



# Eclipse RF Location Maintenance

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**EPICOR.**

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## RF Warehouse Management Overview

Use the Eclipse Radio Frequency (RF) Warehouse Management companion product to control and automate your entire warehouse's functions in real-time.

The RF Warehouse Management system uses radio frequency data communications that provide real-time access and integration to the system. RF data communications transmit between RF guns and workstation terminals, allowing up-to-the-minute information transmission of the following:

- Receiving and Put Away
- Picking
- Staging and Closing Orders
- Inventory Replenishment
- Product Movement
- Physical Inventory
- Cycle Counting

By using the RF Warehouse Management system, your warehouse gains real-time control over inventory. This real-time data transmission gives warehouse management the ability to:

- Make timely, well-informed decisions.
- Increase sales while lowering inventory levels.
- Reduce inventory variances to less than 0.01%.
- Reduce the number of lost sales and returns.
- Decrease your distribution cycle time.
- Improve service levels.
- Eliminate facility shutdown during physical inventory.
- Minimize personnel requirements and reduce your payroll.
- Improve warehouse space management.
- Cycle count discrepancies immediately.

## RF Location Maintenance Overview

The RF Location Maintenance screen displays all locations for a selected product. When you need to relocate items or update a location's quantity, use RF Location Maintenance to track these changes.

For example, use RF Location Maintenance to:

- Track the reallocation of product if you need to move the product from overstock to the counter.
- Adjust the product quantity in the RF system if you realize that the product quantity in the system is different than the product quantity on the shelf.

You can manually relocate product by adjusting quantities in the RF Location Maintenance screen, but we recommend that you relocate product by using the RF Move Product function instead. This function allows you to relocate product without manually adjusting location quantity.

## RF Location Maintenance Adjustment Authorization

You must be assigned the PRD.LOCATION.MAINT authorization key to make location and quantity adjustments in RF Location Maintenance. There are three authorization levels:

- Level 1 - Only allows you to view RF Location Maintenance.
- Level 2 - Allows you to relocate product, without changing on-hand quantity.
- Level 3 - Allows you to relocate product and adjust product quantity.

## Adjusting Locations Holding Tagged or Consigned Inventory

When you adjust locations holding product tagged to sales orders or consigned inventory, keep the following in mind:

- If you perform any update to a location holding tagged product from either RF Location Maintenance or RF Move Product, the system copies the update to the purchase or transfer order on which the product was originally received.
- You cannot increase tagged quantities in a location using RF Location Maintenance. To increase tagged quantities in locations, either use the RF Move Product functionality to move additional quantity into the location or increase the sales order quantity for the tagged item to generate a pick request.
- You cannot make adjustments to locations holding consigned inventory from RF Location Maintenance.

## RF Location Maintenance Screen Views

The RF Location Maintenance screen has seven views, which you can use to track the following:

- Product location and quantity.
- Product type, such as stock or defective.
- Product status location, such as primary or floating.
- Minimum and maximum quantities for replenishment.
- Pallet and lot numbers for product.

## RF Location Maintenance

- Last count date for product.
- Product expiration dates.
- Product receive dates.

Use the Warehouse Location Maintenance window to view all products in one location.

## Adjusting Product Location and Quantity in RF

If you need to move product from one location to another, such as from the warehouse onto the sales floor, use RF Location Maintenance to track and manually adjust the locations of the products in the system.

Adjust product quantity if, for example, the system indicates that 10 items are supposed to be on Shelf A, but you notice that only 8 items are on Shelf A. You would change **10** to **8** in the system. Then queue this product for an immediate cycle count to re-verify the product's quantity.

Make such adjustments within the RF system so that your inventory counts stay accurate.

**Note:** You can manually relocate product by adjusting quantities on the RF Location Maintenance screen; however, you can use the RF Move Product function to relocate product and adjust quantities without manually updating the system.

You must be assigned level 2 or level 3 of the PRD.LOCATION.MAINT authorization key to make location and quantity adjustments in RF Location Maintenance.

### To adjust product location in RF Location Maintenance with Level 2 Authority:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Loca Maint** to display the RF Location Maintenance screen.

**Note:** If prompted, log on to the character-based system.

2. In the **Br** field, enter the branch for the product.
3. Scan in the product bar code.

The screen displays the product's location and its on hand quantity, as well as additional information.

4. In the **Location** field, identify the location from which you are moving the product.

**Note:** Use the **Move** hot key if you want to move product without manually adjusting location quantities.

5. In the **Onhand** field next to the correct location, enter one of the following:

- The quantity which you are leaving in the location.
- A negative number for the number of items you are moving from the location.

For example, if you are moving 20 items from Location A to Location B, enter **-20** in the **Onhand** field.

The system prompts you to select the location to which you want to move the product.

6. Place the cursor on the location to which you are moving the product and press **Enter**.

The system adjusts the numbers accordingly in the locations.

7. Press **Esc** to save all updates and exit the screen.

**Note:** If the quantity in the **Onhand** column exceeds seven digits, an asterisk (\*) displays.

**To adjust product location and quantity in RF Location Maintenance with Level 3 Authority:**

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Loca Maint** to display the RF Location Maintenance screen.

**Note:** If prompted, log on to the character-based system.

2. In the **Br** field, enter the branch for the product.
3. Scan in the product bar code.

The screen displays the product's location and its on hand quantity, as well as additional information.

4. In the **Location** field, identify the location from which you are moving the product or adjusting the product quantity.

**Note:** Use the **Move** hot key if you want to move product without manually adjusting location quantities.

5. In the **Onhand** field next to the correct location, enter the number of items that are left in that location.
6. If you are moving the quantity to a different location, in the **Location** field, identify where you are moving product.
7. In the **Onhand** field next to the correct location, add the number of items that you are moving to the quantity already in that location and enter that number.

For example, if you are moving 20 items to a location with 40 items, enter **60**.

8. Use the **Cycle Cnt** hot key to add the product to the next cycle count if the quantity does not seem accurate.
9. Press **Esc** to save all updates and exit the screen.

**Note:** If the quantity in the **Onhand** column exceeds seven digits, an asterisk (\*) displays.

## Moving Product Using RF

Use the RF Move Product function to relocate product without manually adjusting location quantity.

For example, you need to relocate product to the counter from the overstock location. Display the Move Product screen to move the product. The system updates quantity locations and last count dates in RF Location Maintenance so that you do not need to make any manual adjustments.

You can also view available locations to move product from and move the quantity to multiple locations on the Move Product screen.

**Note:** If you move product that is assigned a review type from a primary, secondary, or floating location, the product no longer needs to be cycle counted. It is assigned a stock type in its new location and its last count date is updated to the current date. Any product remaining in the original location still needs to be cycle counted and is still assigned a review type. If all product has been moved from the floating location, the system deletes the location.

### To move product without manually adjusting location quantity:

1. Display the Move Product screen by doing one of the following:
  - On the RF Location Maintenance screen, display the product you want to move, place the cursor on the location from which to move the product, and use the **Move** hot key.
  - From the **Warehouse Management > RF Applications > RF Main Menu > Misc** menu, select **Move Product**.

**Note:** If prompted, log on to the character-based system.

2. If needed, enter the branch and your user ID in the corresponding fields.

**Note:** If you access the Move Product screen from the RF Location Maintenance screen, the system populates the above fields. It also displays the product entered on the RF Location Maintenance screen and its unit of measure (UOM) in the selected location.

3. Scan the product that you want to move.
4. Scan the location from which you are moving the product. Press **F10** to select a location, if necessary.
5. Enter the quantity that you want to move.

Use the **All** hot key to select all available quantity in the current location.

6. Do one of the following to move the product:
  - Scan the tote onto which you are using to move the product and then use the **PutAway** hot key to move the product to its new location.
  - Use the **Down Arrow** to place the cursor in the **PutLoc** field. Scan or select the location into which you want to move the product without using a tote. Place the product in the new location to complete the move. The system updates the last count date for the product in the new location.

## RF Location Maintenance

**Note:** If the RF Enable Tote Validation control maintenance record is activated, you must scan a tote and use it to move the product instead of placing product directly into the new location.

If you want to split the quantity into multiple locations, use the **Qty** hot key.

7. Press **Esc** to save updates and exit the screen.

### To select locations to move the product to and from:

1. Display the Move Product screen and scan the product you are moving.
2. Place the cursor in the **Location** field if you are selecting a move-from location or in the **PutLoc** field if you are selecting a move-to location.
3. Press **F10** to display the Select Location screen.

The system displays the following information:

Field	Description
<b>Desc</b>	The product name and ID that you are moving.
<b>Location</b>	Each location holding available quantity for the product.
<b>Onhand</b>	The available quantity in the location.
<b>T</b>	The location type, such as stock ( <b>S</b> ).
<b>S</b>	The location status, such as primary ( <b>P</b> ).
<b>UM</b>	The UOM in which the quantities are displayed.

4. Place the cursor on the location that you want to move the quantity from or to and press **Enter**.

**Note:** Make sure that you move lot controlled or tagged items to lot controlled or tagged locations.

The system returns you to the Move Product screen so that you can continue moving the product.

**Note:** You can also select a move-to location on the Non-Directed Put Away screen.

### To split quantity that you are moving between multiple locations:

1. Complete steps 1-5 in the Move Quantity task.
2. Use the **Qty** hot key to split the quantity.
3. At the prompt to enter quantity, enter the quantity that you are placing in the first location.
4. Either scan the tote onto which you are placing the product or scan the location directly.
5. Scan the second location into which you are placing the remaining quantity.

**Note:** Make sure that you move lot controlled or tagged items to lot controlled or tagged locations.

If you need to split the quantity again, use the **Qty** hot key and repeat the process. The system updates the last count date for the product in the new locations.

6. Press **Esc** to save updates and exit the screen.

## Defining Minimum and Maximum Replenishment Levels in RF

Based on minimum and maximum quantities set in RF Location Maintenance, you are notified when a location needs replenished.

When the quantity for a product reaches the minimum quantity defined, the system instructs you to replenish the stock back to its maximum level with quantity from another location. It determines the location from which you take the stock based on the Inventory Allocation Method control maintenance record.

### To define a minimum and maximum replenishment level for a location:

1. From the **Warehouse Management > RF Applications > RF Main Menu**, select **Loca Maint** to display the RF Location Maintenance screen.  
**Note:** If prompted, log on to the character-based system.
2. In the **Br** field, enter the branch for the product.
3. Scan in the product bar code.  
The screen displays the product's location and its on-hand quantity, as well as additional information.
4. Use the **View** hot key and select **Replenish Min/Max** to display the Min/Max view.
5. In the **Location** field, find the location for which you are setting minimum and maximum quantities.
6. In the **MinQty** field next to the correct **Location** field, enter the minimum number of items you want at that location.
7. In the **MaxQty** field next to the correct **Location** field, enter the maximum number of items you want at that location.
8. Press **Esc** to save the settings and exit the screen.
9. Set up Warehouse Operation Queuing.

## RF Location Maintenance Views and Fields

The RF Location Maintenance screen has eight different screen views. All views display the location and on-hand quantity for the product, except for the Replenish Min/Max view. Each view also displays similar information, with a few date exceptions. The major difference between the views is their field locations. This varying field location affects how the views display on your RF gun. For example, the Location/Qty/Type view displays the same information as the Location/Qty/Stat view, except that the **Typ** and **Stat** fields are reversed on the views.

The **Typ** field precedes the **Stat** field on the Location/Qty/Type view and the **Stat** field precedes the **Typ** field on the Location/Qty/Stat view.



On your workstation terminal you can see both fields on each view, but on your RF gun you can only see limited fields of the screen. On Palm devices, you can see the first three fields of the screen and scroll across the screen to view additional fields. On Symbol 6800 units, you can see only the first two fields and scroll across the screen to view additional fields.

**Note:** This RF Warehouse Management functionality is not part of Solar Eclipse. Use the character-based system to access the screen displayed above.

## RF Location Maintenance Fields

The following table defines the RF Location Maintenance screen fields, with the exception of Location and Onhand, and MinQty and MaxQty, which are defined in their own topics. Use the **View** hot key to select a view. Use the **View** hot key on the RF Location Maintenance screen to select a view.

Field	Description
<b>Desc</b>	Displays the product bar code after you scan it into the system.
<b>Lot/Serial#</b>	Displays the lot number or serial number for the product if one exists.  <b>Note:</b> If the control maintenance record is set to <b>Y</b> , the system stores serial numbers by location, which becomes the assigned location for serialized products. This location-assignment directs you to put away product in the assigned location. During picking, the system directs you to pick product based upon the assigned location for the serial numbers using first in first out (FIFO) logic.
<b>Typ</b>	Displays the quantity type for the product, such as <b>S</b> for stock or <b>F</b> for defective. Press <b>F10</b> to change the quantity type and select the new type from the displayed list.

Field	Description
<b>Stat</b>	<p>Displays the location status for the product. Press <b>F10</b> to select from the following list to change the location status:</p> <ul style="list-style-type: none"> <li>• <b>Primary</b> - The most efficient location to put away and pick product and the permanent location for the product.</li> <li>• <b>Floating</b> - Temporary location to put away and pick product when the primary location is at maximum capacity.</li> <li>• <b>Secondary</b> - The product's permanent location when its primary location is at maximum capacity.</li> <li>• <b>Remnant</b> - The location to put away and pick leftover product.</li> <li>• <b>*I*</b> - Indicates that the item is being received or put away.</li> </ul>
<b>RTyp</b>	<p>If the location holding the product was short picked and prompted a cycle count, this column displays the location's type as <b>Cycl</b>.</p>
<b>Old</b>	<p>If the location has a review status, this column displays the original status for the location, such as <b>S</b> for stock.</p>
<b>HomeLocation</b>	<p>Only used with Detail Lot Control to define where the lot item belongs after handling by warehouse personnel.</p>
<b>Pallet</b>	<p>If the product's location is a pallet, displays the pallet where the product is located. Use the <b>Palts</b> hot key to change the pallet location.</p>
<b>Exp Date</b>	<p>Displays the date the product expires if it is a perishable product. Enter a product's expiration date in this field.</p>
<b>Last Count</b>	<p>Displays the date the product was last counted.</p> <p><b>To update this date:</b></p> <ol style="list-style-type: none"> <li>1. Count the product.</li> <li>2. On the RF Location Maintenance screen, enter the quantity for the location, even if the quantity is the same as the last count.</li> </ol> <p>The system changes the <b>Last Count</b> date to the current date. It also updates the Product Activity Log by indicating that the product and location were counted and by displaying the previous count quantity and current count quantity.</p>
<b>Whse Stat</b>	<p>When using Detail Lot picking or receiving, the location from where the product is picked or put away first.</p>
<b>Recv Date</b>	<p>Displays the date when the product was received into inventory. When a receiver scans items into inventory, the system stores the receive date in RF Location Maintenance.</p>
<b>UM</b>	<p>Displays the unit of measure for the product at the location.</p>

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