6.5.1. Open Documents Report

The screen can be reached via: Produmex > Reports > Open Documents Report. On the Open documents report screen open PMX documents can be seen grouped by the document type.

Adjust the settings of the Open documents report on the Open documents screen controller. On the controller the sorting order can be selected for each document type. The view and grid localization for the document types can be also customized on the controller.

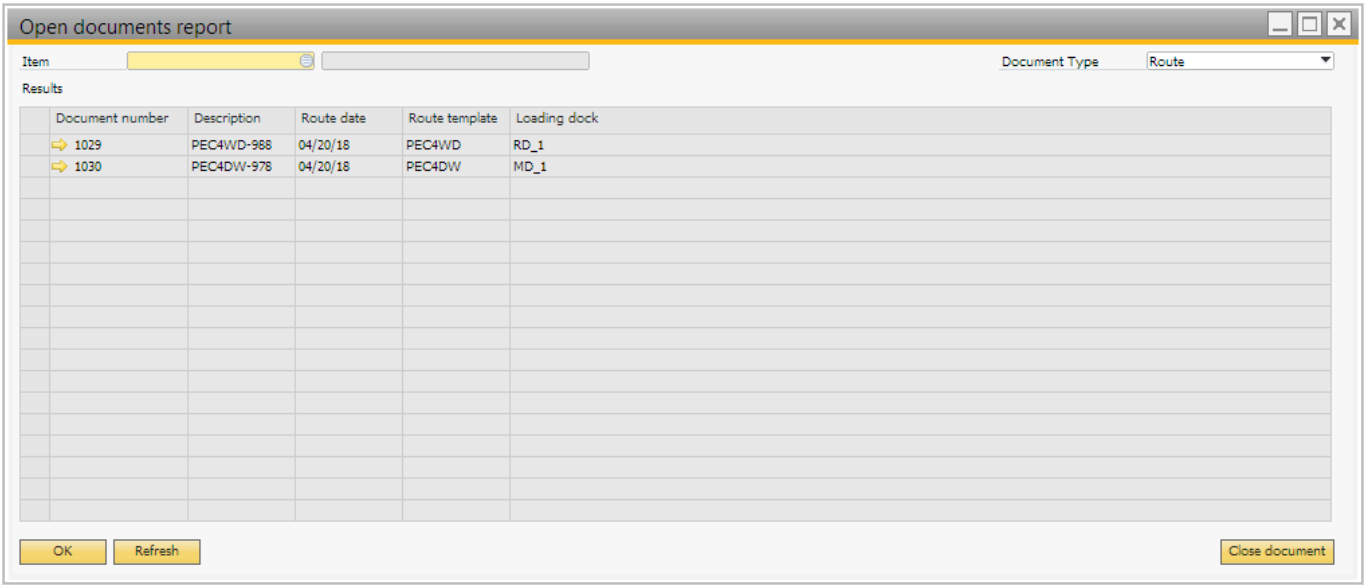
Select a 'Document type' from the dropdown menu. The following document types can be selected:

- Route
- Pick list
- Pick list proposal
- Move order
- PMX Sales shipping
- Container
- Weigh order

Item:
It is possible to filter the list based on the item. Enter the item code or select an item from the list.

Click on the 'Ok' button to close the screen.
Click on the  icon on the Menu Bar to refresh the screen.
Click on the 'Close document' button to close the document(s) on the selected line(s).

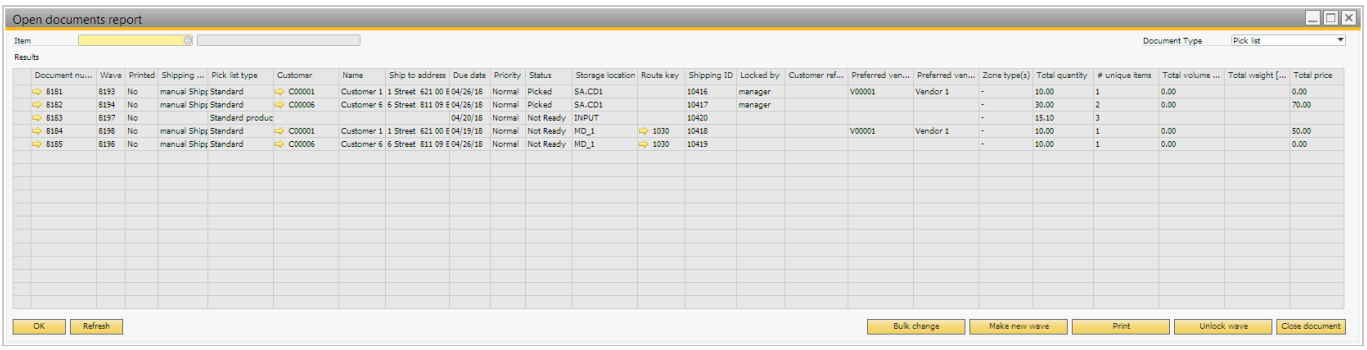
6.5.1.1. Route



- *Document number:* The route number.
- *Description:* The route description.
- *Route date:* The due date of the route.
- *Route template:* The route template number. The field is only filled if the route was created

from a template.
- *Loading dock:* The code of the loading dock assigned to the route.

6.5.1.2. Pick list



- *Document number:* The pick list number.
- *Wave:* The wave number.
- *Printed:* Possible values: Yes/No
- *Shipping Type (Document):* The shipping type of the base document.
- *Pick list type:* The pick list type.
- *Customer:* The card code of the customer.
- *Name:* The name of the customer.
- *Ship to address:* The ship-to address.
- *Due date:* The due date of the base document.
- *Priority:* The priority of the pick list.
- *Status:* The status of the pick list.
- *Storage location:* The destination of the picking.
- *Route key:* The route number the pick list belongs to. When the pick list is not assigned to a route, this field is empty.
- *Shipping ID:* The shipping ID of the pick list.
- *Locked by:* The user who started the picking.
- *Customer ref.no.:* Customer reference number.
- *Preferred vendor:* The card code of the preferred vendor.
- *Preferred vendor name:* The name of the preferred vendor.
- *Zone type(s):* The zone type.
- *Total quantity:* The total quantity of the pick list.
- *#unique items:* The number of the items on the pick list.
- *Total volume (m3):* The total volume of the pick list displayed in m3.
- *Total weight (kg):* The total weight of the pick list displayed in kg.
- *Total price:* The total amount of the pick list proposal.

Create a new wave

Click the Make new wave button to create a new wave from the selected picklists.

Note: Make sure that the wave contains picklists related to the same warehouse. Waves with picklists related to different warehouses are not supported.

Print

Click on the button to print the selected pick lists.

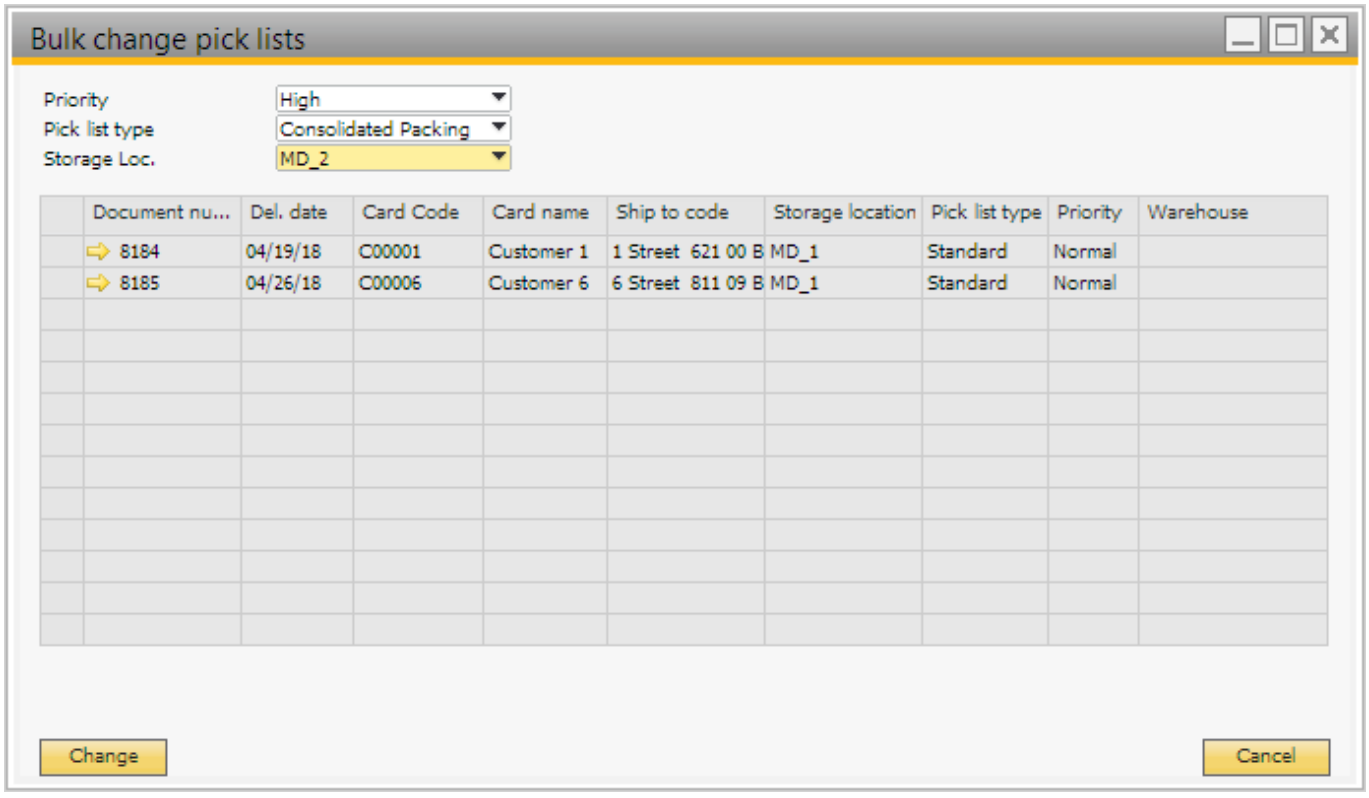
After printing the pick list, the status is converted to Ready.

Unlock wave

Click the button to remove the user locking from the wave linked to the selected line.

Bulk change

To change certain values for multiple pick list, select the pick lists and click on the ‘Bulk change’ button.



Adjust the values on the opening ‘Bulk change pick lists’ screen. The following values can be changed:

1. *Priority*
   Select a priority level from the dropdown list.
2. *Pick list type*
   Select a pick list type from the dropdown list. The pick list type can only be changed if the type of the base document is the same for every selected pick list. Every Produmex pick list type that is not used for production can be selected.
3. *Storage location*
   Select a storage location from the dropdown list. Active unloading docks and active locations that can be the destination for picking are listed. The storage location can only be changed if

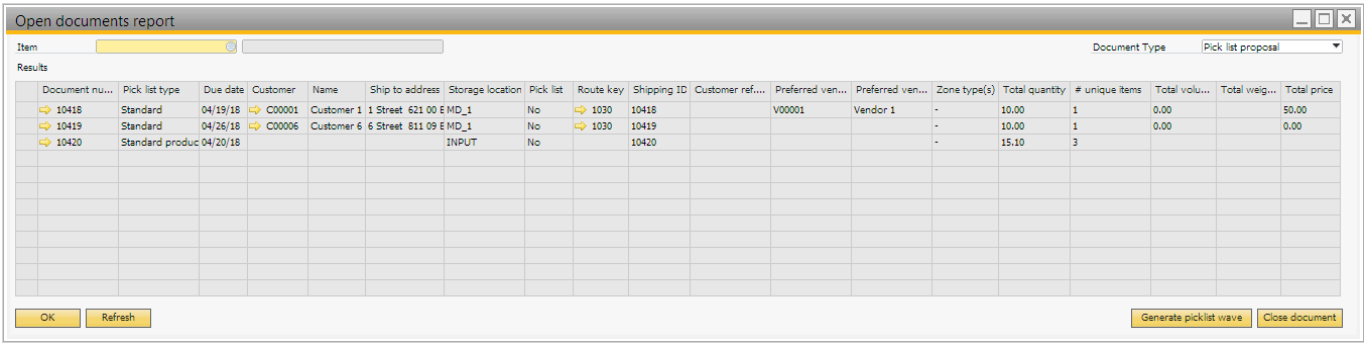
every selected pick list needs to be picked from the same warehouse.

On the grid every selected pick list is listed.

Press the ‘Change’ button to adjust the values for every selected pick list. Only fields where a value has been selected will be adjusted.
Press the ‘Cancel’ button to close the screen without changing any value.

6.5.1.3. Pick list proposal

On this screen, every open pick list proposal is listed. Pick list proposals with open pick list are displayed based on the setting for the *‘Show proposals with pick lists on open doc. report?’* option on the Pick List Proposal generator.

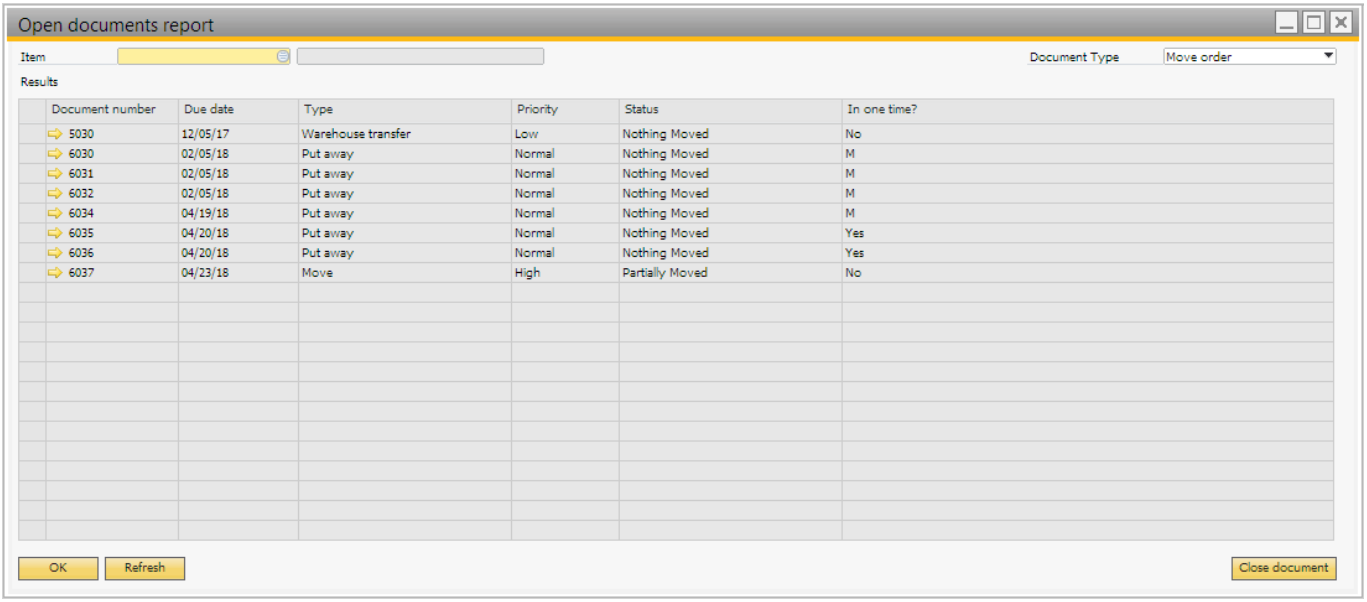


- *Document number:* The pick list proposal number.
- *Pick list type:* The pick list type.
- *Due date:* The due date of the base document.
- *Customer:* The card code of the customer.
- *Name:* The name of the customer.
- *Ship to address:* The ship-to address.
- *Storage location:* The destination of the picking.
- *Pick list:* Indicates whether a pick list was created based on the proposal or not.
- *Route key:* The number of the route the pick list belongs to.
- *Shipping ID:* The shipping ID of the pick list proposal.
- *Customer ref.no.:* The customer reference number copied from the sales order.
- *Preferred vendor:* The card code of the preferred vendor.
- *Preferred vendor name:* The name of the preferred vendor.
- *Zone type(s):* The zone type.
- *Total quantity:* The total quantity of the pick list proposal.
- *#unique items:* The number of the items on the pick list proposal.
- *Total volume (m3):* The total volume of the pick list proposal displayed in m3.
- *Total weight (kg):* The total weight of the pick list proposal displayed in kg.
- *Total price:* The total price of the pick list proposal.

Click on the ‘Generate pick list wave’ button to create pick list(s) that are grouped in a wave from the selected line(s).

Click on the ‘Generate pick list’ button to create pick list(s) from the selected line(s). Each generated pick list has its separate wave.

6.5.1.4. Move order

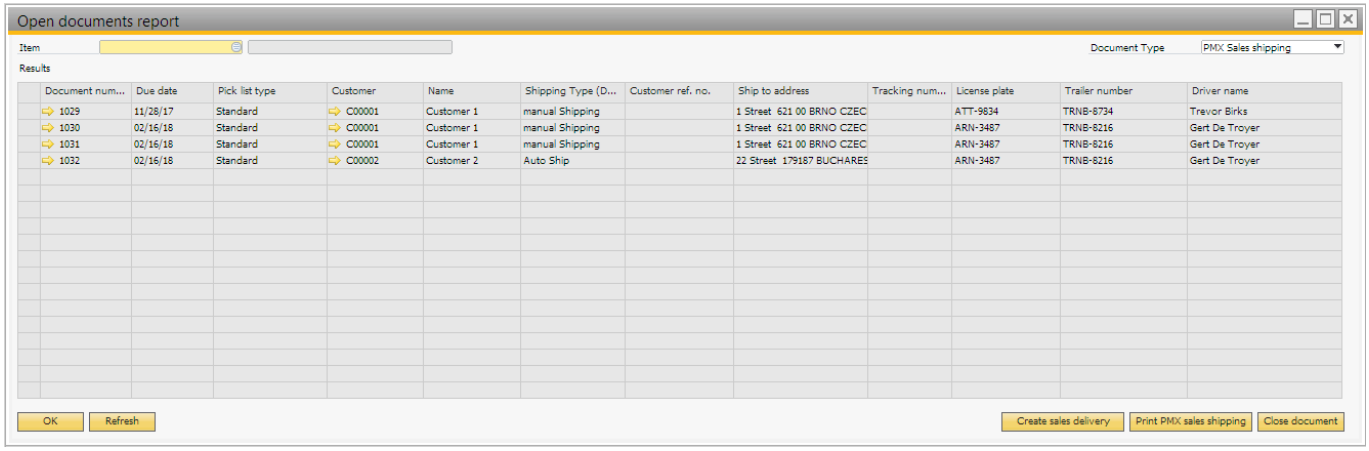


- *Document number:* The number of the move order.
- *Due date:* The due date of the move.
- *Type:* The move type. Possible values: *Move*, *Put away*, *Replenishment*, *Warehouse transfer*.
- *Priority:* The code of the priority.
- *Status:* The status of the move order. Possible values: *Nothing Moved* and *Partially Moved*.
- *In one time?:* Indicates whether the move order can/must be moved in one time or not. Its value can be set in the process of Move SSCC. Possible values displayed in the column:
  - No - Cannot be moved in one time
  - Y - Can be moved in one time
  - M - Must be moved in one time

6.5.1.5. PMX Sales shipping

When the *'Use Pmx sales shipping?'* option is enabled on the Sales delivery note generator, the delivery will be booked in a PMX Sales Shipping document.

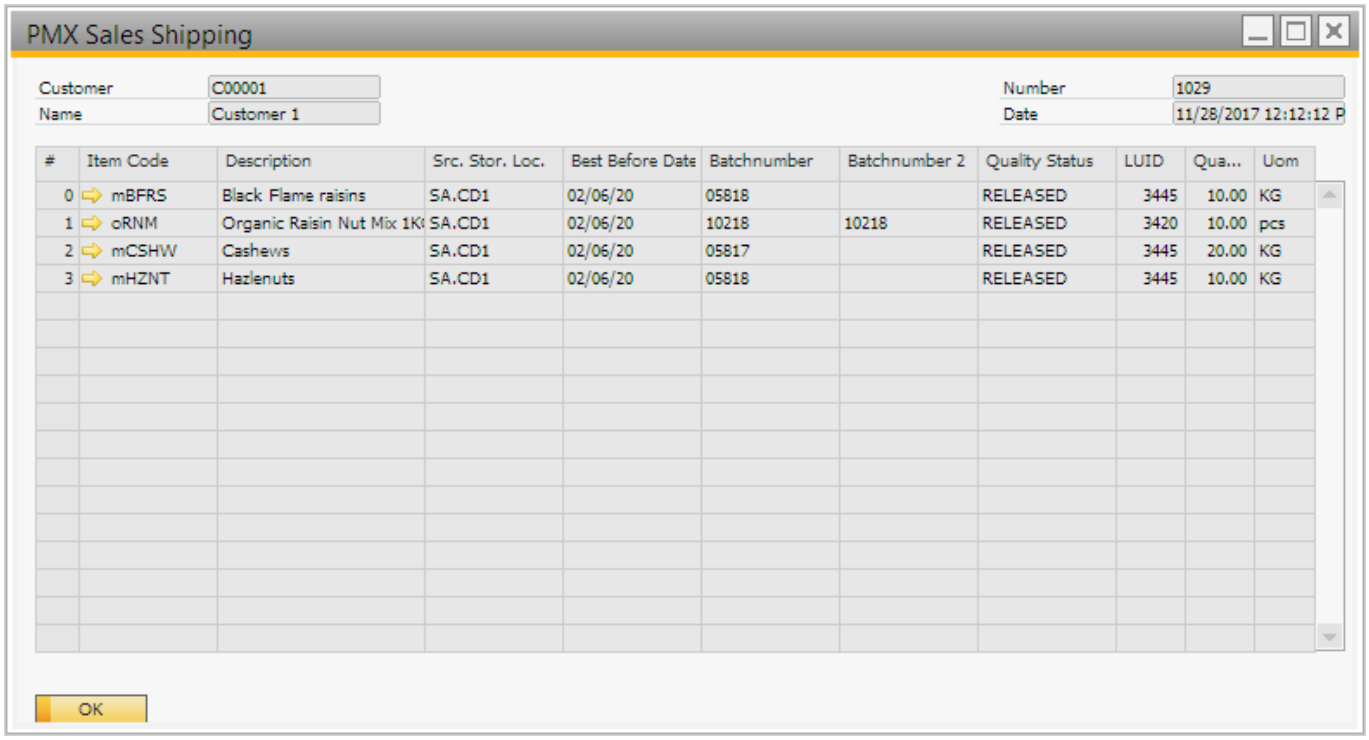
The SAP sales delivery can be created based on the PMX Sales Shipping Document through the Sales Delivery Tool, or manually on the Open Documents report.



- *Document number:* The number of the PMX Sales Shipping document.
- *Due date:* The date when the document was created.
- *Pick list type:* The type of the base pick list.
- *Customer:* The card code of the customer.
- *Name:* The name of the customer.
- *Shipping type:* The shipping type of the base sales order.
- *Customer reference number:* The customer reference number copied from the sales order.
- *Ship to address:* The ship-to address.
- *Tracking number:* The tracking number. Based on the shipping type, the user might have to add the tracking number during the picking.
- *License plate:* The license plate.
- *Trailer number:* The trailer number.
- *Driver name:* The name of the driver. Based on the general settings for the company and the shipping type, the user might have to add the license plate, the trailer number and the name of the driver during the shipping.

Click on the ‘Create Sales Delivery’ button to create a sales delivery document based on the selected PMX Sales Shipping document.
Click on the ‘Print PMX Sales Shipping’ button to print the selected document. On the opening ’Select report and printer’ screen select the report and the printer. Only *‘PMX Sales shipping report (PSSH-RPT)’* type reports can be selected. Please note: It is not possible to print multiple PMX Sales Shipping document simultaneously.

PMX Sales Shipping



Header

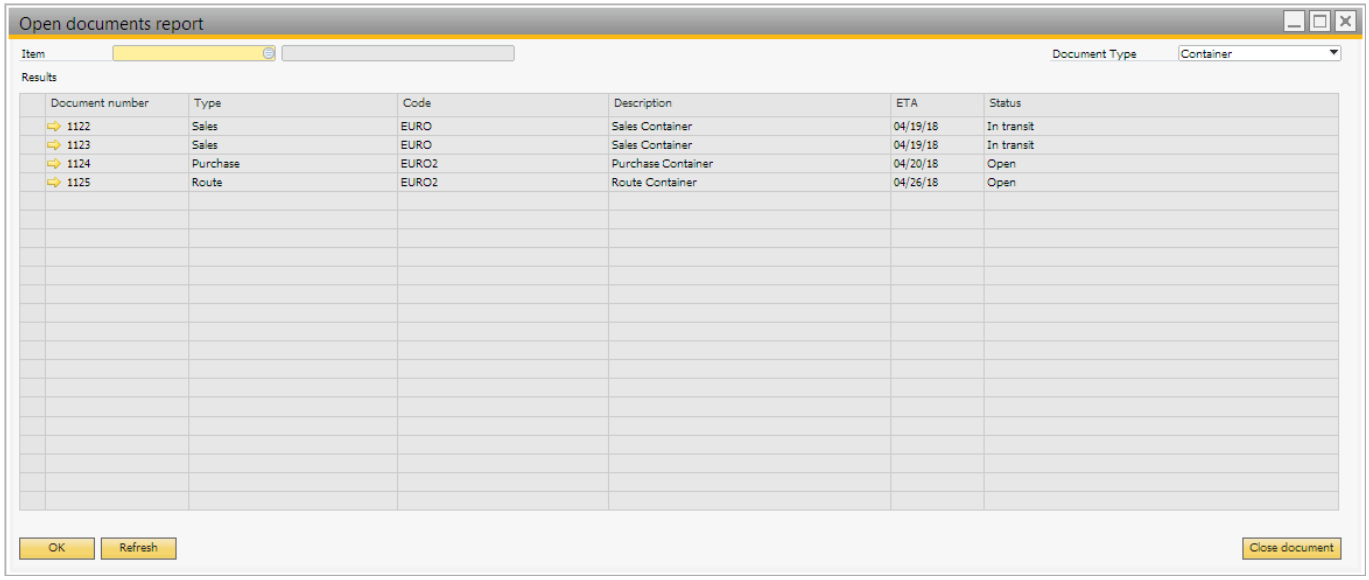
- *Customer:* The Card Code of the customer.
- *Name:* The name pf the customer.
- *Number:* The number of the PMX Sales Shipping document.
- *Date:* The date and time of the creation.

Grid

- *Item Code:* The item code.
- *Description:* The item description.
- *Src.Stor.Loc.:* The code of the loading dock.
- *Best Before Date:* The best before date of the stock to ship.
- *Batchnumber:* The batch number linked to the stock to ship.
- *Batchnumber2:* The second batch number linked to the stock to ship.
- *Quality Status:* The quality status of the stock.
- *LUID:* The LUID.
- *Quantity:* The quantity to ship.
- *Uom:* The unit of measurement.

Click on the ‘Ok’ button to close the screen.

6.5.1.6. Container



- *Document number:* The number of the container.
- *Type:* The container type. The possible values are: *'Sales'*, *'Purchase'*, *'Route'*.
- *Code:* The code of the container.
- *Description:* The description of the container.
- *ETA:* The estimated time of arrival.
- *Status:* The status of the container. The possible values are: *'Open'*, *'In transit'*, *'Delivered'*, *'Closed'*.

6.5.1.7. Weigh order

- *Doc. Number:* The document number of the weigh order.
- *Due Date:* The due date of the weigh order.
- *Priority:* The priority of the weigh order.
- *Weighing room:* The weighing room assigned to the order.
- *Prod.order:* Link to the base production order.
- *Prod.doc.number:* The document number of the base production order.
- *Item code:* The item code of the main product.
- *Item name:* The item name of the main product.
- *Weighing strategy:* The weighing strategy of the main product that was defined on the Produmex Production tab of the Item Master Data.
- *Status:* The status of the weigh order.

Click on the 'Print' button to print the weigh order report for the selected weigh orders.

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