How to Pick an Order from InventoryControl

Sicaro - 2023-01-19 - Version 7

Picking Orders

This function applies to Pro and Enterprise Version users only.

Note: For information on the benefits of upgrading your version of InventoryControl or WaspNest Inventory, please select **Help > Benefits of Upgrading** on the **Main** window.

When a pick order is actually being picked, meaning the inventory is being readied for shipping to the customer, the quantities that are removed from inventory for each item on the order are entered in the Pick screen. At this time, the quantities are checked and you cannot pick more than you actually have in inventory unless the Over Pick option is enabled on the **Options** screen.

Picking Orders:

1. From the **Main Window**, click the **Receive/Pick** icon. The **Receive/Pick** menu appears at the bottom of the screen.

2. On the **Receive/Pick** menu, click the **Pick** button. The **Pick** screen appears. (You can also access the Pick screen from the **Pick Order List** by highlighting a pick order, then clicking the **Pick** button on the toolbar.)

3. Select which pick order you will be working on from the **Order Number** drop down list. The most recently selected orders will appear in the list or select **<More>** to view the **Pick Order** List. When you select an **Order Number**, the information for the selected pick order populates the screen:

4. Enter the date these items were picked in the **Pick Date** field. This field defaults to the current date.

5. You can optionally type in notes for this order in the **Notes** screen.

6. Now you can mark the items as picked. Select the item you are picking:

The **Quantity** field becomes enabled allowing you to enter the quantity you picked.

After entering a number in the Quantity field, a Location and Quantity box appears below the item. You must mark these items as picked from one or more locations. The **Available Qty** is also shown so you can easily see how many of this item are available at this location.

You can select options to be performed upon clicking **Save** from the **On Save** section. Options are:

-Print Packing Slip. Copies - Prints the packing slip containing all items picked for this order. Enter the number of copies of this packing slip you want to print in the field provided.

You can open a pick order and print one or more copies of the packing slip regardless of what state the pick order is in (new, issued). To do this, enter the number of copies you want to print, then click **OK**. All items picked for this order will be included on the packing slip, regardless of the setting of the **Packing Slip for Session** option.

By default, the packing slip that can be printed and/or emailed upon saving displays only items picked in the current pick session. If you want to pick multiple times and print a packing slip that displays all the picks for this

pick order, including items picked previously, you can select to do so on the **Options** screen.

For example:
Assume Pick Order 001 a quantity of 5 for item ABC and a quantity of 4 for item XYZ. Today I pick 2 of item ABC and 2 of item XYZ and ship them. The packing slip will display 2 ABC and 2 XYZ. Tomorrow I pick the other 3 of item ABC and 2 of item XYZ and ship them. The packing slip has 3 ABC and 2 XYZ.
This would also be exactly the same if both picks and ships were done on the same day.
If, however, I pick what I have in the morning and don't ship it and a shipment comes in that day or the next and I complete the order before shipping anything, I will want all of the items picked throughout the day to display on one packing slip. To do this the option must be set on the Options screen to accumulate all of the picks on the pick slip.

-Email Packing Slip - If this box is checked, a copy of this packing slip is automatically sent to the email address listed in the **Customer** screen for this customer when you click the **Save** button. If you have selected to view the **Email Destination List** (selected on the **Options** screen), the list will appear allowing you to select email addresses or change email addresses as needed. If you have selected not to view the list, the slip will automatically be sent ***to*** the email address listed in the **Customer** screen ***from*** the email address listed in the logged in user's network email setting. Please note that if the email address is not entered on the **Customer** screen or the logged in user does not have an email address, you will receive an error message when you try to send emails.

An email is also sent to any **CC addresses** designated on the **Options** screen. You can choose to ignore the CC address by deselecting the checkbox next to the **CC Addresses** field on the **Email Destination List**.

In order for the email feature to work correctly, you must set your **SMTP Server**, **User Name** and **Password** (if authentication is required for outgoing mail) and the **SMTP Port** on the Options screen. If these are not set, an error message will appear.

-Close this Pick Order - Marks this order as closed. Select this option after all items for the order have been picked.

-Create Backorder, if necessary - When Close this Pick Order is selected, you can choose this option if you want to create a back order for a partially picked order. When selected, if not all items have been marked as received, a backorder will be created for the remaining unpicked items upon selecting the Save button. The backorder will be assigned the original Pick Order number followed by the letters BO and can be viewed on the Pick Order list.

After entering the pick quantities, click **Save** to update the amounts on the screen. Inventory is removed for those items you marked as picked. Click **Close** to close the screen.

Quick/Scan Entry:

This feature opens a window that allows you to quickly type in or scan in information. When you click the **Quick/Scan Entry** button, a window similar to the one shown below appears:

You can scan the barcode label on the item and the fields on the **Quick/Scan Entry** screen will populate with the scanned information. Click the **Pick** button, then scan the next item and the screen clears and repopulates with the new information. This is an easy method for quickly marking items as picked.

Related Articles:

InventoryControl v7 Pick Order Overview
https://support.waspbarcode.com/kb/articles/796

InventoryControl: How to Create a Pick Order
https://support.waspbarcode.com/kb/articles/793