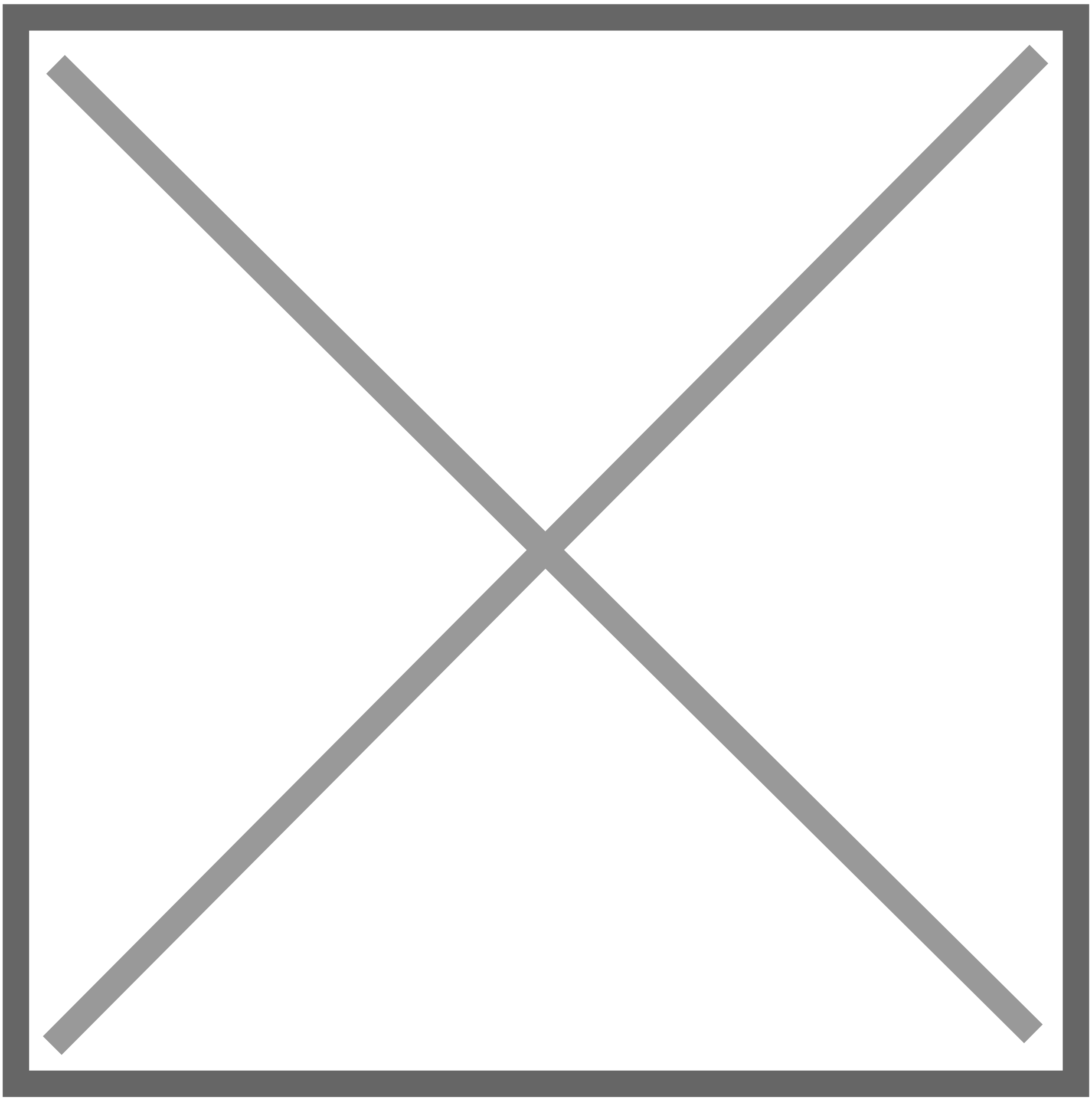
Picking Slip

Picking Slip



Add to Picking Slip

This Picking slip form allows the user to add items onto Job

Add Button - to add an item

edit Button - to edit an item

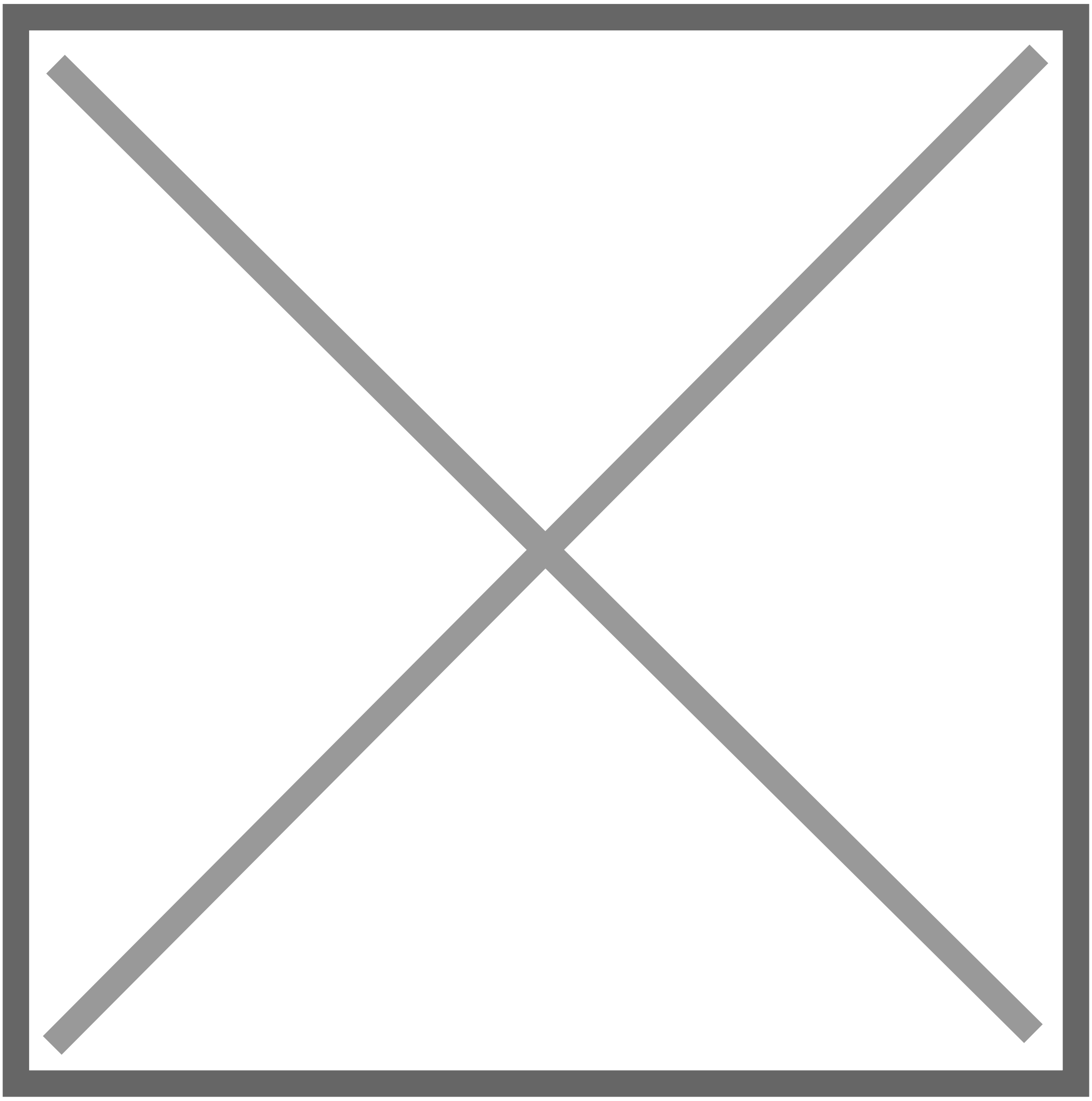
Add per quote button - addall the items on job and move the lines to the bottom screen

Remove button - remove the lines from picking slip

Edit button - amend / make changes on the line

close Button - close the form

print button - print the picking slip.



Select All – Selects all picking slips available.

Print Pick Report – Prints a Picking Slip Report according to the information you or someone prior to you has entered.

Save – Saves the current form.

Picking Slip Process

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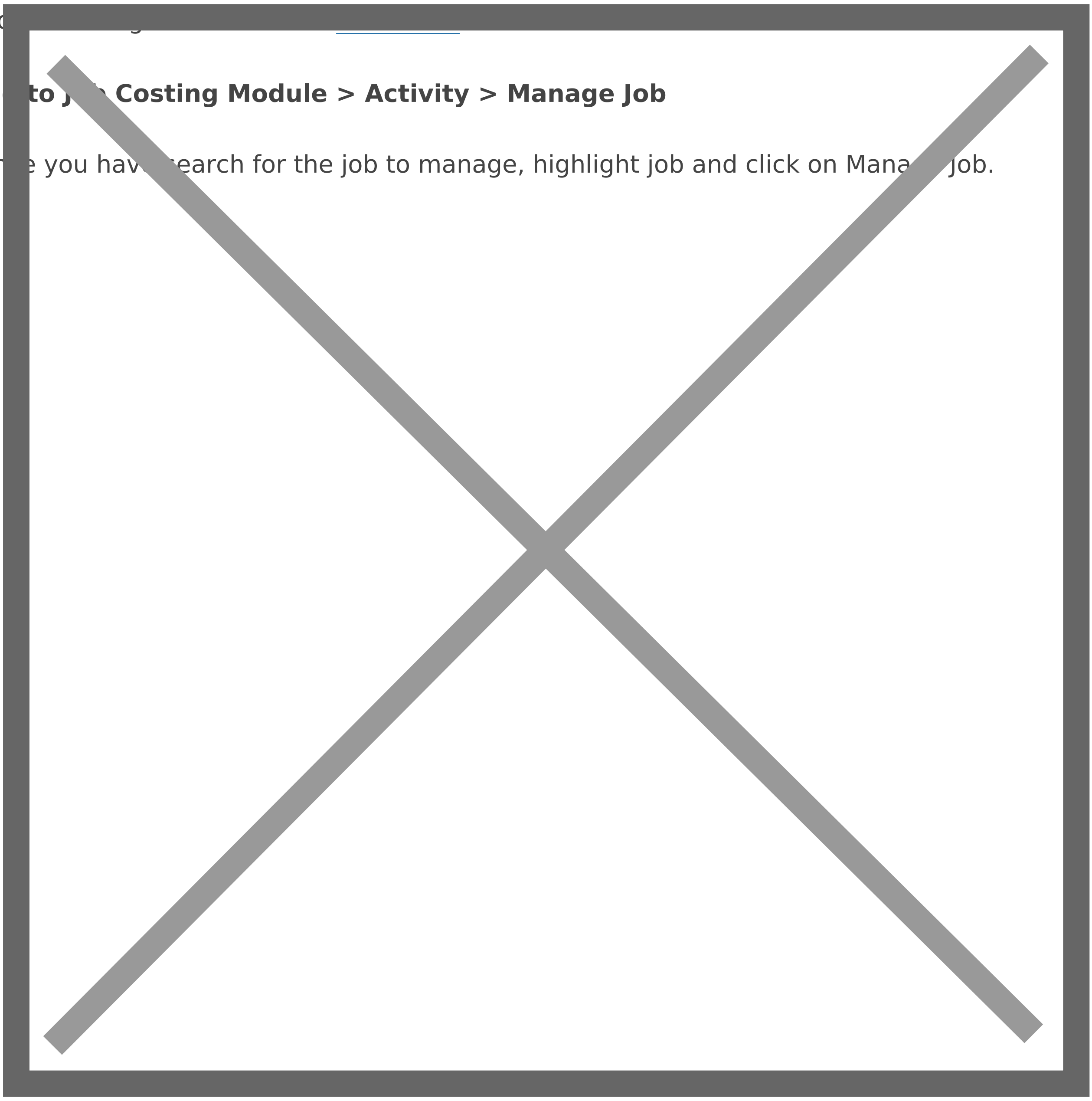
Go to Job Costing Module > Activity > Manage Job

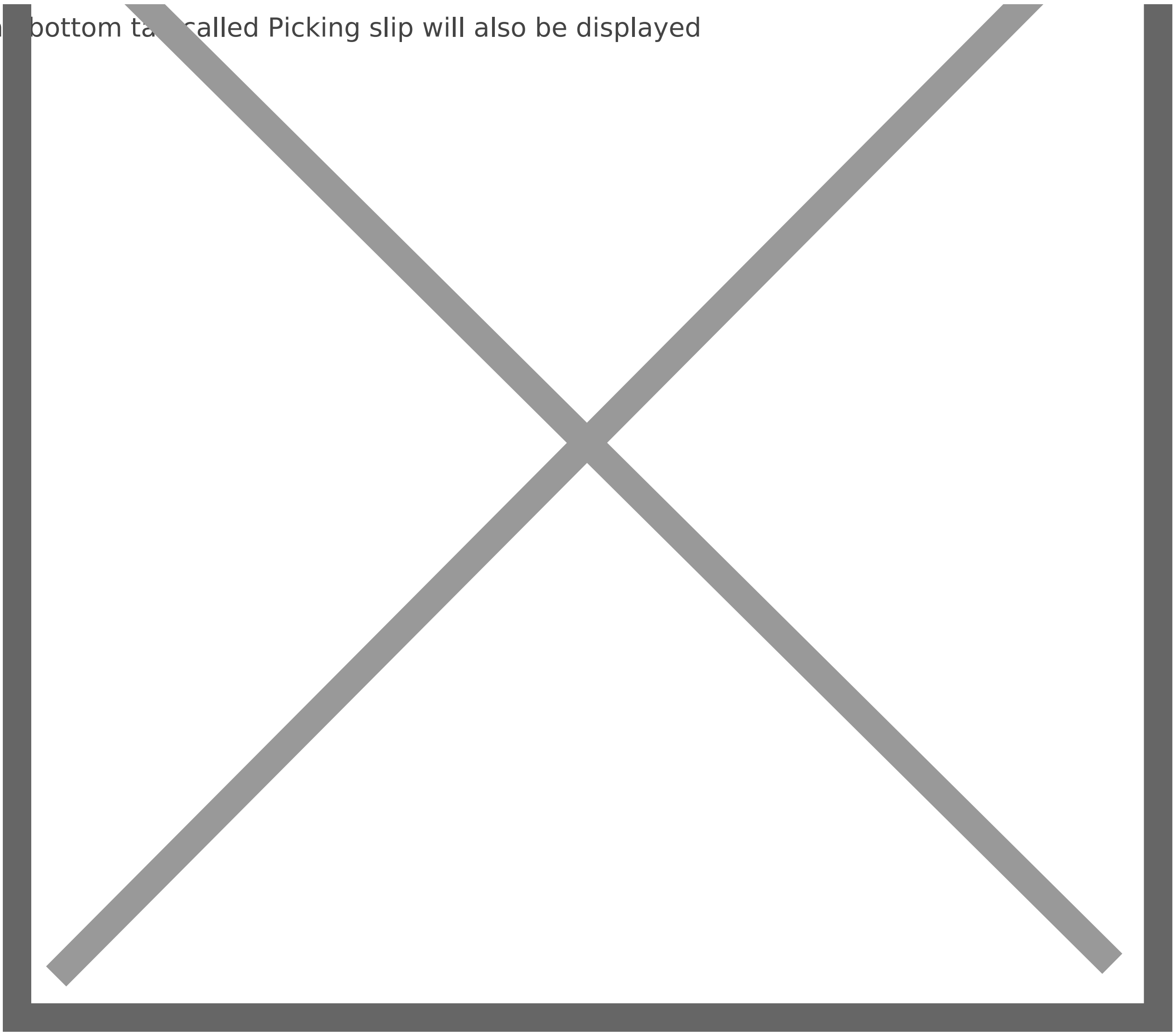
Once you have search for the job to manage, highlight job and click on Manage Job.



When the window has loaded click on All Job Lines to display job lines.

There will be a tab called Picking Slip, click on the tab in the middle of the window.

The bottom tab called Picking slip will also be displayed



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Buttons explained

Add to Picking Slip – Adds a new picking slip

Print – Print the picking slip

Edit – You can edit a picking slip

Picked – Allows one to allocate quantities to the picking slip, quantities that are picked.

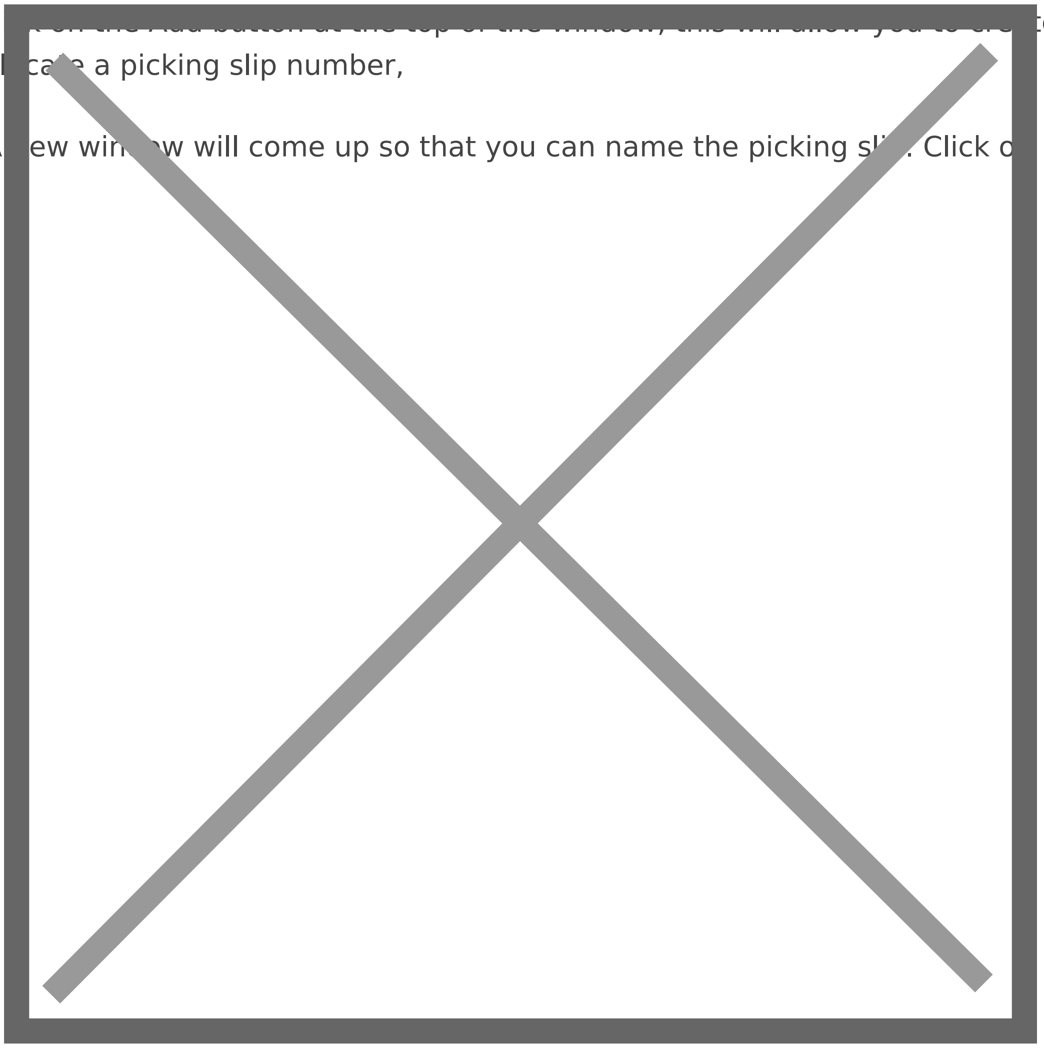
Manage Items – Allows one to manage the picking slip on the quantities picked, this moves the stock from on shelf to Job WIP.

Close – Closes the picking slip.

To add a new picking slip, click on the button called Add to Picking Slip.

Click on the Add button at the top of the window, this will allow you to create a new picking slip and allocate a picking slip number,

A new window will come up so that you can name the picking slip. Click on Save and Close.



Once the Picking slip number and name has being allocated, highlight the stock item which you want to add to the picking slip and click on the Add button.

Note:

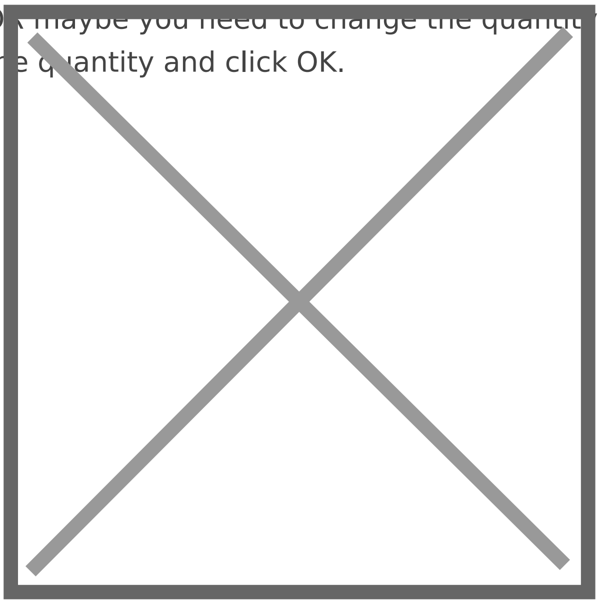
Only items which have being added to the job will appear in this section.

When you have clicked on Add button, a new window will come up with the quantity that is add on the job line. Should this be different make your change to what needs to be picked.

The stock line will move from the top column window to the bottom window

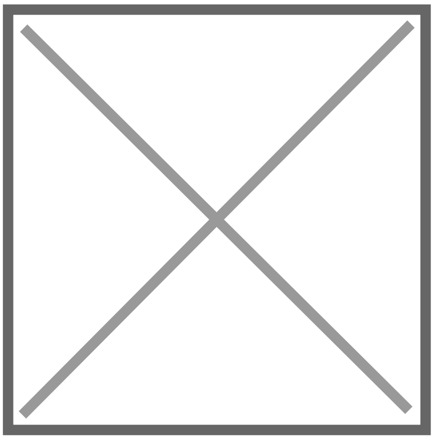
Should you wish to remove the stock item from the list highlight the item and click on the remove button.

OK maybe you need to change the quantity, highlight the item and click on the Edit button. Change the quantity and click OK.



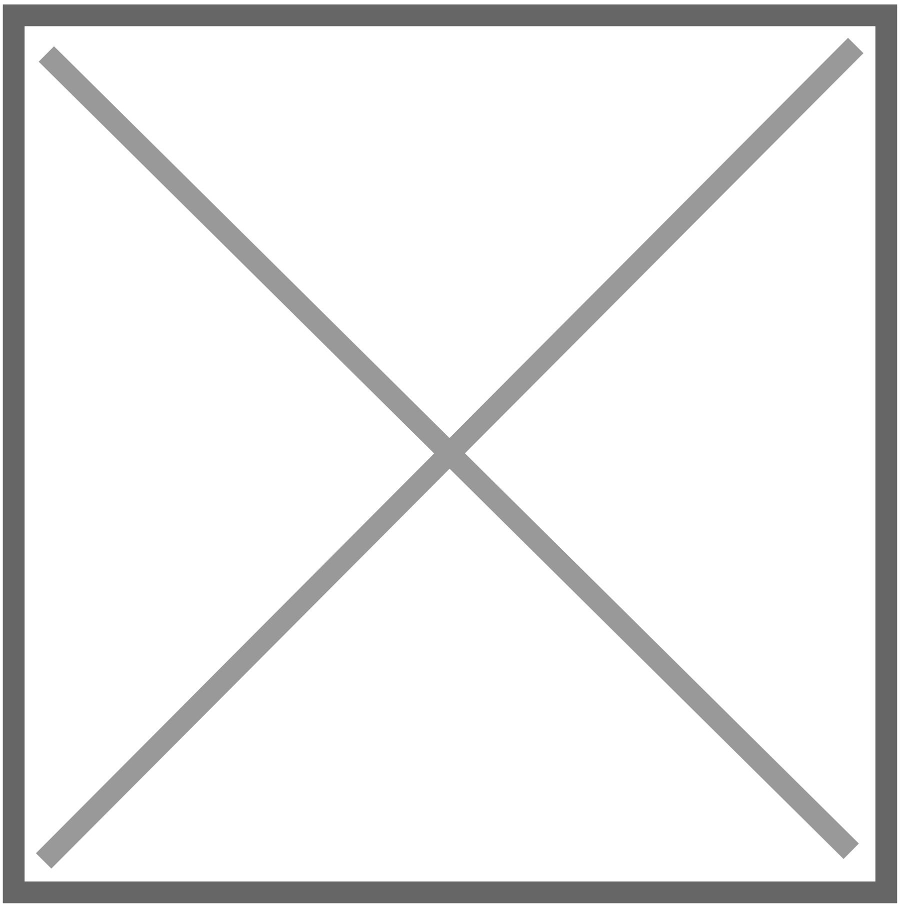
Click on the Print button to print the picking slip.

Click on the Close button to close the current window.



Note:

Once the user clicks on the print button to print the document it will register the date and time of print.

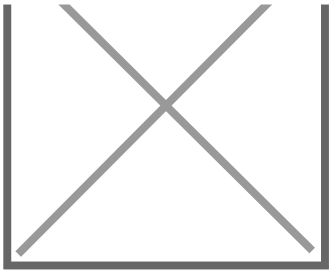


The user can Edit the picking slip again and make changes before the picking slip can be picked and managed.

Picked button

Click on the Picked button to have the stock picked, this will bring up a new window. You can click on the Select All button to select all quantities that have being picked. OR change the quantities to what has being picked.

Once the items have being picked the system will mark a date a time which has being picked.



The stock has now being picked and can be managed. Click on the Managed button to manage the items that have being picked.

Note:

Only at this stage will the stock be moved from On shelf to Job WIP.

After clicking on Manage button a window will come up to show whether there is a problem with managing items or not, then you can go back to change the picking slip quantity.

Close button

You can close a picking slip at any time except when it has being managed. When the picking slip has being managed it means the stock has already moved from on shelf to Job WIP.

Current and History search of Picking slips

Go to Job Costing Module > Activity > Picking Slip

Click on the search button to search for Picking slips that have being Created, Picked, Managed or Closed.

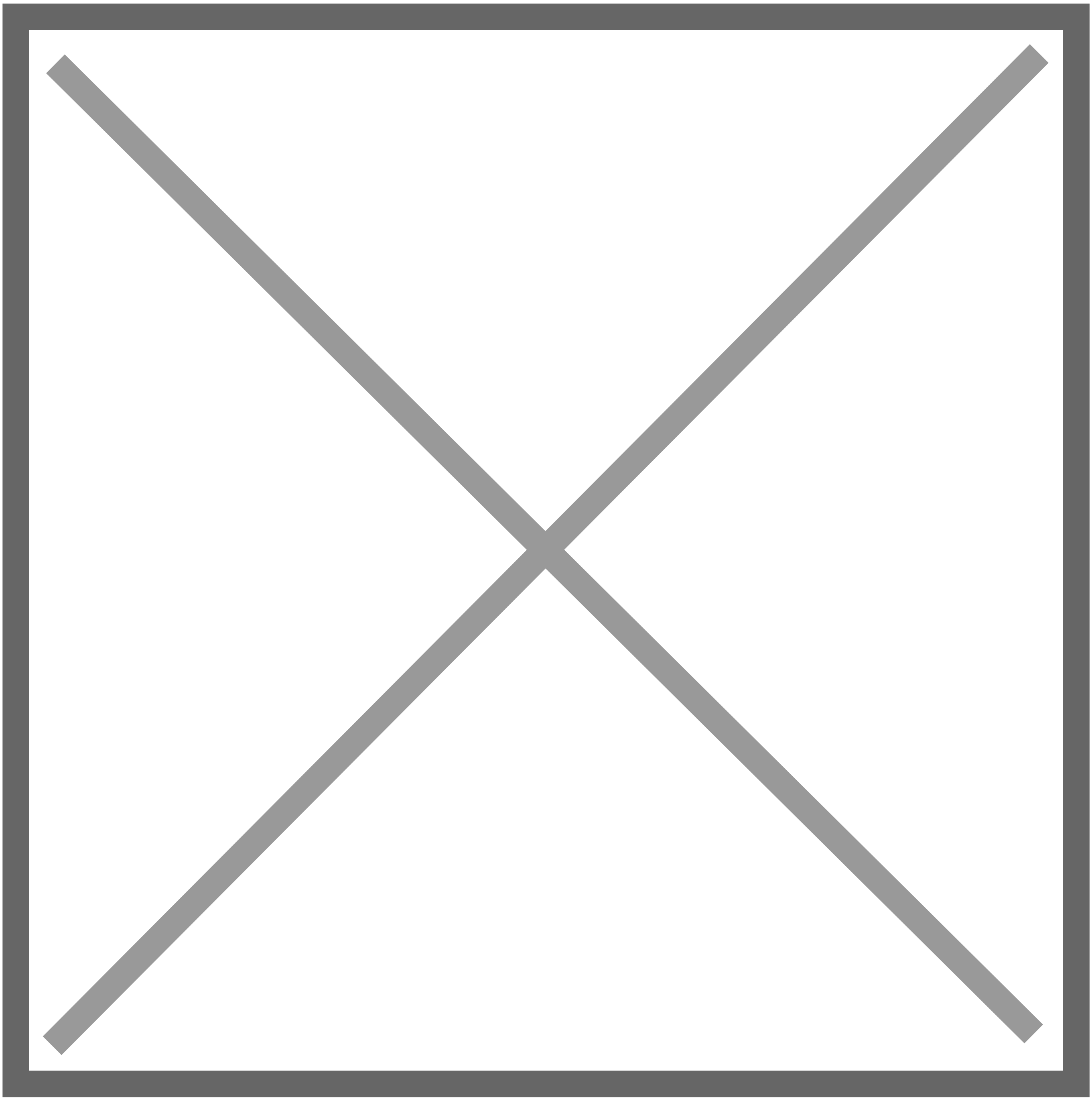
Picking Slip Additional Procedure

This is where one can add stock onto a picking slip on a job from items already added on from a quote.

OR

Add new stock onto the job and picking slip.

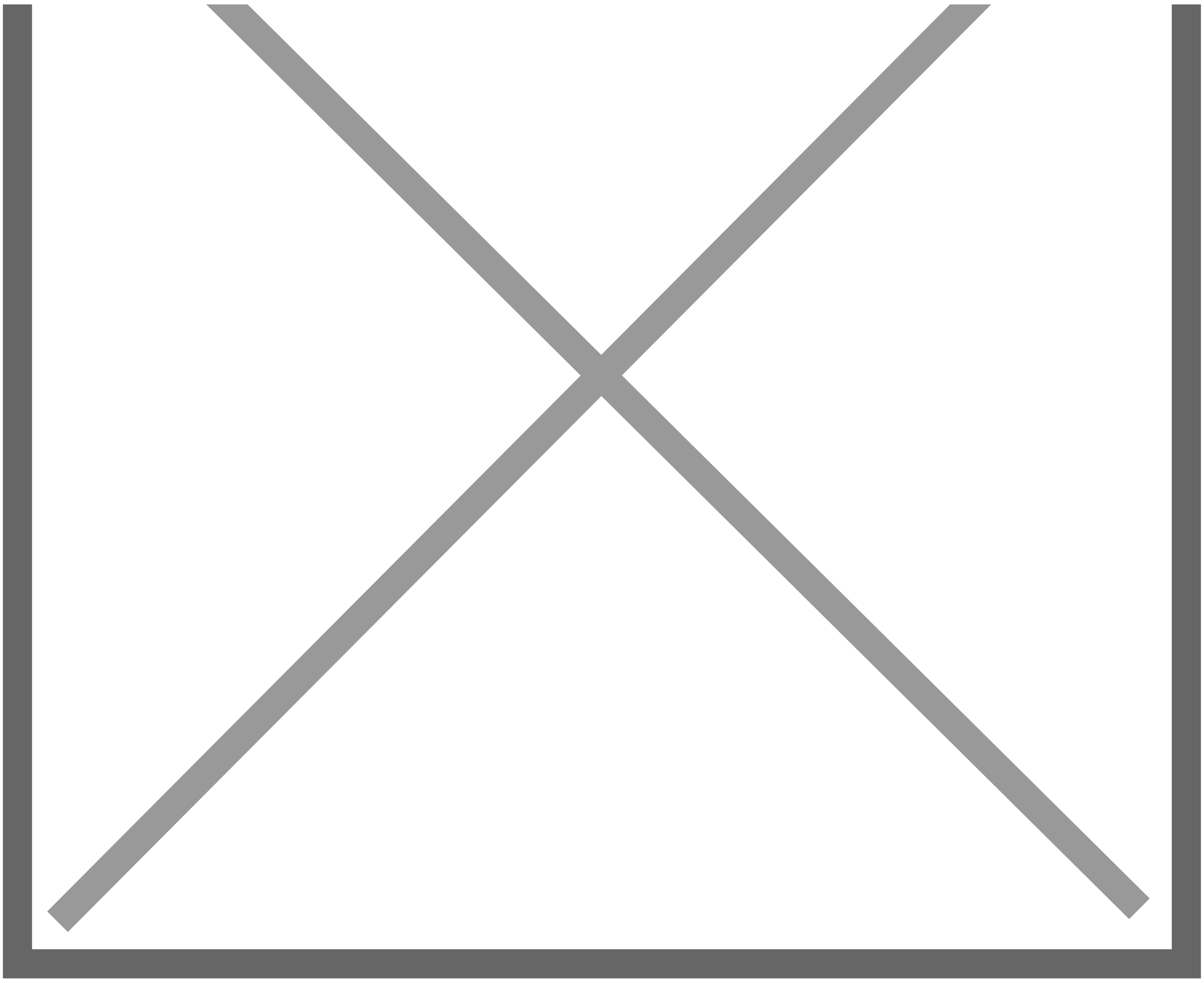
Go to Manage Job > Amend Job > Picking Slip Tab



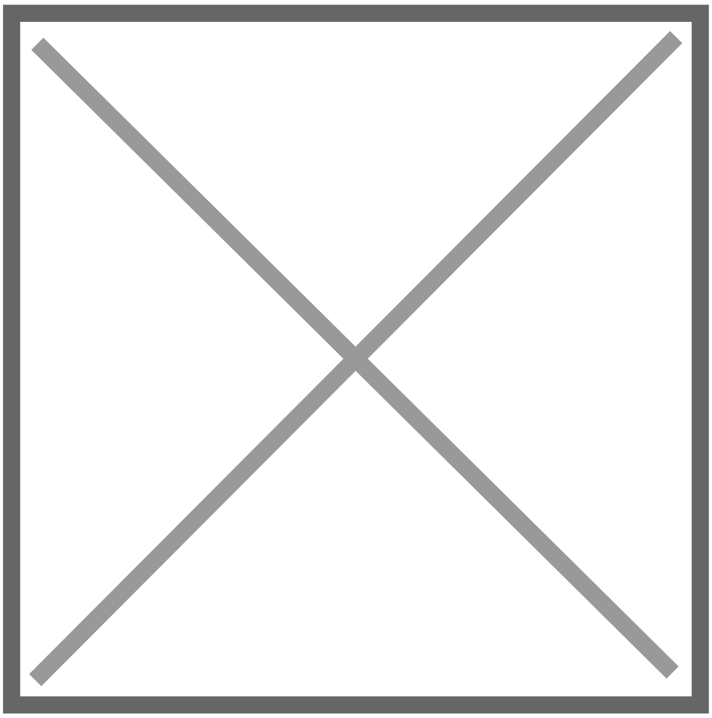
To create a new Picking slip click on the Add to Picking Slip Button

Create a new picking slip to add items to

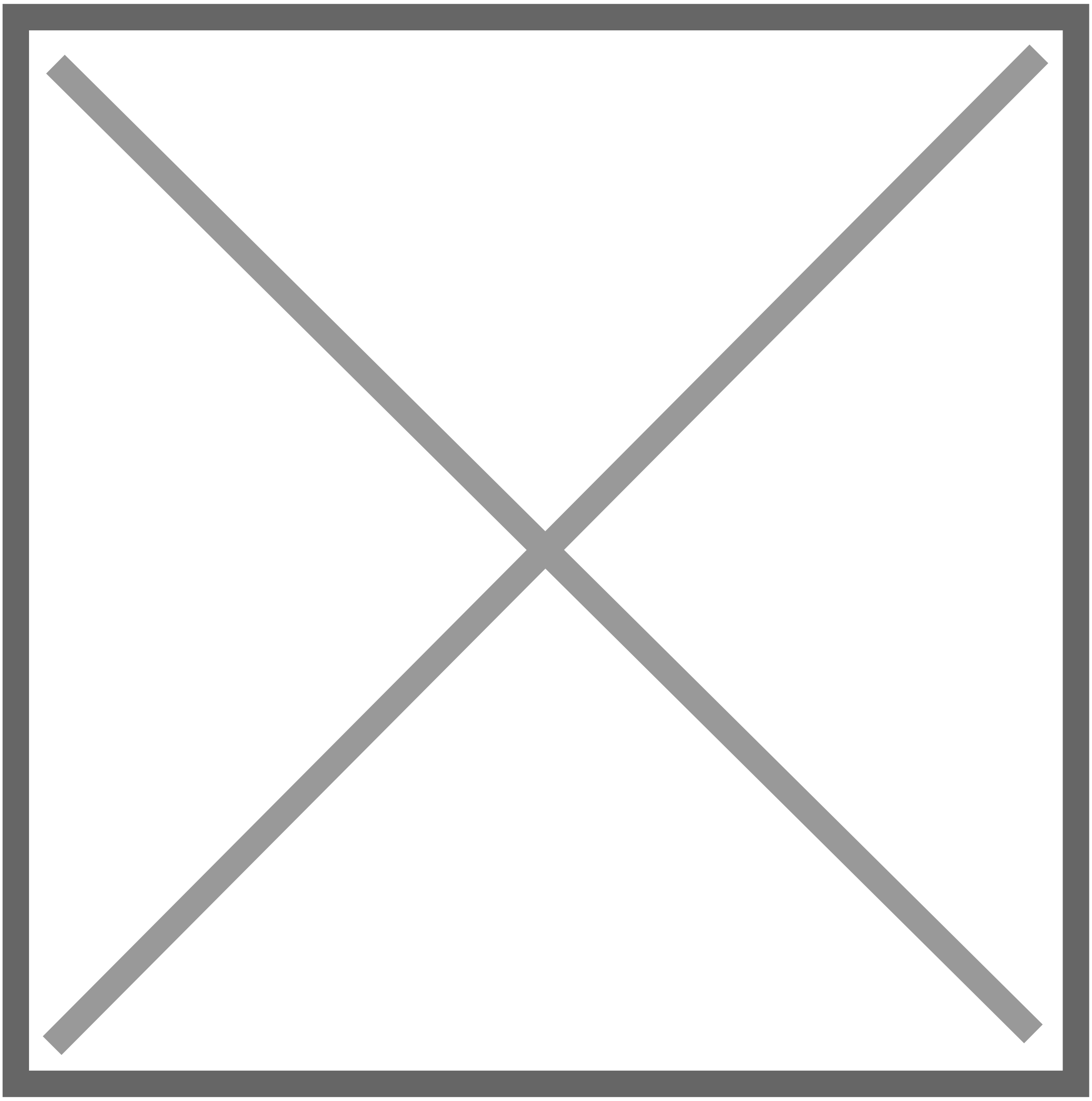
Click on the Add button to create a new picking slip



Put a new name for the picking slip

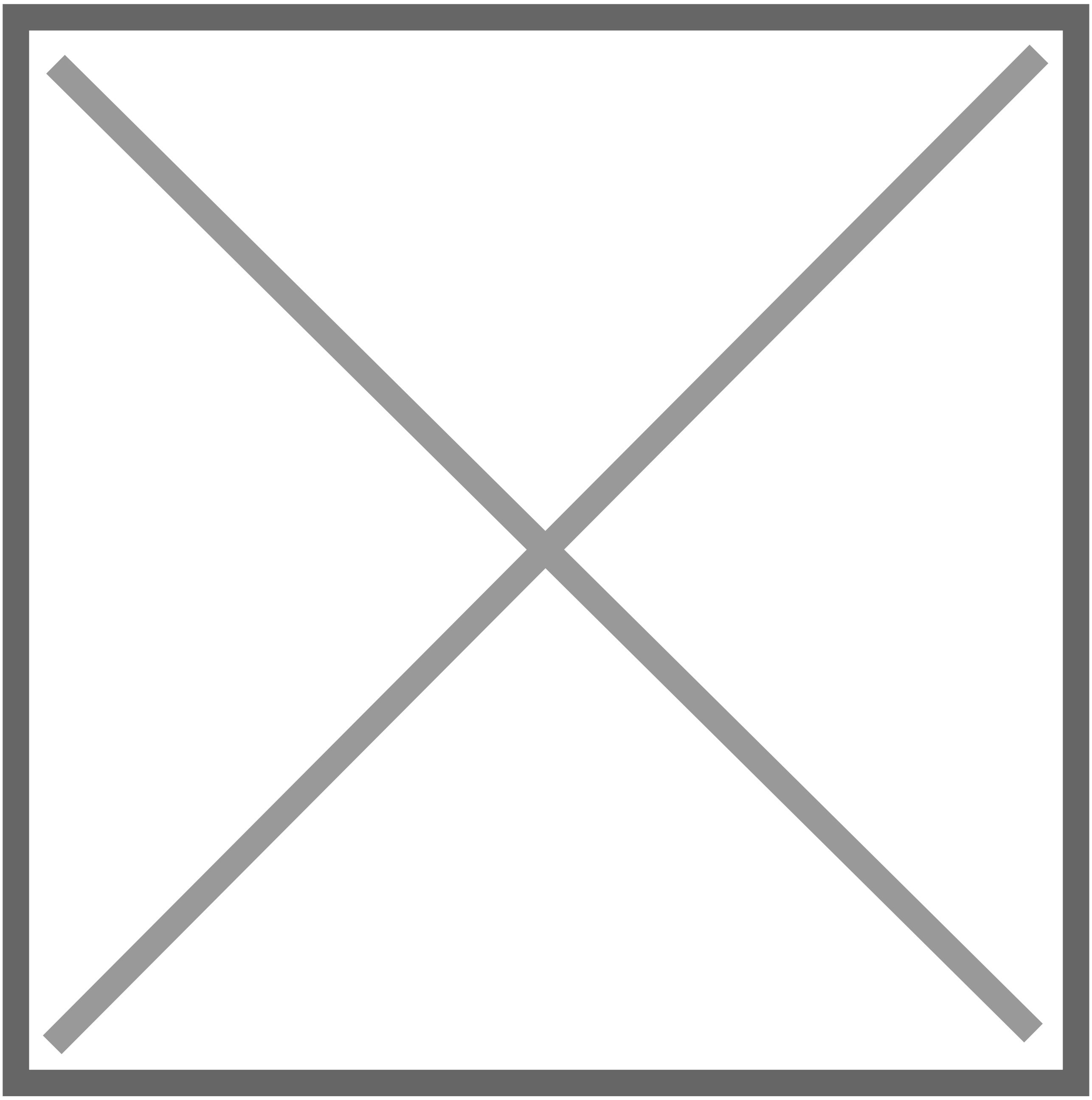


Select the new picking slip name

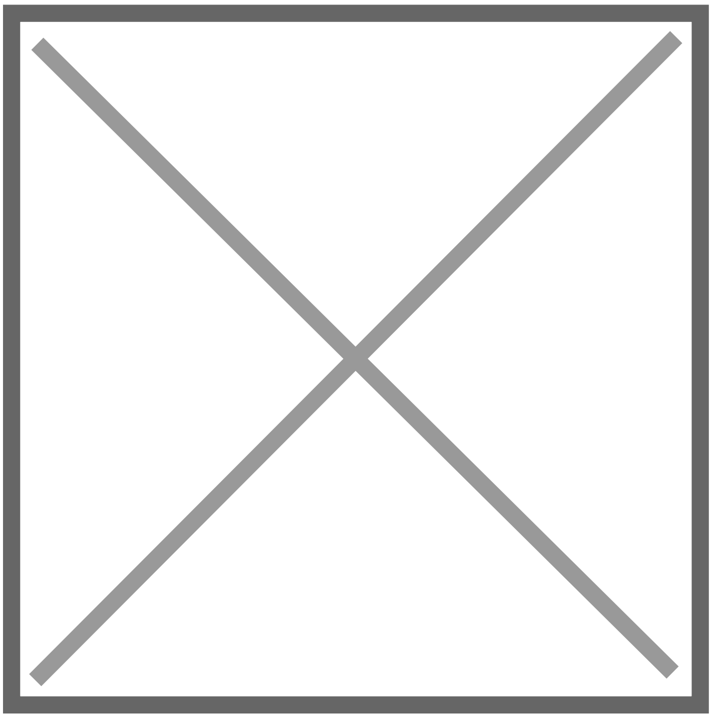


To add stock from the list, highlight the item and then click on the add button.

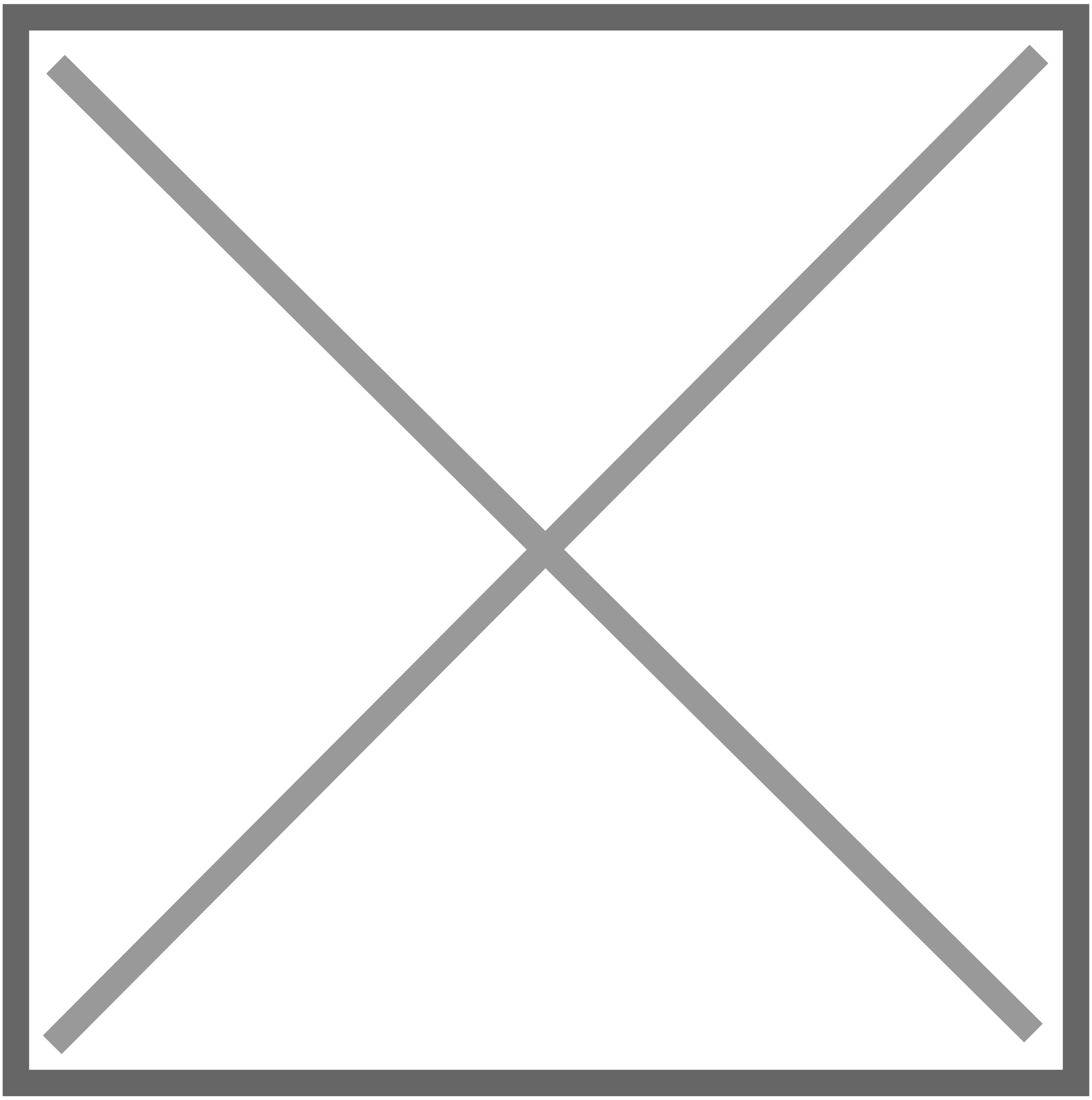
IF you want to add all the items, click on Add All button



After clicking on Add, a window will appear for you to put a quantity onto the picking slip.



The items on the lower window will be assigned to the picking slip



Now if you want to add new items onto the JOB and PICKING SLIP you can use the Add CTC button or Add SC button

CTC = Cost To Company

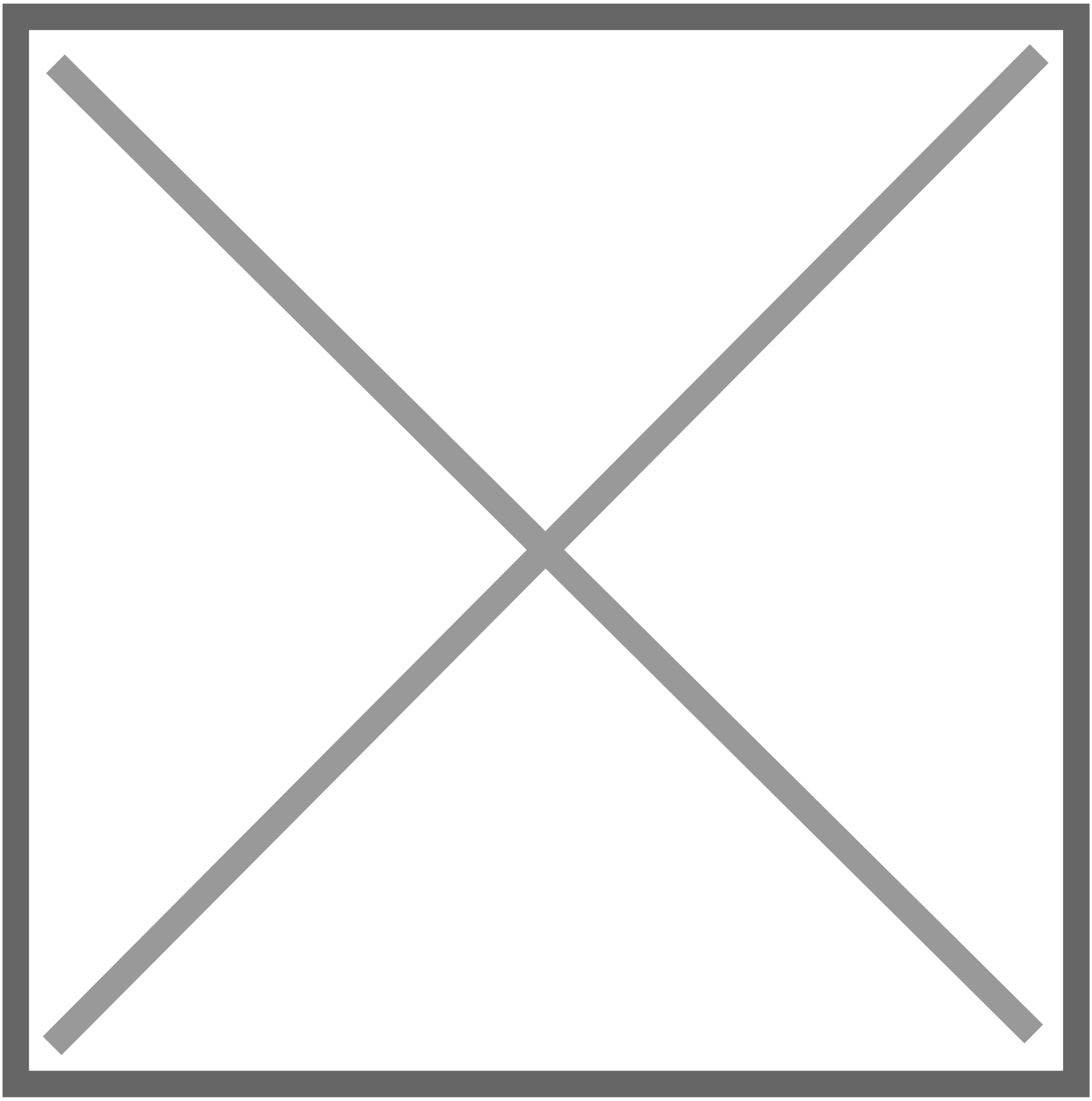
SC = Scope Creep

CTC is where you are adding the item without a selling price only cost price.

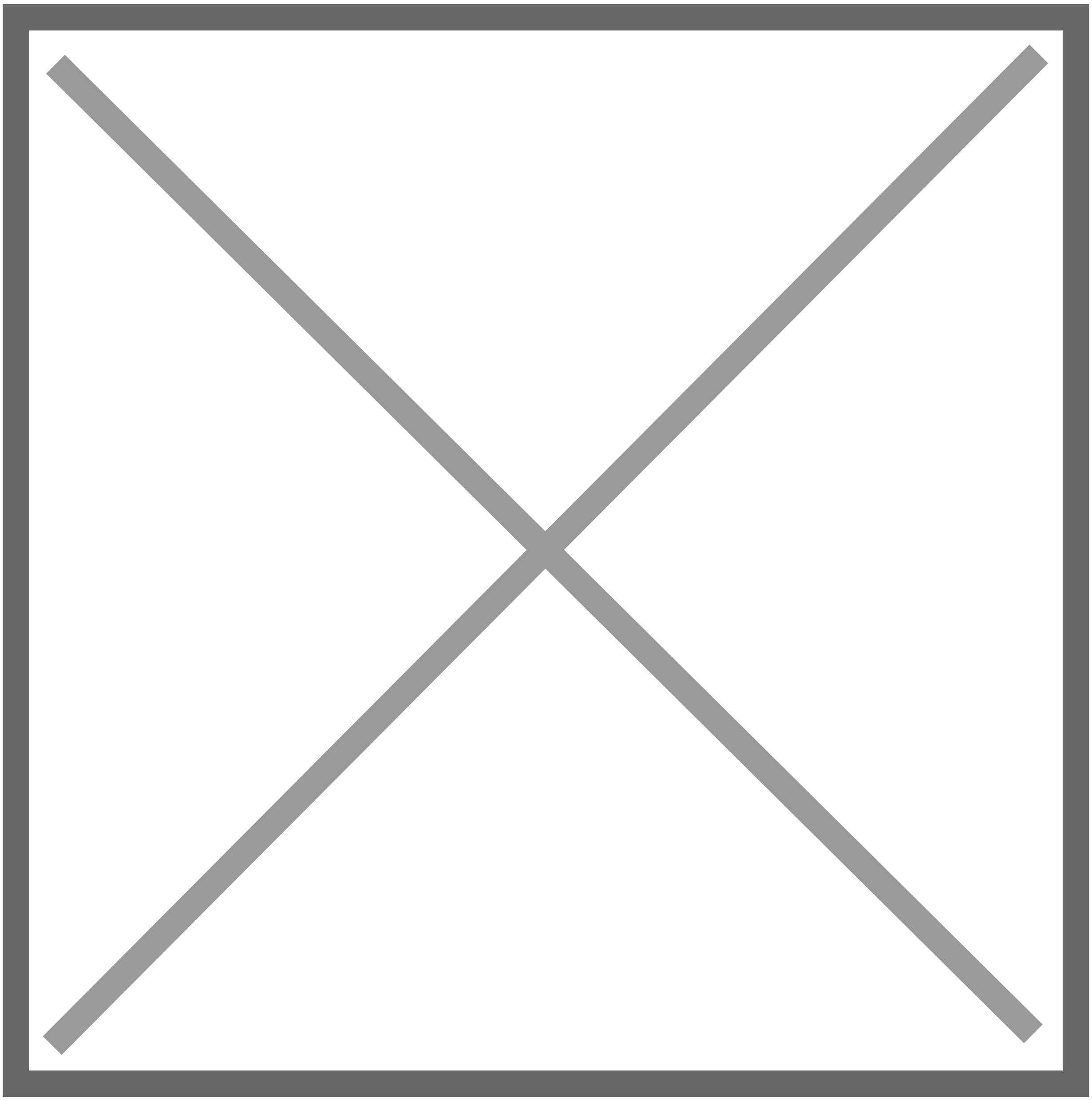
SC is where you will put in the selling price to charge the customer.

Clicking on CTC button add

This will add the item to the job and add to the picking slip

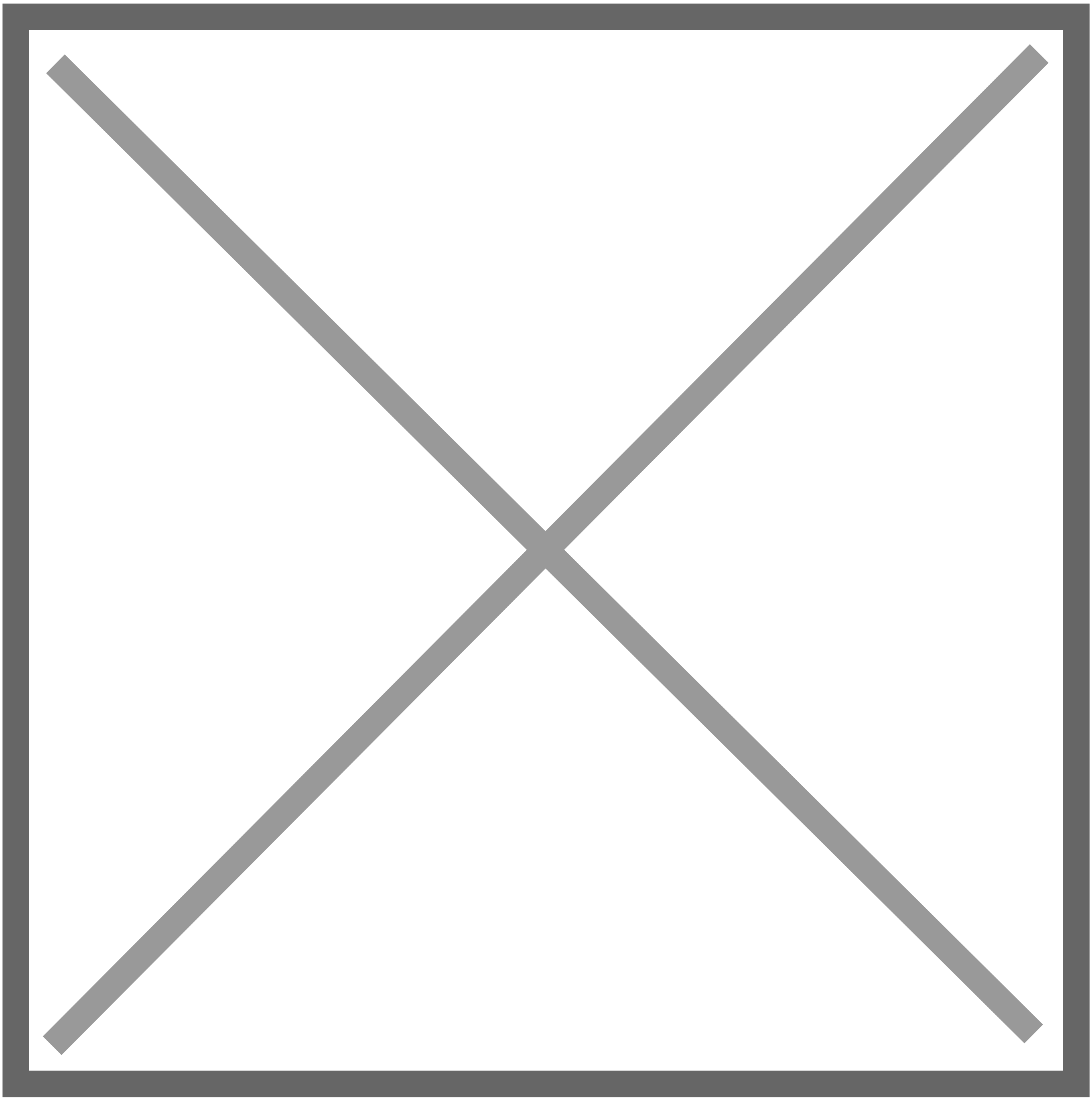


CTC item added to the picking slip and job, you can now add to the picking slip

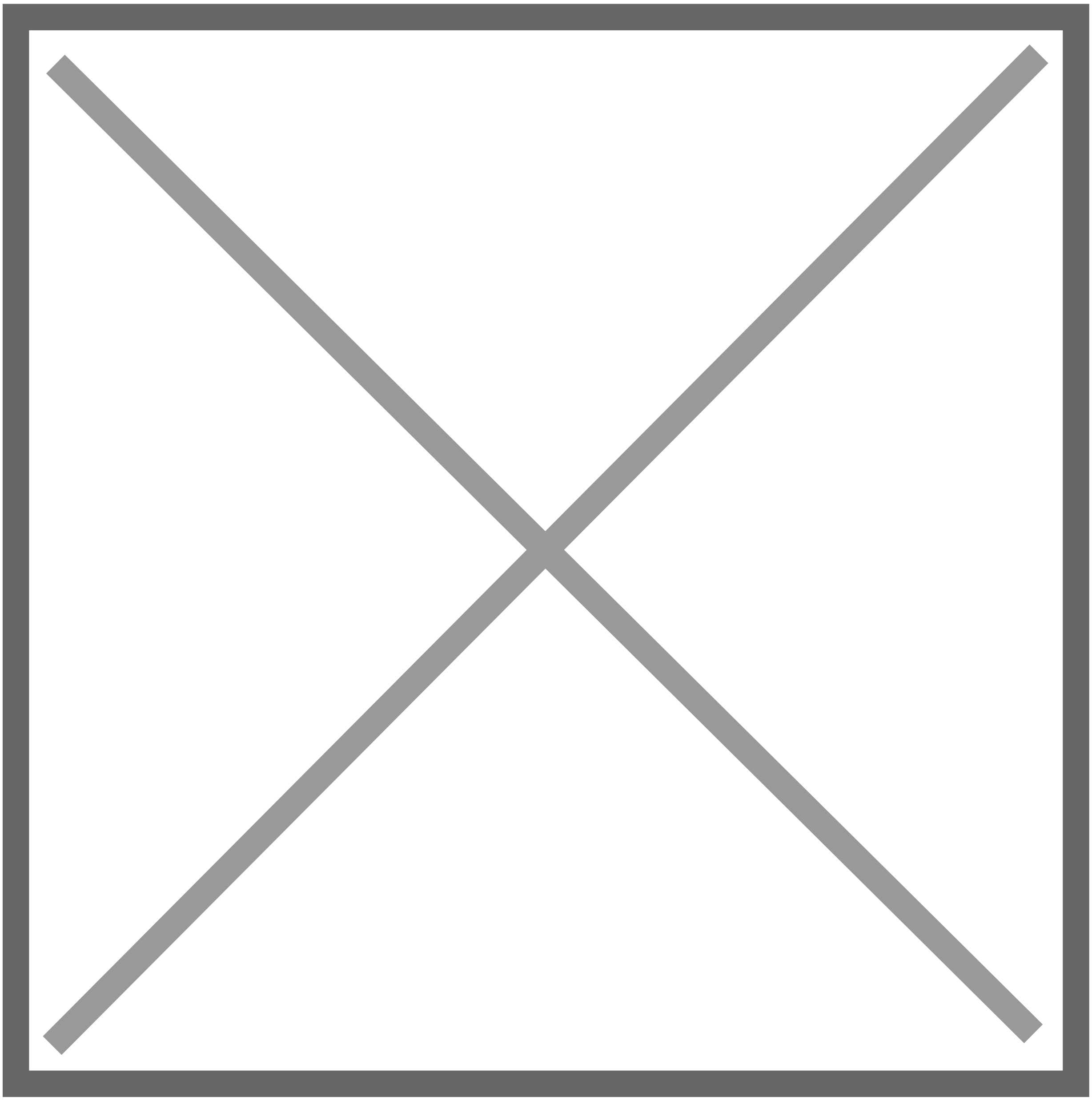


Clicking on SC button add

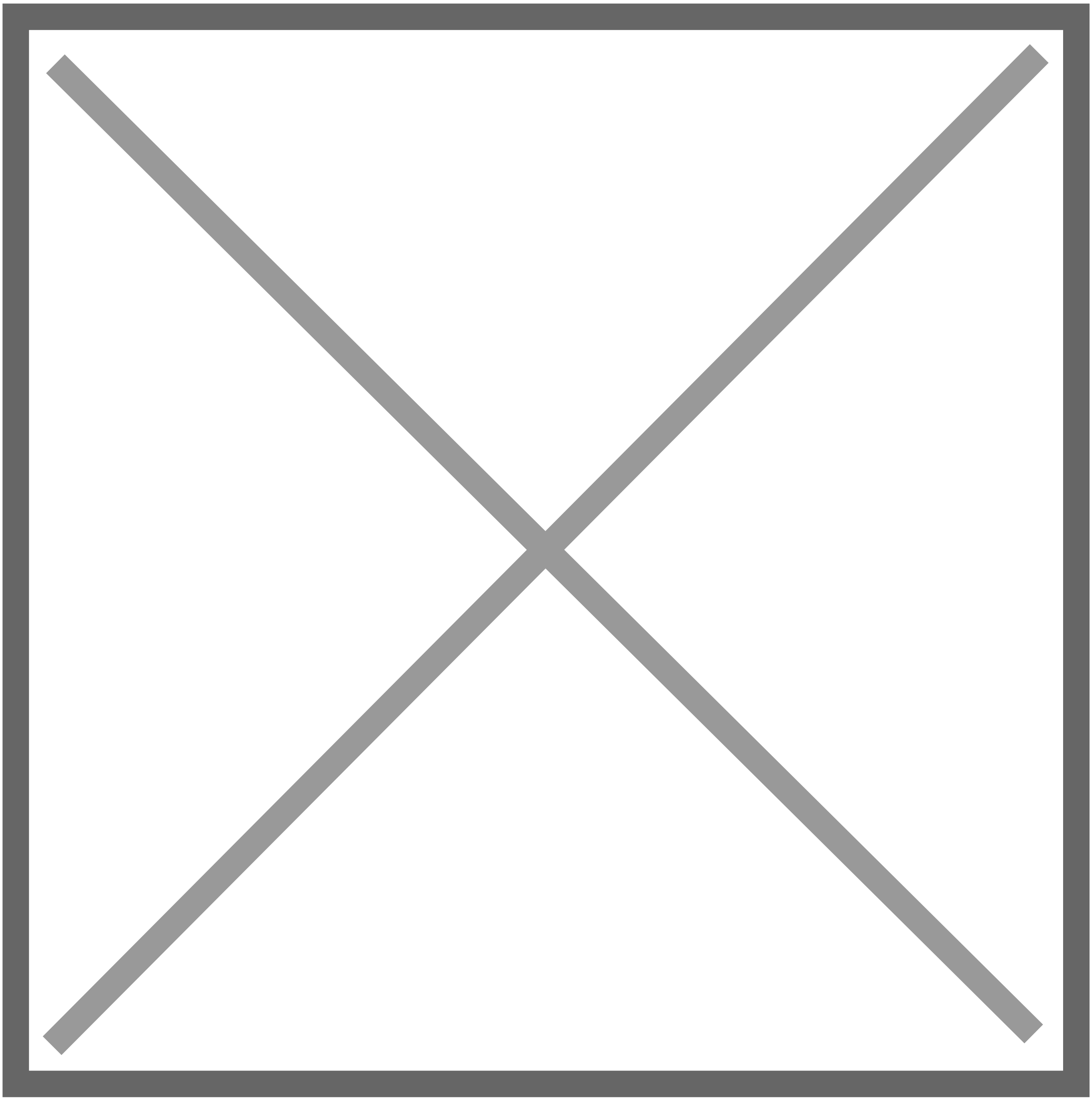
This will add the item to the job and add to the picking slip



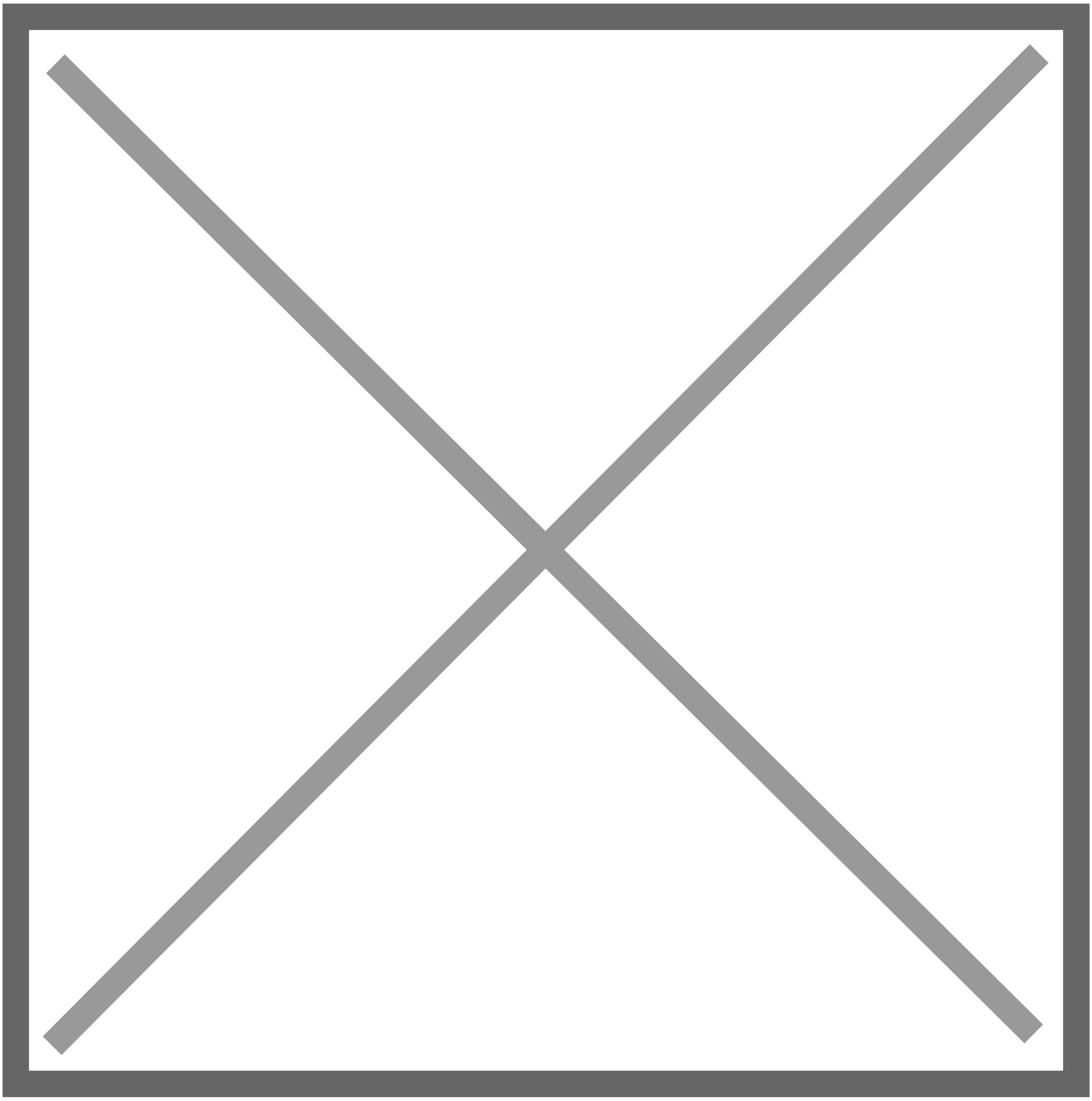
As you can see the stock is added to the picking slip



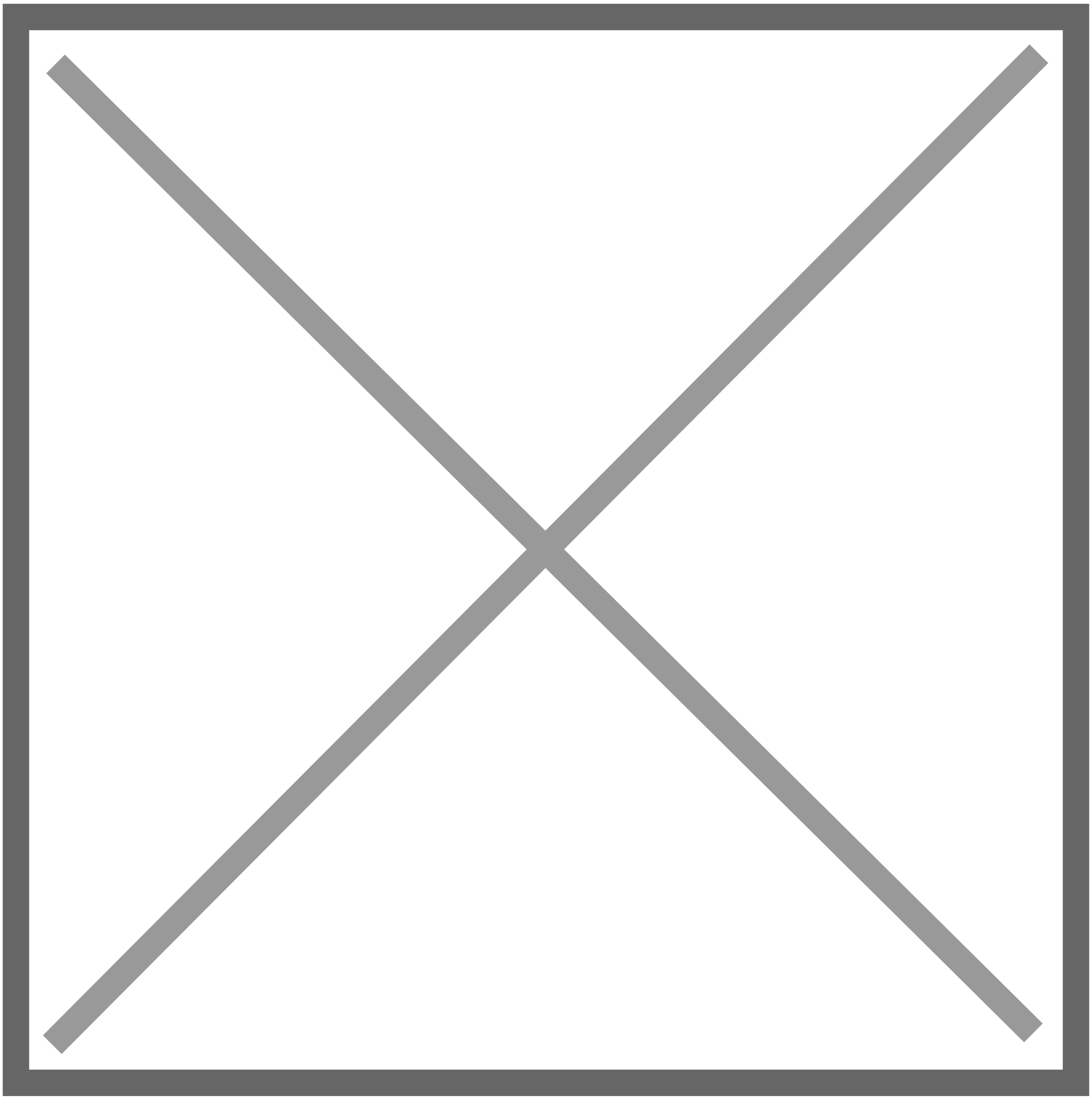
You can now print out the printing slip to be issued to staff to pick



You can see the Picking slip number



When the stock is then picked from the stores, the store man will highlight the picking slip and click on Picked.

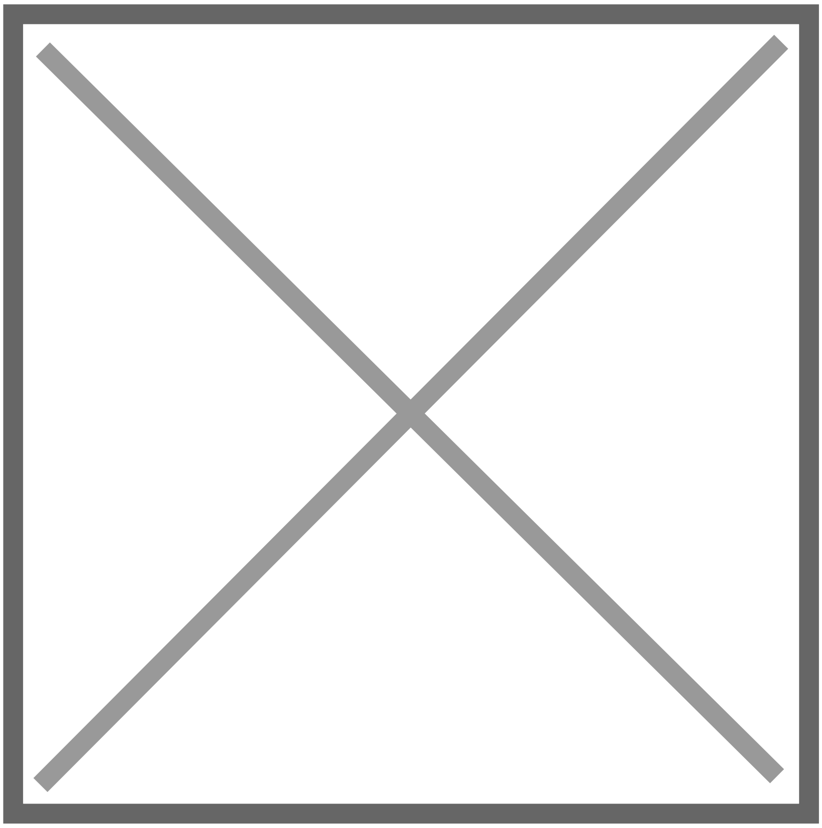


Then the store man after giving the stock to the person will click on Manage Items to move the stock from on shelf to Work in Progress.

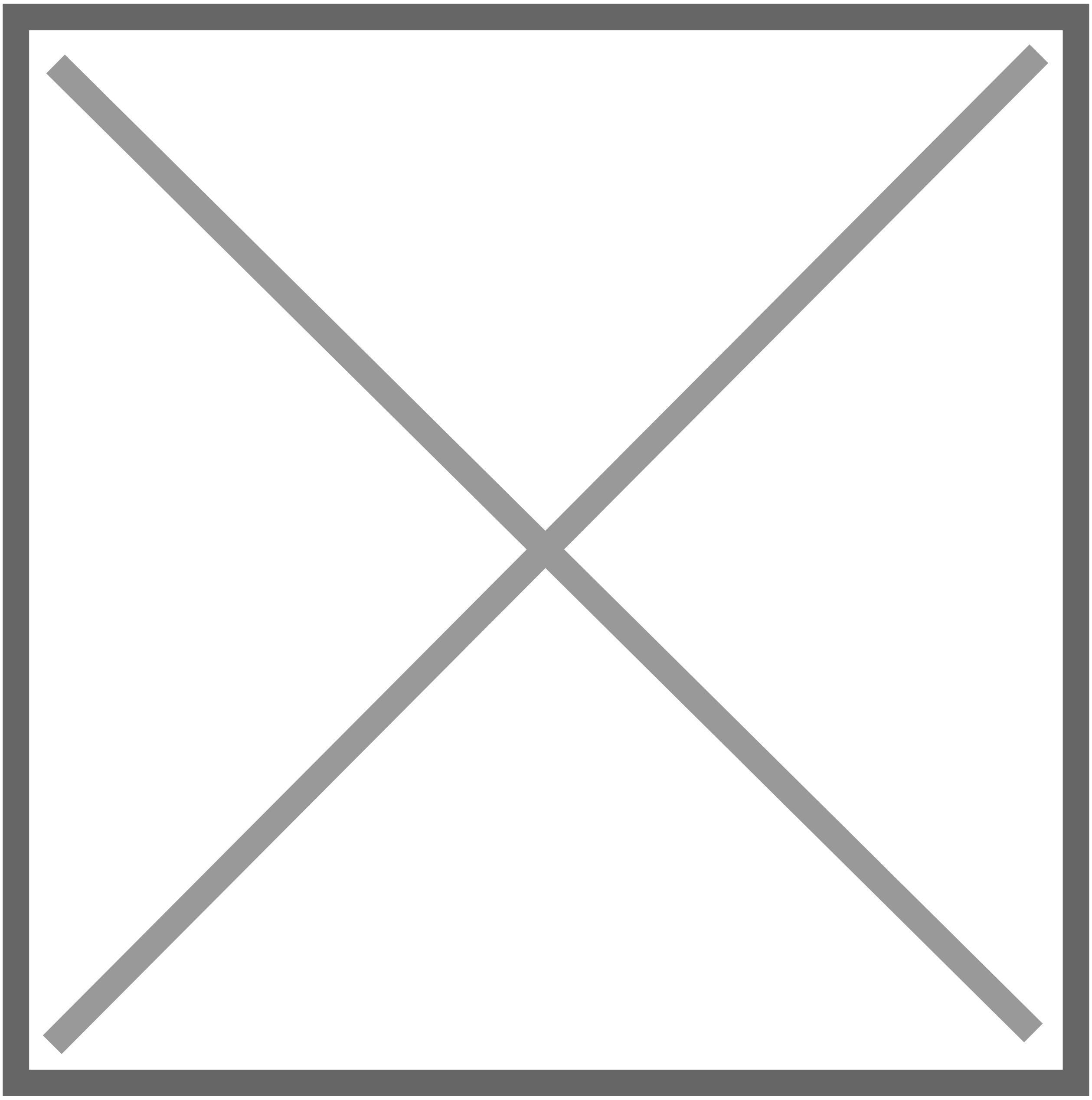
Picking Slip not processing

Processing the posted GRVs stock items to Jobs.

Go to Job Costing Module > Activity > GRV to Job



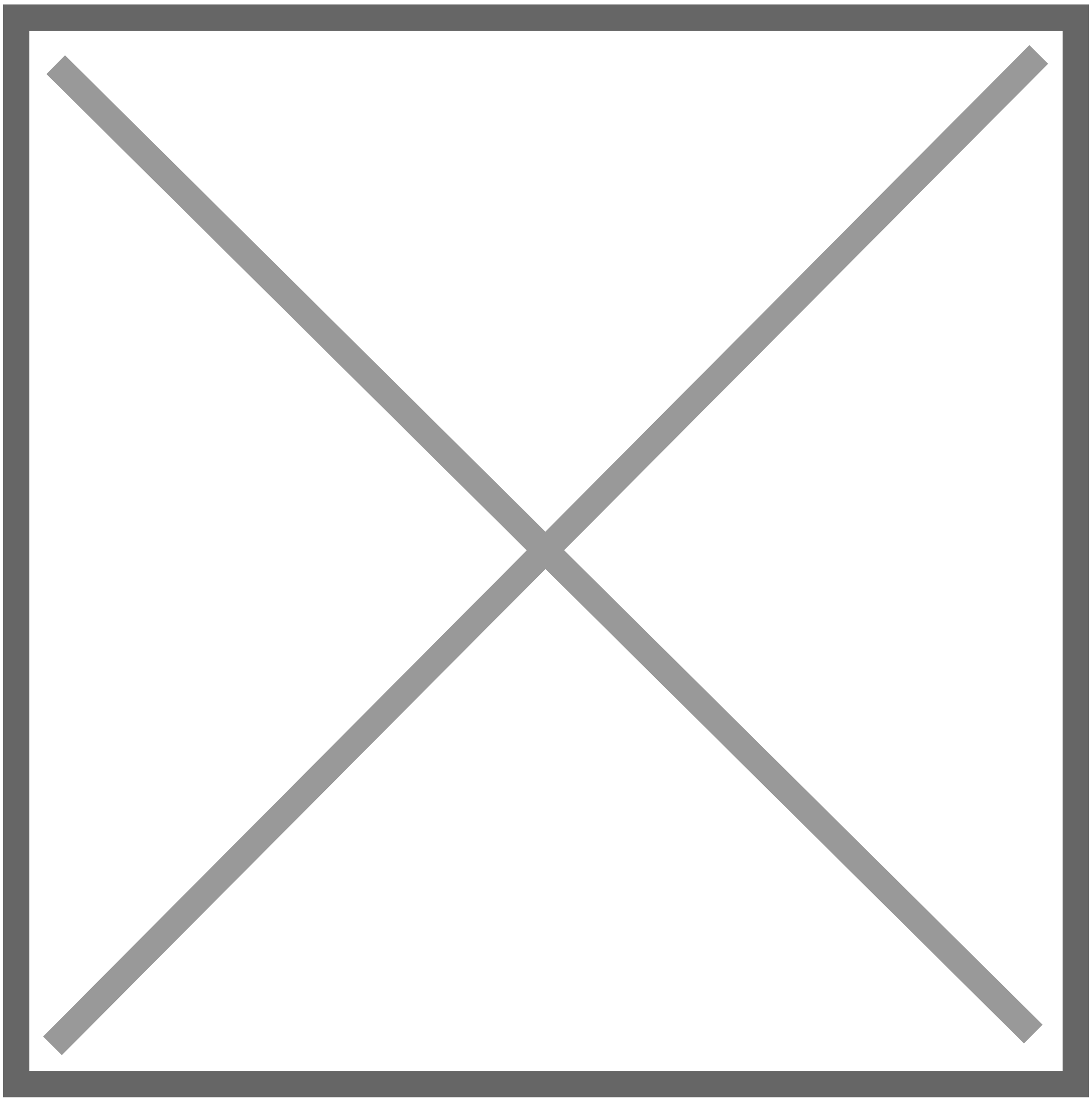
Remove the date from and click on the search button, to list all GRVs with Job allocations to them.



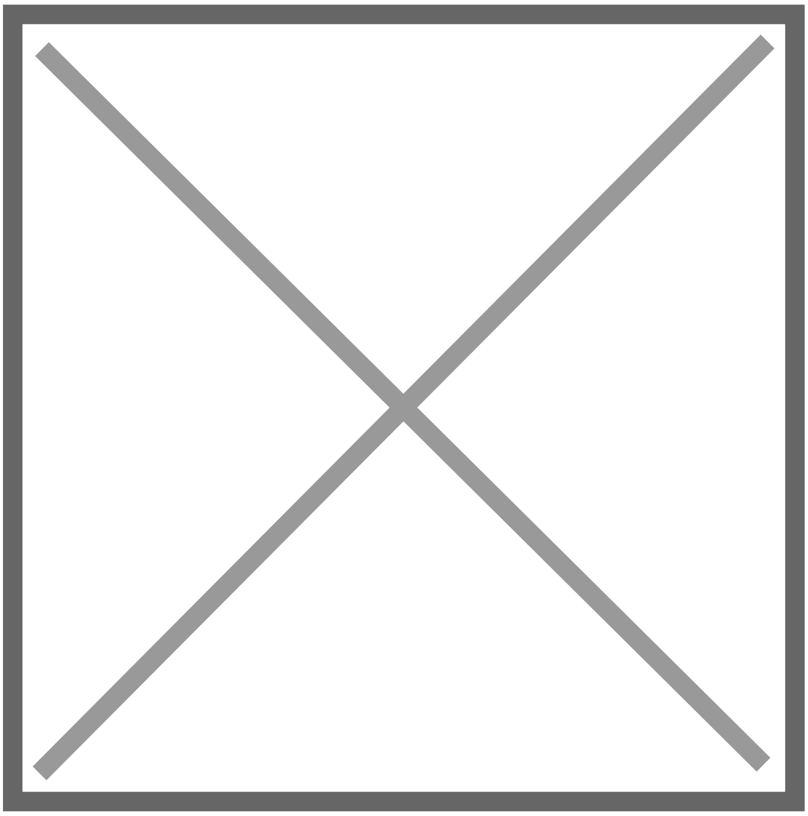
Highlight the GRV to Process, click on the Process button.

Note: This does not do any General Ledger accounting transactions, these have already taken place when the GRV was posted.

This Process just moves the stock from On shelf to Job WIP section.



If there is a problem with Posting of the GRV, it will come up in red. Click on the X in the top right hand corner to close the window.

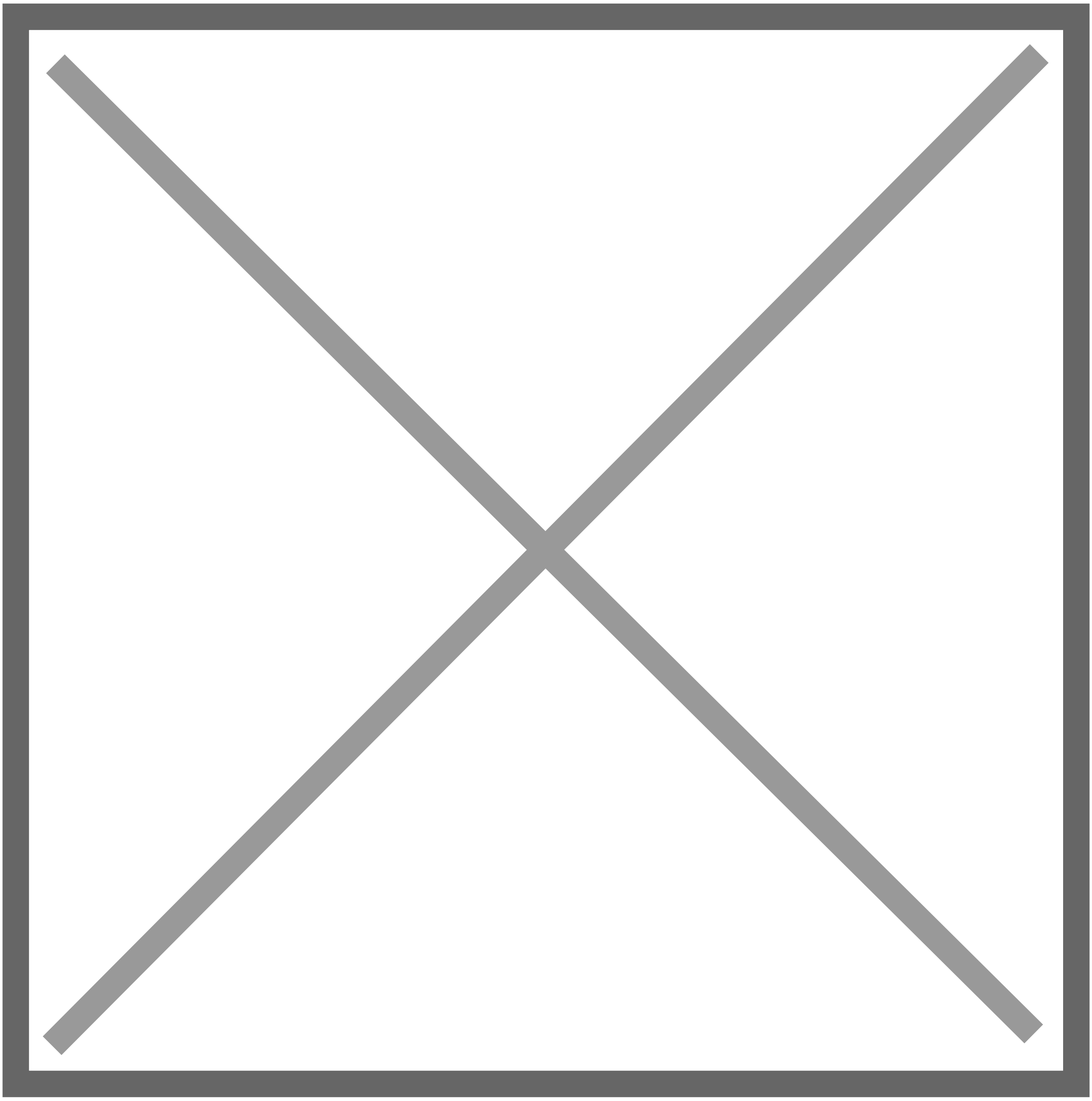


The GRV to Job Picking Slip will come up. Print out document so that you can research why the stock will not move from On Shelf to Job. Some reasons are as follows:

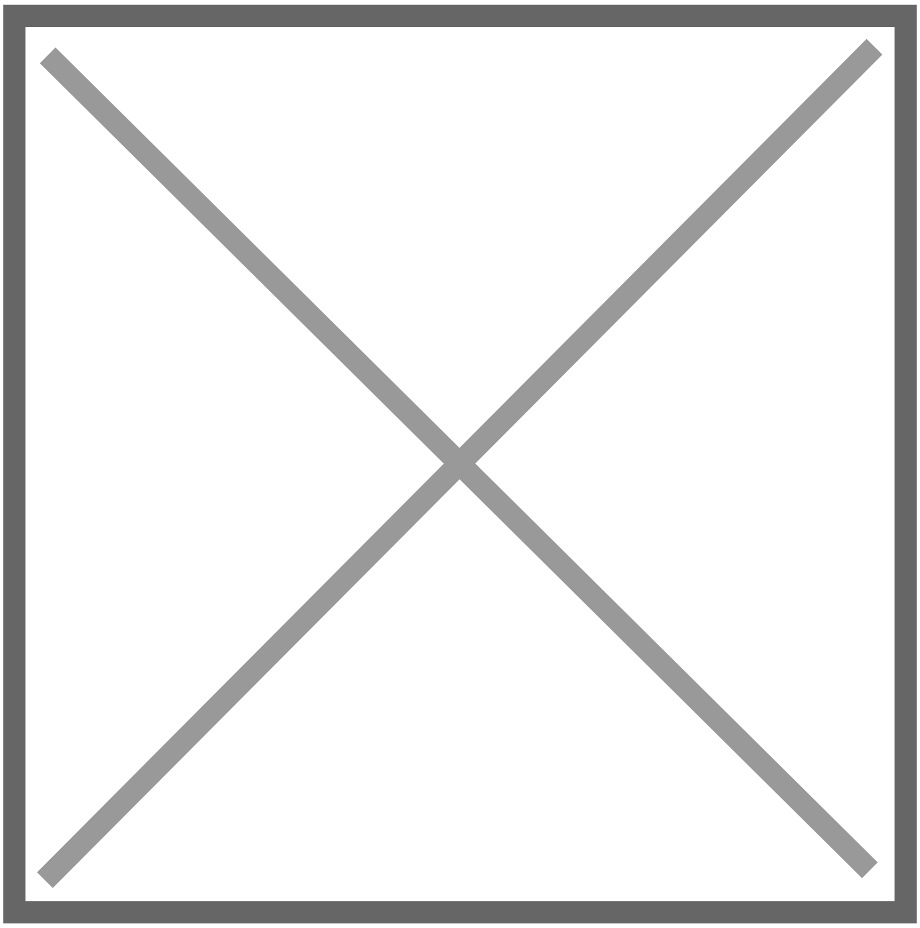
1. Job is closed and stock item cannot move onto a closed job.

2. There is insufficient stock on Hand to move to a Job. (stock could have being used on another job or has already being allocated some other way in the system).

3. Only one of the items on the Picking slip has one of the above problems and thus the whole process is stopped

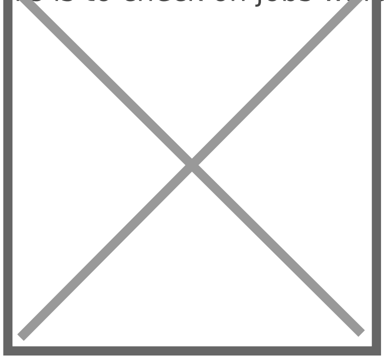


Click on the print button on the report to print out the document to analysis the data.



Go to Job Costing Module > Analysis > Manage Job History.

This is to check on jobs which have being closed or cancelled or completed.



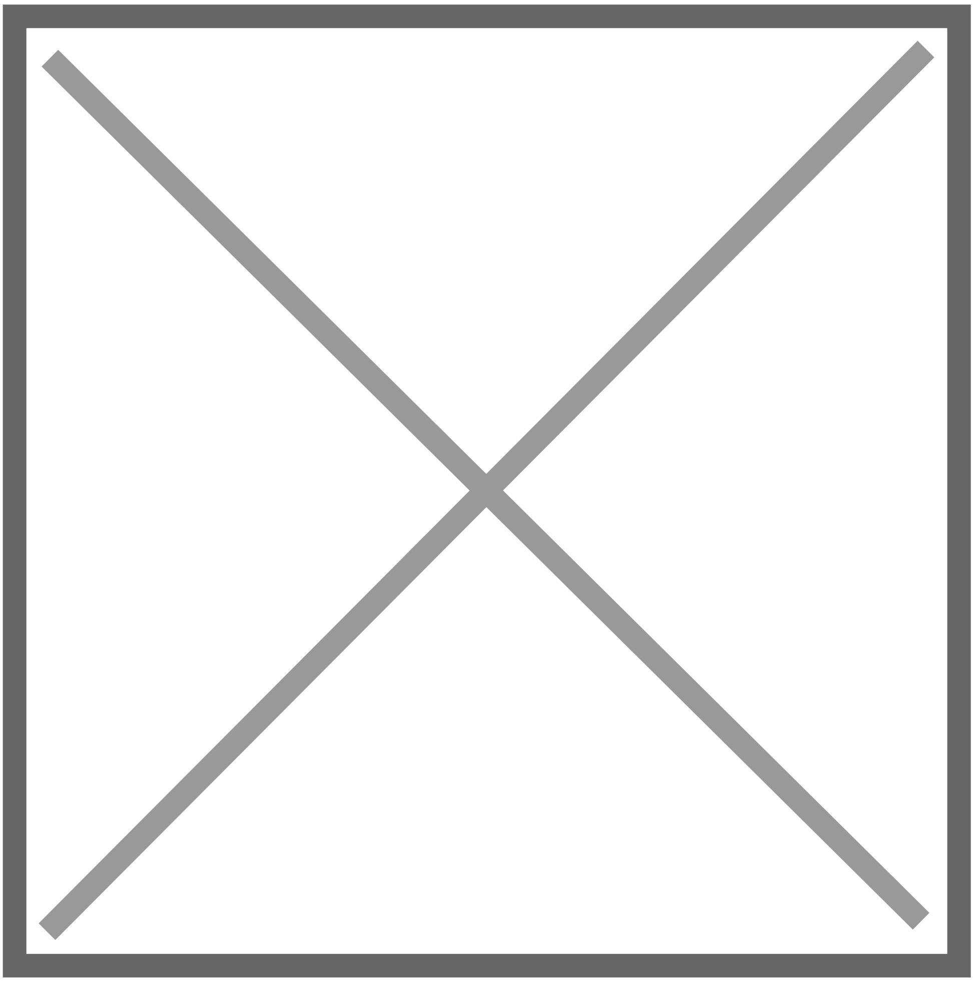
Once in the search header do the following:

1. Put the job number that you want to close in the Job Number field

2. Remove your Date From – this allows one to search all jobs from beginning of time

3. Click on Search button

Double click on the highlighted line or click on the View button at the bottom of the screen.

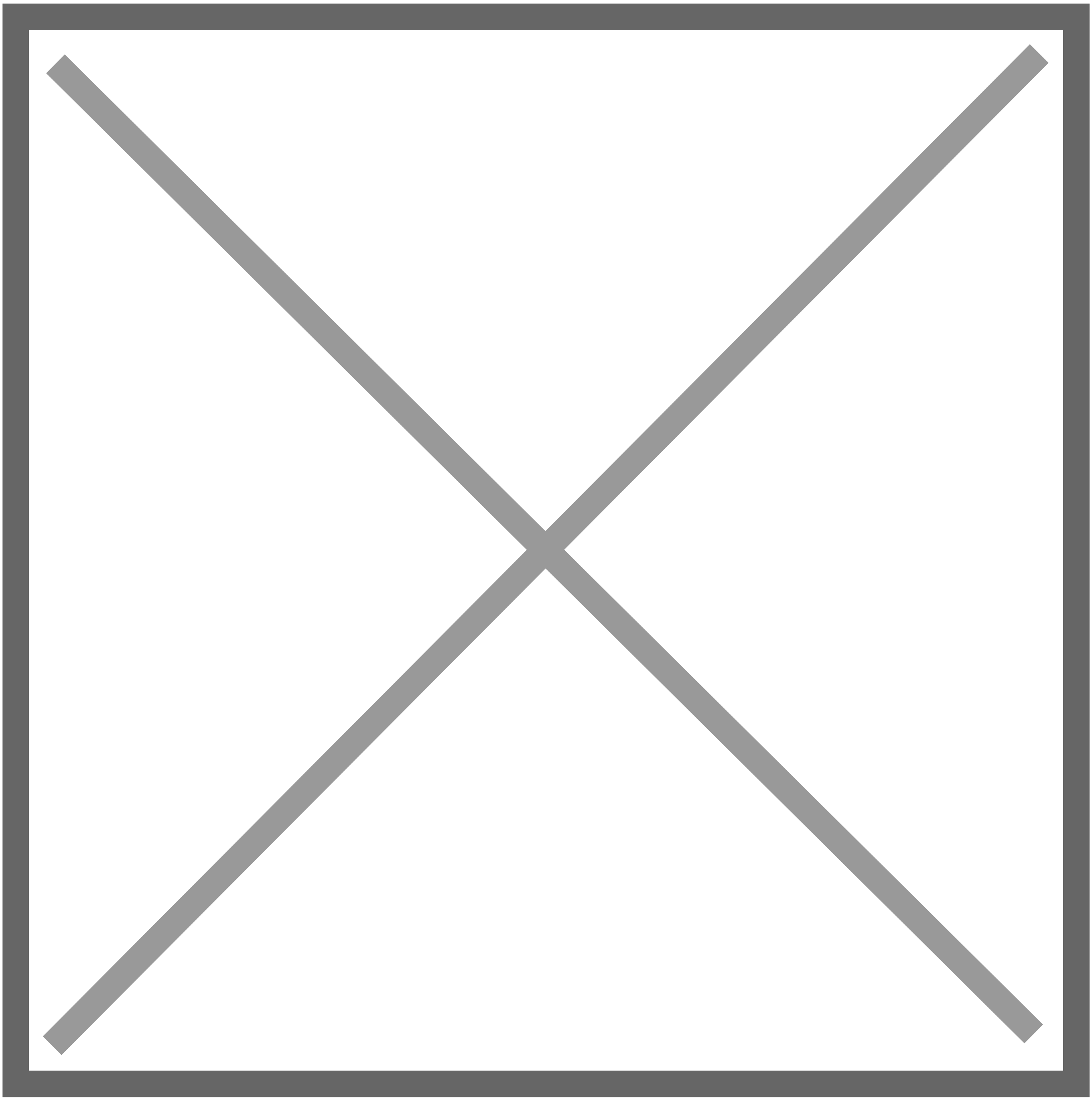


When in the Manage Job

1. Enter the item code in the filter for quick search

2. Click on All Job Lines to show information up on the grid.

3. As one can see nothing comes up which means that nothing was entered against the job for that item.

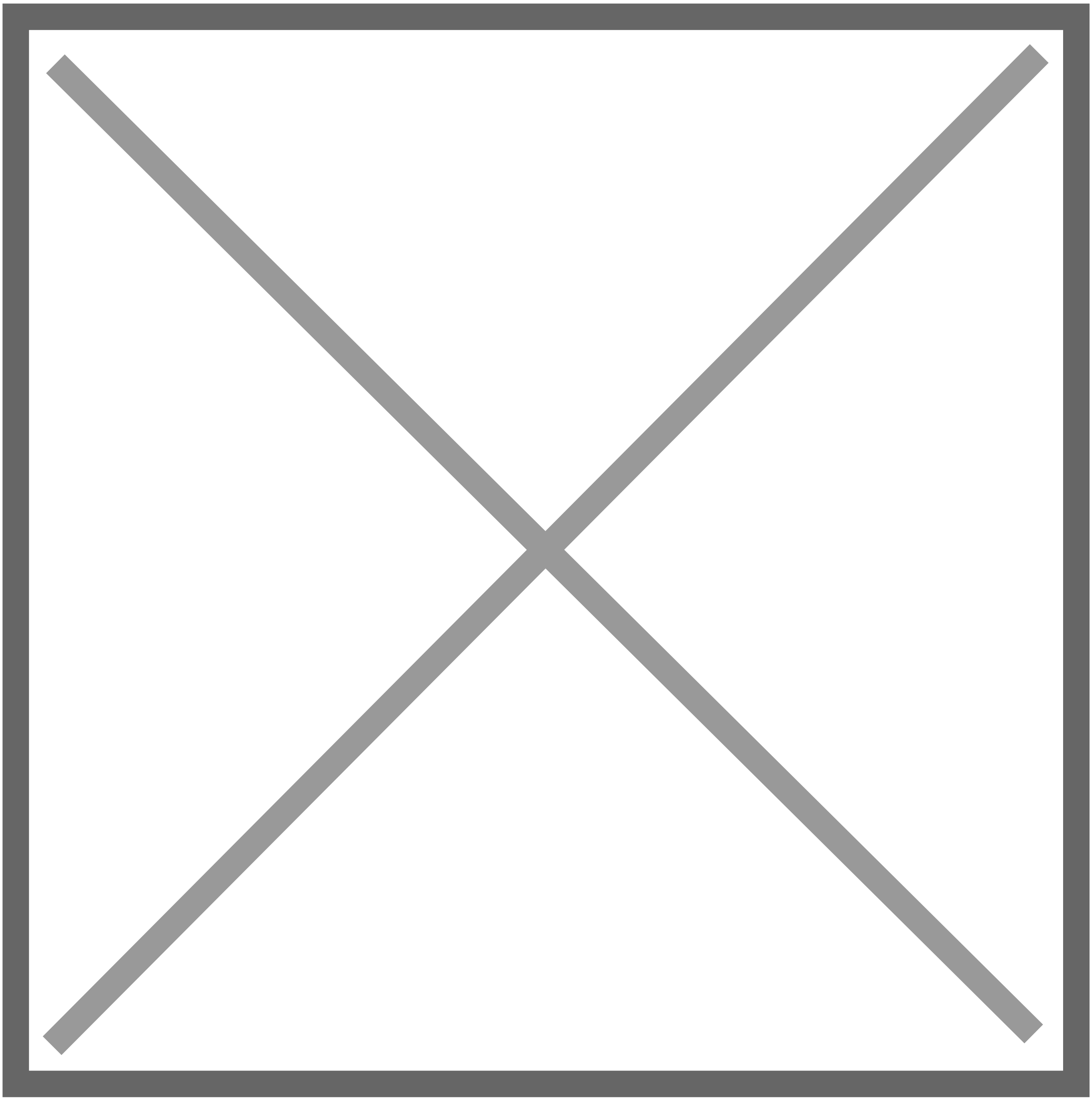


When in the Manage Job, do the same for the other item

1. Enter the item code in the filter for quick search

2. Click on All Job Lines to show information up on the grid.

As one can see nothing comes up which means that nothing was entered against the job for that item.

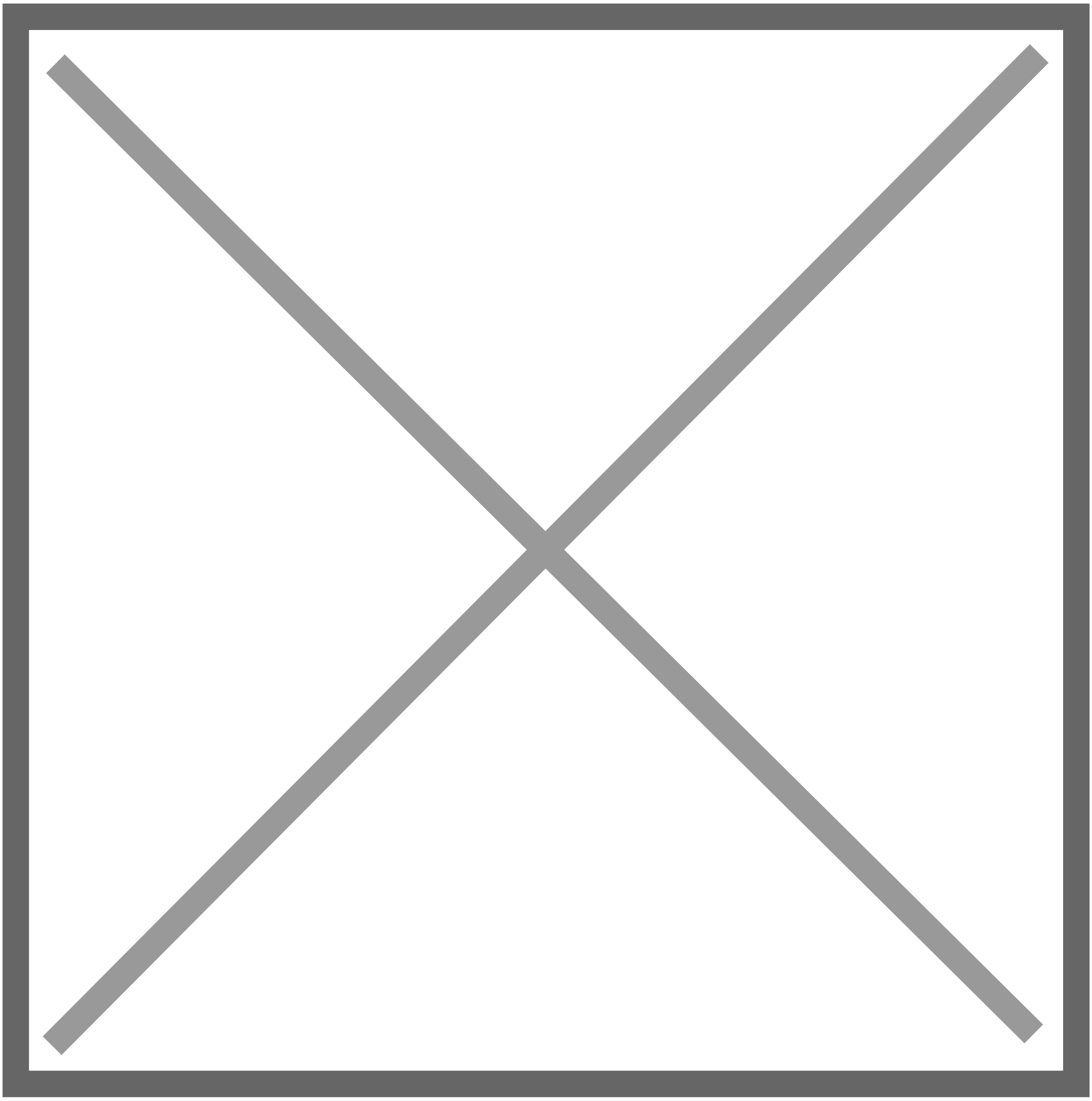


When in the Manage Job, checking for all items entered on the job.

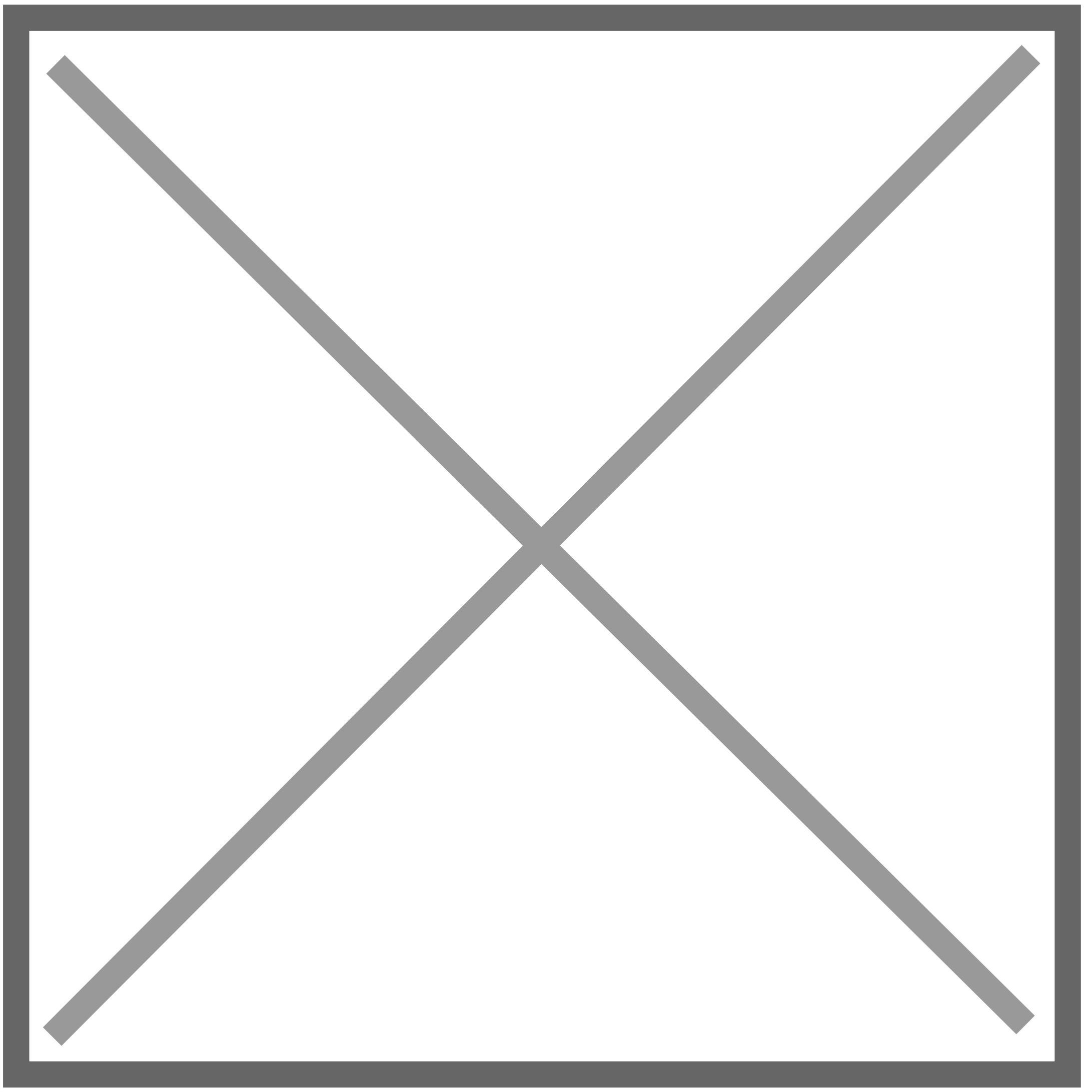
1. Leave the item code blank in the filter to search on all items

2. Click on All Job Lines to show information up on the grid.

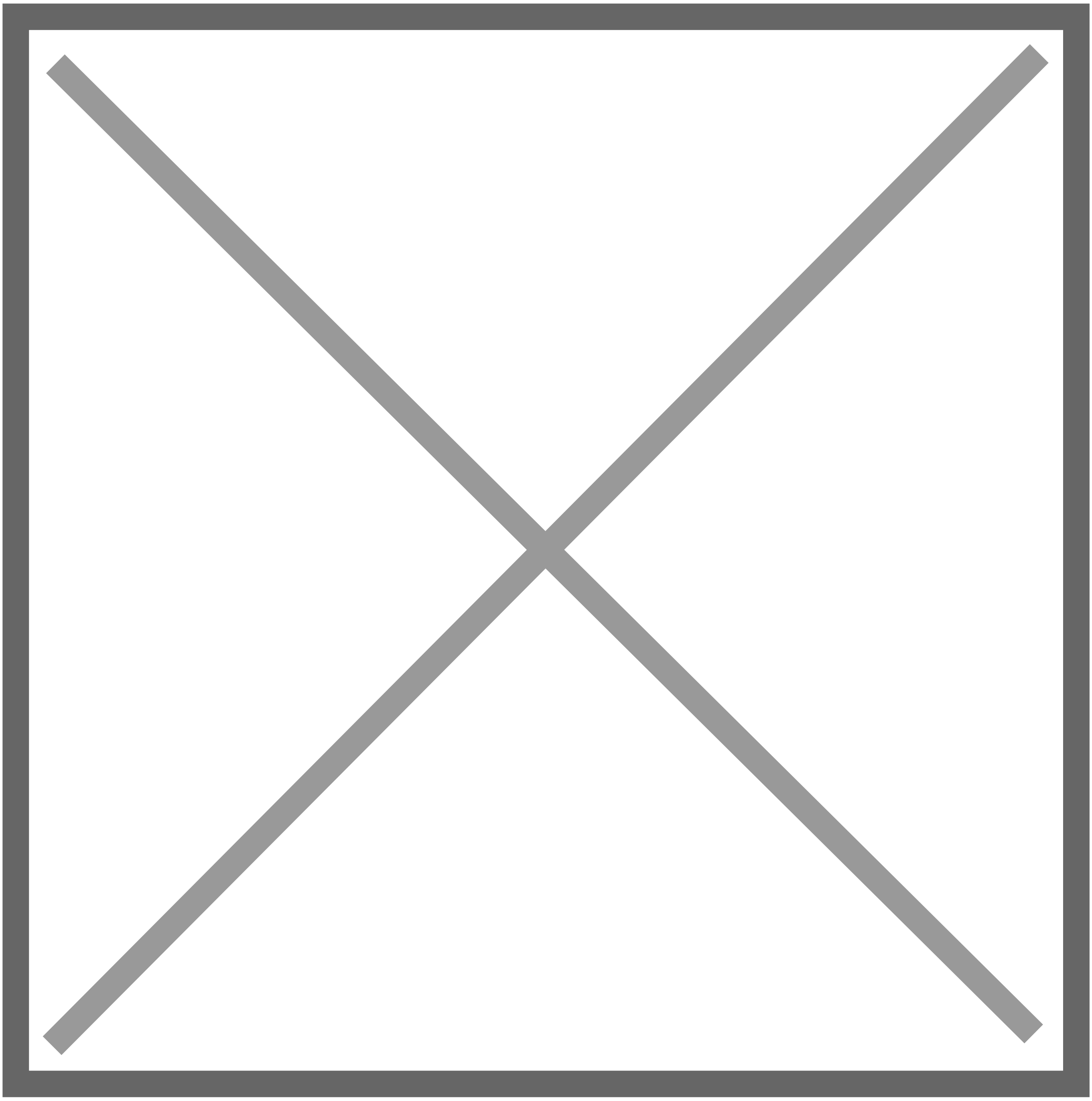
You will notice that items come onto the grid, if you notice that items have values entered against the Actual column, it means it has being managed and stock has moved from On Shelf to Job WIP.



Highlight the line so as to see what was managed and by who, date and when. Click on the History Button.



Notice that the line was managed on a particular date and by how many.



Summary:

This means that Based on the example we just did, the job was closed and the items were not allocated to the jobs.

What does this mean:

It means that the stock in the computer accounting system still reflects the stock is in the store room and has not being allocated to the Job.

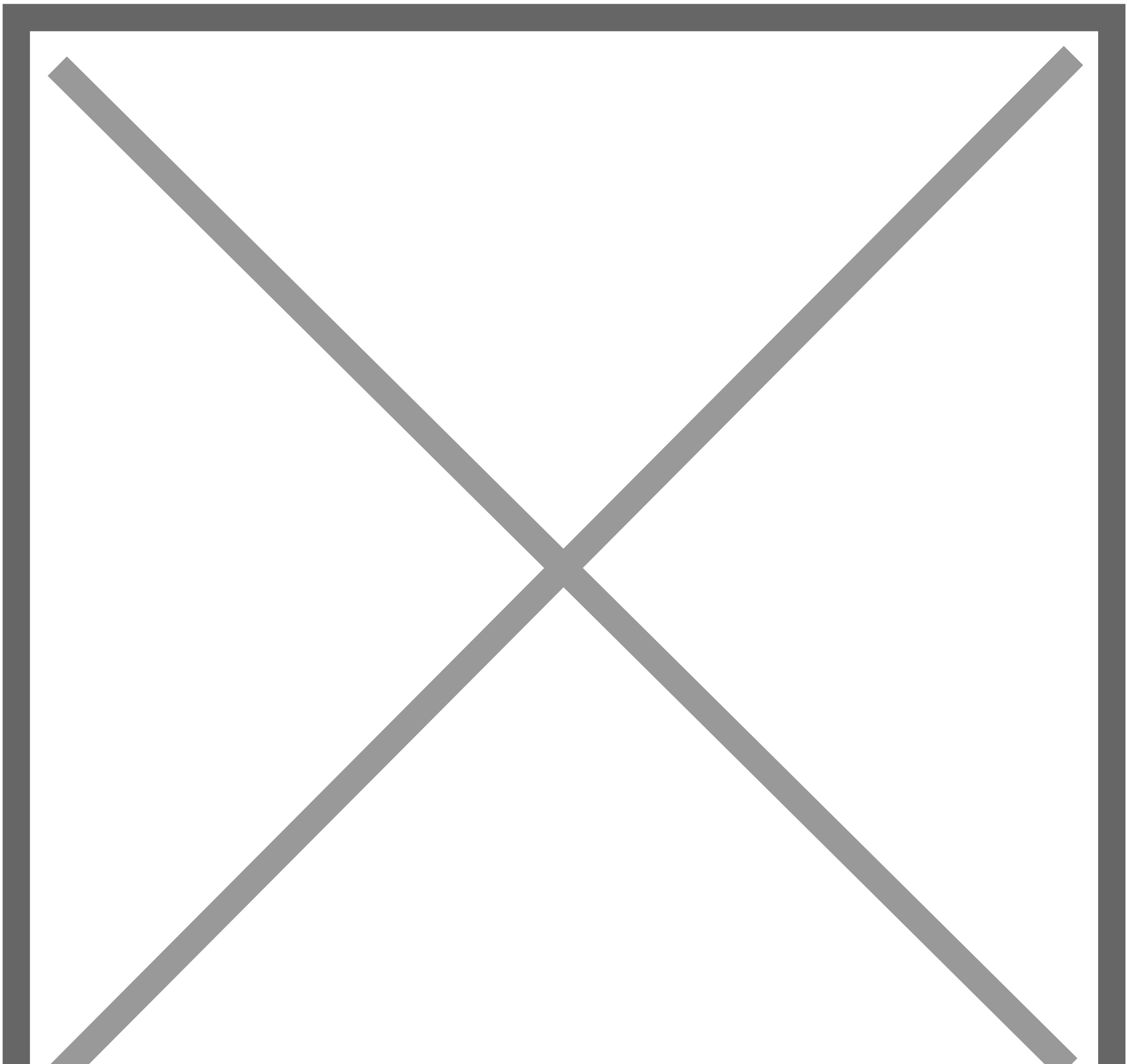
What one has to do is to check the store room to match what stock is actually there vs what the computer accounting system says is on Hand.

Should the stock be out with those items then one would have to do a stock level adjustment Journal to reduce the stock levels on hand to match the store. This is only done if the items were not managed on the closed job and that it was not invoiced to that customer. Otherwise the stock has already left the on shelf on the accounting system.

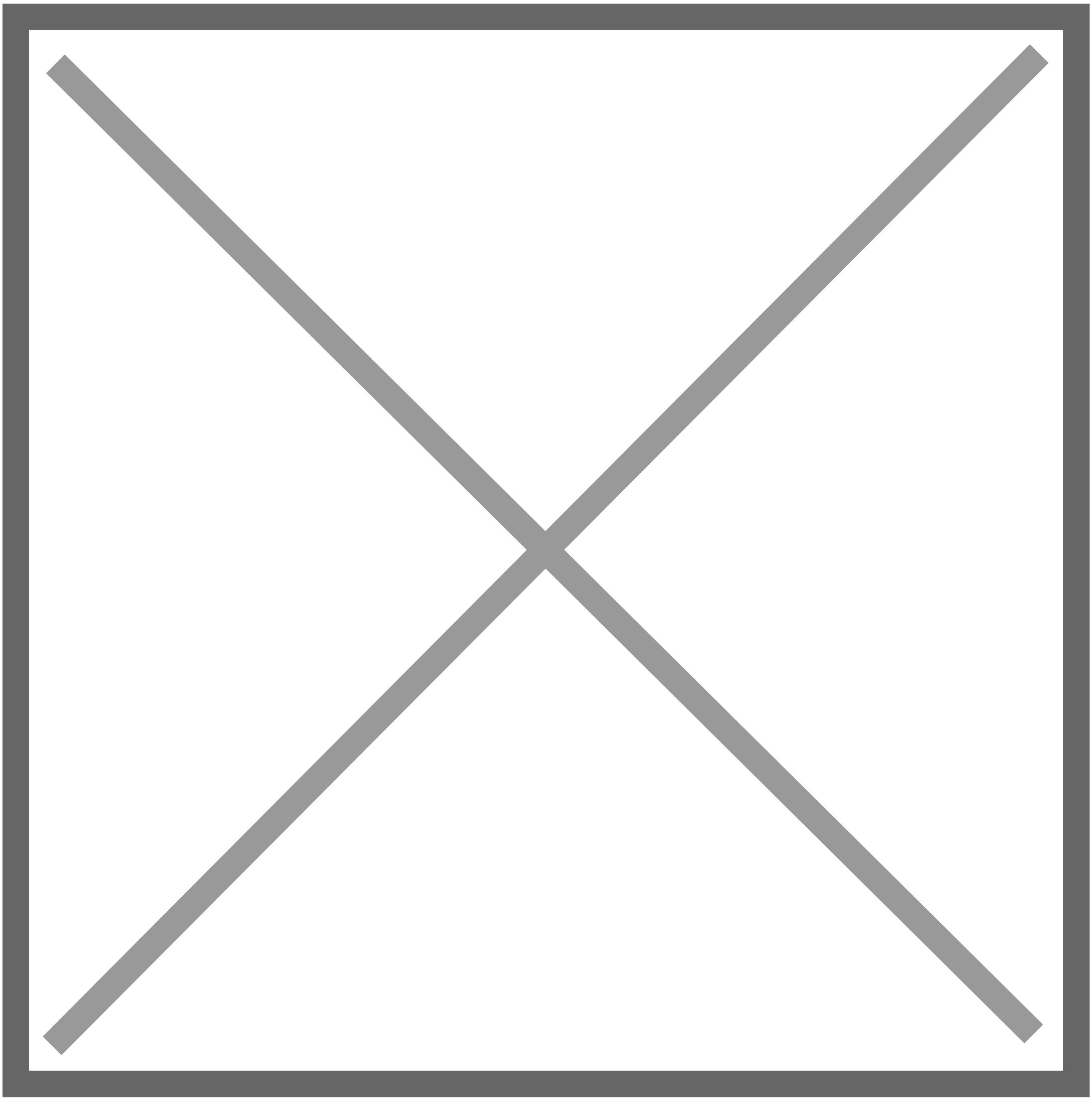
Checking quantity on hand on system

Go to Inventory Module > Configuration > Inventory Setup.

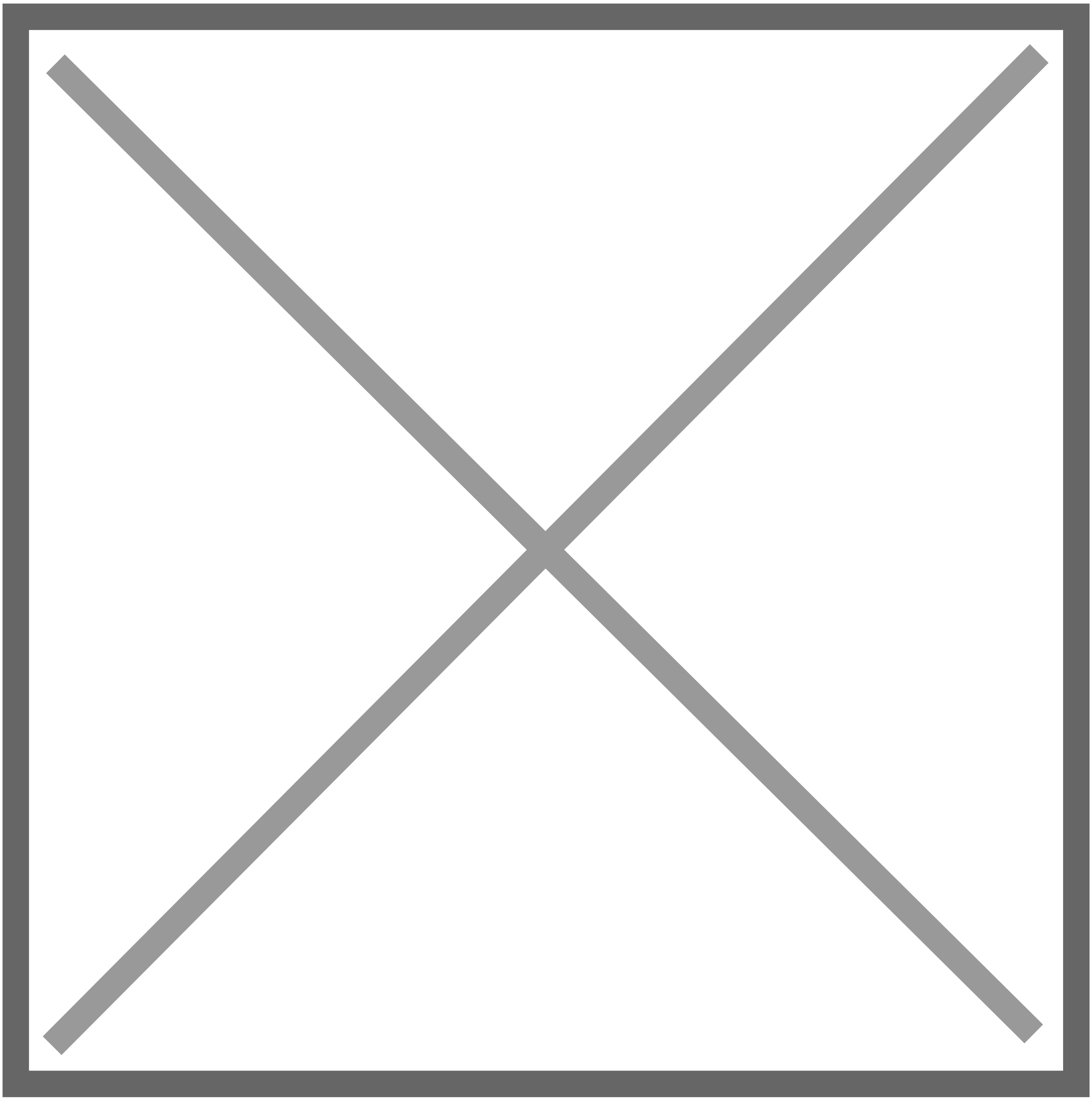
Put your item in the Item Code and click on search to pick up the item you are looking for. Highlight the item which is relevant.



Click on the tab called Stock Available, this will tell you how much stock is On Hand vs Stock in WIP.



Check the other item as well. By checking the items

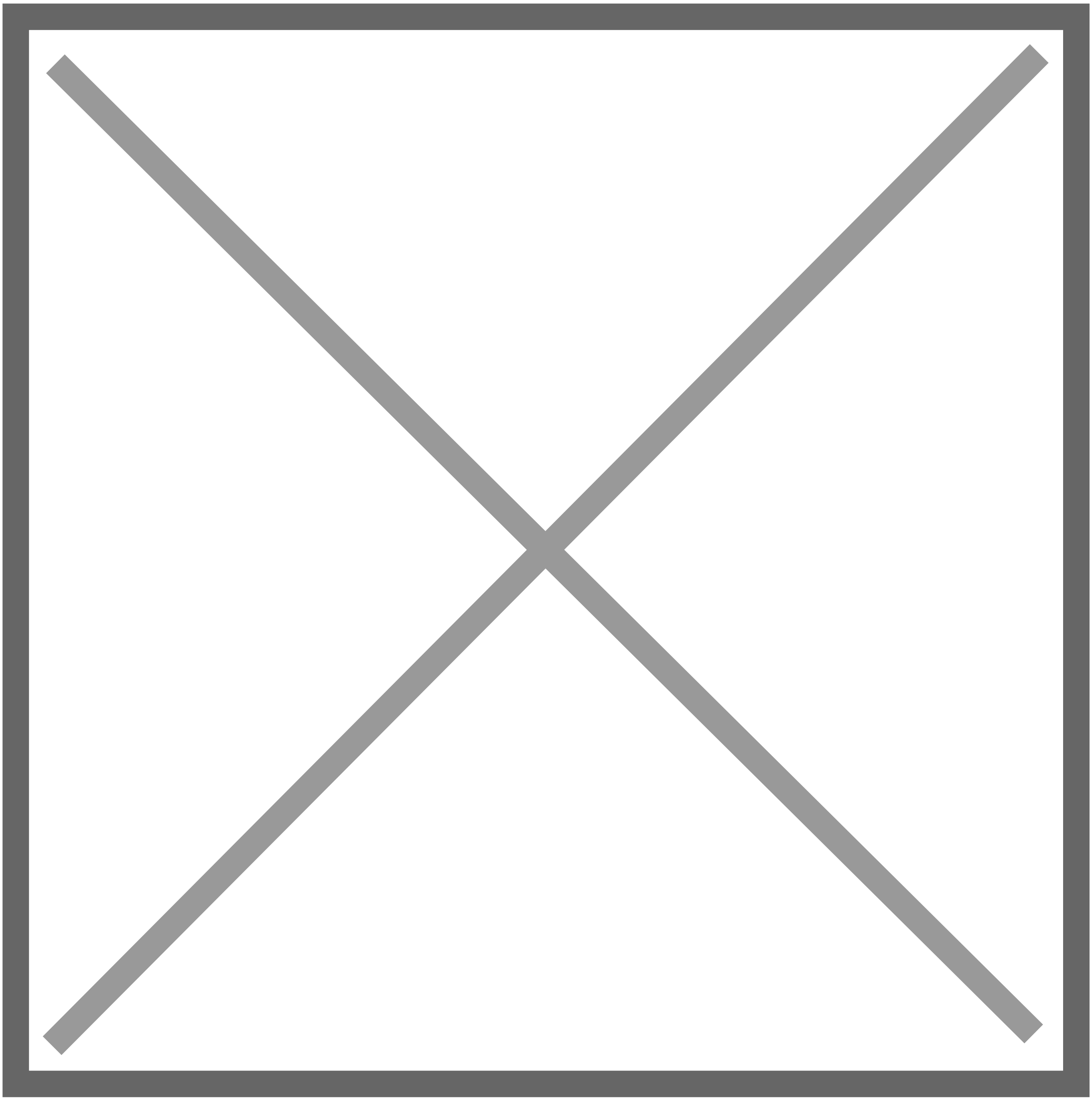


Next example of problems

Manually allocating of GRV to Job

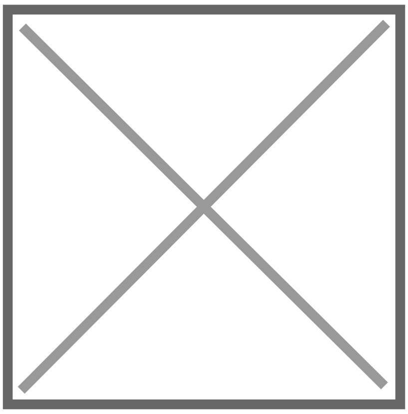
In this example:

The first and third items, the jobs are opened but the second line the job has being closed. This means that you cannot process this document, so we will take you through the steps to allocated the stock to Job WIP



Go to Job Costing Module > Activity > Manage Job

This is to check on jobs which are non started or started.

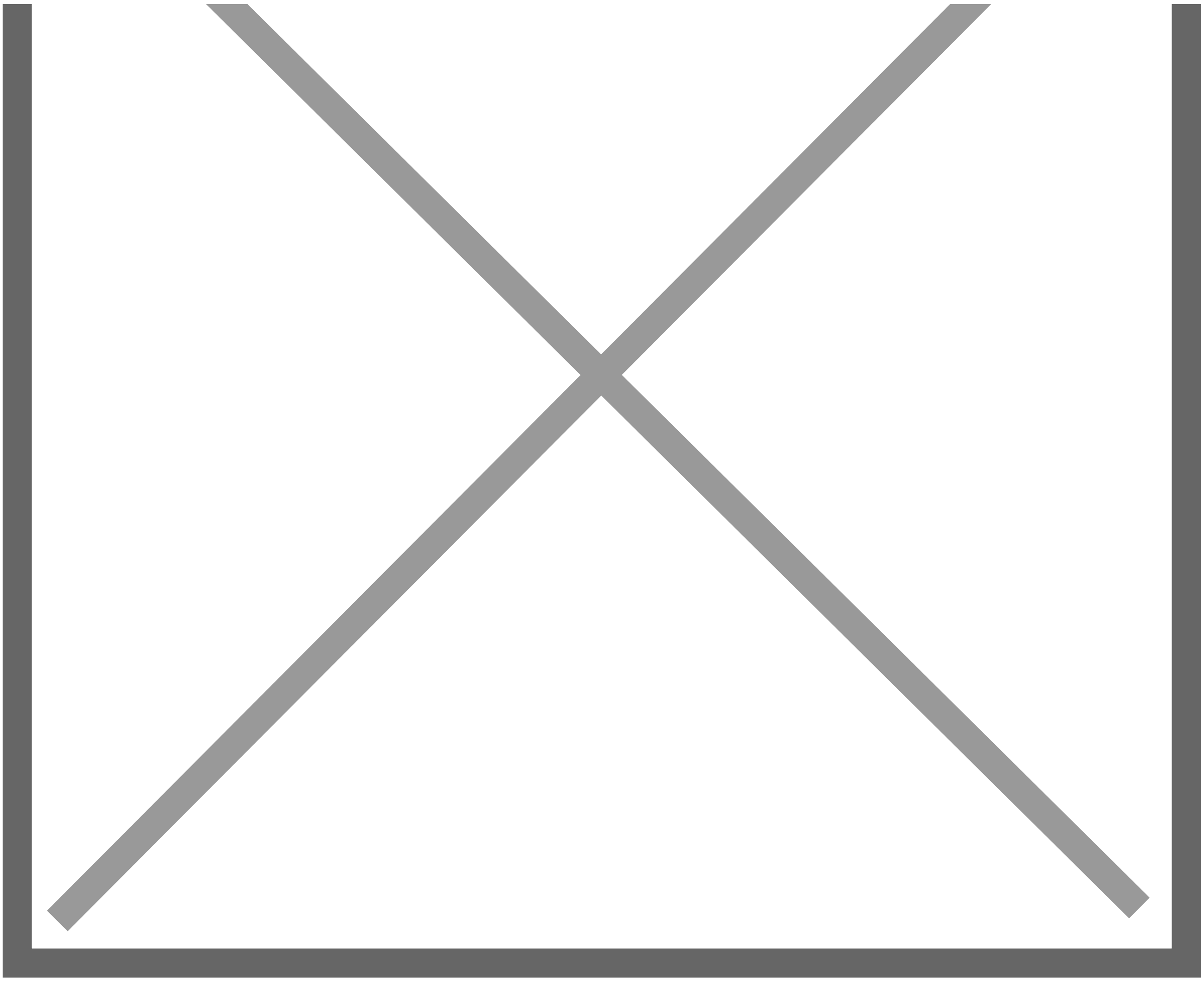


Once in the search header do the following:

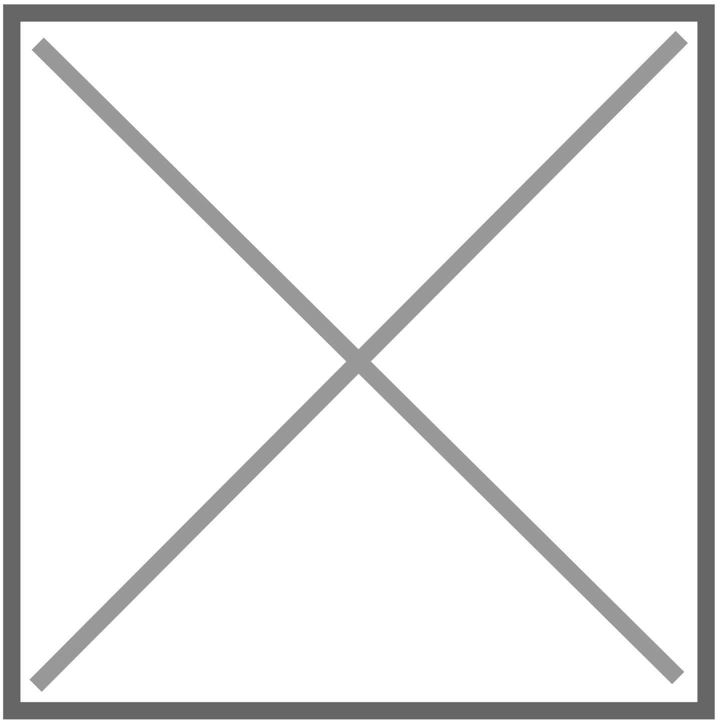
1. Put the job number that you want to close in the Job Number field

2. Remove your Date From – this allows one to search all jobs from beginning of time

3. Click on Search button



Double click on the highlighted line or click on the Manage Job button at the bottom of the screen.

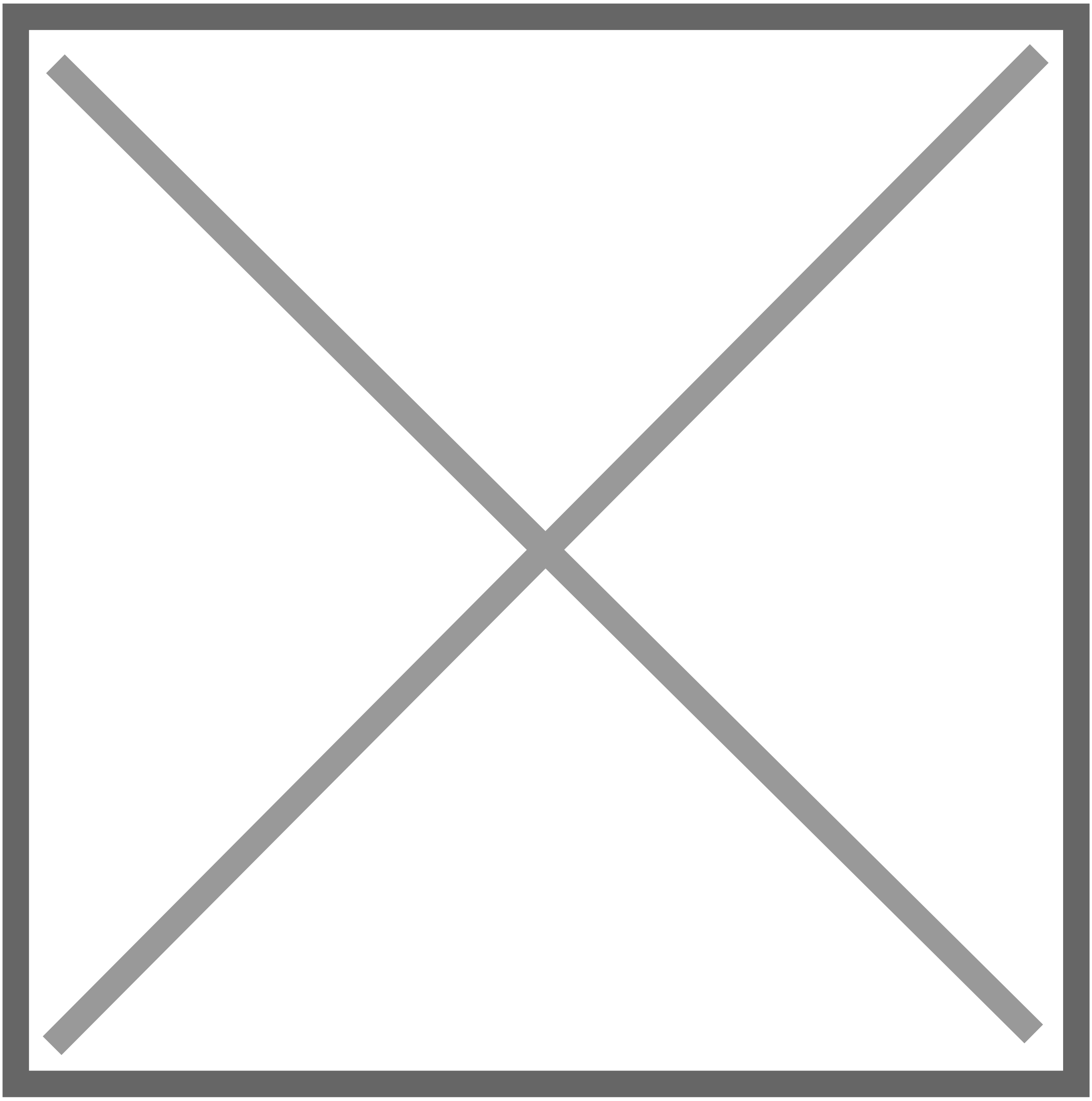


When in the Manage Job checking on open jobs

1. Enter the item code in the filter for quick search

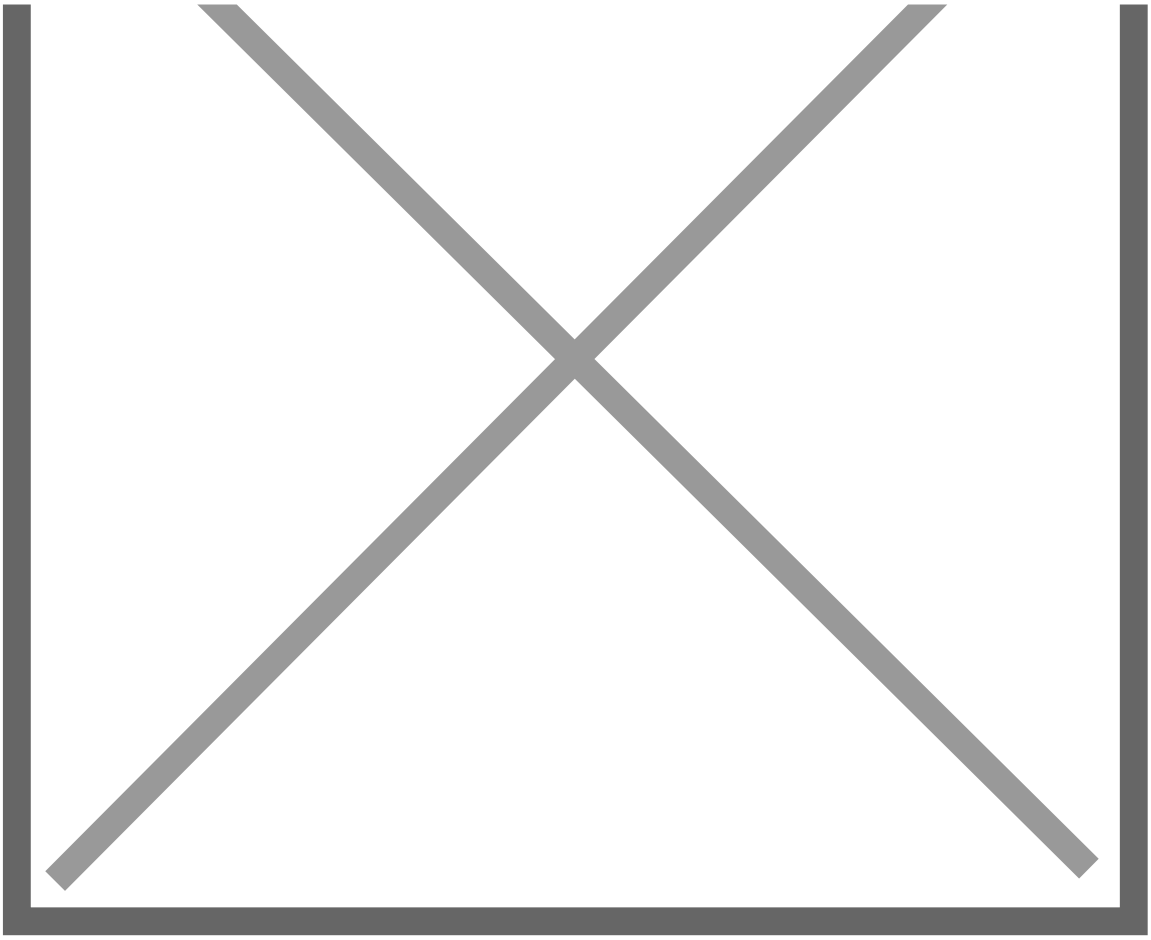
2. Click on All Job Lines to show information up on the grid.

3. As one can see nothing comes up which means that nothing was entered against the job for that item.



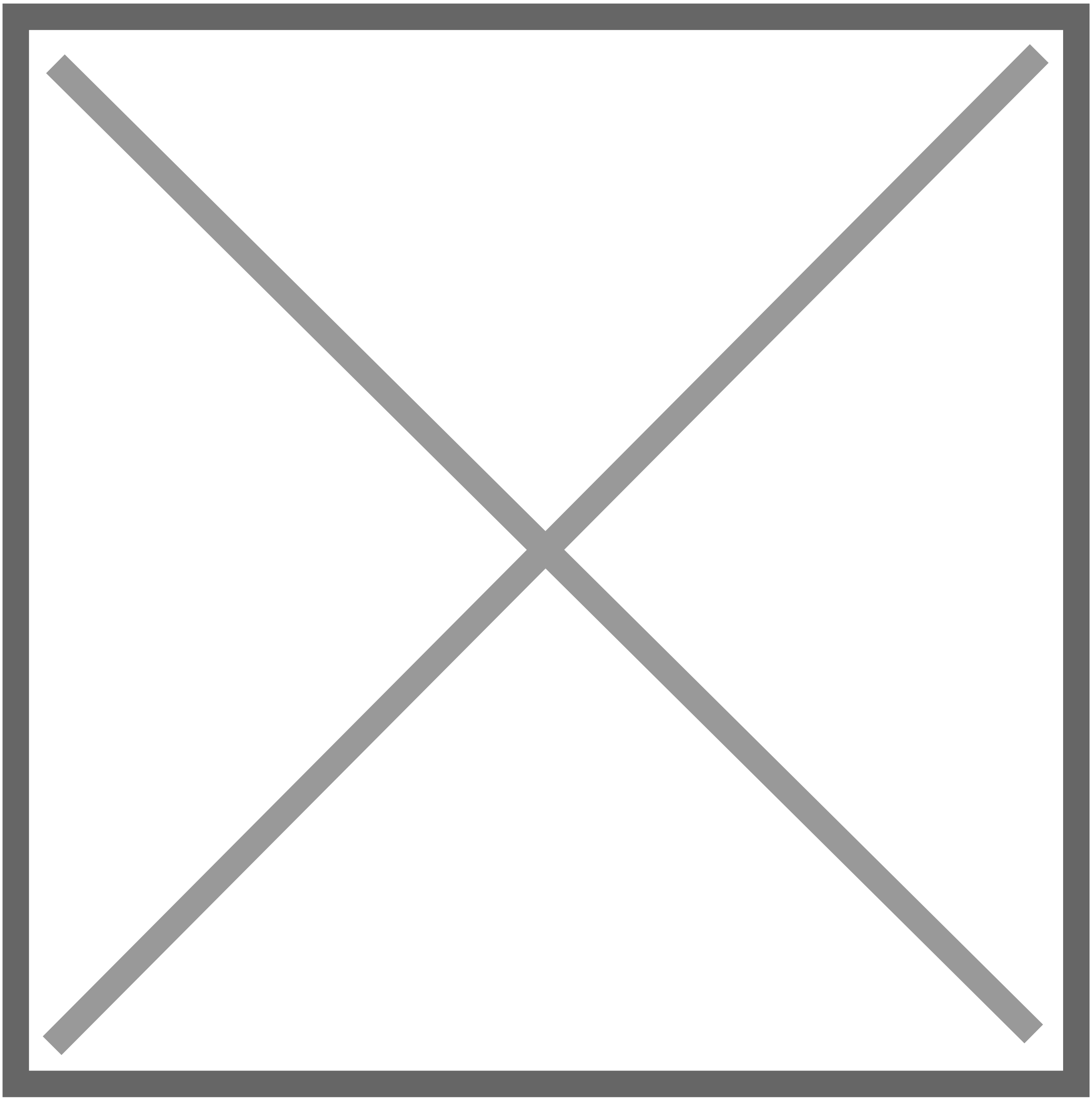
We are now going to manually allocate the stock items to the job.

Click on Cost to Company to add the item.

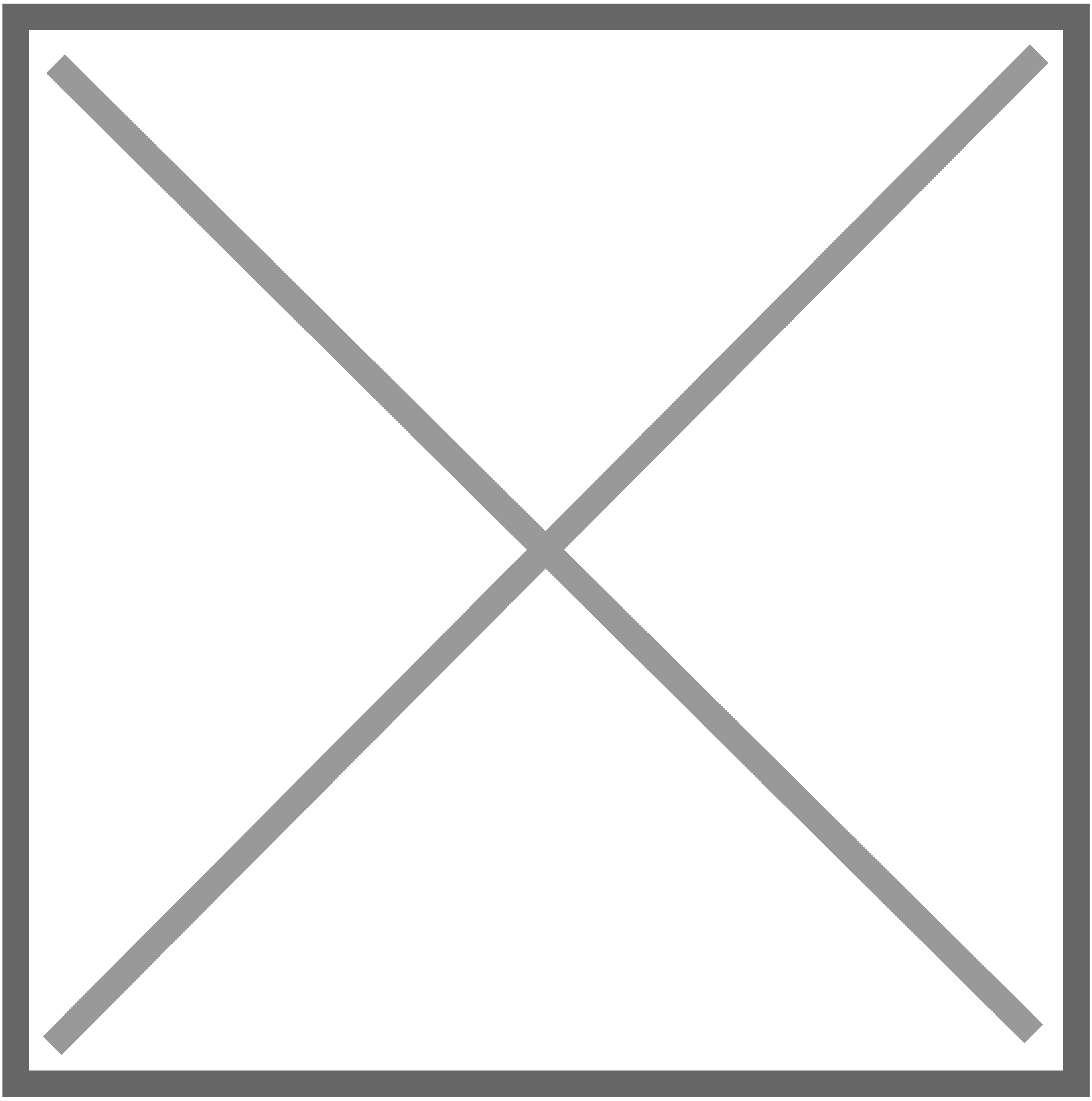


When the window comes up enter the item that is required.

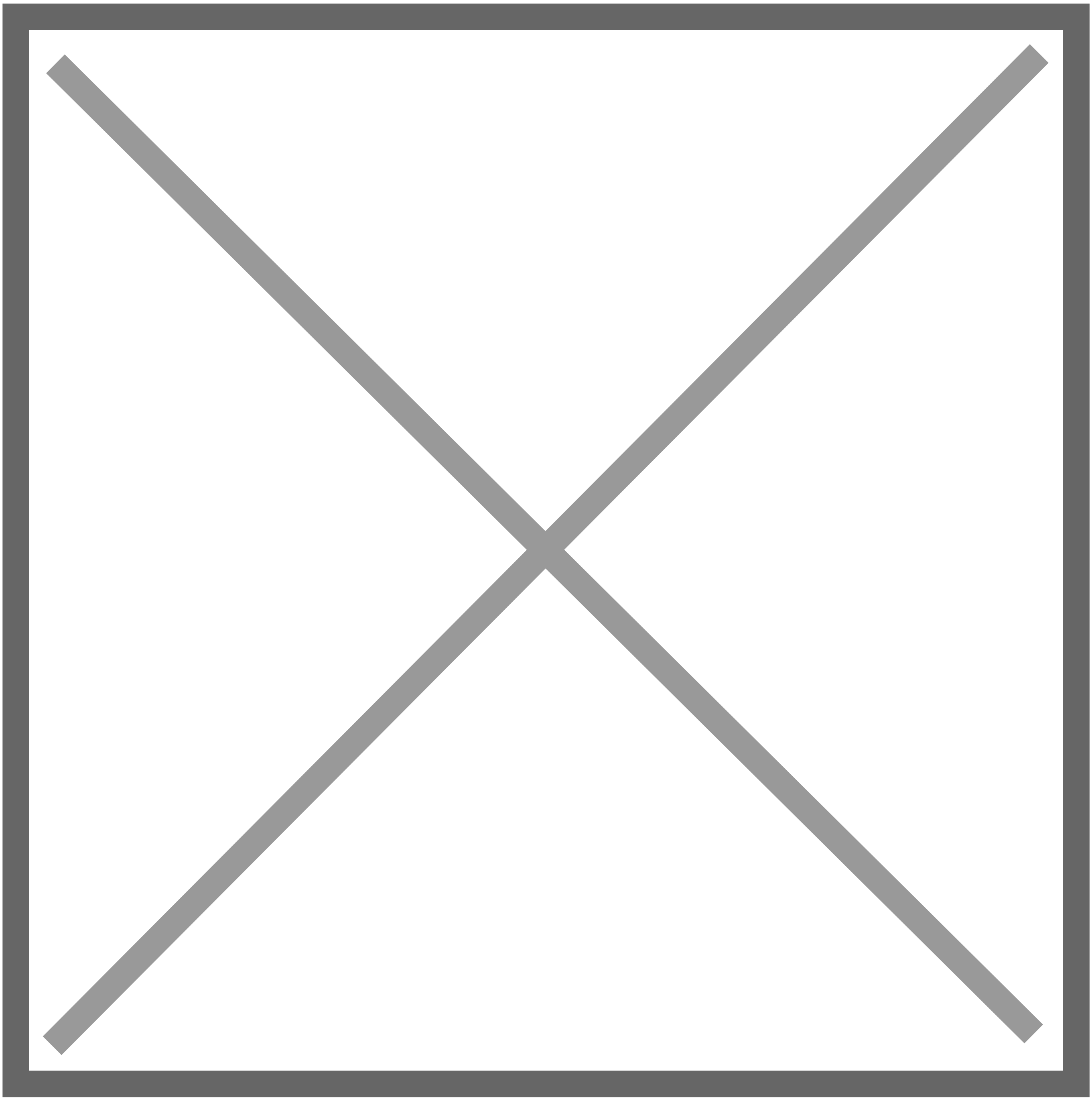
Click on the quantity needed.



To Manage the line at the same time as entering it, click on the Manage Tab and enter the usage quantity. Also enter a note so you will know why you entered this. The GRV number will help. Then click on Save and Close button.



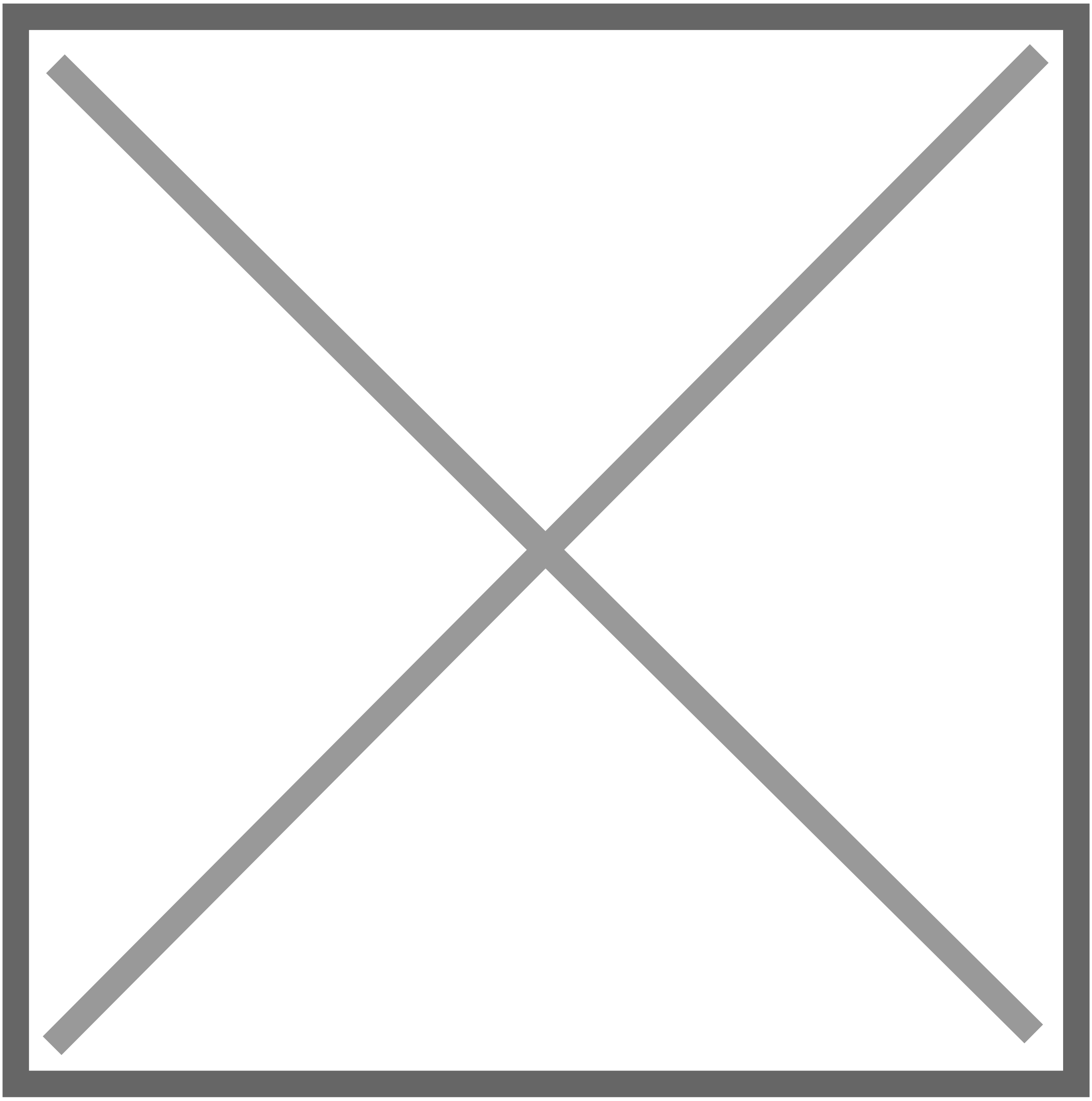
You will notice that the item has being entered onto the Job and that both the budget and Actual quantities have being update. This means that the stock has moved from On Shelf to Job WIP sections.



You will notice that the item has being entered onto the Job and that both the budget and Actual quantities have being update. This means that the stock has moved from On Shelf to Job WIP sections.

To look at the History of the line,

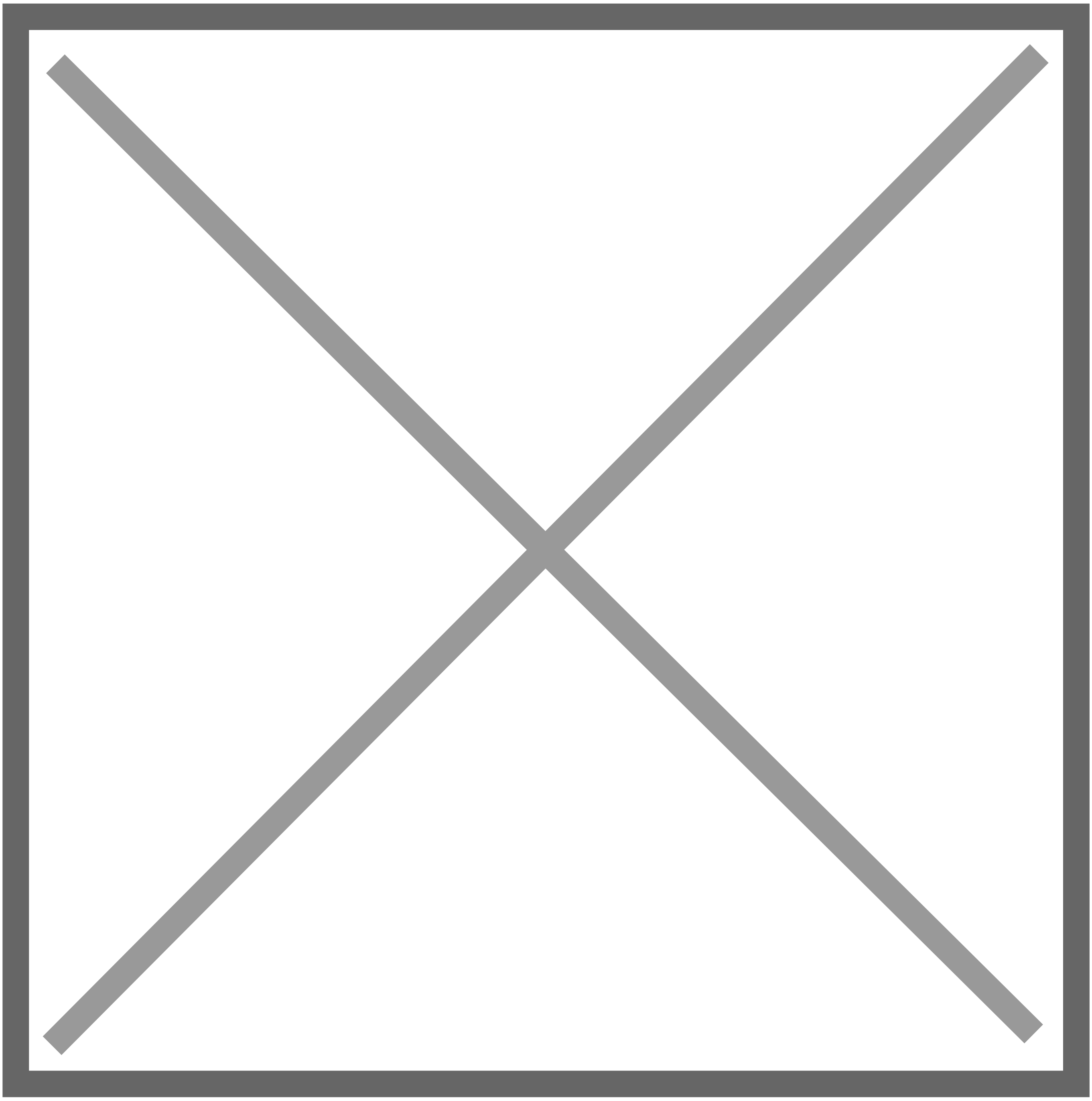
Highlight the line and click on the History button.



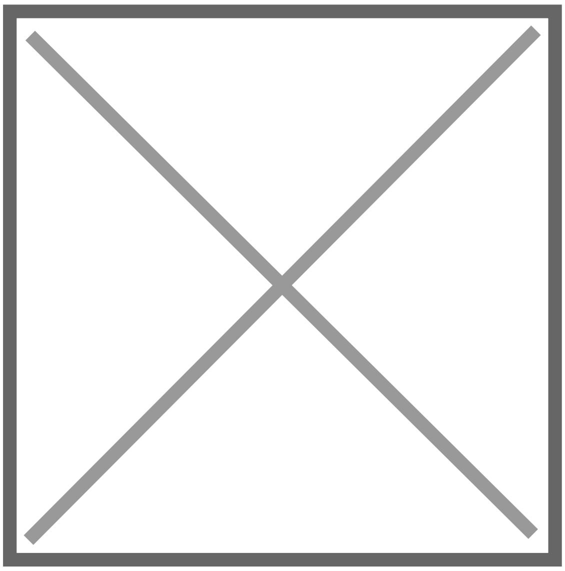
Next Item

Do the same for the next item.

However you will notice that on this example the line already exists. It has already 2 items allocated to it.

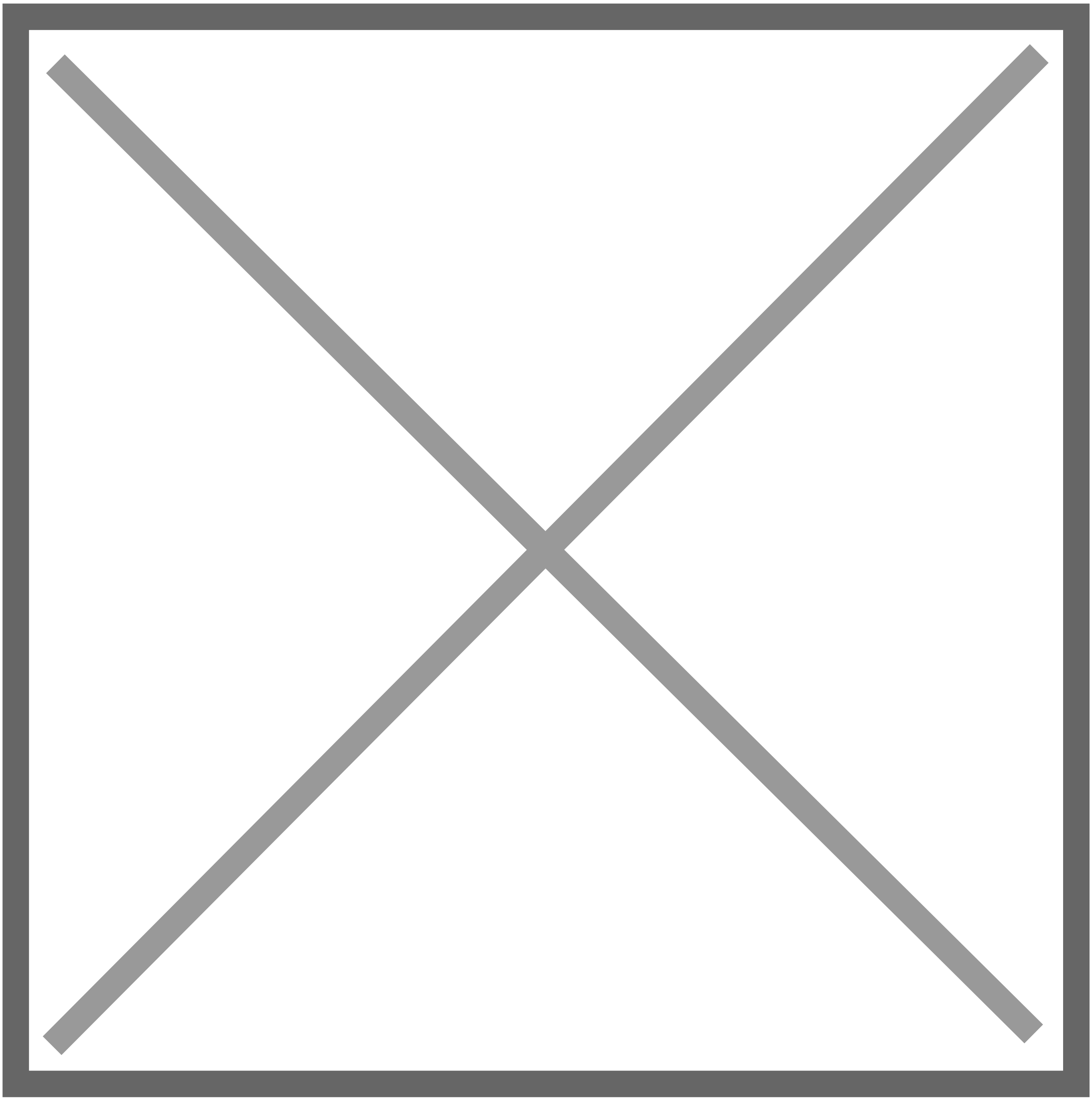


We will now highlight the line and click on Manage Job.

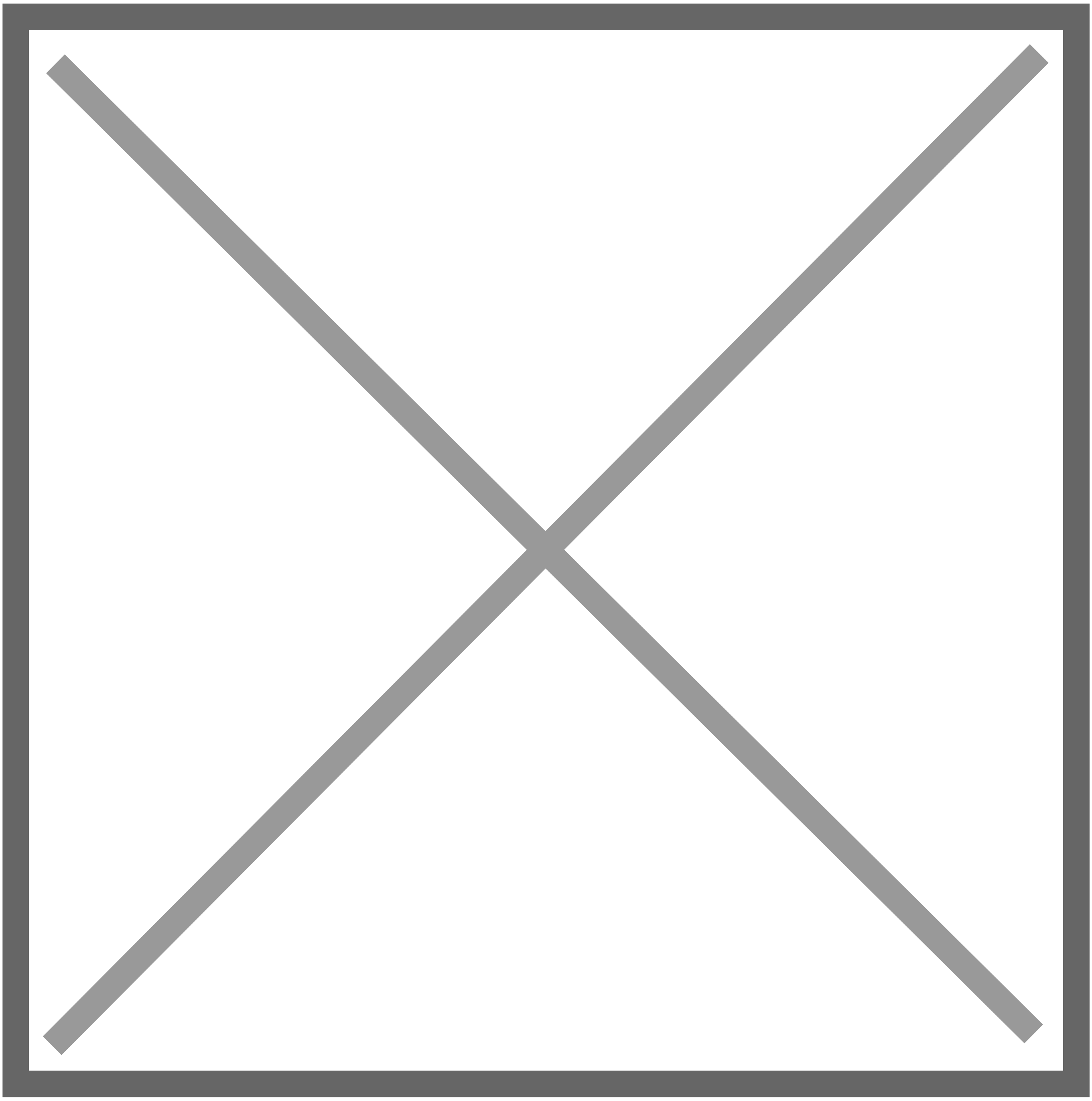


You are now going to manage an additional quantity onto the job.

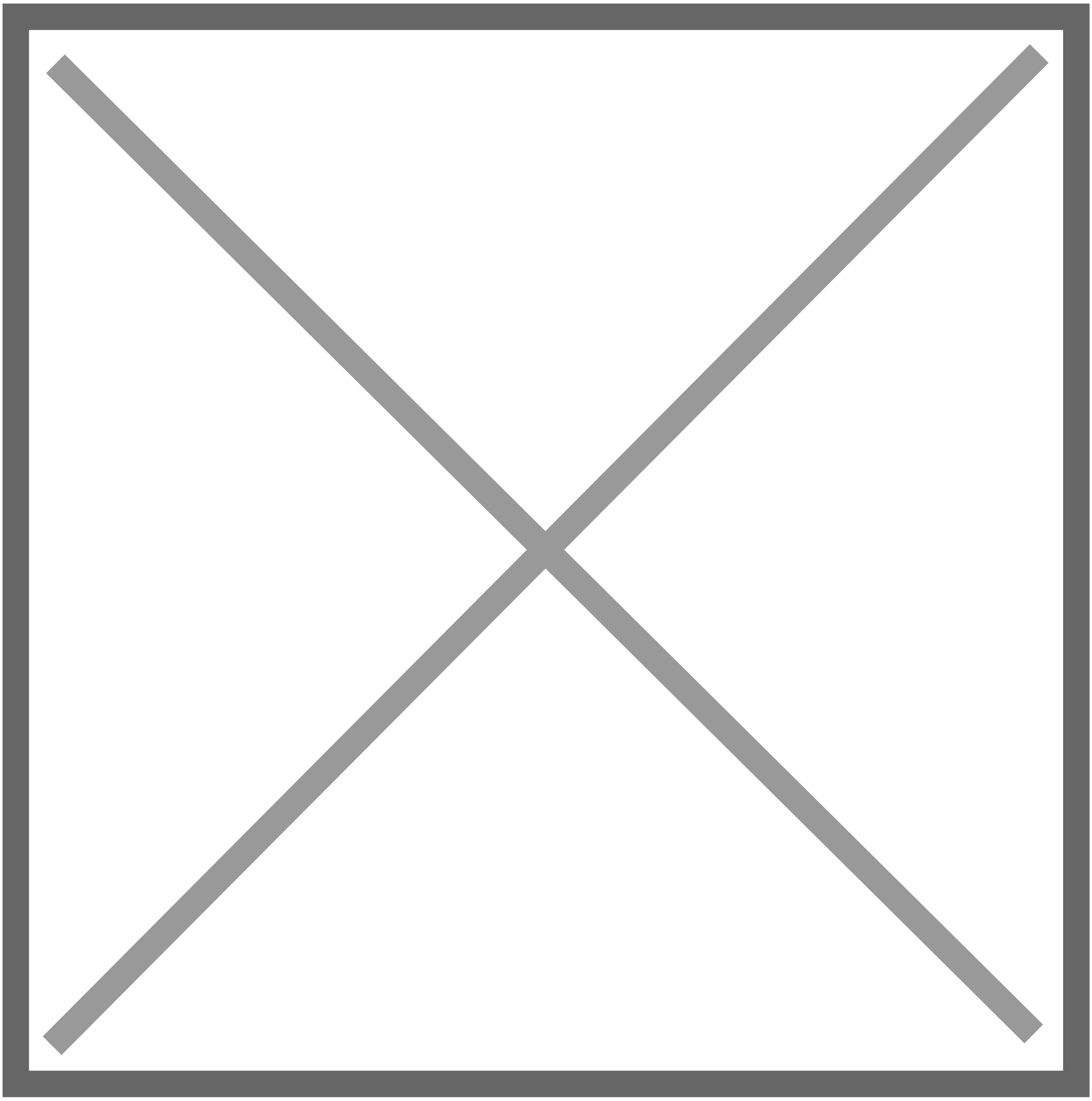
Fill in the quantity in the Usage area, enter your note and click on Save and Close button.



Notice that the line has increased to usage of 5.



When highlighting the line and clicking on the History button, one can see the movement history on this item.



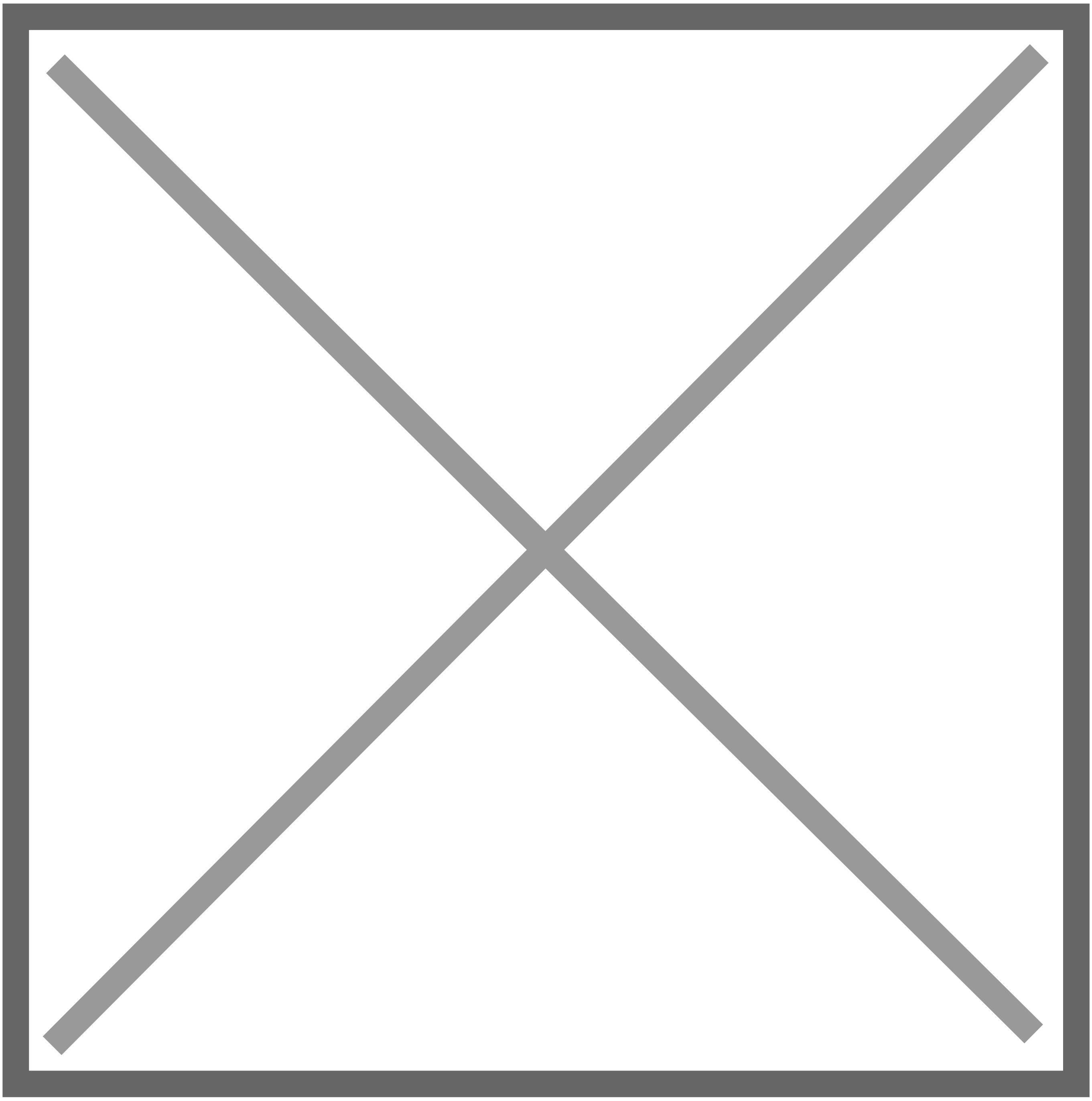
After Analysis and adding items

This procedure is shown on how to write off stock on jobs that have being closed and stock needs to be written off (note: the item used here was already allocated to a closed job and does not need to be written off, this is JUST an example of how to do this)

Write off stock to the closed Job 2975 of 1 item after checking physical stock.

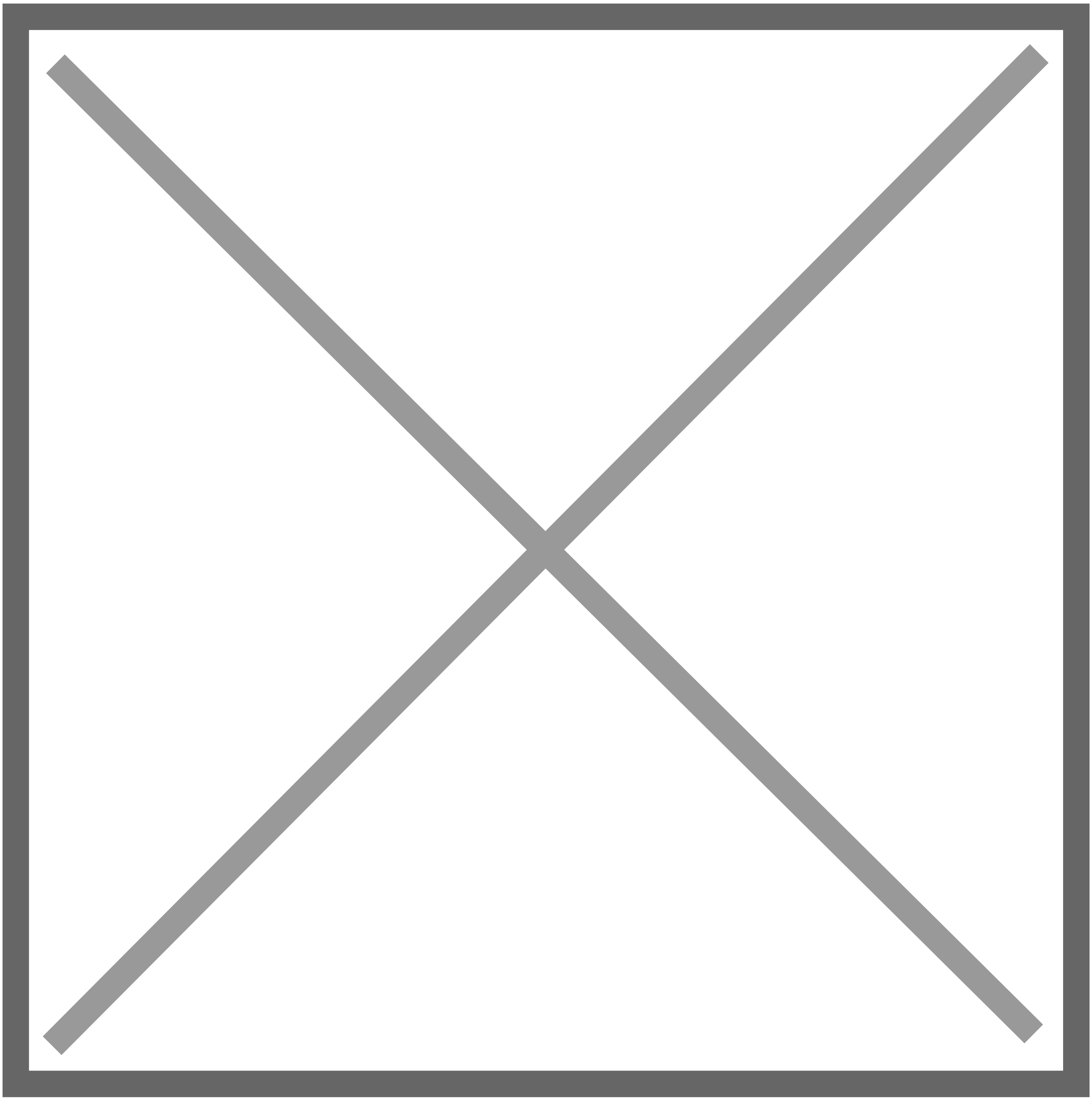
One must check the physical stock in the store room to the stock on hand on the system.

Go to Inventory Module > Activity > Stock Level Adjustment



Click on the insert button at the bottom of the screen.

Fill in the information needed on what is being written off. Make clear notes so when auditors need to check why one is writing off the stock you have valid reasons.



Inserting of the line to be written off.

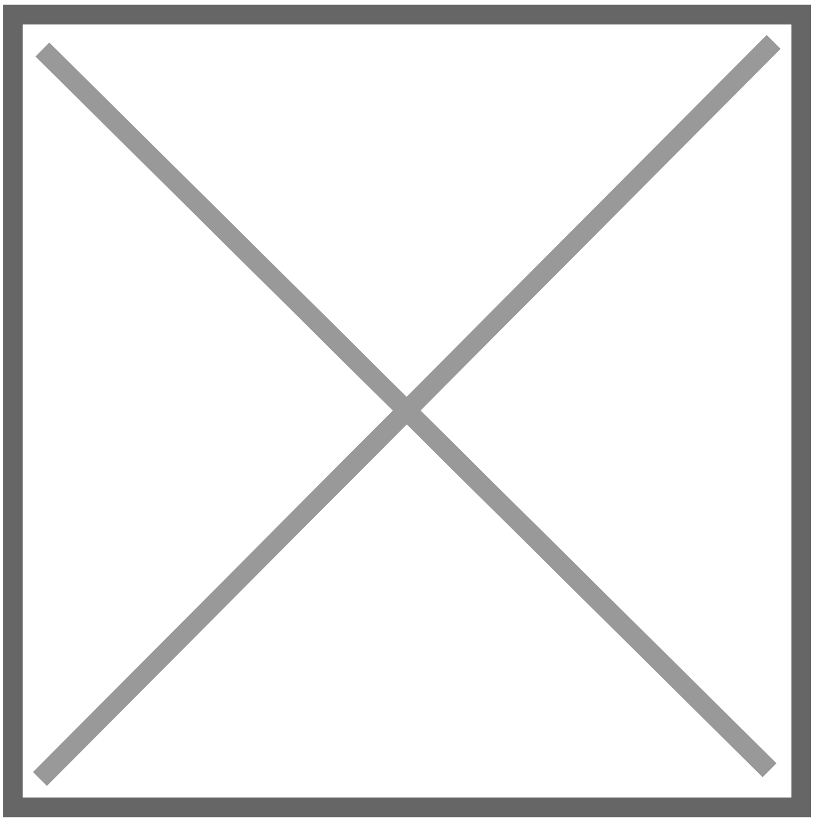
1. Select and search for the item.

2. Select the warehouse that you are reducing the item by.

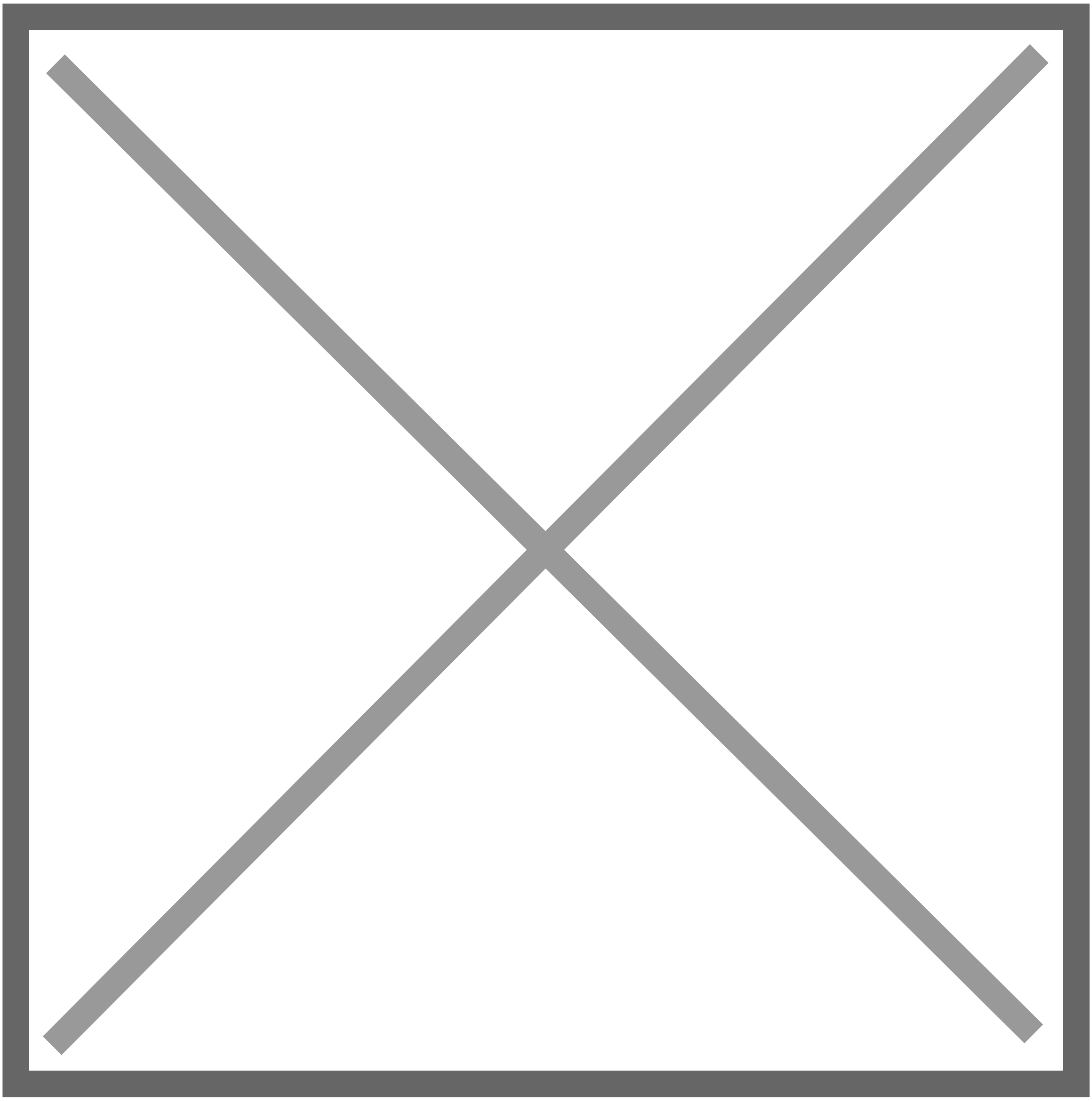
3. Select the Decrease circle button.

4. Enter the amount you are decreasing the item by.

5. Enter a reason.



This is what the batch will look like. Click on Close to go back to the Stock Level adjustment batch processing.

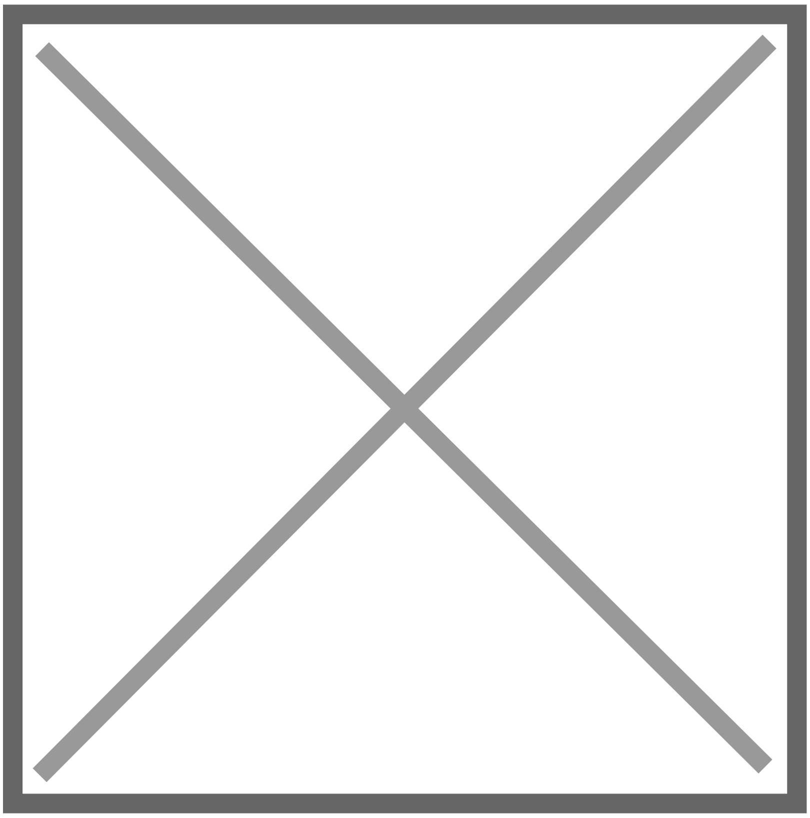


At the bottom of the window, click on the Process tab, click on the Verify button to ensure that the stock level will process.

Click on the process button to complete the transaction.

This will now update the General Accounts by reducing the stock ledger account and stock adjustment account.

It will also do the stock movement from On Shelf out of the system.



Closing of GRV to Job Picking Slip

Now one can remove the GRV to Job item from the list with valid reasons.

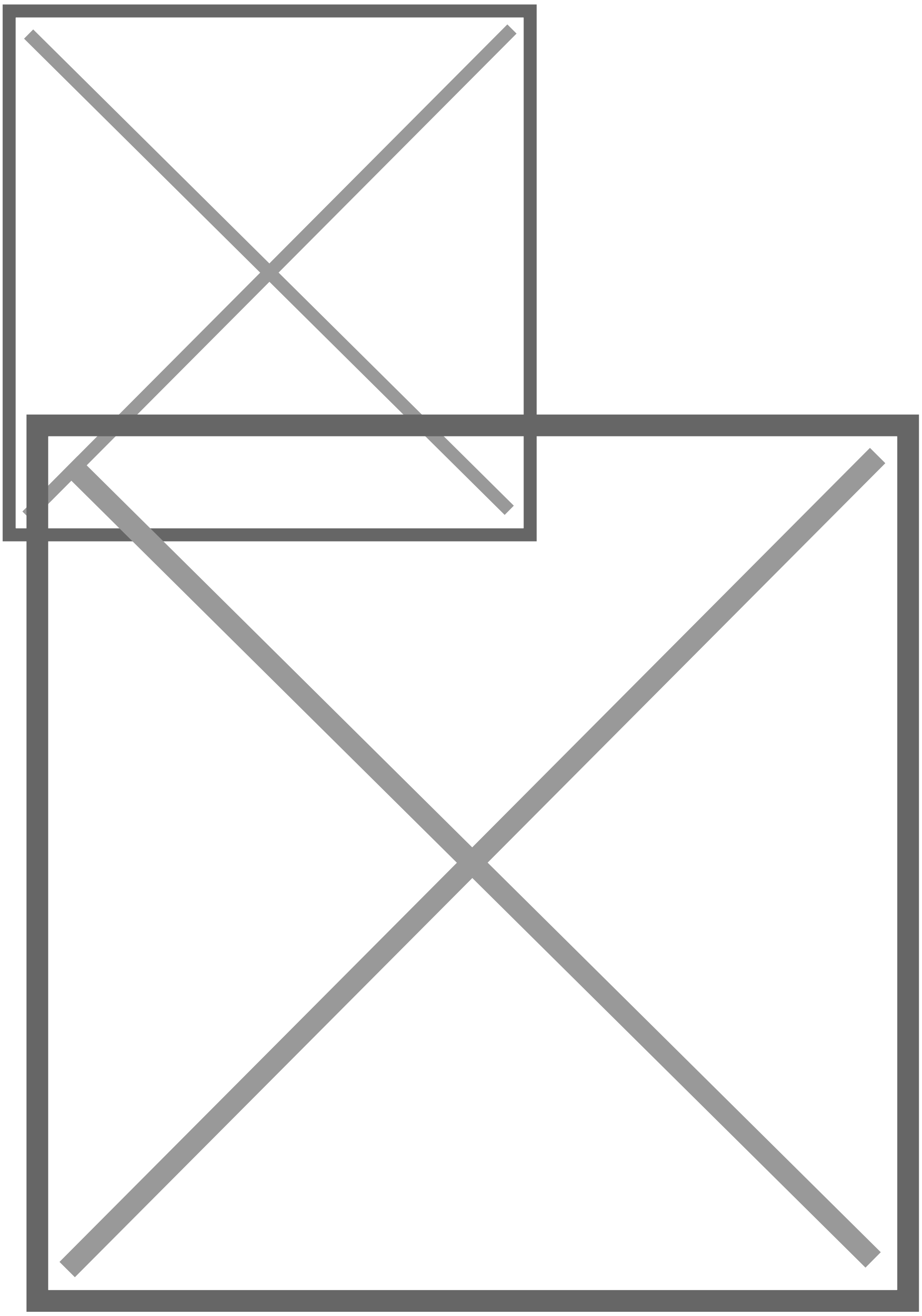
Go to Job Costing Module > Activity > GRV to Job

Highlight the line GRV to be removed.

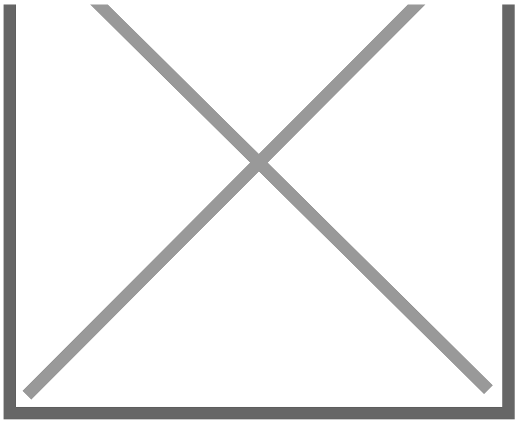
Click on the REMOVE button.

Note: there is no General ledger transactions that take place, it merely removes the GRV from this list.

Confirm you want to remove this item. Click on Yes to do this.



Message comes up to alert the user that it was successfully removed.



Enter a reason in the note space as to why you are removing and click on the OK button.