## 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).

File	HOME CONT	ACTS RESOURCES	INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULING	INVOICING	QUALITY	MANAGEMENT	WORKSHOP
New	Copy Save	New Sales Order	Edit Sales Order Despatch (Sales) Process Sheet (Sale Sal	En His Car (s) es Order	tory Sales Orders ncel Sales Order	Callup Sheet (Sales)	Point of Sale Point of Sale	New Factory Order	Edit Fact	ory Order C h (Factory) H Sheet (Factory) C Factory	Check Allocations list Factory Orders Cancel Factory Order y Orders
			III Orrs III JS Pro JC III Pro IIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIII Pro IIIIII Pro IIIIII Pro IIIIII Pro IIIIII Pro IIIIIIIIII Pro IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Process Sheet Jer No: 773 ab Control: voluction Step bb Create J create J create J create J photomatic Step bb Create J create J photomatic Step bb Create J create J	(Factory Order) Job Type: Div: PR 1 PART 100 INV N S Despatch, Invoi ob Ticket E Ed On All Tickets Print Job als or Parts S S	Client Code TTMS STK ONE MATE ces and History it Job Ticket CC Ticket OK Reservation OB IS ACTIVE - N	ERIAL & WC Transfer Activate Job ver Sheet Sheet O Type	ult 1 2 Job I Purch CKING DONE	rial List		



**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** <u>OK</u>.

Process Sheet (Factory Order)								
Order No:     Job Type:     Div:     Client Code:       1173     PR     1     ITMS								
Please Choose the Job Tickets to Pick For	×							
Job Sub L Client Code Process Prod	uction Stock Total							
QK Cancel Clear Select All Search								
Materials								
Pick Materials or Parts Stock Reservations Structure No Description Does No Descriptio	irchase Order							
JOB IS ACTIVE - NOT STARTED NO PICKING DONE								

**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.

💷 Job Pi	ick List					• 💌
Job No: 1173	Emp No: 1 TROBERT J	ONES Div:	<ul> <li>Clear All Pick</li> <li>Set Picked Q</li> <li>Set Picked Q</li> </ul>	ed Qtys tys to Reserved Qtys tys to Remaining Qtys	Process	× Close
Sub-Pa	rts					
Tic	Part Code	Part Description	Location On-Hand	Reserved Pick Qty	Prev Picked	Info
- Materia	als					
Tic	Mat Code	Mat Description	Location UOM On-Han	d Reserved Pick Qty	Prev Picked	Info
			ed   ed  Last Purchase Price	e O Avr Price		
Tic     Part Code     Part Description     Status     Prod Qty     Rem Qty     Pick Qty						



**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).

	Jop H	ick List		
Jo [1	b No: 173	Emp No:	bert JONES  Div:  Clear All Picked Qtys  Set Picked Qtys to Reserved Qtys  Set Picked Qtys to Remaining Qtys	rocess 🗙 Close
	ub-Pa	Prot Carda	Part Description Location On Hand Description Disk Oty Description	Infe
	Nateria	als		
T	Ĩic	Mat Code	Mat Description Location UOM On-Hand Reserved Pick Qty Prev Picke	d Info
			Preferred     I ast Purchase Price     Avr Price	
		Tic Part Code	Part Description Status Prod Qty Rem Qty Pic	c Oty



**Step 5** - Once the correct quantities have been picked, **click** on the 'Process' button (circled below).

<b>.</b> .		Job	Pick List						- • •
Job N 117	No: Emp No: 3 • 1 •	Robert JONES 1	•	○ Clea ○ Set ● Set	ar All Picked Picked Qtys Picked Qtys	Qtys to Reserved to Remaini	l Qtys ng Qtys	Reprocess	X Cancel
Sub	-Parts								
	(1 materials show	ld ach ba ai da dì							
Tic	Mat Code	Mat Description	Location	ном	On Hand	Perenved	Pick Oby	Dray Dicked	Info
1	OPTO001111	Stainless Steel Joiner 50mm	EO-ST	EACH	5604.0000	.0000	560.0000	0 / 560	into
O Preferred 💿 Last Purchase Price									

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

