestions and questions to:

[Support@3plsoftware.com](mailto:Support@3plsoftware.com)

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## Introduction

Express WMS is a powerful WMS system that empowers you in all facets of the 3PL industry, from handling basic transaction processing to meeting your scanning requirements. Partnered with Microsoft Dynamics 365 Business Central, we offer a 3PL business solution that is available to you on any device, wherever you go.

### Overview & Objectives

This manual offers an introduction to the core features and functionality of Express WMS, providing you with the information you need to set up your production company and perform your day-to-day processes. This manual serves as an accompaniment to the Express WMS Core eLearning Series available on the Camelot University website and on the Client Portal. It contains all of the information covered in this series as well as more detailed explanations and additional information not included in the course content.

### Why Does My Screen Look Different?

As you begin working in your Express WMS environment, you may find that the screenshots you see in this document are a little different compared to what you see in your version of the software. That's OK, and this can occur for two main reasons.

One of the features in Express WMS is the ability to personalize screens, or pages, to show the information that matters to you. In this manual and in the Express eLearning content, Express WMS is not personalized, so the pages display the default fields and columns available out of the box. As you begin to personalize pages, what displays on your screen may very well be different than the generic screens in the manual and eLearning content.

Also, Camelot is always working to add new features and improve functionality in order to better serve you and to stay on the cutting edge. Therefore, as time progresses, some of the things you see on the pages, or the pages themselves, will change. However, the core functionality will remain the same. We also do our best to keep our content as fresh and current as possible.

## Have a Question?

If you have any questions about the information provided in this manual or in the Express WMS Core Series content, contact Camelot Support for assistance.

### Camelot 3PL Software Support

704.554.1670 x2

Support@3plsoftware.com

## Welcome to Express WMS

With Express WMS, you are getting a cloud-based warehouse management system built within the Microsoft Business Central platform. The look and feel is similar to other Microsoft products, so navigation is familiar and easy to learn.

In this section, we will review the ways you can log in to Express WMS and introduce you to the Role Center. You will also become familiar with basic navigation options in the software.

### Ways to Connect to Express WMS

Whether you are in the office, out in the warehouse, or on the go, you can connect to Express WMS in a variety of ways. From your desktop device, the two main ways are the web client and the app, or application, client.

#### Web Client

From your desktop or laptop computer, one of the easiest and most flexible ways to access Express is via a web browser. You can use any of the major browsers, regardless of the operating system, so it's easy to connect and enjoy the same experience (Exhibit 1.1). When you connect using a web browser, you are using the **web client**.

#### Exhibit 1.1 – Express WMS Web Client: Supported Browsers

### Express WMS Web Client Supported Browsers

- **Microsoft Edge** (Chromium-based Edge recommended)
- **Chrome** (latest version recommended)
- **Firefox** (latest version recommended)
- **Safari** (latest version recommended)


#### **Note**

For optimal performance and experience, Microsoft recommends using the latest version of a modern browser. Microsoft Internet Explorer 11 support is deprecated and therefore not recommended. Microsoft recommends using Microsoft Edge.

## Desktop App Client

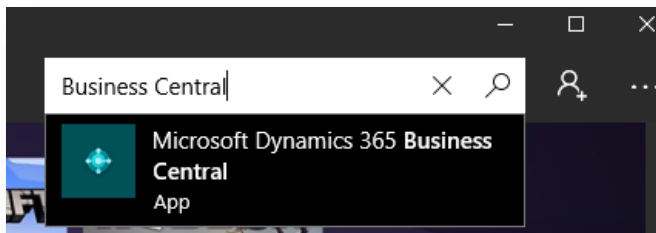
If your desktop device is running Windows 10 or later, you can also connect using the Microsoft Business Central app. The Business Central app has the same functionality as the web client with the convenience of a desktop application. When you connect using the app, you are using the **app client** (also called the **application client**).

To install the Business Central app:

- From the Windows **Start** menu () , open the **Microsoft Store**

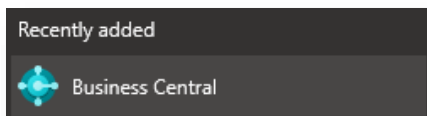


- In the Microsoft Store search bar, type “**Business Central**”, then select the **Microsoft Dynamics 365 Business Central** application



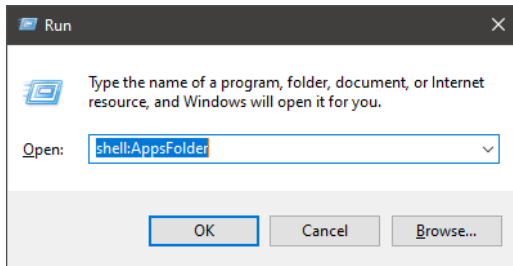
- From the Microsoft Store page, select Install to begin installation

Upon successful installation, Business Central will be listed among the recently added applications in the Start menu.

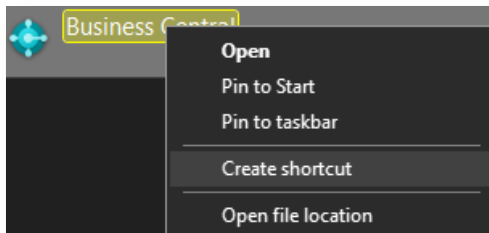


To create an application shortcut that is searchable as *Express WMS*:

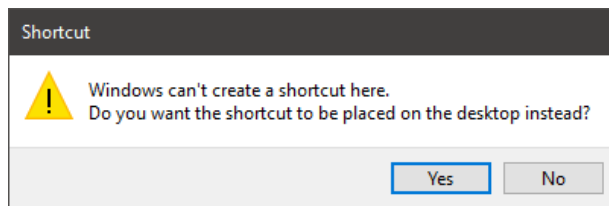
- Press [**Windows + R**] to open the Run application
- In the **Open:** field, type “**shell:AppsFolder**”, then press [**Enter**] to open the Applications folder in an instance of File Explorer



- In the File Explorer search bar, type “**Business Central**” to find the Business Central application
- Right-click the Business Central application (search result) and select **Create Shortcut**



- A warning prompt title **Shortcut** will appear stating that Windows cannot create a shortcut from the Applications folder and asks if a shortcut should be created for the desktop.
  - Select **Yes** at the prompt



- Navigate to the desktop to view the shortcut
- Right-click the new Business Central shortcut and select **Rename** to rename the shortcut to “**Express WMS**”

The Business Central application is now searchable in Windows as *Express WMS*.



## Mobile App Client

For mobile devices such as a smart phone or tablet, Microsoft offers a Business Central mobile app. The mobile app is available on Windows, iOS and Android platforms, and you can download it from your device’s app store.

The mobile app is optimized for mobile devices, offering a touch interface and reduced use of the on-screen keyboard. It is also designed for limited remote work, such as checking inventory or the status of an order. We recommend using the web client or app client on your desktop device for your more intensive day-to-day processing.

## Signing in to Express WMS

Once our Technical Services staff has deployed Express WMS for your warehouse, you will receive your login credentials. These credentials include the Express WMS URL as well as your username and password (Exhibit 1.2).



## Exhibit 1.2 – Express WMS Credentials

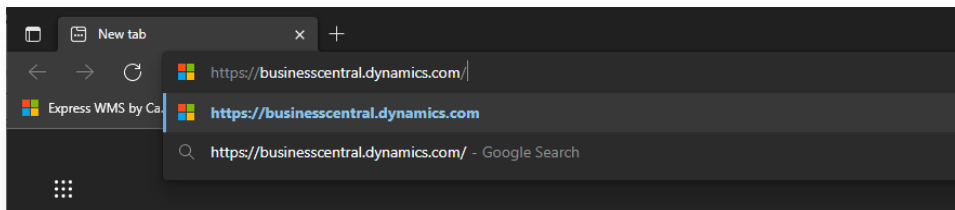


### Signing in via the Web Client

Signing in to Express WMS using the web client is similar to logging in to any web-based application. To sign in to Express WMS using the web client:

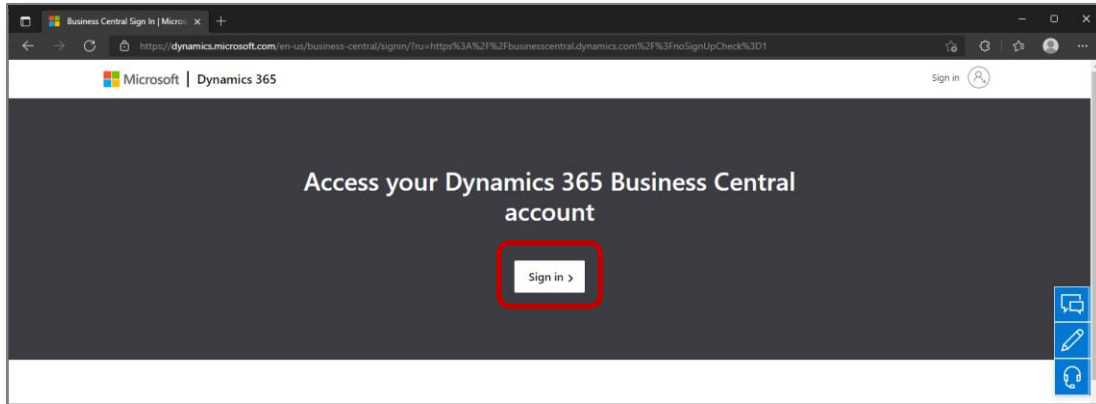
- Copy the **Express WMS URL** (from your login credentials) and paste into the address bar

**NOTE:** Your Express WMS URL may be different than the one shown here.

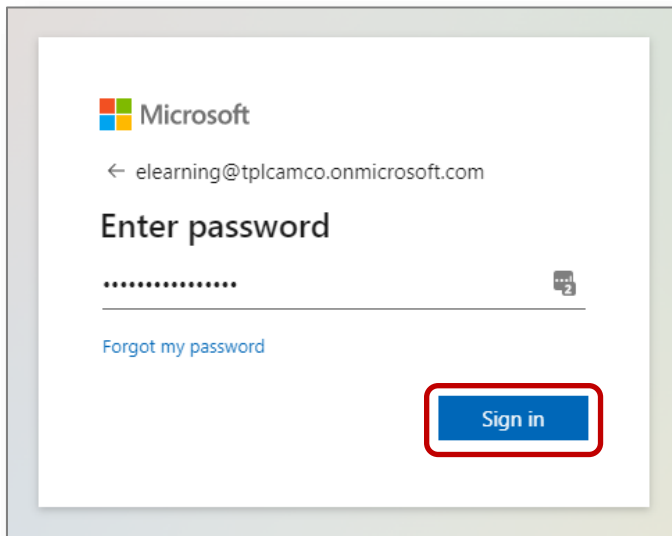


- If you are directed to the Microsoft Dynamics 365 Business Central landing page:
  - Choose **Sign In**

**NOTE:** The first time you sign in to Express WMS, you will be directed to this landing page.



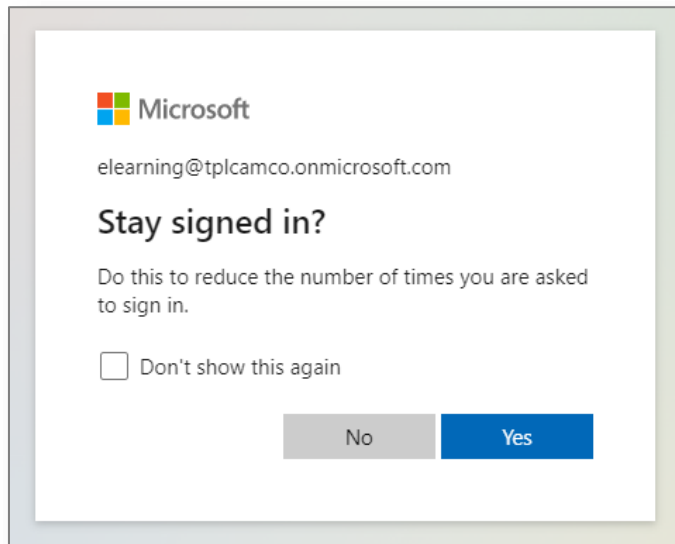
- Enter your **user name**, and then choose **Next**
- Enter your **password**, and then choose **Sign In**, or press **[Enter]**



- If prompted to stay signed in:

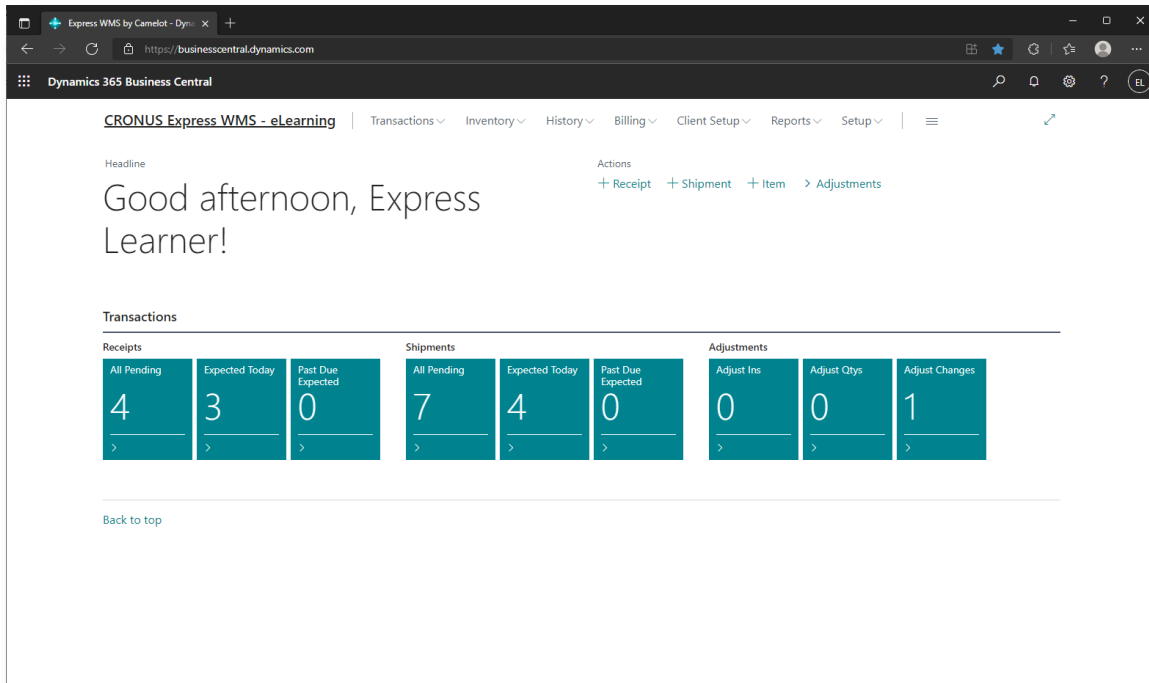
Select the desired option (see the section [Sign-In Options & Clearing Browsing Data](#) for more information)

- **Yes** (stay signed in) → You will remain signed in when you close the browser window until you sign out manually or until browsing data is cleared
- **No** → You will automatically be signed out when you close the browser window



This opens the Express WMS Role Center (Exhibit 1.3). You can bookmark this link for easy access in the future. Alternatively, if you are using Google Chrome or Microsoft Edge, you can install a browser application or create a shortcut to the Express WMS Role Center page.

## Exhibit 1.3 - Express WMS Role Center – Web Client

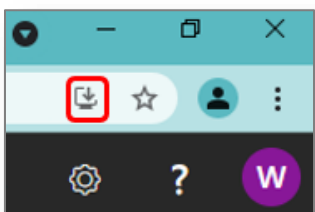


### Using the Browser Application

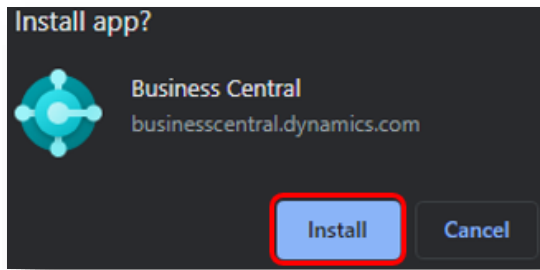
Both Google Chrome and Microsoft Edge offer the option to install a Business Central browser app. The app will open Business Central/Express WMS in an application window separate from the web browser.

To install the browser app:

- Open a new tab/window
- Sign in to Express WMS (using the info from your login credentials)
- From the Express WMS Role Center page, select the **Install Business Central** icon from the address bar

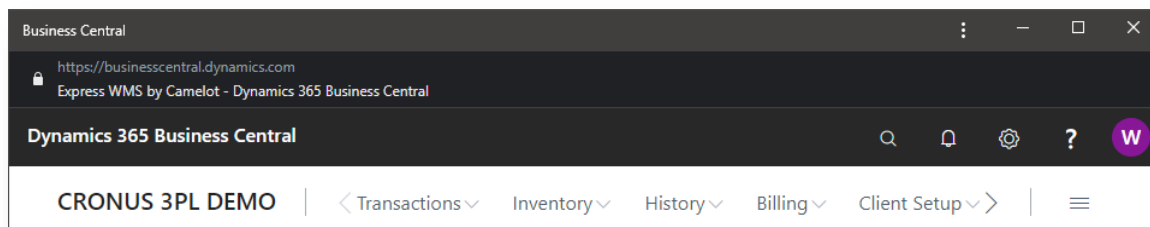


- Select **Install** from the pop-up window, “Install app?”, to complete the installation



A new window will open which, unlike a standard browser window, has a locked address bar and does not allow multiple tabs to be opened (Exhibit 1.4). Also, the Business Central browser application will now appear in the Windows Start menu as a recently added application. For ease, you can rename this app to *Express WMS* by simply renaming the application shortcut.

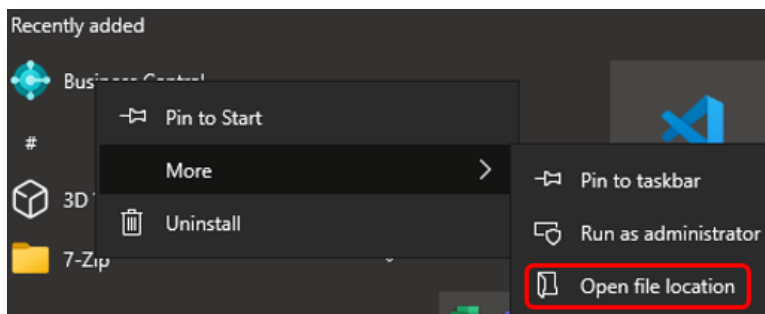
#### Exhibit 1.4 – Browser Application Window



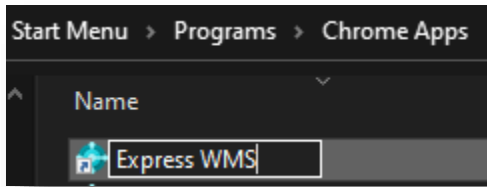
To rename the browser application shortcut:

- Navigate to the Start menu, and right-click on the Business Central application
- Select **More > Open file location** from the menu options

An instance of File Explorer will open the location of the Business Central browser application.



- Rename the Business Central application shortcut to *Express WMS*



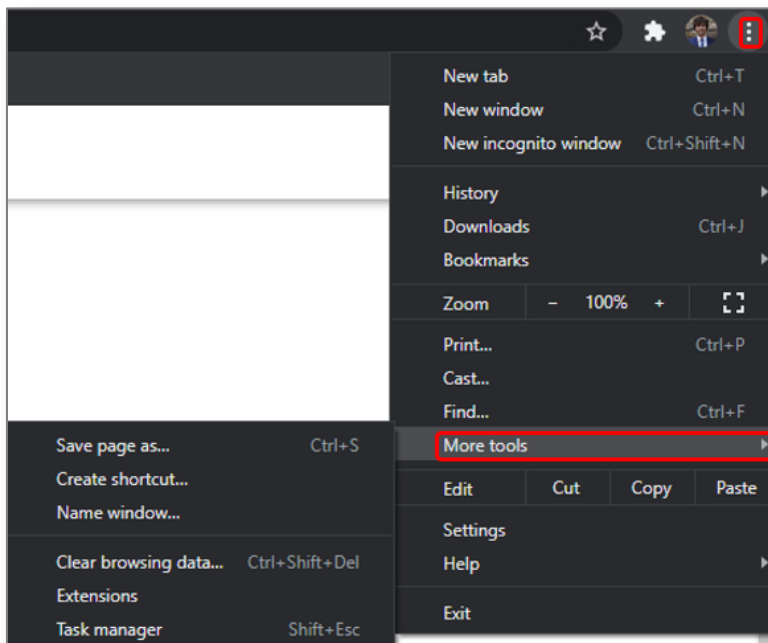
### Creating a Shortcut

As an alternative to installing the browser application, you can create a shortcut to quickly navigate to Express WMS. The steps to create the shortcut differ slightly, depending on the browser you are using.

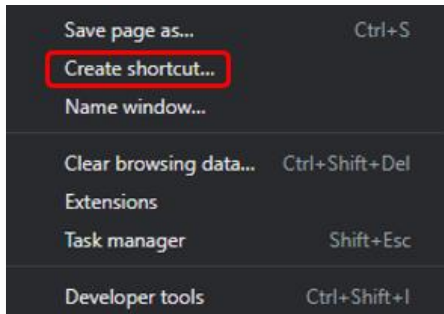
#### Google Chrome

To create a desktop shortcut using Google Chrome:

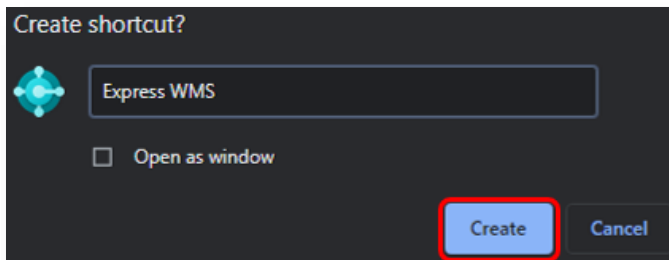
- Open a new tab/window
- Sign in to Express WMS (using the info from your login credentials)
- From the Role Center, select the Chrome menu button (⋮), then select **More tools**



- Select **Create shortcut...** from the **More tools** menu options



- A pop-up window, “**Create Shortcut**”, will appear at the top center of the Chrome browser with a default shortcut name of *Business Central*
  - Change the shortcut name to *Express WMS* in the pop-up windowA desktop shortcut icon will be created that links directly to the Express WMS Role Center.



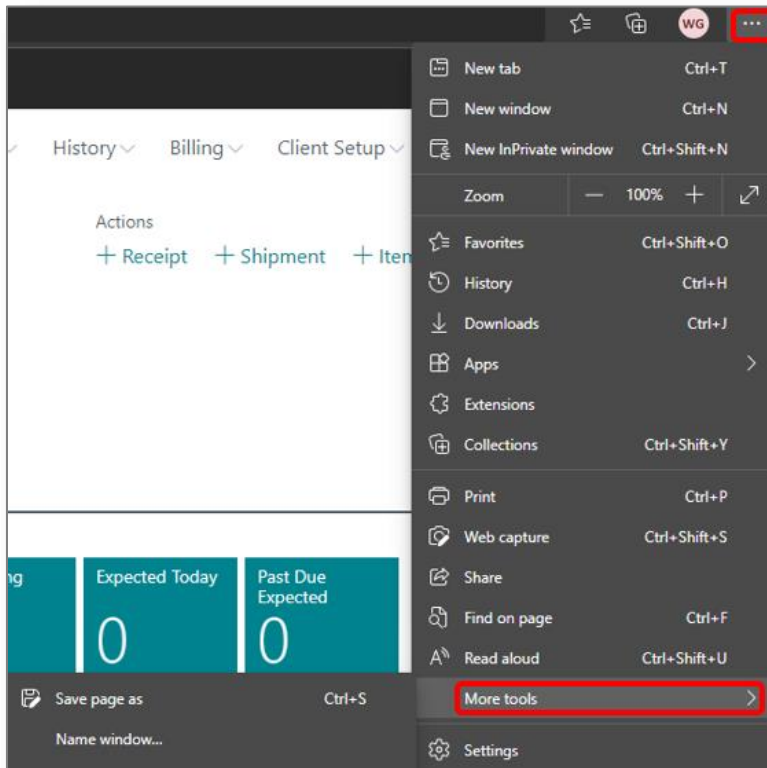
### **Microsoft Edge**

Microsoft Edge does not currently offer a way to create a desktop shortcut for websites but instead offers the ability to save shortcuts to the Taskbar or Start menu.

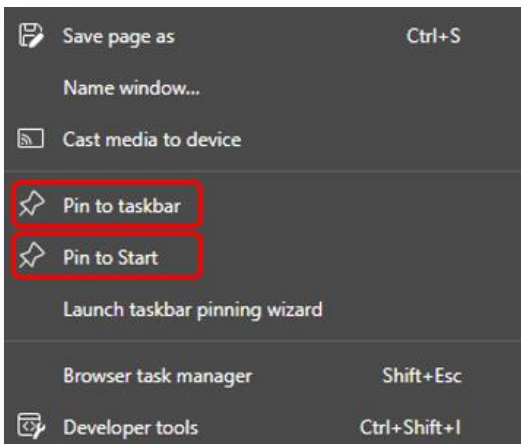
To save a Taskbar or Start menu shortcut using Microsoft Edge:

- Open a new tab/window
- Sign in to Express WMS (using the info from your login credentials)

- From the Role Center, select the Edge menu button (⋮), then select **More tools**



- From the **More tools** menu options, select **Pin to taskbar** to create a taskbar shortcut or **Pin to Start** to create a Start menu shortcut





- If selected **Pin to taskbar**:

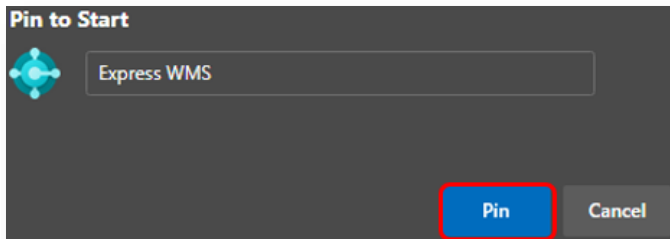
- A pop-up window, “**Pin to taskbar**”, will appear at the top center of the Edge browser with a default shortcut name of *Business Central*
  - Change the shortcut name to *Express WMS* in the pop-up window
  - Select **Pin**

A taskbar shortcut icon will be created that links directly to the Express WMS Role Center.



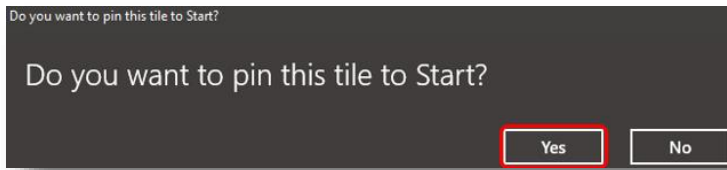
- If selected **Pin to Start**:

- A pop-up window, “**Pin to Start**”, will appear at the top center of the Edge browser with a default shortcut name of *Business Central*
  - Change the shortcut name to *Express WMS* in the pop-up window
  - Select **Pin**



- A pop-up window, “**Do you want to pin this tile to Start?**”, will appear
  - Select **Yes**

This will add a Start menu shortcut for the Express WMS Role Center.



### Sign-In Options & Clearing Browsing Data

Express WMS maintains cookies and other site data within your browser’s data (web client). Depending on your browser of choice, this data may be called browsing data or website data. Your user account information is part of that data. Maintaining this information simplifies the sign-in process.

The sign-in option you select determines how the software behaves when you open the Express web page and close the browser tab (Exhibit 1.5).

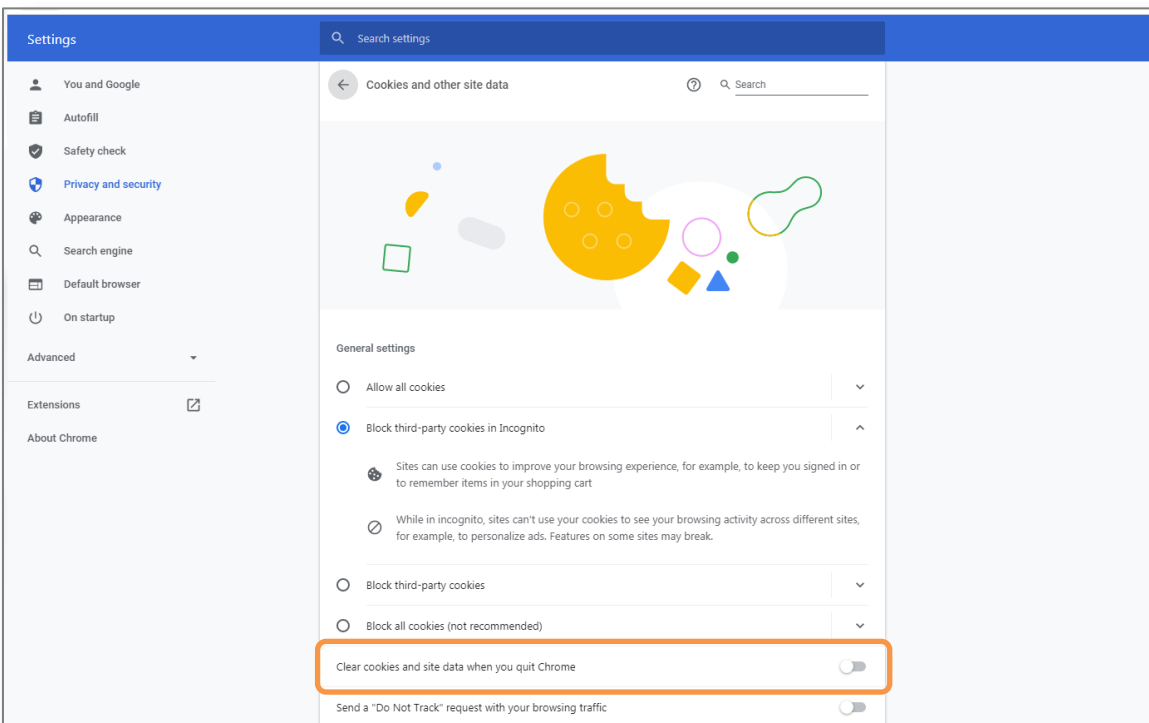
- **Stay signed in (Yes):**
  - Your user name is maintained in your browser’s data
  - You are immediately directed to the Role Center home page when you open Express after your first sign-in
  - You remain signed in when you close the browser tab (or window) until you sign out manually or until browsing data is cleared
- **Not stay signed in (No):**
  - Your user name is maintained in your browser’s data
  - You are prompted to select your user account and enter your password to log in
  - You are automatically signed out when you close the browser tab (or window)

## Exhibit 1.5 – Sign-In Options



Clearing browsing data can reset the sign-in process. Web browsers enable you to clear browsing data manually. In addition, several browsers, including Google Chrome and Microsoft Edge, offer the option to clear cookies and other site data on exit (when you close the browser tab or window). Most browsers disable this option as a default (Exhibit 1.6).

## Exhibit 1.6 – Option to Clear Cookies & Other Site Data: Chrome Example



If you keep this option disabled or if your browser does not offer this option, your user account data is maintained until you manually clear browsing data.

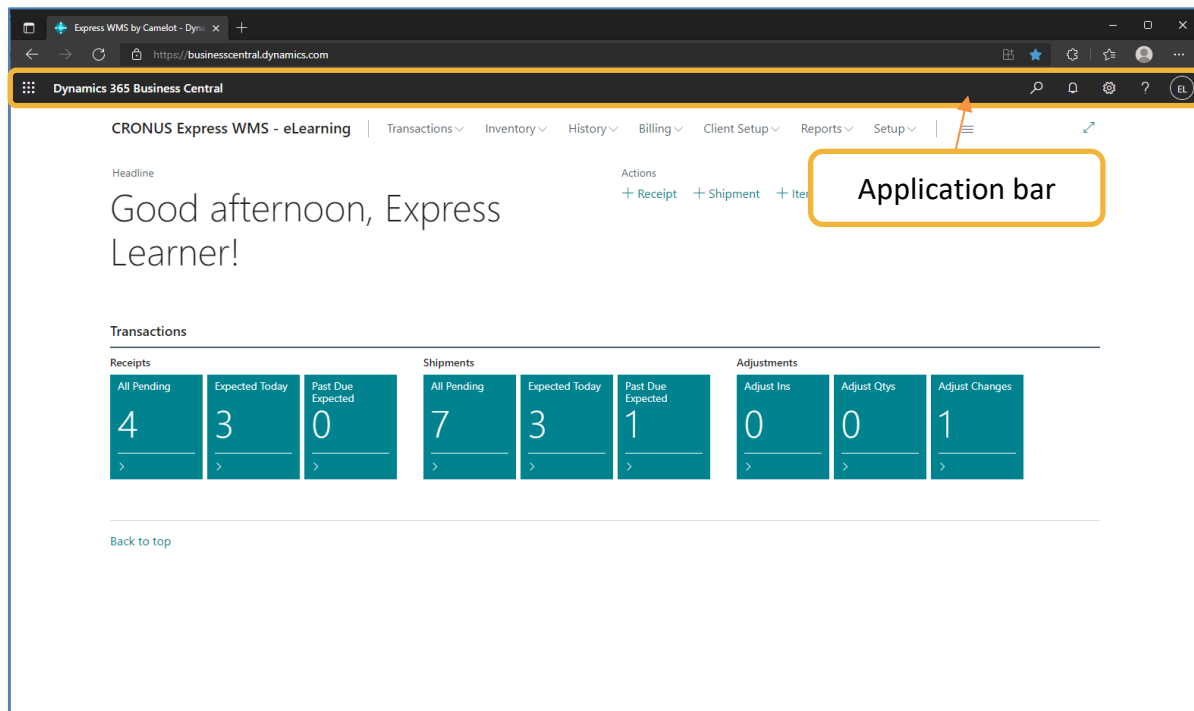
If the option to clear cookies and other site data on exit *is* enabled, your user account information is cleared, and you are signed out of Express WMS when the browser window is closed. This information is also cleared when you manually clear browsing data and elect to clear cookies and other site data.

In both scenarios, signing in to Express WMS is like the very first time you signed in. When you open Express WMS, you are directed to the Business Central landing page, and from there, you must enter your user name and password to complete sign-in.

## Express WMS Role Center Overview

The Role Center is the home page and jumping-off point to other functional areas in the software. The strip along the top of the page is the application bar. This is where you can access features such as Search and Settings as well as manage your user account.

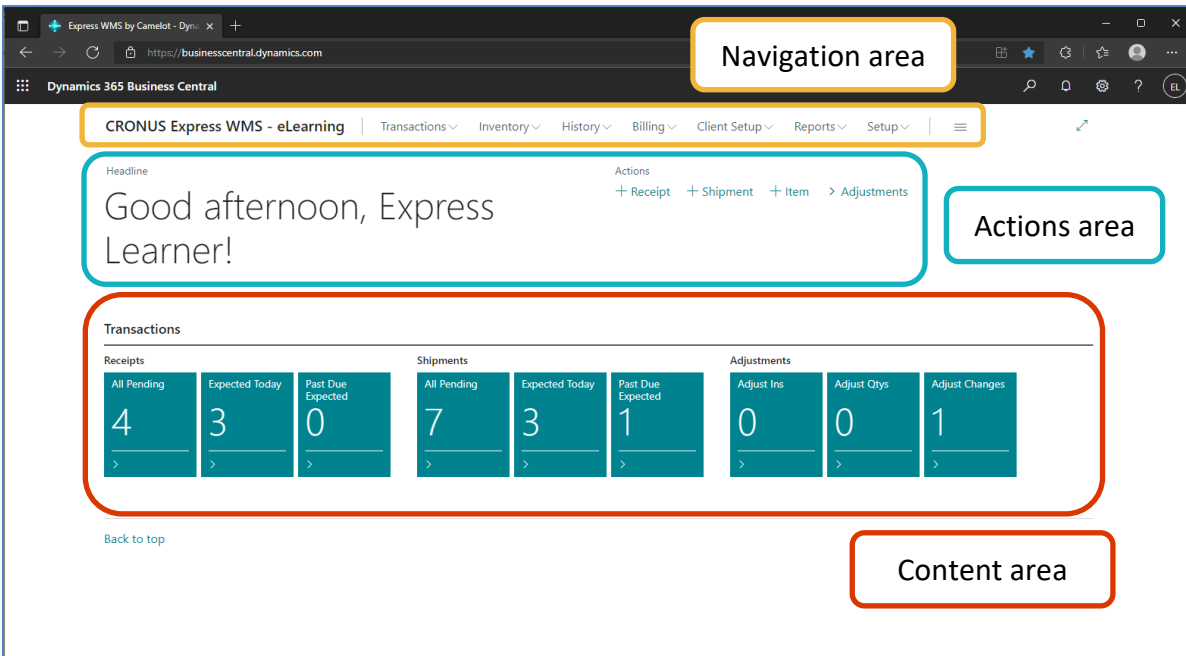
### Exhibit 1.7 – Express WMS Role Center



## Main Functional Areas

The Role Center is divided into three main areas: the **navigation area**, the **actions area**, and the **content area** (Exhibit 1.8). These three areas make up the Role Center’s workspace.

## Exhibit 1.8 – Main Areas, Express WMS Role Center

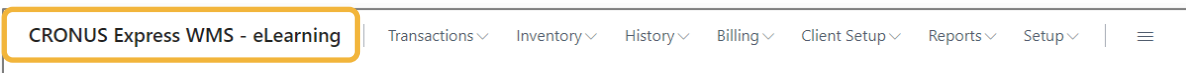


### Navigation Area

The navigation area includes the **company name** and the **navigation menus**. This area is static, so the company name and menus remain at the top of the page when you navigate to other areas in the software.

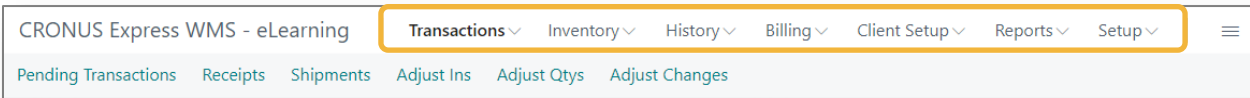
The company name displays the name of the company you are working in. Each time you log in to Express WMS, it opens the company you were last working in. The company name is also a hyperlink to the Role Center, so you can navigate back to the Role Center page from other areas within the software (Exhibit 1.9).

### Exhibit 1.9 – Company Name, Role Center Navigation Area



The navigation menus represent the main functional areas in the software. Each menu expands to display links to related pages. For example, the **Transactions** menu includes links for Pending Transactions, Receipts, Shipments, and the various types of Adjustments (Exhibit 1.10).

## Exhibit 1.10 – Navigation Menus with Transactions Menu Expanded



### Actions Area

The actions area includes the **Headlines section** and the **Actions bar**. The Headlines section displays a general greeting. It can also be used to provide other information that Camelot may provide. At this time, we are only displaying the greeting in this section, but we may add additional headlines in the future (Exhibit 1.11).

## Exhibit 1.11 – Headlines Section, Actions Area



The Actions bar includes links, or actions, to the most common processes in Express WMS, such as creating a new receipt, shipment or adjustment or adding a new item (Exhibit 1.12).

## Exhibit 1.12 – Actions Bar, Action Area



### Content Area

The content area includes the **Transactions** section, or part. The Transactions part serves as a dashboard and access point for these three transaction types: **Receipts**, **Shipments**, and **Adjustments** (Exhibit 1.13). The stacks, or cues, in each section display a count of pending transactions. You can use these cues to navigate to transactions that are in process.

### Exhibit 1.13 – Transactions Part, Content Area

Transactions								
Receipts			Shipments			Adjustments		
All Pending	Expected Today	Past Due Expected	All Pending	Expected Today	Past Due Expected	Adjust Ins	Adjust Qtys	Adjust Changes
4	3	0	7	3	1	0	0	1
>	>	>	>	>	>	>	>	>

### Receipts & Shipments Cues

The **Receipts** and **Shipments** sections each include three cues: **All Pending**, **Expected Today**, and **Past Due Expected**. The number displayed on the **All Pending** cues represents the total number of pending transactions for that transaction type. For example, Receipts All Pending shows there are 4 transactions in process (Exhibit 1.14).

### Exhibit 1.14 – All Pending Cues

Receipts			Shipments		
All Pending	Expected Today	Past Due Expected	All Pending	Expected Today	Past Due Expected
4	3	0	7	3	1
>	>	>	>	>	>

**Expected Today** shows the number of transactions expected to be received or shipped today (the current date). **Past Due Expected** shows the number of transactions that should have been processed by now, based on the expected arrival or ship date. For example, Receipts Expected Today shows there are 3 receipts expected to arrive today, and Shipments Past Due Expected shows there is 1 shipment that should have been processed before today (Exhibit 1.15).

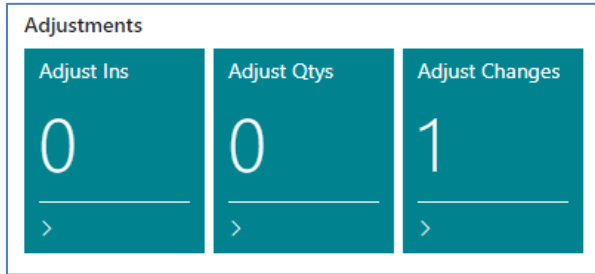
### Exhibit 1.15 – Expected Today & Past Due Expected Cues

Receipts			Shipments		
All Pending	Expected Today	Past Due Expected	All Pending	Expected Today	Past Due Expected
4	3	0	7	3	1
>	>	>	>	>	>

## Adjustment Cues

The **Adjustments** section includes three cues as well, but these are based on the three main adjustment types: Adjust In, Adjust Qty, and Adjust Change (used for lot and status changes). In this section, each cue displays the number of pending transactions for each type. For example, the Adjust Qty cue shows there is 1 Adjust Qty adjustment in process (Exhibit 1.16).

### Exhibit 1.16 – Adjustment Cues



## Basic Navigation

In Express WMS, you have a variety of navigation options. These include the navigation menus, the cues in the content area, and the Search, or Tell Me, feature.

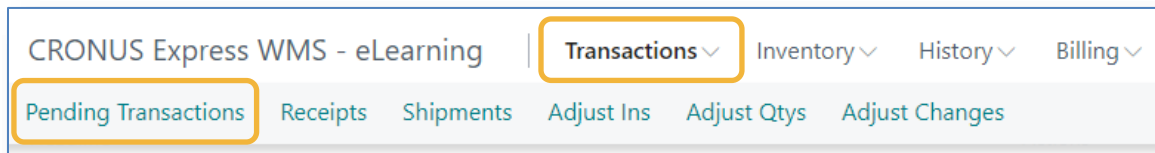
### Using the Navigation Menus

The navigation menus are a quick way to access the main functions and reports available in the software. For example, the **Transactions** menu includes links for **Pending Transactions**, **Receipts**, **Shipments**, and the various types of **Adjustments**. Each of these links takes you to the corresponding page.

For example, the **Pending Transactions** link opens the Pending Transactions list page. This page lists all transactions that are in process.

To navigate:

- Select the **Transactions** menu from the navigation bar
- Select **Pending Transactions** from the Transactions menu





To return to the Role Center:

- Click on the **company name** in the navigation area

The screenshot shows the Dynamics 365 Business Central interface. At the top, the navigation bar includes 'CRONUS Express WMS - eLearning' (highlighted with a yellow box), 'Transactions', 'Inventory', 'History', 'Billing', 'Client Setup', 'Reports', and 'Setup'. Below the navigation bar, there is a search bar and a table of transactions. The table has columns for Document #, Client, Carrier Code, Carrier Name, Header Reference, Document Date, Expected Date, Ship To / Rcv. From Code, Ship To / Rcv. From Name, Ship To / Rcv. From Name 2, and Ship To / I.

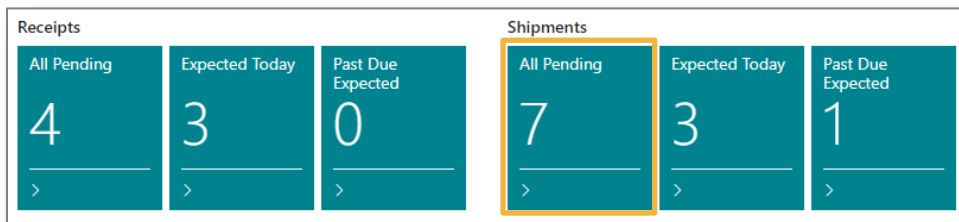
Document #	Client	Carrier Code	Carrier Name	Header Reference	Document Date	Expected Date	Ship To / Rcv. From Code	Ship To / Rcv. From Name	Ship To / Rcv. From Name 2	Ship To / I
S00007	C	CCFL	CALIFORNIA CO FRT LINE	CCC3714	1/14/2022	1/14/2022	C-ST2	CCC CHEMICAL CO		123 NOI
S00008	F	FRXF	FROZEN FOOD EXPRESS	FFF178	1/17/2022	1/17/2022	F-ST	FOSTER'S MARKET		3728 UN
S00009	M	ODFL	OLD DOMINION FREIGHT...	MM6491	1/17/2022	1/17/2022	M-ST	MARSHALL TIRE		245 GR#
S00010	A	ODFL	OLD DOMINION FREIGHT...	AA1256	1/17/2022	1/17/2022	A-T1	TARGET STORE #1		345 EAS
S00011	W	UPSN	UNITED PARCEL SERVICE	WW1692	1/18/2022	1/18/2022	W-ST	WESTERN TOY STORES		30200 W
S00012	C	CCFL	CALIFORNIA CO FRT LINE	CCC4197	1/18/2022	1/18/2022	C-ST	CHEMSPEC		2150 RO
S00013	A	ODFL	OLD DOMINION FREIGHT...	AA2345	1/18/2022	1/18/2022	A-ST1	ACME CLOTHING STORE		123 SOL
R00009	A	EXLA	ESTES EXPRESS LINES	AAA340	1/17/2022	1/17/2022	A-RF	ACE APPAREL		123 S M
R00010	C	CCFL	CALIFORNIA CO FRT LINE	CCC258	1/17/2022	1/17/2022	C-RF	TRIPLE C CHEMICAL		8438 AC
R00011	F	FRXF	FROZEN FOOD EXPRESS	FFF327	1/17/2022	1/17/2022	F-RF	WHOLESALE FOOD COMP...		7432 HE
R00012	M	ABFS	ABF FREIGHT SYSTEM	650243	1/18/2022	1/18/2022	M-RF	AKRON RUBBER		8282 GII
A00001	F				1/17/2022					

### Using the Cues

The cues in the **Receipts** and **Shipments** sections enable you to access a list of transactions filtered by the transaction type (receipt or shipment) and by the expected receipt or ship date. For example, the **Shipments All Pending** cue opens a list of all shipments that are in process. Using cues to navigate opens a separate page on top of the Role Center.

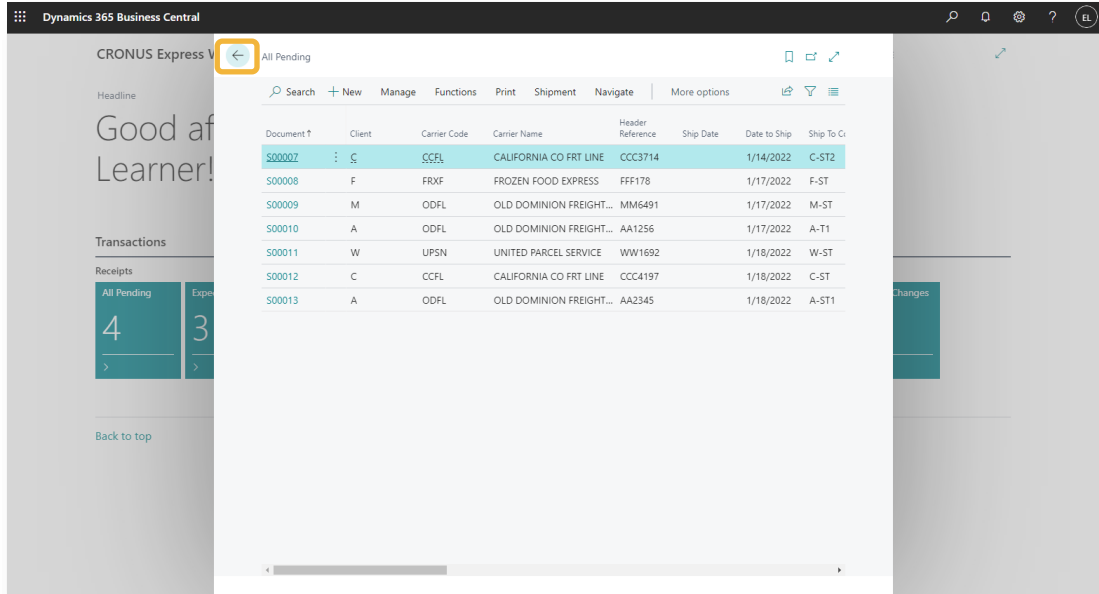
To navigate:

- Select the **Shipments All Pending** cue from the Transactions part



To return to the Role Center:

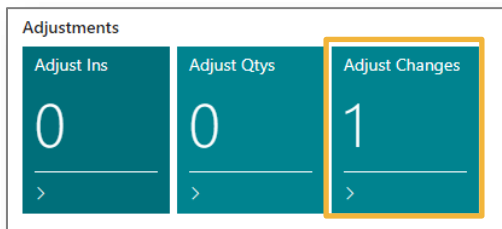
- Click on the arrow at the top left corner of the page, **OR**
- Click anywhere in the grey area outside of the page



The cues in the **Adjustments** section enable you to access a list of adjustment transactions based on the adjustment type. For example, the **Adjust Changes** cue opens the Adjust Changes list page. This page lists all of the lot and status change adjustments that are in process.

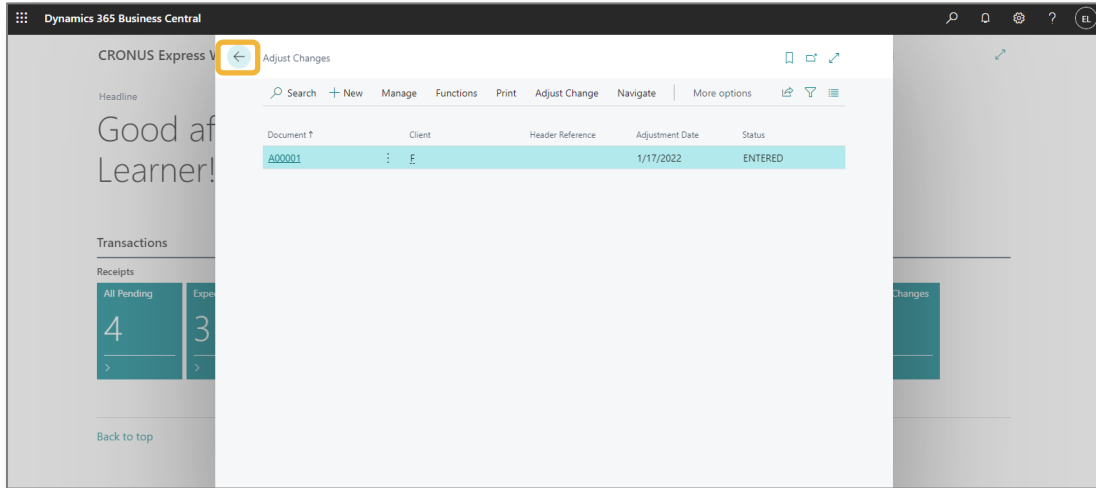
To navigate:

- Click on the **Adjust Changes** cue from the Transactions part



To return to the Role Center:

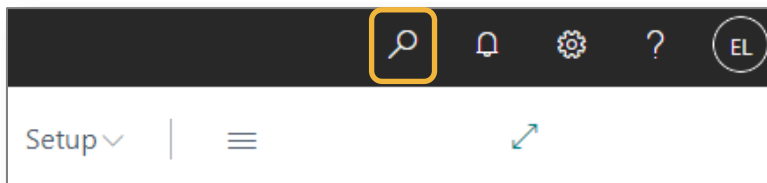
- Click on the arrow at the top left corner of the page, **OR**
- Click anywhere in the grey area outside of the page



### *Using Tell Me (Search)*


The Search, or Tell Me, feature is another way to navigate to various pages or reports. The Search button is located on the top right side of the application bar (Exhibit 1.17).

#### **Exhibit 1.17 – Search (Tell Me) Button**

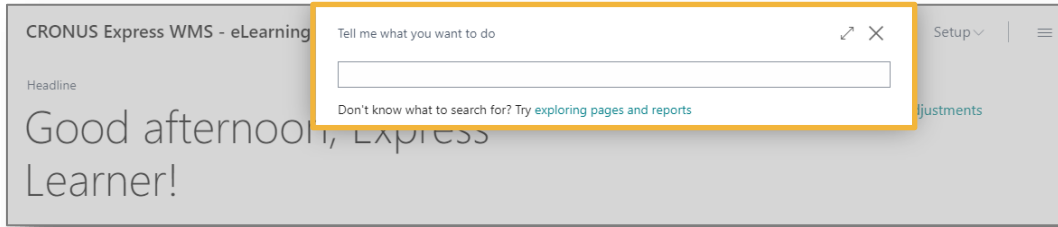


In many cases, Tell Me (Search) is the quickest way to navigate to the desired page or report. For example, if you want to see a list of carriers, you can use the Tell Me feature to open the Carriers list page.

To open the Carriers list page via the Tell Me (Search) feature:

- Click the Search button, , on the application bar, or press **[Alt + Q]**

This opens the Tell Me window, where you can type in the name of the page or report you want to open.

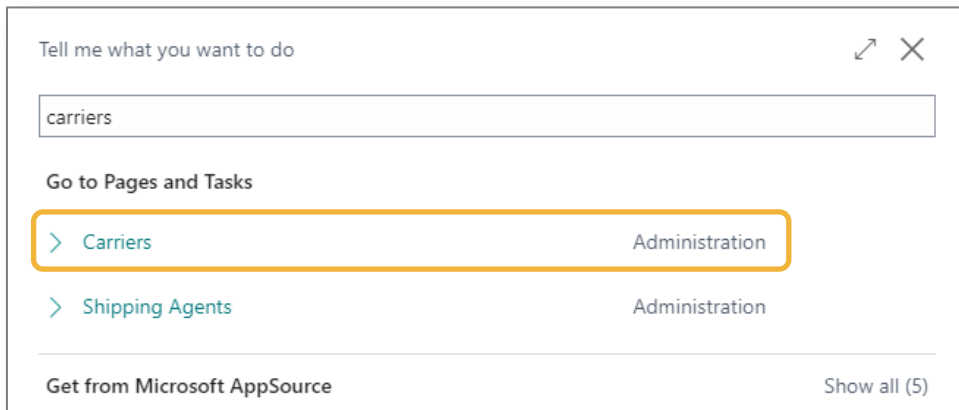


- Enter the name of the desired page or report , and then press **[Enter]**

In this example, type “**carriers**” in the text entry box.

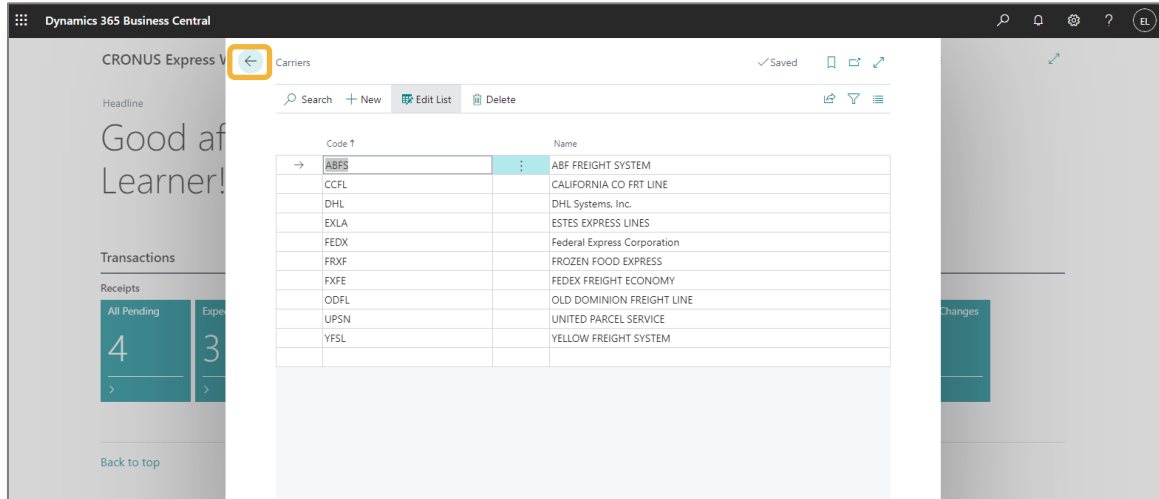
- Select the desired page or report from the list of options

In this example, select **Carriers** from the *Go to Pages and Tasks* section.



To return to the Role Center:

- Click on the left arrow beside the page name at the top left of the page, **OR**
- Click anywhere in the grey area outside of the page



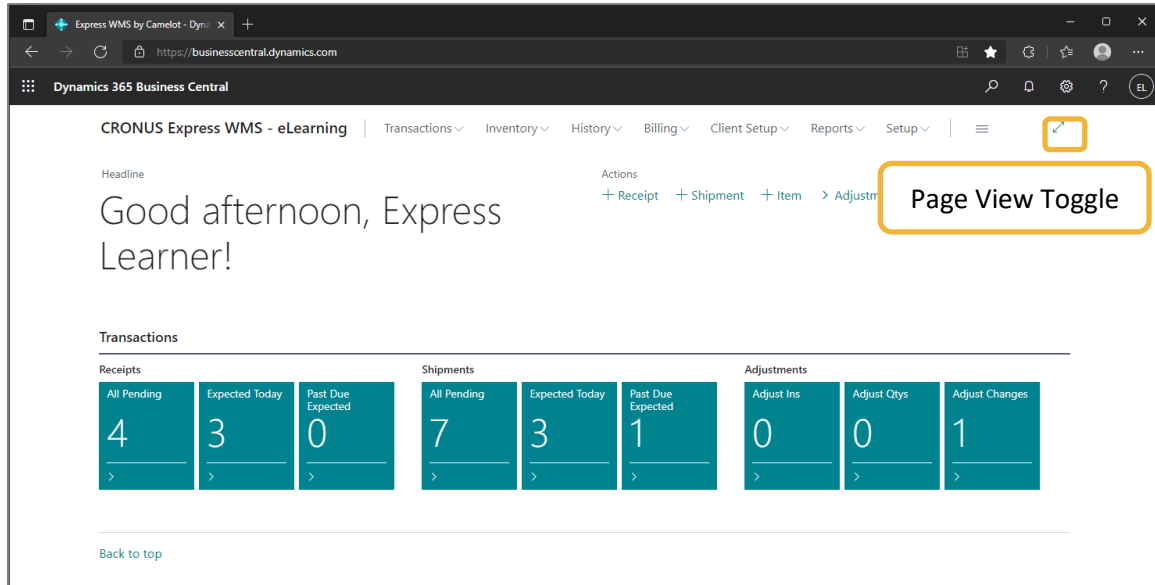
### Other Role Center Features

In addition to the main functional areas, the Role Center offers other features to personalize your experience and for navigation.

### Wide Layout View

When you first sign in, the Role Center page is displayed in the default standard, or slim, view (Exhibit 1.18). The workspace is contained within the side margins, and the content is arranged to fill the width of the workspace. Since the Role Center page is responsive, the menus, actions, and cues rearrange to fit within the workspace as you change the size of your browser window.

## Exhibit 1.18 – Role Center: Slim (Standard) View

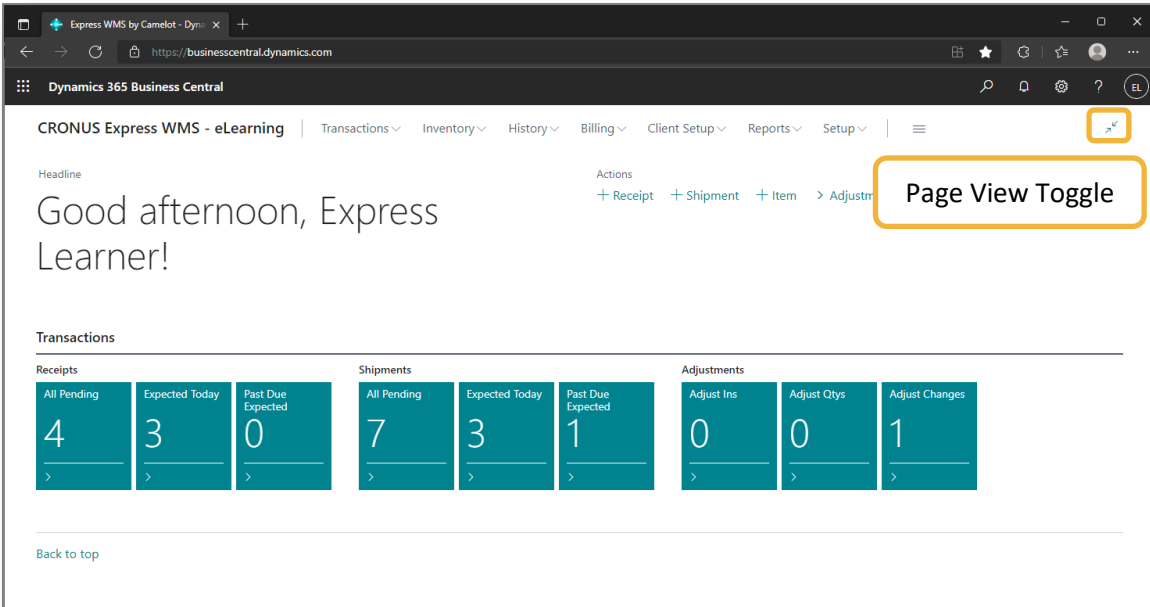


You can use the page view toggle, located at the top right of the navigation area to shift into the wide layout view. This view narrows the side margins and expands the page to use a larger percentage of the available space (Exhibit 1.19). This feature is available on any page where you see the page view toggle button.

### **Note**

The wide layout view is only supported in the web client, including the desktop app client. It is not supported in the mobile app.

## Exhibit 1.19 – Role Center: Wide Layout View



To toggle the view between normal and wide layout view:

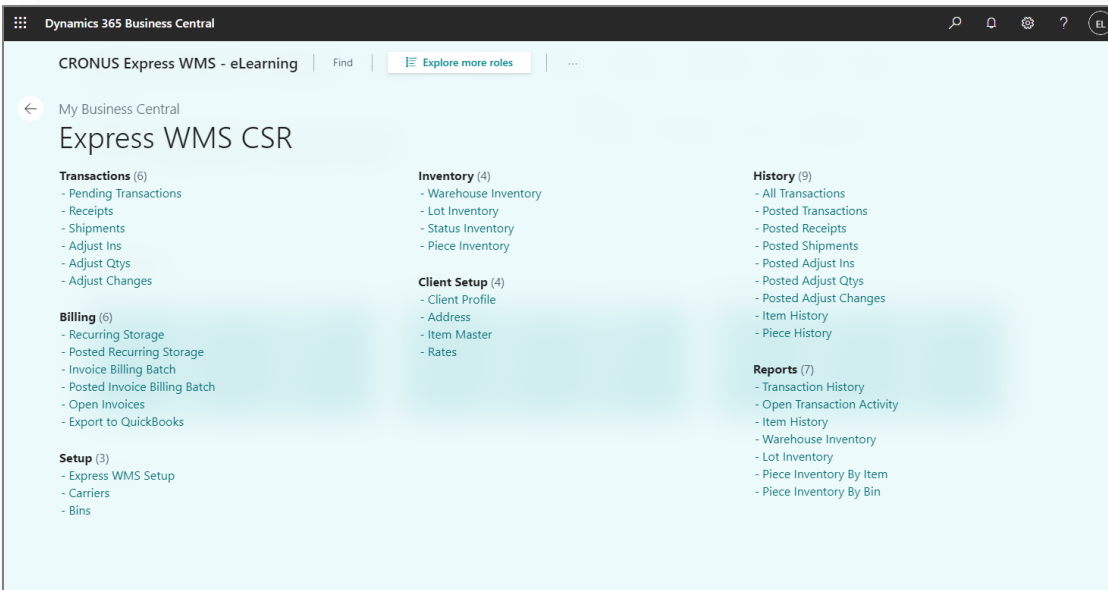
- Choose the page view toggle



### *Role Explorer*

The **Role Explorer** provides a full list of the main pages and reports available in Express WMS (Exhibit 1.20). Each element is a link, or action, that opens the corresponding page. These elements are organized under nodes that represent the main functional areas. These nodes can be collapsed or expanded individually, or you can collapse/expand all nodes together.

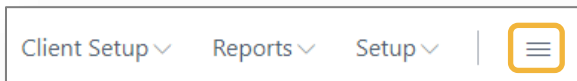
## Exhibit 1.20 – Role Explorer Page



### Opening the Role Explorer

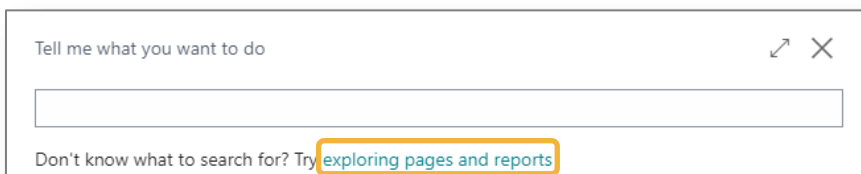
To open the Role Explorer:

- Select the menu button (☰) or press **[Shift + F12]**



The Tell Me (Search) feature also provides a way to access the Role Explorer.

- Select the Search button (🔍), or press **[Alt + Q]**
- In the Tell Me window, select the **exploring** action (located at the bottom)

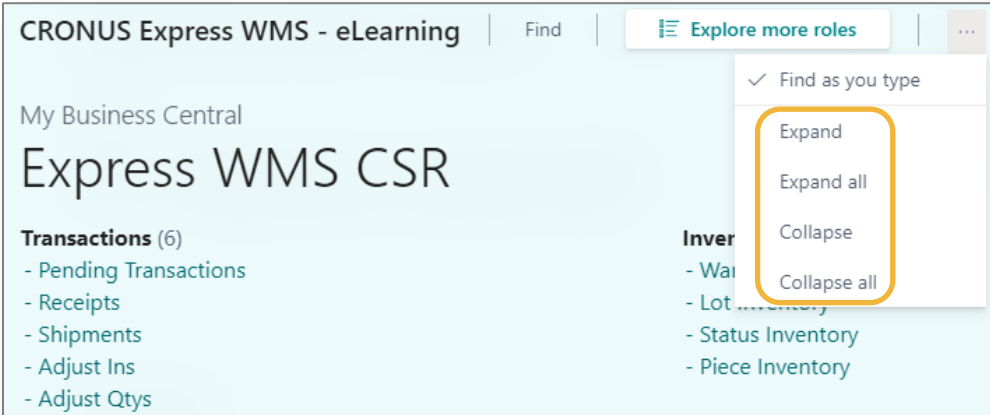




## Expanding & Collapsing Nodes

You can use the **Expand** and **Collapse** actions located within the **More Options** (☰) menu to expand/collapse all nodes together (Exhibit 1.21).

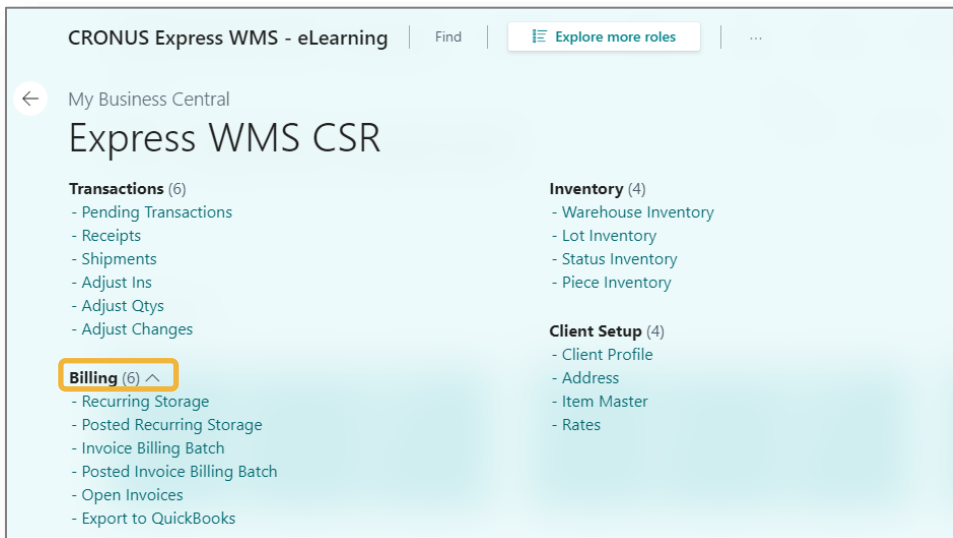
### Exhibit 1.21 – Expand All and Collapse All Actions



You can select an individual node to expand/collapse it. For example, to collapse/expand the Billing node, simply click on it.

- Select a node to collapse it

In the example, we selected the **Billing** node.



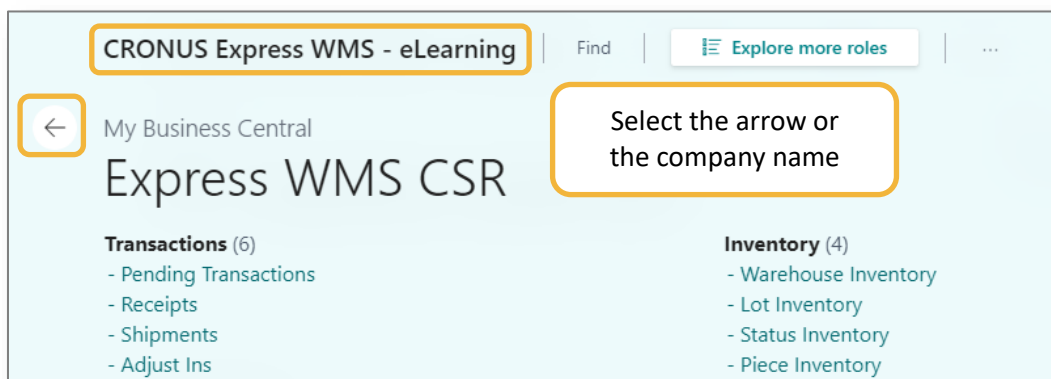
- Select the node again to expand it



## Return to the Role Center Home Page

To return to the Role Center page:

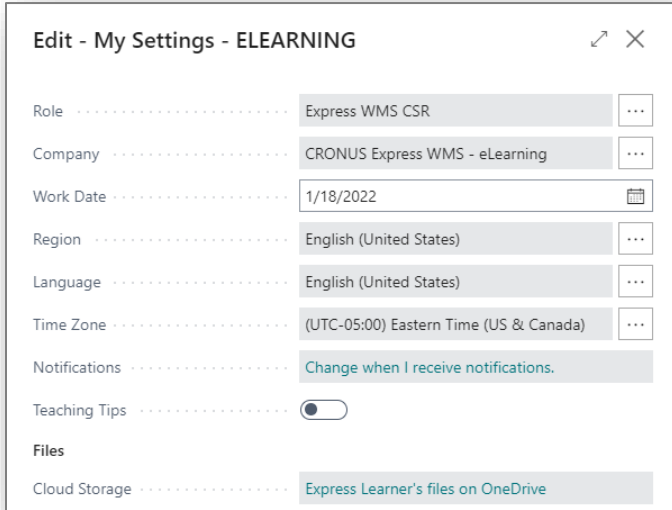
- Select the left arrow (←) at the top left of the page, **OR**
- Select the company name link



## My Settings

The Settings button (⚙️) on the application bar opens a panel where you can access various setup areas such as **Company Information** and **My Settings**. From the My Settings page, you can update information such as your time zone and change the company you are working in (Exhibit 1.22).

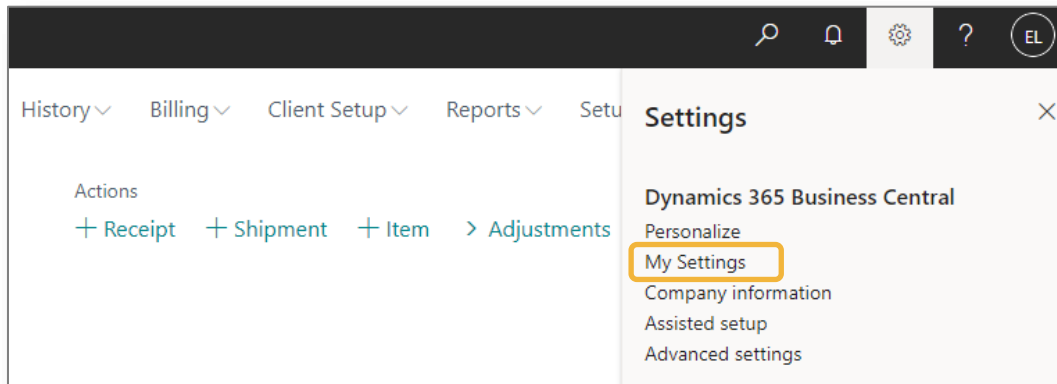
## Exhibit 1.22 – My Settings Page



Role	Express WMS CSR	...
Company	CRONUS Express WMS - eLearning	...
Work Date	1/18/2022	📅
Region	English (United States)	...
Language	English (United States)	...
Time Zone	(UTC-05:00) Eastern Time (US & Canada)	...
Notifications	Change when I receive notifications.	
Teaching Tips	<input type="checkbox"/>	
Files		
Cloud Storage	Express Learner's files on OneDrive	

To navigate to My Settings:

- Select the **Settings** button (⚙️) from the application bar, and then choose **My Settings**



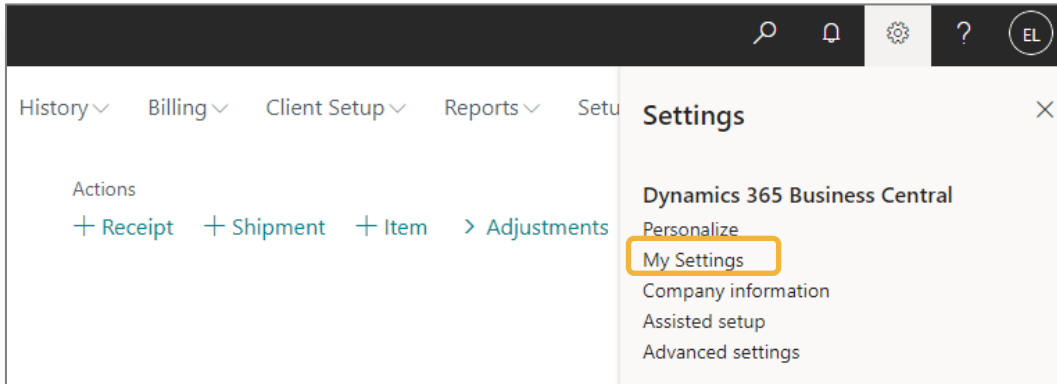
### How to Change Companies

In Express WMS, you have one production company as well as a Cronus demonstration company and a test company. Your production company is the one you will use when you go live. The Cronus demo company contains sample data and can be used for practice. Your test company is the one we recommend using to first set up your clients and test with your data. ,

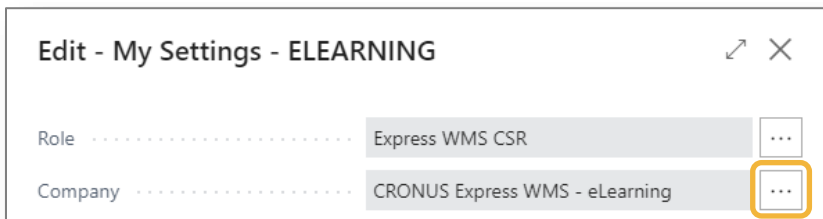
Your production company is set as your default company, so each time you sign in, your production company opens. If you want to change the company you are working in, you can easily do this from **My Settings**.

To change companies:

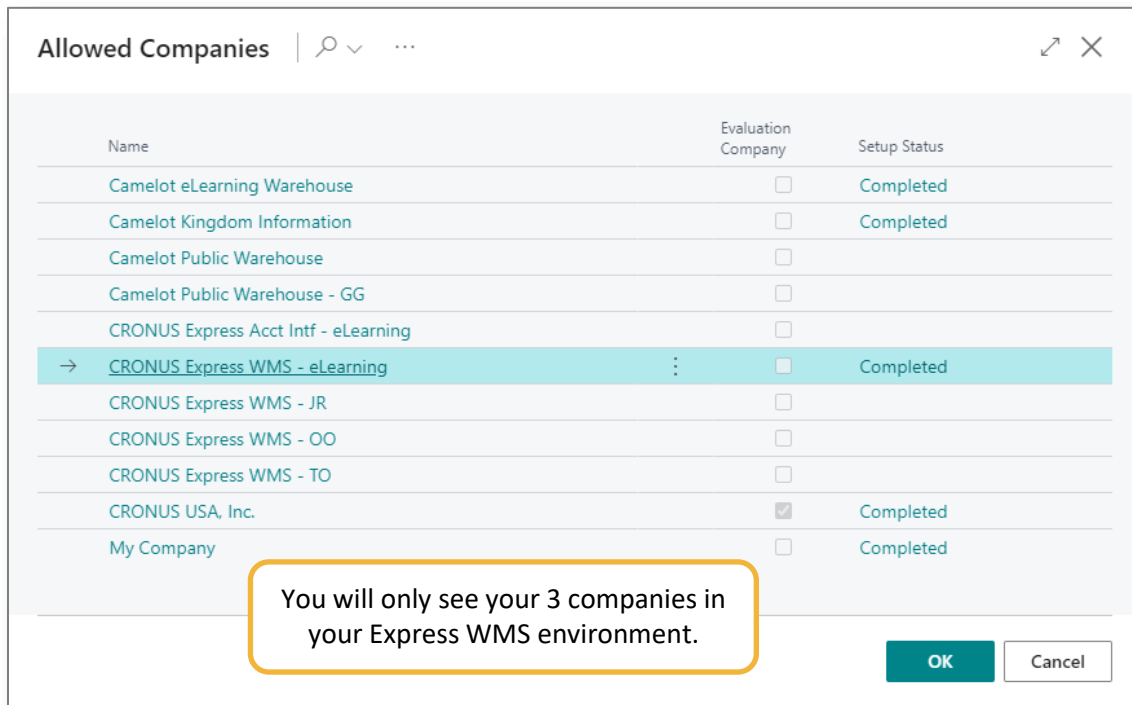
- Select the **Settings** button (⚙️) from the application bar, and then choose **My Settings**



- Select the browse button (⋮) in the **Company** field



- Choose the desired company from the **Allowed Companies** list page, and then select **OK**. The page will refresh, and Express WMS will reopen to the chosen company.

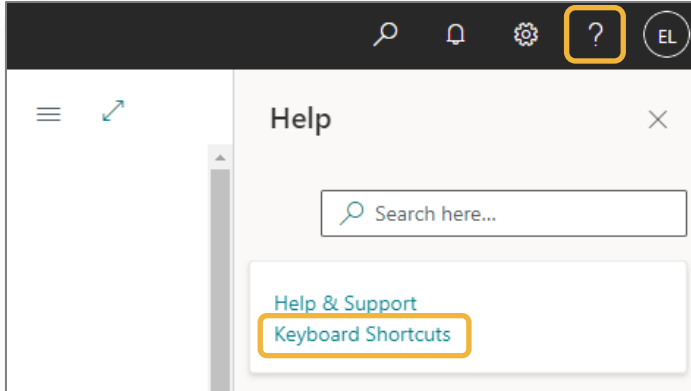


## Keyboard Shortcuts

If you like using keyboard shortcuts, you can download a list of supported shortcuts using the **Keyboard Shortcuts** link from the **Help** menu. This link opens Microsoft’s article on available shortcuts for the web client, which includes links to a downloadable PDF diagram and the *Keyboard Quick Reference* page.

To access information for keyboard shortcuts:

- Select the **Help** button (?) from the application bar
- Select the **Keyboard Shortcuts** link from the Help panel

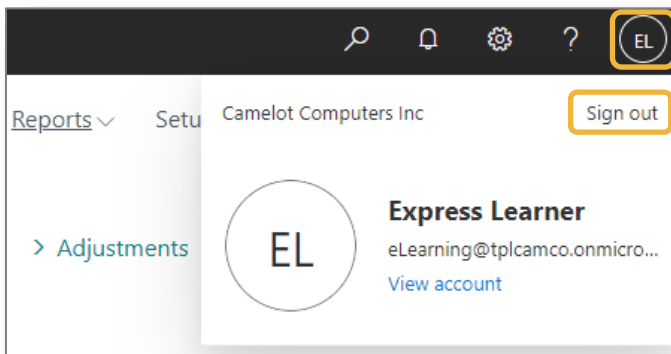


## Signing Out of Express WMS

When you are ready to close out of Express WMS, you have the option to close the browser tab or window or to manually sign out of the software.

To sign out manually:

- Select the **Account** button from the application bar, and then select **Sign Out**



## What Is Your License Type?

Express WMS is embedded within the Microsoft Dynamics 365 Business Central ERP platform, so licensing for use of the software is based on Microsoft’s licensing plan. Your Express WMS licensing includes subscriptions, or user licenses, for up to 5 desktop users. Each user is assigned a *license type*.

### Express WMS License Types

A license type is essentially a software subscription level, and it determines the base-level permissions granted to the software. These permissions are the access you have to the core functions within Express WMS including creating, editing, and viewing transactions; adding new clients and items; creating and posting invoices.

In Express WMS, there are 2 license types: **Power** and **Lite**.

### Desktop User Licenses

Your Express WMS licensing can be comprised of any combination of Power and Lite users licenses, up to the maximum 5 desktop users. Licensing is based on named users, so each named user counts as one license seat.

Each warehouse designates license type assignments based on the needs within their organization. Commonly, the person designated as the system manager is assigned to the Power user license, and all other users are assigned as Lite users. However, a warehouse may purchase more than 1 Power user license, and management can assign license types based on the various business roles within the organization (Exhibit 1.23).

### Exhibit 1.23 – Power & Lite Assignment Examples

#### Example 1:



#### Example 2:



## Mobile User Licenses

If you added MobileX to your subscription, your Express WMS licensing also includes a maximum of 5 mobile user licenses. Mobile users are typically assigned as Lite users and have access to the MobileX module for scanning out in the warehouse.

If your team has users that need to access both the web/desktop app client and MobileX, those users do *not* need to have both the desktop license and a mobile license. Each of those users only needs 1 user license. For example, if there is a CSR that typically processes transactions in the office and also assists with scanning outbounds, a single desktop license provides access to both the web/desktop app client and MobileX.

## License Types vs. eLearning Roles

During your kick-off call, we send the New User Checklist to your system manager. This is what we use to set up users in your Express WMS environment, and we also use it to deploy your team onto Camelot University. This checklist determines the Express WMS login credentials, license type, and eLearning role for each user (Exhibit 1.24).

### Exhibit 1.24 – New User Checklist Example

Power User				
License Seats	Full Name	Email Address	Role	Username
1	John Smith		Express WMS Core SuperUser	JSmith
2				
3				

Lite User				
License Seats	Full Name	Email Address	Role	Username
1	Cindy Taylor		Express WMS Core SuperUser	
2	Sam Baker		Express Warehouse Worker	
3				
4				
5				

Mobile User				
License Seats	Full Name	Email Address	Role	Username
1				
2				

Express login credentials and license types are for access to the Express WMS software. These are assigned during deployment of your Express WMS environment.

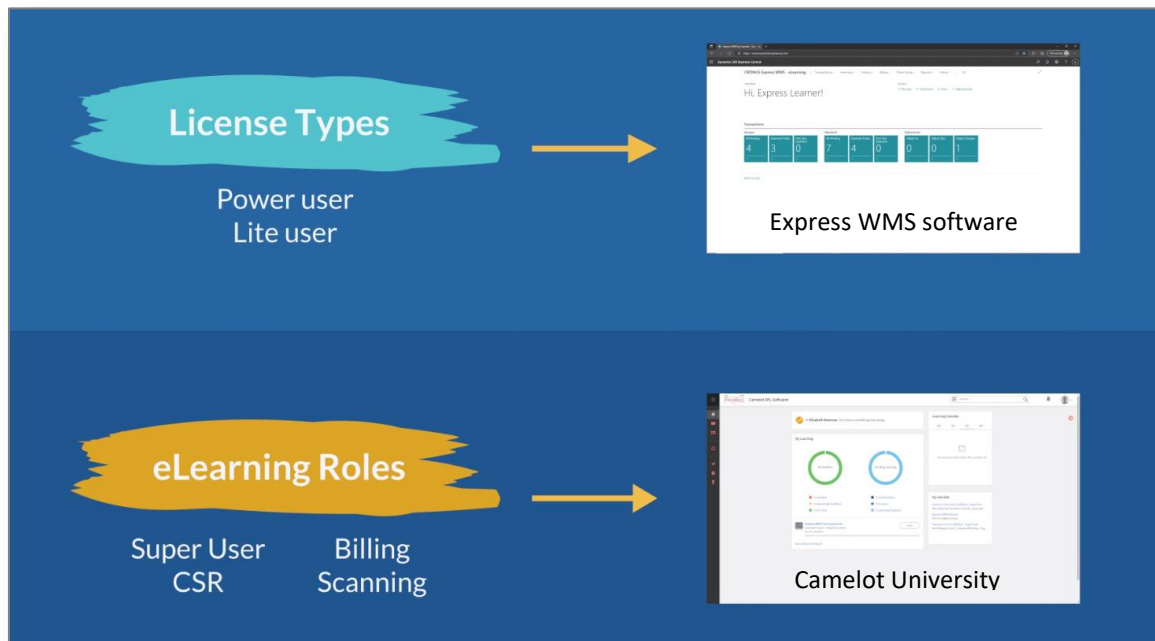
Each user is also deployed onto Camelot University for training in the software. Camelot University is built on Adobe's LMS platform and requires an Adobe ID for login. As part of eLearning deployment, you set up your Adobe ID and password to access Camelot University.



Your eLearning role determines the course content included in your training. During eLearning deployment, we assign you to a learning program tailored to your role in the warehouse so that you receive the training that is most relevant to your work.

**Recap:** License types are for access to the Express WMS software; eLearning roles are for training on Camelot University (Exhibit 1.25).

### Exhibit 1.25 – License Types vs. eLearning Roles



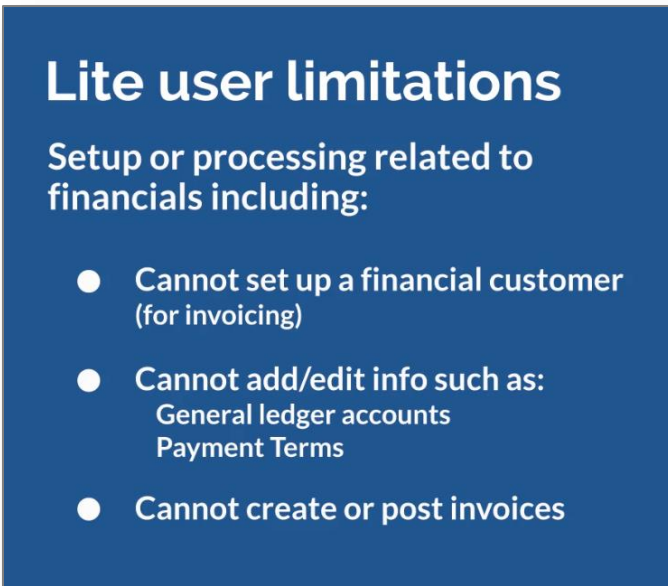
### License Type Restrictions

In Express WMS, permissions are granted at various levels, starting with the license type. From there, permissions can be further restricted based on roles and permissions assigned within the software. This section focuses on the license type, or base-level, restrictions.

A Power user license provides full, base-level access to all modules and functions included with your Express WMS subscription. Lite users have full access to all modules included with your subscription and can perform most tasks including creating and processing transactions, adding new clients and items, and setting up rates.

For Lite users, there are limitations around the processes that are directly linked to standard Microsoft Dynamics 365 Business Central functionality. These include creating the Business Central (sales & receivables) customer and posting invoices (Exhibit 1.26). These functions update standard Business Central tables within the database and require a Power user license. This means that a Power user must complete a few of the processes initiated by a Lite user.

## Exhibit 1.26 – Lite User Limitations



**Lite user limitations**

Setup or processing related to financials including:

- Cannot set up a financial customer (for invoicing)
- Cannot add/edit info such as:  
General ledger accounts  
Payment Terms
- Cannot create or post invoices

## Your Login Credentials

Throughout your implementation, you will receive login credentials for access to the software and to other Camelot products as well. Several of these products run on separate platforms, and that means they have their own set of credentials.

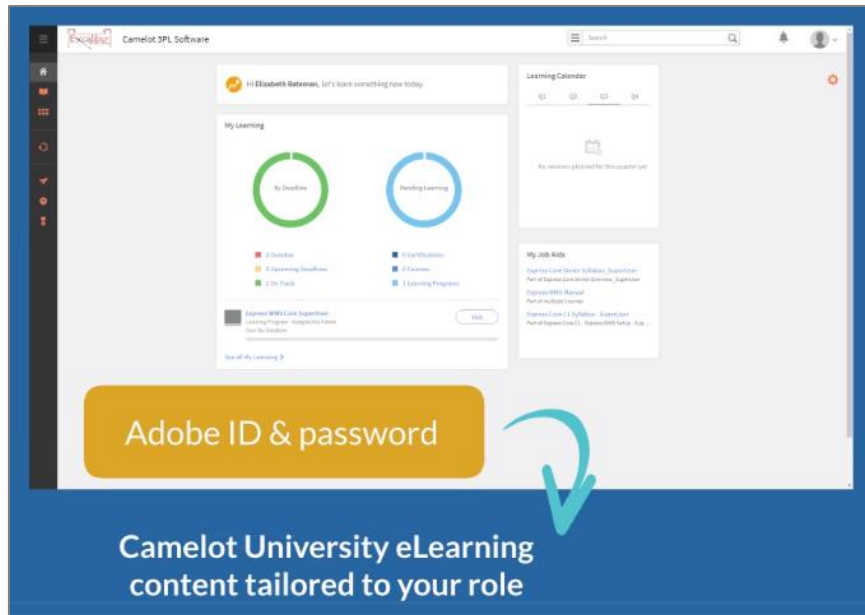
### Sets of Credentials

This section will review the various credentials you might use and what each is used for.

#### *Camelot University*

During the first phase your implementation, you and your team were deployed onto Camelot University for your initial online training. This is when you set up your Adobe ID and password. Your Adobe credentials give you access to the eLearning content that is tailored to your role in the warehouse (Exhibit 1.27).

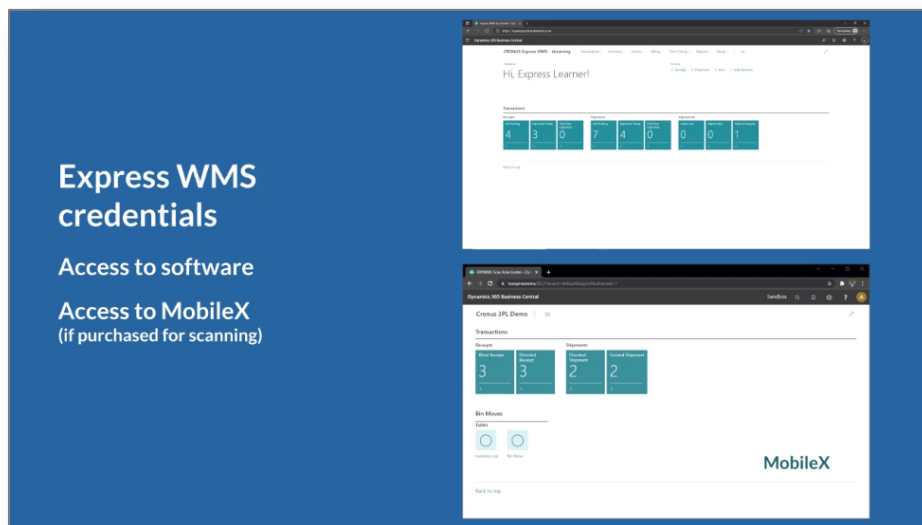
## Exhibit 1.27 – Camelot University Credentials



### *Express WMS & MobileX*

Once Camelot deploys your environment, we send credentials for all users to your system manager. These credentials give you access to the Express WMS software. If you purchased MobileX for scanning in Express, these credentials give you access to this module as well (Exhibit 1.28).

## Exhibit 1.28 – Express WMS & MobileX Credentials



## WebLink

With WebLink, you can offer your clients online, 24/7 access to their pending transactions, inventory, and history (Exhibit 1.29). This module is included with your Express WMS license.

### Exhibit 1.29 – WebLink Module



When you are ready to begin working with WebLink, Camelot will configure it for your company and then send a set of credentials to the person designated as your WebLink administrator. This person will more than likely be your system manager. Your WebLink administrator will have administrative permissions to set up user accounts for your clients and for any warehouse personnel who need access (Exhibit 1.30).

### Exhibit 1.30 – WebLink Admin Handles WebLink Credentials

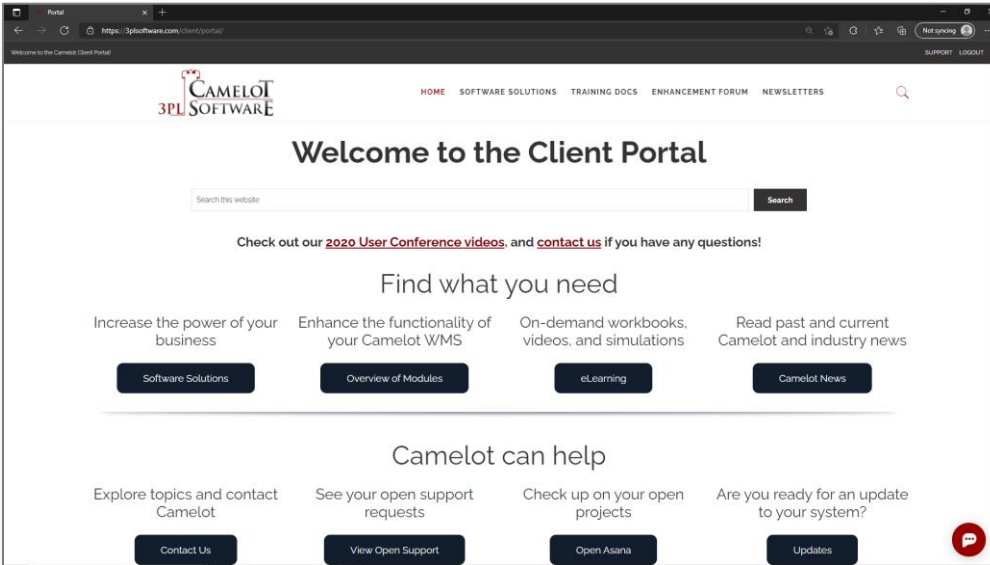
**WebLink Administrator**

- Administrative permissions
- Can set up user accounts for your clients
- Can set up user accounts for warehouse personnel

## Client Portal

One of the first sets of credentials Camelot sends to your system manager is for access to our Client Portal. The Client Portal is your go-to for all things Camelot (Exhibit 1.31).

### Exhibit 1.31 – Camelot Client Portal



From here, you can download information on the products we offer and keep up with the latest Camelot news. You can also submit a new support request, manage open requests, and manage your open projects.

The Client Portal also gives you on-demand access to all published white papers, manuals, and eLearning content. This is a great way to access content down the road, when you want to refresh your knowledge on a topic or learn something new.

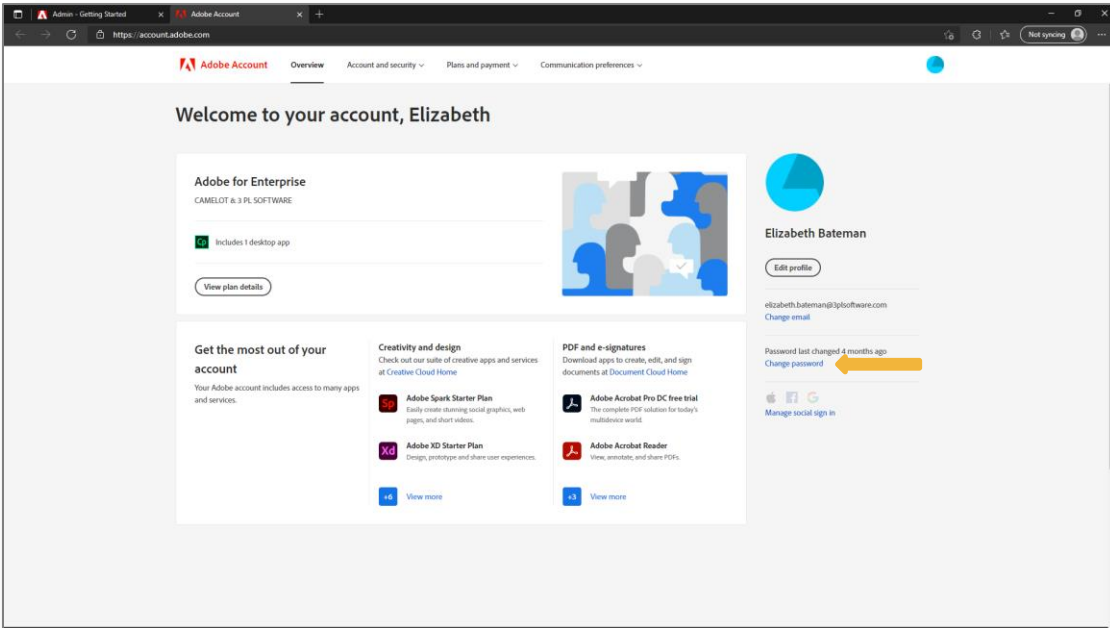
## Managing Your Credentials

In total, you will have up to 4 sets of credentials you will need to maintain. This section will cover how you can update your passwords and what you need to do if you forget one.

## Camelot University

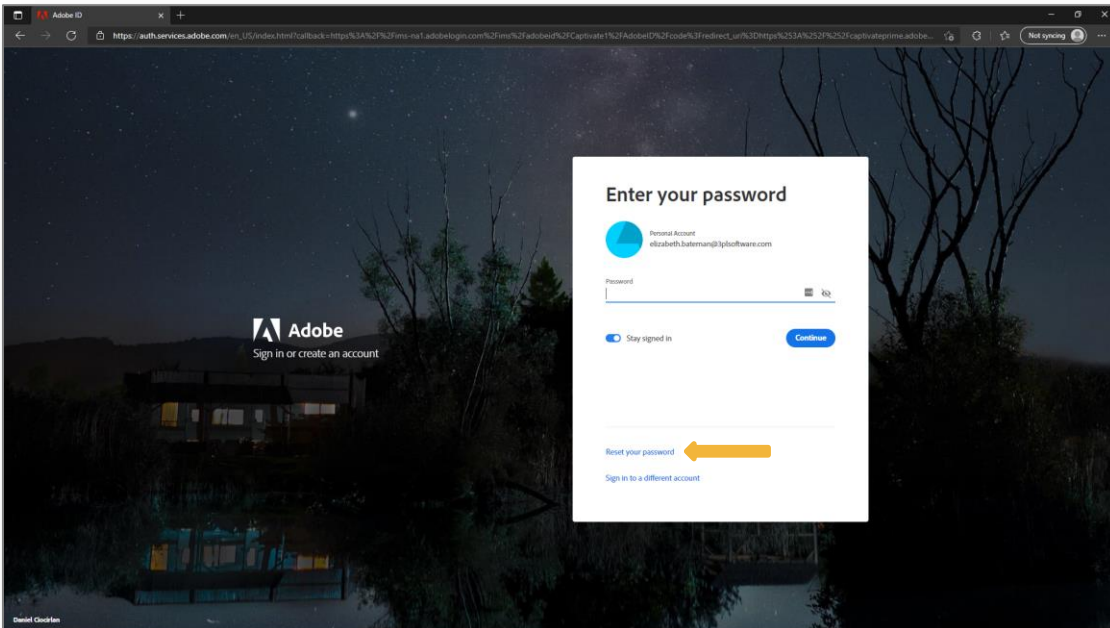
For Camelot University, you have full control over your Adobe account. You can change your password directly from your Adobe account page (Exhibit 1.32).

## Exhibit 1.32 – Change Password, Adobe Account Page



If you've forgotten your password, you can reset it from the Adobe sign-in page (Exhibit 1.33).

## Exhibit 1.33 – Reset Password, Adobe Sign-In Page



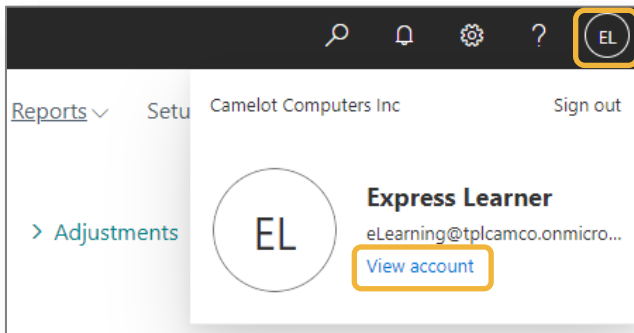
## Express WMS & MobileX

For Express WMS, you can change your password as often as you would like or as required by your system administrator. When it is time to update your password, you can do so directly from the account button on the application bar.

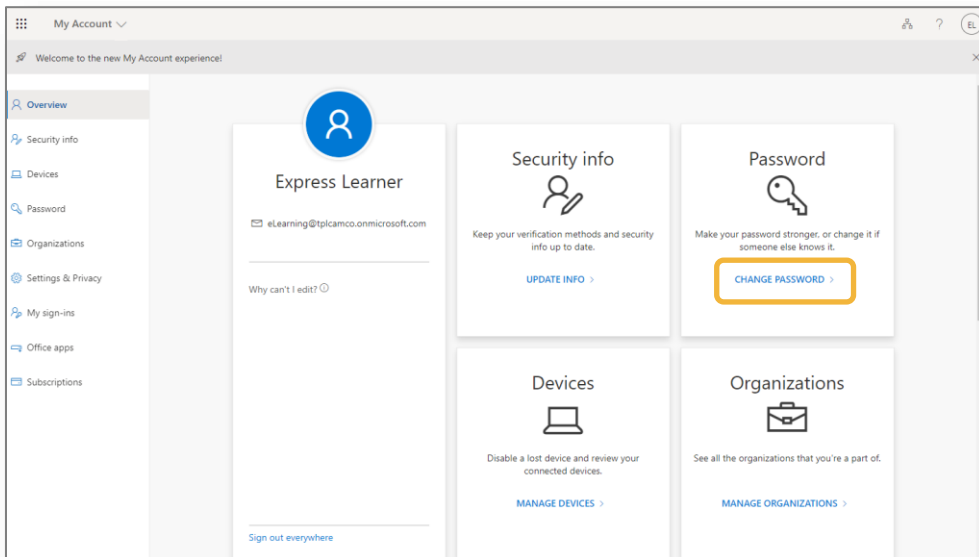
To update your password:

- Select the **Account** button from the application bar, and then select the **View Account** link

This opens your Microsoft account page in a separate tab.



- From your account page, select **Change Password**, and then follow the prompts



If you have forgotten your password, Camelot will need to reset it for you. Contact Camelot Support to submit a request for assistance.

## WebLink

For WebLink, your WebLink administrator can update and reset passwords for you and your team. If you need to change your password or if you have forgotten it, contact your WebLink administrator. This person will also manage credentials for the clients you will set up on WebLink. When a client needs to change or reset their password, they will need to contact your WebLink administrator as well. If you ever run into a situation where all of your WebLink passwords have been lost, contact Camelot Support for assistance.

## Client Portal

Camelot gives your organization one set of credentials for our Client Portal. These credentials are linked to one person's email address. That person, designated by warehouse management, can change or reset the password directly from the login page. If that person leaves the company, contact Camelot Support to obtain a new set of credentials linked to a new contact.

## Recap

A Login Credentials job aid is also available for download from Camelot University. It includes a breakdown of all of this information in an easy-to-read diagram (Exhibit 1.34).

### Exhibit 1.34 – Login Credentials Info Breakdown

Credentials	Used For	Change Password	Reset Password	Add/Remove Users
<b>Camelot University</b>	eLearning training	Change your password on Adobe account page ( <a href="https://account.adobe.com">https://account.adobe.com</a> )	Reset your password on Adobe sign-in page (when accessing Camelot University)	Contact Camelot Support to register new learners or to remove learners
<b>Express WMS</b>	Express WMS & MobileX	Change your password in Express WMS (account button on application bar)	Contact Camelot Support to reset your password	Contact Camelot Support to add or remove users
<b>WebLink</b>	WebLink module	Contact your WebLink administrator to change your password	Contact your WebLink administrator to reset your password	Contact your WebLink administrator to add or remove users
<b>Client Portal</b>	Access to Client Portal website (documentation, support, on-demand content)	The person linked to your company's credentials can change the password	The person linked to your company's credentials can reset the password	Contact Camelot Support to obtain a new set of credentials linked to a new contact



## Basic Dynamics NAV Setup

In this first lesson, we will start with the initial steps in setting up your company, introducing the components of Dynamics NAV that are connected to Express WMS: Company Information and Dimensions. In Dynamics NAV, dimensions are used to maintain cost/profit centers.

By the end of this lesson, you will:

- Know how to set up basic information about your company
- Know how to format and import your corporate logo
- Be familiar with the basic setup for dimensions

As we move through the lesson, we will review those options that are part of the Express WMS-Dynamics NAV interface. Dynamics NAV setup and processing is trained separately. If you are using Dynamics NAV as your accounting solution, contact your implementation manager to discuss your needs and to schedule accounting training.

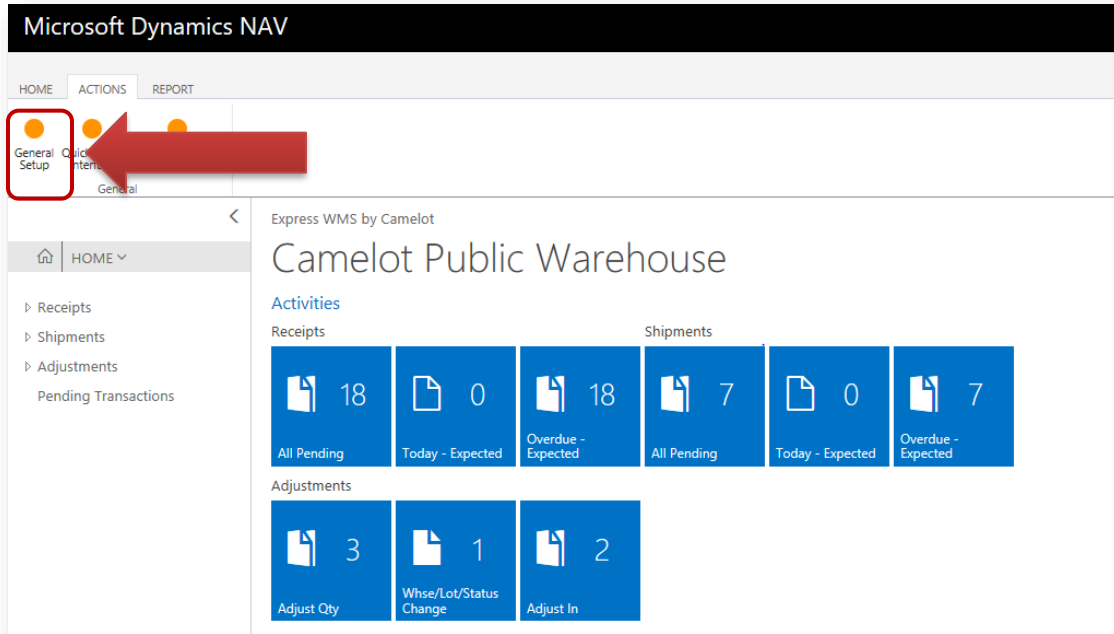
### Company Information

One of the first steps in setting up your company in Express WMS is to set up the Company Information. Company Information is where you set up general information about your company, such as your corporate address and contact information as well as other information related to standard Dynamics NAV accounting. Company Information is also where you can import your corporate logo to personalize the reports within Express WMS and Dynamics NAV with your corporate branding.

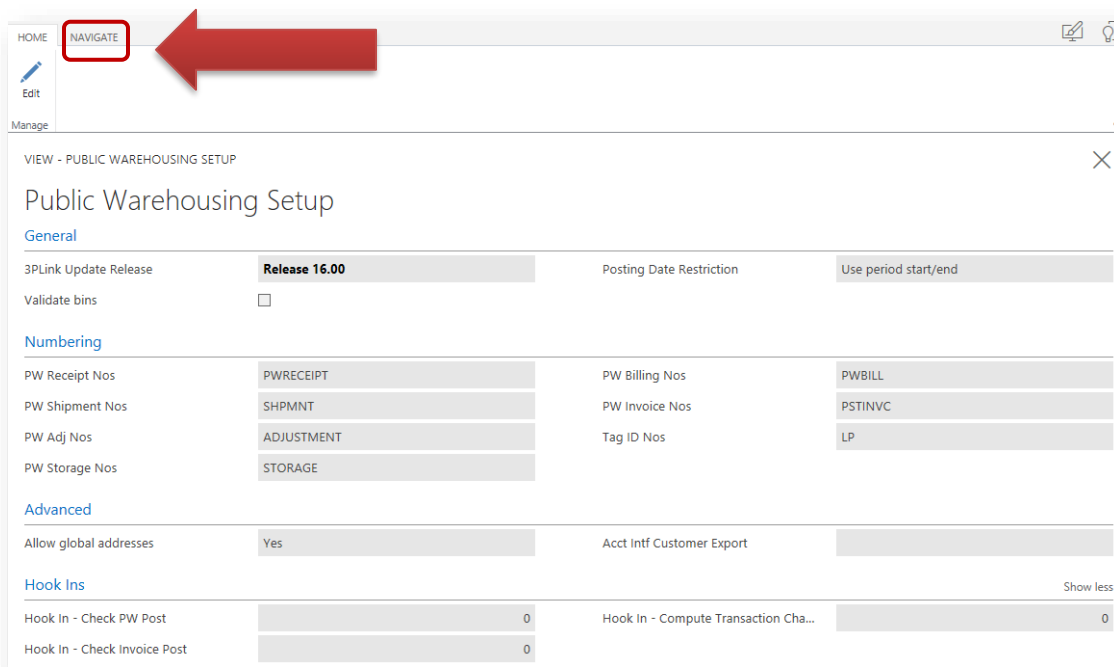
In the Cronus 3PL demo companies, you can see an example of Company Information completed for a 3PL warehouse. When you're ready to set this up in your production company, you will start in *3PLink Your Company* – which may already be renamed to your corporate company name.

## Navigating to Company Information

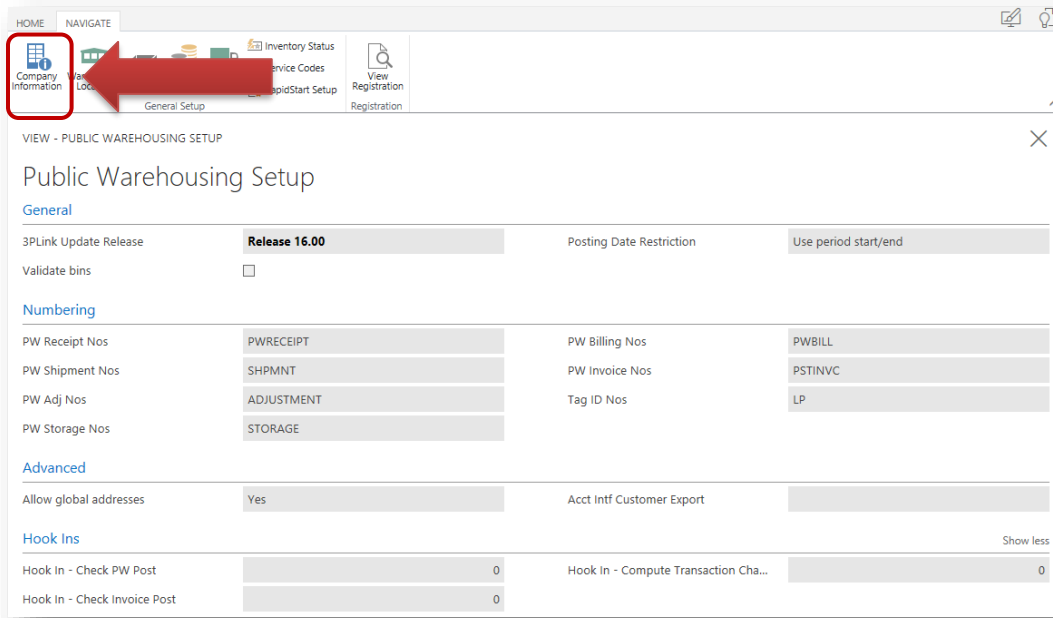
To get to company information from the Role Center Home page, navigate to the ribbon and select the Actions tab. From there, select the General Setup icon in the ribbon.



After selecting the General Setup icon, the Public Warehouse Setup will open. From here, select the Navigate tab from the ribbon.



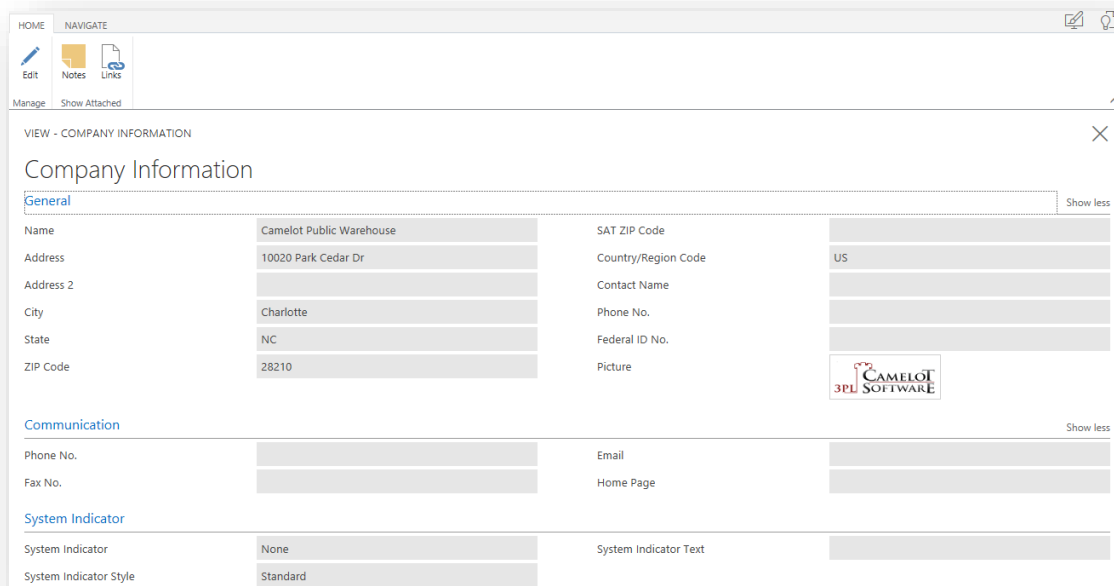
Next, select the Company Information icon from the ribbon.



### Company Information Card

The Company Information card includes several FastTabs, most of which are part of standard setup for Dynamics NAV accounting (Exhibit 2.1). Information from the **General** FastTab is used in Express WMS, so we'll focus on that as well as **Communication** FastTab.


### Exhibit 2.1 – Company Information Card



## General FastTab

The **General** FastTab is where you can enter your corporate address and phone number as well as key information such as your Federal Tax ID (Exhibit 2.2). This is also the place where you can set up your corporate logo.

### Exhibit 2.2 – Company Information, General FastTab

Company Information		Show less	
General			
Name	Camelot Public Warehouse - GP	Country/Region Code	US
Address	10020 Park Cedar Dr.	Contact Name	
Address 2		Phone No.	
City	Charlotte	Federal ID No.	
State	NC	Picture	
ZIP Code	28210		
SAT ZIP Code			

The address you enter here can also be used as the remit-to address on invoices, so you will typically want to enter the main corporate address here. The Federal ID No. is not required.

The key fields to enter on this FastTab are listed below. Other fields on this FastTab are optional.

- Name
- Address
- Address 2 (if applicable)
- City
- State
- Zip
- Country (if your client base is international)

### Company Logo

Setting your company logo will personalize key customer-facing reports with your corporate brand. These reports include the bill of lading, packing list, inventory reports and invoices.

The **Picture** image box on the **General** FastTab is where you import your company logo (Exhibit 2.3). Once your image is imported, it will appear on all Express WMS reports configured to include the logo.

## Exhibit 2.3 – Company Information, Logo

Company Information		Show more	
<b>General</b>			
Name	Camelot Public Warehouse	Country/Region Code	US
Address	10020 Park Cedar Dr	Contact Name	
Address 2		Phone No.	(704) 554-1670
City	Charlotte	Federal ID No.	
State	NC	Picture	
ZIP Code	28210		
SAT ZIP Code			

Before you import your logo, it will need to be formatted appropriately so that it will fit nicely onto reports.

### *Formatting Your Logo*

You will need to make sure your logo is saved as an image. Dynamics NAV supports many of the common image formats.

Image Formats Supported	
.bmp	.emf
.jpg	.ico
.jpeg	.tiff
.gif	.wmf
.png	

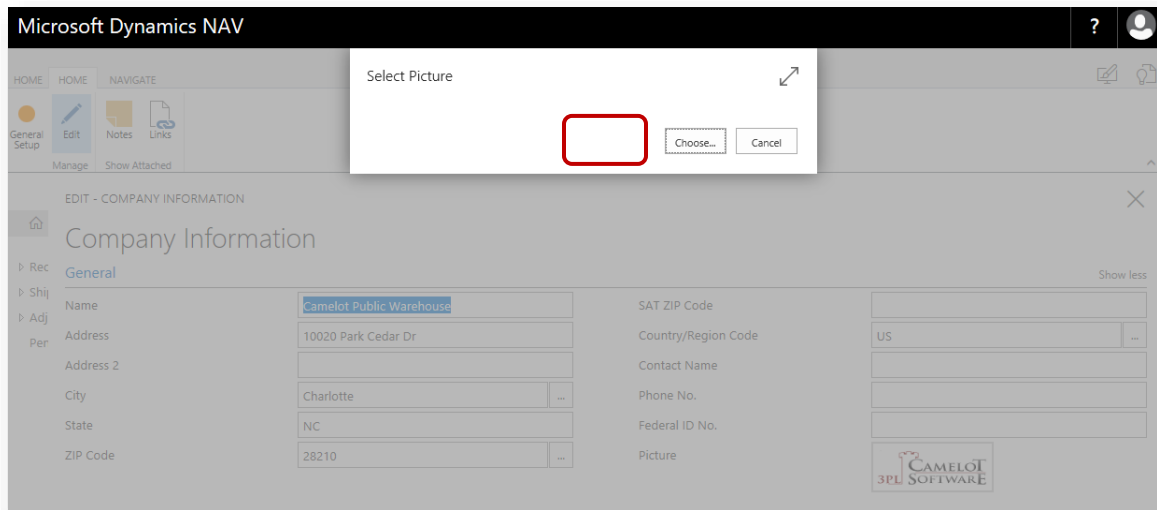
The best size for your logo is 180 x 55 pixels. In addition, you will want to leave some space above and below your logo to prevent parts of it from being cut off in some Express WMS reports. These are some general guidelines for formatting your logo.

- Create a blank white palette, 180 pixels (width) x 55 pixels (height)
- Resize your logo to be no wider than 170 pixels and no higher than 45 pixels
- Paste it into the blank white palette, centering it both vertically and horizontally
  - Leave approximately 10 pixels of white space around the logo

### *Importing Your Logo*

Once your logo is formatted, you are ready to import it into Company Information.

- Click in the image area on the **General** FastTab, and then select **Choose**



- 
- Navigate to the folder in which you saved your formatted logo
- Choose the logo file, and then select **Open**
- This will import the logo file and display it in the image box.

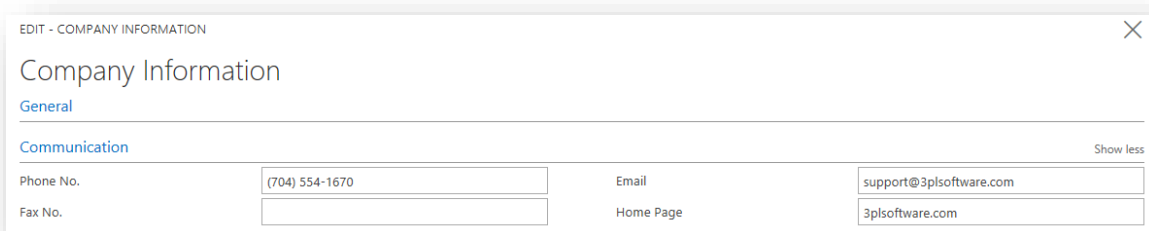
### *Making Changes & Other Options*

If your logo changes down the road, it is easy to replace the image. The easiest option is to select **Choose** from the context box and choose the new logo file. This action will overwrite the existing image, replacing it with the new one.

### *Communication FastTab*

The **Communication** FastTab includes fields for additional contact information, such as your corporate email address and your company website (Exhibit 2.4). These fields are informational and are not generally used in Express WMS.

### **Exhibit 2.4 – Company Information, Communication FastTab**



## Finishing Up

Once you've completed all of the relevant information on each of these FastTabs, you can close the Company Information card and return to the Role Center Home page. If you are unsure of any of the information right now, you can always come back and add it later. Changes can be made to the fields we've discussed at any time without adversely affecting any functionality in Express WMS.

If you are using Dynamics NAV and need to make changes to fields/FastTabs that we did not cover, contact your implementation manager for assistance.

## PW Setup

The next step in setting up your company is to begin setting up Express WMS Public Warehousing. In this lesson, we will go through the first step in this process, PW Setup. PW Setup contains settings that tailor Express WMS to align with your standard operating procedures. Here, you can place controls on billing periods, control how information prints on invoices as well as several other settings that help streamline processing.

By the end of this lesson, you will have the information you need to configure PW Setup in your own company.

### PW Setup Overview

PW Setup is where a variety of company-wide settings and options are configured. This is typically a one-time setup, though many of the settings can be changed at any time as your company's needs change.

Many of these settings are preconfigured for you in *3Plink Your Company* and do not often need to be modified. In this section, we will review the most commonly used settings and options available on the various FastTabs so that you can tailor them to meet the needs of your organization.

The settings and options in PW Setup control functionality *within the company*. This is not database-level setup, so if you will be setting up multiple companies to handle different warehouses or divisions within your organization, this will need to be done in each company.

Also, keep in mind that these settings are designed to control basic functionality in Express WMS and therefore apply to the company as a whole – which means that these settings apply to all clients. We will get into client-specific setup in Lesson 10.

### Navigating to PW Setup

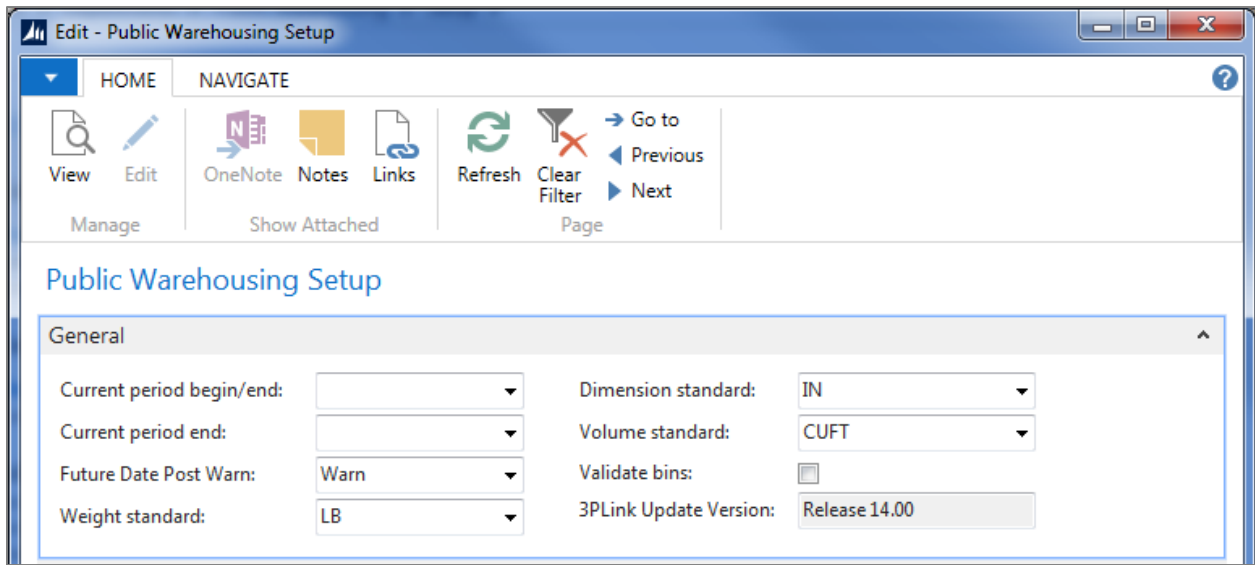
Getting to PW Setup requires navigating to General Setup. General Setup can be found from the Role Center Home page under the Actions tab on the main ribbon.

### General FastTab

The **General** FastTab (Exhibit 3.1) contains settings that control some of the base functionality in Express WMS.



### Exhibit 3.1 – General FastTab



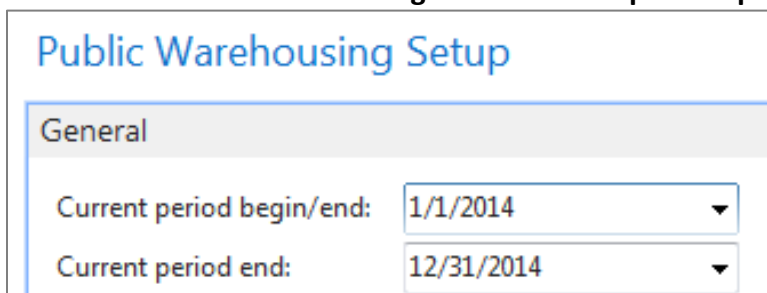
### Current Period Begin/End

**Current Period Begin** and **Current Period End** are used to set a period of time in which transactions are allowed to post (Exhibit 3.2). Utilization of these settings is beneficial to prevent receipts, shipments and adjustments from posting outside of an accounting period.

The period is up to you and really depends on the controls you want to put into place. Many businesses choose to set the period as a month or a year. A common setting is for a year, which helps prevent transactions from posting outside of the calendar year or a fiscal year.

- **Current Period Begin** → Set the start date of the period.
- **Current Period End** → Set the end date of the period.

### Exhibit 3.2 – Current Period Begin and End Sample Setup



When a period is set, Express WMS will warn if a transaction date is entered outside of the current period.

**Note**

Whatever period you choose to set, you will need to come back to PW Setup and manually update the begin and end dates once the period is over.

### Future Date Post Warn

If you typically do not want transactions dated in the future to be posted, you can set a date control with the **Future Date Post Warn** option (Exhibit 3.3). If this option is turned on, Express WMS will display a warning during post if the Doc Date (i.e. receipt date, shipment date or adjustment date) is set in the future (later than the current work date).

If the warning is displayed, the default option is to discontinue the post. However, if needed, you can elect to continue posting with the future date.

- **Warn** → Select this option for Express WMS to warn during posting
- **Allow** → Select this option if you do not want Express WMS to warn

**Exhibit 3.3 – Future Date Post Warn Options**

The screenshot shows the 'Public Warehousing Setup' interface. The 'General' tab is active, displaying several fields: 'Current period begin/end:', 'Current period end:', 'Future Date Post Warn:', and 'Weight standard:'. The 'Future Date Post Warn:' dropdown menu is open, showing 'Warn' as the selected option and 'Allow' as an alternative. Below the 'General' tab, the 'Numbering' tab is partially visible.

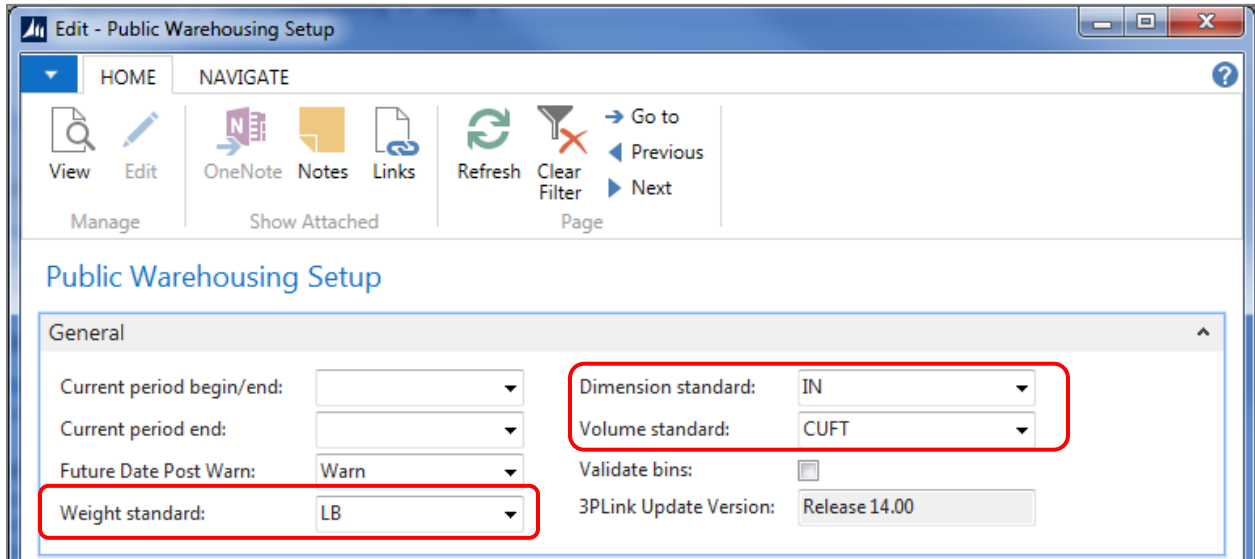
### Weight/Volume Standards

The next few fields are where you can set default units for tracking weight and volume. These default to the US/Imperial units for weight, dimensions and volume, and they only need to be changed if you track weight and volume in metric units (Exhibit 3.4).

- **Weight Standard** → Default setting is LB
- **Dimension Standard** → Default setting is IN

- **Volume Standard** → Default setting is CUFT

### Exhibit 3.4 – Weight & Volume Standards



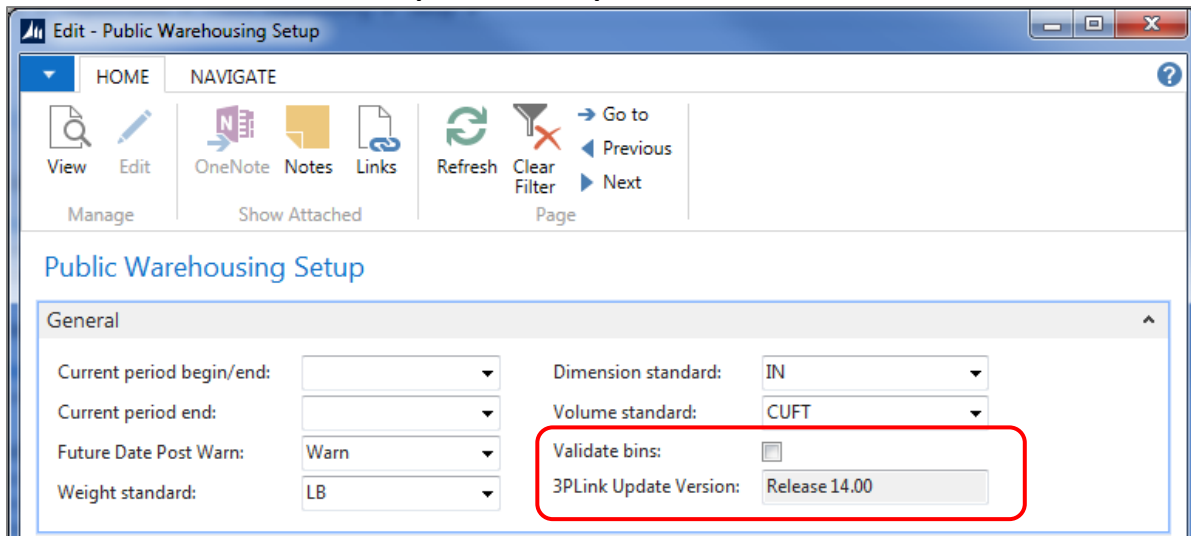
### Validate Bins

Express WMS offers a feature which verifies valid bins are entered on receipts and Adjust In adjustments – Bin Validation. This feature helps prevent inventory from being received or adjusted into incorrect, or invalid, bins. **Validate Bins** is part of Bin Validation setup, which will be covered in Lesson 12.

### Express WMS Update Version

**Express WMS Update Version** is informational only and shows you the most recent Express WMS Express WMS update applied to your database. This is especially useful when requesting assistance from Camelot Support.

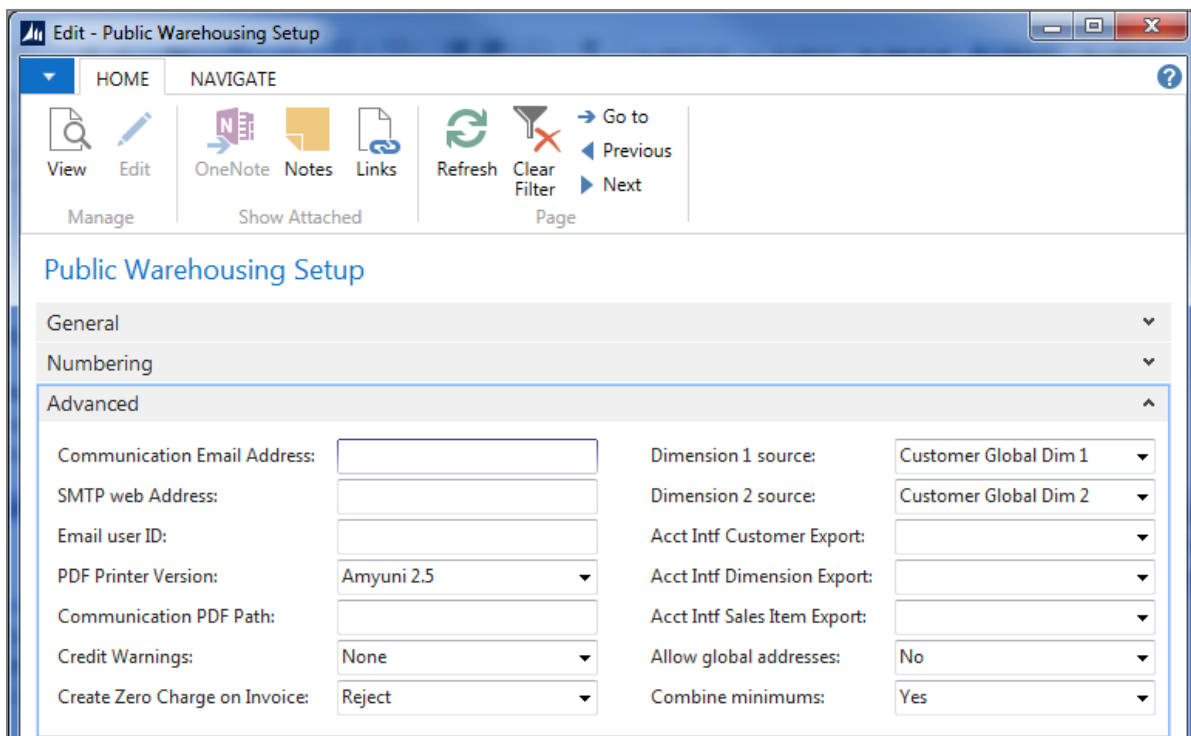
### Exhibit 3.5 – Validate Bins & Express WMS Update Version



### Advanced FastTab

The **Advanced** FastTab contains settings related to the Communication Manager and Accounting Interface modules as well as options for handling aspects of receipt and shipment processing, invoicing and address setup (Exhibit 3.6).

### Exhibit 3.6 – Advanced FastTab



## Common Settings

The following settings default to the most commonly used options. If you are unsure of how to set some of the options, we recommend leaving the settings as they default. You can update these settings at any time.

### *Allow Global Addresses*

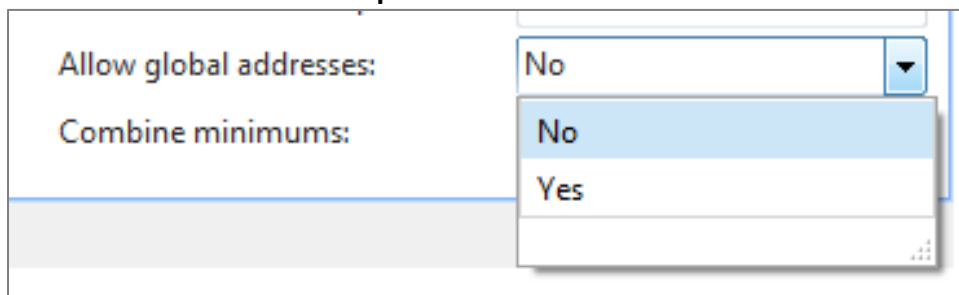
The typical address setup in Express WMS leans towards each client having its own set of addresses. This is beneficial for lookup and filtering as well as to tailor addresses specifically for each client. There are settings in Addresses that are client-specific, and therefore client-specific addresses are commonly required.

However, there may be occasions when it would be beneficial to utilize one address for multiple clients. For example, you may not choose to include your clients' name in the ship-from address. By setting the ship-from address as a global address, you only have to set it up once, and all clients have access.

With the **Allow Global Addresses** option, you can configure Express WMS to allow the use of global addresses (Exhibit 3.7). By default, this option is set to "No", since client-specific addresses are typically used in Express WMS.

- Allow Global Addresses
  - **No** → Choose this option to require client-specific addresses (global addresses not allowed)
  - **Yes** → Choose this option to turn on the use of global addresses

**Exhibit 3.7 – Allow Global Addresses Options**



The image shows a screenshot of a software interface. On the left, there are two labels: "Allow global addresses:" and "Combine minimums:". To the right of "Allow global addresses:" is a dropdown menu. The dropdown menu is currently open, showing two options: "No" and "Yes". The "No" option is highlighted with a light blue background. The "Combine minimums:" label is partially visible but its corresponding dropdown menu is not shown.

## Setting Up Master Data

Now that PW Setup is configured, you are ready to set up master data, the base data that is used throughout the company. This is the point when you set up information such as warehouse, bins, carriers and NMFC codes.

### Master Data Overview

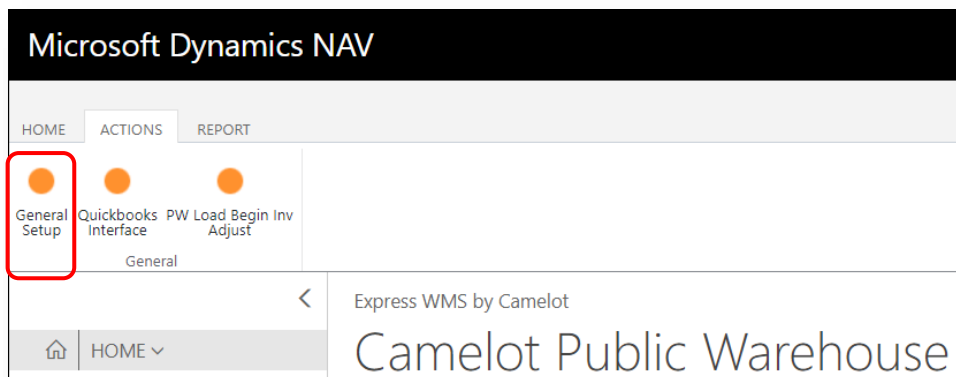
Before live processing can begin, master data must be configured. There are also parts of client setup that depend on setup of some of the master data. These are the key components of master data setup:

- Warehouse
- Bins
- Service Codes
- Various PW Codes
  - Inventory Statuses
  - Carriers
- NMFC Codes/Freight Classes

As a general rule, all of this master data can be used by all clients. However, there are a few setup areas, such as Inventory Statuses, that can be configured for a specific client.

### Navigating to Public Warehousing Setup

Each of the master data components is accessed from the Public Warehousing Setup page. To navigate to **PW Setup** start from the **Role Center** home page and select **General Setup** under the **Actions** tab in the Ribbon.



## Exhibit 4.1 – Public Warehousing Setup Page

The screenshot shows the Microsoft Dynamics NAV interface for the Public Warehousing Setup page. The title bar reads "Microsoft Dynamics NAV". The ribbon includes "HOME" and "NAVIGATE" tabs. The main content area is titled "VIEW - PUBLIC WAREHOUSING SETUP" and "Public Warehousing Setup". The "General" section includes fields for "3PLink Update Release" (Release 16.00), "Posting Date Restriction" (Use period start/end), and "Validate bins" (checkbox). The "Numbering" section includes fields for "PW Receipt Nos" (PWRECEIPT), "PW Shipment Nos" (SHPMNT), "PW Adj Nos" (ADJUSTMENT), "PW Storage Nos" (STORAGE), "PW Billing Nos" (PWBILL), "PW Invoice Nos" (PSTINVC), and "Tag ID Nos" (LP). The "Advanced" section includes "Allow global addresses" (Yes) and "Acct Intf Customer Export".

## Warehouse

Warehouses are managed from the Warehouse / Location card, which can be accessed from the Public Warehousing Setup page.

- From the **Setup** page, select **Warehouse / Location** on ribbon under the **Navigate** tab  
This opens the **Warehouse** card.

The screenshot shows the Microsoft Dynamics NAV interface for the Warehouse / Location card. The title bar reads "HOME". The ribbon includes "Edit", "Notes", "Links", "Previous", and "Next" tabs. The main content area is titled "EDIT - LOCATION CARD" and "CENTRAL · CENTRAL WHSE". The "General" section includes fields for "Code" (CENTRAL) and "Name" (CENTRAL WHSE). The "Bins" section includes "PW BIN DEFAULT" and "Default Receiving Bin". The "Bin Policies" section includes "E-Ship" and "Residential Delivery". The "E-Ship" section includes fields for "Rate Shop Packing Station", "Shipping Agent Code", "E-Ship Agent Service", "Shipping Payment Type" (Prepaid), and "Shipping Insurance".

## Warehouse

Express WMS shares warehouse setup with Dynamics NAV; therefore, there are settings for both Express WMS and Dynamics NAV on the Location card. Several options used by Express WMS are located on the relative FastTabs. This is an example of warehouse setup from the Cronus 3PL Demo company (Exhibit 4.2).

### Exhibit 4.2 – Warehouse, Sample Setup

The screenshot shows the 'EDIT - LOCATION CARD' window for 'CENTRAL · CENTRAL WHSE'. The window is divided into several sections:

- General**:
  - Code: CENTRAL
  - Name: CENTRAL WHSE
- Bins**:
  - PW BIN DEFAULT
  - Default Receiving Bin: A000011B
- Bin Policies**:
  - Lot No series: CENLOTS
- E-Ship**:
  - Rate Shop Packing Station: [Empty]
  - Shipping Agent Code: [Empty]
  - E-Ship Agent Service: [Empty]
  - Residential Delivery: [Unchecked]
  - Shipping Payment Type: Prepaid
  - Shipping Insurance: [Empty]

### General FastTab

The key fields required for warehouse setup are located on the **General** FastTab. These fields default as shown above to CENTRAL for a central warehouse location and do not have to be changed.

- **Code** → A code representing the warehouse (up to 10 characters)
- **Name** → Warehouse name

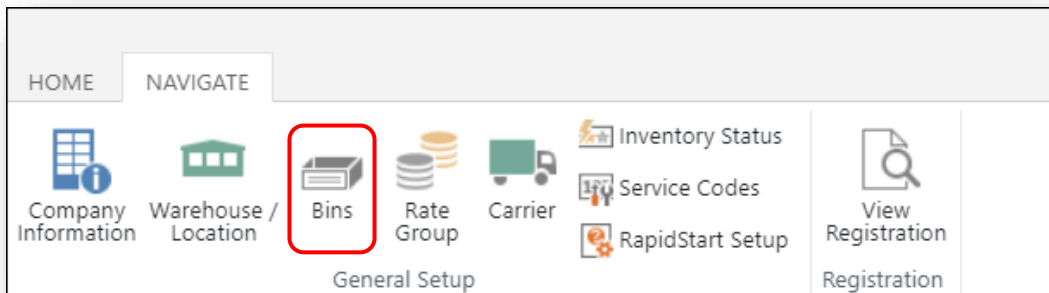
### Bin FastTab

The **Default Receiving Bin** is used to set up a bin for Express WMS to automatically assign to every inbound item. This is typically used if the warehouse receives all inventory into a dock or staging area location. From there, the user would have to perform a Bin Move to assign the inventory to a new bin location or change the bin before posting the Receipt.



## Bins

In Express WMS, bins can be set up for better inventory control and tracking. Bins may be set up ahead of time, or they can be entered on the fly during receipt putaway. Bin setup is required if you plan to enable Bin Validation. Exhibit 4.3 shows bin setup in the Cronus 3PL Demo Company.



**Exhibit 4.3 – PW Bin List, Sample Setup**

The screenshot shows the 'EDIT - PW BIN LIST' interface. The table has columns for 'Bin', 'Description', and 'Bin Ranking'. The 'Bin' column contains various alphanumeric codes, and the 'Bin Ranking' column contains the number '0'. The first row is highlighted in blue.

Bin	Description	Bin Ranking
A000011B	...	0
AA-11	...	0
AA-12	...	0
AA-13	...	0
AA-21	...	0
AA-22	...	0
AA-23	...	0
AA-31	...	0
AA-32	...	0
AA-33	...	0
AA-41	...	0
AA-42	...	0
AA-43	...	0
CC-11	...	0
CC-12	...	0
CC-13	...	0
CC-21	...	0
CC-22	...	0

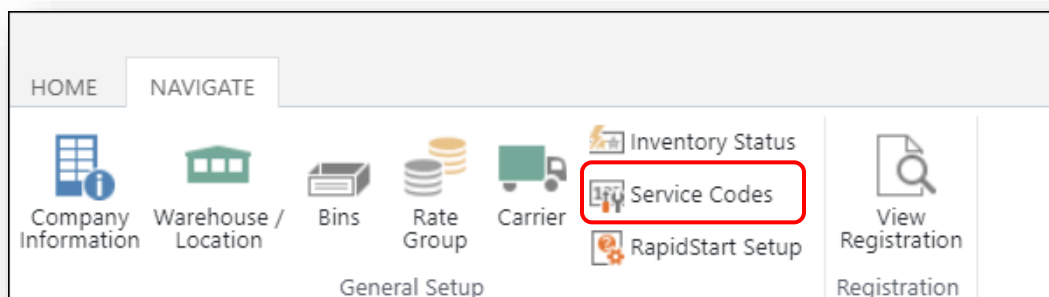
Out of the box, there are a few fields that can be set up for each bin location, but there is only one field required: **Bin**. The remaining fields are optional.

Field Name	Description
<b>Bin</b>	Enter up to a 20-character alphanumeric code for each bin location in your warehouse(s).
<b>Description</b>	Enter a description of the bin, if desired. Entry in this field is informational only.
<b>Bin Ranking</b>	Bin Ranking can be used for setting the order in which product is allocated on a shipment (pick sort option) as well as setting the order in which product is put away. It can also be used as a sort option on the picking ticket. Items in the highest-ranking bins are suggested first. If you want to use either of these features, contact your implementation manager for more information.

## Service Codes

Service code setup is the foundation of rate setup. **Service Codes** is the complete list of services your company bills for (Exhibit 4.4). There are several purposes of service code setup: 1) to define the various services charged to clients; 2) to streamline rate setup by setting defaults that pass through to rates; 3) to link each service with a G/L account.

A list of common service codes is provided in the starter company, *3Plink Your Company* (Exhibit 4.4). You can modify the existing services, delete the services you do not use, and add the services you bill for that are not listed.



## Exhibit 4.4 – PW Service Code List

The screenshot shows a software interface for editing a list of service codes. The window title is 'EDIT - PW SERVICE CODE LIST'. The interface includes a toolbar with icons for 'New', 'Edit', 'View', 'Delete', 'Edit List', 'Notes', 'Links', 'Open in Excel', 'Show Attached', and 'Page'. Below the toolbar is a table with the following columns: Service Code, Name, Rev. Main Acct, Dflt Compute At, Dflt Method, Dflt Billing Unit, Dflt Rate, Dflt Minimum, and Charge Type. The table contains 17 rows of data, with the first row highlighted in blue.

Service Code	Name	Rev. Main Acct	Dflt Compute At	Dflt Method	Dflt Billing Unit	Dflt Rate	Dflt Minimum	Charge Type
BLST	... Blast Freeze	3000	Receipt Line	Weight	CWT	1	0.00	Handling
CTNSUP	... Carton supplies	3400	Adjustment line	Unit	EACH	0.5	0.00	Other
FAX	... Fax Charge	3200	Shipment	Flat	ORD	3	0.00	Other
FRT	... Freight Charges	3700	On entry	Weight	CWT	1	0.00	Freight
FSC	... Fuel Surcharge	3750	Receipt Line	Qty Input	MILE	1	0.00	Freight
HNDL	... Handling	3000	Receipt	Unit	PLT	6	0.00	Handling
ISTO	... Initial Storage	3100	Receipt	Unit	PLT	7	0.00	Storage
LABR	... Extra Labor	3000	On entry	Qty Input	HOUR	30	0.00	Handling
LBL	... Labeling	3200	Shipment	Unit	EACH	0.25	0.00	Other
ORD	... Order Processing	3200	Shipment	Flat	ORD	8	0.00	Other
PHOTO	... Photo	3200	On entry	Qty Input	EACH	4	0.00	Other
PICK	... Picking Charge	3000	Shipment line	Unit	CASE	1	0.00	Handling
PIERPU	... Pier Pickup	3770	Receipt	Flat	EACH	150	0.00	Freight
PLT	... Empty pallets	3400	On entry	Unit	EPLT	8	0.00	Handling
QC	... Quality Control Work	3200	Adjustment line	Unit	CAN	31	0.00	Other
RENT	... Rent	3110	Monthly	Area	SQFT	0.5	0.00	Storage

There are several fields that are part of service code setup. The key fields that should be set up are listed below. The ones in blue are required. Any field not covered should be left as it defaults.

It is important to keep in mind that these service codes are used company-wide, for all clients, and are therefore not client-specific. The options set here are defaults for rate setup, which are client-specific. During rate setup, these settings are then tailored for each client.

Field Name	Description
Service Code	Enter a code for each service that will be charged. The Express WMS starter database comes with several pre-configured service codes. New service codes may be entered, and existing service codes may be edited or deleted. BLST and HNDL are examples for Blast freezing and Handling.
Name	The full name for the service code, such as Blast Freezing or Handling.
Rev. Main Acct	Select the G/L account number associated with this service. <b>This field is required and should not be skipped.</b> Leaving this field blank will trigger a warning when you try to post an invoice for this service, and the post process will terminate. You will be required to set this field in order to proceed.

Field Name	Description
<b>Dflt Compute At</b>	<p>Specifies when the service should be charged. Select the option that best meets the needs of the service code. The most common options include:</p> <p><b>Receipt</b> → rates are associated with a receipt document, such as a flat unloading charge for the entire load</p> <p><b>Receipt Line</b> → rates apply to each line of the receipt (per item), such as handling per case</p> <p><b>Shipment</b> → rates are associated with a shipment document, such as BOL fee per shipment</p> <p><b>Shipment Line</b> → rates apply to each line of the shipment (per item), such as a picking charge per case</p> <p><b>Billing Invoice</b> → rates are computed when a billing invoice is created, such as a minimum monthly invoice charge</p> <p><b>Receipt invoice</b> → rates are computed when a receipt invoice is created, such as a minimum inbound storage charge</p> <p><b>Calculate storage</b> → rates are computed when recurring storage is calculated</p> <p><b>On entry</b> → rates that are manually entered</p> <p><b>Monthly</b> → rates that are charged per month, such as rent</p>
<b>Dflt Method</b>	<p>Select the method used to calculate the rate. Common methods are:</p> <ul style="list-style-type: none"> <li>• <b>Unit</b> → for rates charged per the unit of measure tracked in inventory</li> <li>• <b>Flat</b> → for rates charged at flat dollar amount, such as a flat order processing charge</li> <li>• <b>Weight or Net Weight</b> → for rates charged per pound, kilogram or hundredweight</li> <li>• <b>Minimum Rate</b> → for minimum rates, such as a minimum recurring storage charge</li> <li>• <b>Volume</b> → for rates are based on unit dimensions being tracked per item</li> <li>• <b>Quantity input</b> → for charges where quantity must be manually entered, like a labor charged billed at a per hour rate</li> </ul>
<b>Dflt Billing Unit</b>	<p>The unit of measure by which the rate is billed. The billing unit works in conjunction with the method when charges are computed. If <b>Billing Invoice</b> or <b>Receipt Invoice</b> is selected as the method, choose either ORDER or INVC as the <b>Dflt Billing Unit</b>.</p>

Field Name	Description
<b>Dflt Rate</b>	Enter the default rate for the service code. Entry is optional but is beneficial if the same rate is charged across the majority of your client base. The actual rate that is charged to a client is specified in rate setup.
<b>Dflt Minimum</b>	If rates associated with the service code have a minimum bill amount or if the rate itself is for a minimum charge, you can enter the default minimum amount here. Entry is optional.
<b>Charge Type</b>	Select the type of service. Options are <b>Handling, Storage, Freight</b> and <b>Other</b> .
<b>Storage Time</b>	Select this option if rates associated with the service are for storage linked to specific cycles, such as inbound storage and recurring storage.
<b>Dtl Print Lvl</b>	<p>When invoices are printed, you have the option to print a detail attachment. This is typically printed when charges are summarized on the main invoice pages. <b>Dtl Print Lvl</b> determines how the detailed charge information prints on that attachment.</p> <p>Options include <b>None, 1 Storage Line, 2 Storage Lines, 1 Accessorial, 2 Accessorial</b>, or <b>Brief</b>. If <b>None</b> is selected, no detail will print for the service. Selecting either of the other options indicates that detail should be printed on the attachment.</p> <p>If you plan to summarize charges on the main invoice and print a detail attachment, choose <b>1 Storage Line</b> for storage type services or <b>1 Accessorial</b> for all other types of charges.</p> <p>Full training on utilizing this feature will be covered in a separate course.</p>
<b>Taxable Tax Area Code Source Tax Group Code</b>	Used with the Sales Tax module. If you do not charge tax for your services, leave these settings as they default. If you do charge tax, contact your implementation manager for more information and to schedule training on Sales Tax setup.

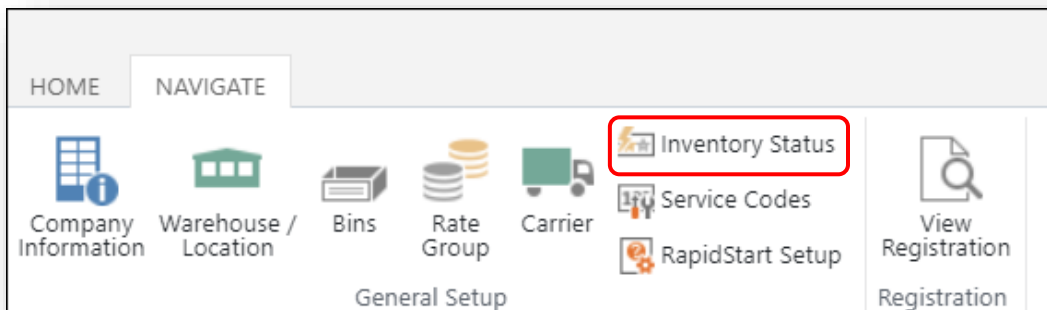
Field Name	Description
Posting Group	<p>Posting groups designate the receivables account(s) that will be updated when invoices post. In Service Codes, <b>Posting Group</b> links the service to the appropriate receivables accounts. Out of the box, starter data includes default posting groups for the most common types of services. These posting groups are preconfigured with the appropriate receivables accounts based on the starter chart of accounts.</p> <p>During initial setup, choose the posting group that best relates to the service. If needed, posting group setup can be tailored to your company prior to go-live.</p>

## Various PW Codes

### Inventory Statuses

Inventory statuses are used to mark product on hold, as damaged, on quarantine, etc. As you recall, Inventory Status is available in both Summary (Status) and Piece inventories. It is here in Inventory Statuses that all statuses that can be used in the company (across all clients) are set up. When you choose an inventory status on a receipt or during a status change, for example, you choose from this list.

The most common inventory statuses are included in the starter company (Exhibit 3.5), and many times, these are all that are needed. However, you may be required to track additional statuses. For example, some clients may require a more specific breakdown of holds, such as hard hold and quality hold. If this is the case, these additional statuses can be set up here.



## Exhibit 4.5 – Inventory Statuses List

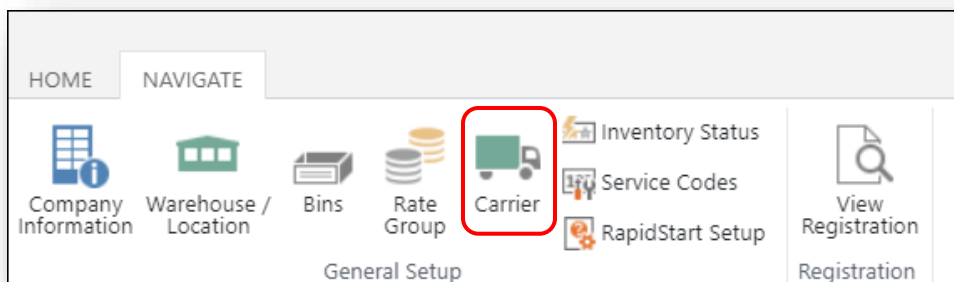
Inventory Status	Description	Client
DAMAGED	Damaged	
HOLD	Hold	
QUAR	Quarantine	
RED TAG	Red tagged	

Field Name	Description
<b>Code</b>	Enter up to 10 alphanumeric characters for the code used to specify each possible inventory status. Keep in mind that the code entered here can print on several reports, so enter a code that is easily identifiable.
<b>Description</b>	Enter a description for each inventory status.
<b>Client</b>	You may assign a specific inventory status to a particular client. Entry in this field is not required.

### Carrier Setup

Carrier codes used for receiving and shipping are set up here. It is not necessary that all carriers be entered prior to go-live since carriers can be added on the fly during transaction entry.

When adding a new carrier, enter the carrier code in the **Code** field and the full carrier name in **Description**. Keep in mind that both the code and the description can print on reports. If you are shipping to big box retailers, you may be required to enter the actual SCAC code for the carrier. If this is the case, it is advisable to set up your carriers using the SCAC. Camelot can provide a list of SCAC codes for the common carriers.



**Exhibit 4.6 Carrier Code List**

EDIT - CODE LIST - CARRIER [+ new](#) ☰ ☒ 🔍 ✕

Carrier		Description
ABFS	...	ABF FREIGHT SYSTEM
CCFL	...	CALIFORNIA CO FRT LINE
DHL	...	DHL Systems, Inc.
EXLA	...	ESTES EXPRESS LINES
FEDX	...	Federal Express Corporation
FRXF	...	FROZEN FOOD EXPRESS
FXFE	...	FEDEX FREIGHT ECONOMY
ODFL	...	OLD DOMINION FREIGHT LINE
UPSN	...	UNITED PARCEL SERVICE
YFSL	...	YELLOW FREIGHT SYSTEM



## Receiving

Processing inbound loads from your customers' needs to be quick and easy as well as provide the flexibility to meet all of your customers' requirements. Express WMS Receipts is a client-tailored solution that adapts to your workflow, enabling you to efficiently process your inbound loads and manage pending receipts.

### Receipt Process Flow

In Express WMS, all receiving follows a general process flow (Exhibit 5.1). The actual process can be adapted to your standard operating procedures as well as to your customers' requirements and to what is needed to manage their inventory.

#### Exhibit 5.1 – General Receipt Process Flow



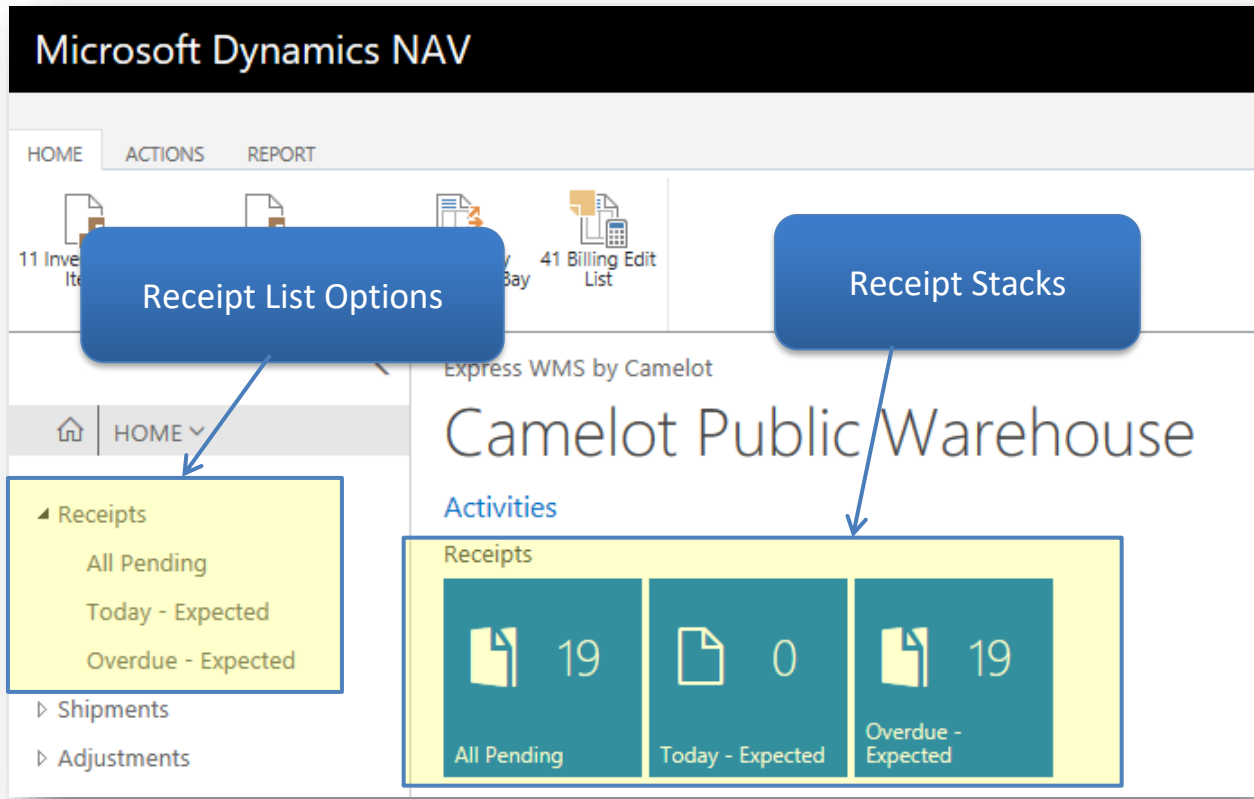
### Receipt Processing

The focus for this lesson is on basic receipt processing for the Express WMS user, beginning with manual receipt entry and wrapping up with posting to inventory. We will follow the process flow outlined above as we walk through processing an inbound load for a sample client, Ace Apparel.

#### Navigating to Receipts

Receipts are processed and managed from a receipts list page. Starting from the Role Center Home page, you can use both the **Receipts** stacks and the **Receipts** list options on the Navigation Pane to navigate (Exhibit 5.2).

**Exhibit 5.2 – Receipt Stacks & Receipts List Options, Role Center Home Page**



You can choose from the various options, based on what you need (Exhibit 5.3). For example, if you want to see a list of receipts that are due to arrive today, you can select **Today**.

**Exhibit 5.3 – Receipts Stacks & List Page Options**

All Pending	<ul style="list-style-type: none"> <li>View all receipts in progress</li> </ul>
Today	<ul style="list-style-type: none"> <li>View receipts due to arrive today (current work date)</li> </ul>
Overdue	<ul style="list-style-type: none"> <li>View receipts due to arrive &amp; be processed before today (current work date)</li> </ul>
Receipts (from Navigation Pane)	<ul style="list-style-type: none"> <li>View all receipts in progress, similar to <b>Receipts, All Pending</b></li> </ul>

## When you want to start a new receipt:

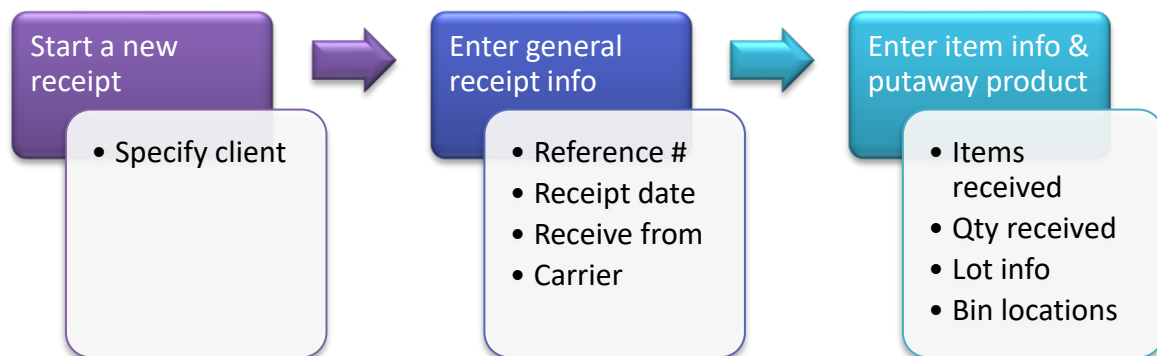
- Navigate to a receipts list page by selecting one of the **Receipts** stacks or list options
- In this example, we selected **Receipts, All Pending** to begin with a receipts list page showing all receipts in progress.

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Reference	Carrier Code
R003	M	MMM111	Receipt	ENTERED	1/6/2010	AKRON RUBBER	M2345678	FXFE
R005	P	PPP111	Receipt	ENTERED	1/6/2010	PHARMACEUTICAL SUPPLY CO.	PPS1234	FEDX
R009	M	MMM222	Receipt	ENTERED	1/8/2010	AKRON RUBBER	MAM45678	CCFL
R010	R	RRR111	Receipt	ENTERED	1/8/2010	JOHN S PAPER CO	R456789	ODFL
R011	P	PPP111	Receipt	ENTERED	1/8/2010	PHARMACEUTICAL SUPPLY CO.		

## Receipt Entry & Putaway

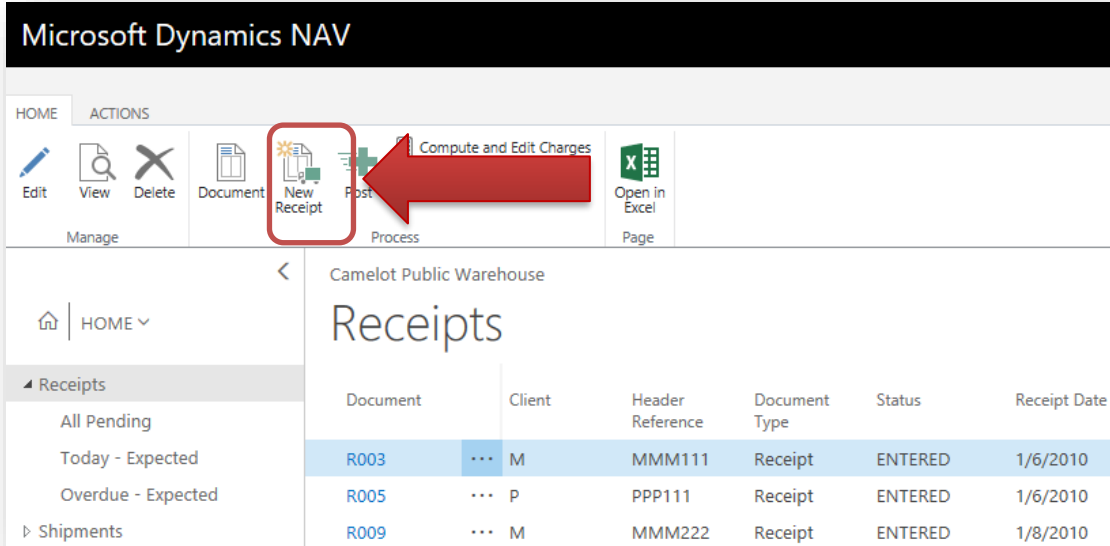
Once you are at a receipts list page, you are ready to begin entry. Receipt entry follows a few basic steps (Exhibit 5.4).

### Exhibit 5.4 – Receipt Entry Workflow

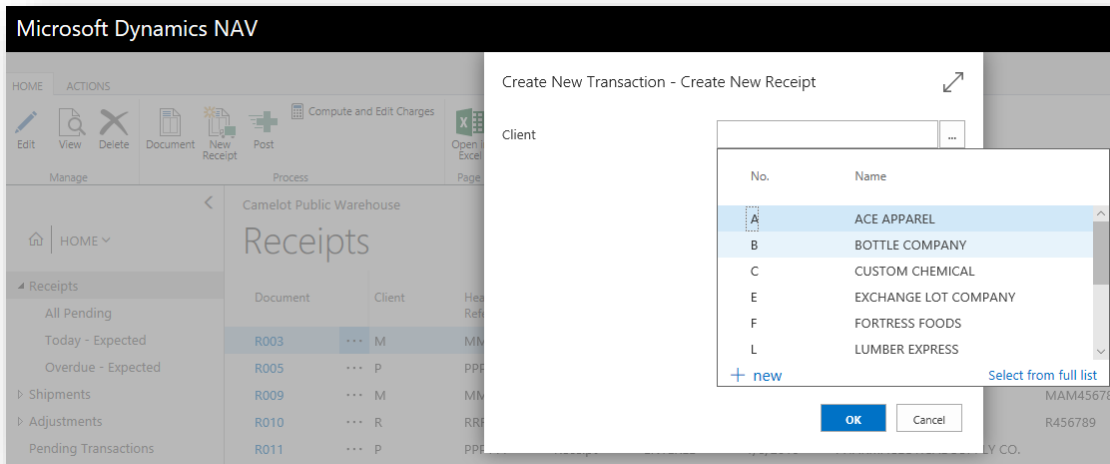


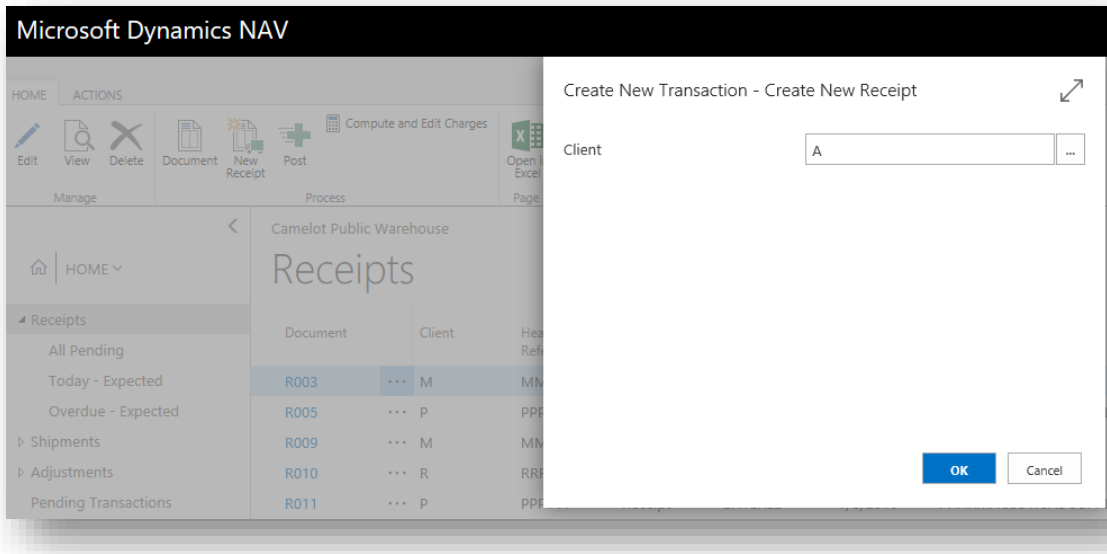
### Step 1: Start a new receipt:

- Select **New Receipt** from the list page ribbon
- This opens a dialog box where you specify the client for the receipt.



- Enter the client code in the **Client** field, or select it from the drop-down list, and then select **OK**
- In this example, we selected **A (Ace Apparel)** from the drop-down list.



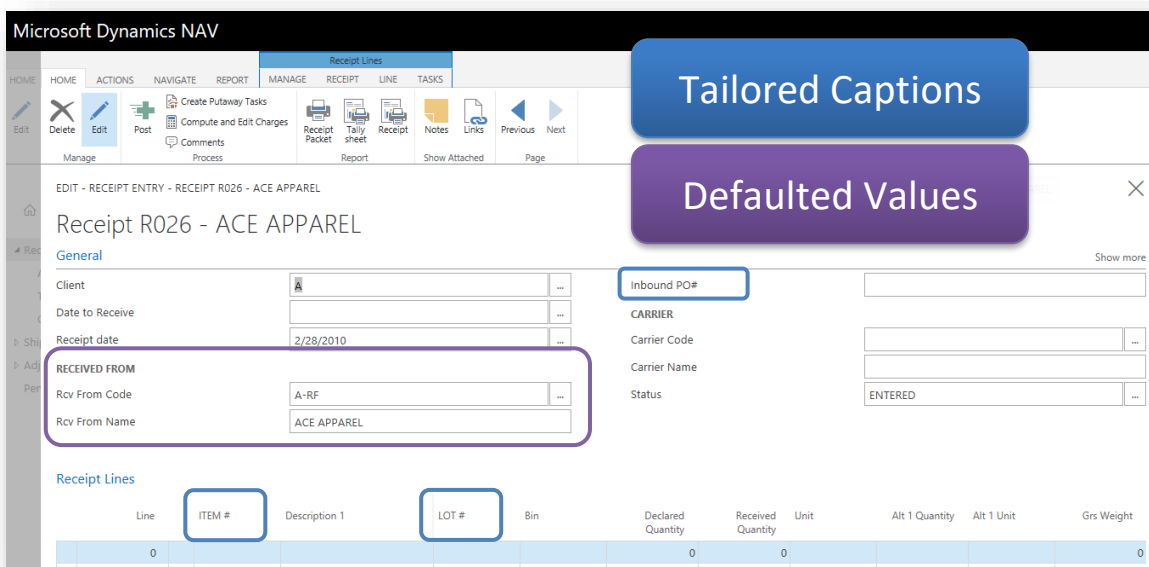


Once you specify the client, the **Receipt Entry** card opens, and this card is tailored to that client. Field captions are customized, and any information configured to default is automatically populated (Exhibit 5.5).

For this receipt, the user-definable fields are tailored specifically to Ace Apparel. These captions match what’s shown on the inbound paperwork.

Also, since the majority of inbound loads from Ace Apparel come from the same facility, the client is configured so that this value defaults on the receipt.

### Exhibit 5.5 – Receipt Entry Card, Ace Apparel



## General FastTab

Information, such as the receipt date, receive-from address, carrier and reference #, is entered in the **General** FastTab. The main receipt information is shown in the default view, and you can expand the **General** FastTab to show all available fields (Exhibit 5.6).

### Exhibit 5.6 – General FastTab, Receipt Entry Card

Microsoft Dynamics NAV

Receipt Lines

EDIT - RECEIPT ENTRY - RECEIPT R026 - ACE APPAREL

Receipt R026 - ACE APPAREL

General

Client	A	Inbound PO#	
Date to Receive		<b>CARRIER</b>	
Receipt date	2/28/2010	Carrier Code	
<b>RECEIVED FROM</b>		Carrier Name	
Rcv From Code	A-RF	Status	ENTERED
Rcv From Name	ACE APPAREL		

Callout: Show additional fields (points to Show more button)

Microsoft Dynamics NAV

Receipt Lines

EDIT - RECEIPT ENTRY - RECEIPT R026 - ACE APPAREL

Receipt R026 - ACE APPAREL

General

Client	A	<b>CARRIER</b>	
Date to Receive		Carrier Code	
Receipt date	2/28/2010	Carrier Name	
<b>RECEIVED FROM</b>		Status	ENTERED
Rcv From Code	A-RF	Driver's name	
Rcv From Name	ACE APPAREL	Header User 2	
Rcv From Address 1	123 S MAIN STREET	Header User 3	
Rcv From Address 2			
Rcv From City	GRAHAM		
Rcv From State	NC		
Rcv From Reference			
Rcv From Zip	27253		
Inbound PO#			

Callout: Show fewer fields (points to Show less button)

## The Scenario

- **Inbound PO# A6521**
  - Receipt Date - 2/28/2010
  - Recv From - Ace Apparel, Graham, NC
  - Carrier - ABFS

### Step 2: Enter general receipt information (General FastTab):

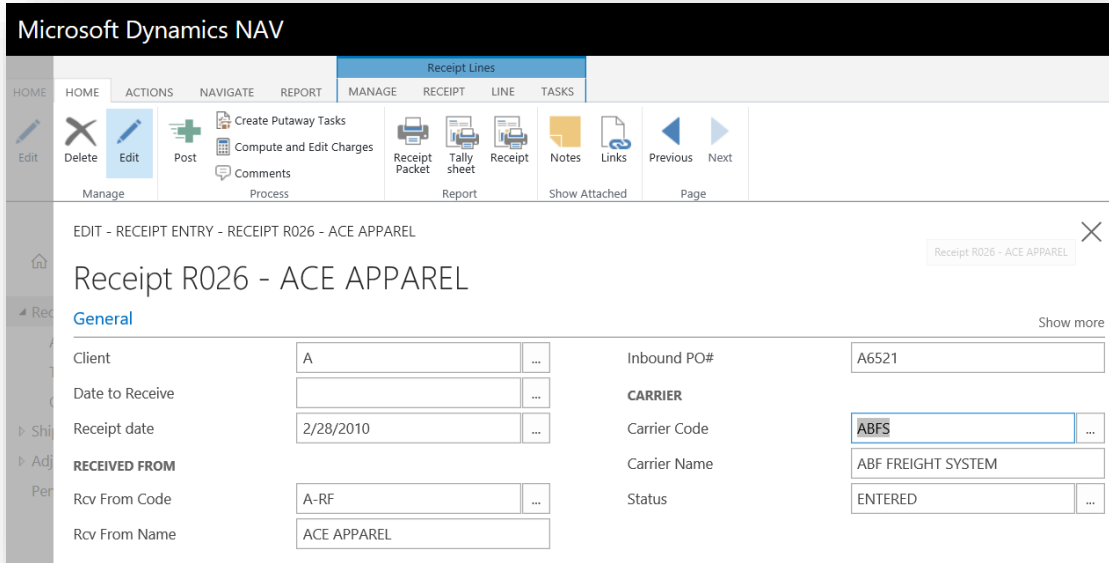


Press **[Tab]** or **[Enter]** to move from field to field.

When any field has a browse option, you can select a value from an associated list.

- Verify and/or enter the **Receipt Date**
- The Receipt Date automatically defaults to the current date, and in many instances, this date is correct. If so, **[Tab]** to the next field. Otherwise, enter the correct date.
- Verify and/or enter the **Receive From Code**, or select it from a list
- The **Receive From Name** will automatically populate.
- If the receive-from facility is not already set up, you can add it on the fly by entering a code that represents the facility. You can also simply enter the receive-from name and address (not specifying a code) if this is a one-time inbound from this facility (such as a return).
- For this example, the product was received from the default Ace Apparel facility, so the receive-from information did not need to be changed.
- Enter the reference # for the receipt
- The caption for the reference field is tailored for the client. In this example, Ace Apparel references the PO#, so **Inbound PO#** is the client-tailored caption.

- Enter the **Carrier Code**, or select it from a list
- The **Carrier Name** will automatically populate. If the carrier is not already set up, you can add it on the fly.



### Receipt Lines FastTab

Item information is entered in the Receipt Lines FastTab. You can navigate to the Receipt Lines by pressing, or you can use your mouse to select the FastTab (Exhibit 5.7).

### Exhibit 5.7 – Receipt Lines FastTab

The screenshot shows the 'Receipt Lines' FastTab with the following table:

Line	ITEM #	Description 1	LOT #	Bin	Declared Quantity	Received Quantity	Unit
0					0	0	

For this example, two items were received on the inbound. One lot of the first item was received, and all cases for this lot were putaway into one bin location. For the second item, two different lots were received, and each was put away into a separate bin location (Exhibit 5.8).



## Exhibit 5.8 – The Scenario, Inbound PO# A6521

### The Scenario

- **Inbound PO# A6521**
  - **Item A111**
    - Lot A651, 20 cases
      - Bin AA-11
  - **Item A222**
    - Lot A637, 20 cases
      - Bin AA-21
    - Lot A640, 20 cases
      - Bin AA-22

### Step 3: Enter item information & putaway product:

- Enter information for the 1<sup>st</sup> item into each designated field on the line
- You must at least enter the **Item #** and **Received Quantity**. If a single lot is received, the lot can be entered on the line. If the total quantity received is placed into 1 bin location, you can enter the bin on the line.
- For the 1<sup>st</sup> item, 1 lot was received, and all 20 cases were put away into 1 bin location. In this scenario, both item entry and putaway can be done on the receipt line.

#### Receipt Lines

Line	ITEM #	Description 1	LOT #	Bin	Declared Quantity	Received Quantity	Unit	
1	...	A111	CHILDREN'S SHIRTS	A651	AA-11	20	20	CASE

#### Declared Quantity

- Used to enter the qty shown on paperwork
- Useful for tracking over/shorts

#### Received Quantity

- Used to enter the actual qty received

- Enter information for the remaining items
- For the 2<sup>nd</sup> item, 2 lots were received, each put away into a different bin location. In this scenario, we only entered the **Item #** and **Received Quantity** on the line. The lot and bin information can be entered via **Putaway Tasks**.

#### Receipt Lines

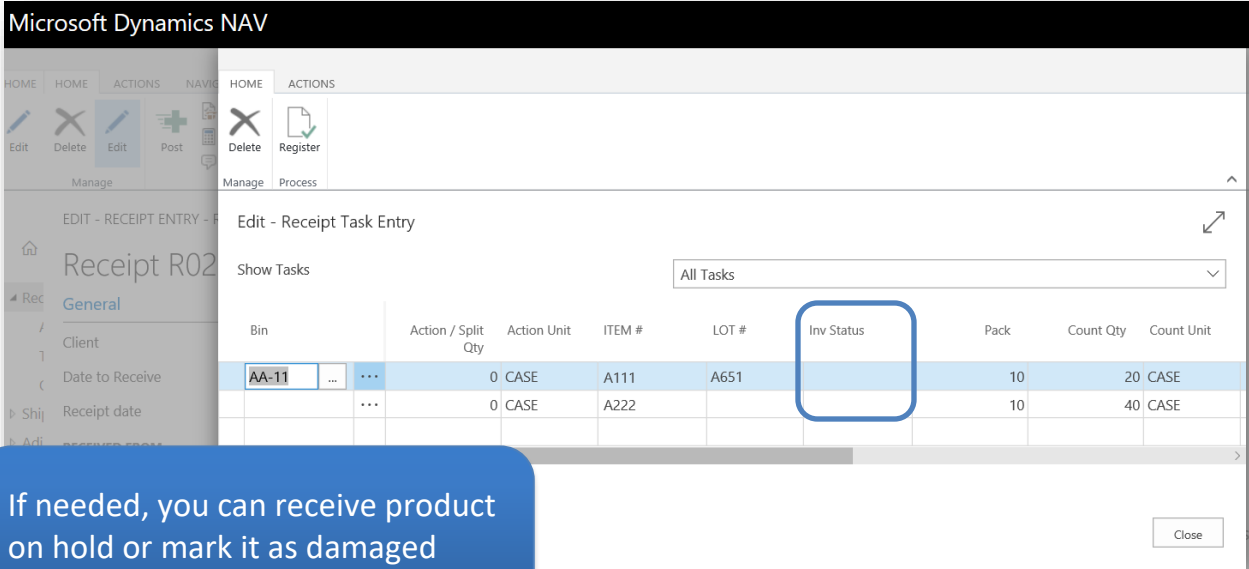
Line	ITEM #	Description 1	LOT #	Bin	Declared Quantity	Received Quantity	Unit
1	...	A111 CHILDREN'S SHIRTS	A651	AA-11	20	20	CASE
2	...	A222 ATHLETIC SOCKS			40	40	CASE

- To enter multiple lots and/or bins for an item, select **Create Putaway Tasks** from the ribbon

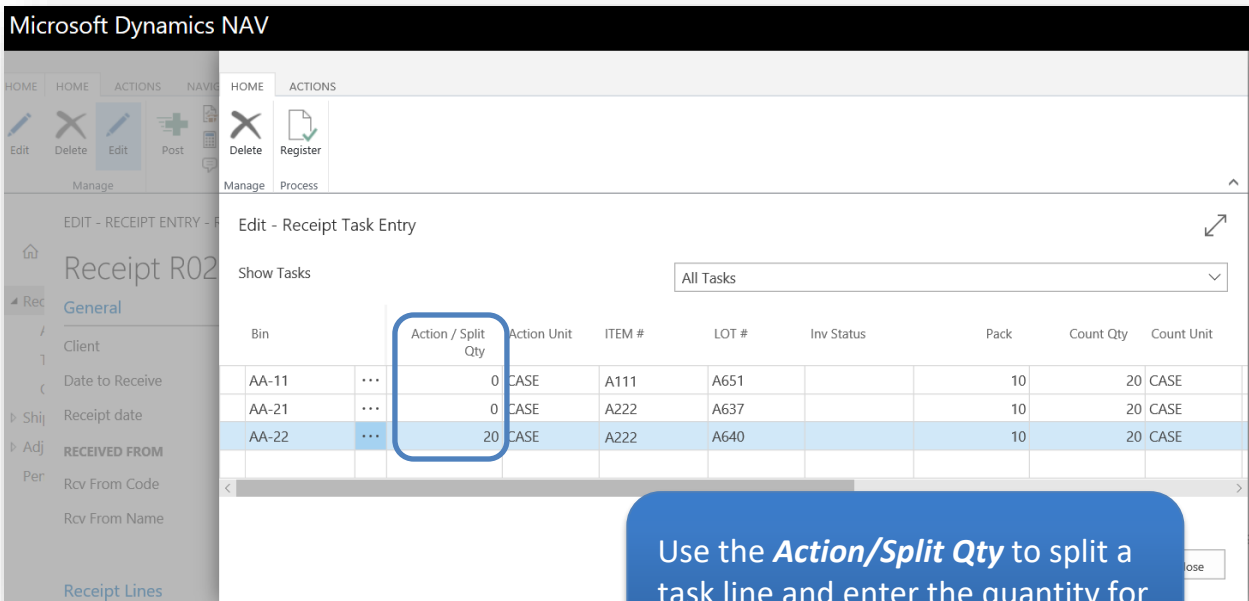
The screenshot shows the Microsoft Dynamics NAV interface for a Receipt Line. The ribbon is set to 'Receipt Lines' and the 'MANAGE' tab is active. The 'Create Putaway Tasks' button is highlighted with a red box and a red arrow. Other buttons visible include 'Delete', 'Edit', 'Post', 'Compute and Edit Charges', 'Comments', 'Receipt Packet', 'Tally sheet', 'Receipt', 'Notes', 'Links', 'Previous', and 'Next'. The main area displays 'EDIT - RECEIPT ENTRY - RECEIPT R026 - ACE APPAREL' and 'Receipt R026 - ACE APPAREL'.

- Enter lot and bin detail

Press **[Tab]** to move from field to field.  
Use arrow keys to move between lines.

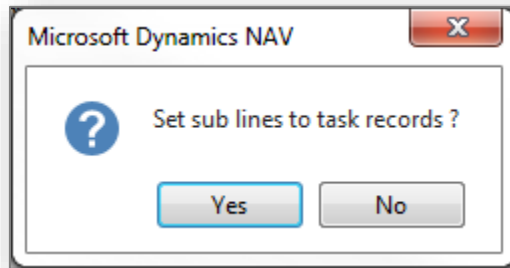


If needed, you can receive product on hold or mark it as damaged using the *Inv Status* field.



Use the *Action/Split Qty* to split a task line and enter the quantity for each lot/bin/status combination.

- Once all detail information is entered, close the **Receipt Task Entry** page
  - Answer **Yes** at the prompt to verify all receipt quantities are in balance

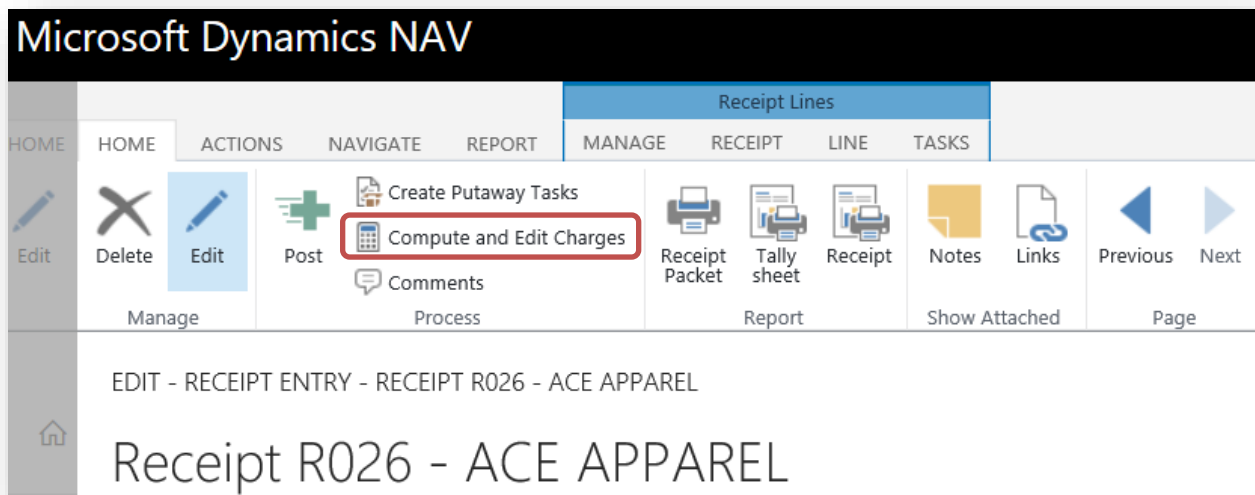


### Complete the Process

The final steps are to compute inbound charges, print the receiving documents and post the receipt. Posting the receipt updates on-hand inventory quantities, marks the receipt as posted and moves it to history.

#### Step 4: Compute inbound charges:

- Select **Compute and Edit** from the ribbon
- This opens the Transaction Charges list page where you can review charges and add any manual charges.



HOME REPORT

New Delete Edit List Billing Edit List Notes Links Open in Excel

New Manage Report Show Attached Page

Edit - PW Transaction charges - Receipt · R026 + new

Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge	Client	Item	Rate gro
1	HNDL	Handling	20	CASE	1.00	20.00	Automatic	A	A111	APPARE
1	ISTO	Initial Storage	20	CASE	0.75	15.00	Automatic	A	A111	APPARE
2	HNDL	Handling	40	CASE	1.00	40.00	Automatic	A	A222	APPARE
2	ISTO	Initial Storage	40	CASE	0.75	30.00	Automatic	A	A222	APPARE

Close

**Step 5: Print the receiving documents:**

- Select **Receipt Packet** from the ribbon

Microsoft Dynamics NAV

HOME HOME ACTIONS NAVIGATE REPORT Receipt Lines MANAGE RECEIPT LINE TASKS

Edit Delete Edit Post Create Putaway Tasks Compute and Edit Charges Comments Receipt Packet Tally sheet Receipt Notes Links Previous Next

Manage Process Report Show Attached Page

EDIT - RECEIPT ENTRY - RECEIPT R026 - ACE APPAREL

Receipt R026 - ACE APPAREL

Edit - PW Warehouse Receipt

**Data**

Barcode	None
<b>Detail</b>	<b>Sub Line</b>
Additional Data	1 Line
Attributes	Hide
Pallet Exchange	Hide

**Receipt Filters**

Show results:

Where: Document Type is: Receipt

And: Document is: R026

Send to... Print Preview Cancel

The **Receipt Packet** can be configured to include all receiving documents required by your clients. It is customizable for an individual client, for all clients or for a select few.

To include lot detail on the receipt, choose **Sub Line** from the **Detail** print options.

Edit - PW Receipt invoice

**Data**

Barcode	None
<b>Detail</b>	<b>Sub Line</b>
Additional Data	1 Line
Attributes	Hide
Show Charge Totals	None
Combine Minimums	No
Pallet Exchange	Hide

**Header**

Show results:

Where: Document Type is: Receipt

And: Document is: R026

Send to... Print Preview Cancel

Ace Apparel requires both the receipt & receipt invoice for each inbound load, so the Receipt Packet is tailored to include both.

To include lot detail on the receipt invoice, choose **Sub Line** from the *Detail* print options.



**Camelot Public Warehouse**  
10020 Park Cedar Drive  
Charlotte, NC 28210

**NON-NEGOTIABLE  
WAREHOUSE RECEIPT**

**Receipt** R026  
Receipt Date 2/28/2010

**Client**  
ACE APPAREL  
1975 CLEAR BAY DRIVE  
CHARLOTTE, NC 28211  
United States

**Received From**  
ACE APPAREL  
123 S MAIN STREET  
GRAHAM, NC 27253  
United States

**Warehouse**  
CENTRAL WHSE  
321 EAST AVE  
CHARLOTTE, NC 28210  
United States

**Inbound** A6521  
**Driver's**

**Carrier** ABF FREIGHT SYSTEM

**Container**

Quantity	ITEM #	LOT #	Description	Grs Weight	Volume
Quantity	LOT #	Inv Status	Pack	Grs Weight	Net Weight
20 CASE	A111	A651	CHILDREN'S SHIRTS	220 LB	
20 CASE	A651		10	220 LB	
40 CASE	A222		ATHLETIC SOCKS	440 LB	
20 CASE	A637		10	220 LB	
20 CASE	A640		10	220 LB	
60 CASE				<b>Grs Weight</b>	660 LB
				<b>Net Weight</b>	



**Camelot Public Warehouse**  
10020 Park Cedar Drive  
Charlotte, NC 28210

**NON-NEGOTIABLE  
WAREHOUSE RECEIPT/ INVOICE**

**Receipt** R026  
Receipt Date 2/28/2010

**Client**  
ACE APPAREL  
1975 CLEAR BAY DRIVE  
CHARLOTTE, NC 28211  
United States

**Received From**  
ACE APPAREL  
123 S MAIN STREET  
GRAHAM, NC 27253  
United States

**Received At**  
CENTRAL WHSE  
321 EAST AVE  
CHARLOTTE, NC 28210  
United States

**Inbound** A6521  
**Driver's**

**Carrier** ABF FREIGHT SYSTEM  
**Container**

Quantity	ITEM #	LOT #	Description	Grs Wgt	Rate	Per	Amount
Quantity	LOT #	Inv Status	Pack	Grs Wgt			
20 CASE	A111	A651	CHILDREN'S SHIRTS	220 LB			
				HNDL	1.00	CASE	20.00
				ISTO	0.75	CASE	15.00
20 CASE	A651		10	220			
40 CASE	A222		ATHLETIC SOCKS	440 LB			
				HNDL	1.00	CASE	40.00
				ISTO	0.75	CASE	30.00
20 CASE	A637		10	220			
20 CASE	A640		10	220			
Other Charges							
60 CASE			<b>Total Grs Weight</b>	660 LB		<b>Invoice Total</b>	\$105.00

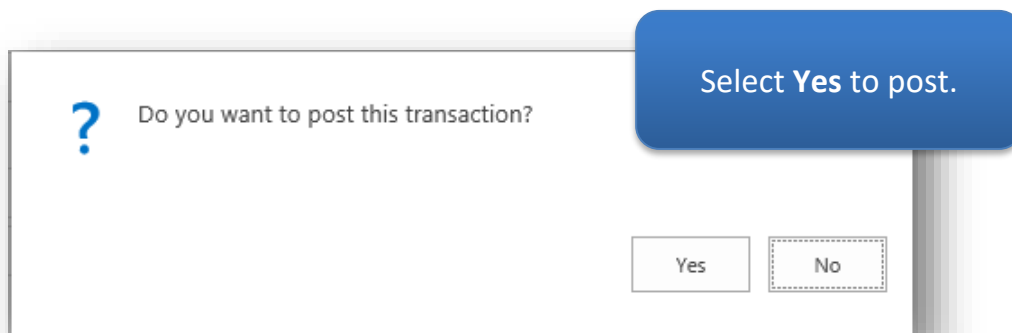
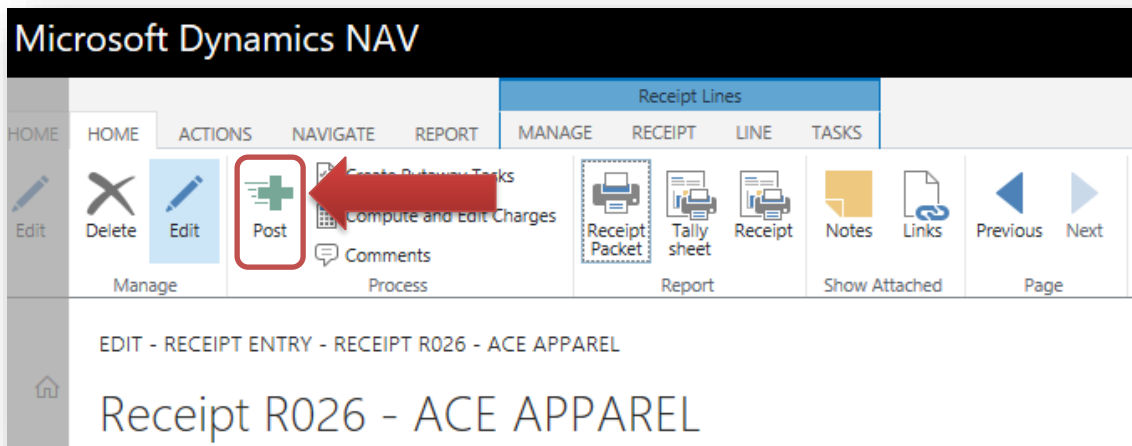


## Step 6: Post to inventory:



Verify all information on the receipt before posting.

- 
- Select **Post** from the ribbon
  - Follow the prompts to complete the process



## Managing Receipts

You can effectively manage your inbound loads from the receipts list page (Exhibit 5.8). This page gives you an overview of the receipts in process, listing key information such as the reference #, carrier and receive-from. The **Status** field shows you where each receipt is in process, and you can use the scrollbar at the bottom to see more information.

## Exhibit 5.8 – Receipts, All Pending List Page

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Address 1	Rcv From Reference	Carrier Code
R003	M	MMM111	Receipt	ENTERED	1/6/2010	AKRON RUBBER	8282 GILCHRIST ROAD	M2345678	FXFE
R005	P	PPP111	Receipt	ENTERED	1/6/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD	PPS1234	FEDX
R009	M	MMM222	Receipt	ENTERED	1/8/2010	AKRON RUBBER	8282 GILCHRIST ROAD	MAM45678	CCFL
R010	R	RRR111	Receipt	ENTERED	1/8/2010	JOHN S PAPER CO	123 STREET	R456789	ODFL
R011	P	PPP111	Receipt	ENTERED	1/8/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD		

With **Interactive Sorting**, you can sort the list by any column you choose. To sort a list:

- Click in the desired column header
- For example, to sort the list by client, click in the **Client** column header to change the sort. Clicking in the column again toggles the sort from ascending to descending.

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Address 1	Rcv From Reference	Carrier Code
R003	M	MMM111	Receipt	ENTERED	1/6/2010	AKRON RUBBER	8282 GILCHRIST ROAD	M2345678	FXFE
R005	P	PPP111	Receipt	ENTERED	1/6/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD	PPS1234	FEDX
R009	M	MMM222	Receipt	ENTERED	1/8/2010	AKRON RUBBER	8282 GILCHRIST ROAD	MAM45678	CCFL
R010	R	RRR111	Receipt	ENTERED	1/8/2010	JOHN S PAPER CO	123 STREET	R456789	ODFL
R011	P	PPP111	Receipt	ENTERED	1/8/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD		
R012	L	LLL111	Receipt	ENTERED	1/8/2010				
R013	W	WWW222	Receipt	ENTERED	1/9/2010	TOY MANUFACTURE COMPANY		W456789	

You can use **Quick Filter** to easily narrow the list view for a single criterion, such as **Client** or **Carrier Code**. To use **Quick Filter**:

- Select the field you want from the Quick Filter criterion drop-down list, and then enter the value in the Quick Filter field
- In this example, we filtered the list for client C.

## Receipts, All Pending

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Address 1	Rcv From Reference	Carrier Code
R003	M	MMM111	Receipt	ENTERED	1/6/2010	AKRON RUBBER	8282 GILCHRIST ROAD	M2345678	FXFE
R005	P	PPP111	Receipt	ENTERED	1/6/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD	PPS1234	FEDX
R009	M	MMM222	Receipt	ENTERED	1/8/2010	AKRON RUBBER	8282 GILCHRIST ROAD	MAM45678	CCFL
R010	R	RRR111	Receipt	ENTERED	1/8/2010	JOHN S PAPER CO	123 STREET	R456789	ODFL
R011	P	PPP111	Receipt	ENTERED	1/8/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD		

With **Advanced Filter**, you can filter the list by multiple criteria, such as by **Client** and receipt date (**Doc Date**).

## Receipts, All Pending

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Address 1	Rcv From Reference	Carrier Code
R003	M	MMM111	Receipt	ENTERED	1/6/2010	AKRON RUBBER	8282 GILCHRIST ROAD	M2345678	FXFE
R005	P	PPP111	Receipt	ENTERED	1/6/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD	PPS1234	FEDX
R009	M	MMM222	Receipt	ENTERED	1/8/2010	AKRON RUBBER	8282 GILCHRIST ROAD	MAM45678	CCFL
R010	R	RRR111	Receipt	ENTERED	1/8/2010	JOHN S PAPER CO	123 STREET	R456789	ODFL
R011	P	PPP111	Receipt	ENTERED	1/8/2010	PHARMACEUTICAL SUPPLY CO.	29293 NIGHTINGALE ROAD		
R012	L	LLL111	Receipt	ENTERED	1/8/2010				
R013	W	WWW222	Receipt	ENTERED	1/9/2010	TOY MANUFACTURE COMPANY		W456789	

Only show lines where "Client" is

C

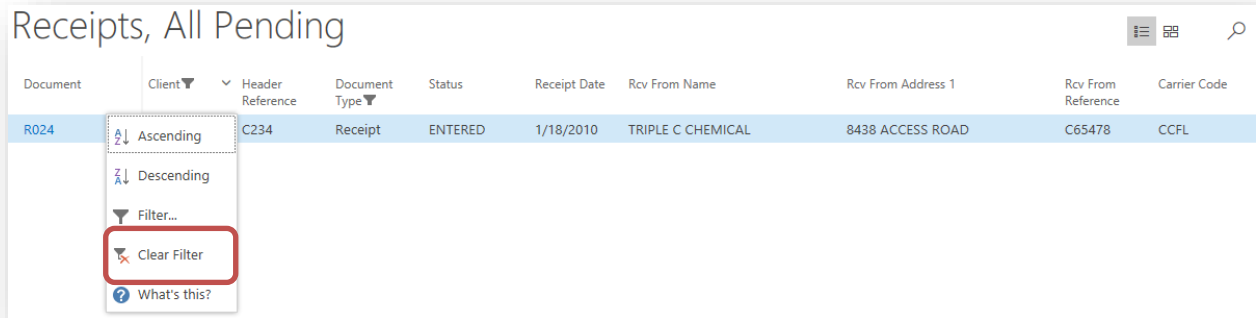
...

## Receipts, All Pending

Document	Client	Header Reference	Document Type	Status	Receipt Date	Rcv From Name	Rcv From Address 1	Rcv From Reference	Carrier Code
R024	C	C234	Receipt	ENTERED	1/18/2010	TRIPLE C CHEMICAL	8438 ACCESS ROAD	C65478	CCFL

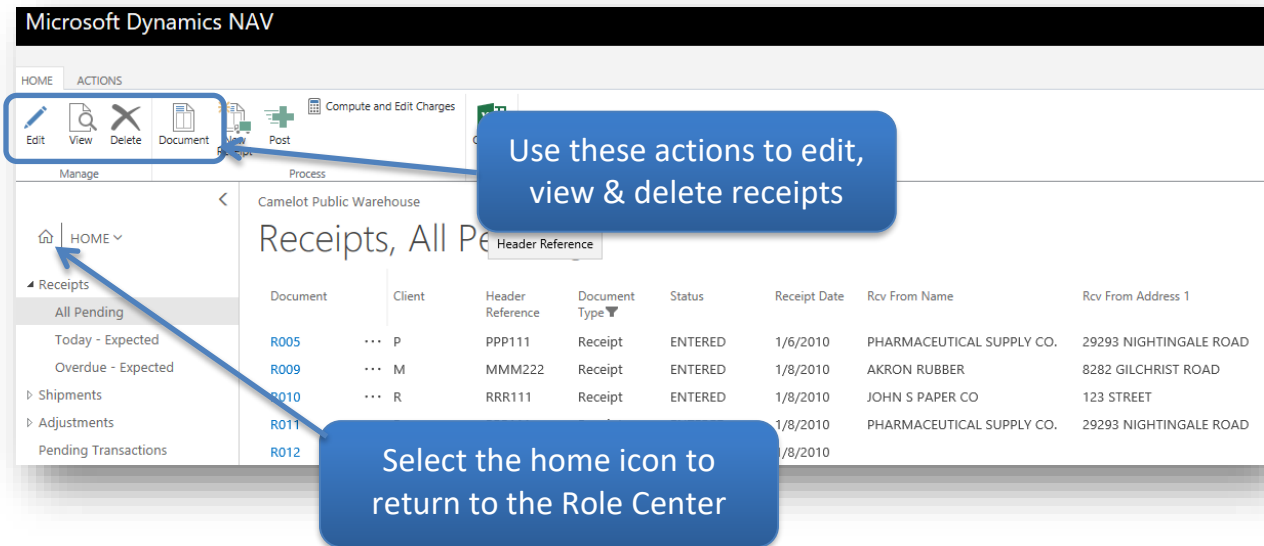


To clear filters:



Along with entering new receipts, you can view, edit and delete pending receipts using the actions located on the list page ribbon (Exhibit 5.9). When you're ready to return to the Role Center Home page, select **Role Center** from the list panel.

**Exhibit 5.9 – Actions on the Ribbon, Buttons on the Navigation Pane**



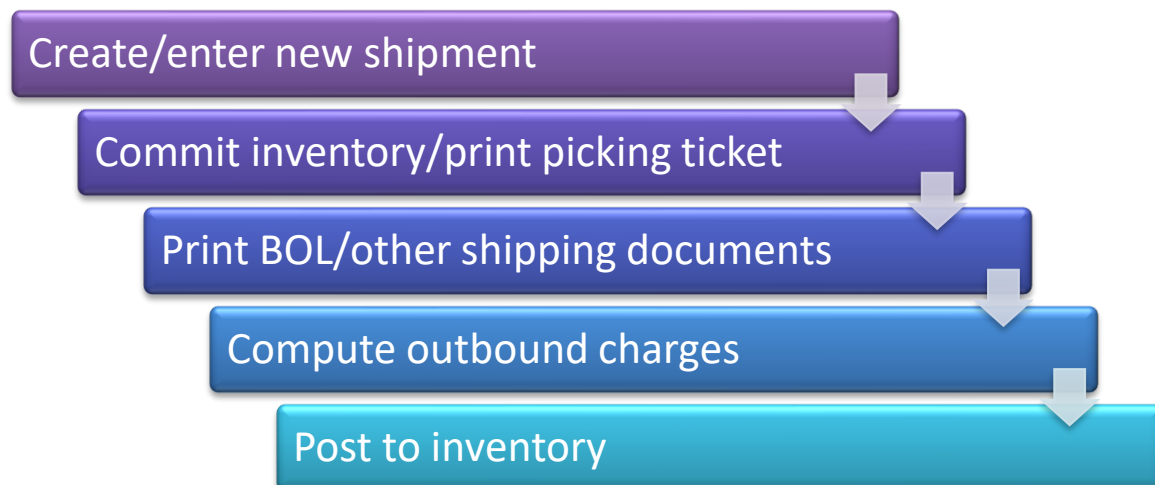
## Shipping

Express WMS Shipments is a client-tailored solution that adapts to your workflow and requirements, enabling you to process and manage your outbound loads quickly and effectively. No matter your processing requirements, Express WMS offers a solution that meets your needs.

### Shipment Process Flow

In Express WMS, all shipping follows a general process flow (Exhibit 6.1). The actual process can be adapted to your standard operating procedures as well as to your customers' requirements.

#### Exhibit 6.1 – General Shipping Process Flow



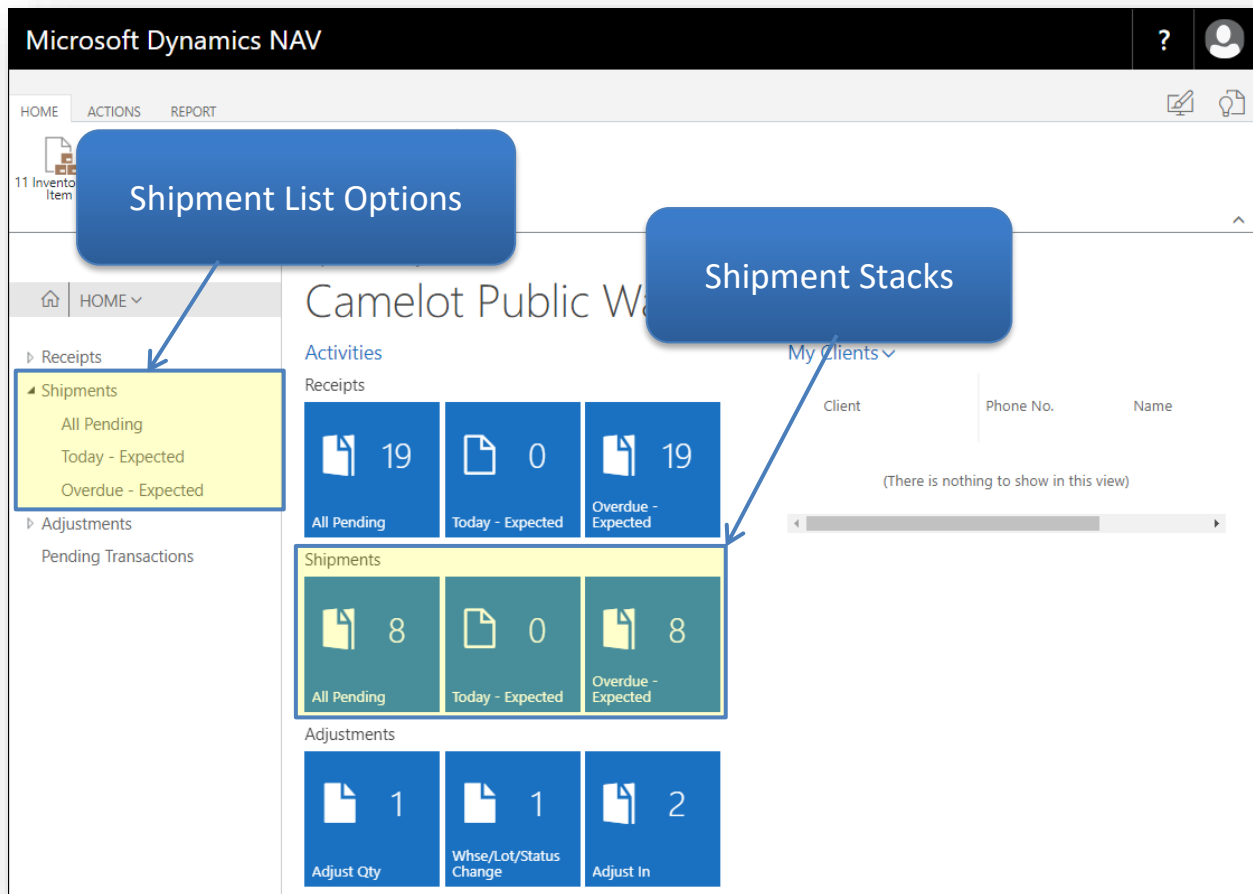
### Shipment Processing

The focus for this lesson is on basic shipment processing for the Express WMS user, beginning with manual shipment entry and concluding with posting to inventory. We will follow the process flow outlined above as we walk through processing an order for a sample client, Ace Apparel.

#### Navigating to Shipments

Shipments are processed and managed from a shipments list page. Starting from the Role Center Home page, you can use both the **Shipments** stacks and the **Shipments** list options on the Navigation Pane to navigate (Exhibit 6.2).

## Exhibit 6.2 – Shipments Stacks & Shipments List Options, Role Center Home Page



You can choose from the various options, based on what you need (Exhibit 6.3). For example, if you want to see a list of shipments that are scheduled to ship today, you can select **Today - Expected**.

## Exhibit 6.3 – Shipments Stacks & List Page Options

<b>All Pending</b>	<ul style="list-style-type: none"> <li>View all shipments in progress</li> </ul>
<b>Today - Expected</b>	<ul style="list-style-type: none"> <li>View shipments expected to arrive today (current work date)</li> </ul>
<b>Overdue - Expected</b>	<ul style="list-style-type: none"> <li>View shipments expected to arrive &amp; be processed before today (current work date)</li> </ul>
<b>Shipments</b> (from Navigation Pane)	<ul style="list-style-type: none"> <li>View all shipments in progress, similar to Shipments, <b>All Pending</b></li> </ul>

### When you want to start a new shipment:

- Navigate to a shipments list page by selecting one of the **Shipments** stacks or list options
- In this example, we selected **Shipments, All Pending** to begin with a shipments list page showing all shipments in progress.

The screenshot shows the Microsoft Dynamics NAV interface for Camelot Public Warehouse. The main window displays the 'Shipments, All Pending' list page. The ribbon includes 'Manage' and 'Process' tabs. The table below shows the shipment data:

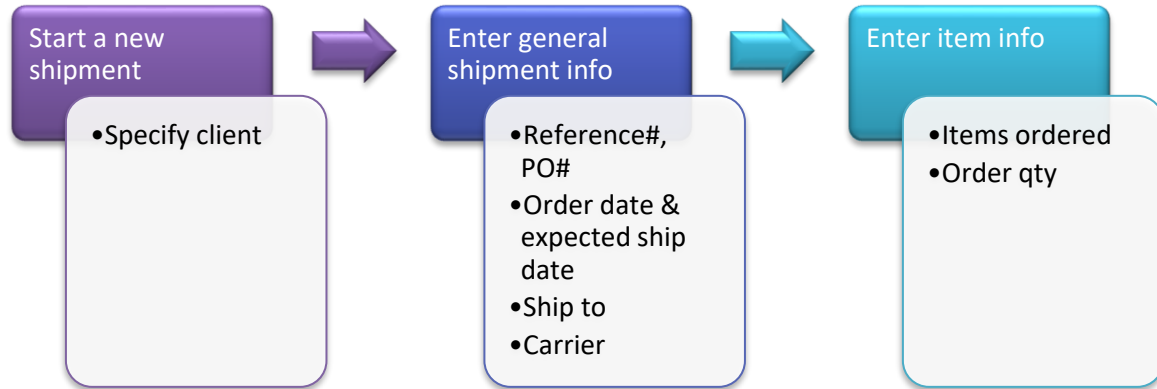
	Document	Client	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date	Consign Name
All Pending	S003	...	P	P111	ENTERED			WALGREENS DRUG S
Today - Expected	S005	...	M	M65478	ENTERED			MARSHALL TIRE
Overdue - Expected	S008	...	R	R202	ENTERED			WASHINGTON POST
Adjustments	S010	...	W	WW3311	ENTERED	1/17/2010		WESTERN TOY STORE
Pending Transactions	S011	...	O	O45678	ENTERED	1/18/2010		SEAFOOD PACKER
	S012	...	S	DP 123	ENTERED			SIMPLE SCAN STORE
	S013	...	C	C321	ENTERED			CHEMSPEC
	S015	...	C	C78945	COMMITTED			CHEMSPEC



## Shipment Entry

Once you are at a shipments list page, you are ready to begin entry. Shipment entry follows a few basic steps (Exhibit 6.4).

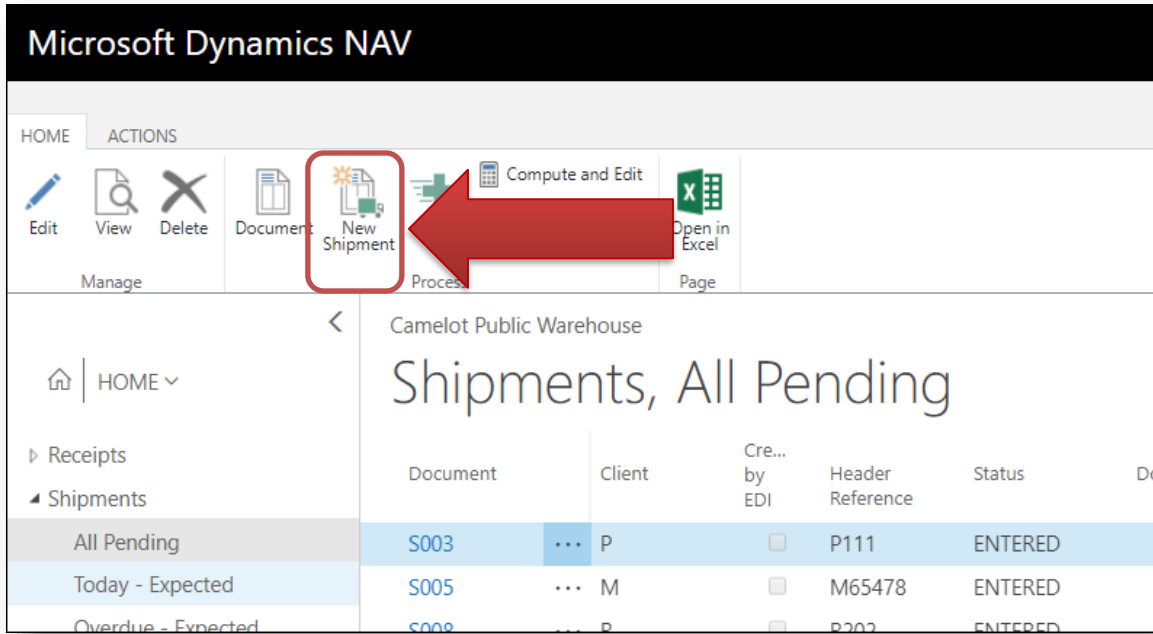
### Exhibit 6.4 – Shipment Entry Workflow



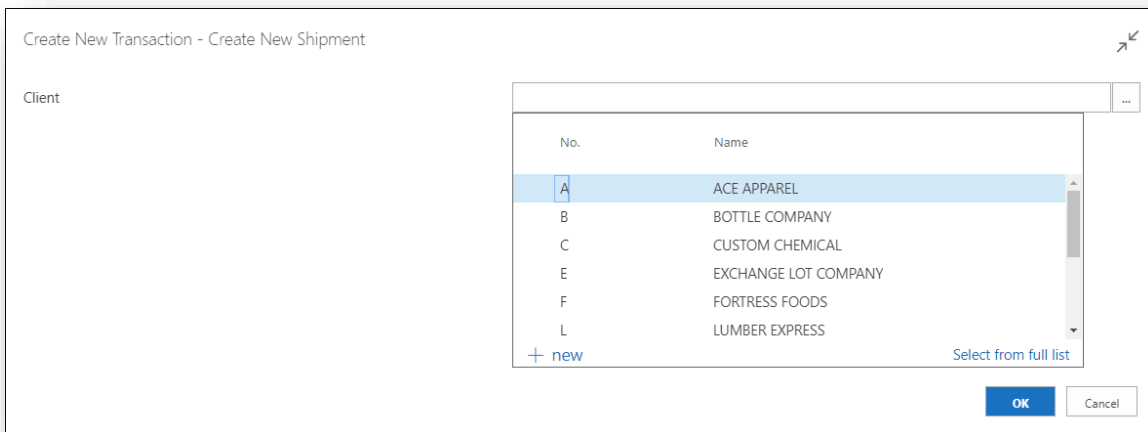
#### Step 1: Start a new shipment:

- Select **New Shipment** from the list page ribbon
- This opens a dialog box where you specify the client for the shipment.

	Document	Client	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date	Consign Name	Consign Ref
All Pending	S003	...	P	P111	ENTERED			WALGREENS DRUG STORE	P456789
Today - Expected	S005	...	M	M65478	ENTERED			MARSHALL TIRE	M6549879
Overdue - Expected	S008	...	R	R202	ENTERED			WASHINGTON POST	R46546479
Adjustments	S010	...	W	WW3311	ENTERED	1/17/2010		WESTERN TOY STORES	A12485
Pending Transactions	S011	...	O	O45678	ENTERED	1/18/2010		SEAFOOD PACKER	O4568797



- Enter the client code in the **Client** field, or select it from the drop-down list, and then select **OK**
- In this example, we selected **A (Ace Apparel)** from the drop-down list.



Create New Transaction - Create New Shipment

Client

OK Cancel

Once you specify the client, the **Shipment Entry** card opens, and this card is tailored to that client. Field captions are customized, and any information configured to default is automatically populated (Exhibit 6.5).

For this shipment, the user-definable fields are tailored to Ace Apparel. These captions match what's shown on the outbound paperwork.

**Exhibit 6.5 – Shipment Entry Card, Ace Apparel**

Microsoft Dynamics NAV

Shipment Lines

EDIT - SHIPMENT ENTRY - SHIPMENT S017 - ACE APPAREL

Shipment S017 - ACE APPAREL

General

Release #

Date shipped

CARRIER

Carrier Code

SHIP TO

Ship To Code

Carrier Name

Ship To Name

Order Date

Ship To Reference

Date to ship

Status

Shipment Lines

Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit	Short B/O	Alt 1 Quantity	Alt 1 Unit
0				0	0		<input type="checkbox"/>	0	

## General FastTab

Information, such as the reference #, expected ship date and ship-to, is entered in the **General** FastTab. The **Order Date** defaults to the current date, and there are fields for both the expected date to ship as well as the actual ship date.

The main shipment information is shown in the default view. You can expand the General FastTab to show all available fields, including the **Pro #** and the user-definable fields used for tracking client-specific information such as a **Trailer #** or a **Seal #** (Exhibit 6.6).

**Exhibit 6.6 – General FastTab, Shipment Entry Card**

**Show additional fields**

General			
Release #	<input type="text"/>	Date shipped	<input type="text"/>
<b>CARRIER</b>		<b>SHIP TO</b>	
Carrier Code	<input type="text"/>	Ship To Code	<input type="text"/>
Carrier Name	<input type="text"/>	Ship To Name	<input type="text"/>
Order Date	<input type="text" value="2/28/2010"/>	Ship To Reference	<input type="text"/>
Date to ship	<input type="text"/>	Status	<input type="text" value="ENTERED"/>

**Show fewer fields**

General			
Release #	<input type="text"/>	Driver name	<input type="text"/>
<b>CARRIER</b>		Header User 2	<input type="text"/>
Carrier Code	<input type="text"/>	Header User 3	<input type="text"/>
Carrier Name	<input type="text"/>	Fr t billing type	<input type="text" value="Collect"/>
Order Date	<input type="text" value="2/28/2010"/>	Fr t Bill To Code	<input type="text"/>
Date to ship	<input type="text"/>	Pro Number	<input type="text"/>
Date shipped	<input type="text"/>	User	<input type="text" value="SUPPORTADMIN"/>
Time Shipped	<input type="text"/>	Status	<input type="text" value="ENTERED"/>
<b>SHIP TO</b>			
Ship To Code	<input type="text"/>		
Ship To Name	<input type="text"/>		
Ship To Name 2	<input type="text"/>		
Ship To Address 1	<input type="text"/>		
Ship To Address 2	<input type="text"/>		
Ship To City	<input type="text"/>		
Ship To State	<input type="text"/>		
Ship To Zip	<input type="text"/>		
Ship To Reference	<input type="text"/>		

## Step 2: Enter general Shipment information (General FastTab):



Press **[Tab]** or **[Enter]** to move from field to field.

When any field has a the browse option, you can select a value from an associated list.

- Enter the reference # for the Shipment
- The caption for the reference field is tailored for the client. In this example, Ace Apparel references their release #, so **Release #** is the client-tailored caption.
- Enter the **Carrier Code**, or select it from a list
- The **Carrier Name** will automatically populate. If the carrier is not already set up, you can add it on the fly.

Shipment S017 - ACE APPAREL

General Show more

Release #	A7952	Date shipped	
<b>CARRIER</b>		<b>SHIP TO</b>	
Carrier Code	ODFL	Ship To Code	
Carrier Name	OLD DOMINION FREIGHT LINE	Ship To Name	
Order Date	2/28/2010	Ship To Reference	
Date to ship		Status	ENTERED

- Verify and/or modify the **Order Date**
- The **Order Date** automatically defaults to the current work date. If this date is correct, **[Tab]** or **[Enter]** to the next field. Otherwise, enter the correct date.
- Enter the expected **Date to Ship**

Shipment S017 - ACE APPAREL

General Show more

Release #	A7952	Date shipped	
<b>CARRIER</b>		<b>SHIP TO</b>	
Carrier Code	ODFL	Ship To Code	
Carrier Name	OLD DOMINION FREIGHT LINE	Ship To Name	
Order Date	12/14/2018	Ship To Reference	
Date to ship	12/14/2018	Status	ENTERED



You can leave the **Date Shipped** blank during initial entry and then add it later when the carrier arrives for pickup.

- Enter the **Ship To Code**, or select it from a list
- The **Ship To Name** will automatically populate.
- If the ship-to facility is not already set up, you can add it on the fly by entering a code that represents the facility. You can also simply enter the ship-to name and address (not specifying a code) if this is a one-time order for this location.
- Enter the **Ship To Reference**, if applicable
- Typically, this is the PO#.

Shipment S00003 - ACE APPAREL

General Show more

PO #	A54821	Date shipped	<input type="text"/>
<b>CARRIER</b>		<b>SHIP TO</b>	
Carrier Code	ODFL	Ship To Code	<input type="text"/>
Carrier Name	Old Dominion Freight Line	Ship To Name	<input type="text"/>
Order Date	1/9/2019	Ship To Reference	<input type="text"/>
Date to ship	1/9/2019	Status	ENTERED

### Shipment Lines FastTab

Item information is entered in the Shipment Lines FastTab. You can navigate with your mouse to select the FastTab (Exhibit 6.7).

#### Exhibit 6.7 – Shipment Lines FastTab

Shipment Lines

Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit	Short B/O	Alt 1 Quantity	Alt 1 Unit
0				0	0		<input type="checkbox"/>	0	

For this example, there are two items shipping on the order (Exhibit 6.8). Though lots are tracked for Ace Apparel, they do not specify the lots to ship, so only the item number and the quantity ordered for each item need to be entered.

**Exhibit 6.8 – The Scenario, Release# A7952**

The Scenario

- **Release# A7952**
  - **Item AAA123**
    - Qty ordered: 40 cases
  - **Item A111**
    - Qty ordered: 40 cases

**Step 3: Enter item information:**

- Enter the **Item #**, and then enter the **Qty Ordered** for the item
- Repeat for the remaining items on the order

Shipment Lines										
Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit	Short B/O	Alt 1 Quantity	Alt 1 Unit	
1	AAA123	MEN'S GOLF SHIRT		40	0	CASE	<input type="checkbox"/>		4	PLT
2	A111	CHILDREN'S SHIRTS		40	0	CASE	<input type="checkbox"/>		4	PLT

**Commit Inventory & Print Picking Ticket**

The next steps are to allocate inventory and print the picking ticket. In Express WMS, it is the **commit** process that allocates inventory to a shipment.

You have a couple of options for this process: 1) commit inventory and then print the picking ticket or 2) commit and print in a single step (Exhibit 6.9).

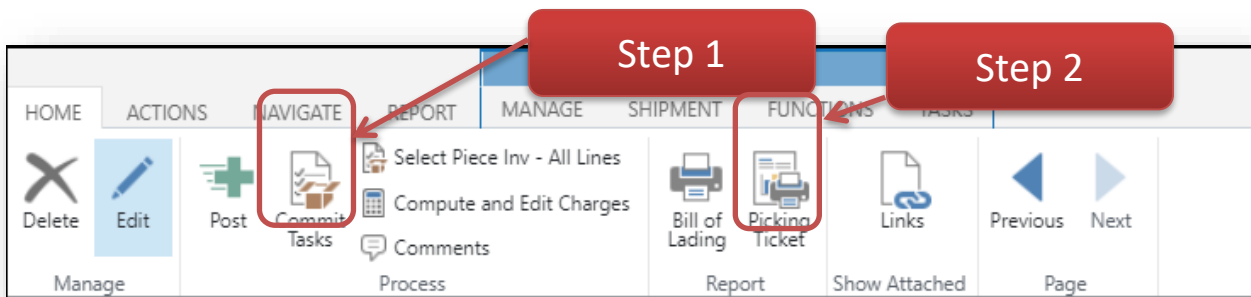
## Exhibit 6.9 – Commit & Print Options

<b>Option 1</b>	<ul style="list-style-type: none"><li>• Commit inventory</li><li>• Print picking ticket</li></ul>
<b>Option 2</b>	<ul style="list-style-type: none"><li>• Commit &amp; print in single step</li></ul>

### Step 4: Commit inventory and print the picking ticket:

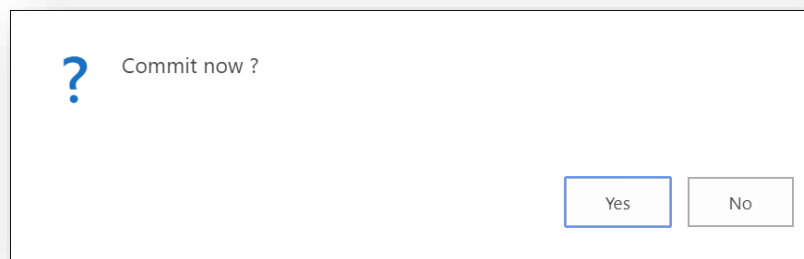
Option 1:

- Select **Commit Tasks** from the ribbon
- For Ace Apparel, product must be picked first in/first out by receipt date. The client is configured so that when the commit function is run, inventory is automatically allocated in that specific pick order.
- Select **Picking Ticket** from the ribbon



Option 2:

- Select **Picking Ticket** from the ribbon
- Select **Yes** at the prompt to continue the commit process





When inventory is committed, that inventory is linked to the shipment and those quantities are subtracted from available inventory. On the Shipment Entry card, the **Qty Committed** is updated for each item (Exhibit 6.10).

**Exhibit 6.10 – Shipment Entry Card, Committed**

EDIT - SHIPMENT ENTRY - SHIPMENT S017 - ACE APPAREL

### Shipment S017 - ACE APPAREL

**General** Show more

Release #  Date shipped

**CARRIER** **SHIP TO**

Carrier Code  Ship To Code

Carrier Name  Ship To Name

Order Date  Ship To Reference

Date to ship  Status

**Shipment Lines**

Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit	Short B/O	Alt 1 Quantity	Alt 1 Unit
1	AAA123	MEN'S GOLF SHIRT		40	0	CASE	<input type="checkbox"/>	4	PLT
2	A111	CHILDREN'S SHIRTS		40	0	CASE	<input type="checkbox"/>	4	PLT

When you print the picking ticket, you have several print options on the report dialog box, including the option to print a barcode of the shipment number and the option to sort by line number or by bin location (Exhibit 6.11).

## Exhibit 6.11 – Picket Ticket Dialog Box & Report

Various print options include:

- Print *barcode* of ship #
- Include detailed information (*Additional Data & Attributes*)
- *Sort by* line #, bin, bin ranking or item

Edit - PW Picking Ticket by Bin

**Data**

Barcode	None
Additional Data	1 Line
Attributes	Hide
Show Description	Show

**Format**


Sort By	Line
---------	------

**Shipment Filters**

Show results:

Where:	Document Type	is:	Shipment
And:	Document	is:	S017

Send to... Print Preview Cancel

		<h1>Picking Ticket</h1>		<b>Shipment</b> S017 Ship Date _____			
<b>Camelot Public Warehouse</b> 10020 Park Cedar Drive Charlotte, NC 28210							
<b>Client</b> ACE APPAREL 1975 CLEAR BAY DRIVE CHARLOTTE, NC 28211 United States		<b>Consignee</b>    		<b>Warehouse</b> CENTRAL WHSE 321 EAST AVE CHARLOTTE, NC 28210 United States			
<b>Release #</b> A7952 <b>Carrier</b> OLD DOMINION <b>Frft Bill Type</b> Collect <b>Order Date</b> 12/14/2018		<b>Consign Ref</b> <b>Driver name</b> _____  <b>Date to Ship</b> 12/14/2018		<b>Date Shipped</b> _____			
<b>Line</b>	<b>ITEM #</b>	<b>Description</b>	<b>Pick Qty</b>	<b>Picked</b>	<b>Alt Qty</b>	<b>Picked</b>	<b>Weight</b>
<i>Bin</i>	<i>LOT #</i>						
1	AAA123	MEN'S GOLF SHIRT			12 PER CASE		
			22 CASE	_____	2.2 PLT	_____	440 LB
AA-12	A101		18 CASE	_____	1.8 PLT	_____	360 LB
2	A111	CHILDREN'S SHIRTS			15 PER CASE		
			7 CASE	_____	0.7 PLT	_____	77 LB
AA-14	A201		33 CASE	_____	3.3 PLT	_____	363 LB
AA-11	A651						
<b>Total</b>			80		8		1,240

## Making Changes

There may be occasions when you need to make changes to the shipment after inventory has been committed and the warehouse has begun to pick the order. The information on the General FastTab can be updated at any point. You can also update item information as well as the lots and quantities allocated on the order. This is done using the **Select Piece Inventory** worksheet.

To illustrate, let's say that Ace Apparel has sent a change order request for release # A7952. For item A111, they want to ship 30 cases instead of the 40 cases originally ordered. To handle this request, we need to update the commitments on the shipment and reprint the picking ticket.

### Change quantities on a shipment after committing:

- Update the **Qty Ordered** for the desired line

- Here, we updated the **Qty Ordered** for item A111, changing it from **40** to **30**.

Change Qty Ordered to reflect new qty

Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit
1	AAA123	MEN'S GOLF SHIRT		40	40	CASE
2	A111	CHILDREN'S SHIRTS		30	40	CASE

- Choose Select Piece Inventory – All Lines from the ribbon
- This opens the **Select Piece Inventory** worksheet, which is essentially a snapshot of inventory for the items on the order and displays the lots committed from each bin location. The **FactBox Pane** shows the totals for each item.

Shipment Lines

HOME ACTIONS NAVIGATE REPORT MANAGE SHIPMENT FUNCTIONS TASKS

Delete Edit Post Commit Tasks Compute and Edit Charges Comments Bill of Lading Picking Ticket Links Previous Next

Manage Process Report Show Attached Page

EDIT - SHIPMENT ENTRY - SHIPMENT S017 - ACE APPAREL

Select Piece Inv - All Lines

FactBox Pane

Inventory Item Balance

Qty To Commit	Unit	ITEM #	LOT #	Current Bin	New Bin	Inv Status	Qty Available	Unit	Count Qty	Pack
0	CASE	AAA123	A100	AA-11	AA-11	DAMAGED	10	CASE	0	10
18	CASE	AAA123	A101	AA-12	AA-12		18	CASE	18	10
22	CASE	AAA123					40	CASE	22	10
40	CASE	A111	A651	AA-11	AA-11		40	CASE	40	10

Line Totals

Count Quantity	40
Alt 1 Quantity	4
Alt 2 Quantity	0
Weight	800

Inventory Item Balance

Item	AAA123
Warehouse	CENTRAL
Qty Available	18.00
Count Qty	68
Count Unit	CASE
Alt 1 Qty	6.8
Alt 1 Unit	PLT
Grs Weight	1,360

Lots committed for AAA123 & A111

- Update the **Qty Committed** for the necessary pieces for the item so that the total quantity committed matches the new quantity ordered

- This updates the commitments in the system. In this example, we updated one of the pieces for item A111 so that the total committed is 30 cases, which matches the new quantity ordered.

Change **Qty to Commit** for at least one of the pieces for the item to match the qty ordered

Qty To Commit	Unit	ITEM #	LOT #	Current Bin	New Bin	Inv Status	Qty Available	
0	...	CASE	AAA123	A100	AA-11	AA-11	DAMAGED	10
18	...	CASE	AAA123	A101	AA-12	AA-12		18
22	...	CASE	AAA123					40
30	...	CASE	A111	A651	AA-11	AA-11		40

- Close the **Select Piece Worksheet**, and then reprint the picking ticket

Qtys on line are automatically updated

Line	ITEM #	Description	LOT #	Qty Ordered	Qty Committed	Order Unit
1	...	AAA123	MEN'S GOLF SHIRT	40	40	CASE
2	...	A111	CHILDREN'S SHIRTS	40	30	CASE

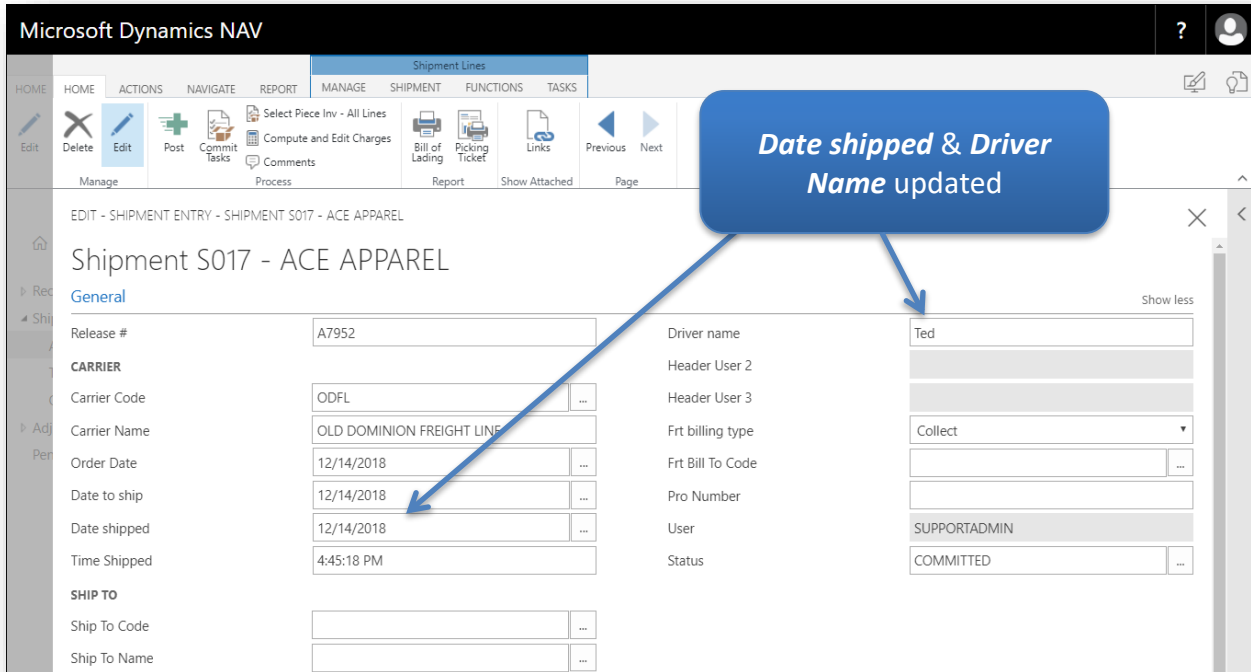
### Complete the Process

The final steps are to update information on the General FastTab such as the Date Shipped and Pro #, print the bill of lading, compute outbound charges, and post the shipment. Posting the shipment updates on-hand inventory quantities, marks the shipment as posted and moves it to history.

#### Step 1: Update information on the General FastTab:

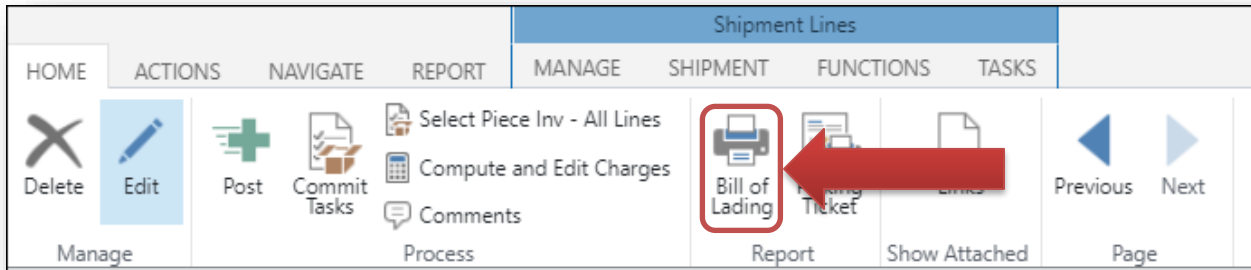
- Update the **Date Shipped** as needed
- Update other fields, such as user-defined fields and **Pro #** as needed

- In this example, we added the **Driver Name** (a user-defined field).



## Step 2: Print the bill of lading:

- Select **Bill of Lading** from the ribbon



Various print options include:

- Print **barcode** of ship #
- Include detailed information
- Include carrier info, client info or both (**Freight Line Type**)

Edit - PW Bill of Lading Summary

### Additional Data


Barcode	None ▼
Detail	None ▼
Freight Line Type	Both ▼

### Header

Show results:

Where:	Document Type ▼	is:	Shipment ▼
And:	Document ▼	is:	S017

Send to...	Print	Preview	Cancel
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## Straight Bill of Lading

**BOL #** S038

**Ship Date** 10/9/2015

**Carrier** OLD DOMINION FREIGHT **Pro Number**

Received, Subject to the classification and law fully filed tariffs in effect on the date of issue of this original Bill of Lading

<p><b>Ship From</b> ACE APPAREL EXIT DEMO WAREHOUSE CHARLOTTE, NC 28211 United States</p>	<p><b>Freight Bill To</b> ACME CLOTHING STORE 123 SOUTH BLVD BRISTOL, RI 33333 United States</p>	<p><b>Deliver To</b> ACME CLOTHING STORE 123 SOUTH BLVD BRISTOL, RI 33333 United States</p>
---	--	---

<p><b>Release #</b> A7952</p> <p><b>Trailer #</b> 9363</p>	<p><b>Fr Bill Type</b> Collect</p>	<p><b>Order Date</b> 10/08/15</p> <p><b>Date To Ship</b> 10/09/15</p>
--	------------------------------------	---

**Client Order Information**

Qty	Unit	HM ITEM #	Description	NMFC Code	Class	Weight
40	CASE	AAA123	MEN'S GOLF SHIRT 12 PER CASE	123456-01	60	800 LB
30	CASE	A111	CHILDREN'S SHIRTS 15 PER CASE	123456-01	60	330 LB

**Carrier Freight Information**

Qty	Unit	HM Description	NMFC Code	Class	Weight
70	CASE	Apparel in cases	123456-01	60	1,130 LB

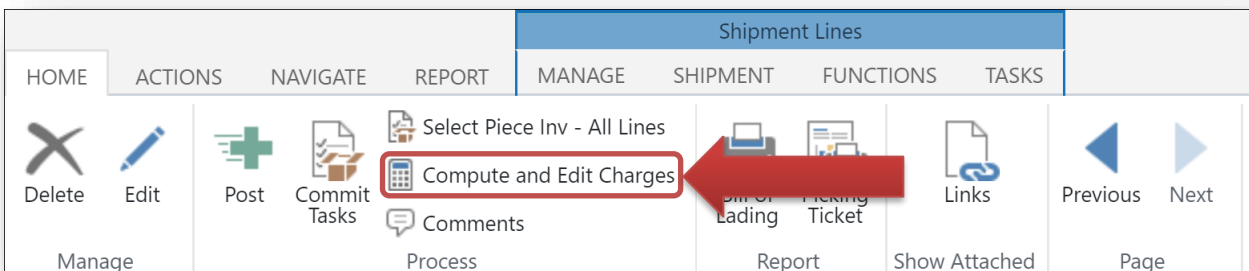
---

70 **Total Pieces**    **Pallet In:** \_\_\_\_\_    **Pallet Out:** \_\_\_\_\_    **Pallet Wgt:** \_\_\_\_\_    **Total Grs Wgt** 1,130

**Step 3: Compute outbound charges:**

- Select **Compute and Edit** from the ribbon

This opens the **Transaction Charges** list page where you can review charges and add any manual charges before posting.





- In this example, Ace Apparel is charged for order processing for each shipment order. Rate setup is configured so this charge is automatically computed on each shipment order.

HOME REPORT

New Delete Edit List Billing Edit List Notes Links Open in Excel

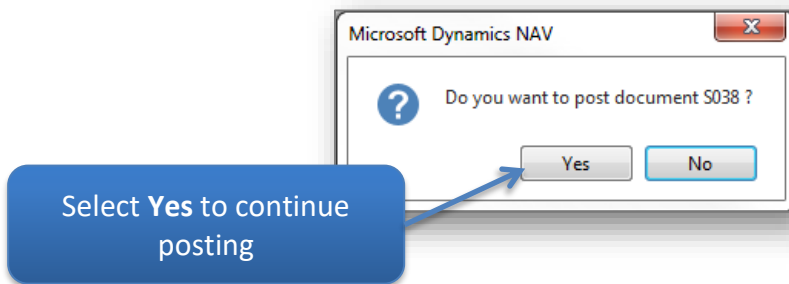
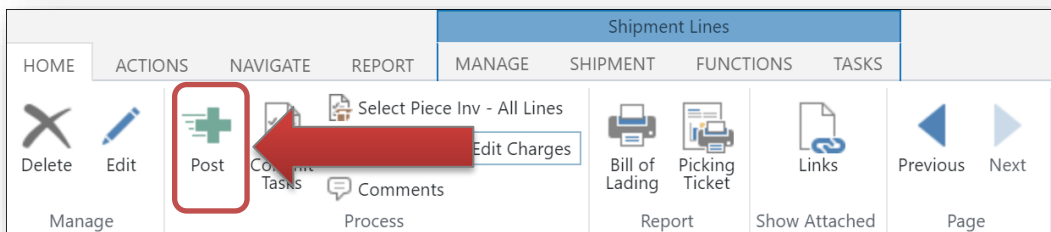
New Manage Report Show Attached Page

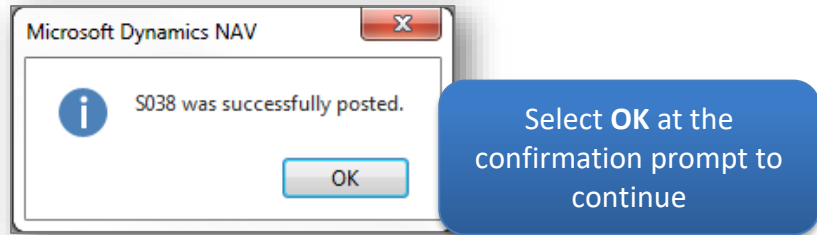
Edit - PW Transaction charges - Shipment · S017 + new

Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge
0	ORD	Order processing	1	ORD	6.00	6.00	Automatic

**Step 4: Verify all information on the shipment, and then post:**

- Review all information on the shipment to verify accuracy
- Select **Post** from the ribbon, and follow the prompts to complete the process





## Managing Shipments

You can effectively manage your outbound loads from the shipments list page (Exhibit 6.12). This page gives you an overview of the shipments in process, listing key information such as the reference #, carrier and ship-to. The **Status** field shows you where each shipment is in process, and you can use the scrollbar at the bottom to see more information.

**Exhibit 6.12 – Shipments, All Pending List Page**

Document	Client	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date	Consign Name	Consign Ref	Carrier Code
S003	...	P	P111	ENTERED			WALGREENS DRUG STORE	P456789	UPSN
S005	...	M	M65478	ENTERED			MARSHALL TIRE	M6549879	ABFS
S008	...	R	R202	ENTERED			WASHINGTON POST	R46546479	YFSL
S010	...	W	WW3311	ENTERED	1/17/2010		WESTERN TOY STORES	A12485	ODFL
S011	...	O	O45678	ENTERED	1/18/2010		SEAFOOD PACKER	O4568797	FRXF
S012	...	S	DP 123	ENTERED			SIMPLE SCAN STORE # 123	S456789	ODFL
S013	...	C	C321	ENTERED			CHEMSPEC	CC3456	UPSN

With **Interactive Sorting**, you can sort the list by any column you choose. To sort a list:

- Click in the desired column header
- For example, to sort the list by client, click in the **Client** column header to change the sort. Clicking in the column again toggles the sort from ascending to descending.

# Shipments, All Pending



Document	Client ↑	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date	Consign Name	Consign Ref	Carrier Code
S013	...	C	<input type="checkbox"/> C321	ENTERED			CHEMSPEC	CC3456	UPSN
S005	...	M	<input type="checkbox"/> M65478	ENTERED			MARSHALL TIRE	M6549879	ABFS
S011	...	O	<input type="checkbox"/> O45678	ENTERED	1/18/2010		SEAFOOD PACKER	O4568797	FRXF
S003	...	P	<input type="checkbox"/> P111	ENTERED			WALGREENS DRUG STORE	P456789	UPSN
S008	...	R	<input type="checkbox"/> R202	ENTERED			WASHINGTON POST	R46546479	YFSL
S012	...	S	<input type="checkbox"/> DP 123	ENTERED			SIMPLE SCAN STORE # 123	S456789	ODFL
S010	...	W	<input type="checkbox"/> WW3311	ENTERED	1/17/2010		WESTERN TOY STORES	A12485	ODFL

You can use **Quick Filter** to easily narrow the list view for a single criterion, such as Client. To use **Quick Filter**:

- Select the field you want to Filter by and then enter the value in the Quick Filter field  
In this example, we filtered the list for client C.

Shipments, All Pending

Document	Client	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date ↑	Consign Name	Consign Ref	Carrier Code
S003	...	<input type="checkbox"/>	P111	ENTERED			WALGREENS DRUG STORE	P456789	UPSN
S005	...	<input type="checkbox"/>	M65478	ENTERED			MARSHALL TIRE	M6549879	ABFS
S008	...	<input type="checkbox"/>	R202	ENTERED			WASHINGTON POST	R46546479	YFSL
S010	...	<input type="checkbox"/>	WW3311	ENTERED	1/17/2010		WESTERN TOY STORES	A12485	ODFL
S011	...	<input type="checkbox"/>	O45678	ENTERED	1/18/2010		SEAFOOD PACKER	O4568797	FRXF
S012	...	<input type="checkbox"/>	DP 123	ENTERED			SIMPLE SCAN STORE # 123	S456789	ODFL
S013	...	<input type="checkbox"/>	C321	ENTERED			CHEMSPEC	CC3456	UPSN

Only show lines where "Client" is

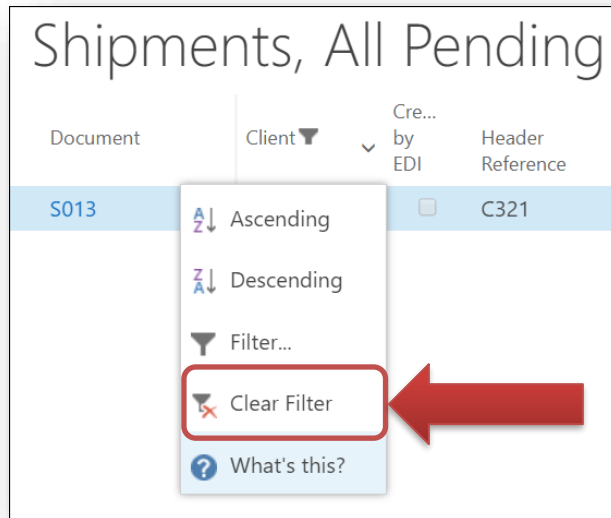
OK Cancel

Shipments, All Pending

Document	Client	Cre... by EDI	Header Reference	Status	Doc Date	EDI Expect Date ↑	Consign Name	Consign Ref	Carrier Code
S013	...	<input type="checkbox"/>	C321	ENTERED			CHEMSPEC	CC3456	UPSN

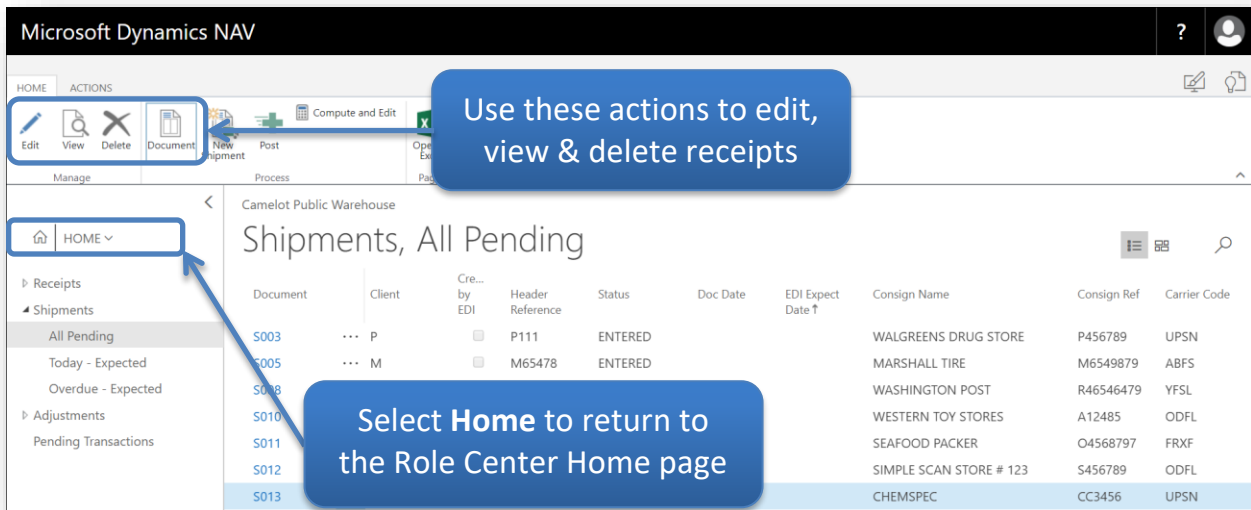
To clear filters:

- Select **Clear Filter** from the ribbon



As well as entering new shipments, you can view, edit and delete pending shipments using the actions located on the list page ribbon (Exhibit 6.13). When you're ready to return to the Role Center Home page, select **Role Center** from the list panel.

**Exhibit 6.13 – Actions on the Ribbon, Buttons on the Navigation Pane**



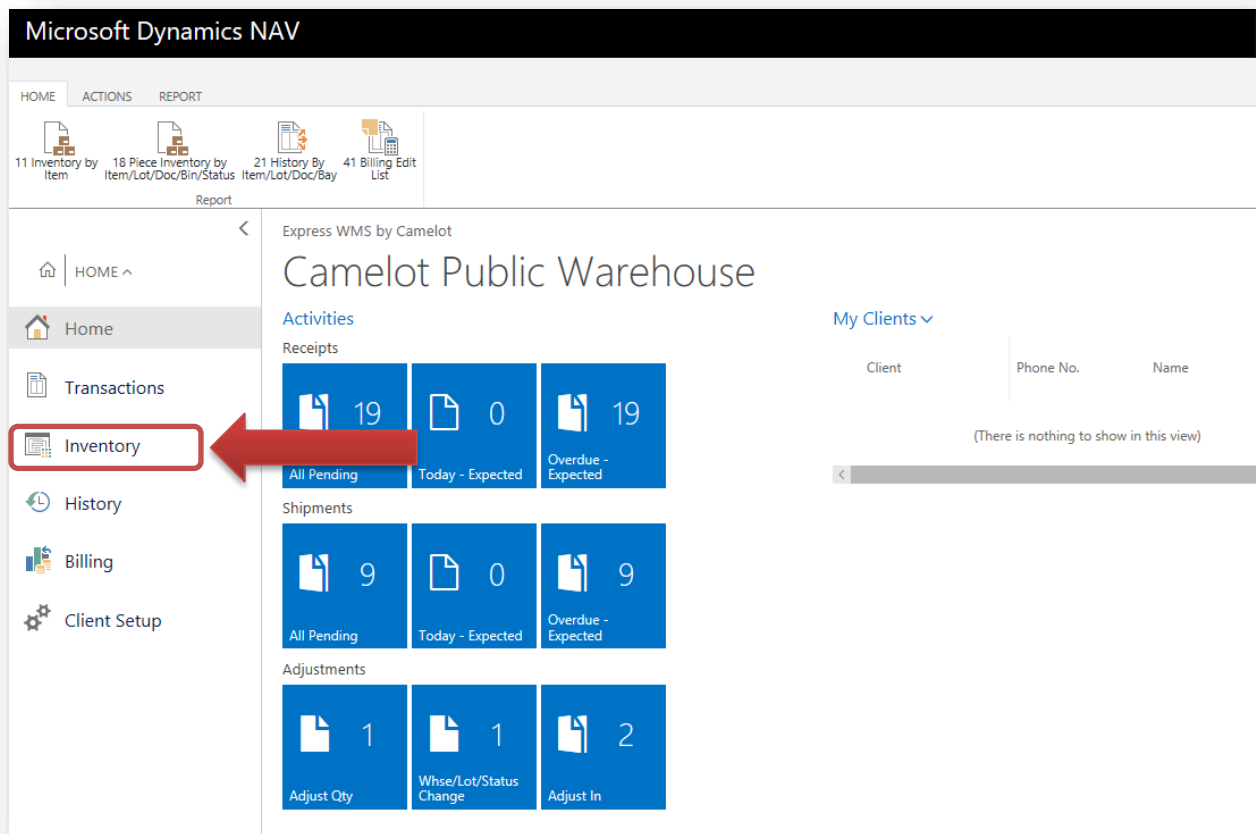
## Inventory Management

Express WMS Inventory Views puts the right tools at your fingertips, enabling you to manage and report inventory at a variety of levels. Whether you track the number of cases for each item or track the lots and expiry dates on each pallet, Express WMS gives you the right view with the right information, every time.

### Inventory in Express WMS

In Express WMS, all inventory views are accessed from one central location. To navigate to inventory views:

- Select **Inventory** from the Navigation Pane

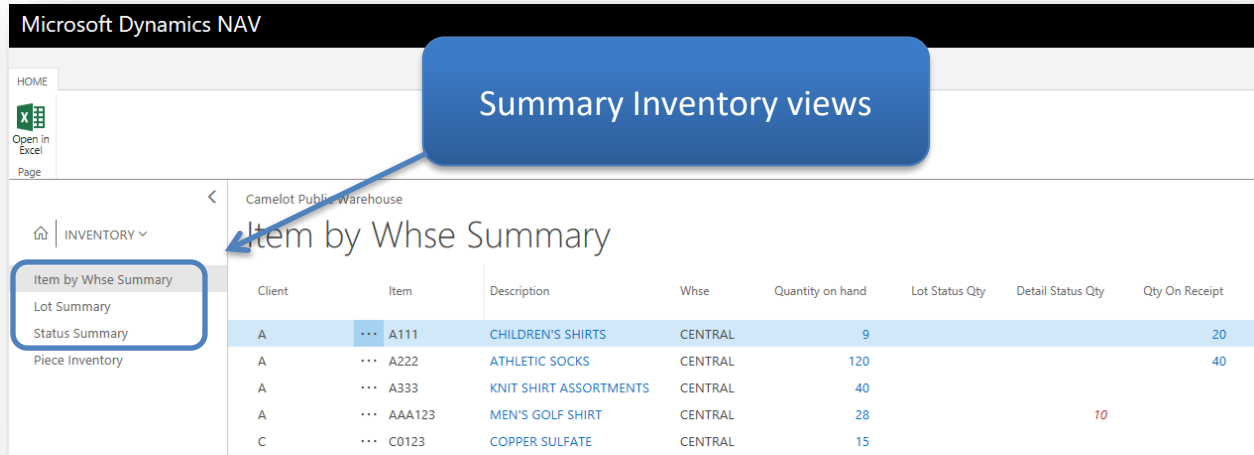


### Inventory Views

There are three Summary inventory views and the Piece inventory view. Summary inventory shows inventory quantities in ways typically reported to your clients (Exhibit 7.1). Inventory

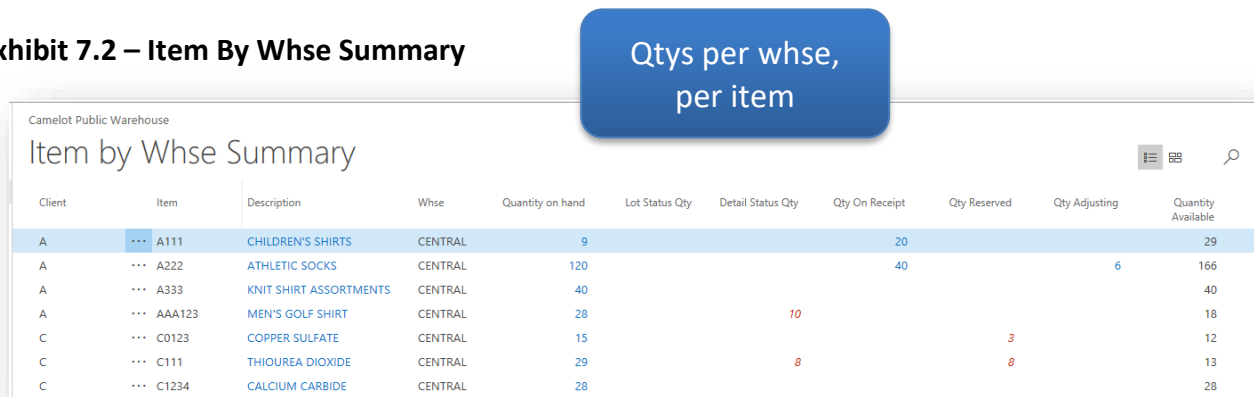
quantities, such as Qty On-Hand and Qty Available, are summarized, or totaled, at various levels to provide inventory information the way you need it.

### Exhibit 7.1 – Summary Inventory Views



**Item by Whse Summary** is the most summarized view, showing inventory quantities totaled by warehouse and by item (Exhibit 7.2). If an item is stored in multiple warehouses, the quantity in each location is displayed.

### Exhibit 7.2 – Item By Whse Summary



**Lot Summary** shows inventory quantities totaled by warehouse, item and by lot (Exhibit 7.3). For clients that track lots, this is considered one of the “go-to” views.

### Exhibit 7.3 – Lot Summary

Qtys per lot

Camelot Public Warehouse

#### Lot Summary

Client	Item	Whse	Lot	Lot Status	Quantity On Hand	Qty with Inv Status	Qty with Lot Status	Qty On Receipt	Qty Reserved	Qty Adjusting	Quantity Available	Unit
A	... A111	CENTRAL	A201		9					-2	7	CASE
A	... A111	CENTRAL	A651		0			20			20	CASE
A	... A222	CENTRAL	A301		120					6	126	CASE
A	... A222	CENTRAL	A637		0			20			20	CASE
A	... A222	CENTRAL	A640		0			20			20	CASE

**Status Summary** shows inventory quantities summarized by lot but also broken down by inventory status (Exhibit 7.4). This is the view to use when you need to see the items or lots that have quantities on hold or marked as damaged.

### Exhibit 7.4 – Status Summary

Qtys per lot, per inv status

Camelot Public Warehouse

#### Status Summary

Client	Item	Lot	Receipt	Inv Status	Quantity on hand	Qty with Inv Status	Qty With Lot Status	Qty on receipt	Qty Reserved	Qty Adjusting	Quantity Available	Unit
A	... A111	A201	R006		9					-2	7	CASE
A	... A111	A651	R026		0			20			20	CASE
A	... A222	A301	R006		120					6	126	CASE
A	... A222	A637	R026		0			20			20	CASE
A	... A222	A640	R026		0			20			20	CASE
A	... A333	A401	R006		40						40	CASE
A	... AAA123	A100	R001	DAMAGED	10	10					0	CASE

**Piece Inventory** shows inventory quantities at the most detailed level (Exhibit 7.5). With this view, you can see a breakdown of the items and lots in specific bin locations as well as other detailed information such as license plates and code dates. This is a common view for internal inventory management, and if you're tracking information such as Pallet ID's or Expiry Dates, this would be your main view for those clients.

### Exhibit 7.5 – Piece Inventory

Qtys broken down at most detailed level

Camelot Public Warehouse

#### Piece Inventory

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 Qty	Alt 1 Unit	Count Qty Committed	Inv Status
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	0.9	PLT	-2	
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10	4	PLT	0	
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10	4	PLT	0	
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	4	PLT	6	
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	4	PLT	0	
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	1	PLT	0	DAMAGED



## Top Inventory View Features

When you initially open any of the inventory list page views, you see inventory for all clients and items. Express WMS's list page features enable you to display the exact information you need, the way you need it.


### Quick Filter

You can use **Quick Filter** to narrow the list view to a single criterion, such as client. To use **Quick Filter**:

- Select the field you want from the Quick Filter criterion drop-down list, and then enter the value in the Quick Filter field

Camelot Public Warehouse


### Piece Inventory



Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10
A	... A111	CHILDREN'S SHIRTS	A651	AA-11	10	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0

Camelot Public Warehouse

### Piece Inventory



Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10
A	... A111	CHILDREN'S SHIRTS	A651	AA-11	10	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0
A	... AAA123	MEN'S GOLF SHIRT			18	CASE	10

## Interactive Sorting

With **Interactive Sorting**, you can sort inventory by any column you choose. To use **Interactive Sorting**:

- Click in the desired column header
- For example, to sort the list by bin, click in the Bin column header to change the sort. Clicking in the column header again toggles the sort from ascending to descending.

Camelot Public Warehouse

### Piece Inventory

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit
A	... A111	CHILDREN'S SHIRTS	A201	Ascending	9	CASE
A	... A111	CHILDREN'S SHIRTS	A651	Descending	10	CASE
A	... A222	ATHLETIC SOCKS	A301	Filter...	40	CASE
A	... A222	ATHLETIC SOCKS	A301	Clear Filter	40	CASE
A	... A333	KNIT SHIRT ASSORTMENTS	A401	What's this?	40	CASE
A	... AAA123	MEN'S GOLF SHIRT			18	CASE
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE

## Using Hyperlinked Quantities

Certain fields within each of the inventory views are hyperlinked. You can use these hyperlinked fields to drill down to more detailed information. For example, you can select the hyperlinked **Quantity On Hand** field to see the transaction history that makes up that quantity (Exhibit 7.6).

**Exhibit 7.6 – Hyperlinked Fields, Status Summary Inventory**

Camelot Public Warehouse

### Status Summary

Client	Item	Lot	Receipt	Inv Status	Quantity on hand	Qty with Inv Status	Qty With Lot Status	Qty on receipt	Qty Reserved	Qty Adjusting	Quantity Available	Unit
A	... A111	A201	R006		9				7	-2	0	CASE
A	... A111	A651	R026		40				33		7	CASE
A	... A222	A301	R006		120					6	126	CASE
A	... A222	A637	R026		0						0	CASE
A	... A222	A640	R026		0						0	CASE

Microsoft Dynamics NAV

HOME ACTIONS NAVIGATE

Open in Excel Document Navigate Notes Links Open in Excel

Process Show Attached Page

VIEW - PW ITEM LEDGER DRILL DOWN

Document Date	PW Entry type	Adjust type	Document No.	PW Apply document	Inv Status	Quantity	Unit	Alt 1 Qty	Alt 1 unit	Detail Reference	Net weight	Weight
1/7/2010	Receipt		R006	R006		50	CASE	5	PLT		0.00	550
1/17/2010	Shipment		S006	R006		-40	CASE	-4	PLT		0.00	-440
1/17/2010	Shipment		S009	R006		-1	CASE	-0.1	PLT		0.00	-11

## Send to Excel

One of the most powerful features within Express WMS is the **Send to Excel** feature.

To send an inventory list page view to Excel:

- Select **Microsoft Excel** from the **Print & Send** group on the ribbon
- This opens an Excel spreadsheet with the inventory information automatically transferred. From here, you can send it as an attachment in an email.

Microsoft Dynamics NAV

HOME

Open in Excel

Page

Camelot Public Warehouse

INVENTORY

Item by Whse Summary

Lot Summary

Status Summary

Piece Inventory

Status Summary

Client	Item	Lot	Receipt	Inv Status	Quantity on hand
A	A111	A201	R006		9
A	A111	A651	R026		10
A	A222	A301	R006		120
A	A222	A637	R026		0
A	A222	A640	R026		0
A	A333	A401	R006		40

Microsoft Excel window: Status Summary11 - Microsoft Excel

Formula bar: cc-excal.3plsoftware.local : CRONUS 3PL DEMO 71 - Trial C1

Client	Item	Item description	Item description 2	Item Sub 1	Item Sub 2	Warehouse	Lot	PW Orig document	Bay	Inv Status	Quantity
W	012123434	ROSEBUD SLED				CENTRAL		R013			5
W	023234545	SNOW BOARD				CENTRAL		R013			4
O	14002	24/14.75 ICY POINT PINK				CENTRAL	OO-101	R014			1200
O	14003	24/14.75 ICY POINT				CENTRAL	OO-102	R014			2400
L	448HWP	4 x 4 x 8 1/2 INCH WHITE PINE	PLYWOOD SHEET			CENTRAL		R012			6
W	81100-0105	RED WATER GUN				CENTRAL		R013			396
W	90120-0101	FRISBEE				CENTRAL		R013			552
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A201	R006			9
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A202	R017			1
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A203	R022			59
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A234	R032			40
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A236	R046		HOLD	10
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A618	R036			40
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A621	R036			40
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A625	R038			70
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A651	R048			20
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A818	R045			40
A	A111	CHILDREN'S SHIRTS	15 PER CASE			CENTRAL	A834	R043			30
A	A222	ATHLETIC SOCKS	20 HALF DOZEN PACKAGES			CENTRAL	A301	R006			40

## Adjustments

In this section, we are going to properly introduce adjustments, focusing on Whse/Lot/Status Change, Adjust Qty and Adjust In. We will review the basic navigation options, take a look at the various adjustment pages and walk through processing each of these adjustment types.

By the end of this lesson, you will:

- Be familiar with the basic navigation options for adjustments, including the Home page stacks and the list options on the Navigation Pane
- Be familiar with the various adjustment list pages and related actions available along each ribbon
- Understand the overall adjustment process flow as well as the variations to the process for each adjustment type
- Know how and when to process a Whse/Lot/Status Change adjustment
- Know how to process an Adjust Qty adjustment
- Know when to process an Adjust In adjustment vs processing a receipt

### Adjustments Overview

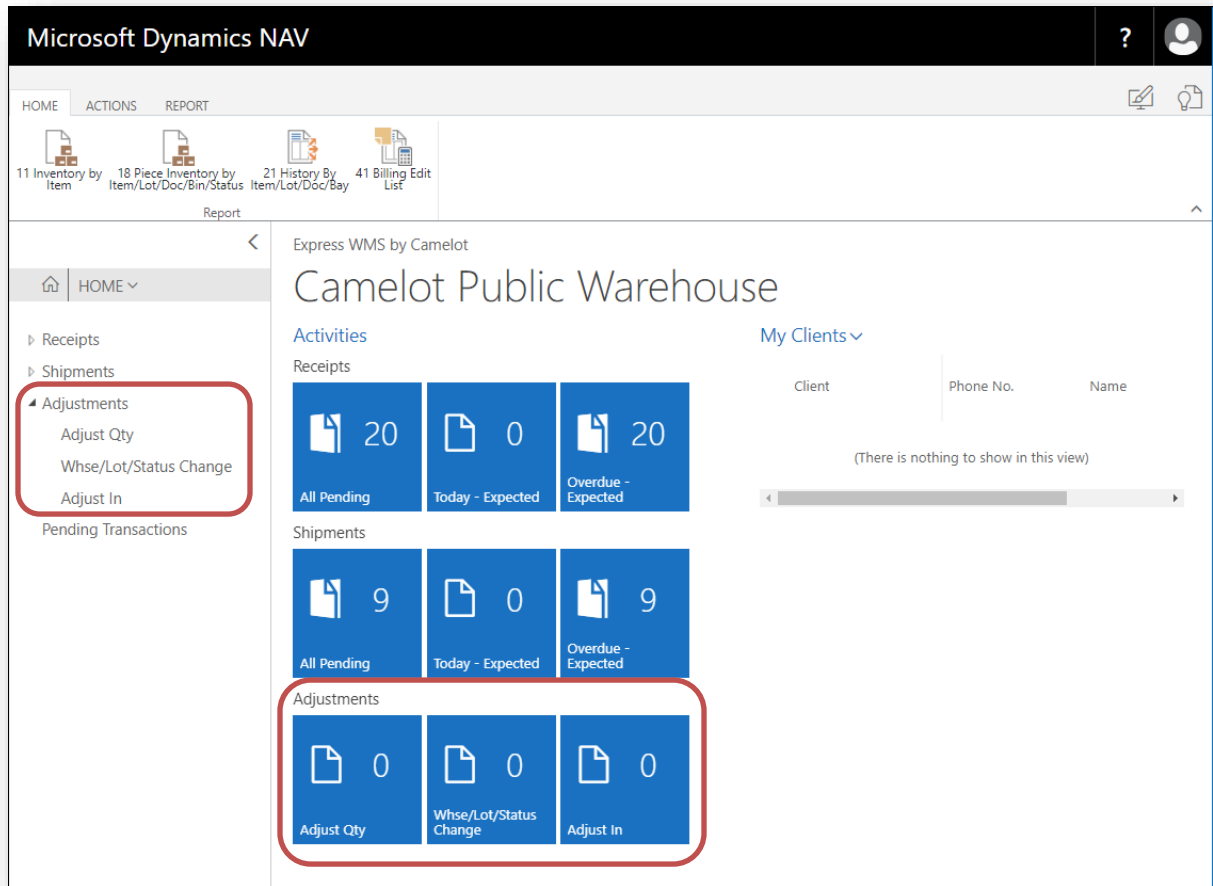
Adjustments are used to view and enter transactions for status changes, shortages and overages, owner transfers and kitting as well as special types of work orders. The **Adjustments** section includes 3 stacks for the 3 main types of adjustments: **Whse/Lot/Status Change**, **Adjust Qty**, and **Adjust In**.

**Whse/Lot/Status Change** adjustments are used for changing the warehouse location (when inventory is transferred from one warehouse to another), lot changes and inventory status changes. **Adjust Qty** is used for handling positive or negative quantity adjustments. **Adjust In** can be used for receiving a new item or lot into inventory. Typically, when using **Adjust In**, the item or lot was previously received, is located in the warehouse, but for whatever reason is not showing in current inventory.

### Stacks & List Options

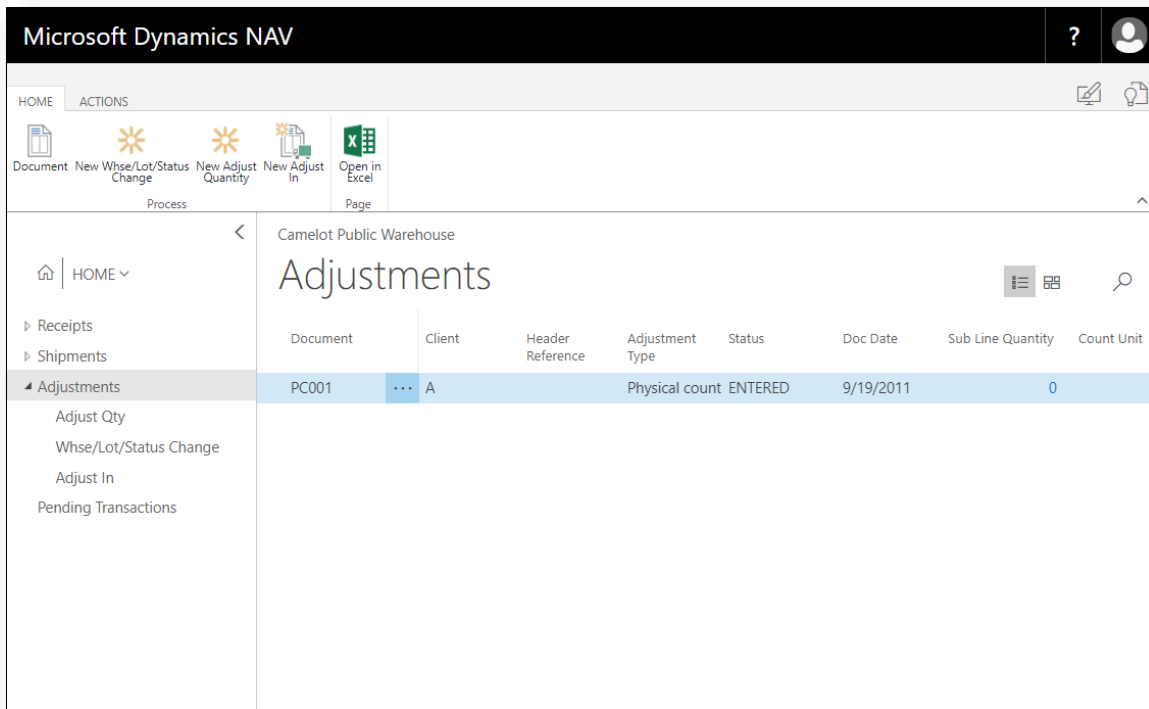
Adjustments can be accessed directly from the Role Center, either from the stacks on the Home page or from the list options on the Navigation Pane. Out of the box, both the Adjustments stacks and the Navigation Pane list panel include options for the 3 main adjustment types (Exhibit 8.1).

## Exhibit 8.1 – Adjustment Stacks and List Options



Each of these options opens an Adjustment list page filtered for the selected adjustment type. However, selecting **Adjustments** from the Navigation Pane list options opens an unfiltered Adjustments list page, which displays all pending adjustments, regardless of type (Exhibit 8.2).

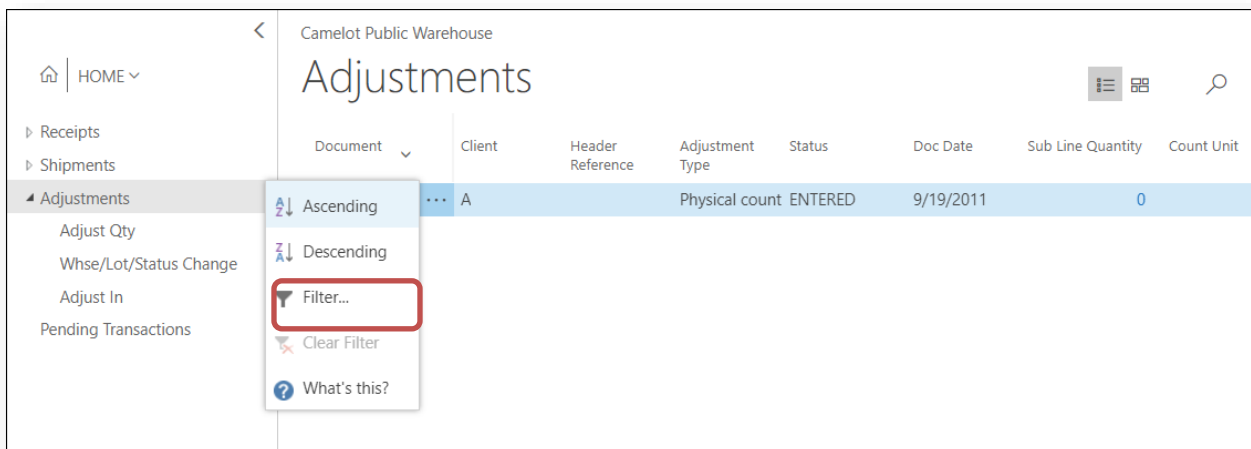
## Exhibit 8.2 – Adjustments List Page



### Adjustment List Pages

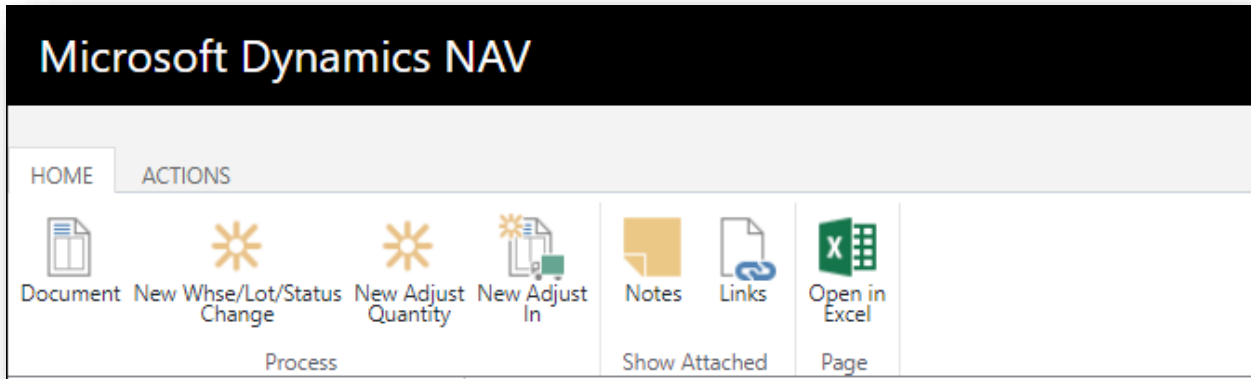
Like with list pages for all transactions, the main Adjustments list page displays relevant header information for each transaction. As with all list pages, the Find feature will help you quickly navigate to a specific adjustment, and you can also use the Quick Filter feature to narrow the list by several key filter fields (Exhibit 8.3). This feature is available on all adjustment list pages.

### Exhibit 8.3 – Adjustments Filter Fields



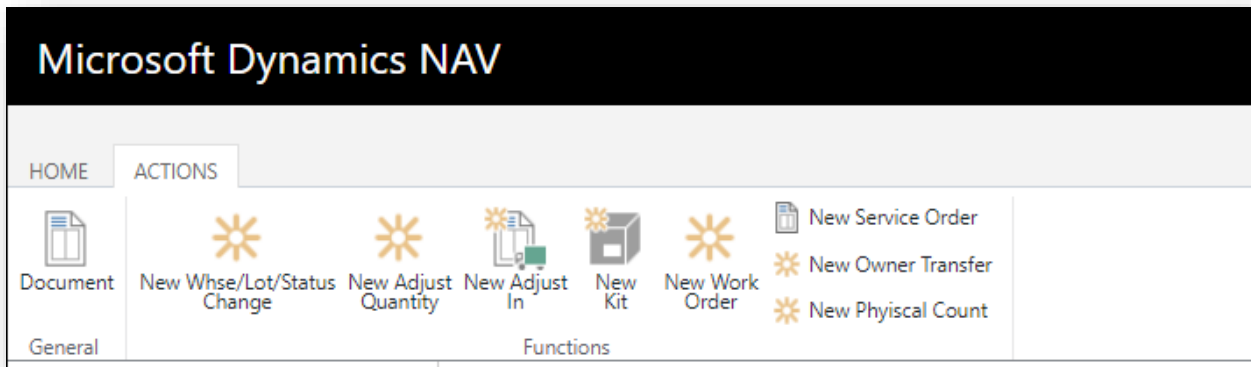
Using the actions available on the ribbon, you can view and edit existing adjustments (**Document**) as well as create new adjustments. Notice the actions available for each adjustment type on the Home tab (Exhibit 8.4).

**Exhibit 8.4 – Adjustment List Page Ribbon, Home Tab**



The actions available on the Actions tab include additional options for creating adjustments for many of the other adjustment types (Exhibit 8.5).

**Exhibit 8.5 – Adjustment List Page Ribbon, Actions Tab**



The list pages for each of the 3 main adjustment types contain the same information as the main Adjustments list page, although they are filtered by adjustment type. The columns shown are the same, and the actions available on the ribbon are the same (Exhibit 8.6).



**Exhibit 8.6 – Whse/Lot/Status Change, Adjust Qty, Adjust In List Pages**

Microsoft Dynamics NAV

HOME ACTIONS

Document New Whse/Lot/Status Change New Adjust Quantity New Adjust In Notes Links Open in Excel

Process Show Attached Page

Camelot Public Warehouse

### Adjustments, Adjust Qty

Document	Client	Header Reference	Adjustment Type	Status	Doc Date	Sub Line Quantity	Count Unit
A012	...	A	Adjust qty	ENTERED	2/28/2010	0	

Adjustments

- Adjust Qty
- Whse/Lot/Status Change
- Adjust In

Microsoft Dynamics NAV

HOME ACTIONS

Document New Whse/Lot/Status Change New Adjust Quantity New Adjust In Notes Links Open in Excel

Process Show Attached Page

Camelot Public Warehouse

### Adjustments, Adjust In

Document	Client	Header Reference	Adjustment Type	Status	Doc Date	Sub Line Quantity	Count Unit
A013	...	A	Adjust in	ENTERED	2/28/2010	0	

Adjustments

- Adjust Qty
- Whse/Lot/Status Change
- Adjust In

Microsoft Dynamics NAV

HOME ACTIONS

Document New Whse/Lot/Status Change New Adjust Quantity New Adjust In Notes Links Open in Excel

Process Show Attached Page

Camelot Public Warehouse

### Adjustments, Whse/Lot/Status Change

Document	Client	Header Reference	Adjustment Type	Status	Doc Date	Sub Line Quantity	Count Unit
A011	...	A	Status Change	ENTERED	2/28/2010	0	

Adjustments

- Adjust Qty
- Whse/Lot/Status Change
- Adjust In

## Overall Process Flow

Though Whse/Lot/Status Change (WLSC) and Adjust Qty adjustments perform different functions, they both follow a similar process flow (Exhibit 8.7). With these types of adjustments, you use a worksheet to update information on selected pieces, such as set the inventory status or update inventory quantities.

### Exhibit 8.7 – Overall Adjustment Process Flow, WLSC & Adjust Qty

Adjustment Process Flow (WLSC, Adjust Qty)
Create a new adjustment
Enter header and line item information
Select pieces & update relevant detail information
Add notes (optional)
Print adjustment documents (optional)
Verify accuracy
Post

Since Adjust In adjustments are used to receive inventory into the system, the process flow is similar to that of receipts (Exhibit 8.8). The main difference between Adjust In adjustments and receipts is that charges are most often not computed on Adjust In's.

Adjust In's are commonly used to add "missing" inventory into Express WMS – inventory that is found in the warehouse but for whatever reason is not in Express WMS. For example, a pallet could have erroneously been included on a shipment, though it did not actually ship. An Adjust In adjustment can be used to receive the pallet back into inventory. Adjust In's can also be used to load beginning balances when you are first migrating your clients to Express WMS from your old system.

### Exhibit 8.8 – Overall Adjustment Process Flow, Adjust In

Adjustment Process Flow (Adjust In)
Create a new adjustment
Enter header and line item information
Put away inventory (enter bin locations) Enter additional detail information as required
Add notes (optional)
Print adjustment documents (optional)
Verify accuracy
Post

Next, let's process adjustments for each of these adjustment types, starting with Whse/Lot/Status Change.

### Whse/Lot/Status Changes

As you recall, Whse/Lot/Status Change (WLSC) adjustments can be used to update the inventory status or change the lot number for specific pieces of product, and they can be used to move inventory from one warehouse location to another. Regardless of the purpose, the process flow is the same (Exhibit 8.9).

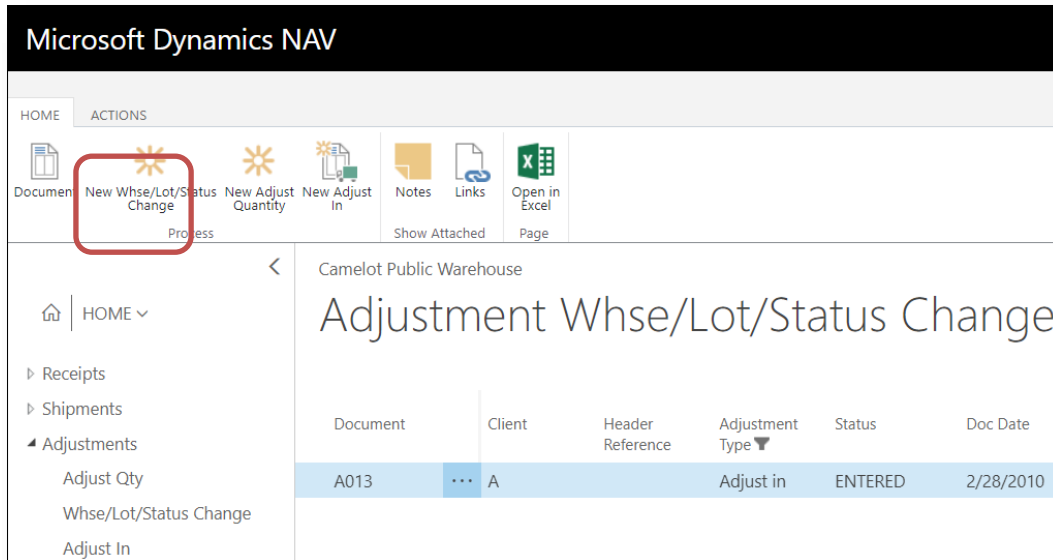
### Exhibit 8.9 – WLSC Process Flow

Adjustment Process Flow (WLSC)
Create a new adjustment
Enter header and line item information
Select pieces & update relevant detail information (warehouse, lot or inventory status)
Add notes or comments (optional)
Print adjustment documents (optional)
Verify accuracy
Post

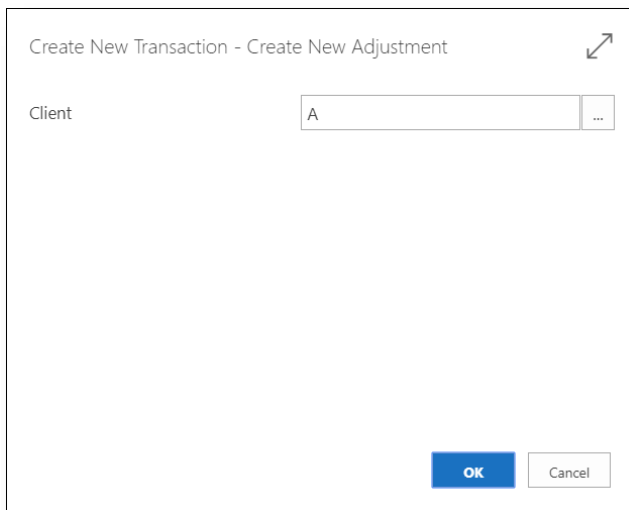
## Creating a New WLSC Adjustment

Creating a new WLSC adjustment is similar to creating any new transaction. Starting from an adjustment list page:

- Select **New Whse/Lot/Status Change** from the Home tab



- Enter the client or select from the client from the drop-down list box, and then select **OK**



A new PW Lot/Status Change card opens where you can begin entering the header and line information for the adjustment (Exhibit 8.10). Before we actually process a WLSC adjustment, let's take a closer look at the card, reviewing the fields on the General FastTab as well as the actions available on the various FastTabs and the ribbon.

## Exhibit 8.10 – New PW Lot/Status Change Card

EDIT - PW LOT/STATUS CHANGE - ADJUSTMENT A014 - ACE APPAREL

### Adjustment A014 - ACE APPAREL

**General** Show less

Adjust Date: 2/28/2010 Reason: Status: ENTERED

Reference: Other Ref 1: Other Ref 2: CHANGED TO: New Lot: New Inv Status: User: SUPPORTADMIN

**FILTERS**

Lot: Inv Status: Receipt #:

**Adjustment Lines**

Line	ITEM #	Description	LOT #	Quantity changed	Description 2
0				0	

**Client Info**

Client: ACE APPAREL  
 Name: ACE APPAREL  
 Phone No.: (704) 555-2939  
 E-Mail:  
 Contact:  
 Receipts: 5  
 Shipments: 1  
 Adjustments: 5

**Transaction Totals**

Total Lines: 0  
 Quantity: 0  
 Alt 1 Qty: 0  
 Weight: 0  
 Total Charges: 0.00

Notes: +

## PW Lot/Status Change Card

There are several FastTabs for entering and viewing specific information related to the WLSC. As with all transactions, the **General** FastTab is where the header information is entered, and line item information is entered in the **Adjustment Lines** FastTab.

### General FastTab

The fields on the **General** FastTab include basic information, such as the **Adjustment Date** and **Status** (Exhibit 8.11). The **Reference** field can be used to enter a client-specified reference number for the adjustment or an optional internal reference.

## Exhibit 8.11 – General FastTab, PW Lot/Status Change Card

**General** Show more

Adjust Date: 2/28/2010 Reason: Status: ENTERED

Reference: Other Ref 1: Other Ref 2: CHANGED TO: New Lot: New Inv Status:

**FILTERS**

Lot: Inv Status: Receipt #:

**New Lot** and **Status** can streamline the WLS process if you need to make a change to all inventory for an item or lot.

Specifying the **Status** will only display inventory marked with that status. This can be beneficial if you need to take inventory off hold. For example, if you need to take a few lots off hold, you can specify HOLD in this field, and only the inventory that is marked with this inventory status will display in the worksheet.

The **General** FastTab includes a few additional fields, most important of which is the **Reason** (Exhibit 8.12). Depending on setup, you may be required to enter a reason for WLS and Adjust Qty adjustments, as it is beneficial for audit trail purposes. Regardless of requirement, you can enter a brief description as to why this adjustment is being processed. You have up to 30 characters available. If needed, you can use Notes to document a more detailed description.

As always, selecting **Show more fields** expands the **General** FastTab to reveal all available fields, including additional reference fields. In expanded view, additional reference fields are available as well as the User ID.

#### Exhibit 8.12 – General FastTab, Expanded

The screenshot shows the 'General' FastTab interface with a 'Show less' button in the top right corner. The interface is divided into two columns of fields. The left column includes: 'Adjust Date' (2/28/2010), 'Reference', 'Other Ref 1', 'Other Ref 2', a 'FILTERS' section with 'Lot', 'Inv Status', and 'Receipt #' fields. The right column includes: 'Reason', 'Status' (ENTERED), a 'CHANGED TO' section with 'New Lot' and 'New Inv Status' fields, and a 'User' field (SUPPORTADMIN). Each field has a dropdown arrow on its right side.

#### Adjustment Lines FastTab

The Adjustment Lines FastTab is where you enter the item information for the inventory to be adjusted (Exhibit 8.13). There is no limit to the number of lines you can enter, so if you need to make changes to multiple items you can process them all on one adjustment.

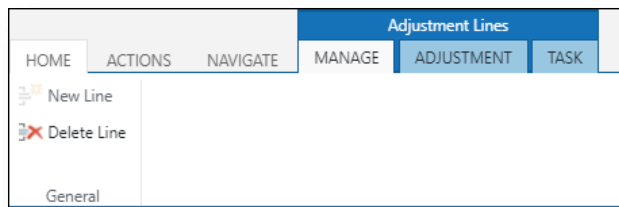
Though it is not required, you may specify a lot number as well. Specifying a lot will filter the worksheet to only include inventory for the item/lot combination.

There are multiple actions available in the Adjustment Lines FastTab, including those from the Adjustments menu (Exhibit 8.13). These actions either perform specific functions or allow you

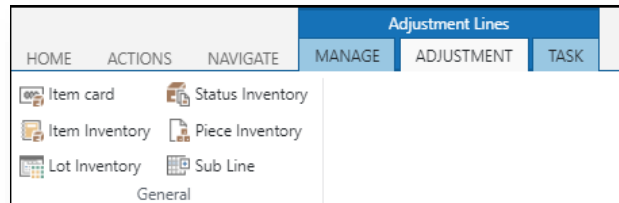
to navigate to other related pages without closing the adjustment. Use the **Find** and **Filter** functions the same way here as in the Receipt or Shipment Lines FastTabs.

**Exhibit 8.13 – Adjustment Lines FastTab & Related Actions**

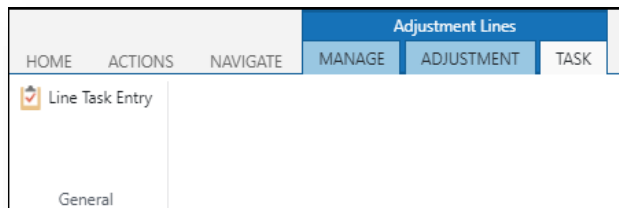
Adjustment Lines						
Line	ITEM #	Description	LOT #	Quantity changed	Description 2	
0				0		



The actions available from the **Manage** tab allow you to create a new Adjustment Line as well as delete a selected Adjustment Line.



The Icons under the **Adjustment** tab are shortcuts used to navigate to Setup Pages, Inventory Pages, and Transaction Sub Lines. These options are useful for selecting specific inventory, referencing Inventory, changing Item Setup, referencing Item Setup, and referencing Piece Specific Information.

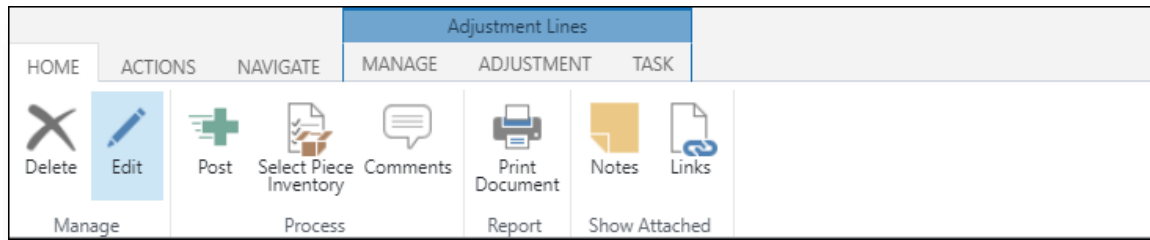


The **Task** tab has an Icon that brings up the Adjustment Line Tasks. This page is similar to the Create Putaway Tasks Icon on the Receipt ribbon.

### WLSC Ribbon

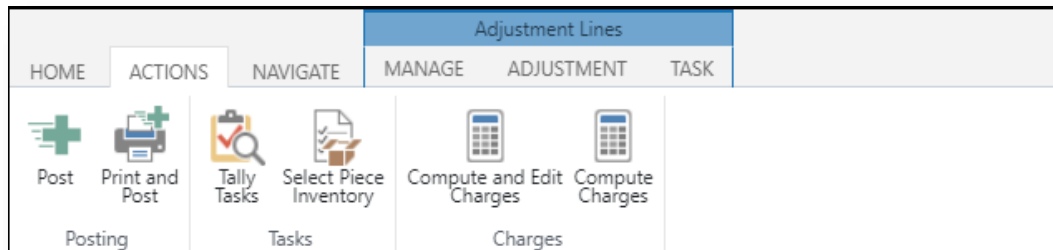
Actions for the key processes and navigation options for WLSC adjustments are located on **Home** tab of the Lot/Status Change card ribbon (Exhibit 8.14). From here, you can delete the adjustment, access the task worksheet, add comments or notes, add a link, print the adjustment document and post.

**Exhibit 8.14 – Home Tab, WLSC Ribbon**



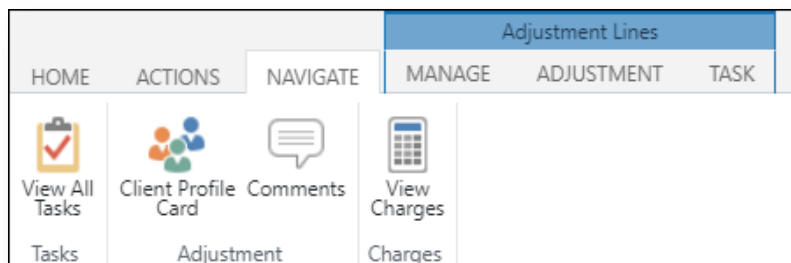
The icons on the **Actions** tab include additional posting options as well as the option to print (Exhibit 8.15).

**Exhibit 8.15 – Actions Tab, WLSC Ribbon**



The actions available on the **Navigate** tab include options for viewing and managing adjustment tasks as well as for quick navigation to the Client Profile card (Exhibit 8.16).

**Exhibit 8.16 – Navigate Tab, WLSC Ribbon**





## Processing WLSC Adjustments

Now, let's go through processing a WLSC adjustment. For our example, let's say that we've received notification from ABC Widgets to place 2 pallets of item A222 on hold. We will create a new WLSC adjustment for ABC Widgets to handle this request, starting with step 2 in the process flow – entering the header and line information.

### Enter Header & Lines

- Set the Adjustment Date
- This should be the date that the adjustment takes effect. This date will be used to update inventory.
- Enter any additional header information (optional)
- Since we are not placing the entire inventory for an item or lot on hold, we will leave **New Inv Status** blank. We also do not need to set the **Inv Status** filter, and for this example, we will not enter a **Reference**.
- Enter the line information
- You only need to enter the item number. You can enter the lot as well, if you are only adjusting a single lot for an item. No quantities are entered on the Adjustment Line.
- For our example, we will enter the Item Number.

### Adjustment A014 - ACE APPAREL

[General](#) Show less

Adjust Date	<input type="text" value="2/28/2010"/>	Reason	<input type="text"/>
Reference	<input type="text"/>	Status	<input type="text" value="ENTERED"/>
Other Ref 1	<input type="text"/>	<b>CHANGED TO</b>	
Other Ref 2	<input type="text"/>	New Lot	<input type="text"/>
<b>FILTERS</b>		New Inv Status	<input type="text"/>
Lot	<input type="text"/>	User	<input type="text" value="SUPPORTADMIN"/>
Inv Status	<input type="text"/>		
Receipt #	<input type="text"/>		

[Adjustment Lines](#)

Line	ITEM #	Description	LOT #	Quantity changed	Description 2
1	A222	ATHLETIC SOCKS		40	20 HALF DOZEN PACKAGES

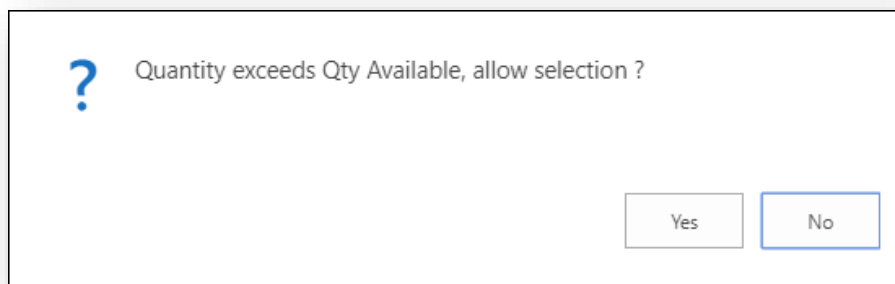
### Select Pieces & Update Detail

The next step is to select the pieces and update the relevant detailed information. For this example, we need to specify which pallets need to be changed and mark the pallet on hold. This is all done in a simple worksheet that displays a detailed inventory list based on the information set on the General and Adjustment Lines FastTabs. This inventory list is essentially a snapshot of Piece Inventory.

- Choose **Select Piece Inventory** from the **Home** tab on the ribbon
- This opens the **Piece Inventory Task Worksheet**, which lists the pieces of inventory on hand for the items entered in the Adjustment Lines.
- Here, we see the 3 pallets available with all of the relevant detailed information for each. In addition, we can see the current inventory status and the available quantity for each pallet.

Qty to Change	Unit	ITEM #	LOT #	New Lot	Current Bin	New Bin	Inv Status	New Inv Status	Qty Available	Unit
40	CASE	A222	A301	A301	AA-21	AA-33		HOLD	40	CASE
30	CASE	A222	A301	A301	AA-22	AA-33		HOLD	30	CASE

- Specify the **Qty to Change** and update the **New Lot** or **New Inv Status** for the desired pieces of inventory
- You should only specify a quantity that is equal to or less than the **Qty Available**. If you enter quantity greater than what is available, Express WMS will display this warning. If you answer **Yes**, this could cause negative inventory.



-

- If you are changing a Lot Number, enter the new Lot Number in **New Lot**
- If you are placing product on hold, marking it as damaged, taking product off of hold or any other change to the inventory status, specify the status in **New Inv Status**
- If you are moving the piece to a new bin location, enter that new location in the **New Bin** field
- For our example, we will enter the entire case count (full pallet quantity) for the 2 pallets requested. Then, we will set the **New Inv Status** to **HOLD** to mark the pallets on hold. As a note, since the **Pick Qty** field is available for ABC Widgets, we also have the option to enter the actual pallet quantity.

Qty to Change	Unit	ITEM #	LOT #	New Lot	Current Bin	New Bin	Inv Status	New Inv Status	Qty Available	Unit
40	CASE	A222	A301	A301	AA-21	AA-33		HOLD	40	CASE
30	CASE	A222	A301	A301	AA-22	AA-33		HOLD	30	CASE

This is all we need to do, and we can now close the task worksheet. Upon closing the page, the actual adjustment tasks are created.

### Complete the Process

Once you are satisfied with your changes, you can complete the process by adding any notes or comments, optionally printing the adjustment document and then posting the adjustment. If you need to enter a reason, you can also do that at this time.

In addition, you can use the Links feature to attach a related document or image. For example, if you are marking product as damaged, you may want to attach a photo of the damaged inventory.

For our example, we will add a comment to document the status change, print the adjustment document and then post.

- Select **Comments** from the **Home** tab, and then add the desired comments
  - Check the **Print on Receipt** checkbox if you want the comments to print on the adjustment document

Date	Comment	Time	Doc Line	Position	Print On Receipt
12/27/2018	Sarah requests Pallets be put on hold	4:44:03 PM	0	Bottom of form	<input checked="" type="checkbox"/>

- Select **Print Document** from the **Home** tab to print the Adjustment report  
The report print options are the same as those on the warehouse Receipt. For our example, we want to include detail from the Task level.
- Select **Post** from the **Home** tab

When we look at Piece Inventory, we can see these pallets marked on hold. We can also see that 80 cases (2 pallets) have a HOLD status in Status Summary inventory as well.

### WLSC Wrap-Up

Whether you are updating an inventory status, changing a lot number or moving inventory to a different warehouse, the procedures are essentially the same. As you have seen, there are fields specific to the type of change you are making where you can specify the new information: **New Inv Status** and **New Lot**.

### Adjust Qty

Adjust Qty Adjustments are used when you need to make changes to the inventory quantities in Express WMS. For example, while the warehouse was picking a Shipment, they found a discrepancy in what the picking ticket said was available to pick and what was actually on the floor or during a cycle count, more cases were found for a particular lot than what the system says is on hand.

Adjust Qty Adjustments can be used to increase or decrease inventory quantities for existing inventory – that is, inventory records that exist in Express WMS. You can make positive or negative changes to any of the quantities in inventory, including the Count and Alt quantities and both net and gross weights. The process flow for this type of Adjustment is similar to that of the WLSC Adjustment (Exhibit 8.17), and like WLSC’s, all changes are made using the Task worksheet.

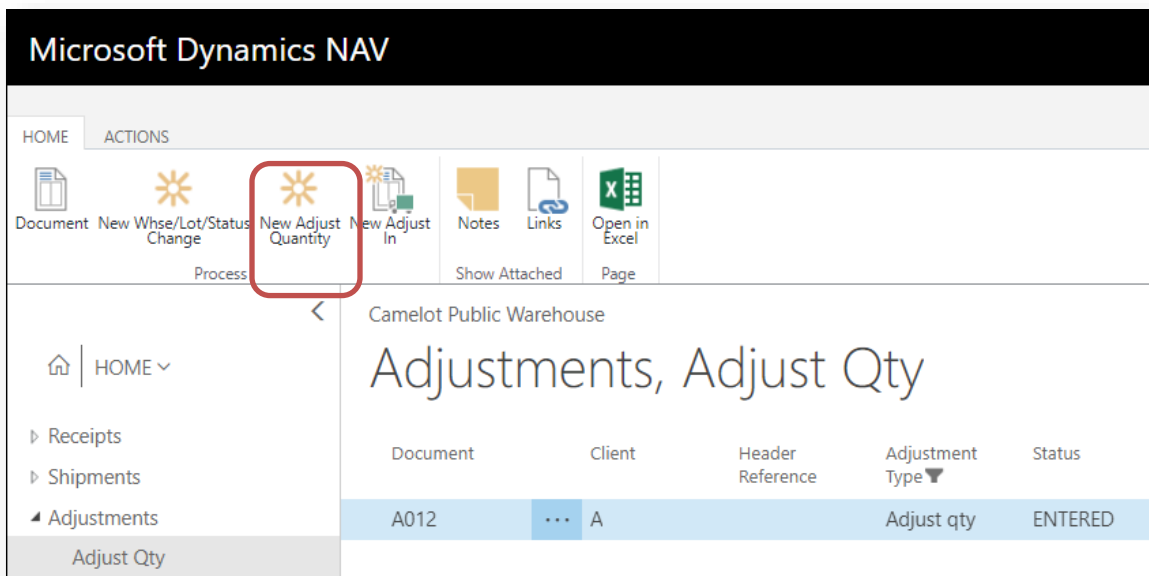
### Exhibit 8.17 – Adjust Qty Process Flow

Adjustment Process Flow (Adjust Qty)
Create a new Adjustment
Enter header and line item information
Select pieces & update quantities as needed
Add notes (optional)
Print Adjustment documents (optional)
Verify accuracy
Post

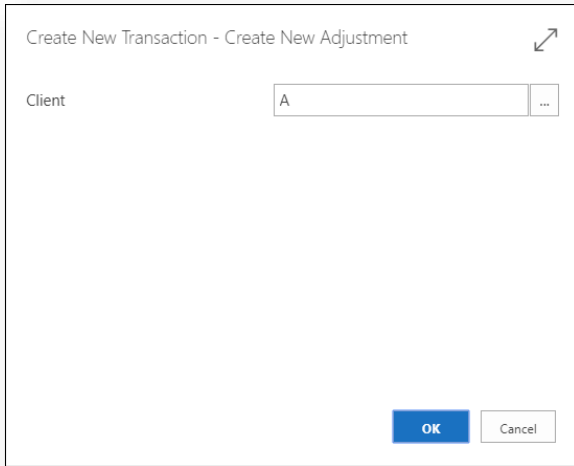
### Creating a New Adjust Qty Adjustment

The procedures for creating a new Adjust Qty adjustment are almost identical to those for WLS adjustments. Starting from an adjustment list page:

- Select **New Adjust Quantity** from the Home tab

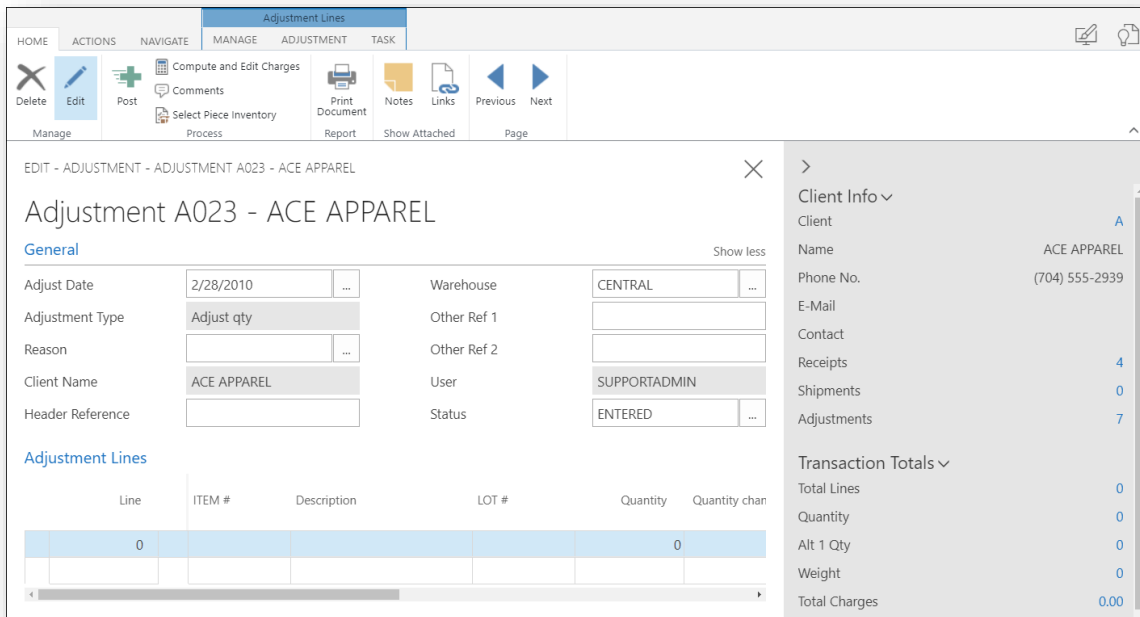


- Enter the client or select from the client from the drop-down list box, and then select **OK**



Now, a new Adjustment entry card opens where you can begin entering the header and line information (Exhibit 8.18). Before we get into processing, let's take a quick look around the card, reviewing the fields on the General FastTab as well as the actions available on the various FastTabs and the ribbon.

**Exhibit 8.18 – New Adjustment Entry Card**



## Adjust Qty Card

The layout of the Adjustment entry card for an Adjust Qty adjustment is very similar to that of the PW Lot/Status Change card. As with all transactions, the **General** FastTab is where the header information is entered, and line item information is entered in the **Adjustment Lines** FastTab.

## General FastTab

The fields on the **General** FastTab for an Adjust Qty Adjustment are slightly different. Basic information, such as the **Adjustment Type**, the **Adjustment Date** and **Status**, is included along with the **Header Reference** field, which can be used to enter a client-specified reference number for the Adjustment or an optional internal reference. Since a reason is more often needed on this type of Adjustment, the **Reason** field is available on this FastTab for quick access (Exhibit 8.19).

**Exhibit 8.19 – General FastTab, Adjust Qty Card**

General		Show more	
Adjust Date	2/28/2010	Header Reference	
Adjustment Type	Adjust qty	Warehouse	CENTRAL
Reason		Status	ENTERED

As always, selecting **Show more fields** expands the **General** FastTab to reveal all available fields, including additional reference fields (Exhibit 8.20). In expanded view, additional reference fields are available as well as the User ID.

**Exhibit 8.20 – General FastTab, Expanded**

General		Show less	
Adjust Date	2/28/2010	Warehouse	CENTRAL
Adjustment Type	Adjust qty	Other Ref 1	
Reason		Other Ref 2	
Client Name	ACE APPAREL	User	SUPPORTADMIN
Header Reference		Status	ENTERED

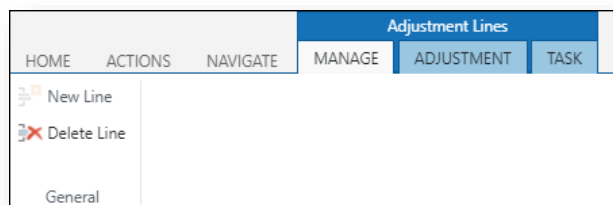
## Adjustment Lines FastTab

Like with the WLSC Adjustment, the Adjustment Lines FastTab is where you enter the item information for the inventory to be adjusted (Exhibit 8.21). There is no limit to the number of lines you can enter, so if you need to make changes to multiple items you can process them all on one Adjustment. And like with WLSC's, specifying a lot will filter the worksheet to only include inventory for the item/lot combination entered on the line.

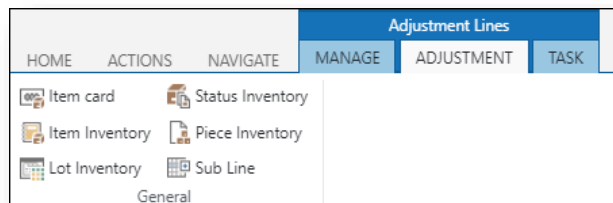
There are several actions available in the Adjustment Lines FastTab, including those from the Adjustments menu (Exhibit 8.21). These actions either perform specific functions or allow you to navigate to other related pages without closing the adjustment. Use the **Find** and **Filter** functions the same way here as in other transaction lines FastTabs.

**Exhibit 8.21 – Adjustment Lines FastTab & Related Actions**

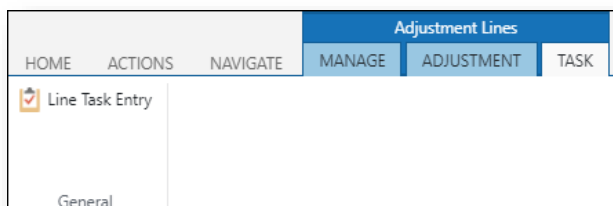
Line	ITEM #	Description	LOT #	Quantity	Quantity changed	Unit	Grs Weight	Unit
0				0	0		0	



The actions available from the **Manage** tab allow you to create a new Adjustment Line as well as delete a selected Adjustment Line.



The icons under the **Adjustment** tab are shortcuts used to navigate to Setup Pages, Inventory Pages, and Transaction Sub Lines. These options are useful for selecting specific inventory, referencing Inventory, changing Item Setup, referencing Item Setup, and referencing Piece Specific Information.



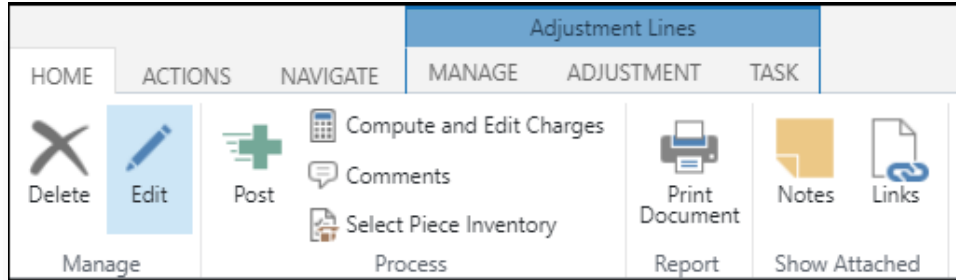
The **Task** tab has an Icon that brings up the Adjustment Line Tasks. This page is similar to the Create Putaway Tasks Icon on the Receipt ribbon.



### Adjust Qty Ribbon

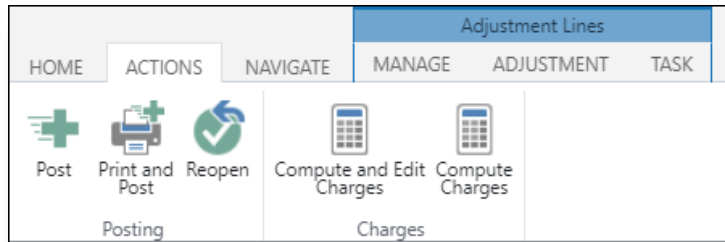
Actions for the key processes and navigation options for Adjust Qty Adjustments are located on **Home** tab of the Adjustment entry card ribbon (Exhibit 8.22). From here, you can delete the adjustment, access the task worksheet, add comments or notes, add a link, print the Adjustment document and post.

**Exhibit 8.22 – Home Tab, Adjust Qty Card Ribbon**



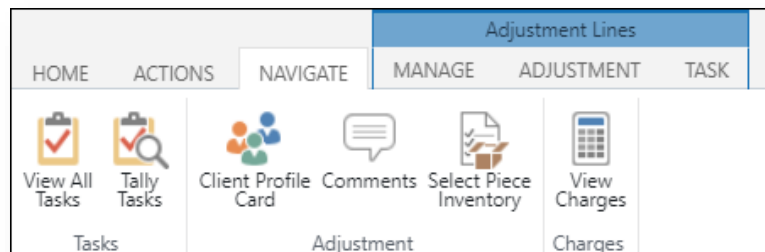
The icons on the **Actions** tab include additional posting options as well as the option to print (Exhibit 8.23).

**Exhibit 8.23 – Actions Tab, Adjust Qty Card Ribbon**



The actions available on the **Navigate** tab include options for viewing and managing Adjustment tasks as well as for quick navigation to the Client Profile card (Exhibit 8.24).

**Exhibit 8.24 – Navigate Tab, Adjust Qty Card Ribbon**



## Processing Adjust Qty Adjustments

Now, let's walk through processing an Adjust Qty Adjustment. For our example, let's say that the warehouse found a discrepancy in the drum counts for a couple of lots of items A111 and A222. In the warehouse, they counted 7 cases of item A111/lot A201 and 46 cases of item A222/lot A301. However, in Express WMS, the counts are 9 and 40, respectively.

To correct inventory in Express WMS, we will process an Adjust Qty Adjustment. Once again, we will start with step 2 in the process flow – entering the header and line information.

### Enter Header & Lines

- Set the Adjustment Date
- This should be the date that the Adjustment should take effect. This is the date that will be used to update inventory.
- Enter any additional header information (optional)
- For our example, we will enter the reason for the Adjustment, but we will leave the Header Reference blank. We also do not need to set the **Warehouse** filter, so we will leave it blank as well.

The screenshot shows the 'General' header information form. The fields are as follows:

Field	Value
Adjust Date	2/28/2010
Adjustment Type	Adjust qty
Reason	Correct Inventory Counts
Client Name	ACE APPAREL
Header Reference	
Warehouse	
Other Ref 1	
Other Ref 2	
User	SUPPORTADMIN
Status	ENTERED

- Enter the line information
- With Adjust Qty Adjustments, you only need to enter the item number, but you can enter the lot as well, if you are only adjusting a single lot for an item. Like with WLSC Adjustments, no quantities are entered on the Adjustment Line.
- Since we only need to adjust quantities for one lot of each item, we will enter both the item and Lot Numbers in the Adjustment Lines.

The screenshot shows the 'Adjustment Lines' table with the following data:

Line	ITEM #	Description	LOT #	Quantity	Quantity changed	Unit	Grs Weight	Unit
1	A111	CHILDREN'S SHIRTS	A201	0	0	CASE	0 LB	
2	A222	ATHLETIC SOCKS	A301	0	0	CASE	0 LB	

## Select Piece & Update Quantities

The next step is to select the pieces and make the necessary changes to bring the inventory balances in line with the actual on-hand quantities. For our example, we need to decrease inventory for item A111/lot A201 and increase inventory for item A333/lot A401. We will make these changes in the task worksheet, similar to the way we did for the WLSC Adjustment.

- Choose **Select Piece Inventory** from the **Home** tab on the ribbon
- Here, in the **Piece Inventory Task Worksheet**, we see the pieces in inventory filtered for the item/lot combinations we specified in the Adjustment Lines. This Task worksheet is slightly different than the one for the WLSC Adjustment.
- Here, we see the **Qty to Change** field as well as the **Qty After Adjustment** field. **Qty After Adjustment** is a great visual tool to make sure you specify the correct quantities in the **Qty to Change** field.

Qty to Change	Unit	ITEM #	LOT #	Current Bin	Inv Status	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack
0	CASE	A111	A201	AA-14		7	CASE	0	0	10
0	CASE	A222	A301	AA-21		46	CASE	0	0	10

- 
- Specify the appropriate value in the **Qty to Change** field
- Here, you want to enter the quantity that will bring the on-hand inventory counts to what they should be ... the quantity to change, rather than the actual inventory count.
- In addition, you should only specify a quantity that is equal to or less than the **Qty Available**. If you enter quantity greater than what is available, Express WMS will display this warning. If you answer **Yes**, this could cause negative inventory.
- For our example, we need to subtract 2 cases from lot A201 and add 6 cases to lot A301. We will enter “-2” as the **Qty to Change** on the first line to bring the **Qty After Adjustment** to 7. Then we will enter “6” as the **Qty to Change** on the second line to bring the **Qty After Adjustment** to 46.

Qty to Change	Unit	ITEM #	LOT #	Current Bin	Inv Status	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack
-2	CASE	A111	A201	AA-14		3	CASE	7	-2	10
6	CASE	A222	A301	AA-21		58	CASE	46	6	10

Notice how the **Qty Available** still shows us what is currently available in inventory, but the **Qty After Adjustment** is updated to reflect what the counts will be when we post. The Count, Alt Qtys, and weights are automatically updated in the task worksheet if there are standard pack conversions and unit weights specified in the item master for each item adjusted.

If there is not a standard pack conversion between the Count and Alt units of measure you may be tracking, or if you are tracking catch weights, you will need to manually update these fields as appropriate. We will go through an example where you need to make changes to manually tracked units of measure in the next section.

For this example, this is all we need to do, and we can now close the task worksheet. Like with the WLSC, when you close the page, the actual adjustment tasks are automatically created. In addition, the quantities in the Adjustment Lines and sub lines are also updated (Exhibit 8.25).

Line	ITEM #	Description	LOT #	Quantity	Quantity changed	Unit
1	A111	CHILDREN'S SHIRTS	A201	0	-2	CASE
2	A222	ATHLETIC SOCKS	A301	0	6	CASE

**Exhibit 8.25 – Adjustment Lines, After Tasks Created**

Add a note ↗

Note \* Warehouse found discrepancy in actual on-hand qtys & inventory qtys in system. After investigation, found qtys on receipt entered incorrectly.

Created 12/4/2018 10:08:13 AM

### **Complete the Process**

Once you are satisfied with your changes, you are ready to complete the process by adding any notes or comments, optionally printing the Adjustment document and then posting the Adjustment. If you have not yet entered a reason but want to, you can also do that at this time.

For our example, we will add a note to document the Quantity Adjustment (since this is more of an internal notation), print the Adjustment document and then post.

Edit - PW Warehouse Receipt

**Saved Settings**

Name: Last used options and filters

**Data**

Barcode: None

Detail: Sub Line

Additional Data: 1 Line

Attributes: Hide

Pallet Exchange: Hide

**Receipt Filters**

Show results:

Where: Document Type is: Adjustment

And: Document is: A016

Buttons: Send to..., Print, Preview, Cancel

- Select **Notes** from the **Home** tab, and then add and save the desired text
- Select **Print Document** from the **Home** tab to print the adjustment report
- Like with the WLSC report, the Adjust Qty report print options are the same as those on the warehouse receipt. For our example, we do not need to include detail since the information needed is available on the adjustment line.

**3PL CAMELOT SOFTWARE**  
Camelot Public Warehouse  
10020 Park Cedar Drive  
Charlotte, NC 28210

**NON-NEGOTIABLE WAREHOUSE ADJUSTMENT**

**Adjustmen** A021  
**Receipt Date** 2/28/2010

**Client**  
ACE APPAREL  
1975 CLEAR BAY DRIVE  
CHARLOTTE, NC 28211  
United States

**Received From**

**Warehouse**  
CENTRAL WHSE  
321 EAST AVE  
CHARLOTTE, NC 28210  
United States

**Driver's**

**Container**

Quantity	ITEM #	LOT #	Description	Grs Weight	Volume
Quantity	LOT #	Inv Status	Pack	Grs Weight	Net Weight
-2 CASE	A111	A201	CHILDREN'S SHIRTS	-22 LB	
-2 CASE	A201		10	-22 LB	
6 CASE	A222	A301	ATHLETIC SOCKS	66 LB	
6 CASE	A301		10	66 LB	
4 CASE				<b>Grs Weight</b>	44 LB
				<b>Net Weight</b>	

- Select **Post** from the **Home** tab

Now, when we look at inventory, we see the inventory quantities for each of these lots reflect the correct on-hand quantities.

### Additional Scenarios

There are a couple of scenarios that you may encounter when processing Adjust Qty Adjustments in production. One, which we touched on in the last example, is manually tracked units of measure – when you need to manually enter the Alt quantity to be adjusted or the weight to be adjusted in the Task worksheet.

The second is when you need to make a change to either an Alt quantity or weight only. In this scenario, it is not the Count quantity that is incorrect, but either the Alt 1 or the weight.

Let's start with how to handle manually tracked units.

### Manually Tracked Alt Qtys & Weight

If you are manually tracking the Alt 1 Unit or weight, you will need to manually update the respective quantity in the task worksheet when you process an Adjust Qty Adjustment. For our example, let's say that the warehouse found a discrepancy for one of Ace Apparel's items, A333. For this item, there are usually 10 cases per pallet, but sometimes this varies. In the warehouse, they actually counted 32 cases on 3 pallets for lot A402, though the system says there are only 30 cases. Upon researching, we found an issue with the Receipt paperwork. We will start an Adjust Qty Adjustment to handle the discrepancy (Exhibit 8.26).

#### Exhibit 8.26 – Adjust Qty, Item A333, Lot A402

The screenshot shows the 'Adjustment A022 - ACE APPAREL' form. The 'General' tab is active, displaying the following fields:

- Adjustment Type: Adjust qty
- Adjust Date: 2/6/2015
- Reason: correct case count
- Header Reference: (empty)
- Warehouse: (empty)
- Status: ENTERED

Below the General tab is the 'Adjustment Lines' table:

Line	ITEM #	Description	LOT #	Pack	Quantity	Quantity changed	Unit
1	A333	KNIT SHIRT ASSORTMENTS	A402	10	0	0	CASE

When we change the quantities in the task worksheet, we will need to manually adjust the pallet quantity (Alt 1 Qty). Because the CASE to PLT conversion is set as 10 in the item master, the system will automatically add in a partial pallet when we add 2 cases in the **Qty to Change** field (Exhibit 8.27).

## Exhibit 8.27 – Alt 1 Qty Automatically Updated

Qty to Change	Unit	ITEM #	LOT #	Current Bin	Inv Status	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack	Alt 1 Qty	Alt 1 Unit
	CASE	A333	A401	AA-31		44	CASE	0	2	10	0.2	PLT

However, we do not want to update the pallet count because there were actually 12 cases on one of the pallets instead of 10. So, we will manually change the **Alt 1 Qty** in the task worksheet to **0** so that the pallet count will not update when we post (Exhibit 8.28).

## Exhibit 8.28 – Manually Adjust Alt 1 Qty

Qty to Change	Unit	ITEM #	LOT #	Current Bin	Inv Status	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack	Alt 1 Qty	Alt 1 Unit
2	CASE	A333	A401	AA-31		44	CASE	0	2	1		PLT

Now, when we look at the Adjustment Line, we will see that 2 cases will be added to inventory for this lot, which will increase the weight, but the pallet quantity will not be changed (Exhibit 8.29).

## Exhibit 8.29 – Adjust Qty Line, After Tasks Created

Line	ITEM #	Description	LOT #	Quantity	Quantity changed	Unit	Grs Weight	Unit	Description 2	Alt 1 Quantity	Alt 1 Unit
1	A333	KNIT SHIRT ASSORTMENTS	A401	0	2	CASE	22 LB		12 PER CASE	0	PLT

This process is the same for changing the Net Weight and/or Gross Weight. In the task worksheet, there are fields that you can use to manually set the quantity to change for each of these units of measure.

### *Adjusting Alt Qtys & Weights Only*

There may be occasions when you need to adjust inventory counts, but not for the count quantity, only for only one of the Alt quantities or the weight. For example, let's say that we found a discrepancy with one of the bundles for client L, Lumber Express WMS. For item 448HWP, BUNDLE is the Count Unit and PIECES is the Alt 1 Unit. There are usually 20 pieces per bundle; however, when loads are received from a certain facility, the piece count for each bundle varies. When the pieces in bundle # 122 were counted, there were actually 21 pieces instead of 22 pieces.

We will enter the Adjust Qty Adjustment as usual, but the process is a little different when we make changes in the Task worksheet. In this scenario, we need to adjust the pieces, not the bundles. Therefore, we will not enter a value in the **Qty to Change** field; we will enter the quantity to change directly in the **Alt 1 Qty**. For this example, we need to decrease the piece count by 1 piece, so we will enter “-1” in this field. Since the **Grs Weight** is also affected by the piece count, we also need to enter the appropriate quantities to change in this field (Exhibit 8.30).

**Exhibit 8.30 – Adjust Qty, Alt 1 Qty Adjustment**

Qty to Change	Current Bin	Inv Status	WLOT#	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack	Alt 1 Qty	Alt 1 Unit
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	-1	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS

Qty to Change	Current Bin	Inv Status	WLOT#	Qty Available	Unit	Qty After Adjustment	Count Qty	Pack	Alt 1 Qty	Alt 1 Unit
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	1	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS
0 ...	YY-1			1	BNDL	0	0	20	0	PCS

When we close the worksheet, the appropriate quantities are updated on the Adjustment Line and sub lines (Exhibit 8.31).

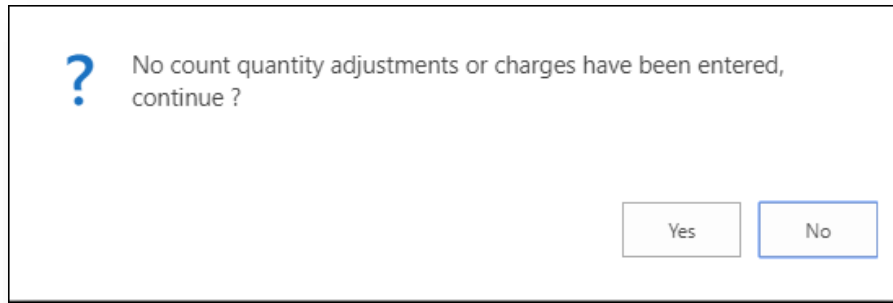
**Exhibit 8.31 – Adjustment Line, After Tasks Created**

Line	ITEM #	Description	LOT #	Quantity	Quantity changed	Unit	Grs Weight	Unit	Description 2	Alt 1 Quantity	Alt 1 Unit
1	448HWP	4 x 4 x 8 1/2 INCH WHITE PL...		0	0	BNDL	0 LB		PLYWOOD SHEET	1	PCS

When you post, Express WMS verifies the quantities entered, and as a default, the system expects a change to the Count Quantity. If there are no changes to the Count Quantity, the system prompts you to confirm that you do indeed want to post (Exhibit 8.32). Since we intentionally did not change the Count Quantity, we will select **Yes** to complete the post.



### Exhibit 8.32 – Confirm Post Prompt (When Count Qty Is Not Changed)



## Adjust In

As we have discussed, Adjust In Adjustments are used to adjust inventory into the system. When you process a positive Adjust Qty Adjustment, you are increasing the quantities of inventory already in Express WMS. With Adjust In Adjustments, you are essentially adding inventory into the system, without processing a Receipt.

Processing an Adjust In Adjustment is very similar to processing a receipt (Exhibit 8.33). With Adjust In's, you do not work with a task worksheet. Instead, you put inventory away and enter detailed information in putaway tasks like you do with Receipts.

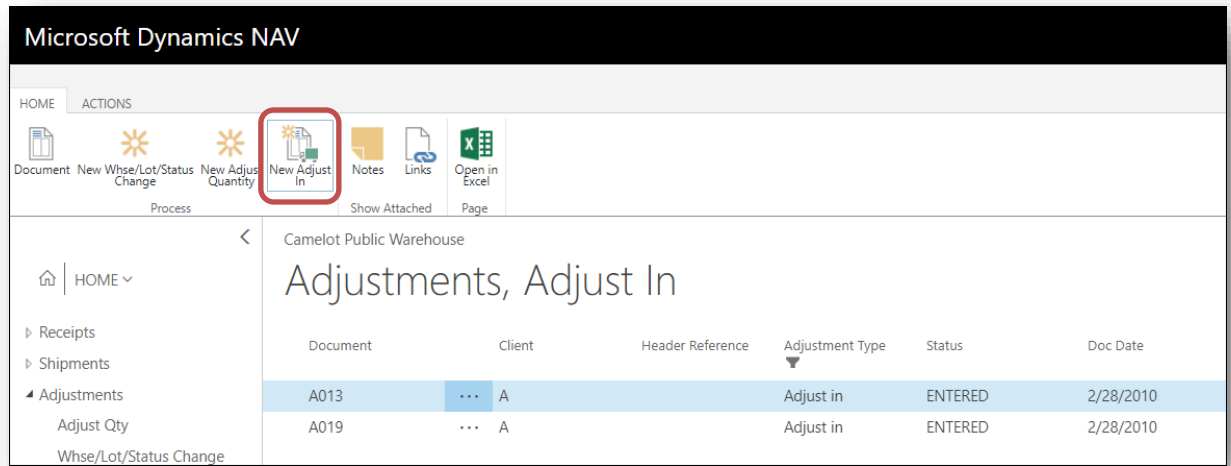
### Exhibit 8.33 – Adjust In Process Flow

Adjustment Process Flow (Adjust In)
Create a new Adjustment
Enter header and line item information
Put away inventory (enter bin locations) Enter additional detail information as required
Add notes (optional)
Print Adjustment documents (optional)
Verify accuracy
Post

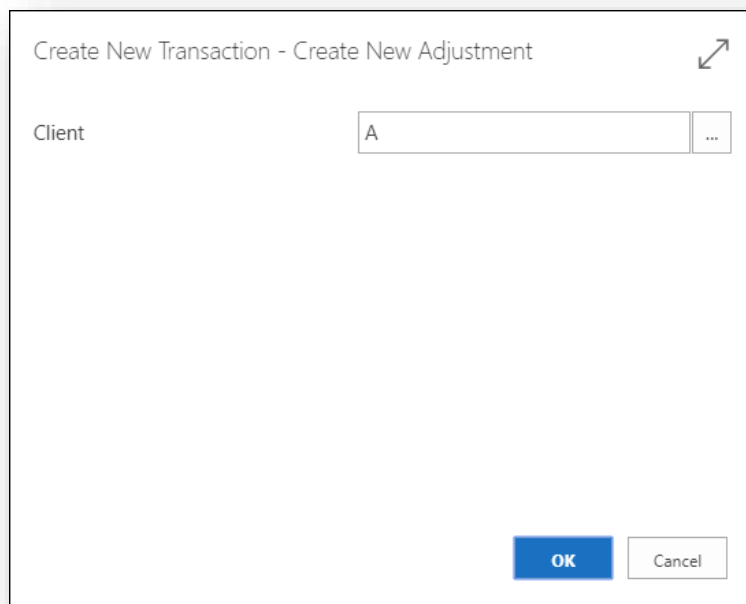
## Creating a New Adjust In Adjustment

The procedures for creating a new Adjust In Adjustment are virtually the same as those for the other types of Adjustments. Starting from an Adjustment list page:

- Select **New Adjust In** from the Home tab

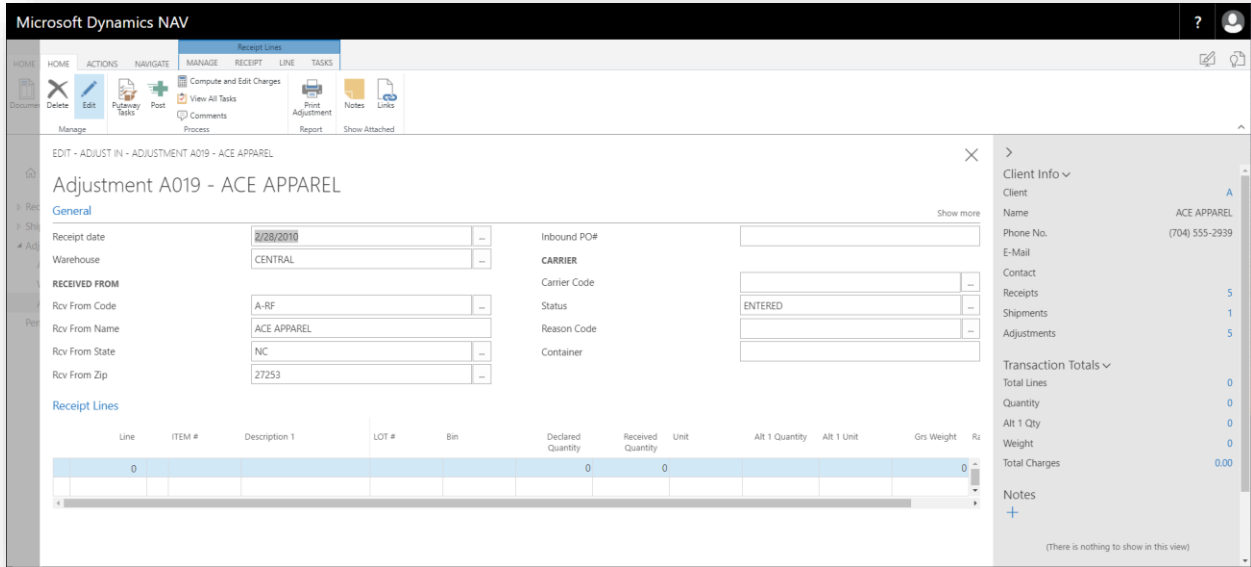


- 
- Enter the client or select from the client from the drop-down list box, and then select **OK**



The Adjust In entry card opens where you can begin entering the header and line information (Exhibit 8.34). Before we get into processing, let's quickly review the card and the actions available on the ribbon.

### Exhibit 8.34 – Adjust In Entry Card

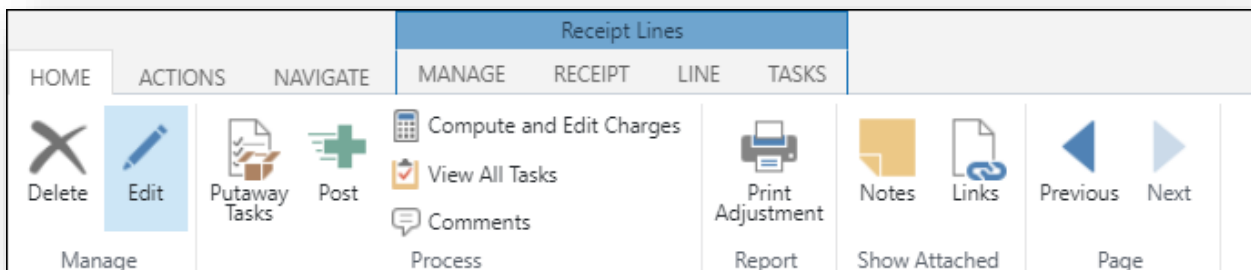


### Adjust In Card

As you can see, the Adjust In entry card looks very similar to the Receipt Entry card. In addition, the defaults set on the Receiving tab of the client profile are also populated on this type of adjustment.

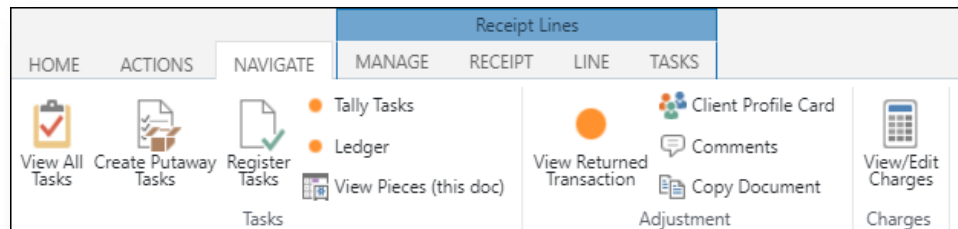
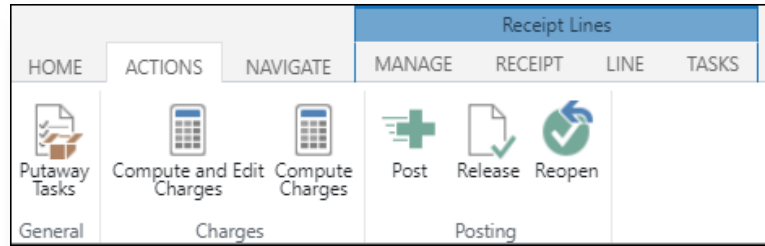
Actions on the ribbon are also similar to the Receipt Entry card ribbon. On the Home tab, there are the actions for Putaway Tasks, printing the Adjustment, and Post (Exhibit 8.35).

### Exhibit 8.35 – Home Tab, Adjust In Entry Card



The Actions tab includes icons for the various print options and post options, and the Navigate tab contains actions for managing tasks and other related functions as well as a few quick navigation options (Exhibit 8.36).

**Exhibit 8.36 – Actions & Navigate Tabs, Adjust In Entry Card**



### Processing Adjust In Adjustments

Let's walk through processing an Adjust In Adjustment. For our example, let's say that the warehouse found 2 cases of item A111, lot A203 in the warehouse. However, lot A203 is not showing in Ace Apparel's inventory (Exhibit 8.37). When researching the discrepancy, it seems that the warehouse actually picked a different lot for a Shipment than what was shown on the picking ticket, and the change was not made to the Shipment.

**Exhibit 8.37 – Inventory Snapshot, Ace Apparel, Item A111**

Status Summary												
Client	Item	Lot	Receipt	Inv Status	Quantity on hand	Qty with Inv Status	Qty With Lot Status	Qty on receipt	Qty Reserved	Qty Adjusting	Quantity Available	Unit
A	... A111	A201	R006		9						9	CASE
A	... A111	A651	R026		0			20			20	CASE

To correct inventory, we can process an Adjust In adjustment to add this lot back into inventory. Once again, we will start with step 2 in the process flow – entering the header and line information.

### Enter Header & Lines

You enter the header and line information on an Adjust In like you do when you enter a receipt. If you do not know the original receipt the inventory you are adjusting in was received on, you

can leave the Header Reference, the receive-from facility and any of the other inbound information blank.

- Enter the **Header Reference, Carrier Code, Rcv From Code** and other header information (if known)
- This is the header information from the original receipt that the product being adjusted in was received on. For our example, we know lot A203 was received from the main Ace Apparel facility on Inbound PO # 48167.
- Set the Receipt Date
- This can either be the original receipt date, or if this is not known, it can be the date that the adjustment should take effect. For our example, we will enter the original receipt date, since we have this information.
- Enter the line information

Enter this information the same way you would on a receipt. For our example, we will enter 2 as the **Received Quantity** for item A111, lot A203.

Adjustment A013 - ACE APPAREL

General Show more

Receipt date	Z/28/2010	Inbound PO#	48167
Warehouse	CENTRAL	CARRIER	
RECEIVED FROM		Carrier Code	ODFL
Rcv From Code	A-RF	Status	PRINTED
Rcv From Name	ACE APPAREL	Reason Code	
Rcv From State	NC	Container	
Rcv From Zip	27253		

Receipt Lines

Line	ITEM #	Description 1	LOT #	Bin	Declared Quantity	Received Quantity	Unit	Alt 1 Quantity	Alt 1 Unit
1	A111	CHILDREN'S SHIRTS	A203		2	2	CASE		0.2 PLT

### Enter Putaway Tasks

Next, just like with receipts, we are ready to put the product away into its bin location and enter any other detailed information for the lot.

- Select **Putaway Tasks** from the Home tab, and then enter the appropriate detailed information
- For our example, we only need to enter the bin location.

Show Tasks										
All Tasks										
Bin	Action / Split Qty	Action Unit	ITEM #	LOT #	Inv Status	Pack	Count Qty	Count Unit	Alt 1 Qty	Alt 1 Unit
	...	0 CASE	A111	A203		10	2 CASE		0.2 PLT	

Once we have completed task entry, we can close the page to return to the main Adjustment card. Now, we are ready to complete the process.

### *Complete the Process*

We can complete the process by adding any notes, optionally printing the Adjustment document and then posting the Adjustment. For our example, we will add a note to document the reason for the Adjustment, print the report and then post.

- Select **Notes** from the **Home** tab, and then add and save the desired text

Add a note ↗

Note \* Warehouse found 2 cases of item A111, lot A203, Lot incorrectly included on shipment S030 - lot A207 actually shipped.

Created 12/4/2018 11:03:19 AM

- Select **Print Adjustment** from the **Home** tab to print the Adjustment report

The Adjust In report print options are the same as those on the warehouse receipt. For our example, we do not need to include detail since the information needed is available on the Adjustment Line.

Edit - PW Warehouse Receipt ↗

**Saved Settings**

Name:  ...

**Data**

Barcode:  ▾

Detail:  ▾

Additional Data:  ▾

Attributes:  ▾


Pallet Exchange:  ▾

**Receipt Filters**

Show results:

Where:  ▾ is:  ▾

And:  ▾ is:  ▾

 <b>Camelot Public Warehouse</b> 10020 Park Cedar Drive Charlotte, NC 28210	<b>NON-NEGOTIABLE WAREHOUSE ADJUST IN</b>	<b>Adjust In</b> Receipt Date	<b>A013</b> 2/28/2010																														
<b>Client</b> ACE APPAREL 1975 CLEAR BAY DRIVE CHARLOTTE, NC 28211 United States	<b>Received From</b> ACE APPAREL 123 S MAIN STREET GRAHAM, NC 27253 United States	<b>Warehouse</b> CENTRAL WHSE 321 EAST AVE CHARLOTTE, NC 28210 United States																															
<b>Inbound Driver's</b> 48167	<b>Container</b>	<b>Carrier</b> OLD DOMINION																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quantity <small>Quantity</small></th> <th style="text-align: left;">ITEM # <small>LOT #</small></th> <th style="text-align: left;">LOT # <small>Inv Status</small></th> <th style="text-align: left;">Description <small>Pack</small></th> <th style="text-align: left;">Grs Weight <small>Grs Weight</small></th> <th style="text-align: left;">Volume <small>Net Weight</small></th> </tr> </thead> <tbody> <tr> <td>2 CASE</td> <td>A111</td> <td>A203</td> <td>CHILDREN'S SHIRTS</td> <td>22 LB</td> <td></td> </tr> <tr> <td>2 CASE</td> <td>A203</td> <td></td> <td style="text-align: center;">10</td> <td>22 LB</td> <td></td> </tr> <tr> <td colspan="4" style="border-top: 1px solid black;"><b>2 CASE</b></td> <td style="border-top: 1px solid black;"><b>Grs Weight</b></td> <td style="border-top: 1px solid black;"><b>22 LB</b></td> </tr> <tr> <td colspan="4"></td> <td><b>Net Weight</b></td> <td></td> </tr> </tbody> </table>				Quantity <small>Quantity</small>	ITEM # <small>LOT #</small>	LOT # <small>Inv Status</small>	Description <small>Pack</small>	Grs Weight <small>Grs Weight</small>	Volume <small>Net Weight</small>	2 CASE	A111	A203	CHILDREN'S SHIRTS	22 LB		2 CASE	A203		10	22 LB		<b>2 CASE</b>				<b>Grs Weight</b>	<b>22 LB</b>					<b>Net Weight</b>	
Quantity <small>Quantity</small>	ITEM # <small>LOT #</small>	LOT # <small>Inv Status</small>	Description <small>Pack</small>	Grs Weight <small>Grs Weight</small>	Volume <small>Net Weight</small>																												
2 CASE	A111	A203	CHILDREN'S SHIRTS	22 LB																													
2 CASE	A203		10	22 LB																													
<b>2 CASE</b>				<b>Grs Weight</b>	<b>22 LB</b>																												
				<b>Net Weight</b>																													

- Select **Post** from the **Home** tab

Now, when we look at inventory, we see 2 cases of lot A203 on-hand.

We did not compute inbound charges for these 2 cases, since they were already computed on the original receipt. If you do need to charge for the product being adjusted in, you will need to have rates configured to compute on Adjustments. Alternatively, you can manually enter the necessary charges.

## Editing Adjustments

Making changes to pending Adjustments is similar in concept to changing Receipts and Shipments. If tasks have not yet been created, you can make changes to the Adjustment Line, or you can simply delete and re-enter the line. If you need to make changes after tasks have been created, you want to start with the tasks.

For WLSC and Adjust Qty adjustments, use **Select Piece Inventory** to make the changes in the task worksheet. In the worksheet, you can easily edit the value entered in the **Qty to Change** field. For WLSC Adjustments, you can also change the New Inv Status and New Lot fields as needed. For Adjust Qty adjustments, if you need to make changes to Alt 1 quantity or weights, you can edit the respective fields. Once your changes are complete, the adjustment tasks, lines and sub lines will be updated automatically.

For Adjust In adjustments, you can make changes directly in putaway tasks. The process is the same as editing tasks in receipts.

For our example, let's say that we realized we placed the wrong pallet on hold on the WLSC adjustment for ABC Widgets. Since we caught this before we posted, we can make the change in the task worksheet (Exhibit 8.38).

### Exhibit 8.38 – Task Worksheet Before & After

Edit - Piece Inventory Task Worksheet - Select Piece Inventory - Adjustment A017 - 10000										
Qty to Change	Unit	ITEM #	LOT #	Current Bin	Inv Status	Qty Available	Unit	Qty After Adjustment	Count Qty	
2	...	CASE	A333	A401	AA-31		44	CASE	0	2
0	...	CASE	A222	A301	AA-21		40	CASE	0	0
0	...	CASE	A222	A301	AA-22		30	CASE	0	0
0	...	CASE	AAA123	A100	AA-11	DAMAGED	10	CASE	0	0
0	...	CASE	AAA123	A101	AA-12		18	CASE	0	0



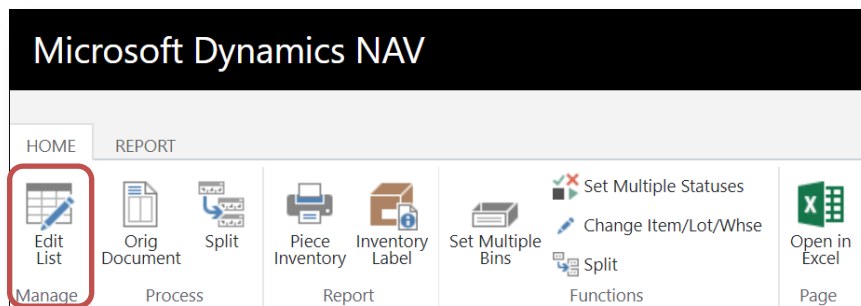
## Utilizing Piece Inventory

As you have seen, Piece Inventory is a powerful tool for managing detailed inventory. Another outstanding feature of Piece Inventory is that you can use it to perform some of the most common inventory functions, including bin moves and whse/lot/status changes. In addition, you can also make changes to other detail fields such as **Tag ID**, **Code Date** and attributes (Piece User Defined fields).

When you first navigate to Piece Inventory, the Piece Inventory list page displays in view mode. In order to perform bin moves and whse/lot/status changes, you will need to open the list in edit mode.

To open Piece Inventory in edit mode:

- Select **Edit List** from the Home tab on the Piece Inventory list page ribbon



### Bin Moves

When product is moved around in the warehouse, Piece Inventory needs to be updated with the new bin locations. Express WMS offers a quick and easy way to perform bin moves, allowing you to simply change the bin location directly in Piece Inventory. When you edit the bin in the Piece Inventory list, Express WMS records the change in the Piece Ledger, so you do have an audit trail for every change made.

There are two types of bin moves, each with their own set of procedures: 1) the basic bin move and 2) the complex bin move. The basic bin move is when you move the entire quantity for a piece into a different bin. The complex bin move is when you need to move only a portion of the piece to a different bin or when the inventory is being moved into multiple bin locations. This involves splitting the piece. Let's first start with the basic bin move.

#### Basic Bin Move

For those times when you need to move the full quantity for each piece into a new bin location, you only need to change the bin location in the **Edit Piece Inventory View** page. Once again, Quick Filter and Advanced Filter can narrow the display to make the process even easier.

Let's say that the warehouse moved a few of ABC Widget's pallets to consolidate inventory to make room for another inbound load. Since we are tracking pallet ID's, one pallet is considered one piece in Piece Inventory (Exhibit 8.39).

**Exhibit 8.39 – Edit Piece Inventory Page, ABC Widgets**

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 C
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	
A	... A222	ATHLETIC SOCKS	A301	AA-22	30	CASE	10	
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	
A	... AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10	
C	... C0123	COPPER SULFATE	C38282	CC-15	15	BAG	0	
C	... C111	THIOUREA DIOXIDE	C48382	CC-12	9	DRUM	0	
C	... C111	THIOUREA DIOXIDE	C48382	CC-11	8	DRUM	0	
C	... C111	THIOUREA DIOXIDE	C567	CC-12	12	DRUM	0	
C	... C1234	CALCIUM CARBIDE	C456	CC-11	16	DRUM	0	
C	... C1234	CALCIUM CARBIDE	C60594	CC-16	12	DRUM	0	
C	... C222	SODIUM FORMATE	C28563	CC-13	30	BAG	0	

For our example, the warehouse moved pallet 7J14899 from bin AA-45 to bin AA-42 and pallet 7J17150 from bin AA-52 to bin AA-51. To perform these bin moves, we will simply edit the value in the **Bin** field for the appropriate pallet.

- Navigate to the appropriate piece, and then edit the value in the **Bin** field
- For our example, we will change the bin locations for pallets 7J14899 and 7J17150.

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 C
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	
A	... A222	ATHLETIC SOCKS	A301	AA-22	30	CASE	10	
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	
A	... AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10	
C	... C0123	COPPER SULFATE	C38282	CC-15	15	BAG	0	
C	... C111	THIOUREA DIOXIDE	C48382	CC-12	9	DRUM	0	
C	... C111	THIOUREA DIOXIDE	C48382	CC-11	8	DRUM	0	
C	... C111	THIOUREA DIOXIDE	C567	CC-12	12	DRUM	0	
C	... C1234	CALCIUM CARBIDE	C456	CC-11	16	DRUM	0	
C	... C1234	CALCIUM CARBIDE	C60594	CC-16	12	DRUM	0	
C	... C222	SODIUM FORMATE	C28563	CC-13	30	BAG	0	

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 Q
A	...	A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10
A	...	A222	ATHLETIC SOCKS	A301	AA-22	30	CASE	10
A	...	A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10
A	...	A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0
A	...	AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10
A	...	AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10
C	...	C0123	COPPER SULFATE	C38282	CC-15	15	BAG	0
C	...	C111	THIOUREA DIOXIDE	C48382	CC-12	9	DRUM	0
C	...	C111	THIOUREA DIOXIDE	C48382	AA-31	8	DRUM	0
C	...	C111	THIOUREA DIOXIDE	C567	CC-12	12	DRUM	0
C	...	C1234	CALCIUM CARBIDE	C456	CC-11	16	DRUM	0
C	...	C1234	CALCIUM CARBIDE	C60594	AA-33	12	DRUM	0
C	...	C222	SODIUM FORMATE	C28563	CC-13	30	BAG	0

When you have completed the bin moves, you can close the Edit Piece Inventory page. If you want to view the audit trail for the changes made to a piece of inventory, you can drill down on the hyperlinked **Count Qty On Hand** to view the Piece Ledger entries.

- Select the hyperlinked **Count Qty On Hand** field for the desired piece
- For our example, we will drill down on this field for pallet 7J17150.

Client	Item	Lot	Warehouse	Inv Status	Sub Lot	Count Qty	Count Unit	Grs Weight	Bin	Co
C	...	C111	C48382	CENTRAL	HOLD	8	DRUM	4,400	AA-31	Co
C	...	C111	C48382	CENTRAL	HOLD	-8	DRUM	-4,400	CC-11	Co
C	...	C111	C48382	CENTRAL	HOLD	8	DRUM	4,400	CC-11	Co
C	...	C111	C48382	CENTRAL	HOLD	-8	DRUM	-4,400	AA-31	Co
C	...	C111	C48382	CENTRAL	HOLD	8	DRUM	4,400	AA-31	Co
C	...	C111	C48382	CENTRAL	HOLD	-8	DRUM	-4,400	CC-11	Co
C	...	C111	C48382	CENTRAL	HOLD	8	DRUM	4,400	CC-11	Co

In our example, we can see the detailed information for the piece when it was originally received, and then we see that all 40 cases were moved from bin AA-52 to AA-51.

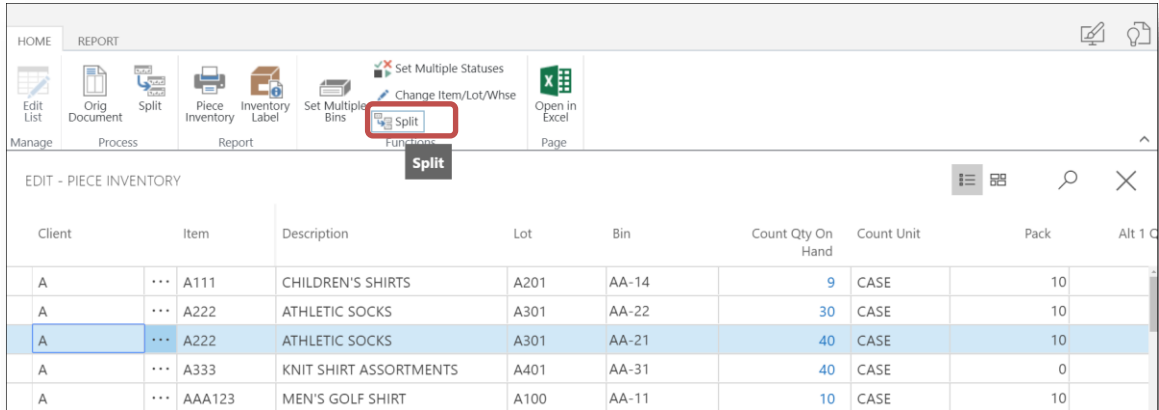
### Complex Bin Move

There may be times when the full piece quantity is not moving to a different bin or the full piece quantity is being split into multiple bin locations. For example, there may be 10 bags in one bin location and only 5 bags are moving to a different bin. Or there may be 60 cases in one bin location, and these 60 cases are being split into 2 different bin locations.

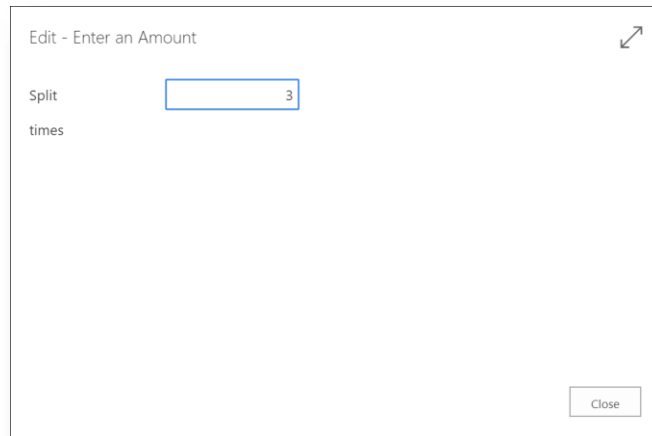
Let's say that there are 120 cases of item A222, lot A302 in bin AA-22, and the warehouse split these 120 cases into 3 different bin locations: 40 cases into AA-21, 40 cases will stay in AA-22,

and 40 cases into AA-23. First, we will filter the Edit Piece Inventory page for client A and item A222. The next step is to split the piece.

- Select the desired piece, and then select **Split** from the **Actions** tab



- Enter the number of times the piece should be split, and select **OK**
- For a bin move, enter the total number of bin locations that this piece will be moved to. For our example, the 120 cases for this lot were moved into 3 bin locations, so we will enter 3 here.



This opens the PW Piece Split worksheet (Exhibit 8.40). Here is where we specify the bin locations and the quantity being moved into each bin. The **Count Remaining** field helps you make sure that the entire Count Qty for the piece is moved.

## Exhibit 8.40 – Piece Split Worksheet

Edit - PW Piece Split

Count Remaining

Bin	Count Qty	Count Unit	Alt 1 Qty	Alt 1 Unit	ITEM #	LOT #	Inv Status	Pack
AA-12	40	CASE	4	PLT	A222	A301		10
AA-22	0	CASE	0	PLT	A222	A301		10
AA-41	0	CASE	0	PLT	A222	A301		10

Close

- Starting with the first line, enter the bin locations in the **Bin** field and the quantities being moved into each bin in the **Count Qty** field
- For our example, we are moving 40 cases to AA-21, 40 cases to AA-23, and 40 cases are staying in AA-22. Notice that as we enter the **Count Qty**, the **Count Remaining** field keeps us aware of how many cases we have remaining to move.

Edit - PW Piece Split

Count Remaining

Bin	Count Qty	Count Unit	Alt 1 Qty	Alt 1 Unit	ITEM #	LOT #	Inv Status	Pack
AA-21	40	CASE	4	PLT	A222	A301		10
AA-22	0	CASE	0	PLT	A222	A301		10
AA-22	0	CASE	0	PLT	A222	A301		10

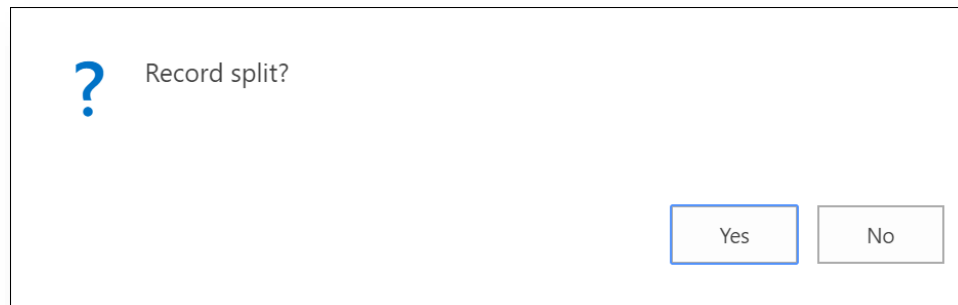
Edit - PW Piece Split

Count Remaining

Bin	Count Qty	Count Unit	Alt 1 Qty	Alt 1 Unit	ITEM #	LOT #	Inv Status	Pack
AA-21	40	CASE	4	PLT	A222	A301		10
AA-22	40	CASE	4	PLT	A222	A301		10
AA-22	40	CASE	4	PLT	A222	A301		10

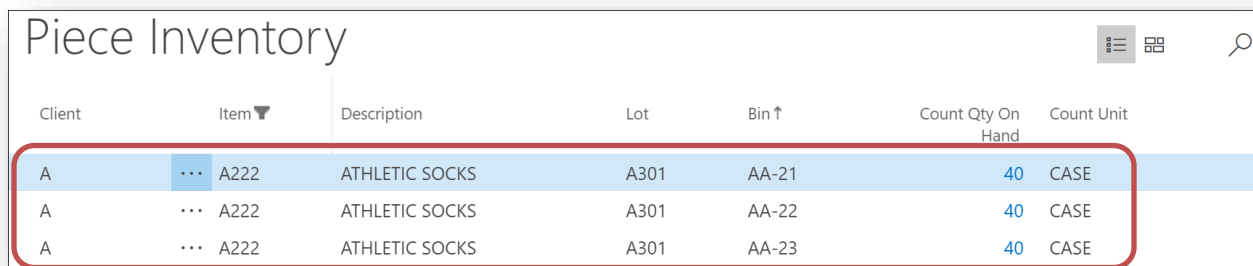
Now that we have finished entering the bin locations and quantities, we can close the Piece Split page. Express WMS will prompt to record the split.

- Close the Piece Split page to return to the Edit Piece Inventory page
- Answer **Yes** to the **Record Split** prompt
- If you are not ready or do not want to record the split, answer **No**. You will then need to split the piece again when you are ready to complete the bin move.



We can see that the piece was split into the bin locations we specified (Exhibit 8.41). Like with the basic bin move, if you want to view the ledger entries behind the pieces, you can drill down on the hyperlinked **Count Qty On Hand**.

#### Exhibit 8.41 – Piece Split into 3 Bin Locations



Client	Item	Description	Lot	Bin ↑	Count Qty On Hand	Count Unit
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE

#### Whse/Lot/Status Changes

You are familiar with how to use the Whse/Lot/Status Change adjustment to change a lot, mark inventory with a special status or move inventory to a different warehouse location. Using the adjustment is necessary if you are required to post a transaction and print documentation for the change or if you must send an adjustment acknowledgement via EDI.

However, there may be occasions when a transaction is not required, and for these occasions, you can use the Edit Piece Inventory page to perform these types of changes. When you change the warehouse, lot or status for a piece, these changes automatically roll up into Summary inventory.

The rules for bin moves and splitting a piece also apply when making changes to the status, the lot or the warehouse. In addition, you can only change the warehouse, lot or status for available inventory. If inventory is committed on a shipment, these changes are not allowed. The **Count Qty Committed** field is beneficial for viewing the quantity committed on pending shipments (Exhibit 8.42).

**Exhibit 8.42 – Piece Inventory, ABC Widgets, Cases Committed**

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 Qty	Alt 1 Unit	Count Qty Committed	Inv Status	Grs Weight
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	0.9	PLT	9		99
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10	4	PLT	0		440
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10	4	PLT	0		440
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	4	PLT	20		440
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	4	PLT	10		440
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	1	PLT	0	DAMAGED	200
A	... AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10	1.8	PLT	18		360

To perform a status change, you simply need to change the status for the piece. Let's say that ABC Widgets has requested that 1 pallet of item C41171, pallet 7J14899, be placed on hold.

- Select the desired piece, and enter the desired status in the **Inv Status** field
  - You can also select the status from the drop-down list box

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 Qty	Alt 1 Unit	Count Qty Committed	Inv Status
A	... A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	0.9	PLT	9	
A	... A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10	4	PLT	0	
A	... A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10	4	PLT	0	
A	... A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	4	PLT	20	
A	... A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	4	PLT	10	
A	... AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	1	PLT	0	DAMAGED
A	... AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10	1.8	PLT	18	

When you make a change to the warehouse or the lot for a piece, there is an initial step that must be done before you make the change. When you first open the Edit Piece Inventory page, only certain fields are editable. Fields such as the warehouse, item and lot are not editable by default. However, you can run a function to enable editing in these fields.

Next, let's say that the warehouse wants to move item A222 from the REMOTE A warehouse back to the CENTRAL warehouse. First, we will filter the list for client A and for item A222. Then we need to make the warehouse field editable.

- Select the desired piece, and then select **Change Item/Lot** from the Actions tab

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	Pack	Alt 1 Qty	Alt 1 Unit	Count Qty Committed	
A	...	A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE	10	0.9	PLT	
A	...	A222	ATHLETIC SOCKS	A301	AA-22	40	CASE	10	4	PLT	
A	...	A222	ATHLETIC SOCKS	A301	AA-23	40	CASE	10	4	PLT	
A	...	A222	ATHLETIC SOCKS	A301	AA-21	40	CASE	10	4	PLT	
A	...	A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE	0	4	PLT	
A	...	AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE	10	1	PLT	
A	...	AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE	10	1.8	PLT	
C	...	C0123	COPPER SULFATE	C38282	CC-15	15	BAG	0	0		
C	...	C111	THIOUREA DIOXIDE	C48382	CC-12	9	DRUM	0	0		
C	...	C111	THIOUREA DIOXIDE	C48382	AA-31	8	DRUM	0	0		
C	...	C111	THIOUREA DIOXIDE	C567	CC-12	12	DRUM	0	0		
C	...	C1234	CALCIUM CARBIDE	C456	CC-11	16	DRUM	0	0		

- Make the desired change to the warehouse or lot  
For our example, we will change the Lot from C567 to C358.

Client	Item	Description	Lot	Bin	Count Qty On Hand	Count Unit	
A	...	A111	CHILDREN'S SHIRTS	A201	AA-14	9	CASE
A	...	A222	ATHLETIC SOCKS	A301	AA-22	40	CASE
A	...	A222	ATHLETIC SOCKS	A301	AA-23	40	CASE
A	...	A222	ATHLETIC SOCKS	A301	AA-21	40	CASE
A	...	A333	KNIT SHIRT ASSORTMENTS	A401	AA-31	40	CASE
A	...	AAA123	MEN'S GOLF SHIRT	A100	AA-11	10	CASE
A	...	AAA123	MEN'S GOLF SHIRT	A101	AA-12	18	CASE
C	...	C0123	COPPER SULFATE	C38282	CC-15	15	BAG
C	...	C111	THIOUREA DIOXIDE	C48382	CC-12	9	DRUM
C	...	C111	THIOUREA DIOXIDE	C48382	AA-31	8	DRUM
C	...	C111	THIOUREA DIOXIDE	C358	CC-12	12	DRUM

### Other Detail Changes

There may be occasions when you need to change other detailed information such as the tag ID, code date or attributes. For example, a pallet ID or code date may have been entered



incorrectly on the receipt but was not caught until after the receipt posted. Making these types of changes is similar to the bin move. If the code date must be changed for the entire piece, for example, you can simply edit the field. If the code date must be changed for only a portion the piece quantity, then you must first split the piece and use the worksheet to update the field.

## **Adjustments Wrap-Up**

In Express WMS, adjustments are the way to bring inventory quantities back in line with actual quantities in the warehouse when discrepancies are found. You can also use adjustments to update inventory statuses, change a lot number or move inventory from one warehouse to another. Since adjustments are transactions like receipts and shipments, an audit trail is maintained in history that these changes can be easily managed. With Notes, Comments and Links, reasons for changes can be effectively documented.

Because available inventory quantities are affected by adjustments in process, it is best to post adjustments as soon as you complete them. Leaving adjustments unposted may cause issues with shipment commitments or inventory accuracy down the road.

## Reports

Out of the box, Express WMS offers a wide range of reports that provide the information your clients need as well as reports that help you manage internal operations. From core receiving and shipping documents, to inventory and history reports, to reports you can use to monitor warehouse activity and billing, Express WMS's extensive report library enables you to provide critical information quickly and effectively.

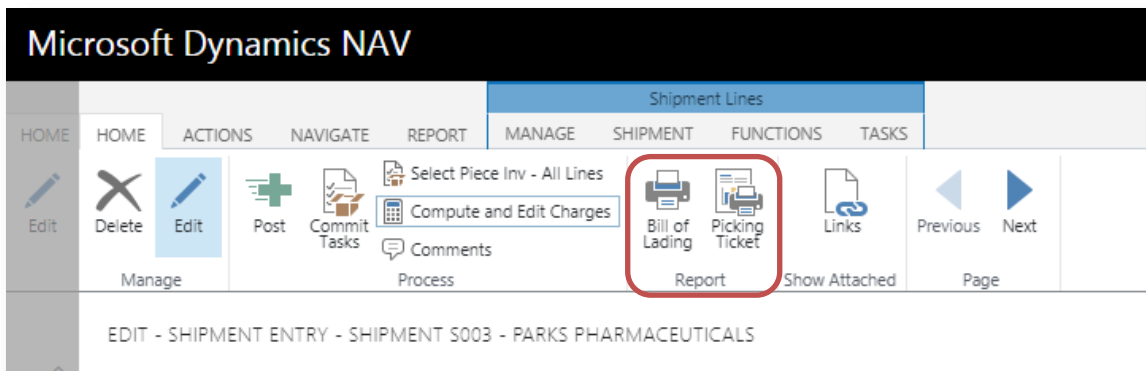
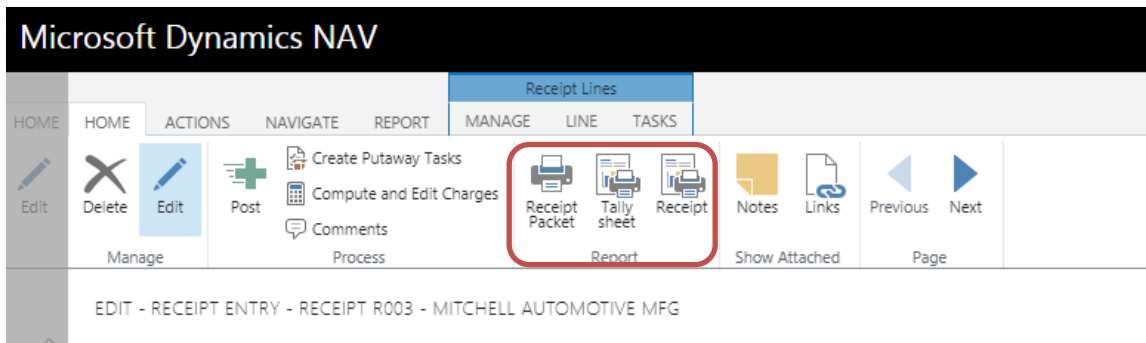


### Reports in Express WMS

Whether you are running a detailed monthly history for a client, reporting inventory by bin to the warehouse manager or monitoring revenue accrued throughout the month, Express WMS has a report that meet your needs.

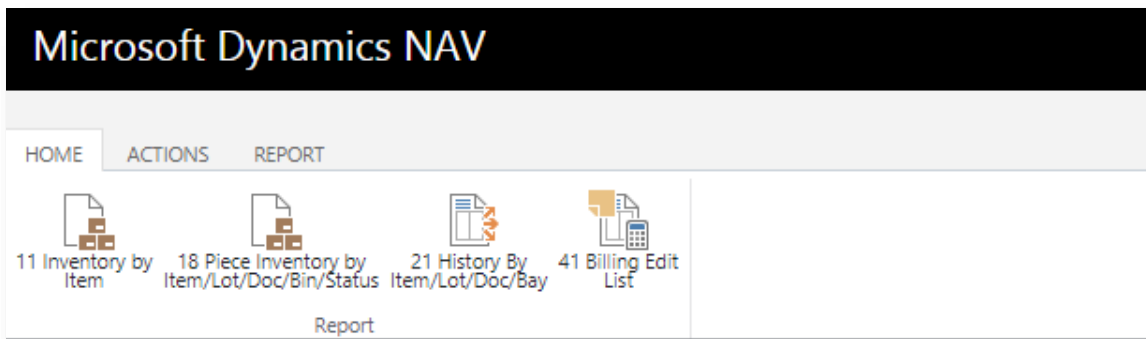
Express WMS's search and navigation features enable you to easily access any report and print it out or send it off quickly, within a single minute.

## Exhibit 9.1 – Transaction Reports, Receipt Entry & Shipment Entry Cards



Out of the box, the **Role Center Home page** ribbon includes four of the most common reports. With Express WMS's user personalization features, you can customize the ribbon to include the reports you use most (Exhibit 9.2).

## Exhibit 9.2 – Reports, Role Center Home Page Ribbon



With Express WMS's **Search** feature, you can quickly call up the exact report you need. Simply type the name or the number of the report you want and select the related link.

## Printing a Report

When you run any report in Express WMS, the print options dialog box displays. This is where you control the information included on the report as well as how the report will print.

The **Additional Data FastTab** enables you to control the information that prints on the report. For example, for the Inventory by Item report, you can choose to run the report for current inventory or for inventory quantities as of a specific day. You can also choose the level of detail to include and whether to show on-hand or available counts (Exhibit 9.3).

### Exhibit 9.3 – Inventory by Item Report Dialog Box

Edit - PW Inventory by Item

**Saved Settings**

Name: Last used options and filters

**Additional Data**

As of Date: [ ]

Additional Detail: 1 Line

Show Zero Inventory:

Quantity to Print: On Hand

Print Grand Total: Show

Unit Totals: Hide

Weight Unit: [ ]

You also have the option to export this information to Excel. This option is available in the **Report Format FastTab** on most all of Express WMS's inventory reports as well as several history, activity and billing reports. When you turn this option on, an Excel spreadsheet is generated along with the printed or previewed report (Exhibit 9.4).

### Exhibit 9.4 – Export to Excel Report Option

**Report Format**

Export to Excel: No

On the filters section (**Item FastTab**), you can choose to run the report for a specific set of criteria, such as for a specific client or item, or maybe all items in a certain warehouse (Exhibit 9.5). Some reports may also include sorting options where you can choose how the information on the report is sorted.

**Exhibit 9.5 – Filters Options, Report Dialog Box**

**Item**

Show results:

Where:  is:  ...

And:  is:

**Preview Features**

When you preview a report, many reports display in the Print Layout view (Exhibit 9.6). This view shows you how the report will actually look when it is printed. Along the toolbar, you can see the total number of pages included, and you can use the next and previous icons to scroll through the various pages.

**Exhibit 9.6 – Print Preview, Initial View**

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CRONUS 3PL DEMO 110

**Inventory by Item**

Client: A - ACE APPAREL Filters: Additional Detail: 1 Line, Quantity to Print: On Hand

ITEM #	Description	Count Qty	Alt 1 Qty	Grs Wgt
A111	CHILDREN'S SHIRTS	9 CASE	0.9 PLT	99 LB
A222	ATHLETIC SOCKS	70 CASE	7 PLT	770 LB
A333	KNIT SHIRT ASSORTMENTS	40 CASE	4 PLT	440 LB
AAA123	MEN'S GOLF SHIRT	28 CASE	2.8 PLT	560 LB
<b>Totals for client A</b>		<b>147</b>	<b>14.7</b>	<b>1,869</b>

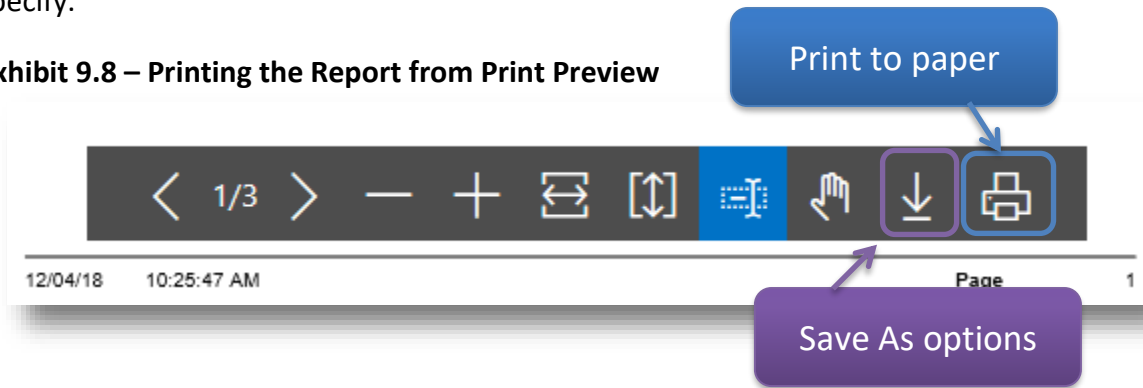
You can change the preview display using the **Print Layout** icon. You can also zoom in and out by selecting an option from the **Zoom** drop-down box (Exhibit 9.7).

### Exhibit 9.7 – Changing the Preview Display



From the print preview, you have the option to print directly to a Windows printer. You also have the option to save the report as an Excel spreadsheet, as a PDF document or as a Word document (Exhibit 9.8). When either of these options is selected, you can change the filename of the report and choose where to save it. The report is then saved directly to the folder you specify.

### Exhibit 9.8 – Printing the Report from Print Preview



### Print Options

When you want to print a report immediately, Express WMS offers a variety of print options. First, you can choose to print directly to a Windows printer (Exhibit 9.9). In Express WMS, you also have the option to configure printer settings, so that certain reports will print to the printer you specify whenever you select the Windows printer option.

## Exhibit 9.9 – Printing to a Windows Printer

The screenshot shows a dialog box titled "Edit - PW Warehouse Receipt". It has a "Saved Settings" section with a "Name" field containing "Last used options and filters". Below that is a "Data" section with several dropdown menus: "Barcode" (None), "Detail" (Task), "Additional Data" (2 Lines), "Attributes" (Show), and "Pallet Exchange" (Hide). The "Receipt Filters" section includes "Show results:" with two rows of filters: "Where: Document Type" is "Receipt" and "And: Document" is "R00108". At the bottom are buttons for "Send to...", "Print", "Preview", and "Cancel".

The screenshot shows a "Send to..." dialog box. It has an information icon and the text "Choose file type...". There are four radio button options: "PDF Document" (selected), "Microsoft Word Document", "Microsoft Excel Document", and "Schedule...". At the bottom right are "OK" and "Cancel" buttons. A blue callout box labeled "Send to..." has an arrow pointing to the "PDF Document" option.

One of the easiest and most common ways to send a report to a client or a colleague is to print the report as a PDF document and then attach the report in an email. Express WMS and Dynamics NAV have an internal PDF report writer so you can print your reports to PDF without additional software and then email them directly to the intended recipients (Exhibit 9.10).

## Exhibit 9.10 – Printing to PDF

Report37005311.pdf - Adobe Reader

File Edit View Window Help

1 / 10 100%

Tools Comment

3PL CAMELOT SOFTWARE

CRONUS 3PL DEMO 71 - Trial C1

**Inventory by Item**

Filters: Additional Detail: 1 Line, Quantity to Print: On Hand

Client: A - ACE APPAREL

ITEM #	Description	Count Qty	Alt 1 Qty	Grs Wgt
A111	CHILDREN'S SHIRTS	329 CASE	32.9 PLT	3,619 LB
A222	ATHLETIC SOCKS	340 CASE	34 PLT	3,740 LB
A333	KNIT SHIRT ASSORTMENTS	60 CASE	6 PLT	660 LB
A444	FOOTBALL JERSEYS	90 CASE	9 PLT	1,440 LB
A555	BLOUSE ASSORTMENTS	100 CASE	10 PLT	2,000 LB
AAA123	MEN'S GOLF SHIRT	288 CASE	28.8 PLT	5,760 LB
<b>Totals for client A</b>		<b>1,207</b>	<b>120.7</b>	<b>17,219</b>

With Express WMS’s seamless integration to Microsoft Office, you can also choose to print the report as a Word document or as an Excel spreadsheet (Exhibit 9.11). These options take the report layout and transfer it directly to the chosen format.

## Exhibit 9.11 – Printing a Report to Word or Excel

Report37005311.docx [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Layout

Times New Rom 1 A A Aa

Clipboard Paste Font Paragraph Styles Editing

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**Inventory by Item**

Filters: Additional Detail: 1 Line, Quantity to Print: On Hand

Client: A - ACE APPAREL

ITEM #	Description	Count Qty	Alt 1 Qty	Grs Wgt
A111	CHILDREN'S SHIRTS	329 CASE	32.9 PLT	3,619 LB
A222	ATHLETIC SOCKS	340 CASE	34 PLT	3,740 LB
A333	KNIT SHIRT ASSORTMENTS	60 CASE	6 PLT	660 LB
A444	FOOTBALL JERSEYS	90 CASE	9 PLT	1,440 LB
A555	BLOUSE ASSORTMENTS	100 CASE	10 PLT	2,000 LB
AAA123	MEN'S GOLF SHIRT	288 CASE	28.8 PLT	5,760 LB
<b>Totals for client A</b>		<b>1,207</b>	<b>120.7</b>	<b>17,219</b>



ITEM #	Description	Count Qty	Alt 1 Qty	Grs Wgt
A111	CHILDREN'S SHIRTS	329 CASE	32.9 PLT	3,619. LB
A222	ATHLETIC SOCKS	340 CASE	34. PLT	3,740. LB
A333	KNIT SHIRT ASSORTMENTS	60 CASE	6. PLT	660. LB
A444	FOOTBALL JERSEYS	90 CASE	9. PLT	1,440. LB
A555	BLOUSE ASSORTMENTS	100 CASE	10. PLT	2,000. LB
AAA123	MEN'S GOLF SHIRT	288 CASE	28.8 PLT	5,760. LB
<b>Totals for client A</b>		<b>1,207.</b>	<b>120.7</b>	<b>17,219.</b>

### Which Excel Option?

You can **Save to Excel**, **Export to Excel** and **Print to Excel**. Which option do you choose?

- Save to Excel
- Export to Excel
- Print to Excel



Both the **Save to Excel** and **Print to Excel** options essentially perform the same function. The main difference between the two is related to their access point. **Save to Excel** is accessed from print preview. With this option, the spreadsheet is saved directly to the folder you specify. **Print to Excel** is accessed from the **Print** button options. With this option, you have the option to view it first, before you save it.

Either option renders the report in Excel format, which means that the actual formatted report is transferred to an Excel spreadsheet (Exhibit 9.12).

## Exhibit 9.12 – Excel Output, Save/Print to Excel

The screenshot shows an Excel spreadsheet titled 'PW Inventory by Item.xlsx'. The report is for 'ACE APPAREL' and lists various clothing items with their counts and weights. The data is as follows:

ITEM #	Description	Count Qty	Alt 1 Qty	Grs Wgt
A111	CHILDREN'S SHIRTS	329 CASE	32.9 PLT	3,619. LB
A222	ATHLETIC SOCKS	340 CASE	34. PLT	3,740. LB
A333	KNIT SHIRT ASSORTMENTS	60. CASE	6. PLT	660. LB
A444	FOOTBALL JERSEYS	90. CASE	9. PLT	1,440. LB
A555	BLOUSE ASSORTMENTS	100. CASE	10. PLT	2,000. LB
AAA123	MEN'S GOLF SHIRT	288. CASE	28.8 PLT	5,760. LB
<b>Totals for client A</b>		<b>1,207.</b>	<b>120.7</b>	<b>17,219.</b>

**Export to Excel** is similar, in that it generates an Excel spreadsheet; however, the way the data is rendered is quite different. **Export to Excel** is available as an option on the report dialog box for several standard Express WMS reports. This feature takes the report information and creates an Excel spreadsheet that is more easily manipulated (Exhibit 9.13). This feature is especially useful for editing and totaling specific columns.

## Exhibit 9.13 – Excel Output, Export to Excel

The screenshot shows a 'Report Format' dialog box. It contains a label 'Export to Excel:' followed by a dropdown menu that is currently set to 'Yes'.

Book1.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Dynamics NAV

Clipboard Font Alignment Number Styles Cells Editing

A1 Report PW Inventory by Item

1	Report PW Inventory by Item	3/12/2017	19:12:42							
2	Item Number	Description	Count Qty	Alt 1 Qty	Grns Weight					
3	A111	CHILDREN'S SHIRTS	329 CASE	32.9 PLT	3619 LB					
4	A222	ATHLETIC SOCKS	340 CASE	34 PLT	3740 LB					
5	A333	KNIT SHIRT ASSORTMENTS	60 CASE	6 PLT	660 LB					
6	A444	FOOTBALL JERSEYS	90 CASE	9 PLT	1440 LB					
7	A555	BLOUSE ASSORTMENTS	100 CASE	10 PLT	2000 LB					
8	AAA123	MEN'S GOLF SHIRT	288 CASE	28.8 PLT	5760 LB					
9	<b>Totals for client A</b>		<b>1,207</b>	<b>120.7</b>	<b>17,219</b>					
10	C111	THIOUREA DIOXIDE	33 DRUM	0	18150 LB					
11	C222	SODIUM FORMATE	30 BAG	0	1710 LB					
12	C333	TEXTILE DYE	10 DRUM	0	5500 LB					
13	C444	PRINTER'S INK	15 DRUM	0	15750 LB					
14	C1234	CALCIUM CARBIDE	28 DRUM	0	13580 LB					
15	C0123	COPPER SULFATE	15 BAG	0	870 LB					
16	<b>Totals for client C</b>		<b>131</b>	<b>0</b>	<b>55,560</b>					
17	COLUMBIA	COLUMBIAN COFFEE	250 BAG	0	38375 LB					
18	<b>Totals for client E</b>		<b>250</b>	<b>0</b>	<b>38,375</b>					
19	F111	SKINLESS BONELESS CHICKEN	350 CASE	7 PLT	7700 LB					
20	F222	MIXED VEGETABLES	300 CASE	6 PLT	6600 LB					
21	F333	CANNED GREEN BEANS	450 CASE	9 PLT	9900 LB					
22	<b>Totals for client F</b>		<b>1,100</b>	<b>22</b>	<b>24,200</b>					
23	448HWP	4 x 4 x 8 1/2 INCH WHITE PINE	6 BN DL	120 PCS	4800 LB					

PW Inventory by Item Information

Ready 100%

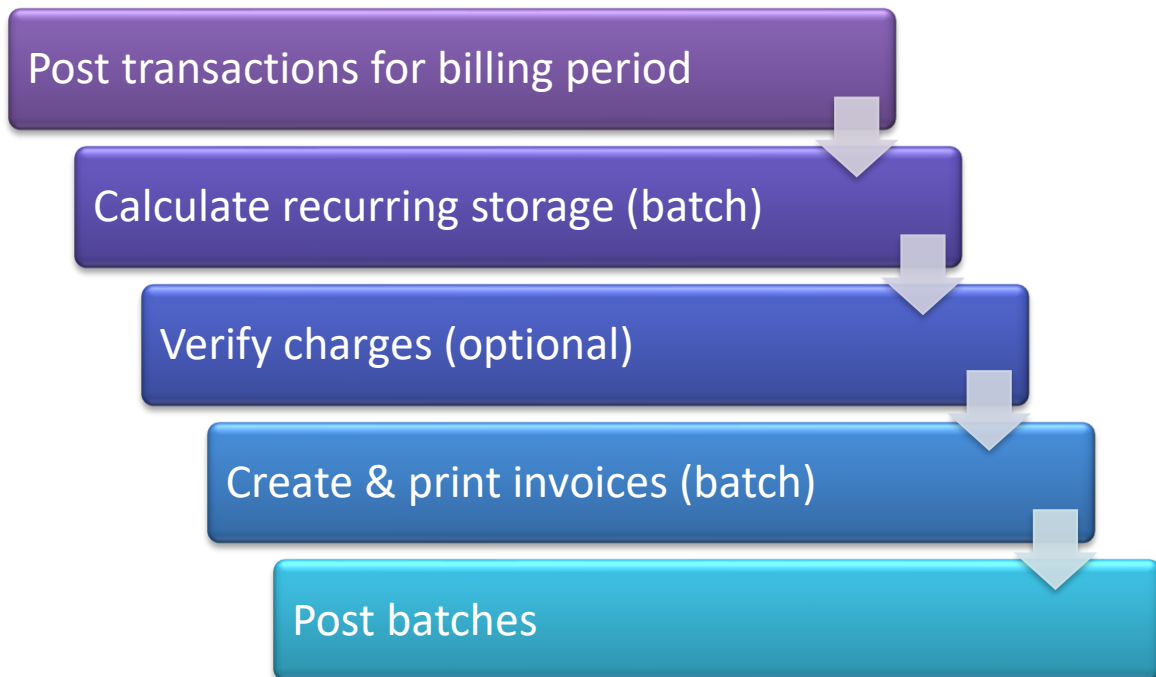
## Billing & Invoicing

Express WMS's billing and invoicing is a versatile solution that enables you to process billing and generate invoices quickly and efficiently. Whatever your billing requirements, Express WMS offers a flexible, streamlined approach to meet your needs.

### Billing Process Flow

In Express WMS, period-end billing follows a general process flow (Exhibit 10.1). Regardless of your billing cycles – monthly, weekly, bi-weekly or some combination of these – the process generally remains the same. The actual process can be adapted to your standard operating procedures as well as to your customers' requirements.

#### Exhibit 10.1 – General Billing Process Flow

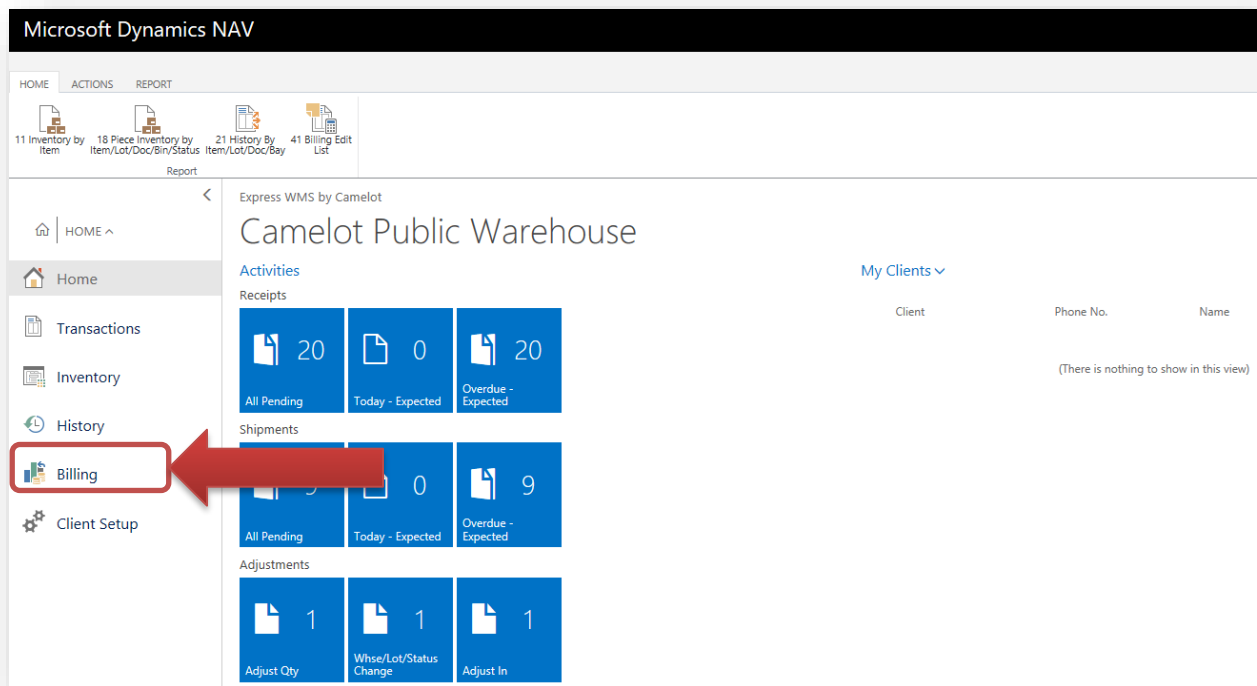


First and foremost, all transactions for the billing period should be posted before you begin billing. This ensures that current inventory levels are correct and that all inbound/outbound charges for the billing period are available for invoicing. From there, you can begin the billing process by calculating recurring storage charges for the period.

## Billing in Express WMS: Navigation & List Options

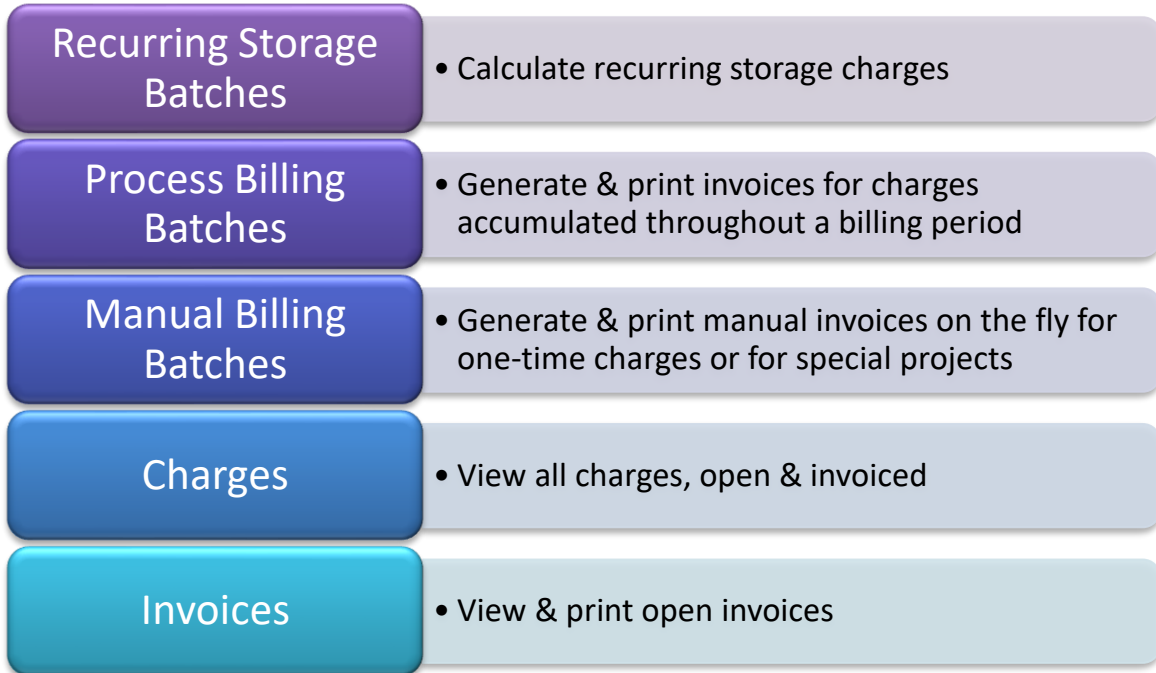
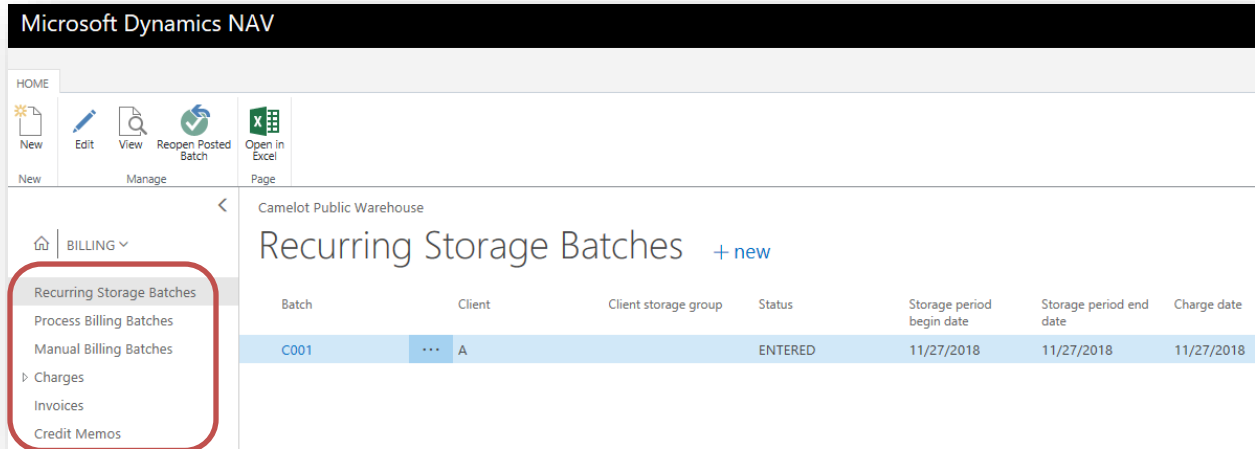
All billing and invoicing functions are grouped together in one central location. Starting from the Role Center Home page, you can navigate by selecting **Billing** via the Navigation Pane (Exhibit 10.2).

### Exhibit 10.2 – Navigating to Billing: Navigation Pane



Everything you need to process period-end billing is included in the **Billing** list panel (Exhibit 10.3). Each list option takes you to a list page for the related function.

## Exhibit 10.3 – Billing List Options & Their Functions



Recurring storage is processed from **Recurring Storage Batches**, and invoices are generated from either **Process Billing Batches** or **Manual Billing Batches**. You use **Process Billing Batches** to create invoices for regular charges accumulated throughout a billing period. You use **Manual Billing Batches** to create invoices on the fly for one-time charges or charges for special projects.

With the **Charges** option, you can view all charges, both open and invoiced. You can view open invoices by selecting the **Invoices** list option.

For this month-end processing, we need to compute recurring storage charges and then invoice those charges along with accessorial charges accumulated throughout the month. We will use **Recurring Storage Batches** and **Process Billing Batches** to do this.

## Billing in Express WMS: The Process

Period-end billing is processed in batches. Batch processing recurring storage calculation and invoicing enables you to streamline your billing process and saves a significant amount of time and effort.

In this section, we will walk through an entire month-end billing for the October/November 2015 billing period, outlining the general procedures for each step in the [billing process flow](#). For this example, all transactions for the month have been posted, so we will pick up with recurring storage calculation.

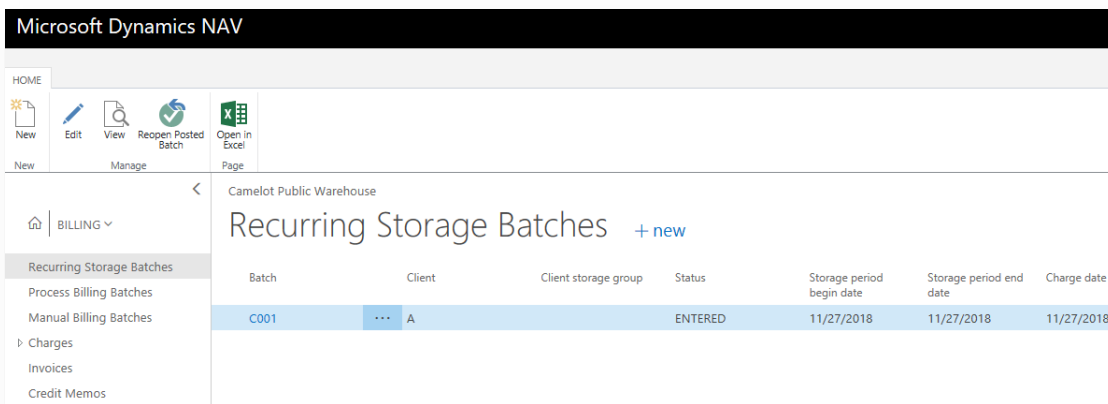
### Calculate Recurring Storage

Each billing period, recurring storage charges must be calculated. This process is called recurring storage calculation. Recurring storage charges for a billing period are calculated from the **Recurring Storage Batches** list page.

To begin recurring storage calculation:

- Select **Recurring Storage Batches** from the Billing list panel

This opens the **Recurring Storage Batches** list page, which lists all batches in process. In our example, batches for previous billing periods have been processed and closed, so the list is blank.



The screenshot shows the Microsoft Dynamics NAV interface. The main window displays the 'Recurring Storage Batches' list page for 'Camelot Public Warehouse'. The page title is 'Recurring Storage Batches + new'. The list table has the following columns: Batch, Client, Client storage group, Status, Storage period begin date, Storage period end date, and Charge date. A single row is visible with the following data: Batch: C001, Client: A, Client storage group: A, Status: ENTERED, Storage period begin date: 11/27/2018, Storage period end date: 11/27/2018, Charge date: 11/27/2018. The left-hand navigation pane shows the 'BILLING' menu expanded, with 'Recurring Storage Batches' selected.

Batch	Client	Client storage group	Status	Storage period begin date	Storage period end date	Charge date
C001	A	A	ENTERED	11/27/2018	11/27/2018	11/27/2018

In this example, all recurring storage charges – including both 1<sup>st</sup> of the month and anniversary charges – are computed at month-end. When recurring storage charges for all customers are computed for the same period, you can calculate charges in a single batch.

## Step 1: Start/configure a new batch



In this step, you start a new batch and specify the period begin and end dates as well as the client or client group for whom you are computing charges.

- Select **New** from the list page ribbon  
This opens a new Calculate Storage Batch card, where you can begin setting up the batch.
- **[Tab]** off of the **Batch** field to automatically generate the batch number

Microsoft Dynamics NAV

NEW - PW CALCULATE STORAGE - BATCH: , CHARGE DATE:

Batch: , Charge Date:

General

Batch	C002	Storage period begin date	
Client		Storage period end date	
Client storage group		Charge date	
		Status	ENTERED

- **[Tab]** to the **Storage period begin date** (skipping the customer-related fields)  
In this example, we are calculating charges for all customers. To do this, you leave **Customer** and **Cust storage group** blank.



In a storage batch, you can calculate recurring storage charges for an individual customer, for a group of customers, or for all customers.

NEW - PW CALCULATE STORAGE - BATCH: , CHARGE DATE:

Batch: , Charge Date:

General

Batch	C002	Storage period begin date	
Client		Storage period end date	
Client storage group		Charge date	
		Status	ENTERED

Advanced

Initial Storage

Storage Lines

Line	Client	Item	Warehouse	Lot	Orig Document	Orig Receipt Date	Activity date	Rate group
------	--------	------	-----------	-----	---------------	-------------------	---------------	------------



- Set the Storage period begin date

This is the start date of the billing cycle. For this example, we need to calculate recurring storage charges for inventory stored during the month of October 2015, so the **Storage period begin date** should be set to the first day of the month.

<u>Storage period begin date</u>	10/1/2015	...
Storage period end date	10/31/2015	...
Charge date		...
Status	ENTERED	...

- Set the Storage as of date

This is the last day of the billing period, essentially the cut-off date. For this example, the **Storage as of date** should be set to the last day of October 2015.

<u>Storage period begin date</u>	10/1/2015	...
Storage period end date	10/31/2015	...
Charge date		...
Status	ENTERED	...

- Set the Charge date

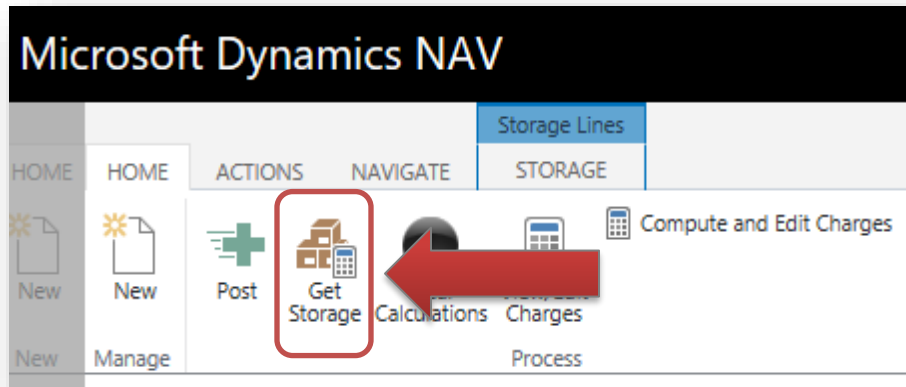
This designates the activity date for the computed storage charges. The date is typically set the same as the **Storage as of date**.

Storage period begin date	10/1/2015	...
Storage period end date	10/31/2015	...
Charge date	10/31/2015	...
Status	ENTERED	...

## Step 2: Compute recurring storage charges

This step calculates recurring storage charges for the defined customer(s) and billing period. In this example, storage charges for all clients should be calculated, so the batch will include both 1<sup>st</sup>-of-the-month charges and all anniversary charges that fall within the period.

- Select **Get Storage** from the ribbon



The information in the **Storage Lines FastTab** is essentially a snapshot of inventory counts as of the cut-off date, or **Storage as of date** (Exhibit 10.4). Depending on setup, quantities are broken down by item, lot or by a more detailed level such as by pallet.

#### Exhibit 10.4 – Storage Batch, Recurring Storage Computed

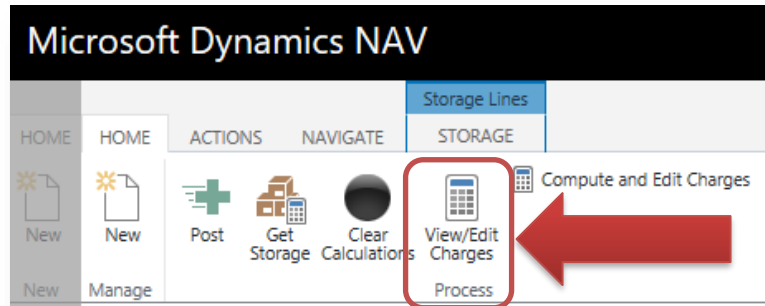
The screenshot shows the 'Storage Lines' FastTab in Microsoft Dynamics NAV. The batch is 'C002' with a charge date of '10-31-2015'. The status is 'CALCULATED'. The 'Storage Lines' table is displayed below.

Line	Client	Item	Warehouse	Lot	Orig Document	Orig Receipt Date	Activity date	Rate group	Charge quantity	Charge Unit	Count quantity	Count unit	Alt 1 quantity	Alt 1 Unit	
1	...	W		W			10/31/2015		50,000	SQFT	50,000	SQFT		0	
2	...	A	A111	CENTRAL	A201	R006	1/7/2010	10/31/2015	APPAREL	9	CASE	9	CASE	0.9	PLT
3	...	A	A222	CENTRAL	A301	R006	1/7/2010	10/31/2015	APPAREL	70	CASE	70	CASE	7	PLT
4	...	A	A333	CENTRAL	A401	R006	1/7/2010	10/31/2015	APPAREL	40	CASE	40	CASE	4	PLT
5	...	A	AAA123	CENTRAL	A100	R001	1/6/2010	10/31/2015	APPAREL	10	CASE	10	CASE	1	PLT

You can review and verify the charges calculated in the batch before proceeding to the next step. To view charges for a batch:

- Select **View/Edit** from the ribbon

This opens the **Transaction Charges** list page where you can review the computed charges. This page is editable, so you can make changes, if needed.



Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge	Client	Item	Rate group	Charge method
1	...	RSTO	Recurring Storage	50,000	SQFT	0.50	25,000.00	Automatic	W		Area
2	...	RSTO	A111	9	CASE	1.25	11.25	Automatic	A	A111	APPAREL
3	...	RSTO	A222	70	CASE	1.25	87.50	Automatic	A	A222	APPAREL
4	...	RSTO	A333	40	CASE	1.25	50.00	Automatic	A	A333	APPAREL
5	...	RSTO	AAA123	10	CASE	1.25	12.50	Automatic	A	AAA123	APPAREL
6	...	RSTO	AAA123	18	CASE	1.25	22.50	Automatic	A	AAA123	APPAREL
7	...	RSTO	C0123	15	BAG	8.00	120.00	Automatic	C	C0123	25KG BAGS
8	...	RSTO	C111	29	DRUM	7.00	203.00	Automatic	C	C111	55GAL
9	...	RSTO	C1234	28	DRUM	7.00	196.00	Automatic	C	C1234	55GAL

When you have finished reviewing charges, you can close the Transaction Charges list page. When you are ready to proceed to the next step, close the Storage Batch card.

### View & Verify Charges

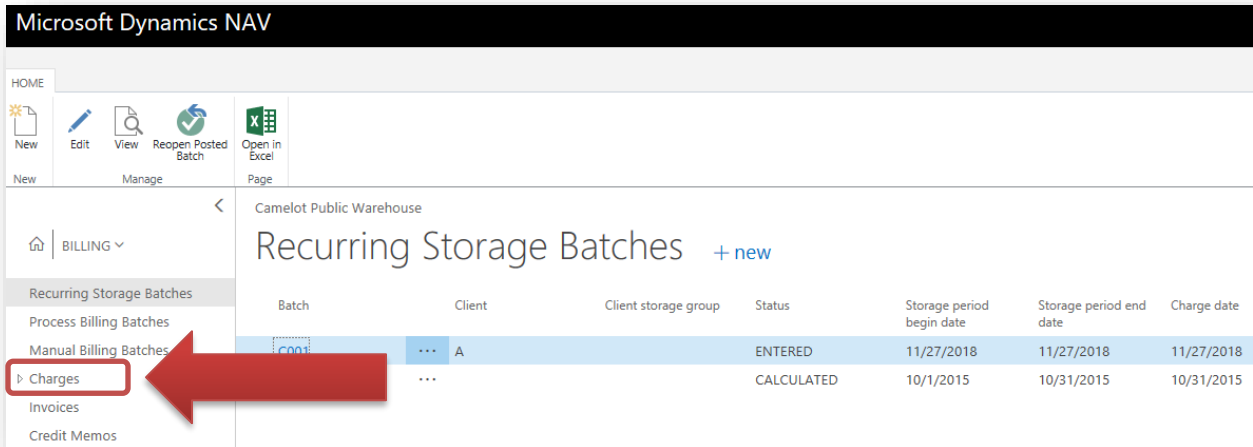
After recurring storage charges are calculated, you may want to view all open charges prior to invoicing. In Express WMS, inbound and outbound charges can be computed with each transaction throughout the billing period. If they are not invoiced per transaction, they wait as open charges until it's time to invoice.

During the period-end process, you have the option to view and verify these charges, along with your recurring storage charges, before you invoice. You can view a list of all open charges (Charges list page), or you can print (or preview) the Billing Edit List report.

## Charges List Page

To view a list of charges:

- Select **Charges** from the Billing list panel  
This opens the Charges list page, which displays all charges, both open and invoiced.



The screenshot shows the Microsoft Dynamics NAV interface with the 'Charges' page open. The table below displays a list of charges:

Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge	Client	Item	Rate group	
0	...	ORD	Order processing	1	ORD	6.00	6.00	Automatic	A		
0	...	ORD	Order processing	1	ORD	7.00	7.00	Automatic	C		
0	...	ORD	Order Processing	1	ORD	6.00	6.00	Automatic	F		
0	...	ORD	Order processing	1	ORD	6.00	6.00	Automatic	A		
0	...	ORD	Order processing	1	ORD	7.00	7.00	Automatic	C		
0	...	ORD	Order processing	1	ORD	6.00	6.00	Automatic	A		
0	...	WRAP	Stretch Wrap	10	PLT	2.50	25.00	Automatic	A		
1	...	HNDL	Handling	40	CASE	1.00	40.00	Automatic	A	AAA123	APPAREL
1	...	ISTO	Initial Storage	40	CASE	1.50	60.00	Automatic	A	AAA123	APPAREL

## Using Interactive Sorting & Quick Filter

With Express WMS's filtering and sorting features, you can display only the charges you want to see, the way you want to see them. You can use **Interactive Sorting** to sort the list by any column you choose, such as by **Service Code** and **Client** – an example of multi-column sorting (Exhibit 10.5).

## Exhibit 10.5 – Charges List Page, Sorted by Service Code & Client

Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge	Client	Item	Rate group
1	HNDL	Handling	40	CASE	1.00	40.00	Automatic	A	AAA123	APPAREL
2	HNDL	Handling	60	CASE	1.00	60.00	Automatic	A	A111	APPAREL
3	HNDL	Handling	60	CASE	1.00	60.00	Automatic	A	A222	APPAREL
4	HNDL	Handling	40	CASE	1.00	40.00	Automatic	A	A333	APPAREL
5	HNDL	Handling	20	CASE	1.00	20.00	Automatic	A	A444	APPAREL
1	HNDL	Handling	20	DRUM	6.00	120.00	Automatic	C	C111	55GAL
2	HNDL	Handling	30	BAG	10.00	300.00	Automatic	C	C222	25KG BAGS
3	HNDL	Handling	10	DRUM	6.00	60.00	Automatic	C	C333	55GAL
4	HNDL	Handling	15	BAG	10.00	150.00	Automatic	C	C0123	25KG BAGS

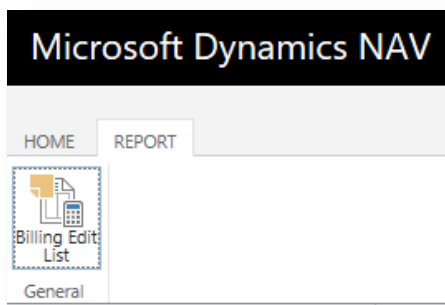
### *Billing Edit List*

Express WMS also offers a powerful report you can use to manage charges and billing, the **Billing Edit List**. During period-end processing, you can use the **Billing Edit List** to review open charges prior to invoicing as well as verify charge totals per client.

From the billing list options and pages, you can quickly run this report using the **Search** feature. To print/preview this report via the Search feature:

- Select the Search box field
- Type **Billing Edit List** in the Search box, and then select the appropriate link

This opens the **Billing Edit List** dialog box, where you can specify which charges for which client will print.



- Set the report options as desired, and then preview or print the report  
For our example, we set the **Print Subtotals** option to include subtotals per service code. We also set the **Invoice** filter so that only open charges will print, charges with no invoice number (**Invoice** = "", or blank).

Edit - PW Billing Edit List

**Additional Data**

Print Subtotals: Service Code

Additional Reference: Lot

**Report Format**

Export to Excel: No

**Enter Filters**

Show results:

Where: Client is: ...

And: Document type is: ...

And: Document is: ...

And: Invoice is: ""

And: Activity date is: ...

And: Posted is: ...

Buttons: Send to..., Print, Preview, Cancel

Callout: Set report options to include subtotals & only open charges



Camelot Public Warehouse  
**Billing Edit List**

Filters: Invoice: "

Client: A - ACE APPAREL

ITEM #	LOT #	Service Code	Date	Doc #	Release #	Method	Charge Qty	Rate	Unit	Charge Amt
A111 ITEM #	A201 LOT #	RSTO Service Code	10/31/201 Date	C002 Doc #	AAA222 Release #	Unit Method	9 Charge Qty	1.25 Rate	CASE Unit	11.25 Charge Amt
A222 ITEM #	A301 LOT #	RSTO Service Code	10/31/201 Date	C002 Doc #	AAA222 Release #	Unit Method	70 Charge Qty	1.25 Rate	CASE Unit	87.50 Charge Amt
A333 ITEM #	A401 LOT #	RSTO Service Code	10/31/201 Date	C002 Doc #	AAA222 Release #	Unit Method	40 Charge Qty	1.25 Rate	CASE Unit	50.00 Charge Amt
AAA123 ITEM #	A100 LOT #	RSTO Service Code	10/31/201 Date	C002 Doc #	AAA111 Release #	Unit Method	10 Charge Qty	1.25 Rate	CASE Unit	12.50 Charge Amt
AAA123 ITEM #	A101 LOT #	RSTO Service Code	10/31/201 Date	C002 Doc #	AAA222 Release #	Unit Method	18 Charge Qty	1.25 Rate	CASE Unit	22.50 Charge Amt
A111 ITEM #	A651 LOT #	HNDL Service Code	2/28/2010 Date	R026 Doc #	A6521 Release #	Unit Method	20 Charge Qty	1.00 Rate	CASE Unit	20.00 Charge Amt
A111 ITEM #	A651 LOT #	ISTO Service Code	2/28/2010 Date	R026 Doc #	A6521 Release #	Unit Method	20 Charge Qty	0.75 Rate	CASE Unit	15.00 Charge Amt
A222 ITEM #	LOT #	HNDL Service Code	2/28/2010 Date	R026 Doc #	A6521 Release #	Unit Method	40 Charge Qty	1.00 Rate	CASE Unit	40.00 Charge Amt



Camelot Public Warehouse  
**Billing Edit List**

Filters: Invoice: "

Client: A - ACE APPAREL

Service Code	Charge Qty	Charge Amt
HNDL	60	60.00
ISTO	60	45.00
ORD	3	18.00
RSTO	147	183.75
<b>Total for Client A</b>		<b>306.75</b>

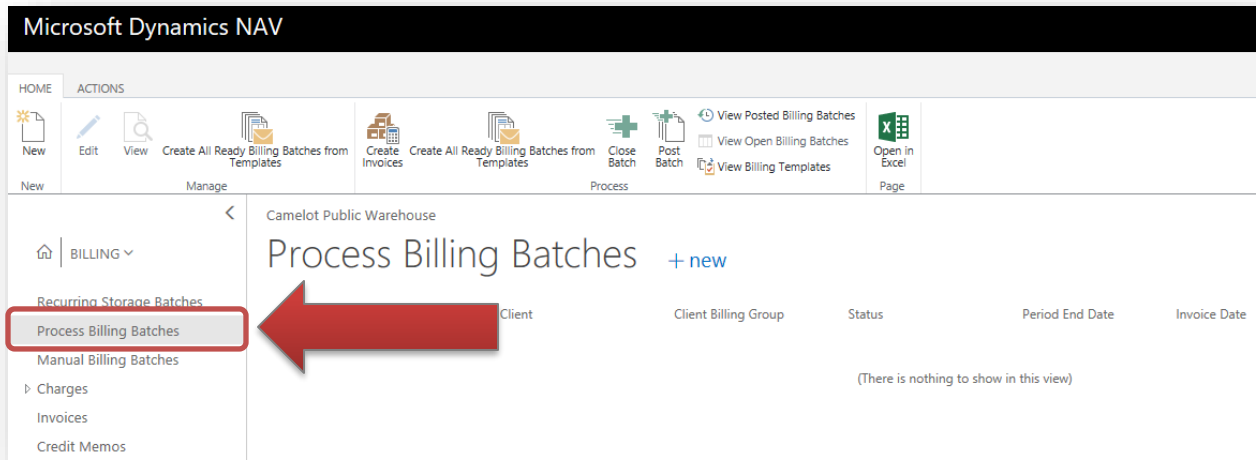
### Create & Print Invoices

Once recurring storage charges are calculated and charges are verified, the next step is to generate invoices. Like recurring storage calculation, invoicing is batch processed. All open charges that have accumulated throughout the billing period are invoiced in a Process Billing Batch.

To begin the invoicing process:

- Select **Process Billing Batches** from the Billing list panel

This opens the Process Billing Batches list page, where any batches that are in progress are listed. In our example, all batches from previous billing periods have been closed, so this list is blank.



For our example, all clients are invoiced on the first of the month for both the previous month's charges as well as any 1<sup>st</sup>-of-the-month recurring storage charges. When all open charges for all clients can be invoiced on the same day (**Invoice Date**), you can generate all invoices in a single batch.

### Step 1: Start/configure a new batch

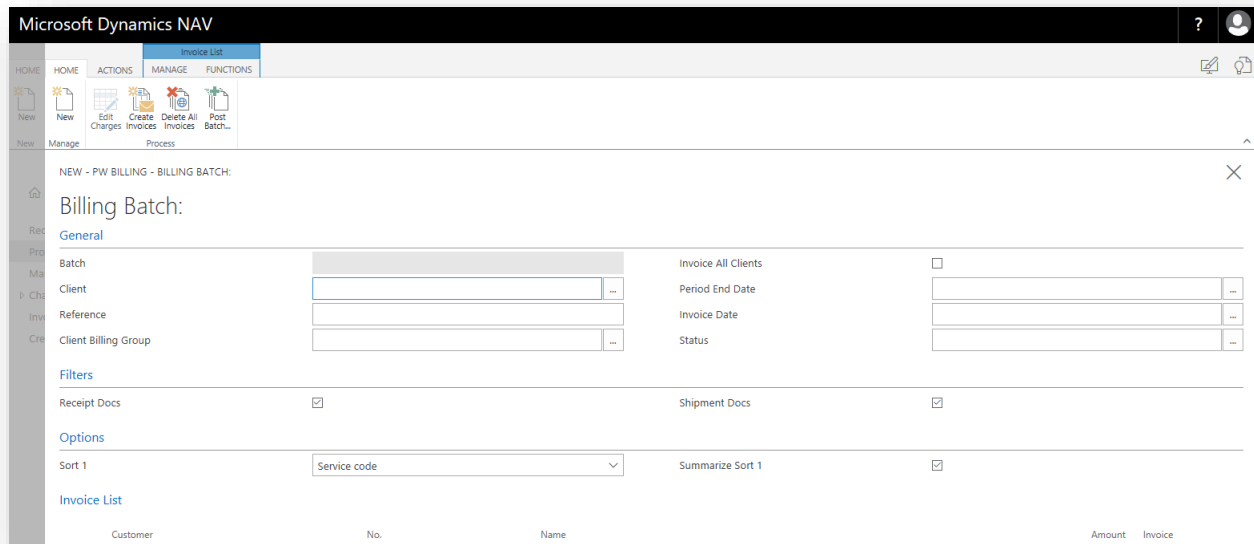
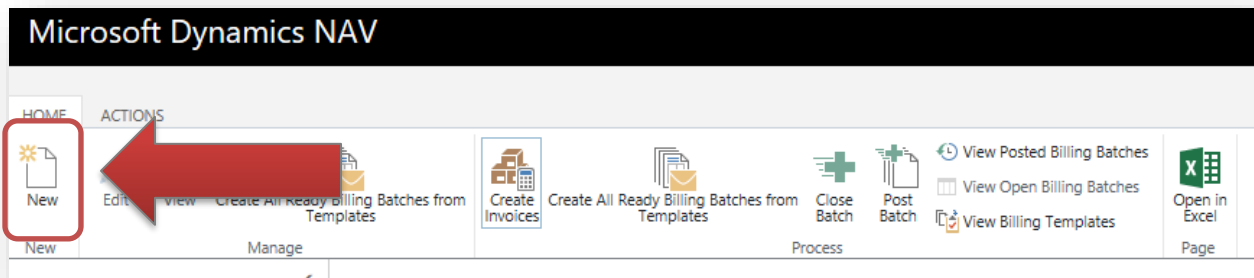


In this step, you start a new batch and then set up the batch to specify which clients and which charges should be invoiced on the batch. This includes setting the **Period end date** and **Invoice date**, specifying the client or client group, and the types of charges.



- Select **New** from the list page ribbon

This opens a new **PW Billing Batch** card, where you can begin setting up the batch.



### **General FastTab:**

The General FastTab is where you set the **Period end date** and **Invoice date** for the billing period and specify which client or clients (client group) should be invoiced. You can also include an internal reference for the batch to easily distinguish one batch from the next.

- **[Tab]** off of the **Batch** field to automatically generate a new batch number
- Enter a short description for the billing batch in the **Reference** field (*optional*)

The **Reference** is informational only and does not print on the invoice. In this example, we used this field to denote the billing period.

Microsoft Dynamics NAV

Invoice List

HOME ACTIONS MANAGE FUNCTIONS

Manage Process

NEW - PW BILLING - BILLING BATCH:

Billing Batch:

General

Batch	B001	Invoice All Clients	<input type="checkbox"/>
Client		Period End Date	
Reference	NOV 15	Invoice Date	
Client Billing Group		Status	ENTERED

- **[Tab]** to the *Period end date* field

In this example, we are invoicing all clients for all open charges for the billing period. To do this, you leave **Client** and **Client Billing Group** blank.

In a process billing batch, you can invoice a single client, a group of clients or all clients. Which option you choose can depend on your clients' billing requirements.

NEW - PW BILLING - BILLING BATCH:

Billing Batch:

General

Batch	B001	Invoice All Clients	<input type="checkbox"/>
Client		Period End Date	
Reference	NOV 15	Invoice Date	
Client Billing Group		Status	

Leave **Client** & **Client Billing Group** blank to invoice for all clients

- Set the **Period end date**

This is the cut-off date for the billing period. The date you enter here sets the end of the billing period, and all open charges dated prior to and on this date will be included on the invoice.

In this example, we are invoicing for all charges accrued through the end of October 2015, so this date should be the last day of the month.



There is no period start date. Express WMS is designed so that all open charges that meet the criteria set in the billing batch should be invoiced.

- Set the Invoice date

This is the actual date that will appear on the invoice. The due date is calculated from this date, and in Express WMS, this is the date used to update General Ledger in Dynamics NAV.

For our example, all invoices are dated on the 1<sup>st</sup> of the month. For the billing period ending October 2015, invoices should be dated on November 1.

General	
Batch	B001
Client	
Reference	NOV 15
Client Billing Group	
Invoice All Clients	<input checked="" type="checkbox"/>
Period End Date	10/31/2015
Invoice Date	11/1/2015
Status	ENTERED

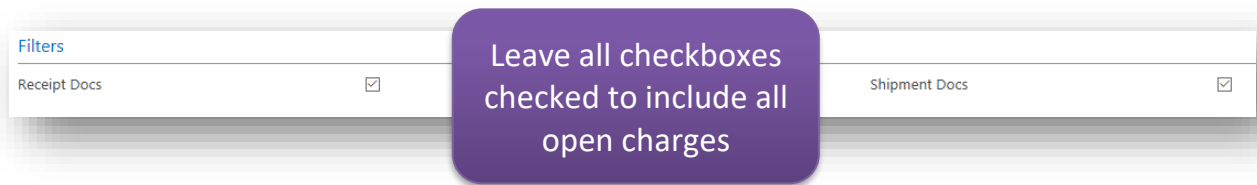
Invoice All Clients	<input checked="" type="checkbox"/>
Period End Date	10/31/2015
Invoice Date	11/1/2015

**Filters FastTab:**

The Filters FastTab is where you can control which types of charges will be invoiced in the batch. Here, you can set the batch to include all open charges, only recurring storage charges, or only accessorial charges.

- Verify settings on the **Filters** FastTab

For this example, all open charges are to be invoiced. In this scenario, you can leave all of the checkboxes checked. If you wanted to exclude recurring storage charges (generate an accessorial invoice), for example, you could uncheck the **Calc Storage Docs** checkbox.



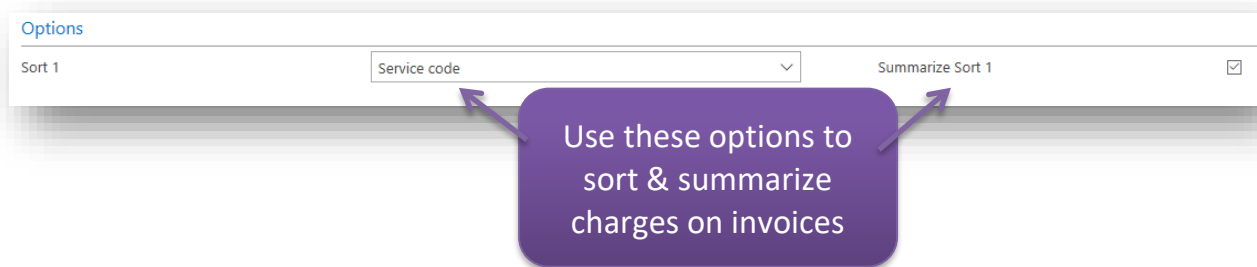
**Options FastTab:**

The Options FastTab is where you control the format of the printed invoice. Express WMS offers multiple options to meet your invoicing requirements.

For this example, all clients require an invoice summarized by service as well as a report listing the charge detail for the billing period. In this scenario, you can set the invoice to sort and summarize by service code and then include a detailed attachment that lists the charge detail (specified during invoice print).

To generate a summarized invoice:

- Select the drop-down arrow in the **Sort 1** field, and then select the appropriate option from the drop-down list  
 In this example, we selected **Service Code** to meet the clients' invoicing requirements.
- Check the **Summarize Sort 1** checkbox

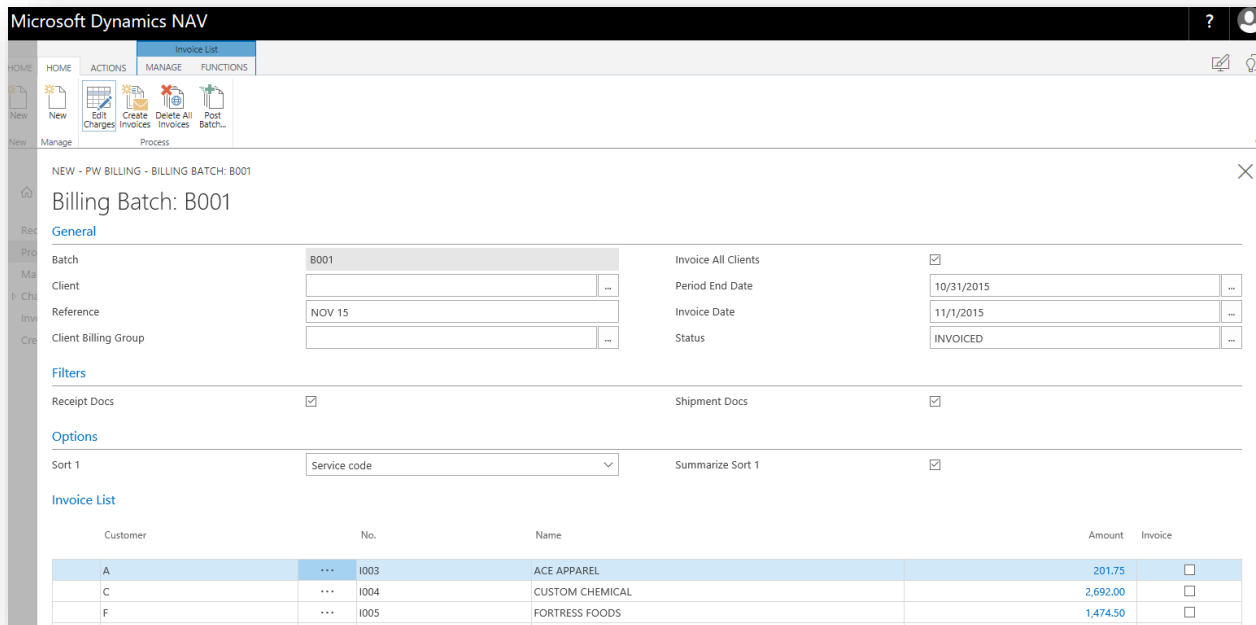
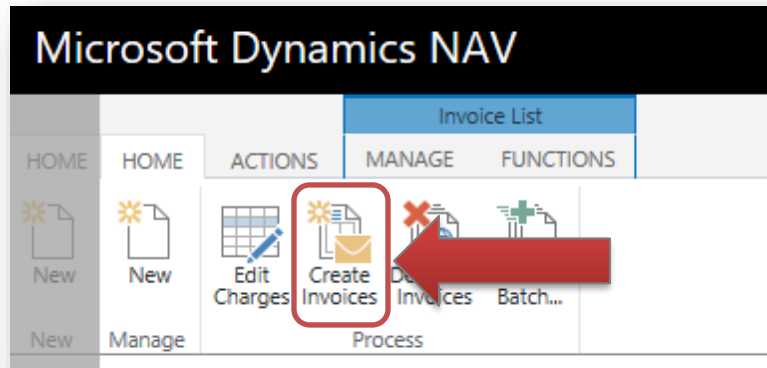


## Step 2: Create Invoices

- Select **Create Invoices** from the ribbon

All invoices generated are listed in the Invoices List FastTab.

For this batch, invoices will be created for all clients (that have open charges) and will include all open charges dated through 10/31/15.



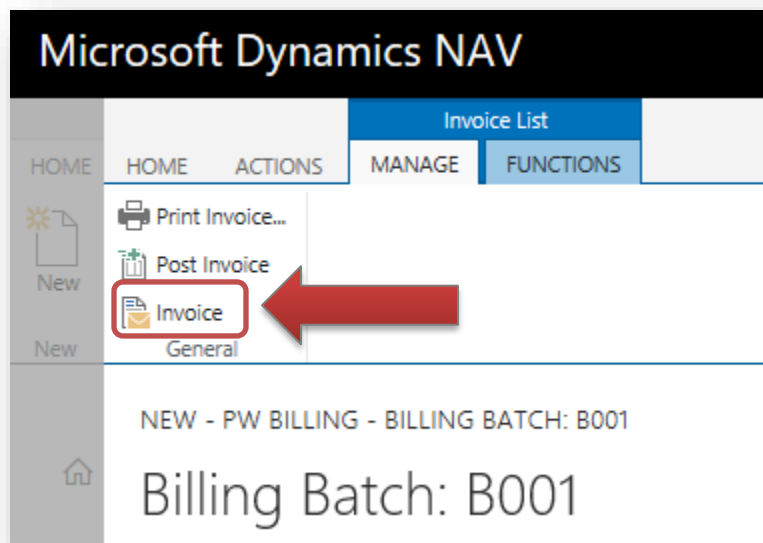
### Step 3: View/Print Invoices

You can optionally view invoices before you print them to verify all information and optionally review the charge detail. You can also print the invoice from the invoice card.

To *view* an invoice:

- Select the invoice you want from the Invoice List FastTab, and then select **Invoice** from the ribbon.

This opens the PW Invoice card where you can review all information including summarized charges and charge detail.



The screenshot shows the 'Sales Invoice Lines' interface. At the top, there are tabs for HOME, NAVIGATE, MANAGE, FUNCTIONS, and LINE. Below these are icons for New, Delete, Post, View/Edit billing detail, Comments, Test Report..., Previous, and Next. A blue callout box points to the 'Test Report...' icon with the text: 'View charge detail, test the report, & print the invoice'.

The main content area is titled 'EDIT - PW INVOICE - I003 - ACE APPAREL' and 'I003 · ACE APPAREL'. Under the 'General' section, there are fields for Invoice No. (I003), Client Code (A), Client Name (ACE APPAREL), Contact Name, Posting Description (Invoice I003), and Posting Date (11/1/2015). To the right, there are fields for Warehouse Code, Cust type Code, Payment Terms Code, Due Date, and Status.

Below the general information is a table titled 'Sales Invoice Lines':

Service code	Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Amount Including Tax	Main invoice print level	Detail p level
ORD	Order processing	3	ORD	6.00	18.00	Sales Line	None
RSTO	Recurring Storage	147	CASE	1.25	183.75	Sales Line	None

A purple callout box points to the 'Test Report...' icon and the 'Invoice No.' field with the text: 'Invoice header & line information'.

To *print* invoices:

- Select the invoice you want from the Invoice List FastTab, and then select **Print > Test Report** from the actions on the FastTab
- Set the options, as needed in the **PW Invoice** dialog box

These options enable you to control the information included on the invoice as well as how the information prints. In this example, the remit-to address must print on the invoice and a detail attachment must be included. To do this, the **Remit To Address** was set to **Company Address**, and the **Detail** option was set to **Storage Attachment** (since storage charges are included).

The screenshot shows the 'Edit - PW Invoice' configuration page. Under the 'Additional Data' section, several dropdown menus are visible. A blue callout box points to the 'Remit To Address' dropdown, which is set to 'Company Address'. Another blue callout box points to the 'Detail' dropdown, which is set to 'Storage Attachment'. A purple callout box points to the 'Detail' dropdown, explaining that it should be set to 'Storage Attachment' or 'Accessorial Attachment' to include an attachment listing the charge detail. Below the 'Additional Data' section, there is a 'TEXT 1' section with fields for 'Text 1 Source', 'Text 1 Field', 'Text 1 Field Name', and 'Text 1 Label'.

Additional Data	
Barcode	None
Remit To Address	Company Address
Service Recap	None
Detail	Storage Attachment
Detail Additional Data	1 Line
Rounding Adjustments	Hide
<b>TEXT 1</b>	
Text 1 Source	None
Text 1 Field	
Text 1 Field Name	
Text 1 Label	



- In many scenarios, you can leave the settings on the Report Format FastTab as they default, and the Filters are automatically set for you.

**Report Format**

Detail Reference: Billing Ref

Description Source: Service Code

Export to Excel: No

**Header**

Show results:

Where: Document Type is: Invoice

And: No. is: 1003

And: Bill-to Customer No. is:

Buttons: Send to... (highlighted), Print, Preview, Cancel

- Choose the desired print or preview option

**Choose file type...**

PDF Document

Microsoft Word Document

Microsoft Excel Document

Buttons: OK, Cancel



# Invoice

**Invoice No.** I003  
**Invoice Date** 11/1/2015

**Remit To: Camelot Public Warehouse**  
 10020 Park Cedar Drive  
 Charlotte, NC 28210  
 (704) 554-1670

ID: A

**Bill To:** ACE APPAREL  
 1975 CLEAR BAY DRIVE  
 CHARLOTTE, NC 28211  
 United States

**Warehouse**  
 CENTRAL WHSE  
 321 EAST AVE  
 CHARLOTTE, NC 28210  
 United States

**Ship Date** 2/28/2010  
**Due Date** 11/18/2015  
**Terms** Net 15 days

Service	Quantity	Rate Per	Amount
Order Processing	3	6.00 Order	18.00
Recurring Storage	147	1.25 Case	183.75

**Subtotal:** \$201.75  
**Total Tax:**  
**Total:** \$201.75

Page 1 of 1



# Invoice Detail Attachment Invoice No.

**Invoice No.** I003  
**Invoice Date** 11/1/2015

**Remit To: Camelot Public Warehouse**  
 10020 Park Cedar Drive  
 Charlotte, NC 28210  
 (704) 554-1670

**Bill To** ID: A  
 ACE APPAREL

ITEM #	LOT #	Reference	Date	Stg to	Doc Ref	Qty Unit	Chrg Qty Unit	Rate	Amount
		S001	1/16/10		A111	160 CASE	1 ORD	6.00	6.00
		S006	1/17/10		AAA444	150 CASE	1 ORD	6.00	6.00
		S009	1/17/10		AA1122	3	1 ORD	6.00	6.00
		Order processing				313	3 ORD		18
A111	A201		10/31/15	11/30/15	AAA222	9 CASE	9 CASE	1.25	11.25
A222	A301		10/31/15	11/30/15	AAA222	70 CASE	70 CASE	1.25	87.50
A333	A401		10/31/15	11/30/15	AAA222	40 CASE	40 CASE	1.25	50.00
AAA123	A100		10/31/15	11/30/15	AAA111	10 CASE	10 CASE	1.25	12.50
AAA123	A101		10/31/15	11/30/15	AAA222	18 CASE	18 CASE	1.25	22.50
		Recurring Storage				147 CASE	147 CASE		183.75

Make sure to verify the information on the invoice and verify charge totals. If you print to PDF, you can either email it to your client immediately, or you can save it and email it later. You will repeat this process for the remaining invoices in the batch.

### Complete the Process

Once invoices have been printed and verified, the final step is to close, or post, both the process billing batch and the recurring storage batch. Typically, you post the billing batch first.

#### Step 1: Post the Billing Batch

Posting a billing batch does two things: 1) it posts the invoices in the batch, and 2) it closes the batch, marking it as posted. When invoices post, customer ledgers and the general ledger are automatically updated, and the invoices are moved to history and marked as posted. The billing batch can no longer be viewed in the Process Billing Batches list page, which only lists batches in process.

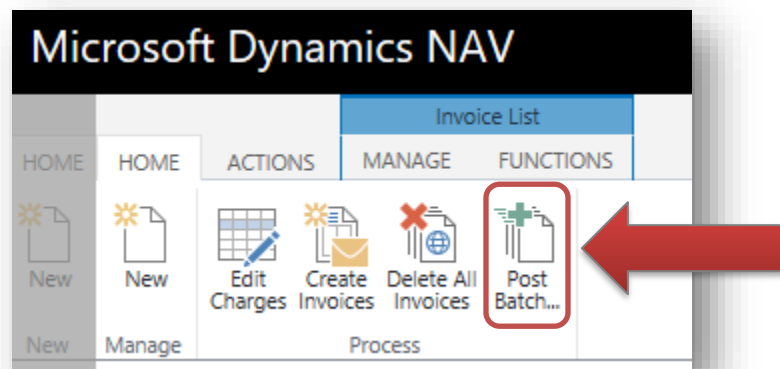
To post the billing batch:

- Select **Post Batch** from the ribbon, and then select **OK** to continue

**Note:** Selecting **Post** will only post the invoice selected in the Invoice List FastTab.

This opens the **Post Batch** dialog box. You typically do not need to change any of the settings here.

Once the process begins, invoices post first. If all invoices in the batch post successfully, you are then prompted to mark the batch as posted.



Edit - Batch Post Sales Invoices

**Options**

Posting Date

Replace Posting Date

Replace Document Date

Calc. Inv. Discount

**Sales Invoice**

Show results:

Where: PW Batch  is: B001

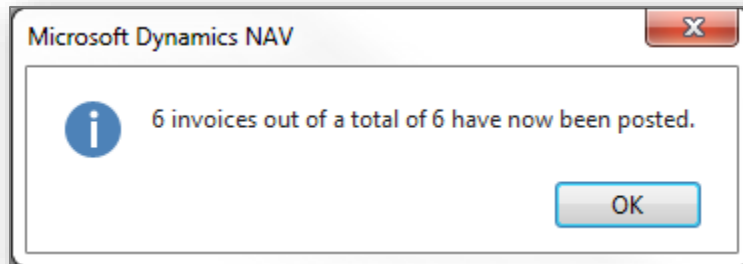
And: No.  is:

And: Status  is:

You typically do not need to change any options or settings in the report dialog

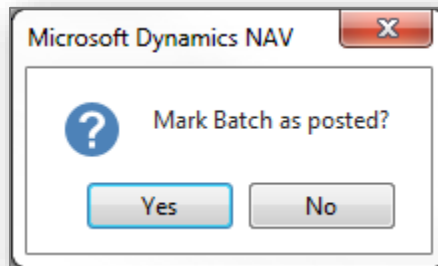
- Select **OK** at the confirmation prompt to continue

This prompt displays the number of invoices that successfully posts. If all invoices post successfully, the process continues when you select OK. If any of the invoices do not post, the process is halted so that you can investigate the issues.



- Select **Yes** at the prompt to mark the batch as posted

During this part of the process, the batch is marked as posted and is then cleared from the list.



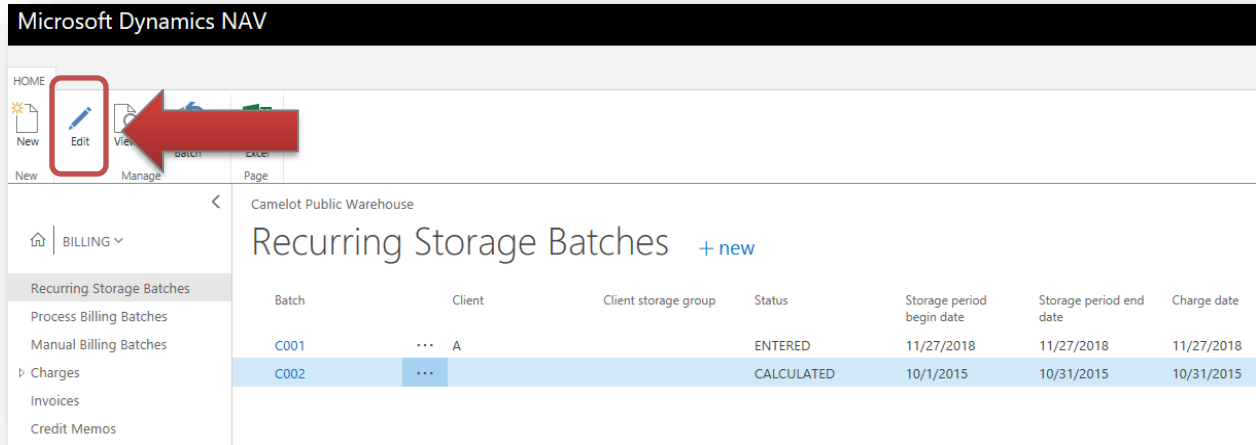
## Step 2: Post the Recurring Storage Batch

Posting a recurring storage batch closes the batch and marks it as posted. The batch can no longer be viewed in the Recurring Storage Batches list page, which only lists batches in process.

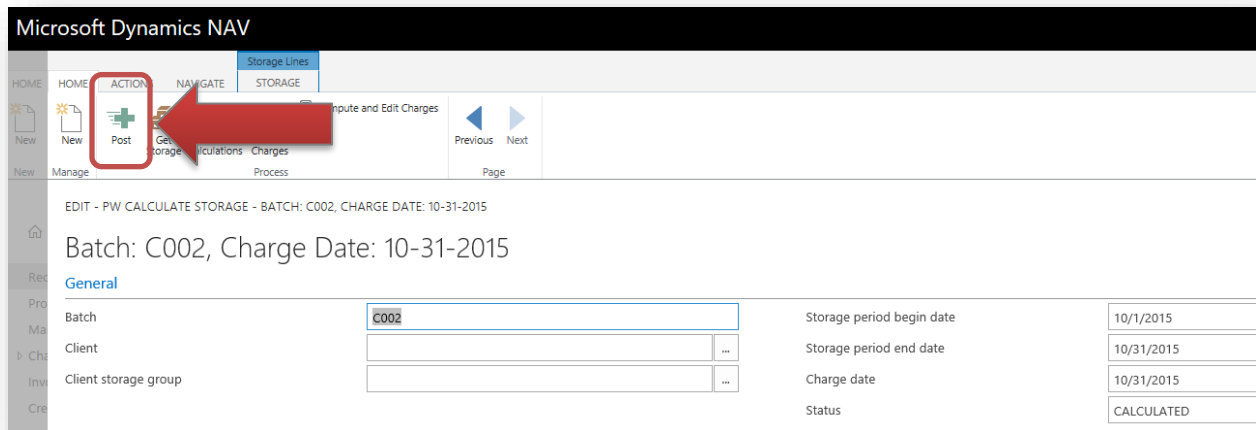
To post the storage batch:

- Select **Recurring Storage Batches** from the list panel

- Select the batch for the billing period, and then select **Edit** to open the storage batch



- Select **Post** from the ribbon  
Upon posting, the batch is marked as posted and is cleared from the list.



## Final Notes

Once all batches are posted, the billing process for the period is complete. It is important to verify the invoices before posting. Once invoices are posted, they are posted and the relevant ledgers are updated. If there are issues found with any of the invoices, it is possible to make corrections to the charges and issue a credit memo.

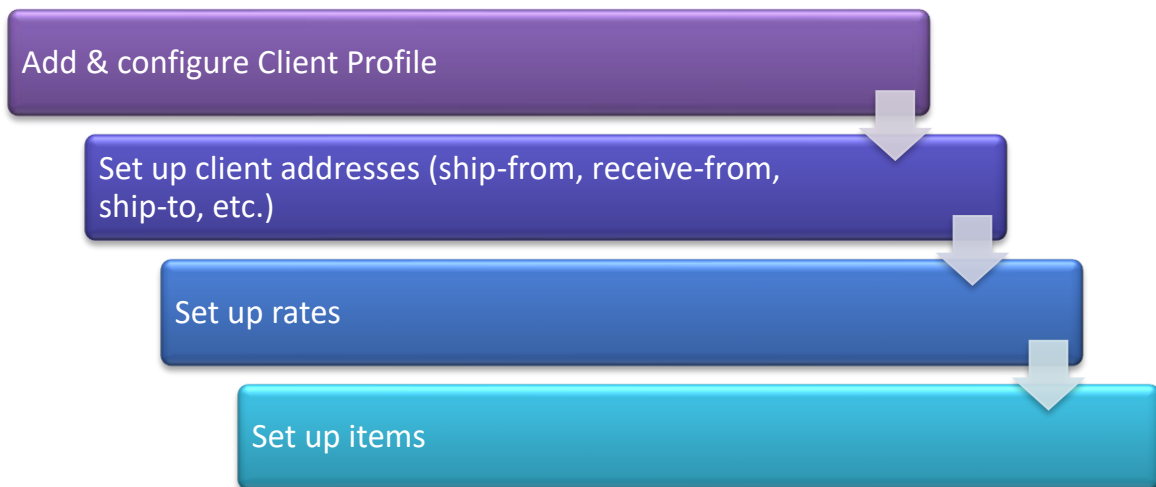
## Client Setup

Express WMS's Client Setup is a versatile solution that enables you to configure client information quickly as well as customize settings that streamline your daily workflow. Whether your clients have basic or complex tracking requirements, Express WMS offers a tailored approach that works for you far beyond initial setup.

### Client Setup Process Flow

Client setup is at the heart of all processing in Express WMS. In Express WMS, client setup for Express WMS users follows a general process flow (Exhibit 11.1). The actual procedures you use are adaptable to your needs and to your customers' requirements, but the overall process remains the same.

#### Exhibit 11.1 – Express WMS Client Setup Process Flow

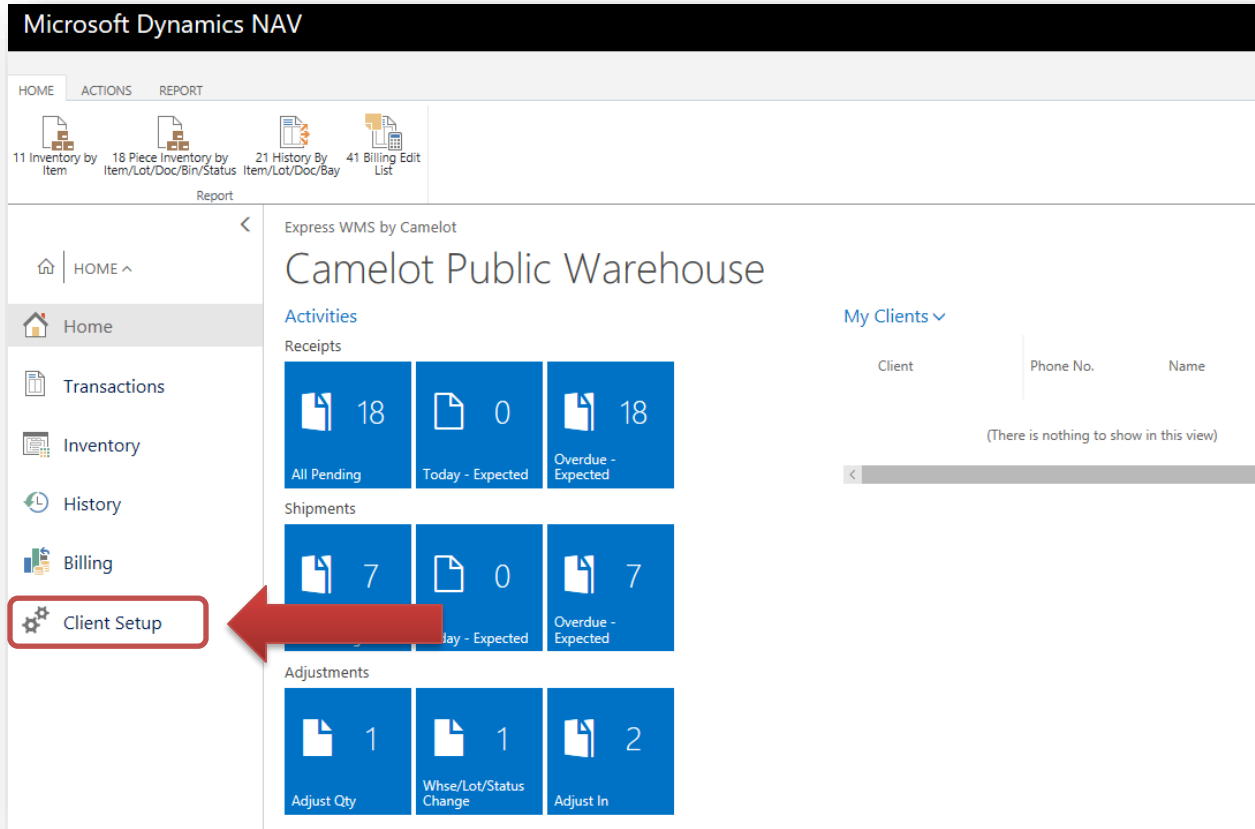


The first step is to set up the Client Profile. This step must be completed before any other information for a client is added. Once the profile is configured, you can add any client-related addresses, set up rates and add items. Addresses and items can be added on the fly during processing, but it is generally best to set up rates before testing and/or live processing.

### Client Setup: Navigation & Components

All components of client setup are grouped together in one central location. Starting from the Role Center Home page, you can navigate by selecting **Client Setup** via the Navigation Pane (Exhibit 11.2).

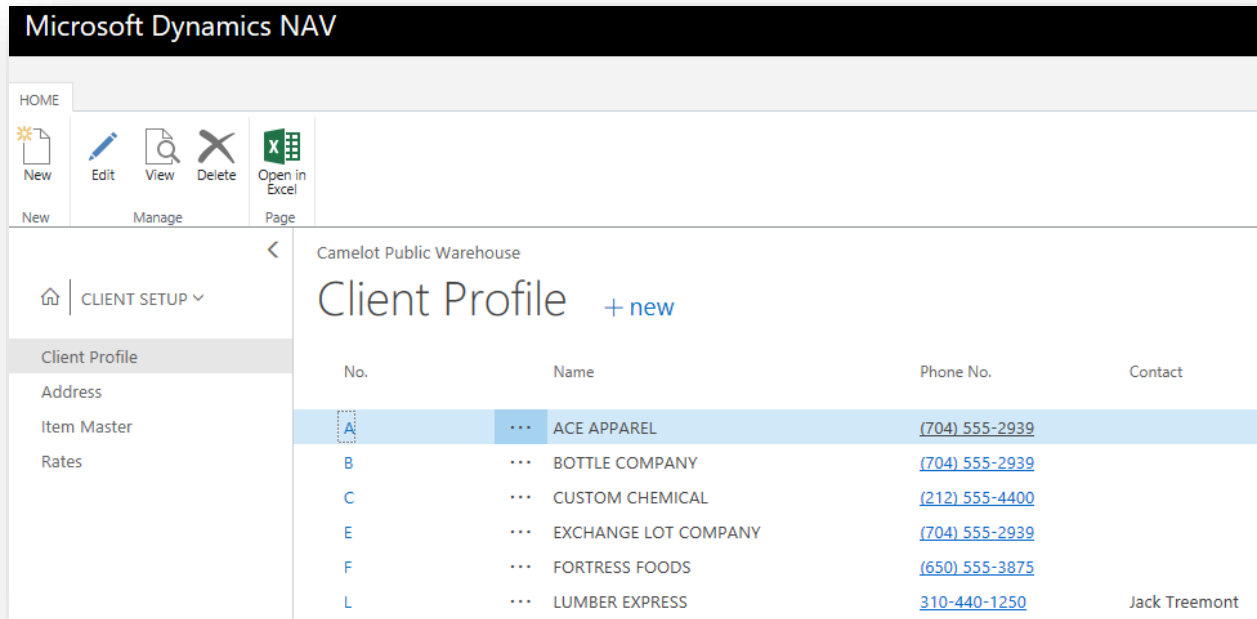
## Exhibit 11.2 – Navigation to Client Setup: Navigation Pane



Everything you need to set up a new client is listed in the Client Setup list panel (Exhibit 11.3). Each list option takes you to a list page for the related function, and these list options correspond to each of the Client Setup components. In addition to storing basic client-related information, each component enables you to tailor settings that streamline and automate processes.



### Exhibit 11.3 – Client Setup List Options/Components



#### Client Profile

**Client Profile** is where you begin setting up a new client. This is where you add basic address and contact information as well as configure settings to tailor receiving, shipping, billing and reporting to your clients' requirements. These settings are conveniently grouped together on the various FastTabs based on the related process (Exhibit 11.4).

## Exhibit 11.4 – Client Profile Card

The screenshot shows the Microsoft Dynamics NAV interface for editing a client profile card. The title bar reads "Microsoft Dynamics NAV" and the window title is "EDIT - PW CLIENT CARD". The ribbon includes tabs for HOME, ACTIONS, and NAVIGATE. The ribbon contains icons for New, Edit, Delete, Rates, Addresses, Items, Pack types, Copy Profile to New Client, Previous, and Next. The main content area displays the client name "A · ACE APPAREL" and the Client No. "A". Below this, there are sections for Address and Billing Address. The Address section includes fields for Name, Name 2, Contact, Phone No., and E-Mail. The Billing Address section includes fields for Billing Address, Billing Address 2, Billing City, Billing State, Billing ZIP Code, and Billing Country Code. The Address section is currently selected, and the Billing Address section is also visible. The Address section has the following values: Name: ACE APPAREL, Name 2: (empty), Contact: (empty), Phone No.: (704) 555-2939, E-Mail: (empty). The Billing Address section has the following values: Billing Address: 1975 CLEAR BAY DRIVE, Billing Address 2: (empty), Billing City: CHARLOTTE, Billing State: NC, Billing ZIP Code: 28211, Billing Country Code: US.

Field	Value
Client No.	A
Name	ACE APPAREL
Billing Address	1975 CLEAR BAY DRIVE
Billing City	CHARLOTTE
Billing State	NC
Billing ZIP Code	28211
Billing Country Code	US

On the General FastTab, you can configure settings such as weight and volume tracking and lot tracking. On the Billing FastTab, you can set up how transaction charges are invoiced and how recurring storage is billed (Exhibit 11.5).

## Exhibit 11.5 – General & Billing FastTabs, Client Profile Card

The screenshot shows the Microsoft Dynamics NAV interface for editing a client profile card for 'ACE APPAREL'. The client number is 'A'. The interface is divided into several sections: General, Advanced, and Billing.

Field	Value	Field	Value
Client No.	A	Name	ACE APPAREL
<b>General</b>			
Use Client Tracked Lot	Always	Lot Caption	LOT #
Weight Types	Gross only	Code Date Caption	
Use 1 Alternate Qty	<input checked="" type="checkbox"/>	Blocked	
<b>Advanced</b>			
Use Tag IDs	No	Use Sub Lot	Never
Tag ID Caption		Sub Lot Caption	
Item Caption	ITEM #		
<b>Billing</b>			
Rect Invoice Option	Receipt	Inv Comment Code 1	
Ship Invoice Option	Billing invoice	Storage Accum. By	Lot
Payment Terms Code	N15	Storage Cycle Type	On the 1st
Billing Ref Source	Document	Variable Cycle Formula	
Acct Intf Customer		Free Days Formula	

On the Receiving and Shipping FastTabs, you can configure the type of information you need to track on receipt and shipment transactions as well as set defaults that streamline data entry. These settings tailor specific field captions on receiving and shipping pages so that the information you need to track is clearly visible (Exhibit 11.6).

## Exhibit 11.6 – Receiving & Shipping FastTabs, Client Profile Card

The screenshot shows the Microsoft Dynamics NAV interface for editing a client profile card for 'ACE APPAREL'. The client number is 'A'. The 'Receiving' and 'Shipping' sections are expanded to show various settings and field captions.

Field	Value	Field	Value
Client No.	A	Name	ACE APPAREL
<b>Receiving</b>			
Default Recv From	A-RF	RCV HEADER USER DEFINE FIELD CAPTIONS	
Receive Default Whse	CENTRAL	Header Reference	Inbound PO#
Rect Comment 1		Header Text 1	Driver's name
		Header Text 2	
		Header Text 3	
<b>Shipping</b>			
Default Ship To		SHP HEADER USER DEFINE FIELD CAPTIONS	
Default Ship From	A-SF	Shp. Header Ref Label	Release #
Dflt Ship From Whse	CENTRAL	Header Text 1	Driver name
Default Freight Bill To		Header Text 2	
Ship Comment 1		Header Text 3	

These settings and field captions eliminate second guessing and make data entry a breeze. Headings on reports are also customized so that your clients can easily see their information without having to translate terminology.

### Address

Client addresses such as receive-from's, ship-to's, and freight bill-to's are added in **Addresses**. The address card contains general address and contact information as well as defaults that can streamline data entry (Exhibit 11.7).

## Exhibit 11.7 – Address Card

The screenshot shows the 'EDIT - PW ADDRESS CARD' form in Microsoft Dynamics NAV. The client is 'A · ANDERSON'S CLOTHING · A-ST'. The form is divided into two columns of fields. The left column contains: Client No. (A), Code (A-ST), Type (SHIP TO), Name (ANDERSON'S CLOTHING), Name 2, Address (4264 INDEPENDENCE DRIVE), and Address 2. The right column contains: City (DETROIT), State (MI), Zip (48226), Country Code (US), Dflt.Frt. Bill Method (Collect), Dflt. Carrier, and Comment code 1.

## Rates

All services you charge to a client are set up in Rates. Rate setup automates billing for all types of charges, including transaction-related charges and recurring storage charges. Here, you control how services are billed as well as when each service should be charged. Refer to **Topic 3.4** for Service Code setup (Exhibit 11.8).

## Exhibit 11.8 – Rates List Page

The screenshot shows the 'Rates List Page' in Microsoft Dynamics NAV for 'Camelot Public Warehouse'. The page displays a table of rates with the following columns: Client, Rate group, Service code, Description, Compute At, Charge method, Billing unit, Rounding, Unit rate, Minimum rate, and Min/Max group.

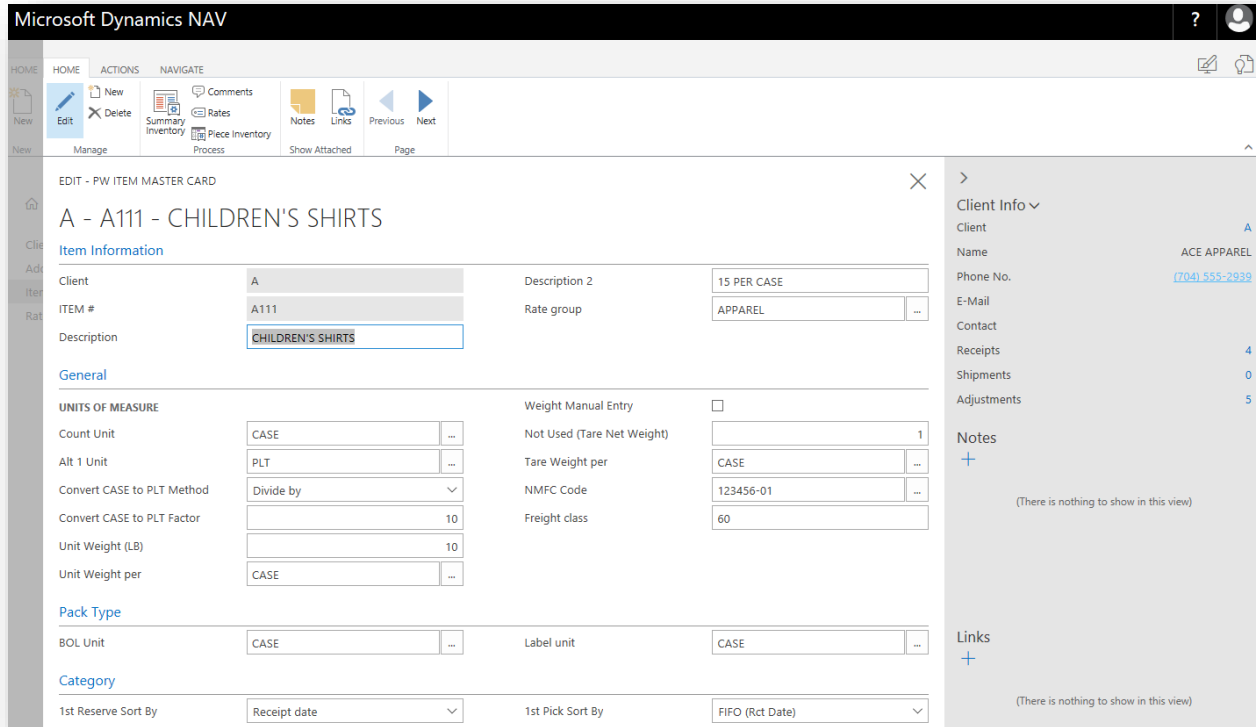
Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate	Minimum rate	Min/Max group
A	...	ORD	Order processing	Shipment	Flat	ORD	None	6.0000	0.0000	
A	...	WRAP	Stretch Wrap	Receipt	Qty Input ...	PLT	None	2.5000	0.0000	
A	...	APPAREL HNDL	Handling	Receipt Line	Unit	CASE	None	1.0000	5.0000	
A	...	APPAREL ISTO	Initial Storage	Receipt Line	Unit	CASE	None	1.5000	5.0000	
A	...	APPAREL RSTO	Recurring Storage	Calc storage	Unit	CASE	None	1.2500	0.0000	
B	...	ORD	Order processing	Shipment	Flat	ORD	None	6.0000	0.0000	
B	...	APPAREL HNDL	Handling	Receipt Line	Unit	CASE	None	1.0000	5.0000	

## Item Master

Items are entered and managed in the **Item Master**. The Item Master card contains general tracking information such as item descriptions, units of measure and unit weights (Exhibit 11.9).

There are also settings that control how product is picked, automating the allocation process during shipping.

### Exhibit 11.9 – Item Master Card



### New Client Setup: Gathering Requirements

Before you begin setting up a new client, gather all information you have regarding the client’s tracking and billing requirements. For this example, Grey Fox Cycling is a new client for our sample warehouse, Camelot Public Warehouse. The warehouse will store cycling gear and apparel for this client. Tracking requirements for the cycling gear and apparel are the same (Exhibit 11.10).

**Exhibit 11.10 – Tracking Requirements, Grey Fox Cycling**

	Cycling Gear	Apparel
Units of measure	Each, Case	Each, Case
Lot tracking	Yes (Batch #)	Yes (Batch #)
Weight tracking	Gross weight (per case)	Gross weight (per case)
Volume tracking	N/A	N/A
Picking requirements	Full case qty, by batch #	Full case qty, by batch #

Camelot Warehouse charges inbound storage and handling, recurring storage and a fee for order processing. The rate for order processing is a flat rate per shipment, but the rates for storage and handling vary between the two types of product (Exhibit 11.11).

**Exhibit 11.11 – Rates, Grey Fox Cycling**

	Cycling Gear	Apparel
Inbound storage	\$3.00/CASE	\$2.50/CASE
Handling	\$2.50/CASE	\$2.00/CASE
Recurring storage	\$3.00/CASE	\$2.50/CASE
Order processing	\$5.00/ORD	\$5.00/ORD

Grey Fox requires an invoice for each inbound load, but order processing and recurring storage are invoiced monthly. Recurring storage is billed on the 1<sup>st</sup> of the month, and payment terms are Net 15 days. There are also a few tracking requirements for receiving and shipping (Exhibit 11.12).

## Exhibit 11.12 – General Tracking & Processing Requirements, Grey Fox Cycling

### Grey Fox Cycling (gear & apparel)

- Inbound charges invoiced per receipt
- Order processing & RSTO invoiced monthly
- RSTO billed on 1st of month (for a full month)
- Payment terms: Net 15 days
- Receipts: Inbound PO #
- Shipments: Order #, Trailer #

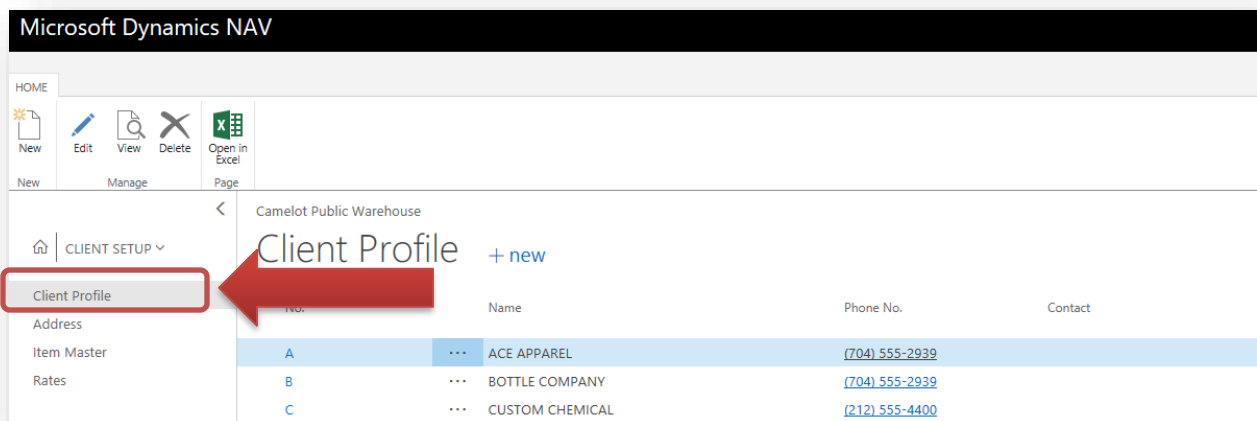
Once you have this information at hand, you can begin setup. The first step is to configure the Client Profile.

### New Client Setup: Client Profile

Client Profile is the starting point for all new client setup. You begin by navigating to the Client Profile list page.

Starting from the Client Setup list options:

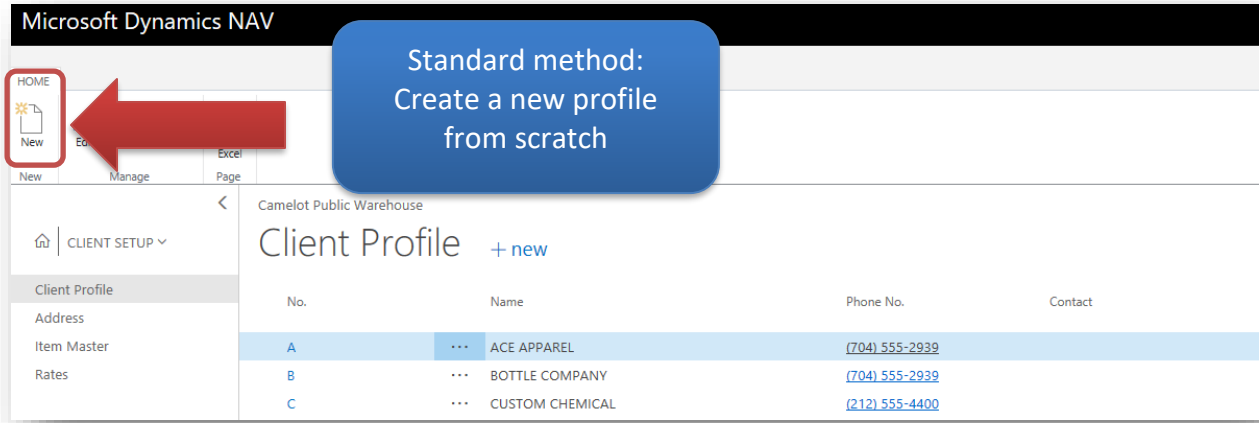
- Select **Client Profile** from the Client Setup list panel, if you are not already at the Client Profile list page





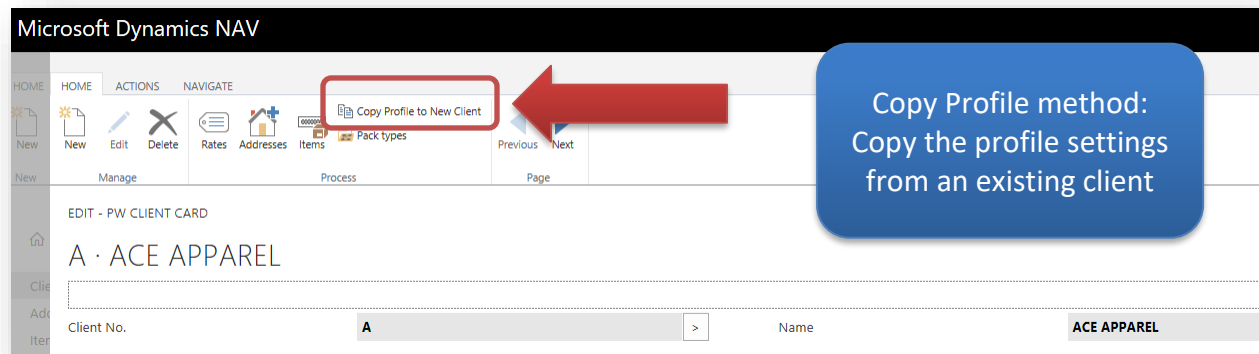
There are two ways to add a new client profile. The standard method is to select **New** from the ribbon and then enter the profile information (Exhibit 11.13).

### Exhibit 11.13 – Adding a New Client Profile, Standard Method



If requirements for an existing client are similar to your new client, you can also use the **Copy Profile** feature (Exhibit 11.14). This feature copies the client profile from an existing client and creates the profile for the new client. This feature can save some time when setting up your new client. The more alike the setup, the less setup options you will have to tweak.

### Exhibit 11.14 – Adding a New Client Profile, Copy Profile Feature

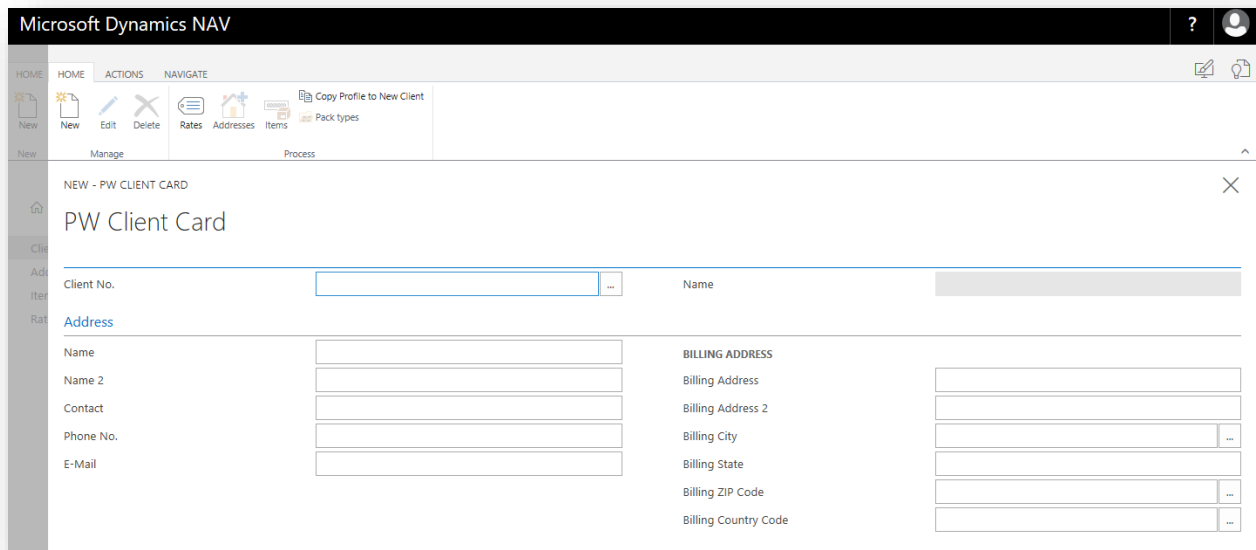
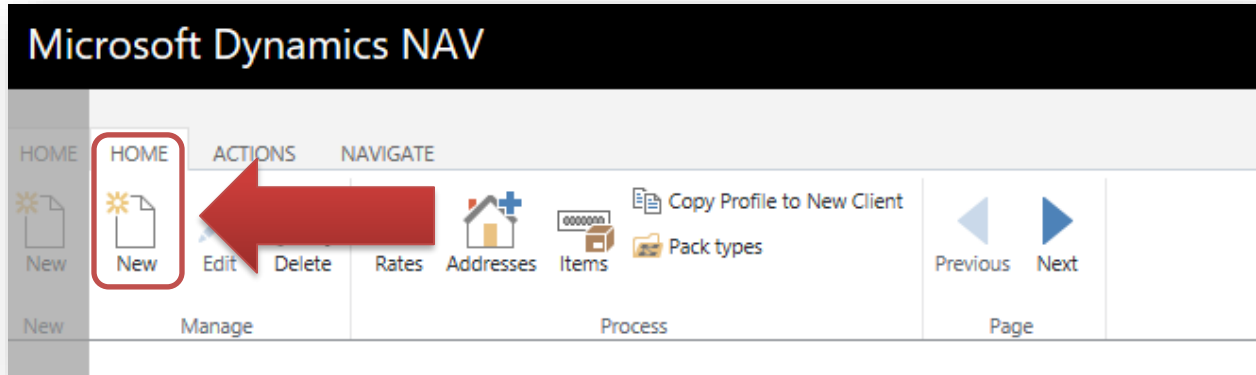


### Adding a New Client: Standard Method

To add Grey Fox Cycling, we will use the standard method and enter the new profile information. To create a new profile:

- Select **New** from the list page ribbon

This opens a new Client Profile card, where you can begin entering information for the client.



- Enter the **Client No.**, and then press

This is a short alphanumeric abbreviation for the client name. In this example, we entered the 1<sup>st</sup> 3 letters of the first part of the name + the first 2 letters of the second part of the name (**Grey Fox Cycling**).

Microsoft Dynamics NAV

HOME ACTIONS NAVIGATE

NEW - PW CLIENT CARD - GREFO

GREFO

Client No. GREFO Name

Address

Name

Name 2

Contact

Phone No.

E-Mail

BILLING ADDRESS

Billing Address

Billing Address 2

Billing City

Billing State

Billing ZIP Code

Billing Country Code

- Enter the client's name, contact information & address in the appropriate fields
  - Press **[Tab]** to move from field to field

This information can be entered at any time, if you do not have the information at hand when you first begin setup.

Microsoft Dynamics NAV

HOME ACTIONS NAVIGATE

NEW - PW CLIENT CARD - GREFO - GREY FOX CYCLING

GREFO · Grey Fox Cycling

Client No. GREFO Name Grey Fox Cycling

Address

Name Grey Fox Cycling

Name 2

Contact Matt Johnson

Phone No.

E-Mail

BILLING ADDRESS

Billing Address 121 River Park Rd.

Billing Address 2

Billing City Lexington

Billing State KY

Billing ZIP Code 40504

Billing Country Code

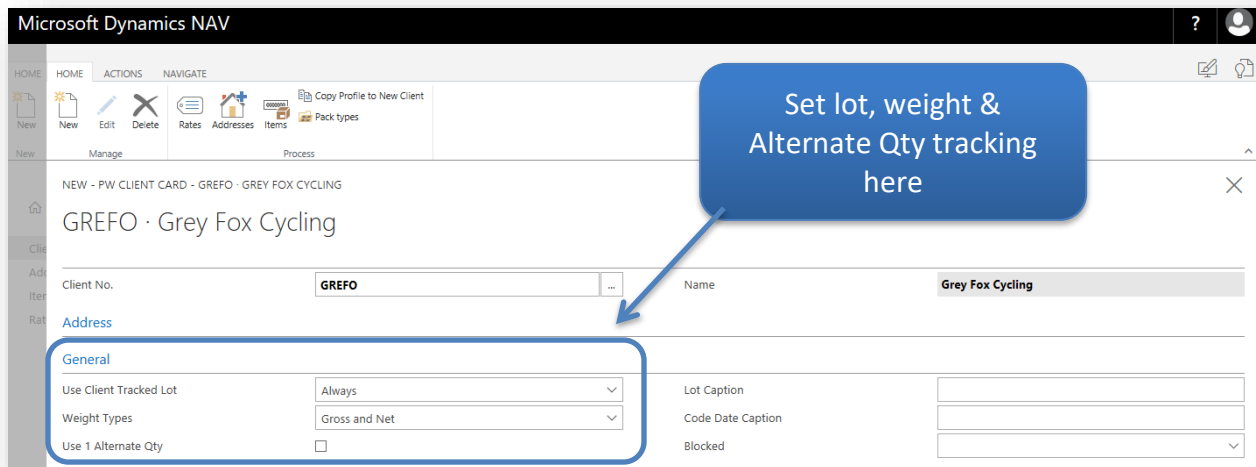
## General FastTab

At this point, you begin tailoring the profile settings to match the client's requirements. On the General FastTab, you can control lot tracking, weight and volume tracking, and the additional units of measure required. If you need to track product-related dates such as the expiry date or production date, you can also set that here.

### Lot Tracking & Weight/Volume Tracking

For Grey Fox Cycling, we need to track the lot #, or batch #, for all product, so we left **Use Client Tracked Lots** set to **Always**. Since volume tracking is not required, we left **Use Volume** unchecked. Also, since we only need to track gross weight, we set **Weight Types** to **Gross Only** (Exhibit 11.15).

### Exhibit 11.15 – General FastTab, Lot/Weight/Alternate Qty Tracking, Grey Fox Example

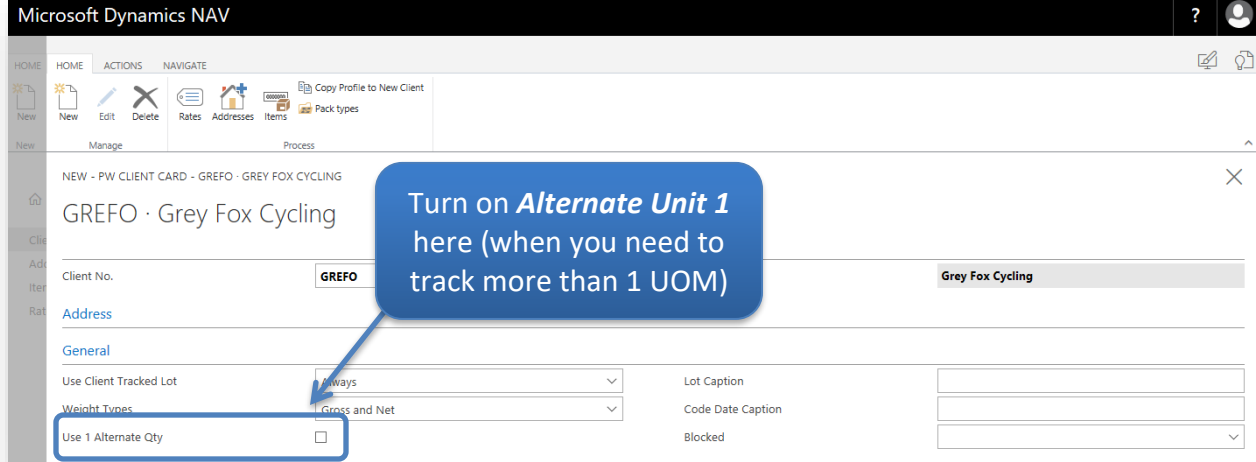


### Units of Measure Tracked

In Express WMS, there is always 1 unit of measure tracked, the **Count Unit**. If you need to track additional units of measure, you can turn on alternate units. In Express WMS, you can track up to 2 units of measure, the Count Unit and 1 alternate unit.

For Grey Fox, we must track the each and case quantities for both cycling gear and apparel, so we must enable alternate units. To do this, we checked the **Alt 1** checkbox to track the 1 additional unit of measure (Exhibit 11.16).

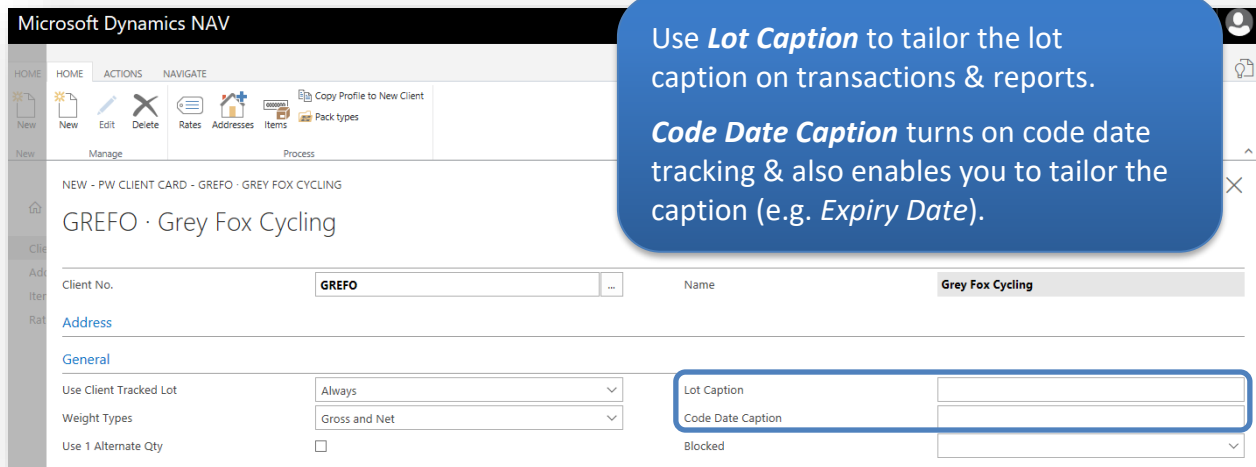
## Exhibit 11.16 – General FastTab, Enabling Alternate Unit, Grey Fox Example



### General Field Captions

For Grey Fox, the lot number is referred to as a batch number, so we will set the **Lot Caption** to **Batch #**. This tailors the lot field caption in transactions and on reports, so that the client's term for "lot" is displayed rather than the generic term, Lot (Exhibit 11.17).

## Exhibit 11.17 – General FastTab, Lot & Code Date Captions, Grey Fox Example



### Advanced FastTab

Now, we are ready to move to the **Advanced** FastTab. This FastTab contains additional data tracking options as well as settings that control how data can be summarized for reporting purposes. First off, we see a couple of fields that can be turned on to track data: Sub Lot and Tag ID.

## Sub Lot & Tag ID

As you know, Express WMS has fields designed for specific uses. For example, the Item field is for tracking the item number; the Lot field is for tracking the lot number; the Code Date field is for tracking expiry/production dates; Grs Weight is for tracking the gross weight. These other fields – Sub Lot and Tag ID – are fields that can be tailored to track data specific for each client.

As you recall, Express WMS has two types of inventory, Summary and Piece. Which field you use to track your client’s information depends, in part, on where these fields are available in inventory. Exhibit 11.18 outlines each of the fields and their visibility in each type of inventory view.

**Exhibit 11.18 – Sub Lot & Tag ID**

Additional Fields in Inventory		
	Summary Inventory	Piece Inventory
Sub Lot	Yes	Yes
Tag ID	No	Yes

### Use Sub Lot & Sub Lot Caption

**Sub Lot** is commonly used to track warehouse-generated lots, most often when you are tracking both the client’s lot number and a warehouse-generated lot number. We will review how to set up Express WMS for using warehouse-generated lots in Lesson 12.

There are other uses for this field, and your implementation manager can help you determine if this field is the best option to track data for your client. Information tracked in the Sub Lot is available in both Summary and Piece Inventory views and reports.

**Use Sub Lot** turns on the Sub Lot field, and **Sub Lot Caption** is used to tailor the caption for the field. Since we do not need to generate lot numbers for ABC Widgets and since they have no tracking needs that are a good fit for this field, we will leave **Use Sub Lot** set to **No** and leave **Sub Lot Caption** blank (Exhibit 11.19).

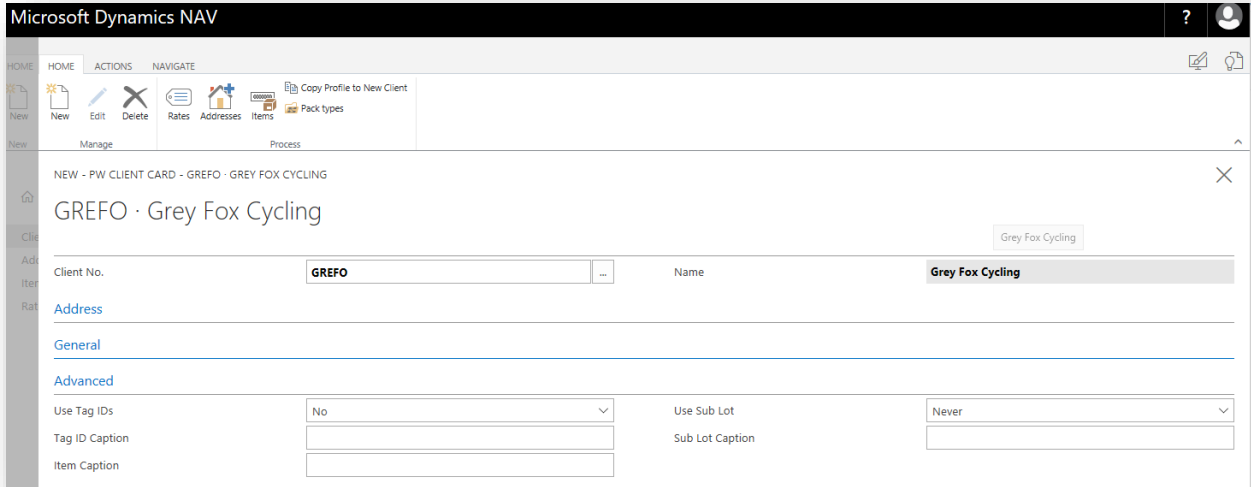
### Tag ID Options

The **Tag ID** fields are used to track information tied to a “piece” of product. A “piece” could be a roll, a pallet, a bundle, a carton or an each, for example. If your client needs to track information such as a pallet ID, roll ID, bundle # or serial #, you have the option of using **Tag ID**.

**Tag ID** is used to track serial numbers or unique cartons numbers. **Tag ID** can also be used to track pallet ID’s, bundle #’s and roll ID’s.

ABC Widgets does require pallet ID tracking. Each pallet received has the same item but can have multiple lots and code dates. We will leave **Use Tag ID** set to **No** and leave the **Tag ID Caption** blank (Exhibit 11.19).

**Exhibit 11.19 ABC Widgets, Sub Lot/Tag ID**

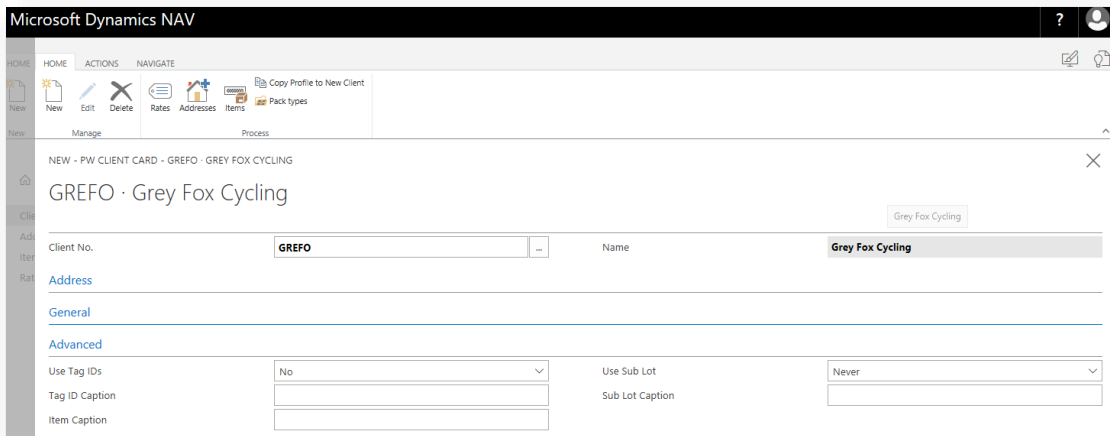


**Item Caption**

**Item Caption** allows you to tailor the caption of the Item field. For example, if your client calls their item number, SKU #, you can set the **Item Caption** to “SKU #”. “SKU #” will then appear as the caption for the Item field in transactions and on reports. If you leave the Item Caption blank, “Item” will appear as the caption.

For ABC Widgets, “Item #” appears on the paperwork and on item lists, so we will set the **Item Caption** to “Item #” (Exhibit 11.20).

**Exhibit 11.20 – ABC Widgets, Quality Tracking & Item Caption**



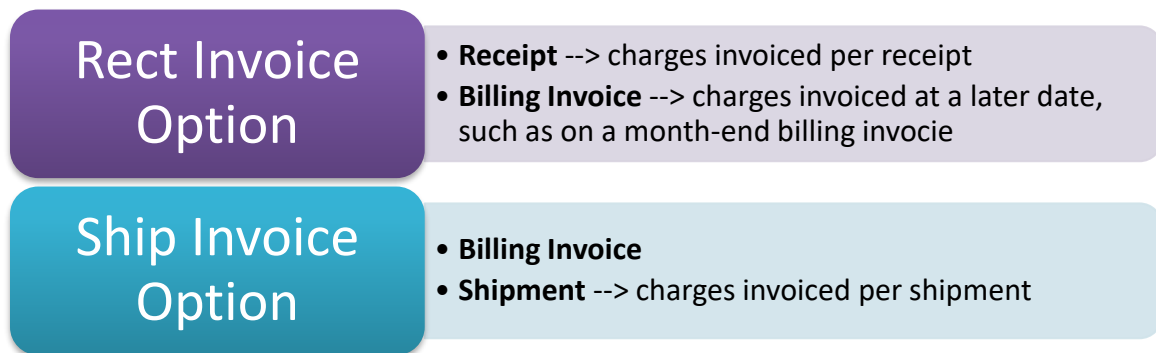
## Billing FastTab

On the Billing FastTab, you control how transaction charges are invoiced and how recurring storage is billed. You can also set defaults for payment terms and invoice comments that can streamline the invoicing process.

### How Transaction-Based Charges Are Invoiced & Payment Terms

The **Rect Invoice Option** and **Ship Invoice Option** enable you to control the point at which inbound and outbound charges are invoiced, respectively. These settings tell Express WMS whether those transaction charges should be invoiced per transaction or should remain open until you invoice them with other charges at a later date, such as at month-end (Exhibit 11.21).

#### Exhibit 11.21 – Most Common Invoice Options

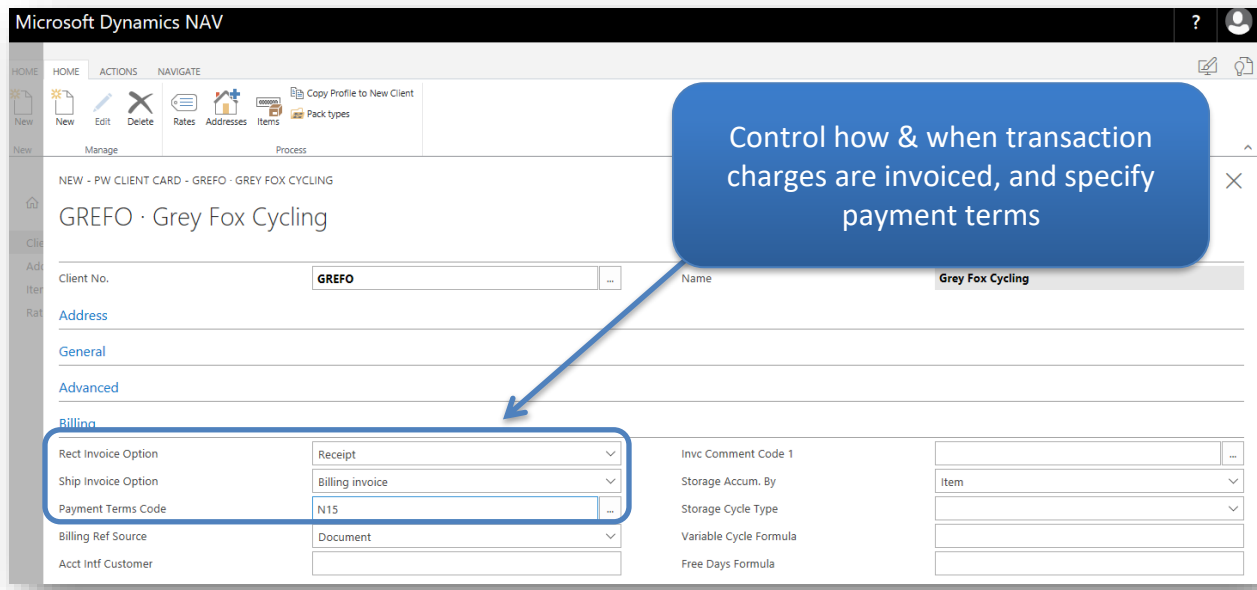


For Grey Fox Cycling, inbound charges must be invoiced for each receipt, so we left the **Receipt Invoice** option set to **Receipt**. All outbound charges are invoiced together on a billing invoice at the end of the month, so we left the **Ship Invoice** option set to **Billing Invoice** (Exhibit 10.4.7).

The **Payment Terms Code** enables you to specify the payment terms for your client. For Grey Fox Cycling, payment terms are Net 15 Days, so we select this option from the drop-down list (Exhibit 11.22).



## Exhibit 11.22 – Billing FastTab, Rect/Ship Invoice Options & Payment Terms, Grey Fox



### Recurring Storage Cycle & How Recurring Storage Charges Are Computed

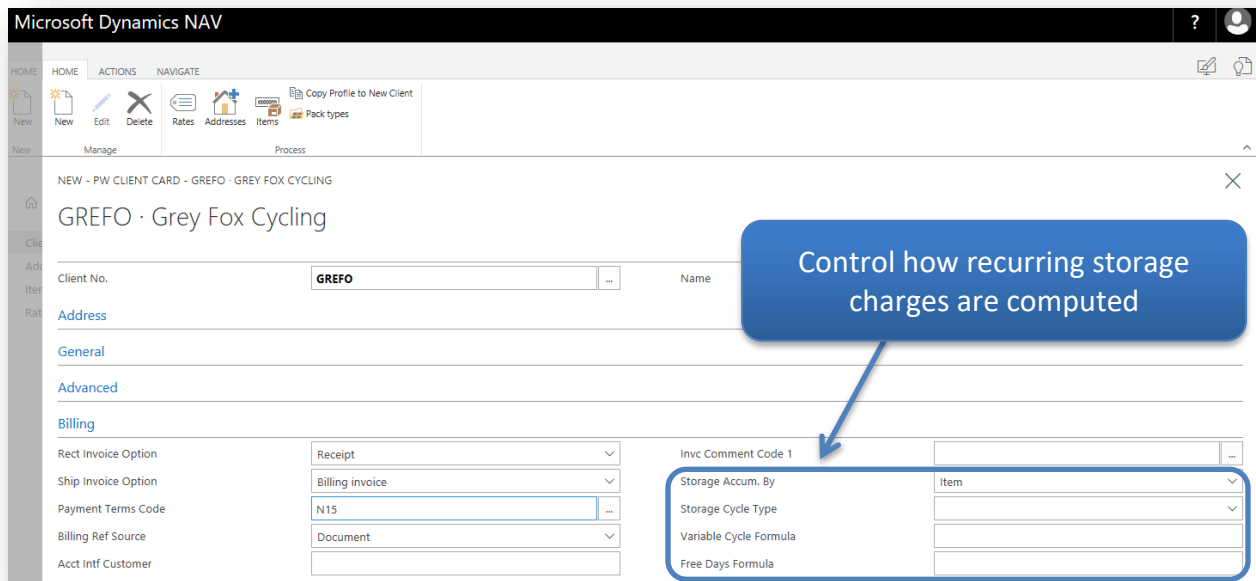
**Storage Accum. By**, **Storage Cycle Type**, and **Variable Cycling Formula** enable you to control how recurring storage charges are calculated. Here, you specify whether charges are computed per item or per lot, and you also specify whether recurring storage is billed on the 1<sup>st</sup> of the month or on the anniversary of the receipt date (Exhibit 11.23).

### Exhibit 11.23 – Configure How Recurring Storage Charges Are Calculated

Storage Accum. By	<ul style="list-style-type: none"> <li><b>Item</b> --&gt; charges computed per item</li> <li><b>Lot</b> --&gt; charges computed per lot</li> </ul>
Storage Cycle Type	<ul style="list-style-type: none"> <li><b>On the 1st</b> --&gt; charges computed on the 1st of the month</li> <li><b>Anniversary</b> --&gt; charges computed on the anniversary of the receipt date</li> </ul>
Variable Cycle Formula	<ul style="list-style-type: none"> <li>Used only when the <b>Storage Cycle Type</b> is <b>Anniversary</b></li> <li>Determines the anniversary cycle (e.g. <b>30D</b> for 30 days, <b>1M</b> for 1 month)</li> </ul>

For Grey Fox Cycling, recurring storage is invoiced on the 1<sup>st</sup> of the month for the total number of cases on hand for each lot. When recurring storage charges are invoiced, the Batch # (lot) must print with the invoice detail. To meet this requirement, we set **Storage Accum By** to **Lot**. Since recurring storage is charged on the 1<sup>st</sup> for a full month, we set the **Storage Cycle Type** to **On the 1<sup>st</sup>** (Exhibit 11.24).

### Exhibit 11.24 – Recurring Storage Settings, Grey Fox Example



### Receiving FastTab

On the Receiving FastTab, you set up the information you need to track on receipts. You can also set up defaults to streamline the receiving process.

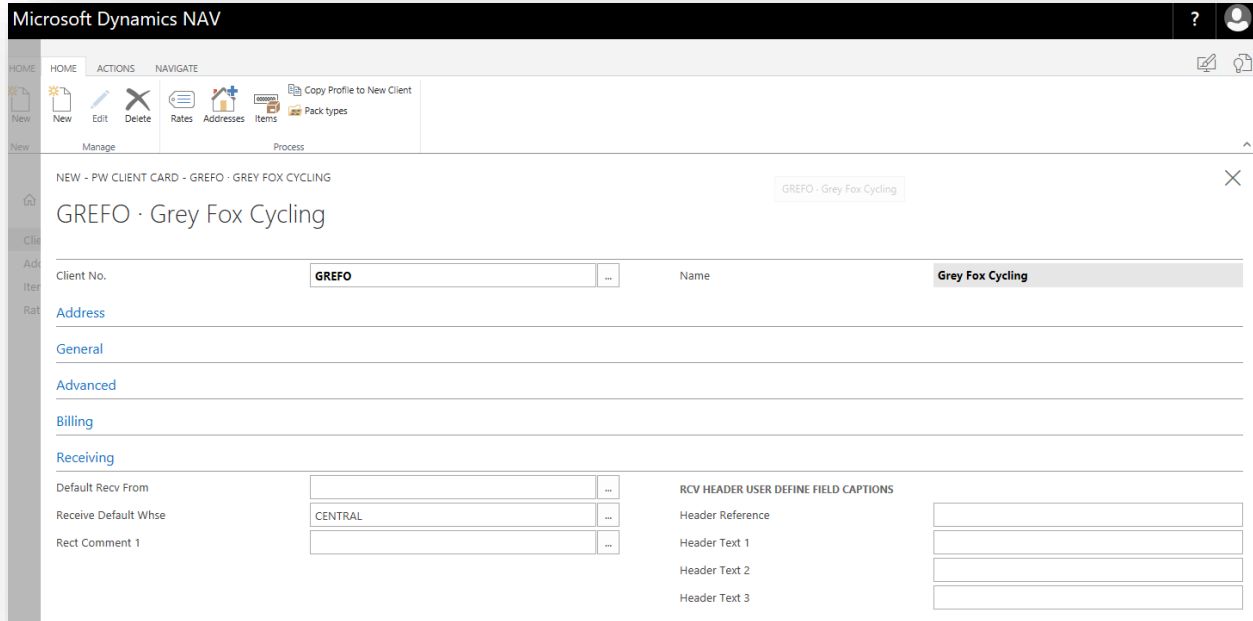
If product will be received from the same facility the majority of the time, you can set the **Default Recv From** so that this facility's name and address default on each receipt. Since product will be received from multiple Grey Fox facilities, we left the **Default Recv From** blank (Exhibit 11.25).

If all of the client's product is stored in a single warehouse location, set the **Receive Default Warehouse** so that it defaults automatically on each receipt. For Express WMS users, this automatically defaults for you. For Grey Fox, all product will be stored at the Central warehouse location, so we set the **Receive Default Warehouse** to **CENTRAL** (Exhibit 11.25).

You can use the **Header Reference** to track the client's reference number for the inbound loads, and you can use the user-defined **Header Text** field captions to track any additional information for each receipt, such as a trailer number. Setting these captions tailors the related field caption on the receipt as well as on receiving documents and reports.

Grey Fox’s reference number for their inbound loads is the *inbound bill of lading #*, and this is the only information we need to track for each receipt. In this example, we tracked this information as the **Header Reference** (Exhibit 11.25).

**Exhibit 11.25 – Receiving FastTab, Grey Fox Example**



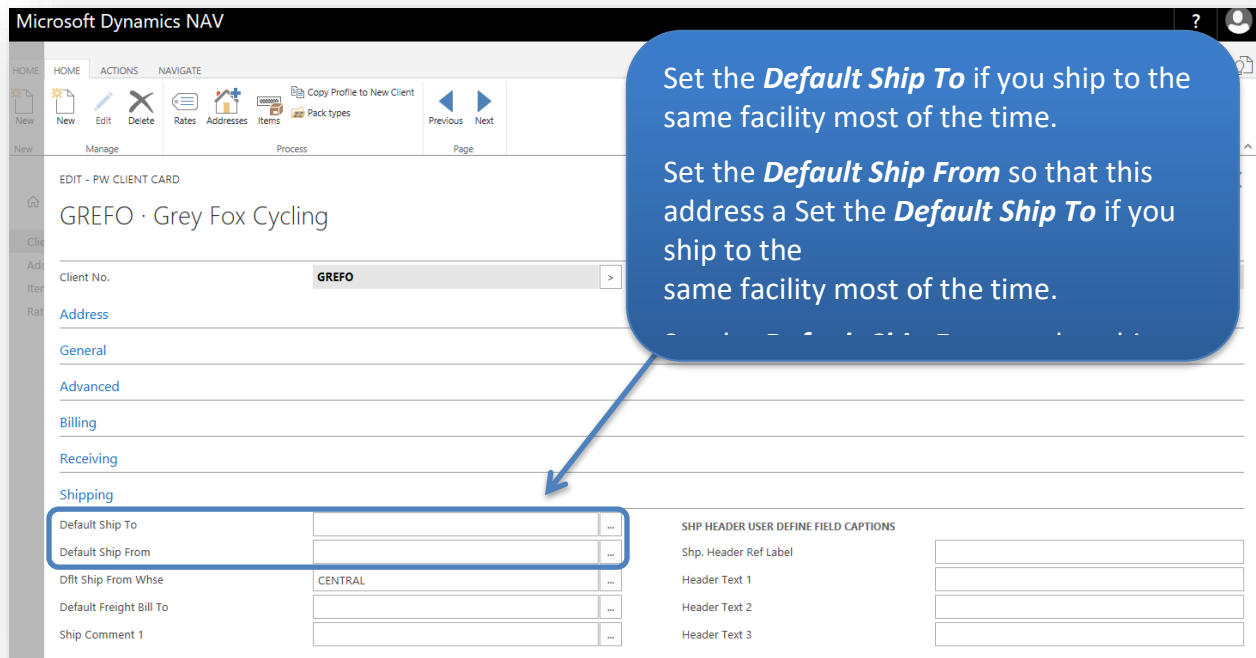
**Shipping FastTab**

The function of the Shipping FastTab is similar to that of the Receiving FastTab. Here, you can set up the information you need to track on shipments as well set up defaults to streamline the shipping process.

When product is shipped to the same facility the majority of the time, you can set the **Default Ship-To** so that this address automatically populates on each shipment for the client. If the actual ship-to address is different for a shipment, you can change it during shipment entry. For Grey Fox, outbound orders are shipped to various stores and online retailers around the country, so left the **Default Ship-To** blank (Exhibit 11.26).

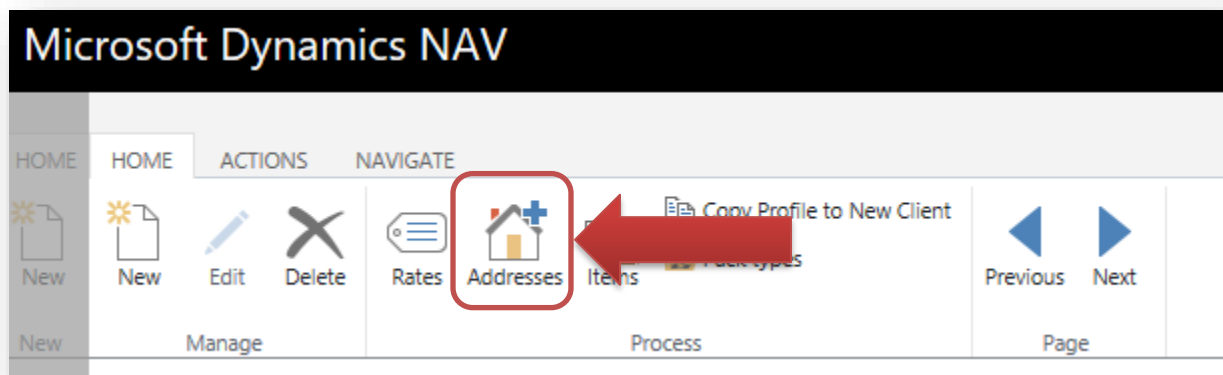
The **Default Ship From** should be set up for each new client. This is the ship-from address that prints on the bill of lading. Typically at this point, no addresses have been configured for the client, but you can add the new address on the fly directly from the client card (Exhibit 11.26).

## Exhibit 11.26 – Shipping FastTab, Grey Fox Example 1



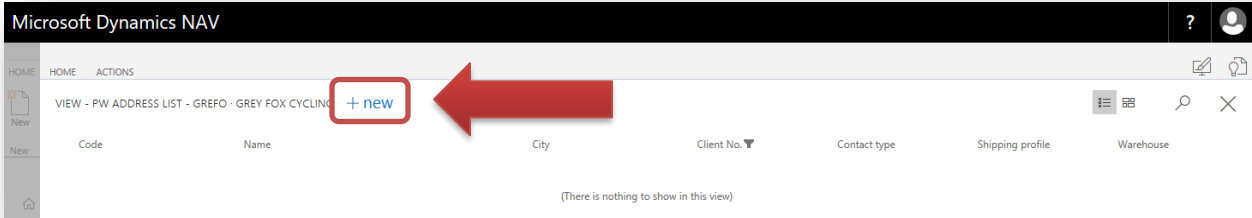
To add the default ship-from address:

- Select **Addresses** from the ribbon  
This opens the PW Address List page.

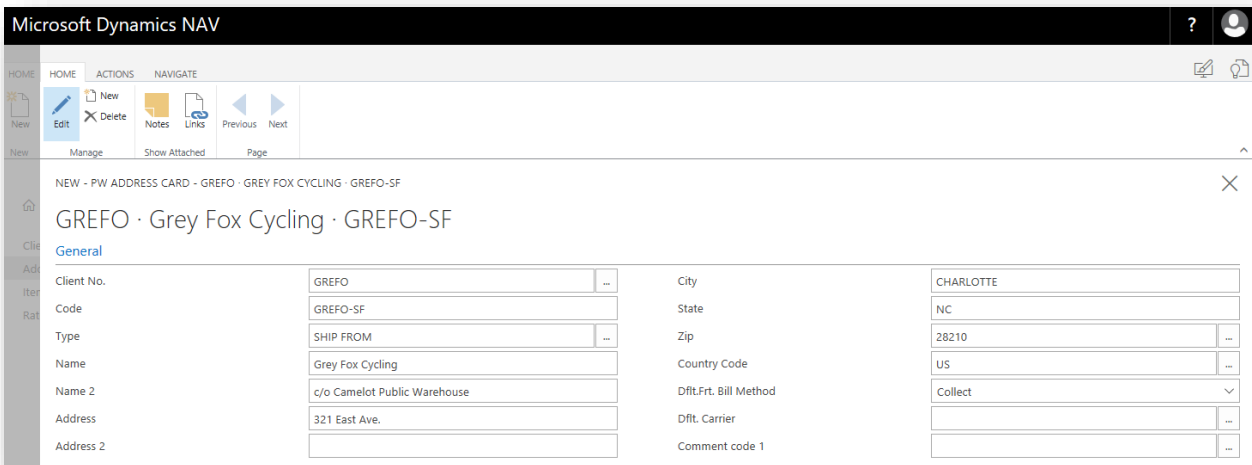


- Select **New** from the list page ribbon

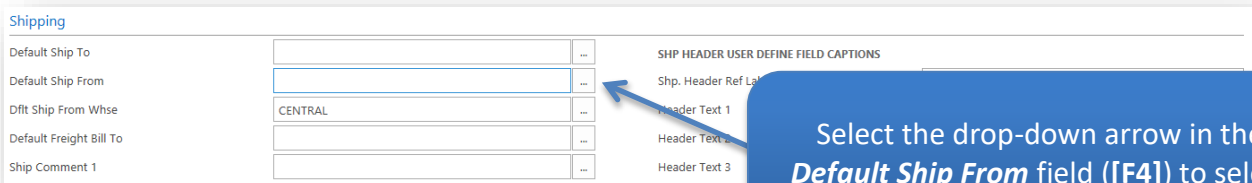
This opens a new PW Address card where you can add the new address. The **Client No.** defaults for you.



- Enter a **Code** for the ship-from address
- Select the drop-down arrow in the **Type** field, and then select the address type from the list
- Enter the address information in the appropriate fields



- Close the PW Address card and list page, and then select the new address from the **Default Ship From** drop-down list



Specify the **Default Ship From Warehouse** to control the warehouse location from which product is allocated on shipments. For Express WMS users, this automatically defaults for you.

For Grey Fox, all product is stored in the Central warehouse location, so the **Default Ship From Warehouse** is set to **CENTRAL**. By doing this, all product will be automatically allocated specifically from this location during the shipment process (Exhibit 11.27).

Lastly, we need to track Grey Fox's order number and the trailer number for each shipment order. We set the user-defined field captions to track the **Order #** as the **Header Reference** and the **Trailer #** as **Header User 1**. Setting these field captions tailors the captions on the shipment as well as on shipping documents and reports (Exhibit 11.27).

### Exhibit 11.27 – Shipping FastTab, Grey Fox Example 2 (Completed)

EDIT - PW CLIENT CARD

GREFO · Grey Fox Cycling

Client No. GREFO > Name Grey Fox Cycling

Address

General

Advanced

Billing

Receiving

Shipping

Default Ship To		...	SHP HEADER USER DEFINE FIELD CAPTIONS	
Default Ship From	GREFO-SF	...	Shp. Header Ref Label	
Dflt Ship From Whse	CENTRAL	...	Header Text 1	
Default Freight Bill To		...	Header Text 2	
Ship Comment 1		...	Header Text 3	

When you have finished entering the client's information, close the PW Client card. The next step is to set up addresses, rates and items.

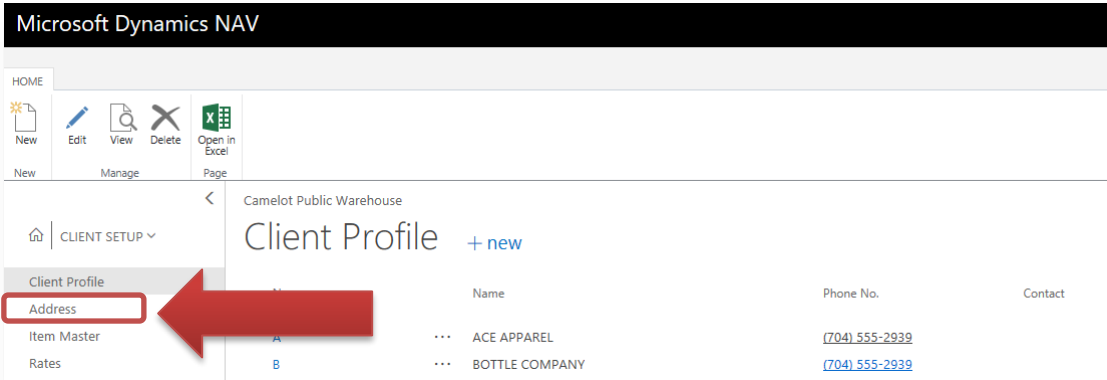
## New Client Setup: Addresses

Address setup is optional when you are first setting up a new client. You can set up addresses such as receive-from and ship-to on the fly as you process transactions, so you do not have to set them up before you begin receiving and shipping product. However, if you prefer, you can set up addresses ahead of time either via manual entry or data import.

For our example, the first of Grey Fox's shipments is scheduled to ship to Blue Moon Cycles, a bike shop located in Chattanooga, TN. We can go ahead and enter this address during client setup so that it will be available for selection during shipment entry.

To enter a new address:

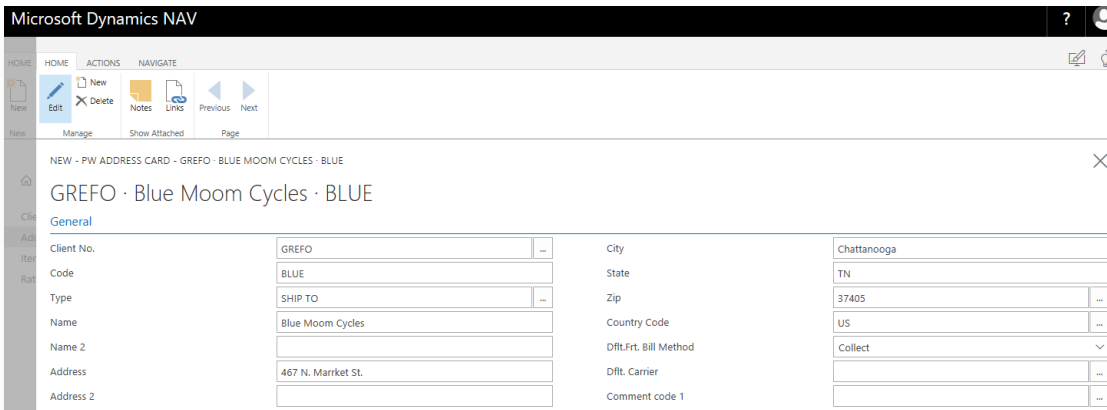
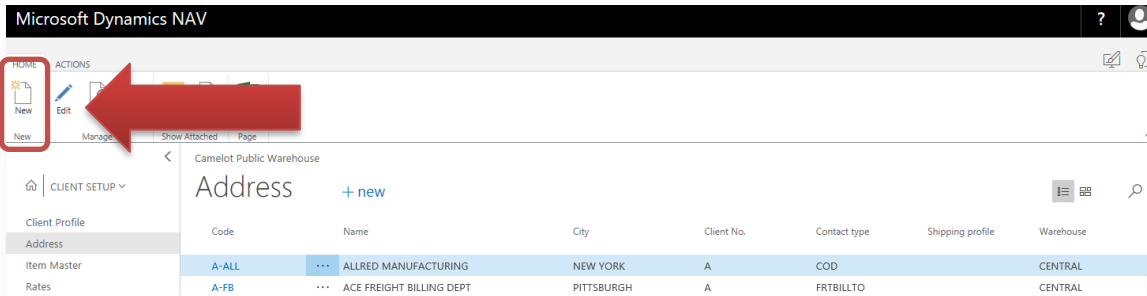
- Select **Address** from the Client Setup list options on the Navigation Pane



- Select **New** from the Addresses list page ribbon

This opens a new Address card where you can set up the new address. The process is similar to adding the ship-from address from the PW Client card. The main information to set up is the **Client No.**, **Code**, **Type**, **Name**, and address information.

In this example, we set up the ship-to address for Blue Moon Cycles.



## New Client Setup: Rates

In the 3PL industry, client rate contracts can be extremely diverse. Express WMS offers flexible rate setup options designed to handle all of your needs, from the most basic to the most complex.

Entering rates during client setup enables you to automatically charge for services during receipt and shipment processing as well as recurring storage calculation. You can also set up defaults for services that are charged manually.

For Grey Fox Cycling, we will charge for inbound storage and handling, recurring storage and order processing (Exhibit 11.28). Since storage and handling charges vary between the two product groups, we need to set up rates for each group.

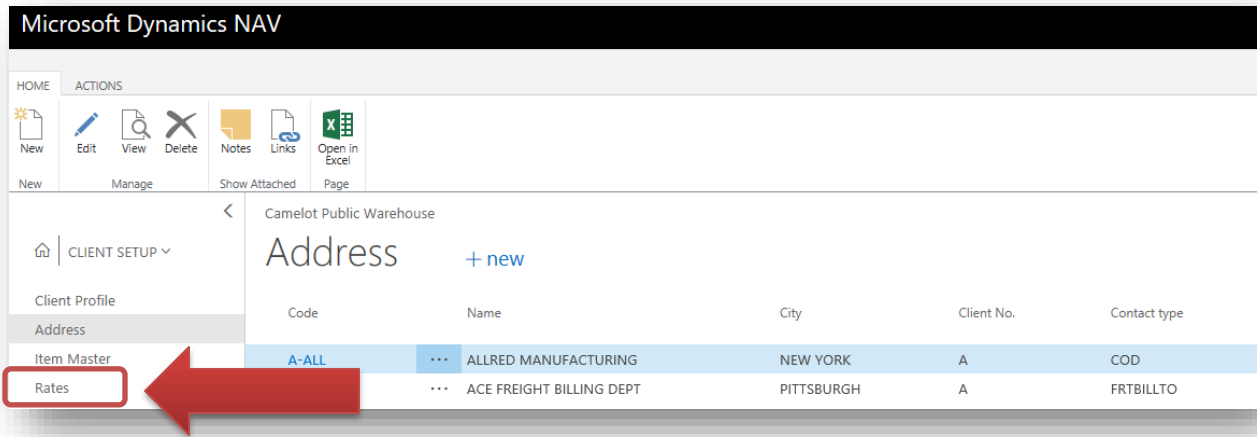
**Exhibit 11.18 – Rate Schedule, Grey Fox Cycling (Example)**

Grey Fox Cycling					
Order processing - \$5.00/ORD					
Gear			Apparel		
ISTO: \$3.00/CASE	Handling: \$2.50/CASE	RSTO: \$3.00/CASE	ISTO: \$2.50/CASE	Handling: \$2.00/CASE	RSTO: \$2.50/CASE



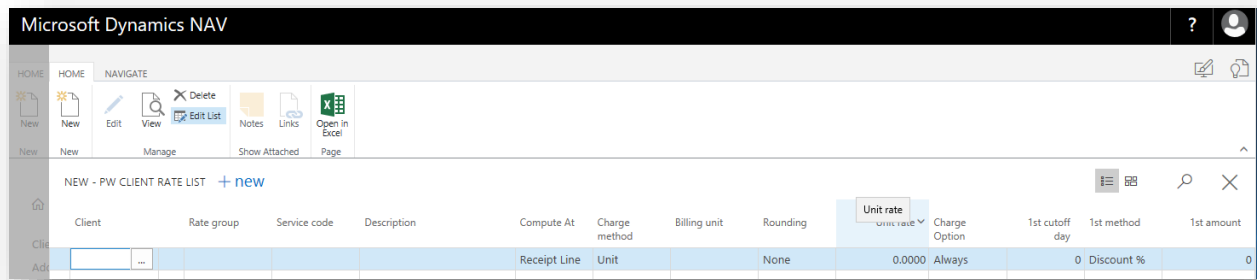
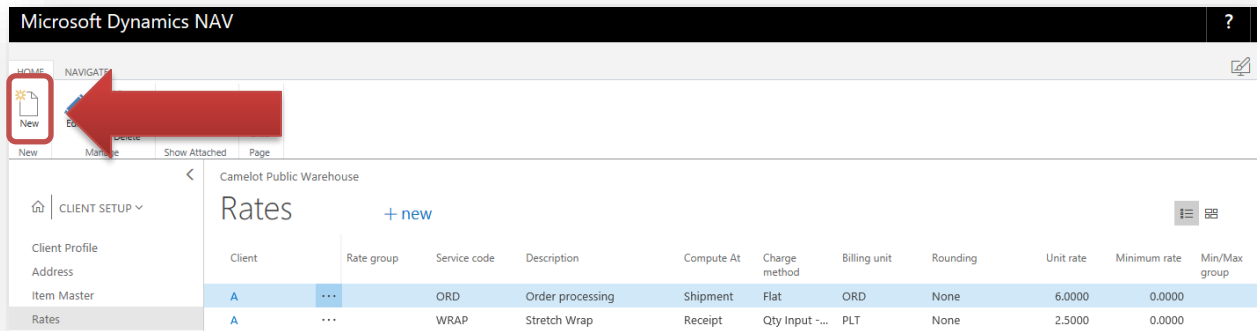
To set up new rates:

- Select **Rates** from the Client Setup list options on the Navigation Pane



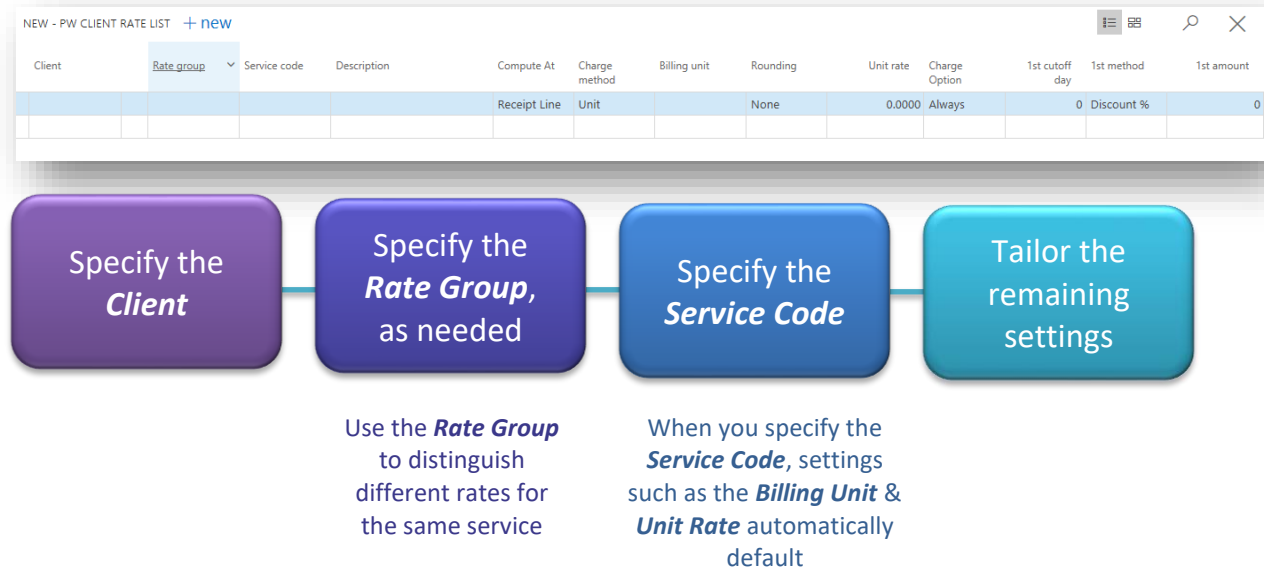
- Select **New** from the list page ribbon

This opens an editable Rates list page where you enter your client's rates.



Rate entry follows a general process flow (Exhibit 11.29). Starting with the client code, each field is set according to requirements and to the client’s rate contract. Use **[Tab]** to move from field to field.

### Exhibit 11.29 – Rate Group Entry Process



### Example: Rates for Storage & Handling

In this section, we will set up rates for inbound storage and handling as well as recurring storage. To illustrate, we will start with inbound storage for the Grey Fox cycling apparel.

To begin adding a new rate:

- Enter the client code, or select it from the drop-down list box, and then **[Tab]** to the ***Rate Group*** field

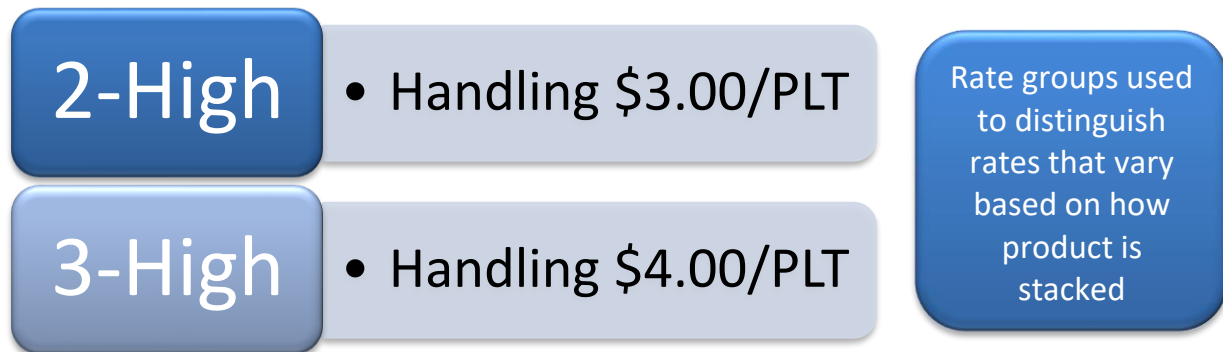
In this example, we selected the client code for Grey Fox Cycling from the drop-down list.

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit
GREFO		...		Receipt Line	Unit	

### Using Rate Groups

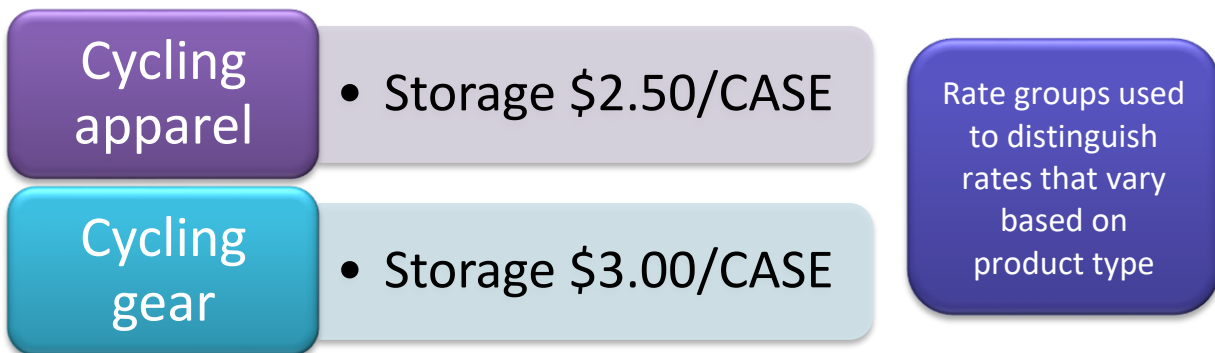
In Rate setup, the **Rate Group** distinguishes the different rates charged to a client for the same services. Rate groups are typically set up based on the factor that distinguishes those rates, such as the type of product or the way the product is packed or stacked (Exhibit 11.30). For example, you may charge one rate for handling for pallets that are stacked 2-high and a different rate for pallets that are stacked 3-high.

**Exhibit 11.30 – Using Rate Groups**



For Grey Fox, the rates for storage and handling vary between the 2 types of product (Exhibit 11.31). For this scenario, we can specify the rate group to distinguish the inbound storage rate for cycling apparel from the inbound storage rate for cycling gear.

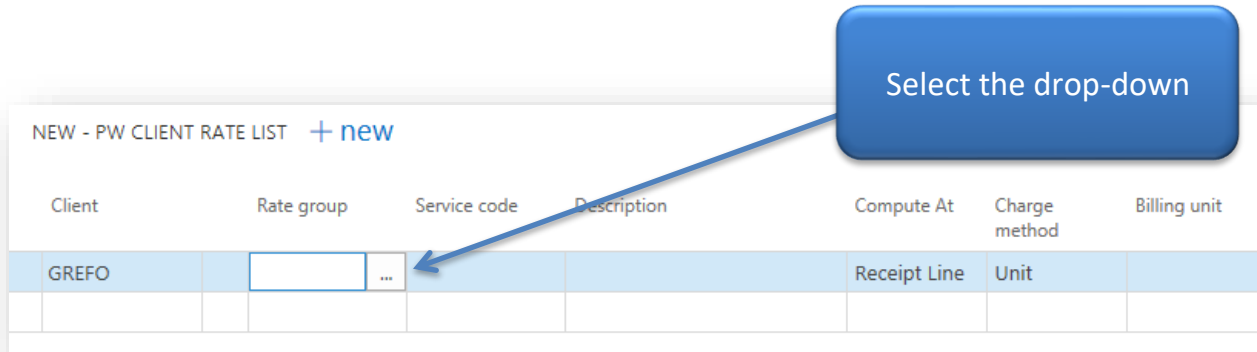
**Exhibit 11.31 – Using Rate Groups, Grey Fox Cycling**



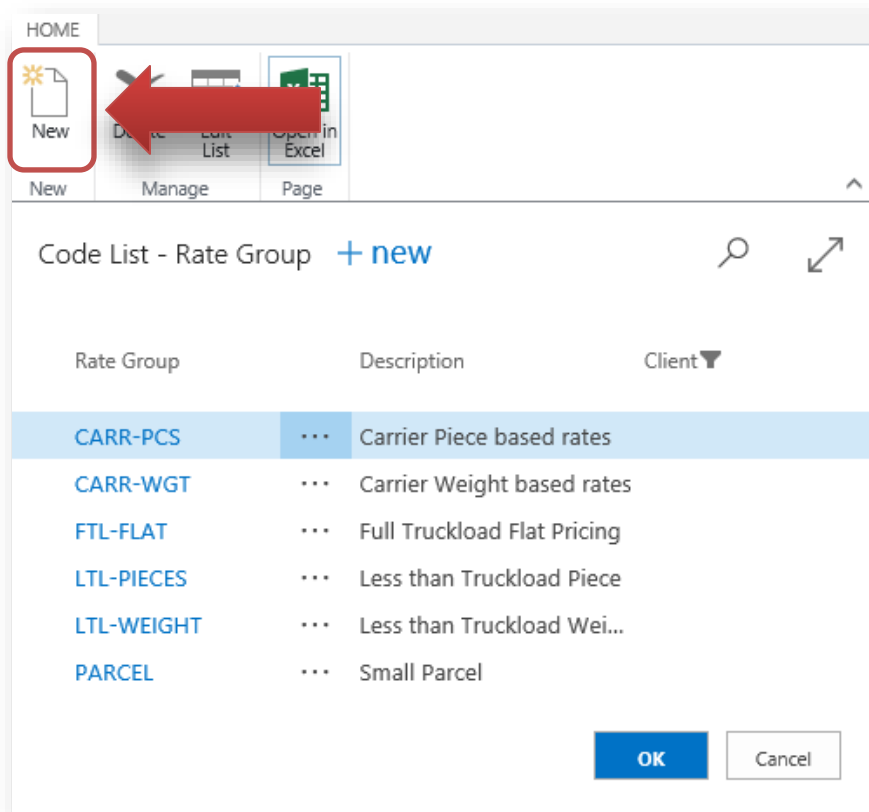
When you are first setting up a client, rate groups have typically not been set up. You can add rate groups on the fly during rate entry and then select the appropriate one from the list.

To add new rate groups on the fly:

- Select the drop-down arrow in the **Rate Group** field  
This opens the Rate Groups list where you can add the rate groups for the client.

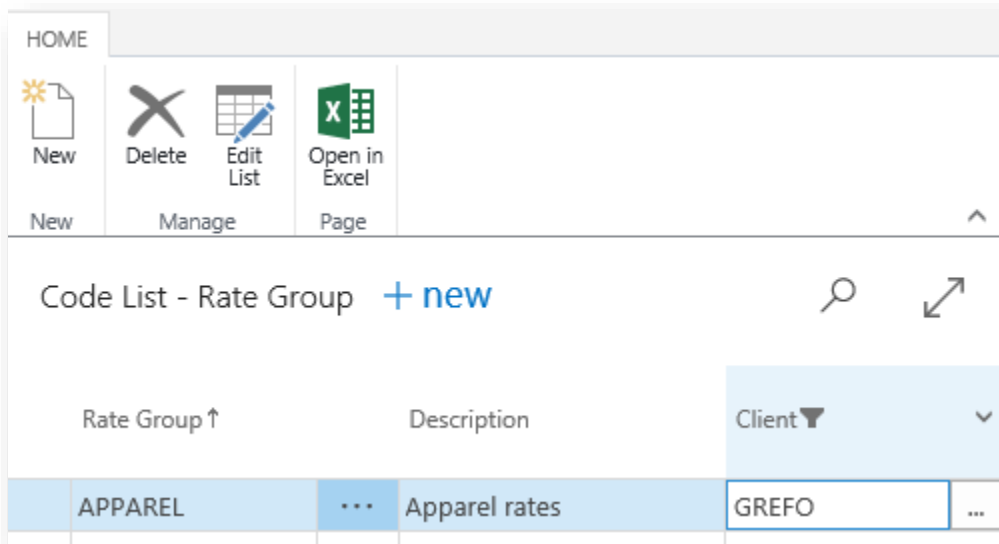


- Select **New**



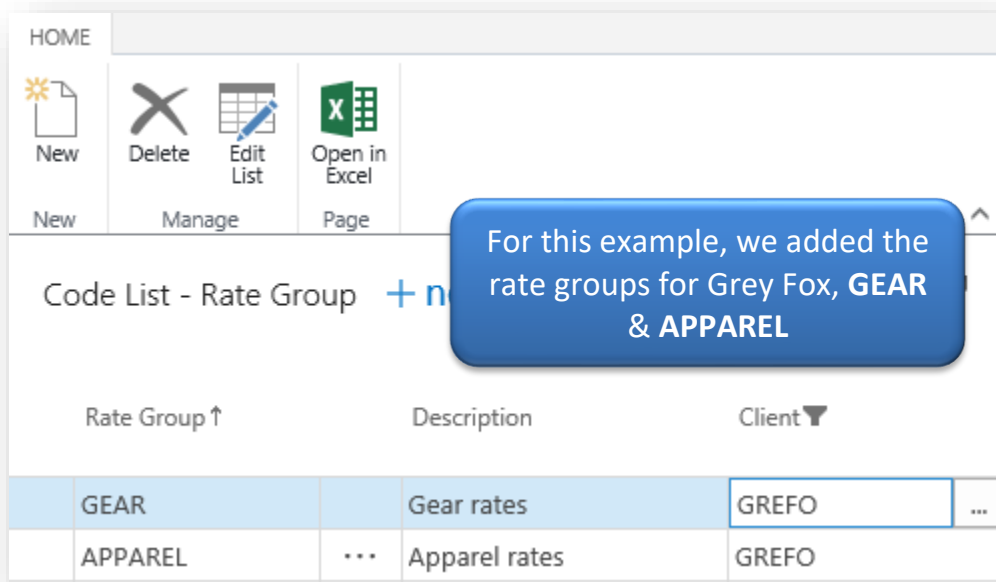
- Enter a **Code** for the rate group
- Enter a **Description** for the rate group

- Specify the **Client**



- Repeat this process for all other rate groups for the client

Once the rate groups have been added to the list, they will be available during rate entry for the client.



- Select the appropriate rate group for the rate in progress

For this example, we selected the APPAREL rate group to assign this rate group to the inbound storage rate.

NEW - PW CLIENT RATE LIST [+ new](#)

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit
GREFO	APPAREL ...			Receipt Line	Unit	

To finish adding the rate:

- Enter the code for the service in the **Service Code** field, or select it from the drop-down list

When you tab off of the field, information such as the description, charge method and unit rate default automatically. This is based on the defaults set up for each service. From here, you can tailor the remainder of the fields to the client.

NEW - PW CLIENT RATE LIST [+ new](#) Unit rate

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate	Charge Option
GREFO	APPAREL	ISTO	Initial Storage	Receipt	Unit	PLT	None	7.0000	Always

- Update the **Compute At** as needed by selecting the appropriate setting the drop-down list

This setting determines when the rate should be automatically computed. For this example, Grey Fox needs to see the charge for each item on the receipt invoice, so we set **Compute At** to **Receipt Line**.

- If you only need 1 charge for the entire receipt, you can select **Receipt**.
- Update the **Charge Method** as needed by selecting the appropriate method from the drop-down list

This setting determines how the rate will be charged. Express WMS offers multiple options, including billing by unit, by weight or volume, and by pallet as well as minimum rate billing.

For this example, inbound storage is billed by the CASE, a tracked unit of measure, so we left **Charge Method** set to **Unit**.

- Update the **Billing Unit** as needed by selecting the appropriate unit from the drop-down list
- Update the remaining settings to comply with the client’s rate for the service

In this example, we updated the **Unit Rate** to \$2.50 to match the rate charged for inbound storage on Grey Fox’s receipts.

NEW - PW CLIENT RATE LIST + new

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate	Charge Option
GREFO	APPAREL	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	2.5000	Always

The rates for handling and recurring storage are set up in the same way. For this example, we set up the remaining rates for storage and handling for both the APPAREL and GEAR rate groups (Exhibit 10.6.5). Inbound storage and handling will be automatically computed on each receipt, and recurring storage charges will be automatically computed during recurring storage calculation.

**Exhibit 10.6.5 – Storage & Handling Rates, Grey Fox Cycling**

EDIT - RATES + new

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate
GREFO	APPAREL	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	2.5000
GREFO	APPAREL	HNDL	Handling	Receipt Line	Unit	CASE	None	2.0000
GREFO	APPAREL	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	3.0000
GREFO	GEAR	HNDL	Handling	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	3.0000

**Example: Rate for Accessorial Charges**

Rates for accessorial charges are set up similarly. However, in many scenarios, the rates for the charges do not vary, so rate groups are typically not needed.

To illustrate, we set up the rate for the order processing fee. For Grey Fox, this is a flat \$5 fee charge per shipment order, regardless of the product shipped, so we left the **Rate Group** blank. Leaving the **Rate Group** blank means that the rate applies to all rate groups (all groups of product).

All other fields are set so that the charge will automatically compute this order processing charge on each shipment order (Exhibit 11.32). The **Compute At** is set to **Shipment**, the **Charge Method** is set to **Flat**, and the **Billing Unit** set to **ORD**. We also updated the **Unit Rate** to **\$5.00**.

**Exhibit 11.32 – Order Processing Rate, Grey Fox Cycling**

EDIT - RATES + new										
Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate		
GREFO	...	APPAREL	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	2.5000	
GREFO	...	APPAREL	HNDL	Handling	Receipt Line	Unit	CASE	None	2.0000	
GREFO	...	APPAREL	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	2.5000	
GREFO	...	GEAR	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	3.0000	
GREFO	...	GEAR	HNDL	Handling	Receipt Line	Unit	CASE	None	2.5000	
GREFO	...	GEAR	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	3.0000	
GREFO			ORD	Order Processing	Shipment	Flat	ORD	None	5.0000	

Once all rates for the client have been entered, close the editable rates list page. The final step is to set up any items you want to have in the system before you begin processing.

**New Client Setup: Items**

Express WMS offers several options for adding new items. You can enter items before you receive product or you can enter items on the fly, during the receiving process. You also have the option of importing items from a spreadsheet.

When entering or importing new items, you need to know several pieces of information (Exhibit 11.33). This includes item numbers and descriptions, units of measure tracked, unit weights and weight units (as applicable), pack conversions, volume (if tracked), and picking requirements.

**Exhibit 11.33 – Item Setup Checklist**

Item Setup Checklist
<input type="checkbox"/> Item numbers & descriptions
<input type="checkbox"/> Units of measure tracked
<input type="checkbox"/> Unit weight (if standard weight)
<input type="checkbox"/> Weight Unit (UOM that weight is tracked by, e.g. weight per case)
<input type="checkbox"/> Tare weight (as applicable)



__ Tare weight unit
__ Unit dimensions/volume (if applicable)
__ NMFC/Freight class
__ Pick sequence requirements

For our sample client, Grey Fox Cycling, we will store cycling gear and apparel (Exhibit 11.34). For both gear and apparel, inventory is tracked by the EACH and the CASE. We need to track the lot #, which they call the batch #. Gross weight is tracked by the case, the case weight is a standard weight per item, and volume tracking is not required. Also, product is received and shipped in full cases and must be picked by batch #.

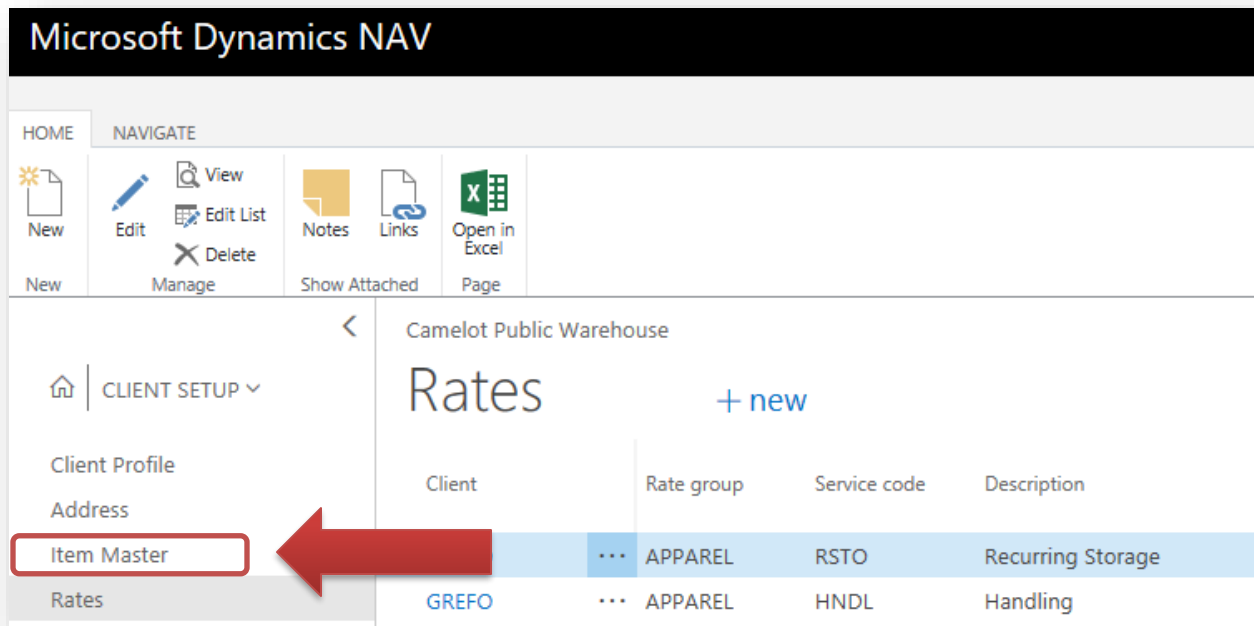
**Exhibit 11.34 – General Item Information, Grey Fox Cycling**

**Cycling Gear & Apparel**

- EACH/CASE
- Batch # (lot)
- Gross wgt/CASE
- Stnd unit wgt/CASE
- No volume tracking
- Pick by batch # (lot)

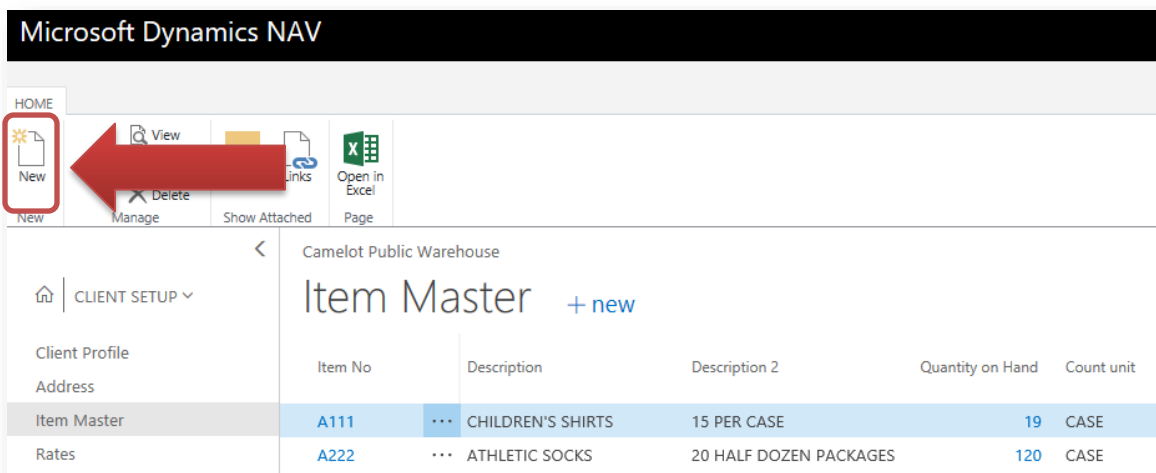
In Express WMS, items as set up in the item master. To manually enter new items:

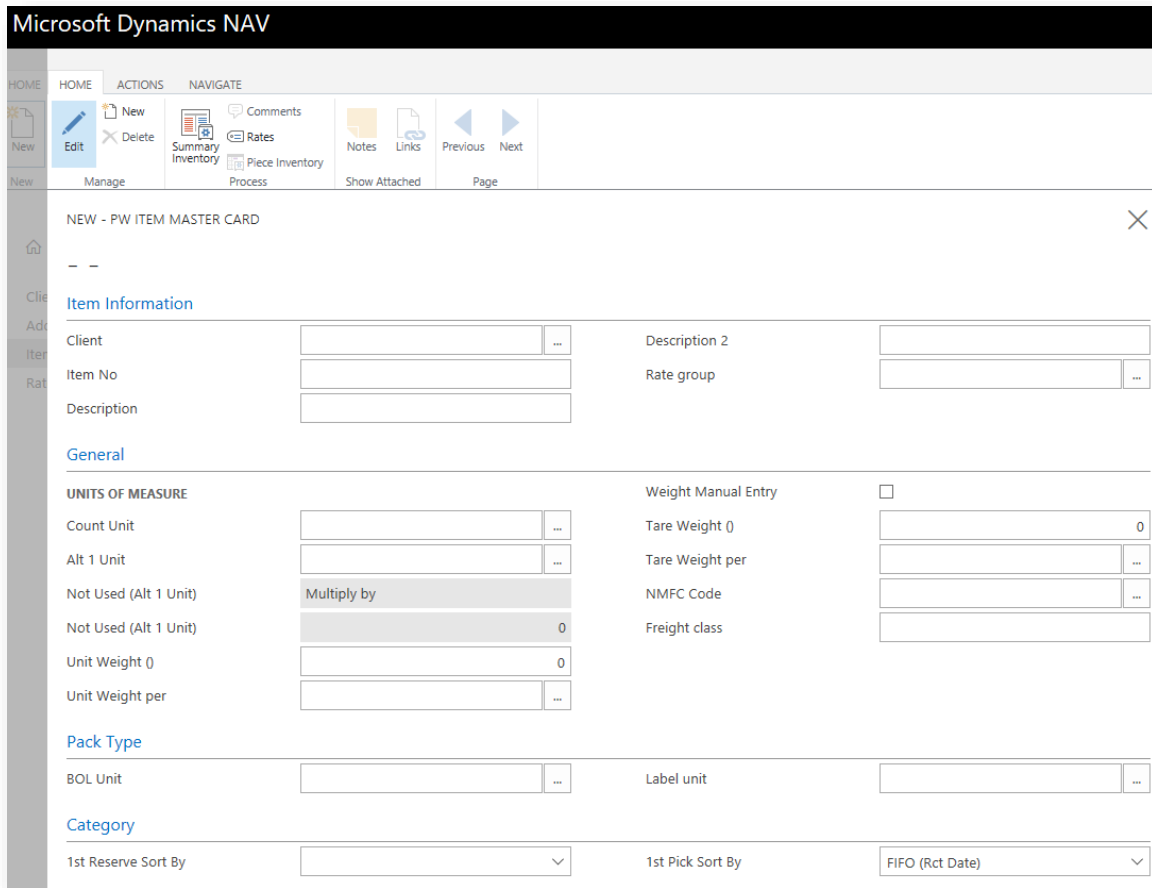
- Select **Item Master** from Client Setup list options on the Navigation Pane



- Select **New** from the list page ribbon

This opens a blank PW Item Master card where you can begin entering item information and configuring various settings that control which units of measure are tracked and how the item is allocated from inventory.





### Item Information FastTab

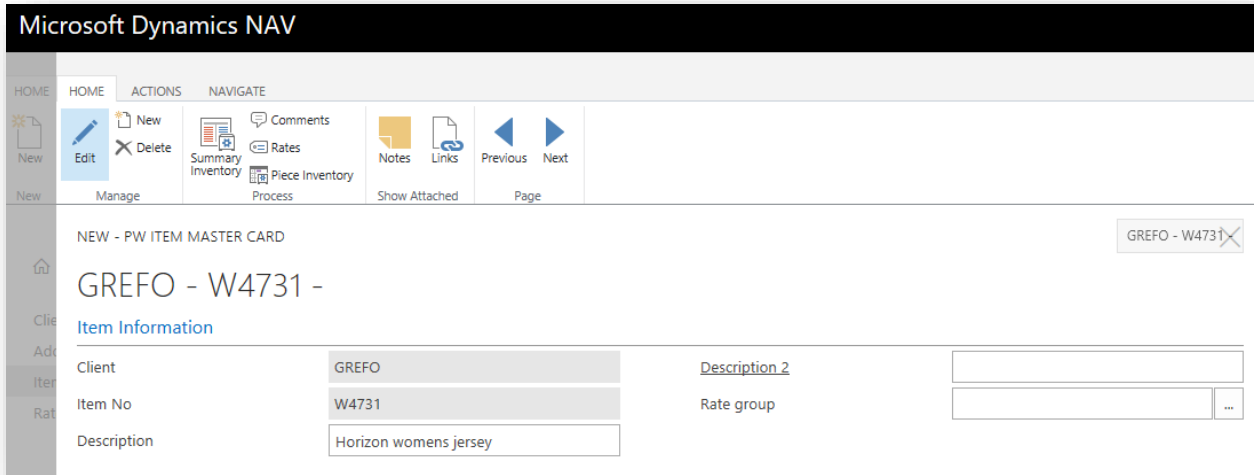
You set up basic item information on the Item Information FastTab. This is where you enter the item number and descriptions as well as assign the rate group.

To begin setting up a new item:

- Specify the **Client** either by entering the client code or by selecting the code from the drop-down list
- Enter the item number (SKU, etc.) into the **Item No.** field

- Enter the **Description** for the item

You have 2 fields for an item description, **Description** and **Description 2**. The second description field is optional. Each field holds a maximum of 50 characters.



- Specify the **Rate Group** either by entering the rate group code or by selecting the code from the drop-down list

### Specifying the Rate Group

For Grey Fox, rates for storage and handling are different for cycling gear and apparel. When we set up these rates, we used rate groups to distinguish the two different groups (Exhibit 11.35).

**Exhibit 11.35 – Rate Groups, Rate Setup, Grey Fox Cycling**

Client	Rate group	Service code	Description	Receipt Line	Unit	CASE	Rounding	Unit rate
GREFO	APPAREL	RSTO	Recurring Storage				None	2.5000
GREFO	APPAREL	HNDL	Handling	Receipt Line	Unit	CASE	None	2.0000
GREFO	APPAREL	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	3.0000
GREFO	GEAR	HNDL	Handling	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	3.0000
GREFO		ORD	Order Processing	Shipment	Flat	ORD	None	5.0000

In rate setup, rate groups distinguish different rates for same service

The **Rate Group** in the item master links the item to the rates charged for those product-related services, so charges are automatically computed with the correct rates, every time. For our example, we selected the **APPAREL** rate group for the Horizon women’s cycling jersey (Exhibit

11.36). This assigns the item to this rate group – so when storage and handling are charged for this item, Express WMS knows to use the rates we set up for apparel.

**Exhibit 11.36 – Rate Groups, Item Master Setup, Grey Fox Cycling**

**Item Master Setup Screenshot:**

NEW - PW ITEM MASTER CARD  
 GREFO - W4731 -  
 Item Information  
 Client: GREFO  
 Item No: W4731  
 Description: Horizon womens jersey  
 Description 2: [Empty]  
 Rate group: APPAREL

**Rates Table:**

Client	Rate group	Service code	Description	Compute At	Charge method	Billing unit	Rounding	Unit rate
GREFO	APPAREL	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	2.5000
GREFO	APPAREL	HNDL	Handling	Receipt Line	Unit	CASE	None	2.0000
GREFO	APPAREL	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	ISTO	Initial Storage	Receipt Line	Unit	CASE	None	3.0000
GREFO	GEAR	HNDL	Handling	Receipt Line	Unit	CASE	None	2.5000
GREFO	GEAR	RSTO	Recurring Storage	Calc storage	Unit	CASE	None	3.0000
GREFO		ORD	Order Processing	Shipment	Flat	ORD	None	5.0000

**General FastTab**

On the General FastTab, you set up the units of measure tracked for the item as well as information such as the unit weight, tare weight and NMFC code. For fields that include a drop-down arrow, such as the **Count Unit** and **Alt 1 Unit**, you can either enter the information or select from a drop-down list.

The **Count Unit** is the main unit of measure tracked for an item. For Grey Fox apparel, we need to track eaches and cases. Though full cases are received and shipped, Grey Fox provides quantities in eaches, and the EACH count is what they want to see on inventory reports. To meet these requirements, we set the **Count Unit** to **EACH** and the **Alt 1 Unit** to **CASE** (Exhibit 11.37).

If you are tracking more than 1 unit of measure and there is a standard conversion between those units, you can enter the pack conversion information. There are 2 components: the **Conversion Method** and the **Conversion Factor**.

- **Conversion Method** → This identifies how the system will calculate the Alt Quantity from the Count Quantity
- **Conversion Factor** → This is the pack conversion, or pack quantity

For this example, there are always 10 jerseys in each case received. To convert eaches to cases, we need to divide the Count Quantity by the pack quantity, so we set the **Conversion Method** to **Divide by** and then set the **Conversion Factor** to **10** (Exhibit 11.37).

**Exhibit 11.37 – Unit of Measure Setup, General FastTab, Grey Fox Example**

General			
UNITS OF MEASURE		Weight Manual Entry <input type="checkbox"/>	
Count Unit	EACH	Tare Weight (LB)	0
Alt 1 Unit	CASE	Tare Weight per	
Convert EACH to CASE Method	Divide by	NMFC Code	
Convert EACH to CASE Factor	10	Freight class	
Unit Weight (LB)	0		
Unit Weight per			

For the Horizon women’s cycling jersey, each case weighs 4.8 lbs., and we do not track tare. We also set the **NMFC Code** and **Freight class** so it will print on the bill of lading (Exhibit 11.38).

**Exhibit 11.38 – Completed General FastTab, Grey Fox Cycling Example**

General			
UNITS OF MEASURE		Weight Manual Entry <input type="checkbox"/>	
Count Unit	EACH	Tare Weight (LB)	0
Alt 1 Unit	CASE	Tare Weight per	
Convert EACH to CASE Method	Divide by	NMFC Code	123456-01
Convert EACH to CASE Factor	10	Freight class	60
Unit Weight (LB)	4.8		
Unit Weight per	CASE		

### Category FastTab

With the settings on the Category FastTab, you control how the item is picked. The **Pick Sort By** settings determine how the item will be automatically allocated on shipments.

For Grey Fox, we must pick product by the batch #, which we are tracking as the lot. To meet this requirement, we set the **1<sup>st</sup> Pick Sort By** to **Lot** as it defaults (Exhibit 11.39).

**Exhibit 11.39 – Completed Category FastTab, Grey Fox Cycling Example**

Category	
1st Reserve Sort By	Receipt date
1st Pick Sort By	Lot

## Client-Tailored Features & On-the-Fly Setup

Once a new client has been set up, the client is live in the system, and you can begin receiving and shipping product. Express WMS's client-tailored design customizes transaction processes and reports to each client, streamlining your daily workflow and improving customer service.

To illustrate, we will receive the first inbound load for our new client, Grey Fox Cycling. We will print the receiving documents as well as the first inventory report.

### Tailored Transactions

When you begin a new receipt, specific fields on the Receipt Entry card are tailored to the client specified on the receipt. In addition, certain field values can automatically populate to streamline data entry. These client-specific fields and default values are set up in the Client Profile.

In our example, we started a new receipt for Grey Fox Cycling. Here, the captions for the **Header Reference** and **Lot** fields are tailored to Grey Fox's client profile (Exhibit 11.40).

**Exhibit 11.40 – General FastTab, Receipt Entry Card, Tailored to Grey Fox**

Microsoft Dynamics NAV

Receipt Lines

EDIT - RECEIPT ENTRY - RECEIPT R021 - ACE APPAREL

**General**

Client: A

Inbound PO#: A2345

Date to Receive:

Receipt date: 1/16/2010

**RECEIVED FROM**

Rcv From Code: A-RF

Rcv From Name: ACE APPAREL

**CARRIER**

Carrier Code: ABFS

Carrier Name: ABF FREIGHT SYSTEM

Status: ENTERED

**Receipt Lines**

Line	ITEM #	Description 1	LOT #	Bin	Declared Quantity
1	AAA123	MEN'S GOLF SHIRT	A103		200

Defaults & field captions tailored to Ace Apparel

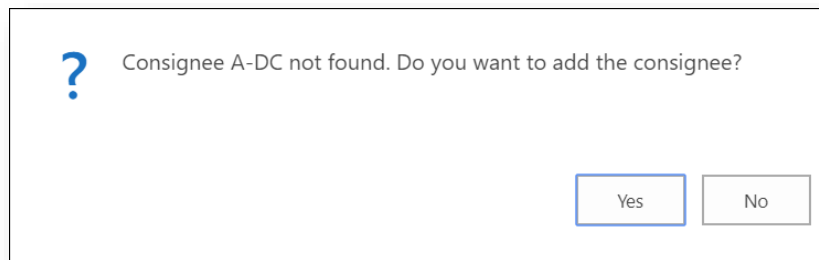
### Adding an Address on the Fly

When you are entering a receipt or shipment and a receive-from or ship-to address has not yet been set up, you can add this address on the fly directly from the transaction. For the Grey Fox receipt example, the inbound load came from one of the main the Grey Fox facilities located in Atlanta. However, this address has not yet been set up in Addresses.

When you attempt to enter the code for a receive-from or ship-to that has not yet been set up, a warning message displays to let you know. To add the address on the fly:

- Select **Yes** to add the new address

This opens a new PW Address card where you can enter the new address information.



- Enter the address information (similar to adding a new address from the PW Address list page), and then close the address card to return to receipt entry

The **Client No.**, **Code**, and **Type** default for you.

A screenshot of the Microsoft Dynamics NAV interface. The title bar shows "Microsoft Dynamics NAV" and a user profile icon. Below the title bar is a navigation bar with "HOME", "ACTIONS", and "NAVIGATE". The main content area shows "Edit - PW Address card - A · Ace - District of Columbia · A-DC". Under the "General" tab, there is a form with the following fields:

Client No.	A	City	Washington D.C.
Code	A-DC	State	
Type	RECV FROM	Zip	
Name	Ace - District of Columbia	Country Code	
Name 2		Dflt.Frt. Bill Method	Collect
Address	597 Providence Rd.	Dflt. Carrier	
Address 2		Comment code 1	

A "Close" button is located at the bottom right of the form.



You can also add an address on the fly directly from the associated address list. In this scenario, you select the drop-down arrow in the **Recv From Code** field to open the PW Address List page (Exhibit 11.41). If the receive-from address needed is not included in the list, you can add it from here.

### Exhibit 11.41 – Address Lookup from Receipt Entry

EDIT - RECEIPT ENTRY - RECEIPT R021 - ACE APPAREL

**General**

Client	A	...	Inbound PO#	A2345
Date to Receive		...	<b>CARRIER</b>	
Receipt date	1/16/2010	...	Carrier Code	ABFS
<b>RECEIVED FROM</b>			Carrier Name	ABF FREIGHT SYSTEM
Rcv From Code	A-DC	...	Status	ENTERED
Rcv From Name	Ace - District of Columbia			

- Select **Yes** at the prompt

This opens a new Item Master card where you can enter the item information.

### Computing Charges

As you recall, when you are ready to compute charges, you select **Compute and Edit** from the ribbon. Rates are then automatically charged based on rate setup and item master setup for the client. In the Grey Fox receipt example, the appropriate rates were charged for both the apparel product and the cycling gear (Exhibit 11.42).

### Exhibit 11.42 – Computing Charges, Receipt Entry

Edit - Receipt Entry - Receipt R050 - Grey Fox Cycling

HOME ACTIONS NAVIGATE

View Edit Delete Post Comments

Manage Process

Receipt Packet OneNote Notes Links Refresh Clear Filter

Report Show Attached Page

Receipt R050 - Grey Fox Cycling

Edit - PW Transaction charges - Receipt - R050

HOME Update 15.01

New View List Edit List Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

PW Transaction charges Type to filter (F3) Service code Filter: Receipt • R050

Line	Service code	Description	Charge quantity	Charge unit	Rate	Charge amount	Manual Charge	Client	Item	Rate group	Charge method	Activity date
1	HNDL	Handling	10	CASE	2.00	20.00	Automatic	GREFO	W4731	APPAREL	Unit	11/2/2015
1	ISTO	Inbound Storage	10	CASE	2.50	25.00	Automatic	GREFO	W4731	APPAREL	Unit	11/2/2015
2	HNDL	Handling	5	CASE	2.50	12.50	Automatic	GREFO	G6418	GEAR	Unit	11/2/2015
2	ISTO	Inbound Storage	5	CASE	3.00	15.00	Automatic	GREFO	G6418	GEAR	Unit	11/2/2015
3	HNDL	Handling	4	CASE	2.00	8.00	Automatic	GREFO	M5219	APPAREL	Unit	11/2/2015
3	ISTO	Inbound Storage	4	CASE	2.50	10.00	Automatic	GREFO	M5219	APPAREL	Unit	11/2/2015

### Tailored Reports

On standard Express WMS reports, field captions are tailored to settings in the Client Profile. For the Grey Fox receipt example, we printed the receipt packet, which is tailored for Grey Fox to include both the warehouse receipt and the receipt invoice. In this example, the header reference field caption and the lot caption on both the warehouse receipt and the receipt invoice are customized based on Grey Fox's client profile setup (Exhibit 11.43).

**Exhibit 11.43 – Client-Tailored Captions, Receiving Documents, Grey Fox Example**

3PL CAMELOT SOFTWARE  
Camelot Public Warehouse  
10020 Park Cedar Drive  
Charlotte, NC 28210

**NON-NEGOTIABLE WAREHOUSE RECEIPT/ INVOICE** Receipt R050  
Receipt Date 11/2/2015

**Client**  
Grey Fox Cycling  
Matt Johnson  
121 River Park Rd.  
Lexington, KY 40504

**Received From**  
Grey Fox - Atlanta  
6491 Laurel Rd.  
Atlanta, GA 30340

**Received At**  
CENTRAL WHS  
321 EAST AVE  
CHARLOTTE, NC 28205  
United States

**Inbound** 61236 **Carrier** ABF FREIGHT

Client-Tailored field captions

Quantity	Item	Batch #	Description	Grs Wgt			Amount
				Svc Code	Rate	Per	
100 EACH	W4731	W1506	Horizon womens jersey	HNDL	48 LB	2.00 CASE	20.00
				ISTO		2.50 CASE	25.00
50 EACH	G6418	W1502	Mini toolkit	HNDL	96 LB	2.50 CASE	12.50
				ISTO		3.00 CASE	15.00
40 EACH	M5219	W1503	Cyclone mens jersey	HNDL	19.6 LB	2.00 CASE	8.00
				ISTO		2.50 CASE	10.00

Many client-specific reports, such as inventory and history reports, are also tailored to the client. On the reports, field captions match the terms your clients use for information such as their item #, lot # and code date, making the reports easy to read and enabling your clients to see their information quickly (Exhibit 11.44).

**Exhibit 11.44 – Client-Tailored Captions, Inventory by Item/Lot Report**

Camelot Public Warehouse  
**Inventory by Item/Lot**  
 Client: GREFO - Grey Fox Cycling Filters: Client: GREFO,  
 3PL CAMELOT SOFTWARE

Item	Batch #	Receipt Date	Description	Header Ref	Qty	Unit	Net Weight	Grs Weight
G6418	W1502	11/2/2015	Mini toolkit	61236	50	EACH	5 CASE	96 LB
<b>Item G6418 Total</b>					50	EACH	5 CASE	96 LB
M5219	W1503	11/2/2015	Cyclone mens jersey	61236	40	EACH	4 CASE	19.6
<b>Item M5219 Total</b>					40	EACH	4 CASE	19.6
W4731	W1506	11/2/2015	Horizon womens jersey	61236	100	EACH	10 CASE	48 LB
<b>Item W4731 Total</b>					100	EACH	10 CASE	48 LB
<b>Grey Fox Cycling Total</b>					190	EACH	19 CASE	163.6