



**ACHIEVE WAREHOUSE MANAGEMENT
ADVANCED SHIPPING NOTICE (ASN) SERIAL
NUMBERS**

**USER MANUAL
Version 6.5**

**PRESENTED BY
ACHIEVE IT SOLUTIONS**



SAP[®] Certified
SAP Business One Integration

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Achieve Warehouse Management: ASN is part of the Achieve One Suite, which has been certified by SAP as conforming to SAP's standards for Business One add-on solutions.

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ACHIEVE WAREHOUSE MANAGEMENT ADVANCED SHIPPING NOTICE (ASN) SERIAL NUMBERS

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Introduction

With standard SAP Business One and **Achieve Warehouse Management** you have the ability to manage both internal and external serial numbers. When dealing with those serial numbers, some vendors may be able to provide you a list of the ones they are shipping to you prior to them arriving at your warehouse. This is typically sent using a document called an Advanced Shipping Notice or ASN.

The ASN Serial Number functionality in **Achieve Warehouse Management** allows you to import those ASN Serial Numbers into SAP and then have the system provide validation against them when you actually receive them in.

Before reading this document, you may need to familiarize yourself with the **Achieve Warehouse Management User Manual** which explains all the basic functionality that WMS provides. This knowledge will be helpful with understanding how to use the ASN Serial Number functionality.

Setup

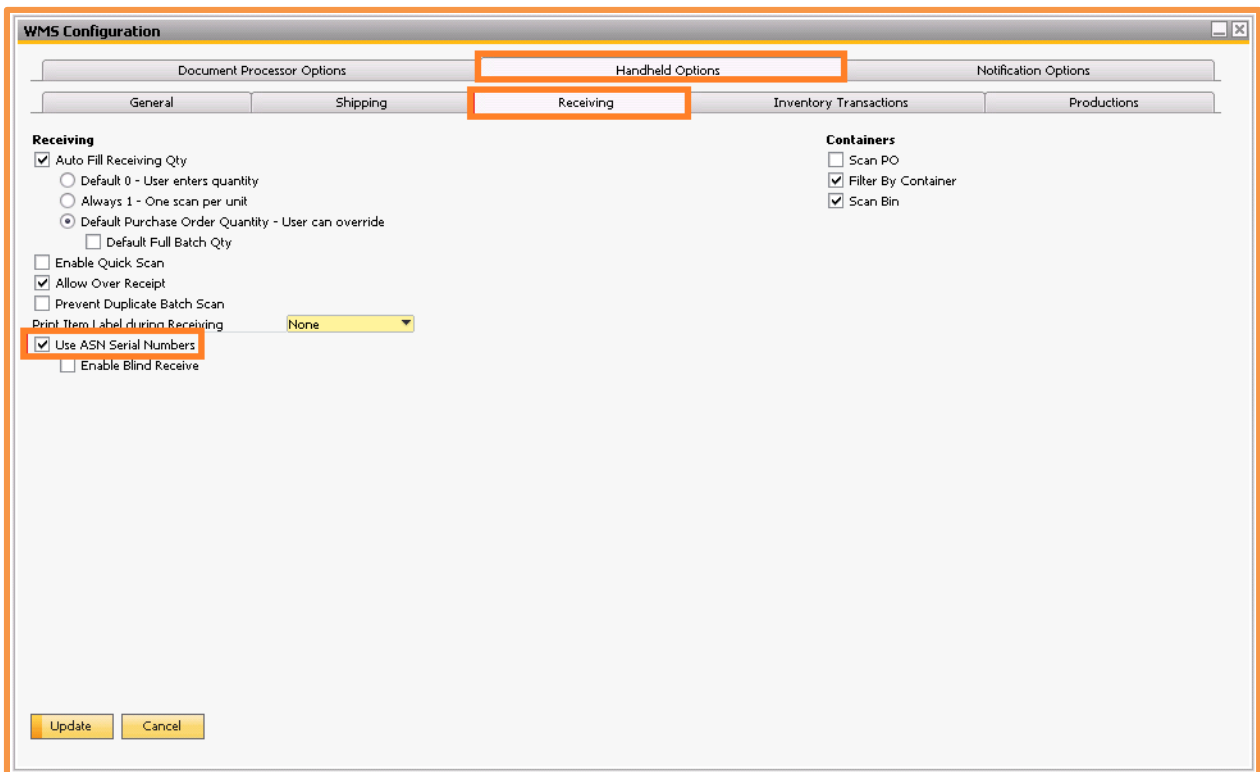
There are a couple of setups that need to be done before using the ASN Serial Number functionality.

WMS Configuration

The first thing you need to do is turn on the ASN Serial Number option. To do that, we need to go to the WMS Configuration screen:

(Administration > Achieve One Setup > Achieve Warehouse Management > WMS Configuration)

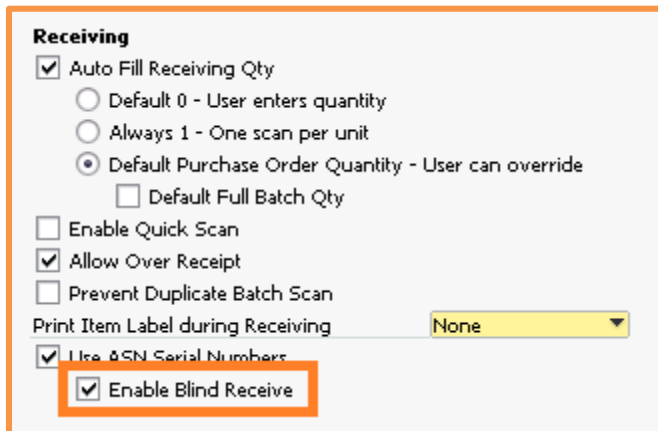
Once you are in there, go to the Handheld Options > Receiving tab, find the Use ASN Serial Numbers option, and check the box.



The screenshot shows the 'WMS Configuration' window with the 'Handheld Options' tab selected. Within this tab, the 'Receiving' sub-tab is active. The 'Receiving' section contains several options, with 'Use ASN Serial Numbers' checked and highlighted by an orange box. Other options include 'Auto Fill Receiving Qty' (checked), 'Enable Quick Scan' (unchecked), 'Allow Over Receipt' (checked), 'Prevent Duplicate Batch Scan' (unchecked), and 'Print Item Label during Receiving' (set to 'None'). The 'Containers' section on the right has 'Filter By Container' and 'Scan Bin' checked, while 'Scan PO' is unchecked. 'Update' and 'Cancel' buttons are at the bottom left.

Right below that setting is another option called “Enable Blind Receive”. If this is enabled, users will have the option to “blind receive” all Items and Serial Numbers from an ASN file that has already been imported. This option can help when receiving in large shipments. We will talk more about this function later in this document.

If you want to allow this option, just check the box.



Receiving

- Auto Fill Receiving Qty
 - Default 0 - User enters quantity
 - Always 1 - One scan per unit
 - Default Purchase Order Quantity - User can override
 - Default Full Batch Qty
- Enable Quick Scan
- Allow Over Receipt
- Prevent Duplicate Batch Scan
- Print Item Label during Receiving None
- Use ASN Serial Numbers
 - Enable Blind Receive

ASN Serial Number UDFs

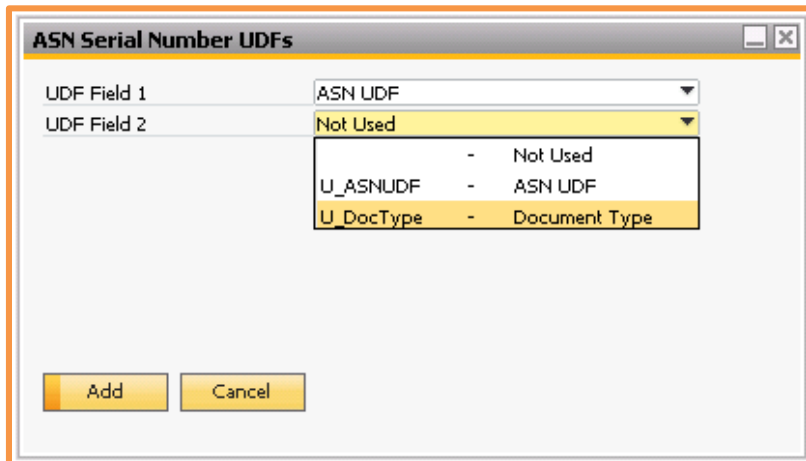
With standard SAP, you are able to add User Defined Fields (UDFs) to forms. This includes the ASN Serial Number Detail form that is created by enabling ASN Serial Numbers. We then provide the ability to select up to 30 of those UDFs to be captured during the ASN Import so that you may track additional properties for the serial numbers.

To set this up, you first need to create the UDFs on the ASN Serial Number Details table. For help on how to create UDFs please contact your SAP Support Team or SAP Business One Documentation.

| User-Defined Fields - Management | | | | | | |
|----------------------------------|-------------|-------------------|--------------------|------|--------------------------|--------------------------|
| Category | Title | Description | Type | Dflt | Mand. | Index |
| ▼ ASN Serial Number Details | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ItemCode | Item Code | Alphanumeric (20) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ItemName | Item Name | Alphanumeric (25) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ASNSerial | ASN Serial Number | Alphanumeric (32) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Status | Status | Alphanumeric (1) U | | <input type="checkbox"/> | <input type="checkbox"/> |
| | FileID | File ID | Alphanumeric (10) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | FileImportC | File Import Date | Date | | <input type="checkbox"/> | <input type="checkbox"/> |
| | PODocEntr | PO DocEntry | Numeric (11) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | PODocNum | PO DocNum | Alphanumeric (10) | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ExpectedD | Expected Date | Date | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ReceivedDT | Received Date | Date | | <input type="checkbox"/> | <input type="checkbox"/> |
| | WMSScanC | WMS Scanned Date | Date | | <input type="checkbox"/> | <input type="checkbox"/> |
| | DocType | Document Type | Alphanumeric (1) P | | <input type="checkbox"/> | <input type="checkbox"/> |
| | ASNUDF | ASN UDF | Alphanumeric (10) | | <input type="checkbox"/> | <input type="checkbox"/> |

After you create the UDFs, the next step is to go to the ASN Serial Number UDFs screen to select them (*Administration > Achieve One Setup > Achieve Warehouse Management > ASN Serial Number UDFs*)

Once you are in the screen, choose the UDFs you want to use, in the order you want to see them on the ASN Serial Number screen and in the import file.



| UDF Field | Value |
|-------------|----------|
| UDF Field 1 | ASN UDF |
| UDF Field 2 | Not Used |

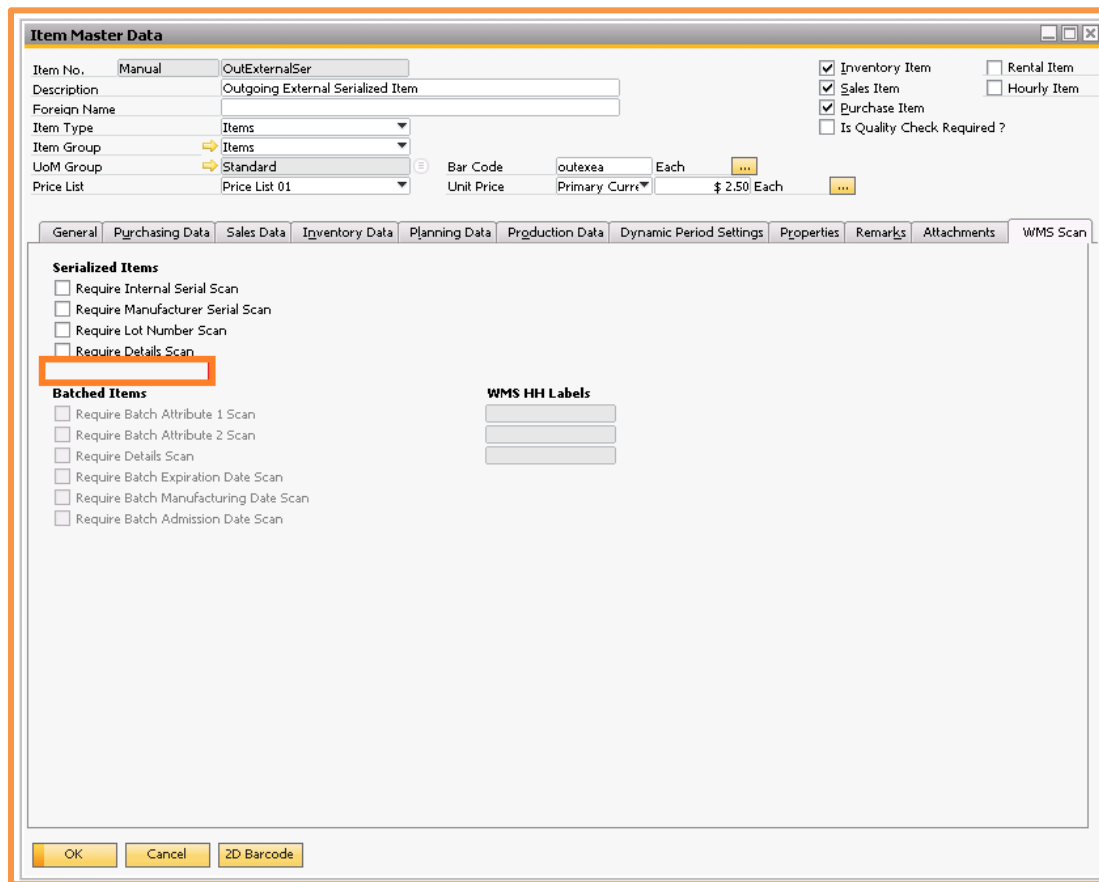
- Not Used
- U_ASNUDF - ASN UDF
- U_DocType - Document Type

Buttons: Add, Cancel

Once you have made your selections, hit Add or Update to save them. You will now be able to capture data in those fields during your ASN file import, which we will talk about a little later in this document.

Item Master Data

There is no setup necessary on the Item Master Data screen but there is a WMS option that becomes unavailable once you enable ASN Serial Numbers, and that is the “Use Outgoing External Serial Number” option on the WMS Scan tab.



Item Master Data

Item No. Manual OutExternalSer
 Description Outgoing External Serialized Item
 Foreign Name
 Item Type Items
 Item Group Items
 UoM Group Standard
 Price List Price List 01

Bar Code outexea
 Unit Price Primary Curr
 Each \$ 2.50 Each

Inventory Item
 Sales Item
 Purchase Item
 Rental Item
 Hourly Item
 Is Quality Check Required ?

Serialized Items

Require Internal Serial Scan
 Require Manufacturer Serial Scan
 Require Lot Number Scan
 Require Details Scan

Batched Items

Require Batch Attribute 1 Scan
 Require Batch Attribute 2 Scan
 Require Details Scan
 Require Batch Expiration Date Scan
 Require Batch Manufacturing Date Scan
 Require Batch Admission Date Scan

WMS HH Labels

OK Cancel ZD Barcode

This is because the ASN functionality requires that you track your serial numbers for all of your transactions, not just outgoing ones.

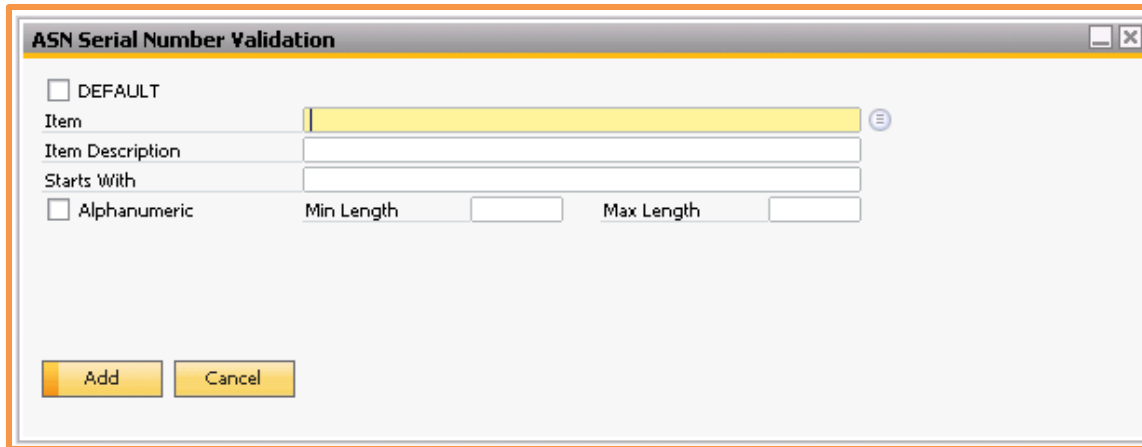
SAP Procedures

Now that we are done with the set up let's take a look at the ASN Serial Number screens and functions inside of SAP.

ASN Serial Number Validation

Achieve One > Achieve Warehouse Management > ASN Serial Numbers > ASN Serial Number Validation

This screen is where you set up validations for the ASN Serial Number imports. Once they are set up, the system will then check these validations as you import in your ASN Serial Number file and determine if the data inside them is valid or not.



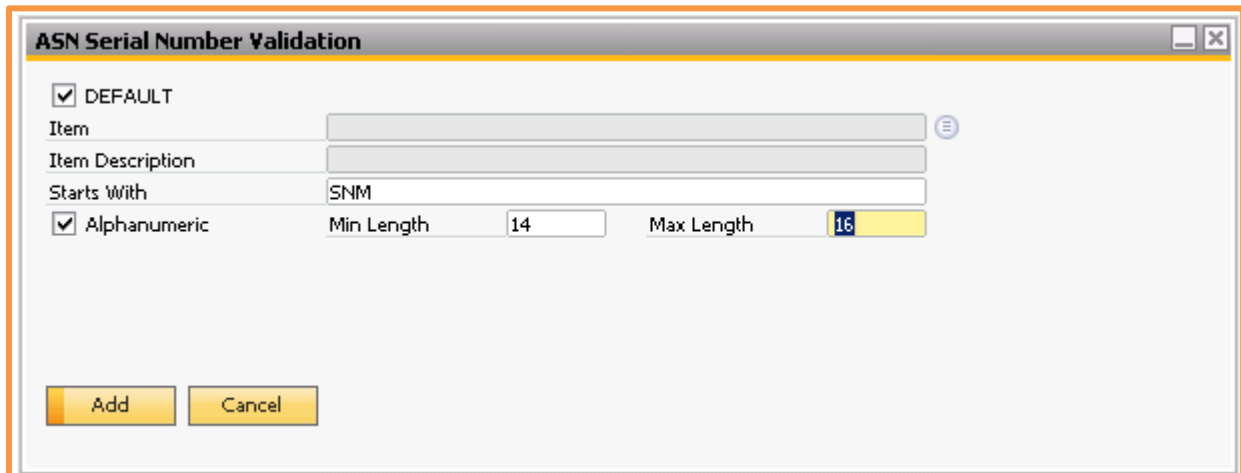
The screenshot shows a dialog box titled "ASN Serial Number Validation". It features a "DEFAULT" checkbox at the top left. Below it are three text input fields: "Item" (highlighted in yellow), "Item Description", and "Starts With". Underneath these is an "Alphanumeric" checkbox and two more text input fields labeled "Min Length" and "Max Length". At the bottom of the dialog are two buttons: "Add" and "Cancel".

You have the option to set one validation record for all items or to set validation records for each item individually.

If you want to set a default for all items, start by checking the DEFAULT box. Since this will not be item specific, the Item and Item Description boxes will be grayed out.

Next, if the serial numbers all start with a specific prefix, you will want to enter that into the Starts With field. Also, if the serial number will contain both letters and numbers make sure you check the alphanumeric box. Lastly, enter in the minimum and maximum character length of the serial numbers and hit Add.

All of the entered information will be validated as you import in your ASN Serial Number file, and if the records in the file do not match these settings, the file will not be imported.



ASN Serial Number Validation

DEFAULT

Item ⓘ

Item Description

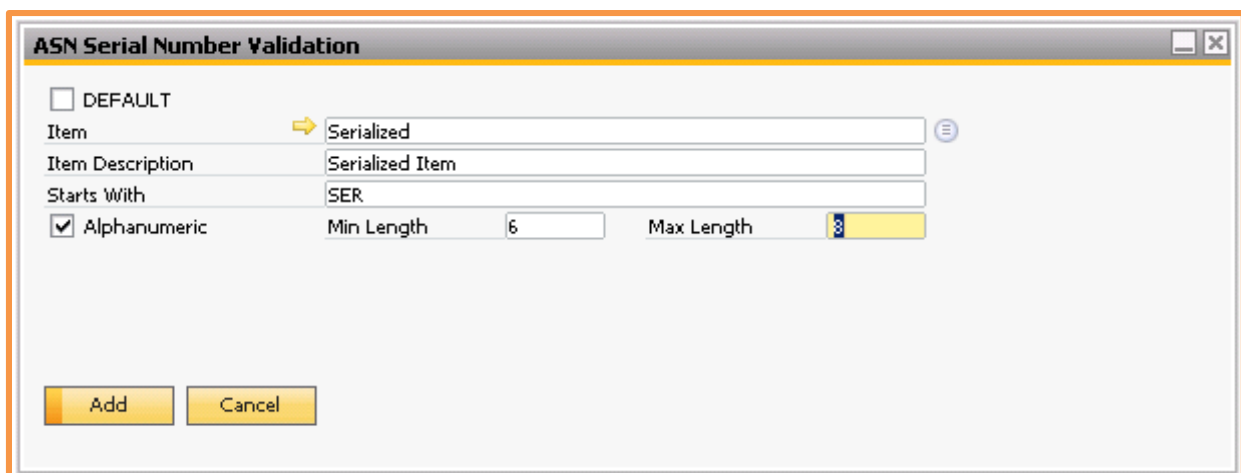
Starts With

Alphanumeric Min Length Max Length

If you want to set a validation for a specific item, start by entering in your item code. If you want to pull up a list of items to select from, just use the list picker button to the right of the Item field. After you enter your item, the item description should default in as well.

Then, just like with the default validation setup, enter the serial number prefix, choose your Alphanumeric setting, and enter in the minimum and maximum character length of the serial numbers. After all that is completed, hit Add to save the validation. Do this for as many different items as you need to.

All of the entered information will be validated as you import in your ASN Serial Number file, and if the records in the file are for this specific item and do not match these settings, the file will not be imported.



ASN Serial Number Validation

DEFAULT

Item ⓘ

Item Description

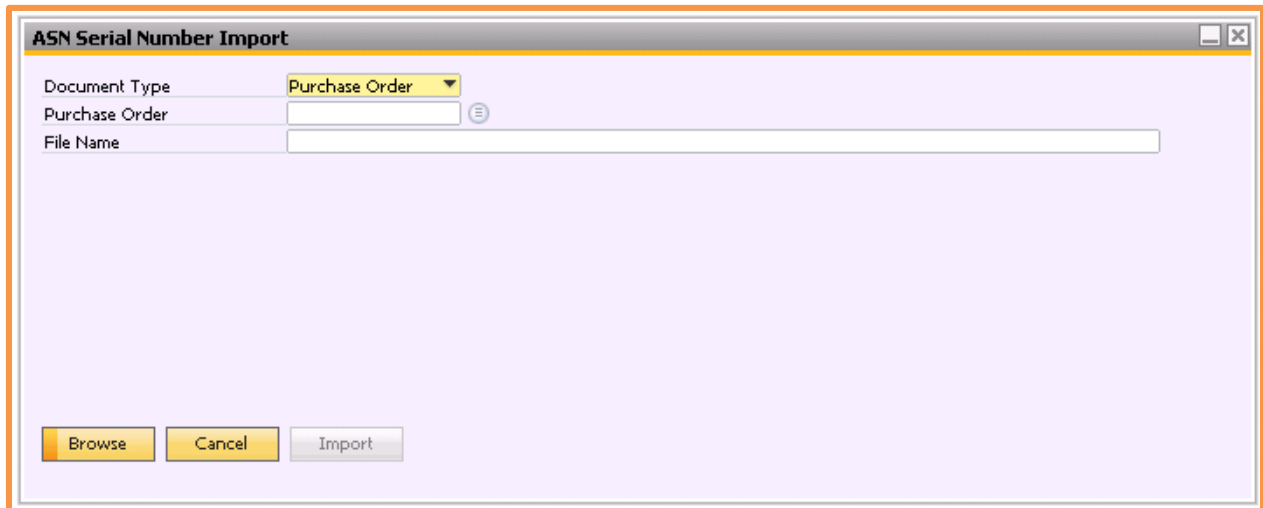
Starts With

Alphanumeric Min Length Max Length

ASN Serial Number Import

Achieve One > Achieve Warehouse Management > ASN Serial Numbers > ASN Serial Number Import

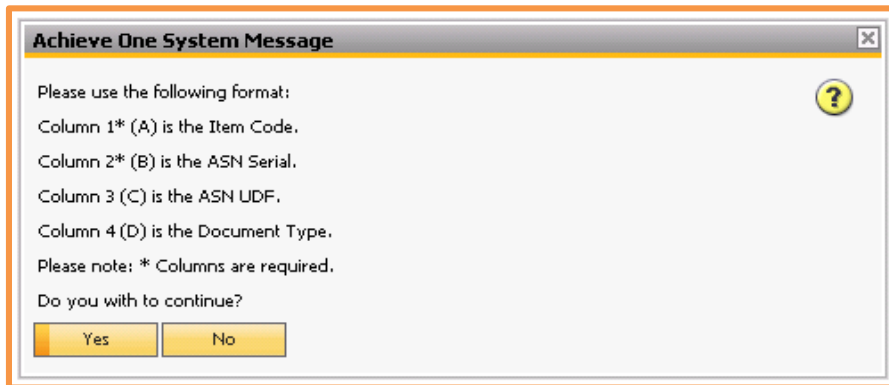
Now that we have the validations set up, this screen is where you will import in the ASN Serial Number files.



First you need to choose the document type you are going to import the ASN Serial Numbers against, a Purchase Order or a Goods Receipt. If you choose Purchase Order, then you will need to specify the Purchase Order number in the next field. If you choose Goods Receipt, then you can skip the Purchase Order field and just go straight to the File Name field.

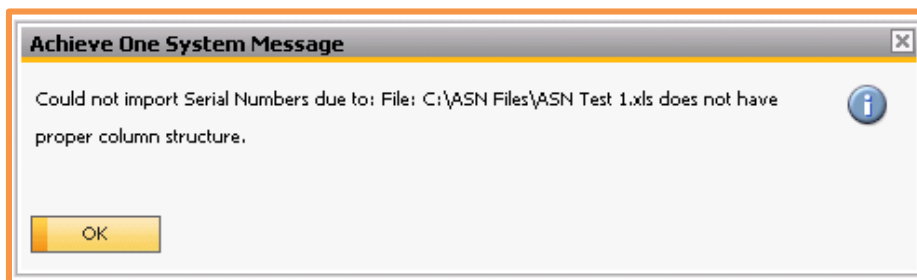
If you know the exact path and name for the import file you can enter it into the File Name field. Otherwise use the Browse button on the bottom to search, locate, and select the import file. Either way, once you have the File Name field filled in, click the Import button.

Before the import begins, a window will pop up showing you the proper format for the ASN file. As you can see in the screenshot the first two columns, Item Code and ASN Serial Number, are mandatory. The rest of the columns, which are the UDFs we set up earlier, are optional. If you are all set, click on Yes to begin the import.

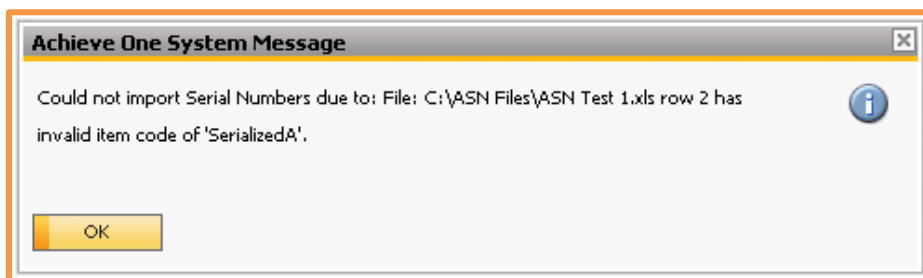


Whether you are importing a Goods Receipt or Purchase Order, as the file begins to import it will go through all of the following checks:

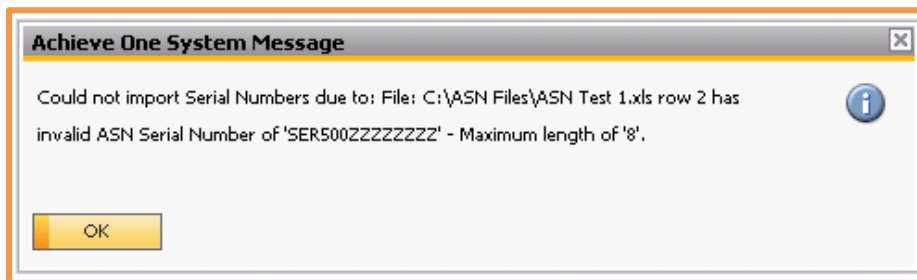
Column Format of the file



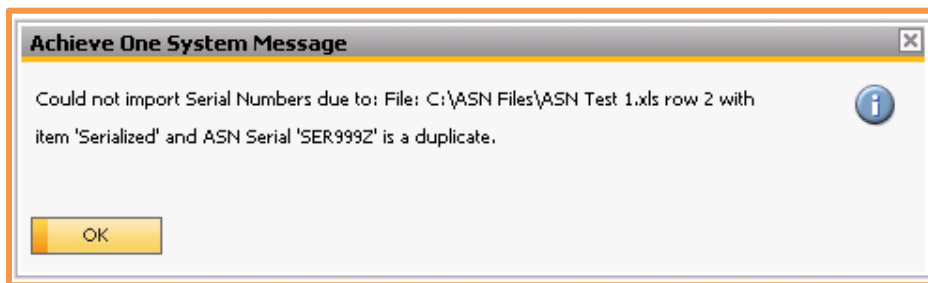
Item codes in file exist in the database



ASN Number matches Validations that were setup

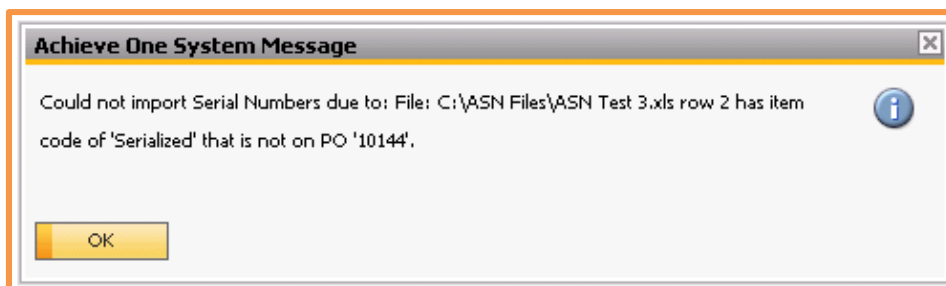


Existing serial numbers in the ASN Serial Number table

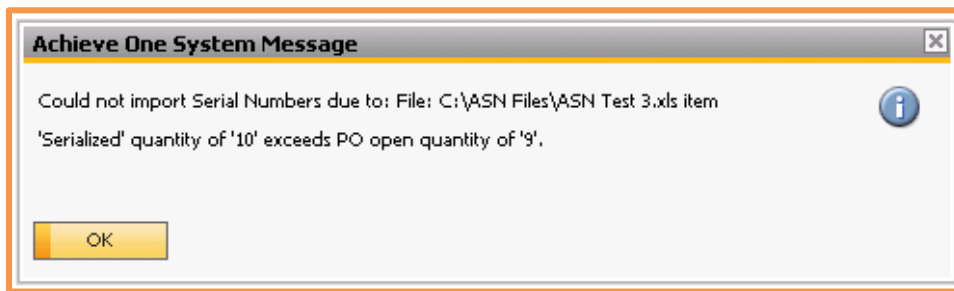


When importing against a Purchase Order the following checks will also be done:

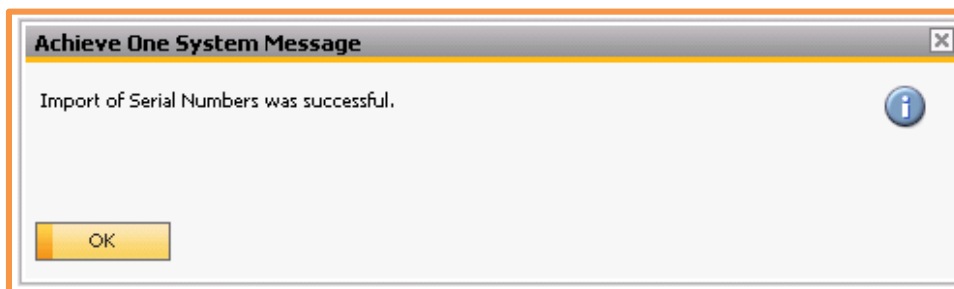
Items in file match open line items from PO/PO is Open



Quantity in the file does not exceed open quantity on PO



If all the above conditions are met, the file import will complete and all of the ASN Serial Numbers will be added to the database for validation when the items reach the warehouse.

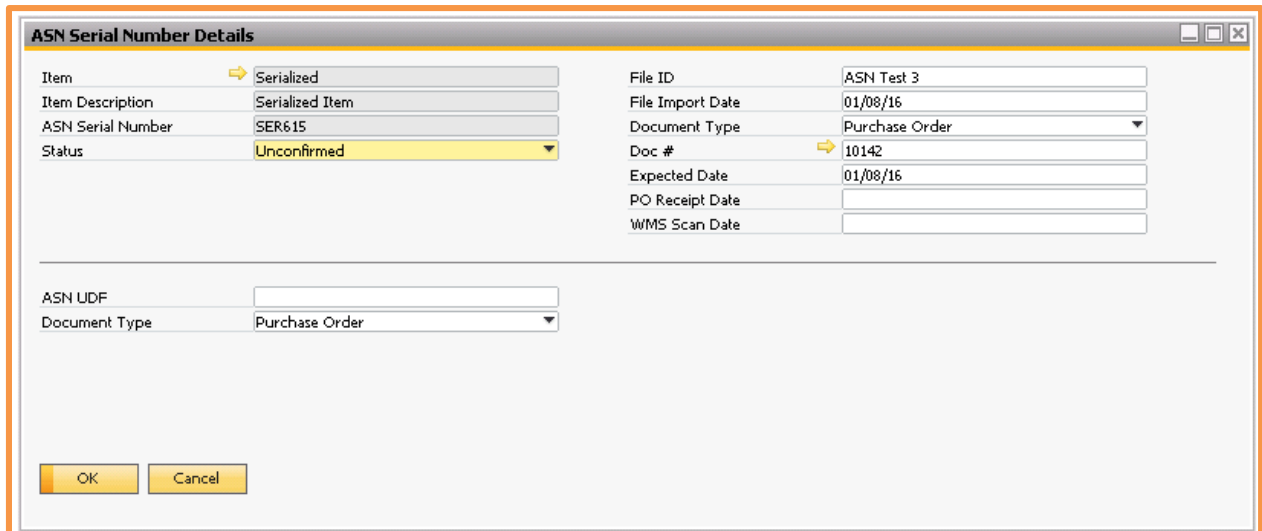


ASN Serial Number Details

Achieve One > Achieve Warehouse Management > ASN Serial Numbers > ASN Serial Number Details

The ASN Serial Number Details screen is where you can view, update or add ASN Serial Numbers individually.

If you enter new ASN Serial Numbers against a Purchase Order via this screen, and it is before the GRPO is created, then when the items are received they will be validated.



Item

The item number that the ASN Serial Number belongs to.

Item Description

The description of the item that the ASN Serial Number belongs to.

ASN Serial Number

The ASN Serial Number for this record.

Status

An ASN Serial Number can have 2 status:

- Unconfirmed – The ASN Serial Number exists in the database but has not yet been scanned by WMS.
- Confirmed – The ASN Serial Number exists in the database and has been scanned by WMS.

File ID

The name of the import file for this ASN Serial Number.

File Import Date

The date that the file was imported for this ASN Serial Number.

| | |
|-------------------------------|--|
| <i>Document Type</i> | The document type that this ASN Serial Number was imported against. |
| <i>Doc #</i> | If the Document Type is a Purchase Order, this is the PO Number that the ASN Serial Number was imported against. |
| <i>Expected Date</i> | If the Document Type is a Purchase Order, this is the PO's estimated delivery date. Note, this date will be updated at time of file import only and will not refresh if a user changes it on the PO after the file import. |
| <i>PO Receipt Date</i> | If the Document Type is a Purchase Order, this is the Goods Receipt PO's actual date. |
| <i>WMS Scan Date</i> | This is the date that the ASN Serial Number was first scanned by the WMS handheld. Note, if you use the Blind Receive function, this date may differ than the PO Receipt date. |

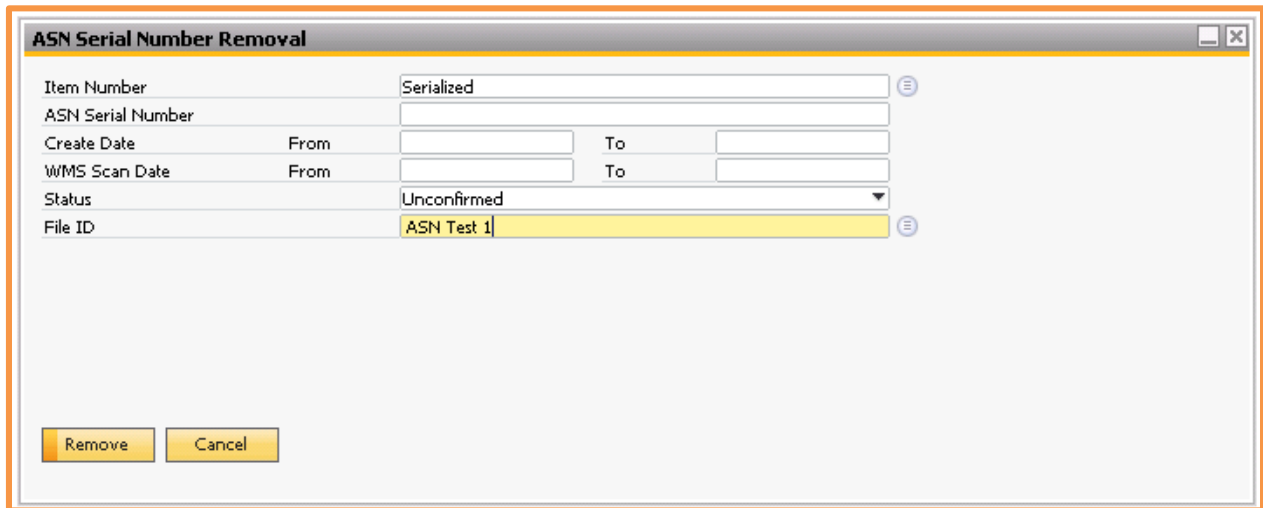
On the bottom half of screen you will also see any UDFs that were added during the ASN setup configuration.

Once you are done entering or editing the data you can click on Add/Update to save it.

ASN Serial Number Removal

Achieve One > Achieve Warehouse Management > ASN Serial Numbers > ASN Serial Number Removal

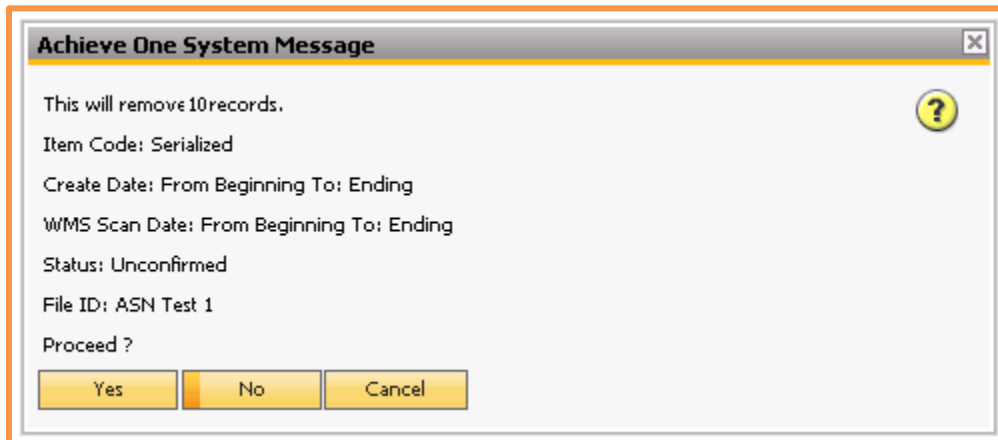
The ASN Serial Number Removal utility can be used to find and remove incorrect or historical ASN Serial Number information that is no longer needed. You can remove ASN Serial Numbers one at a time or in bulk.



Start by filling in as much or as little criteria for the ASN Serial Number(s) you want to remove.

- Item Number** Enter in the SAP item number or leave blank for all items.
- ASN Serial Number** Enter in the WMS ASN Serial Number or leave blank for all serial numbers.
- Create Date** Enter a date range for the create dates of the ASN Serial Numbers you want to remove or leave blank to include all create dates .
- WMS Scan Date** Enter a date range for the WMS scan dates of the ASN Serial Numbers you want to remove or leave blank to include all scan dates.
- Status** Choose either Confirmed or Unconfirmed ASNs.
- File ID** Select the ASN Import File ID for the serial numbers you want to remove.

Once all of your criteria has been entered, you can hit the Remove button on the bottom. That will pop up a window that tells you how many ASN Serial Numbers will be removed and confirm the removal criteria information. If everything looks good you can select YES to complete the removal of the ASN Serial Numbers.



Note: There is no way to undo the removal, so make sure that removing the selected ASN Serial Numbers is what you want to do before hitting Yes.

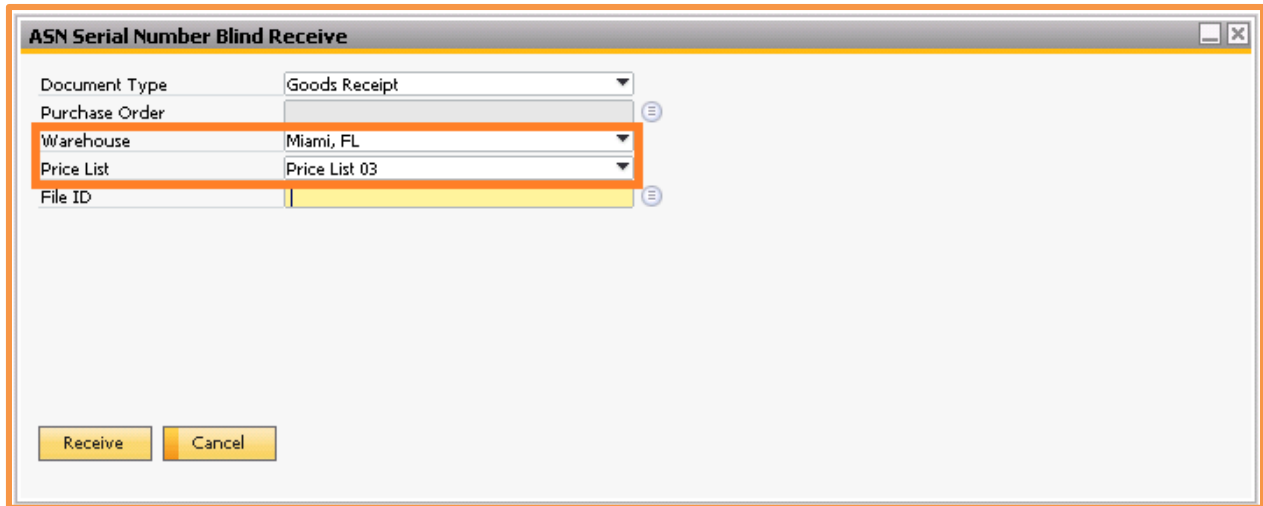
ASN Serial Number Blind Receive

Achieve One > Achieve Warehouse Management > ASN Serial Numbers > ASN Serial Number Blind Receive

If the Enable Blind Receive option is checked in your WMS Configuration, then this screen will be available to you. It will allow you to receive in serialized items based on an ASN import file, without using the WMS handheld or manually creating a Receipt in standard SAP. When using this feature you are assuming that the ASN file the vendor sent you is accurate for the receipt and therefore will confirm the serial numbers during the transfer/put away process (which we will see later on in this document).

To start, select the document type that you want to receive; Goods Receipt or Purchase Order.

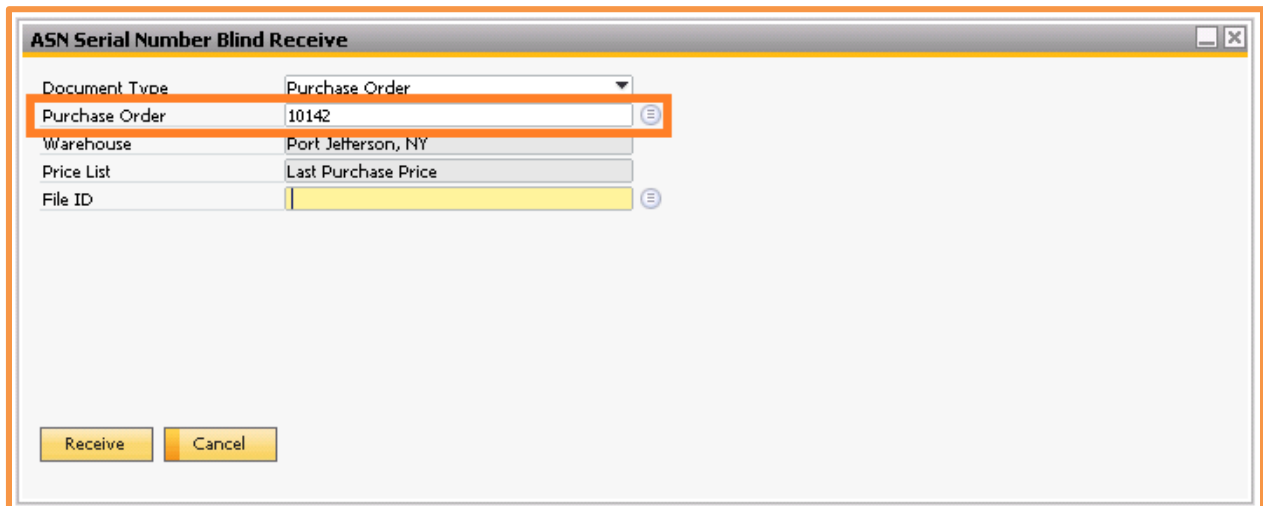
If you select Goods Receipt you will not have to select a PO number, but you will have to select which Warehouse and Price List to use for the Goods Receipt.



The screenshot shows the 'ASN Serial Number Blind Receive' window. The 'Document Type' is set to 'Goods Receipt'. The 'Purchase Order' field is empty. The 'Warehouse' is set to 'Miami, FL' and the 'Price List' is set to 'Price List 03'. The 'File ID' field is empty. There are 'Receive' and 'Cancel' buttons at the bottom.

| | |
|----------------|---------------|
| Document Type | Goods Receipt |
| Purchase Order | |
| Warehouse | Miami, FL |
| Price List | Price List 03 |
| File ID | |

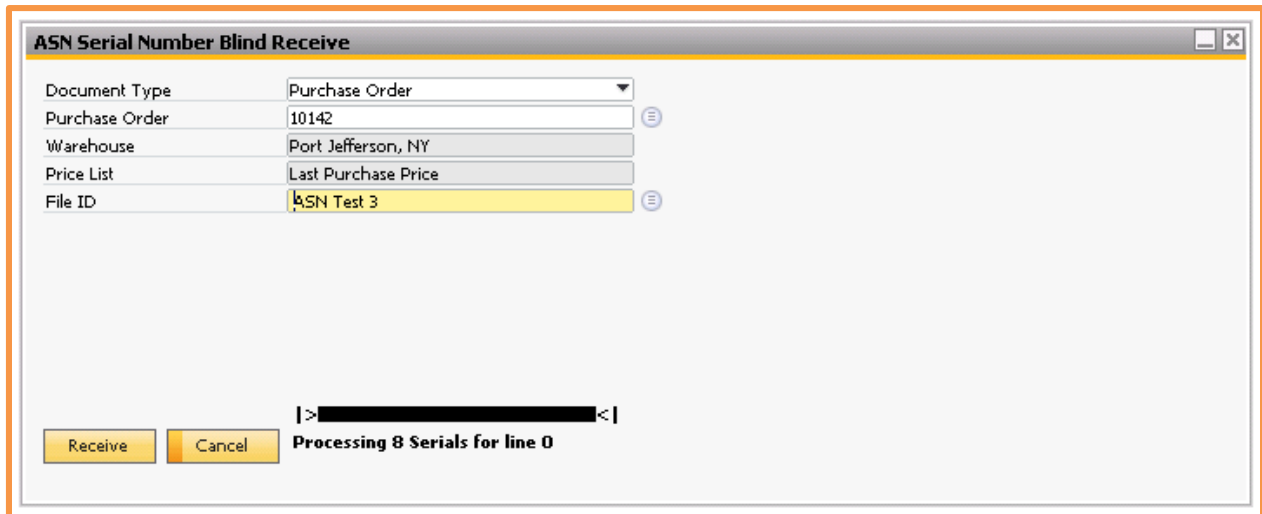
If you select Purchase Order you will have to select which PO number you are receiving against, but you will not have to choose a Warehouse or Price List since the PO will already have that information in it.



The screenshot shows the 'ASN Serial Number Blind Receive' window. The 'Document Type' is set to 'Purchase Order'. The 'Purchase Order' field contains the number '10142'. The 'Warehouse' is set to 'Port Jefferson, NY' and the 'Price List' is set to 'Last Purchase Price'. The 'File ID' field is empty. There are 'Receive' and 'Cancel' buttons at the bottom.

| | |
|----------------|---------------------|
| Document Type | Purchase Order |
| Purchase Order | 10142 |
| Warehouse | Port Jefferson, NY |
| Price List | Last Purchase Price |
| File ID | |

Next, select the File ID for the ASN Serial Number import that you want to receive. Once all the information looks good you can hit the Receive button on the bottom.

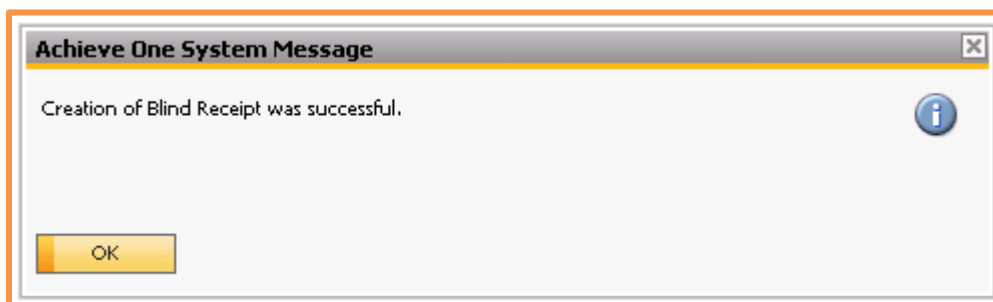


ASN Serial Number Blind Receive

| | |
|----------------|---------------------|
| Document Type | Purchase Order |
| Purchase Order | 10142 |
| Warehouse | Port Jefferson, NY |
| Price List | Last Purchase Price |
| File ID | ASN Test 3 |

Receive Cancel Processing 8 Serials for line 0

If the receipt cannot be added it will pop up a window explaining why, otherwise you will receive a message that the receipt was successful.



Achieve One System Message

Creation of Blind Receipt was successful.

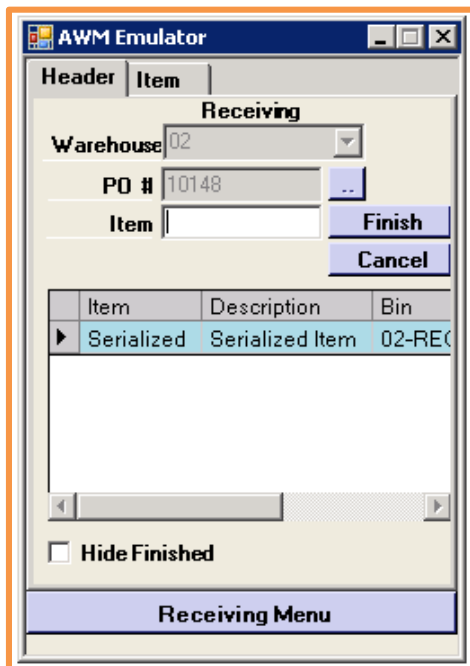
OK

If you go to the ASN Serial Number Detail screen and look up one of the serial numbers that was just received, you will see that the PO Receipt Date has been filled in but the WMS Scan Date is still blank and the Status is still “Unconfirmed”. That is because an ASN Serial Number does not get confirmed until it has been scanned by the WMS handheld. When using the blind receive function, since the serial numbers will already be received, they will not be scanned until they are transferred or put away. Their status will be changed to “Confirmed” and their WMS Scan date will be set once the transfer/put away process is completed on the handheld.

Handheld Procedures

With ASN Serial Numbers enabled, the WMS handheld will perform certain checks when working with serial numbers in the Receive PO, Transfer, and Directed Put Away screens.

Receive PO



AWM Emulator

Header | **Item**

Receiving

Warehouse: 02

PO #: 10148

Item: []

Buttons: Finish, Cancel

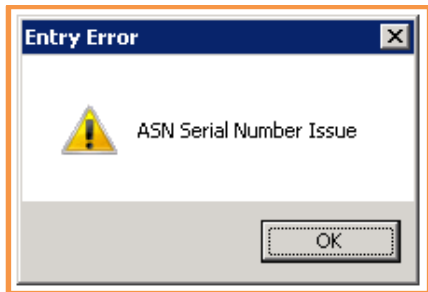
| Item | Description | Bin |
|------------|-----------------|-------|
| Serialized | Serialized Item | 02-RE |

Hide Finished

Receiving Menu

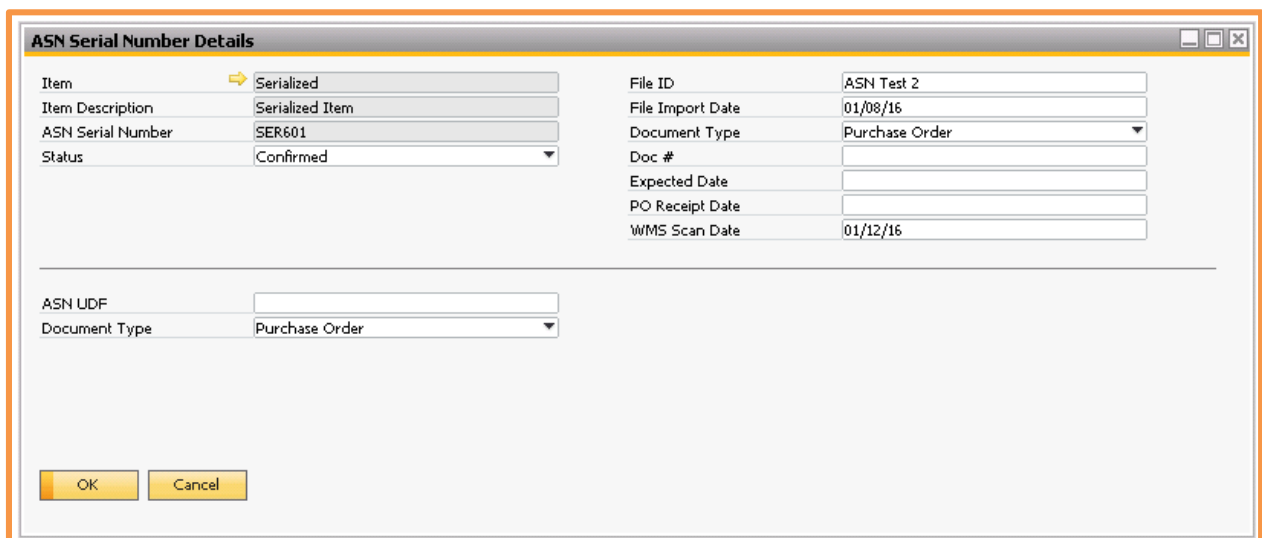
When receiving in a serial managed item, the handheld will first check the following conditions before allowing a serial number to be added; 1. Does this serial number exist in the ASN Serial Number data? 2. Does this serial number belong to the same item code that is being received? 3. Is the status of this ASN Serial Number “Unconfirmed”?

If the answer to any of these questions is no, then the user will not be able to receive that serial number.



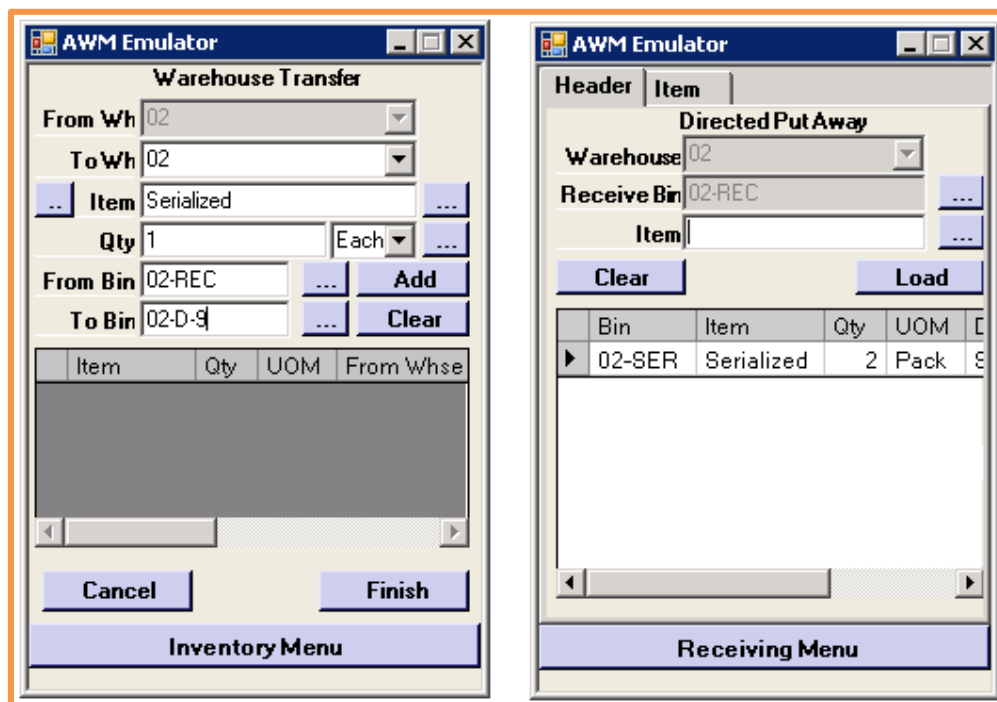
When that happens, your options are to continue on and set this serial number aside for review or manually add the serial number to the ASN Serial Number Detail screen like we saw earlier, so that it can be received now.

If the answer to all of the above questions is yes, then the system will allow you to continue on with the receipt. Once the receipt is finished on the handheld, the ASN Serial Number Detail records will have their statuses updated to “Confirmed” and their WMS Scan Dates set to today.



| ASN Serial Number Details | | | |
|---------------------------|-----------------|------------------|----------------|
| Item | Serialized | File ID | ASN Test 2 |
| Item Description | Serialized Item | File Import Date | 01/08/16 |
| ASN Serial Number | SER601 | Document Type | Purchase Order |
| Status | Confirmed | Doc # | |
| | | Expected Date | |
| | | PO Receipt Date | |
| | | WMS Scan Date | 01/12/16 |
| ASN UDF | | | |
| Document Type | Purchase Order | | |
| OK | | Cancel | |

Transfers and Directed Put Aways



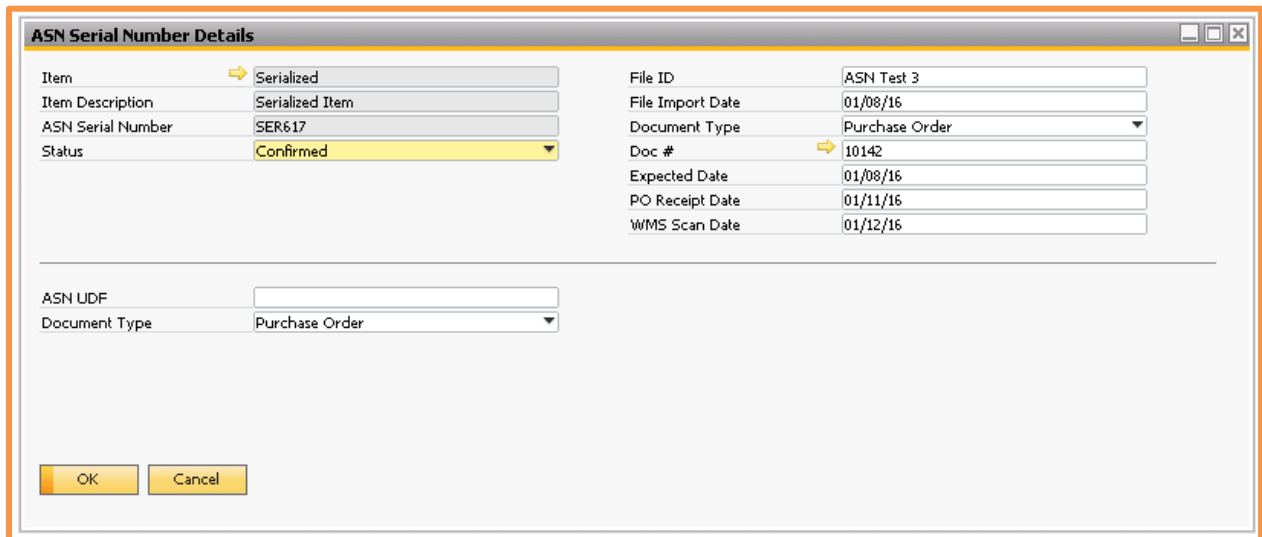
When using the blind receive option with ASN Serial Numbers, you will not be doing your receiving on the handheld since the receipt will have already been completed. That means, as we mentioned earlier, those serial numbers will not be Confirmed or have a WMS Scan Date yet. However, once you use the Transfer or Direct Put Away screen from the handheld, those fields will be set.

As you enter in your serial numbers, the handheld will perform a couple of checks; Does this serial number exist in the ASN Serial Number data? Does this serial number belong to the same item code that is being received?

If the answer to either of these questions is no, then the user will not be able to transfer or put away the serial number.

At this point, your options are to continue on and set this serial number aside for review or manually add the serial number to the ASN Serial Number Detail screen like we saw earlier so that it can be transferred or put away now.

If the answers to the questions are yes, then the system will allow you to continue on with the transfer or put away. Once you have finished on the handheld, the ASN Serial Number Detail records will have their statuses updated to “Confirmed” and their WMS Scan Dates set to today.

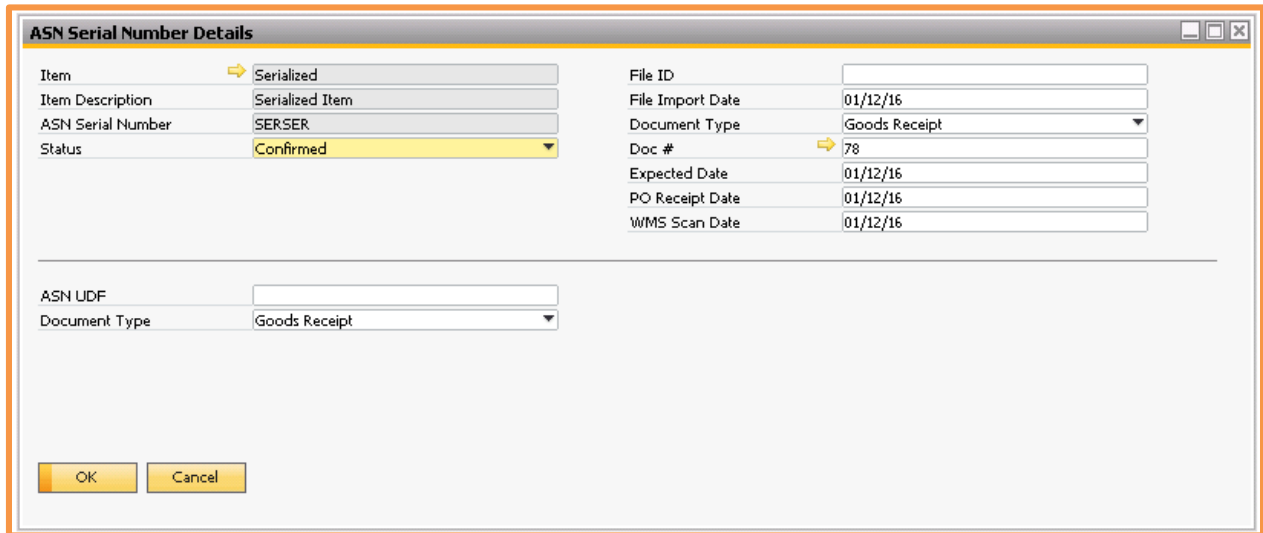


| ASN Serial Number Details | | | |
|---------------------------|-----------------|------------------|----------------|
| Item | Serialized | File ID | ASN Test 3 |
| Item Description | Serialized Item | File Import Date | 01/08/16 |
| ASN Serial Number | SER617 | Document Type | Purchase Order |
| Status | Confirmed | Doc # | 10142 |
| | | Expected Date | 01/08/16 |
| | | PO Receipt Date | 01/11/16 |
| | | WMS Scan Date | 01/12/16 |
| ASN UDF | | | |
| Document Type | Purchase Order | | |
| OK | | Cancel | |

Note: If you are using the transfer or put away screen and the ASN Serial Numbers have already been scanned, then their status and WMS Scan Date will not be updated again.

Goods Receipt

When using the Goods Receipt screen on the handheld, WMS will not provide any of the above validations for the serial numbers, however it will add ASN Serial Number Detail records for them when you finish.



| ASN Serial Number Details | |
|---------------------------|-----------------|
| Item | Serialized |
| Item Description | Serialized Item |
| ASN Serial Number | SERSER |
| Status | Confirmed |
| File ID | |
| File Import Date | 01/12/16 |
| Document Type | Goods Receipt |
| Doc # | 78 |
| Expected Date | 01/12/16 |
| PO Receipt Date | 01/12/16 |
| WMS Scan Date | 01/12/16 |
| ASN UDF | |
| Document Type | Goods Receipt |

OK Cancel

Production Receipt

When using the Production Receipt screen on the handheld, WMS will not provide any of the above validations for the serial numbers, however it will add ASN Serial Number Detail records for them when you finish.

ASN Serial Number Details

| | | | |
|-------------------|-----------------|------------------|--------------------|
| Item | Serialized | File ID | ASN Test 3 |
| Item Description | Serialized Item | File Import Date | 01/08/16 |
| ASN Serial Number | SER615 | Document Type | Production Receipt |
| Status | Confirmed | Doc # | 10142 |
| | | Expected Date | 01/08/16 |
| | | PO Receipt Date | 01/11/16 |
| | | WMS Scan Date | 01/12/16 |

ASN UDF

Document Type **Production Receipt**