

Job Picking

Overview:

Job Picking is the process of moving allocated inventory parts and material to a job. The internal process of picking an item for a job involves removing the allocation for the job from the item, reducing the stock level of the item, and applying the item cost to the job (increasing the work-in-progress of the job).

Job Picking allows the individual picking of items in the job. It also allows individual quantities to be picked. This means that partial picking is possible, allowing accurate inventory figures to be maintained at all times.

Job picking can also be used to reverse previous picking to send picked items back to stock. This can be used to return untouched inventory back if a job has been cancelled, or to return one or more items back to stock to allow them to be picked for a more immediate job that requires them.

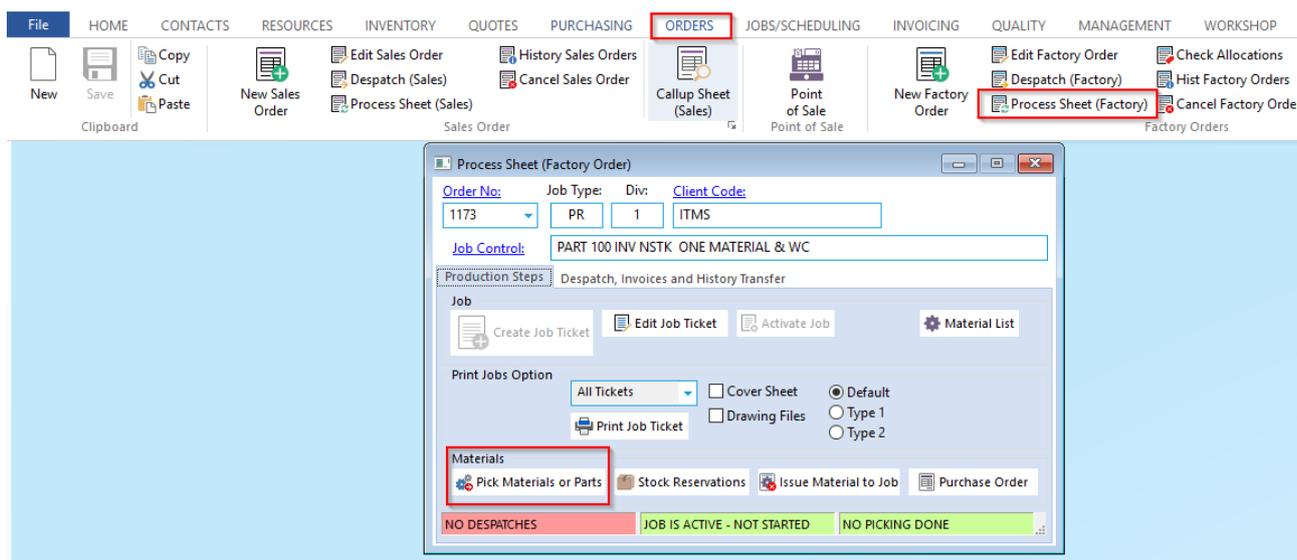
Built into the Job Picking function are some safety checks to warn the user of potential problems. Only item allocations that have a quantity reserved should be picked. This ensures that there is enough stock to cover any immediate allocations for the item. If the user attempts to pick a greater quantity than is reserved for the job, a warning will flash red in the Job Pick List window. Also, in order to highlight when stock is to be reverse-picked, the pick quantity will be highlighted in blue.

One limitation of the picking is that only items that have allocations for them can be picked. This means only items on the original part Bill-of-Material, or items that have been substituted for original items. If other items are to be added to a job, they need to be issued via the Material Issue function.

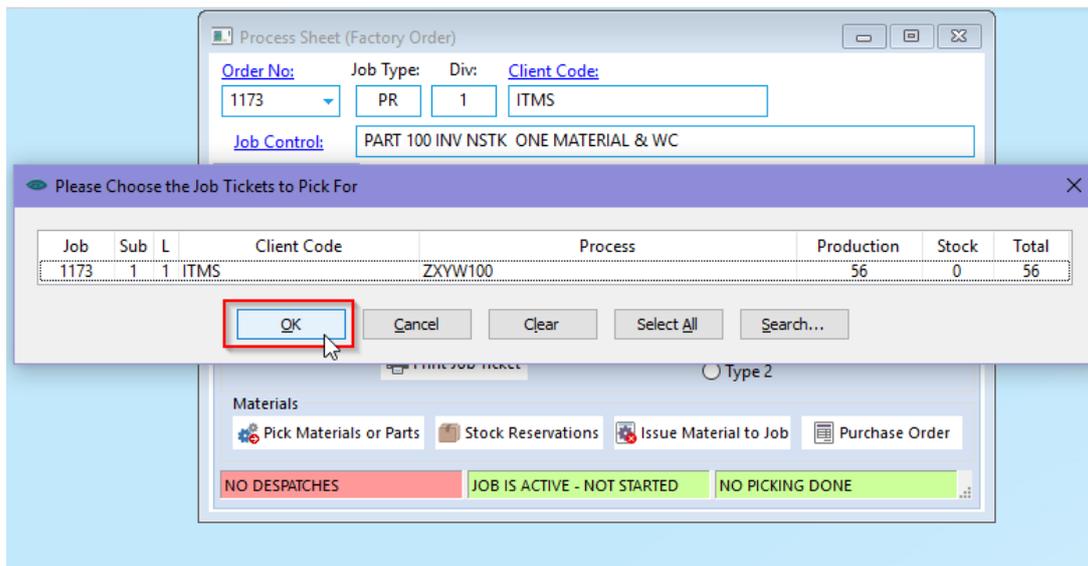
Using the Job Pick Function

The Job Pick function has been designed for ease-of-use. It is as simple as selecting the job and job tickets to pick for, and entering the quantity of each item that you wish to pick. This is further simplified by the quantities defaulting to the remaining quantity to be picked.

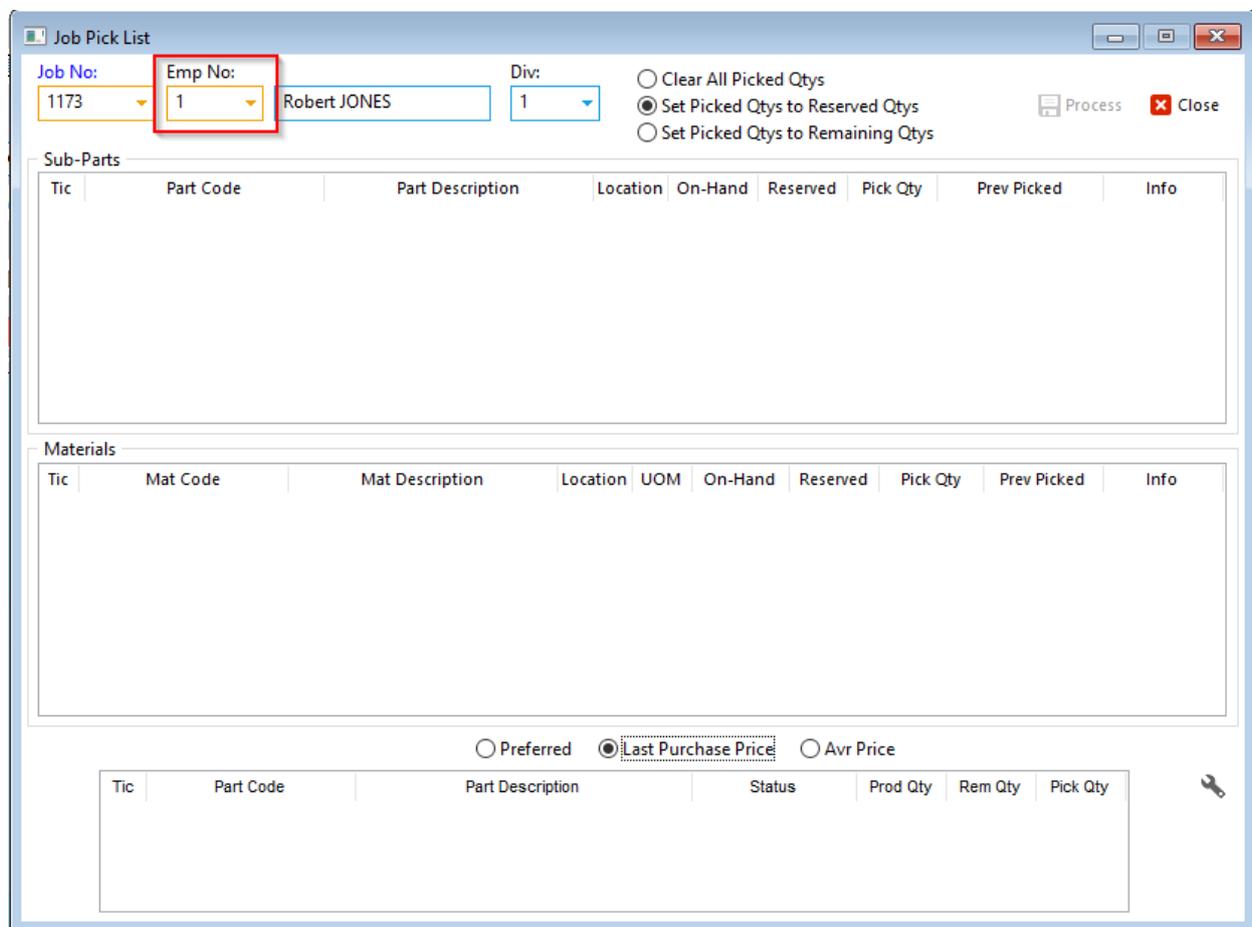
Step 1 – From the OPTO ribbon, select the 'Orders' tab then **click** the 'Process Sheet (Factory)' icon (1). Enter the order number or **press <F2>** and select an order from the pop-up list. **Press <TAB>** to generate the window and then **click** on the 'Pick Material and Sub-Parts' button (2).



Step 2 - As the window opens a pop-up list appears displaying the job tickets for the order, **click** on the job ticket to be picked from the pop-up list and **click OK**.



Step 3 - **Click** in the **Emp No.** field and enter your employee number and **press <TAB>** to generate the field. Enter a division if necessary.



Step 4 - Enter the quantities to pick. If incorrect quantities are entered a red message will flash and the correct quantities will be highlighted red. Adjust quantities as necessary. To clear picked quantities, **click** on the **Clear All Picked Qtys** radio button (circled below).

Job Pick List

Job No: 1173 Emp No: 1 Robert JONES Div: 1

Clear All Picked Qtys
 Set Picked Qtys to Reserved Qtys
 Set Picked Qtys to Remaining Qtys

Process Close

Sub-Parts

Tic	Part Code	Part Description	Location	On-Hand	Reserved	Pick Qty	Prev Picked	Info
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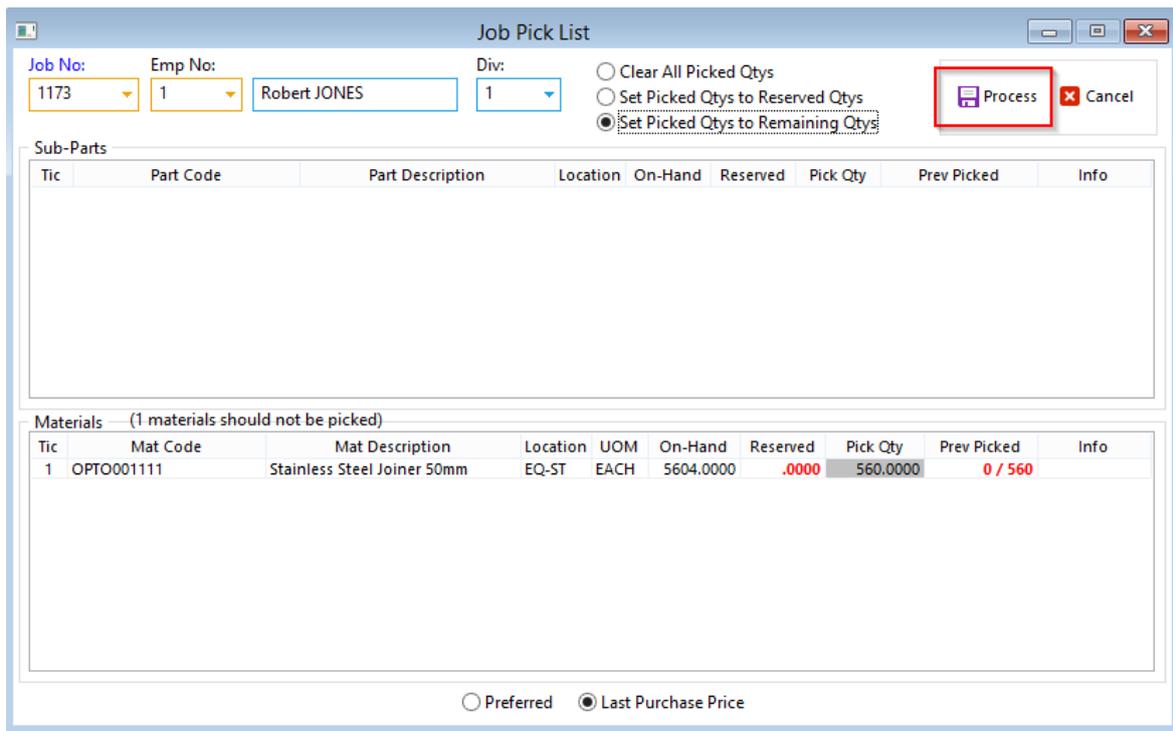
Materials

Tic	Mat Code	Mat Description	Location	UOM	On-Hand	Reserved	Pick Qty	Prev Picked	Info
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Preferred Last Purchase Price Avr Price

Tic	Part Code	Part Description	Status	Prod Qty	Rem Qty	Pick Qty
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Step 5 - Once the correct quantities have been picked, **click** on the 'Process' button (circled below).



Job Pick List

Job No: 1173 Emp No: 1 Robert JONES Div: 1

Clear All Picked Qtys
 Set Picked Qtys to Reserved Qtys
 Set Picked Qtys to Remaining Qtys

Process **Cancel**

Sub-Parts

Tic	Part Code	Part Description	Location	On-Hand	Reserved	Pick Qty	Prev Picked	Info
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Materials (1 materials should not be picked)

Tic	Mat Code	Mat Description	Location	UOM	On-Hand	Reserved	Pick Qty	Prev Picked	Info
1	OPTO001111	Stainless Steel Joiner 50mm	EQ-ST	EACH	5604.0000	.0000	560.0000	0 / 560	

Preferred Last Purchase Price

All materials, and parts picked for an order are recorded on the 'Stock' tab of the Factory Order.