



WAREHOUSE MANAGEMENT CHEAT SHEET

Warehouse Management facilitates the physical space, structure, and transactions in a warehouse (i.e. receiving, storing, and distribution of goods). Goods are placed into Storage Bins to reflect exact physical locations, and on occasion, different materials share the same Bin. WM can be affected by Inventory Management activities.

KEY PROCESSES

USEFUL T-CODES



LB10	List of Transfer Requirements by Storage Type
LX01	List of empty Storage Bins
LX02	Stock per all material
LX03	Bin Status Report
LS24	Stock per Material
LT06	Create Transfer Order Movement initiated by Inventory Mgmt
LT01	Create Transfer Order to move goods between Bins
LS01N	Create Bin
LS02N	Change/Delete Existing Bin
LT23	List of open Transfer Orders
LT31	Print Transfer Order
LT12	Confirm Transfer Order
LT21	Display Transfer Order

ROLES

★ RD.11 Warehouse Senior User

- ✓ Reviews Transfer Requirements (TR)
- ✓ Generates Transfer Order for management of put-away, picking and movement of goods in the warehouse.
- ✓ Initiates physical warehouse counts
- ✓ Manages Storage Bins

★ RD.10 Warehouse User

- ✓ Executes and confirms Transfer Orders as issued by Warehouse Senior User
- ✓ Updates warehouse counts with count results

TIPS & TRICKS

★ If the Goods Receipt Material Document includes multiple line items, the system will take you to a new screen where you can repeat steps for additional item.

★ Storage Types "DSP" (goods to be disposed) an "TRN" (in-transit goods) create dynamic bins. Put Storage Types codes in the Storage Type field and hit Enter; the system will automatically populate the storage section with information. Create a custom Storage Bin name and the new bin will appear.



A Transfer Order (TO) is created by the Warehouse Senior User to initiate the transfer of goods. The TO is then confirmed by the Warehouse User after the physical movement of goods.

PUT-AWAY GOODS 1

Put Away Is triggered by Goods Receipt; it is also triggered by returned or transferred items. A Transfer Requirement (TR) is automatically generated when Goods Receipt is performed.

WAREHOUSE SENIOR USER:

Check Transfer Requirements

LB10: List of open TR's by Storage Type

Analyze Available Space

LX01: List of empty Bin Report
LX02: Stock per all material
LX03: Bin Status Report

Create Transfer Order

LT06: Create TO from TR indicating destination Bin

WAREHOUSE USER:

Check Open Transfer Order

LT23: List of open Transfer Orders

Print Transfer Order

LT31: Print the TO for reference

Physical Movement

Outside Umoja
Perform physical movement

Confirm Transfer Order

LT12: Confirm physical movement is complete

BIN MANAGEMENT 2

The Manage Bins process is triggered by the need to create new storage bins or delete unused storage bins.

WAREHOUSE SENIOR USER:

Execute Bin Status Report

LX03: Bin Status Report
LX01: List of empty Bins report

Create New Bins

LS01N: Create the Bin indicating the warehouse, storage type & location, and bin name

Change/Delete Existing Bins

LS02N: Change/Delete existing Bins

INTERNAL MOVEMENT OF GOODS 3

There are two cases that initiate Internal Movement of Goods:

1. An action in Inventory Management:

- Change in stock status
- Transfer from storage location to another storage location

2. An action in a Warehouse:

- Change physical location of goods

CONT. INTERNAL MOVEMENT OF GOODS 3

WAREHOUSE SENIOR USER:

Create Trasfer
Order

LT01: Create Transfer Order to
Move goods from bin to bin

LT06: Movement initiated by
inventory management

WAREHOUSE USER:

Check Open Transfer
Order

LT23: List of open
Transfer Orders

Print Transfer Order

LT31: Print the TO

Physical Movement

Outside Umoja
Perform physical
movement

Confirm Transfer
Order

LT12: Confirm physical
movement is complete

PICKING GOODS 4

The Picking Goods process is triggered by the issuance of stock from a warehouse. As soon as Goods Issue is performed by Inventory Management in Umoja, a transfer requirement is automatically generated.

WAREHOUSE SENIOR USER:

Check Transfer
Requirements

LB10: List of open TR's by
Storage Type

Analyze Stock
per material

LS24: Stock per material
LX02: Stock per all material
LX03: Bin Status Report

Create Transfer
Order

LT06: Create TO from TR
indicating destination Bin

WAREHOUSE USER:

Check Open Transfer
Order

LT23: List of open
Transfer Orders

Print Transfer Order

LT31: Print the TO

Physical Movement

Outside Umoja
Perform physical
movement

Confirm Transfer
Order

LT12: Confirm physical
movement is complete

Need more help? Here's the Umoja Warehouse Management User Guide.