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**

1. **PUT-AWAY GOODS**
2. **BIN MGMT**
3. **INTERNAL MOVEMENT OF GOODS**
4. **PICKING GOODS**

**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.**
**Put Away**

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.

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**Put Away Goods**

**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

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**Bin Management**

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

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**Internal Movement of Goods**

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
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:
- **Create Transfer 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

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.