Baan Warehousing

Inventory Handling

Module Procedure   UP073A US

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Document information

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Table of contents

About this document

Read this document to get an overview of the Inventory Handling (INH) module's functionality and to learn more about the functional procedures that are related to INH.

You need no detailed knowledge of the BaanERP software to read this document. However, you are more likely to understand the contents if you are familiar with:

- The overall structure of packages, modules, and sessions within the BaanERP software
- The general business procedures used in everyday business practice
- The basic concepts of enterprise resource planning

For detailed descriptions of the module's sessions, refer to BaanERP's comprehensive online Help.

To use this document

Read Chapter 1, The Inventory Handling (INH) module in BaanERP, if you want to know more about:

- The module's functionality
- The relationship of the module with other modules
- The functionality of the module's business objects

Read Chapter 2, The inventory handling procedures, if you want to know more about:

- The sessions in the procedures
- The results of the procedures
- The sessions that are related to the procedures
- The optional procedures related to the main procedures

Acronyms used in this document

BOM	Bill of Material
CAT	Cost Accounting
COM	Common Data
CPR	Cost Accounting
EDI	Electronic Data Interchange
EMM	Enterprise Management Module
ERP	Enterprise Resource Planning
GLD	General Ledger
IBD	Item Base Data
INA	Inventory Analysis
INH	Inventory Handling
INP	Inventory Planning
INR	Inventory Reporting
IPU	Item Purchase Data
ISA	Item Sales Data
LTC	Lot Control
MCS	System Tables
PSS	Project Scheduling System
PTC	Product Testing and Control
PUR	Purchase Control
QM	Baan Quality Management
RMP	Resource Master Planning
ROU	Routing
RPT	Repetitive Manufacturing
RRP	Resource Requirements Planning
SFC	Shop Floor Control
SLI	Sales Invoicing
SLS	Sales Control
SOC	Service Order Control
WMD	Warehousing Master Data

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Legend
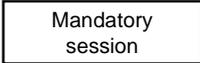
Mandatory session	Indicates a mandatory session
Optional session	Indicates an optional session
Mandatory business object	Indicates a mandatory business object
Optional business object	Indicates an optional business object
CF	Indicates a package
PCS	Indicates a module
PCS	Indicates a module that is described in the module procedure
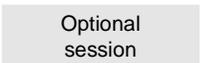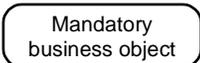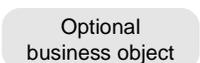
1.   The Inventory Handling (INH) module in BaanERP

This chapter gives information about the following:

- The INH concept as applied in BaanERP
- INH's functional procedures
- The modules related to INH
- The functionality of INH's business objects

1.1   The INH concept as applied in BaanERP

An efficient and accurate inventory handling system is a critical factor in the success of trading companies and production companies. Using such an inventory handling system, you must be able to control, for example:

- The receipt of goods
- The issue of goods
- The cycle counting process
- The blocking of goods

The INH module in BaanERP offers the functionality to manage the inventory transactions and inventory movements.

Figure 1 shows how the INH module is positioned in BaanERP.
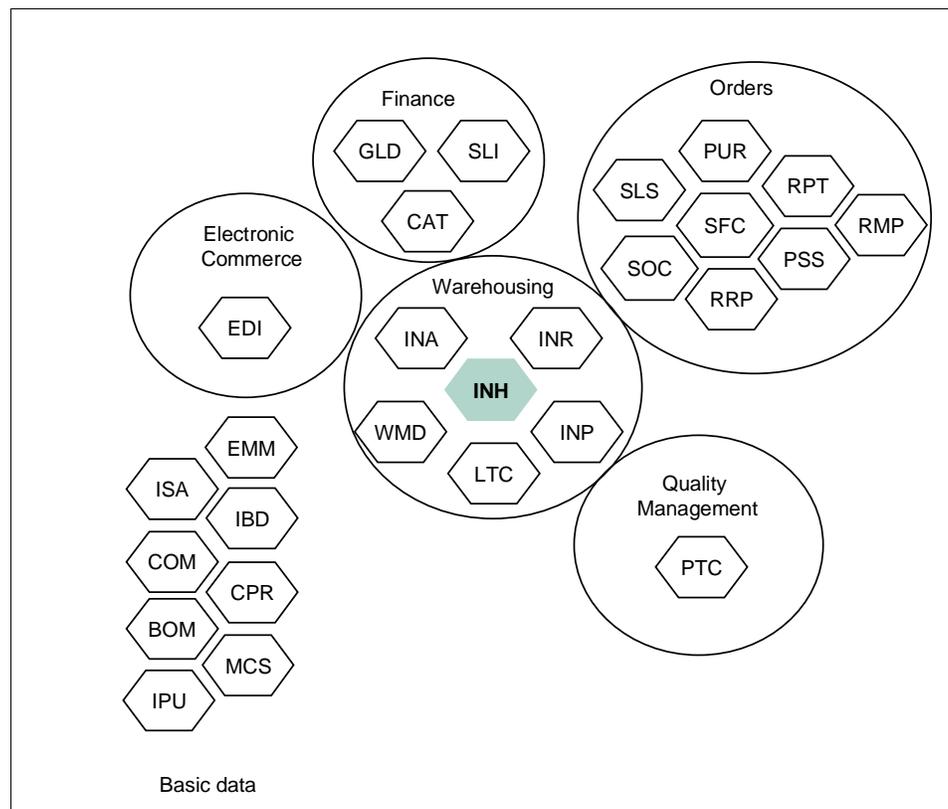
Figure 1, The INH concept in BaanERP

INH is an execution module. You can use INH to handle the inventory transactions and inventory movements. In INH you can maintain, for example, the following data:

- Inbound data
- Outbound data
- Shipment data
- Cycle counting data

The INH module is related to the actual storage of goods in the warehouse(s) of your company. For example the receipt and issue of goods is managed with INH.

Master data and prerequisites

Before you can successfully use the INH module, you must set up data in the following modules:

- Item Base Data (IBD)
- Item Purchase Data (IPU)
- Item Sales Data (ISA)
- Enterprise Management Module (EMM)
- Cost Accounting (CPR)
- Warehousing Master Data (WMD)
- Bill of Materials (BOM)

You must also enter the necessary data in the Inventory Handling Parameters (whinh0100s000) session.

1.2 INH's functional procedures

INH contains the following procedures:

- The maintain warehouse order types and procedures procedure
- The receipt procedure
- The inspections procedure
- The outbound advice procedure
- The shipment procedure
- The cycle counting and inventory adjustment procedure

1.3   The modules related to INH

Figure 2 shows the modules that are related to INH.
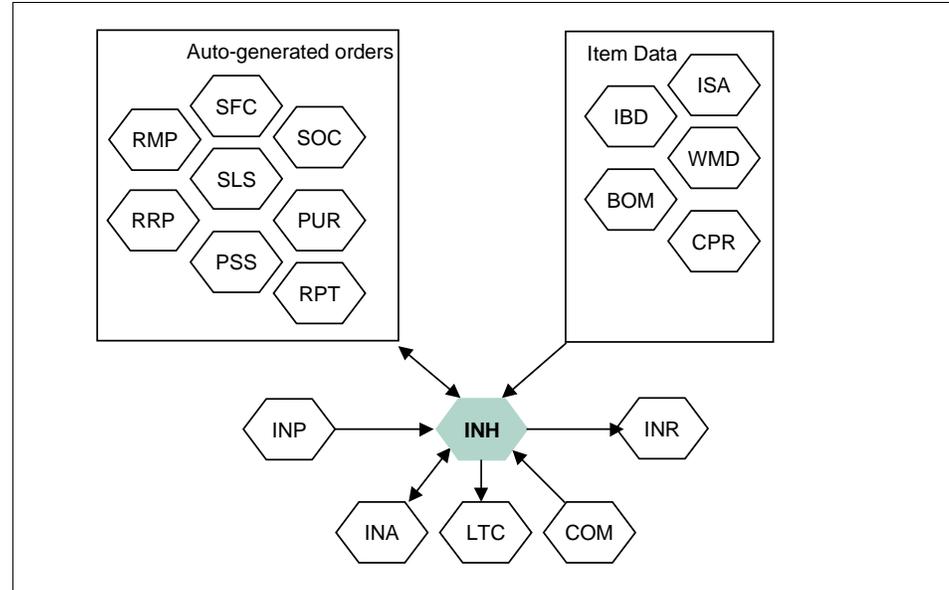
Figure 2, The modules related to INH

The links between the modules and INH are as follows:

- The PUR, SOC, SLS, SFC, PSS, RRP and RMP modules generate warehousing orders which are handled in INH
- The IBD and WMD modules pass information about items to INH
- The BOM module passes bill of materials data
- The CPR module passes item cost accounting data
- The INP module feeds information about planned inventory transactions to INH
- The INA module passes valuation data to INH
- The INR module receives data from tables maintained in INH sessions and receives blocking data from INH
- The LTC module tracks the movements of lot controlled items which are controlled by warehousing orders

1.4   The functionality of INH's business objects

INH contains the following business objects:

- Warehouse Orders
- Inbound Movement
- Outbound Movement
- Cycle Counting
- Blocking

Figure 3 shows the main flow between INH's business objects
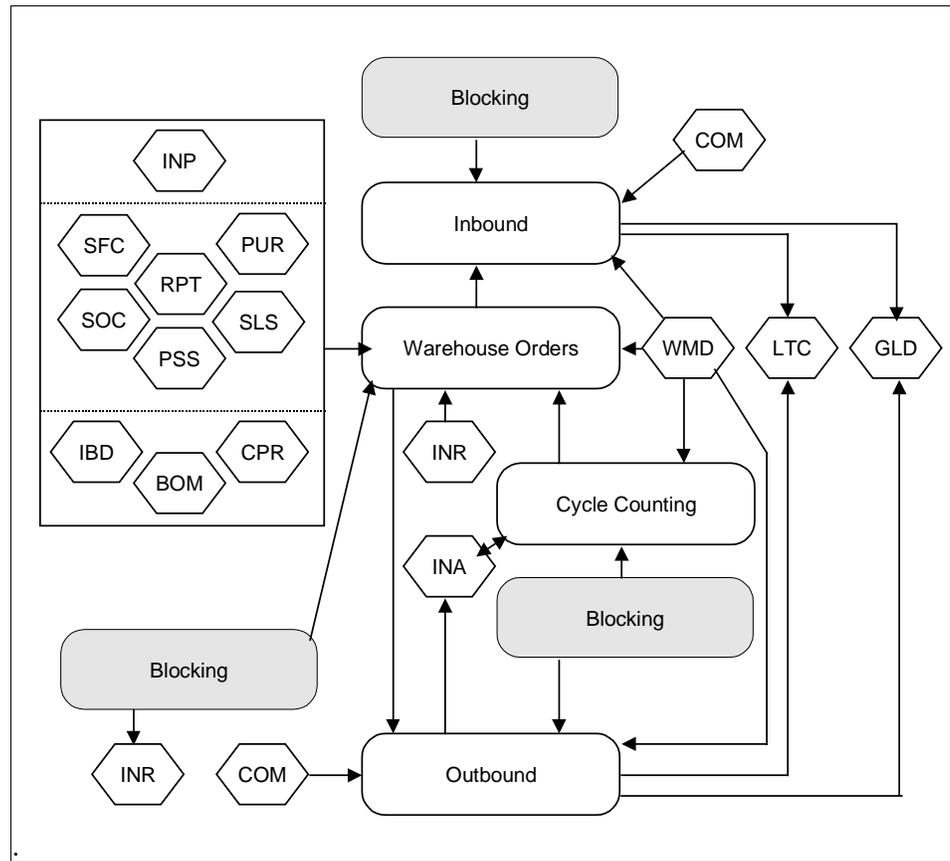
Figure 3, The main flow between INH's business objects

Warehouse orders

Every inventory transaction in Baan Warehousing is controlled by a warehousing order. From a simple inventory adjustment to a complicated incoming shipment, one or more warehousing orders controls the movement of inventory.

In this business object, warehouse order types and procedures must be set up before any inventory can be handled. The warehouse order's type links the order to a procedure.

Warehousing orders can be generated either manually in this business object or automatically from within other BaanERP packages or modules. For example, a confirmed sales order can automatically trigger a warehousing order of type **Issue**. A purchase order can automatically trigger an order of type **Receipt**. The Inventory Planning (INP) module within Baan Warehousing tracks planned inventory transactions, which will become warehousing orders.

The Warehouse Orders business object also receives:

- Item Base data (from IBD)
- Cost accounting data for the item (from CPR)
- Bill of Materials data (from BOM)

Inbound

Use the Inbound business object to control incoming movements of inventory, from receiving advance notification (or "shipment notices") to putting the inventory away in the warehouse.

Link to Finance   The registering of incoming inventory can trigger the invoice payment cycle.

If lot tracking is switched on, inbound movements are trackable by item/lot combination in the Lot Control (LTC)-module.

The Inbound Movement business object also receives parameters passed from the WMD-module, and business partner information from the Common (COM)-module.

Outbound

Use the Outbound business object to control outgoing movements of inventory, from generating outbound advice to preparing the load for shipment.

Link to Finance   The issuing of inventory can trigger the issuing of an invoice.

If lot tracking is switched on, outbound movements are trackable by item/lot combination in the LTC-module.

The Outbound business object also receives parameters passed from the Warehousing Master Data (WMD)-module, and business partner information from the COM-module.

Cycle Counting

Use the Cycle Counting business object to count the actual inventory and compare it with the registered inventory at a single point in time. Cycle counting orders are used to count the inventory manually by stock point and subsequently enter the counted quantities into the system. You can also count inventory according following ABC classification:

- Fast-moving
- Average
- Slow-moving

Blocking

Use the Blocking business object to apply blocks to warehouses, locations, lots, zones, stock points and items. A block prevents any further processing on the element to which the block applies.

There are two types of blocking:

- Transaction blocking
  This prevents inbound, outbound and transhipment transactions on the item.

- Global blocking
  This prevents any transaction on the item.

Example   A global block is placed on item ABC123. This results in the following:

- The item cannot be issued on any warehouse order, in any warehouse, in the BaanERP installation
- The item cannot be cycle counted (as result it does not appear in registered inventory)
- The item cannot be committed against any future warehouse order

Multiple blocks can be applied to any element, and blocks can only be removed by the originator. Blocked inventory cannot be reported in the Inventoring Reporting (INR)-module.

Link to Finance   Where global blocks are applied to items, they cannot appear in registered inventory. This can affect financial data for the warehouse(s) in which the item is stored.

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2. The inventory handling procedures

This chapter describes the inventory handling concepts and procedures. The main concepts described here are:

- To work with warehouse order types and transaction types
- To work with order types and transaction types
- To work with order types and procedures

The main procedures described here are:

- To maintain warehouse order types and procedures
- The receipt procedure
- To use optional sessions in the receipt procedure
- The inspections procedure
- The outbound advice procedure
- To use optional sessions in the outbound advice procedure
- The shipment procedure
- To use optional sessions in the shipment procedure
- To perform cycle counting and inventory adjustment
- To work with blocking and unblocking

2.1 To work with warehouse order types and transaction types

To understand how warehousing transaction types, order types and their associated procedures work, you need an understanding of the relationships between these concepts.

Transaction types

There are three basic transaction types in Baan Warehousing. These are:

- Receipt (used for incoming inventory)
- Issue (used for outgoing inventory)
- Transfer (used for inventory movements which have elements of both receipt and issue, such as movements between warehouses or between work centers warehouses or project warehouses)

Note
There is a subtype of the Transfer type, called the Intra-warehouse transfer. This moves inventory from one location to another inside one warehouse. There is no receipt part and only part of the issue (generating outbound advice and picking).

Example of transaction type Transfer
An assembly order has two elements:

- An issue, in which parts of the final assembled item are supplied for the assembly process
- A receipt, in which the final assembled (new) item is placed into inventory

Order types

There are four order types in Baan Warehousing, which are linked to transaction type. These are:

- Receipt (used for incoming inventory)
- Issue (used for outgoing inventory)
- Transfer (used for inventory movements which have elements of both receipt and issue – see the Note above)
- Item transfer (a variant of the Transfer type which is used to transfer items whose item code changes as a result of the movement)

2.2   To work with order origins and order types

Order origins and order types

Order can originate in many different modules within BaanERP, including, PUR, SLS, SFC, SOC and PSS. The order origin indicates the module which originates the order. All warehouse orders are associated with an order origin. The table below shows the relationships between order origins and order types:

Order origins and order types		
Order origin	**Order type**	**Comments**
Sales	Issue	A sales return has an order type Receipt, although the order origin is still Sales.
Purchase	Receipt	A purchase return has an order type Issue, although the order origin is still Purchase.
Service	Issue	
Production	Issue	
Transfer	Transfer	
Purchase schedule	Receipt	
Sales schedule	Issue	
Assembly	Transfer	
Sales (manual)	Issue	
Purchase (manual)	Receipt	
Service (manual)	Issue	
Production (manual)	Issue	
Transfer (manual)	Transfer	

2.3 To work with order types and procedures

The order type is associated with a procedure type, which in turn determines what kind of actions (known as activities) must be applied to an order of that type. For example, a sales order, with type Issue, will normally be linked to a procedure of type Outbound. This means that the sales order must be processed for each the minimum activities specified in the Outbound procedure.

The table below gives details.

Order type	Procedure Type	Procedures that can be linked to the order
Issue	Outbound Outbound	Outbound Advice Shipment
Receipt	Inbound Inbound	Receipt Inspection
Transfer and Item-transfer)	Outbound Outbound Inbound Inbound	Outbound Advice Shipment Receipt Inspection

2.4 To maintain warehouse order types and procedures

In BaanERP, every movement of inventory is controlled by a warehouse order. Warehouse orders are required for issues, receipts, transfers, item transfers and assemblies. These order types must be set up before any inventory handling can take place.

Similarly, warehouse procedures can be set up. These allow you to specify:

- Which activities (sessions) are part of the procedure.

- Whether individual sessions are run manually (that is, by the user) or whether the functionality of the session will be run automatically by BaanERP without user intervention.

Note

This procedure must be performed as part of system installation.

The maintain warehouse order types and procedures procedure's result

The results of the warehouse are:

- The creation of all the order types that can be used in the installation.

- The definition of which sessions and activities are to be performed by users, as distinct from the functionality performed automatically by BaanERP.

Figure 4 shows the steps in the procedure.
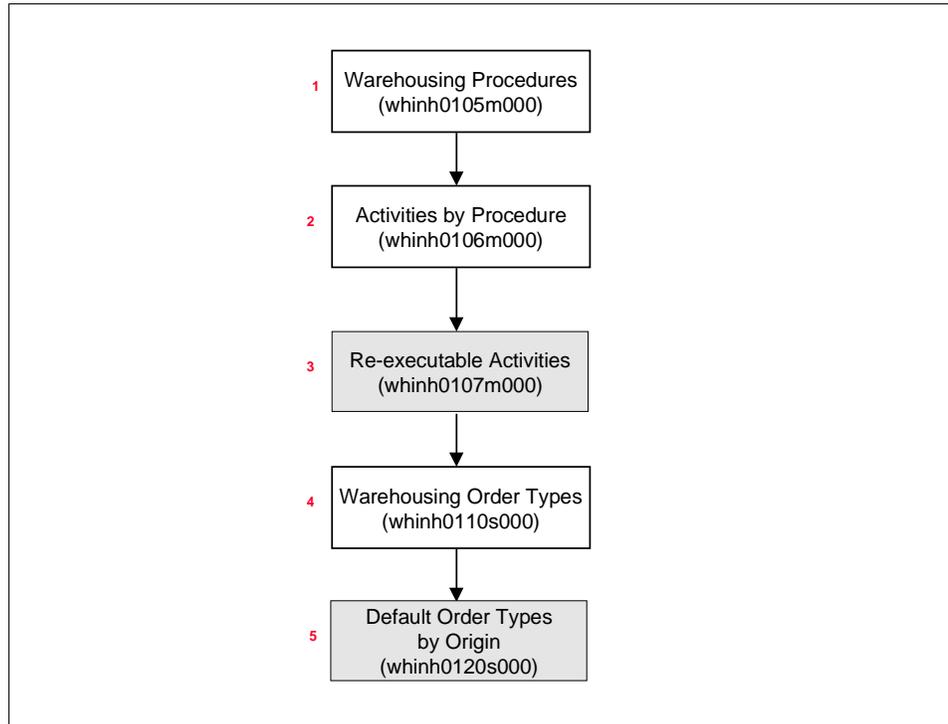
Figure 4, The maintain warehouse order types and procedures procedure

The procedure consists of the following steps.

Step 1   Warehousing procedures (whinh0105m000)

Use this session to link a warehouse procedure to a procedure type. The procedure type is linked to the order type (described in Step 3).

Step 2   Activities by Procedure (whinh0106m000)

Use this session to create the list of activities of which the procedure will be composed.

Step 3   Re-executable Activities (whinh0107m000)

Use this session to specify which of the activities defined in Step 2 are repeatable.

Step 4   Warehousing Order Types (whinh0110s000)

Use this session to define warehousing order types and to link them to procedure types.

Step 5   Default Order Types by Origin (whinh0120s000)

Use this session to assign default order types to warehousing orders, depending on the order origin.

2.5   The receipt procedure

The receipt procedure controls the arrival and storage of incoming inventory.

The receive incoming inventory procedure's result

The results of this procedure are:

- The arrival and correct storage of incoming inventory
- The updating of all warehouse and inventory data to reflect the new inventory situation
- The updating of GLD data

Figure 5 shows the steps in the procedure.
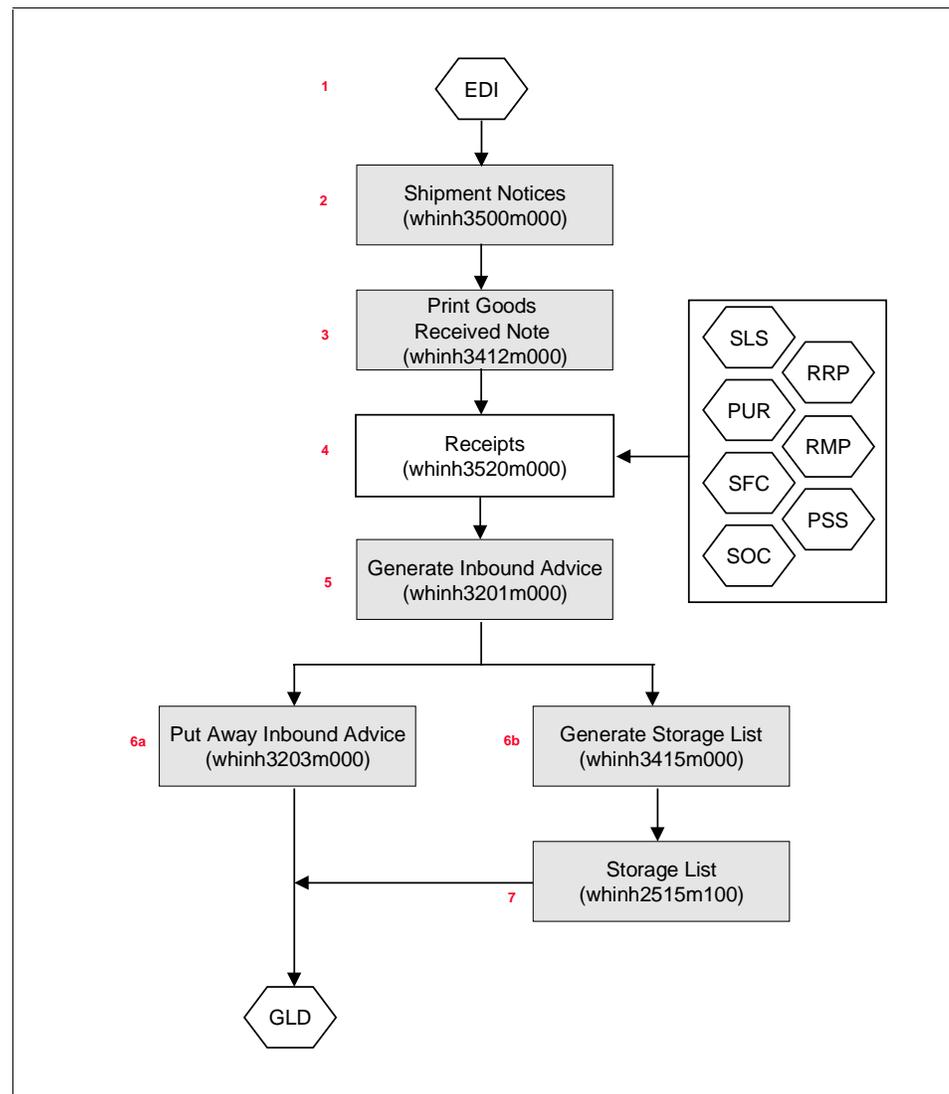
Figure 5, The receive incoming inventory procedure

The procedure is described in the steps below.

Step 1   **Incoming EDI**

An incoming EDI notification can precede the arrival of inventory. Alternatively, a shipment notice or advance shipment notification (ASN) can arrive via mail, e-mail, fax and so on.

Step 2   **Shipment Notices (whinh3500m000)**

Use this session to maintain incoming shipment notices.

Step 3   **Print Goods Received Note (whinh3412m000)**

Use this session to print a goods received note. This action should be performed as late in the process as possible to ensure that changes to any individual order lines are included.

Step 4   **Receipts (whinh3520m000)**

Use this session to enter the details of a receipt. You can also use it to correct a receipt line if required.

Step 5   **Generate Inbound Advice (whinh3201m000)**

Use this session to generate warehousing order lines of type **Receipt** (only in a location controlled warehouse) that are not blocked and whose quantities have been approved. The session advises locations and lots where necessary. This enables you to use an optimal put-away sequence.

Step 6a   **Put Away Inbound Advice (whinh3203m000)**

Use this session to put away inbound advice.

Link to Finance   This action updates the registered amount of inventory and sends corresponding data to the General Ledger (GLD) module to trigger the payment cycle, where appropriate.

Step 6b   **Generate Storage List (whinh3415m000)**

Use this session to generate the storage list (only in a location controlled warehouse), which tells warehouse personnel where to store the inventory in a warehouse.

Step 7   **Storage List (whinh2515m100)**

Use this session to view and put away the storage list (only in a location controlled warehouse).

2.6   To use optional sessions in the receipt procedure

The following sessions can also be used to maintain and inquire about shipment data:

- Shipment Notice References (whinh3102s000)
- Shipment Notice Packaging (whinh3103m000)
- Ship-From Default Routings (whinh3114m000)
- Inbound Shipment Routings (whinh3115m000)
- Shipment Packing Structure (whinh3116m000)
- Shipment Notice Item Load Structure (whinh3117m000)
- Receipt Correction (whinh3121s000)
- Purge Shipment Notices (whinh3250m000)
- Remove Inbound Advice (whinh3260m000)
- Print Inbound Advice Log (whinh3465m000)
- Receipt Packing Structure (whinh3816m000)
- Expected Shipments (whinh3821m000)
- Expected Orders (whinh3822m000)
- Expected Order Lines (whinh3820m000)

This list does not include history sessions.

2.7   The inspections procedure

Where incoming inventory must be inspected and approved, a variation to the receipt procedure occurs. This variation allows users to inspect and approve quantities of inventory that may be less than the total amount received.

The inspections procedure's result

The results of the inspections procedure can be:

- The generation of new inbound advice to move inventory from the inspection locations to normal inventory

- The registering and storage of amounts of inventory that can be different from those received

- The updating of PUR, GLD and PTC (Quality Management) module

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Figure 6 shows the procedure.
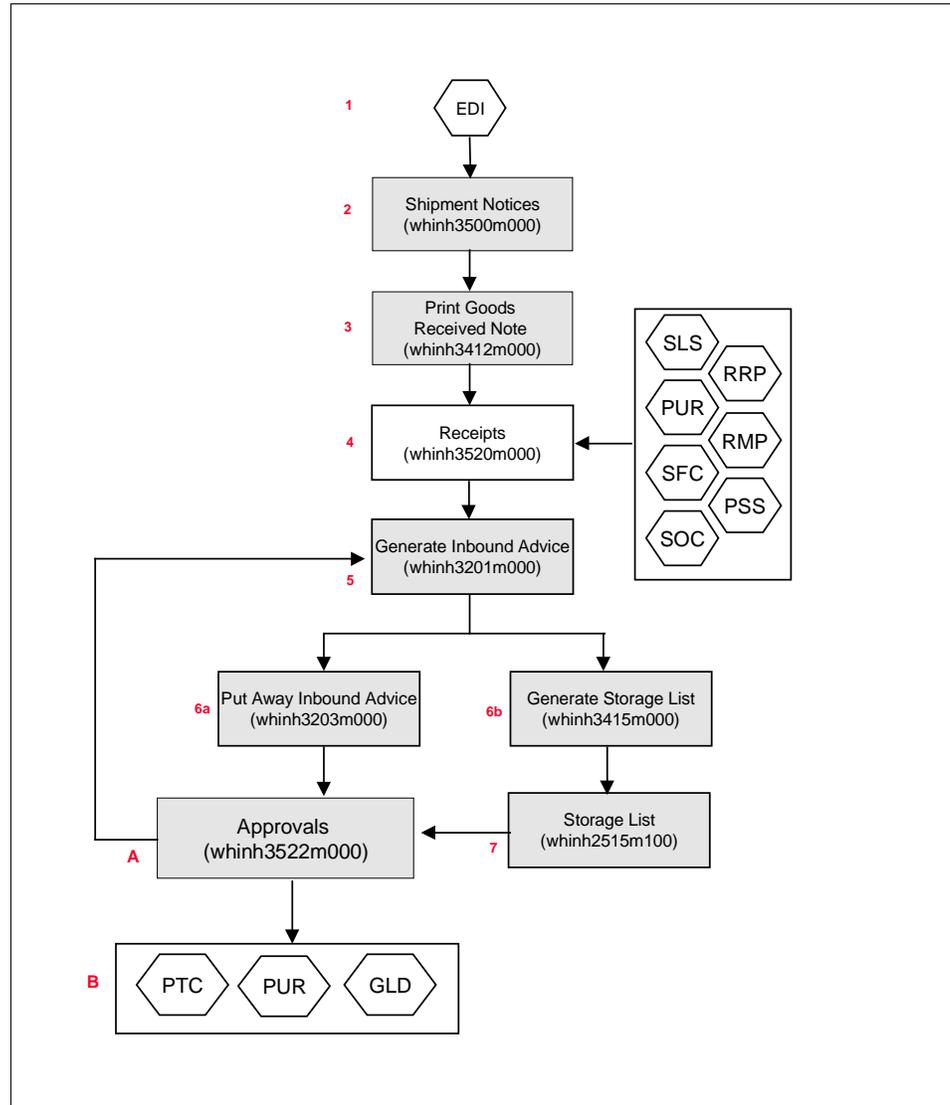
Figure 6, The inspections procedure

Step A   Approvals (whinh3522m000)

Use this session and the corresponding Approvals (whinh3122s000) session to record both approvals and rejections for inspection orders.

Rejected inventory is taken out of the warehouse. Approved inventory should be transferred to the pick/bulk location.

Step B   Activity in PTC, PUR and GLD

After inspection orders have been through the approvals process, the PTC, PUR, and GLD modules are updated with the new data, which reflects:

- The actual quantities of approved inventory that are now registered and put away
- The return of rejected inventory to the buy-from business partner
- The amending of any invoices
- The statistics required by Baan Quality Management

2.8   The outbound advice procedure

The outbound-advice procedure controls the issuing of outbound advice for all outgoing inventory.

The outbound advice procedure's result

The results of this procedure are:

- The physical movement of an order of inventory from a warehouse to a shipment vehicle.

- The printing of all the documentation required to accompany an order.

- The updating of all inventory and warehouse data to reflect the new inventory situation.

- The updating of the relevant tables in the SOC, SFC, SLS and PSS modules to reflect the issue of inventory (also PUR if a return is involved).

- The sending of an ASN to the ship-to business partner to signal the arrival of the shipment.

Figure 7 shows the outbound-advice procedure.
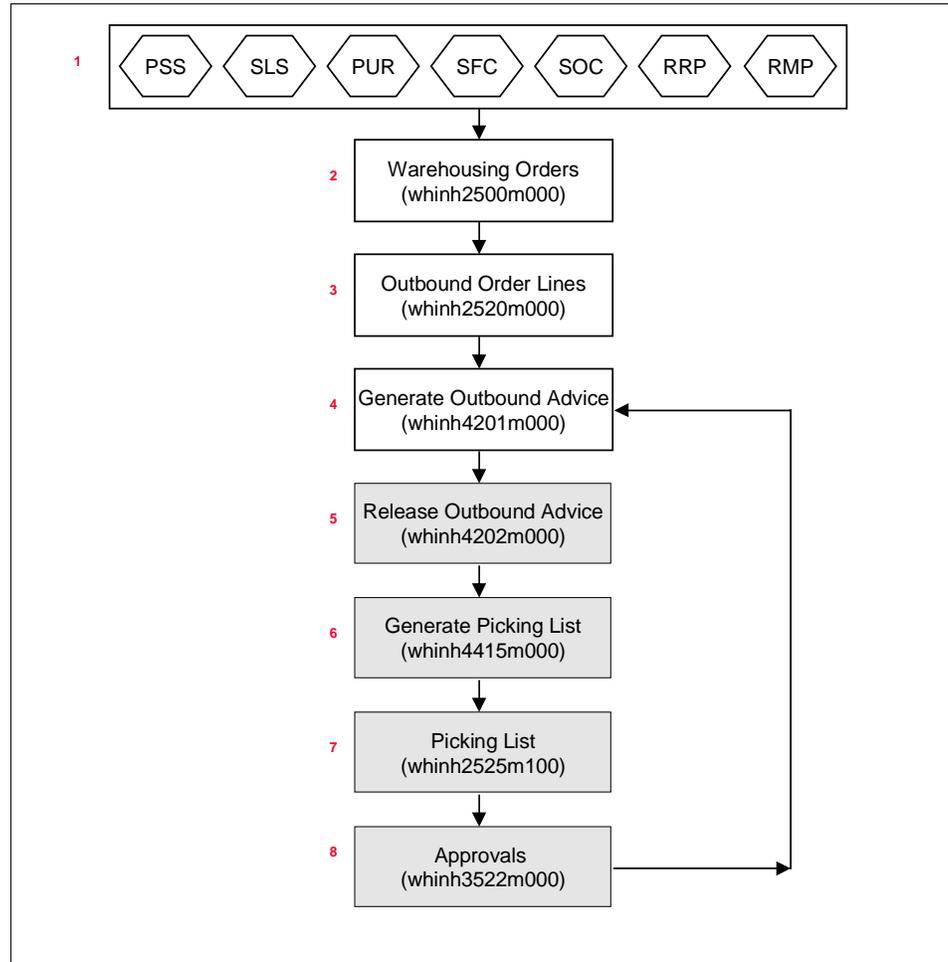
Figure 7, The outbound advice procedure

The outbound-advice procedure consists of the following steps:

Step 1   **Warehousing orders originate in PSS, SLS, PUR, SFC and SOC**

PSS, SLS, PUR, SFC, and SOC modules all generate either warehouse orders or planned inventory transactions which can become warehouse orders and can be handled in INH.

Step 2   **Warehousing Orders (whinh2500m000)**

Use this session to:

- Maintain warehouse orders that have been generated manually or automatically by other modules
- Create new warehouse orders

Step 3 **Outbound Order Lines (whinh2520m000)**

Use this session to view and maintain warehousing order lines of type Issue. These order lines contain planned and actual data about the order lines.

Step 4 **Generate Outbound Advice (whinh4201m000)**

Use this session to generate the outbound advice, print the outbound data.

Step 5 **Release Outbound Advice (whinh4202m000)**

Use this session to release outbound advice and generate a shortage list if appropriate and optionally print the outbound data.

Step 6 **Generate Picking List (whinh4415m000)**

Use this session to generate the picking list, which details all the items, locations/lots and quantities for a manufacturing or shipping order. You can sort the picking list in a number of ways.

Step 7 **Picking List (whinh2525m100)**

Use this session to view and confirm the picking.

Step 8 **Approvals (whinh3522m000)**

Use this session and the corresponding Approvals (whinh3122s000) session to record both approvals and rejections for inspection orders.

Where inventory is rejected, you can choose to generate new outbound advice to account for the discrepancy.

2.9 To use optional sessions in the outbound advice procedure

The following optional sessions allow you to maintain and inquire on outbound data:

- Process Outbound (whinh4200m000)
- Outbound Advice (whinh2525m000)
- Outbound Advice by Order Line (whinh2525m200)
- Runs (whinh4500m000)
- Sort Options for Picking/Storage List (whinh4103m000)
- Outbound Order Lines by Warehousing Order (whinh2520m100)
- Negative Inventory (whinh2535m000)
- Consignment Inventory and Usage (whinh2540m000)
- Project Inventory (whinh2545m000)
- Project Inventory by Item (whinh2545m100)

This list does not include history sessions.

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2.10   The shipment procedure

The shipment procedure controls the preparation and documentation required for a shipment of inventory.

***The shipment
procedure's result***

The shipment procedure's results are:

- The confirmation of all the shipment details
- The generation of all the relevant paperwork to accompany a shipment of inventory

Figure 8 shows the shipment procedure.
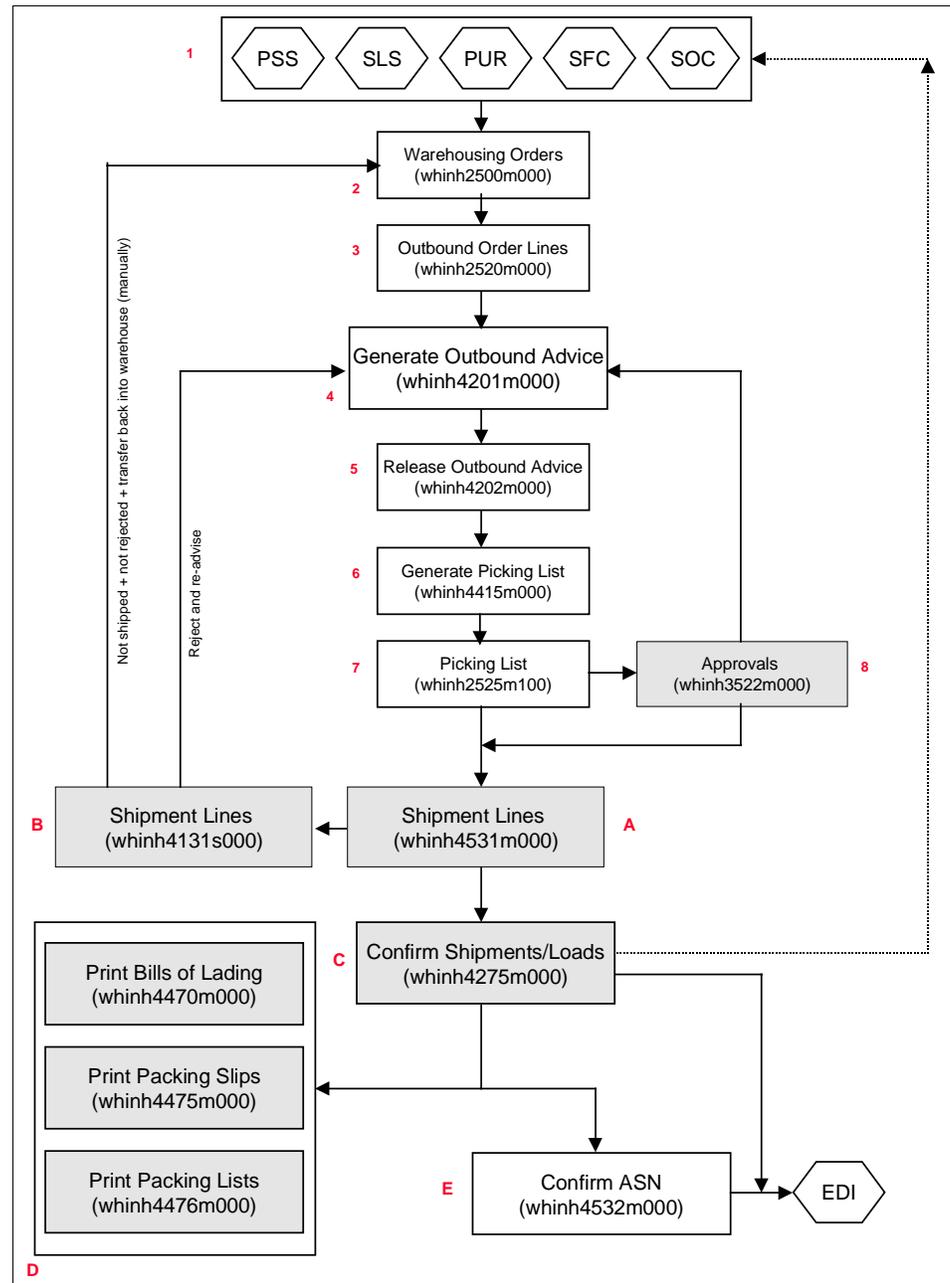
Figure 8, The shipment procedure

Step A   Shipment Lines (whinh4531m000)

Use this session to select shipment lines for further processing as described in Step B.

Note   For manufacturing orders, no shipment lines are generated.

Step B **Shipment Lines (whinh4131s000)**

Use this session to maintain the shipped quantities on individual lines of a shipment, before confirming the shipment. You can also confirm a single line.

Where part or all of a shipment is rejected, it can be re-advised in the Generate Outbound Advice (whinh4201m000) session.

Where part or all of a shipment is not shipped or rejected, it must be taken back into inventory using a new warehouse order.

Step C **Confirm Shipments/Loads (whinh4275m000)**

Use this session to confirm a shipment or load. When a shipment or load is confirmed, this means that inventory has been moved from the staging location and has physically left the warehouse.

Note This session is not used for production orders.

Step D **Print Bills of Lading (whinh4470m000)**
Print Packing Slips (whinh4475m000)
Print Packing Lists (whinh4476m000)

Use these sessions to print off the documentation that accompanies the shipment.

Step E **Confirm ASN (whinh4532m000)**

Use this session to confirm ASNs. Shipments that appear in this session are confirmed. When you confirm a line in this session, BaanERP prepares a message in the Electronic Data Interchange (EDI) module so that it can be sent to the receiver of the goods.

2.11   To use optional sessions in the shipment procedure

The following sessions can also be used to maintain and inquire about shipment data:

- Outbound ASN Routings (whinh4115m000)
- Compose Loads (whinh4134m000)
- Clustered Shipment Lines for Bills of Lading (whinh4136s000)
- Split Shipments (whinh4231m000)
- Remove Confirmed Shipments (whinh4250m000)
- Print Shipping Discrepancies (whinh4435m000)
- Print Outbound Data (whinh4460m000)
- Shipment Lines by Warehousing Orders (whinh4535m000)
- Loads (whinh4540m000)

This list does not include history sessions.

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2.12   To perform cycle counting and inventory adjustment

Cycle countings are used to check the registered inventory against the actual inventory available.

Cycle counting orders are used to manually count the inventory by stock point and subsequently enter the counted quantities into the system.

New cycle counting orders are generated based on the following:

- Counting frequencies specified for categories of the ABC classification
- Inventory levels
- Last counting date of the stock point

Inventory adjustments are changes that can be made to the registered inventory levels without performing a cycle count.

The perform cycle counting procedure's result

The result of this procedure is the updating of the registered inventory with the actual inventory figures.

Figure 9 shows the steps in the perform cycle counting procedure.

```
┌──────────────────────────────────────────────────────────────┐
│                                                                │
│              ┌──────────────────────────┐                      │
│         1    │   Inventory Handling     │                      │
│              │     Parameters           │                      │
│              │   (whinh0100s000)        │                      │
│              └──────────────────────────┘                      │
│                           │                                    │
│              ┌──────────────────────────┐                      │
│         2    │   Cycle Counting Data    │                      │
│              │   (whinh5540m000)        │                      │
│              └──────────────────────────┘                      │
│                           │                                    │
│              ┌──────────────────────────┐                      │
│         3    │   Generate Cycle         │◄──────┐              │
│              │   Counting Orders        │       │              │
│              │   (whinh5200m000)        │       │              │
│              └──────────────────────────┘       │              │
│                           │                     │              │
│              ┌──────────────────────────┐       │              │
│         4    │   Print Cycle Counting   │       │              │
│              │        Orders            │       │              │
│              │   (whinh5400m000)        │       │              │
│              └──────────────────────────┘       │              │
│                           │                     │              │
│              ┌──────────────────────────┐       │              │
│         5    │   Cycle Counting /       │       │              │
│              │   Adjustment Order Lines │       │              │
│              │   (whinh5101s000)        │       │              │
│              └──────────────────────────┘       │              │
│                           │                     │              │
│              ┌──────────────────────────┐       │              │
│         6    │   Print Cycle Counting   │       │              │
│              │     Check Report         │       │              │
│              │   (whinh5401m000)        │       │              │
│              └──────────────────────────┘       │              │
│                           │                     │              │
│              ┌──────────────────────────┐       │              │
│         7    │   Approve Cycle          │       │              │
│              │   Counting Variances     │       │              │
│              │   (whinh5801m000)        │       │              │
│              └──────────────────────────┘       │              │
│                           │                     │              │
│              ┌──────────────────────────┐       │              │
│         8    │   Approve Cycle          │───────┘              │
│              │   Counting Variances     │                      │
│              │   (whinh5801s000)        │                      │
│              └──────────────────────────┘                      │
│                  │               │                             │
│        ┌──────────────────┐  ┌──────────────────┐              │
│    9   │ Cycle Counting/  │  │ Cycle Counting/  │   10         │
│        │ Adjustment Orders│  │ Adjustment Order │              │
│        │ (whinh5500m000)  │  │ Lines            │              │
│        │                  │  │ (whinh5501m000)  │              │
│        └──────────────────┘  └──────────────────┘              │
│                  │               │                             │
│              ┌──────────────────────────┐                      │
│        11    │ Process Cycle Counting/  │                      │
│              │   Adjustment Orders      │                      │
│              │   (whinh5201m000)        │                      │
│              └──────────────────────────┘                      │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```

Figure 9, To perform cycle counting

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The procedure consists of the following steps:

Step 1   **Inventory Handling Parameters (whinh0100s000)**

The Cycle Counting tab in this session allows you to set a number of parameters that control how cycle counting is performed. For example;

- The counting intervals (in weeks)
- Whether to block inventory during cycle counting
- Whether to cycle count consignment inventory
- The conditions under which to force cycle counting
- The percentage and value counted for items of classes A, B and C

Step 2   **Cycle Counting Data (whinh5540m000)**

Use this session to view cycle counting data for each stock point. You can also use this session to force cycle counting for specific stock points.

Step 3   **Generate Cycle Counting Orders (whinh5200m000)**

Use this session to generate cycle counting orders. For every stock point in the specified selection, BaanERP determines whether that point should be counted and placed on an order. You can also simultaneously regenerate cycle counting orders when a recount has been requested.

Step 4   **Print Cycle Counting Orders (whinh5400m000)**

Use this session optionally to print the cycle counting orders (counting lists.) These are used to register the physically counted quantities.

Step 5   **Cycle Counting/Adjustment Order Lines (whinh5101s000)**

Use this session to maintain or display cycle counting order lines and adjustment order lines.

Step 6   **Print Cycle Counting Check Report (whinh5401m000)**

Use this session to print the cycle counting report. The report contains:

- The cycle counting orders or adjustment orders for a given cycle counting order
- The count number

Both the entered (countered) quantity and the registered quantity are printed for each order line.

Step 7   **Approve Cycle Counting Variances (whinh5801m000)**

Use this session to select a variance for subsequent approval or rejection.

Step 8   **Approve Cycle Counting Variances (whinh5801s000)**

Use this session to maintain approvals for cycle counting or adjustment orders. Variances need to be approved based on variance reason and/or permissible difference between registered and counted inventory for a specific ABC group.

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Step 9   **Cycle Counting/Adjustment Orders (whinh5500m000)**

Use this session to select cycle counting orders and adjustment orders for subsequent processing in Step 11.

Step 10   **Cycle Counting/Adjustment Order Lines (whinh5501m000)**

Use this session to select cycle counting order lines and adjustment order lines for subsequent processing in Step 11.

Step 11   **Process Cycle Counting/Adjustment Orders (whinh5201m000)**

Use this session to adjust the registered quantities of inventory according to the results of the cycle count or adjustment orders.

2.13   To work with blocking and unblocking

Inbound movement, outbound movement, transfer or assembly of items can be blocked at various inventory levels, which include:

- Warehouse
- Zone
- Location
- Stock Point
- Lot
- Global

At each of these levels, you can impose a block for one or more transactions. You can also block inventory at these levels for all transactions at once.

Consequences of blocking inventory

Blocking inventory for all transactions creates raises the quantity of inventory on hold.

Blocking inventory by transaction does not have any consequences for the inventory on hold, but means that inbound, outbound, assembly and transhipment is not possible.

Uses of blocking in BaanERP

Blockings by warehouse, zone, location, lot, and stock point can be used when you do any of the following:

- Register the receipt of items
- Control the inbound movement of items
- Control the outbound movement of items
- Enter inventory transactions
- Create cycle counting orders
- Create inspection orders

Note

Inventory can also be blocked as a result of the following:

- Storage inspection orders
  Inventory can be blocked if the items have not yet passed inspection or have not yet left the inspection receipt location.

- Cycle counting orders
  Inventory can be blocked if the items are included on a cycle counting order. When you process a counting list, the inventory blocked for cycle counting is automatically unblocked.