



InStore Management

Quick Guide

LS Retail NAV 4.20

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1 Introduction

InStore Management was previously known as Inventory Management. This granule will in the future hold all functionality performed at the store. The purpose of this document is to specify new functionality in the InStore Management granule. The main purpose of this functionality is to support the Standalone Store.

The definition of a Standalone Store is a database at the store location that the store staff uses for all processing at the store.

The database will hold the stock on hand, purchase orders, transfer orders, sales data and other data needed to run a store.

The reasons for using a standalone database are the following:

1. There are bad communication lines to the store and the store backoffice functionality can not be run through a terminal connection to the head office database.
2. Scalability: When the number of staff at the head office (HO) and the number of stores is greater than the maximum number of clients recommended for one company in Microsoft Dynamics NAV.

2 Requirements

The transfer process should have the same look and feel regardless of the stores being online or standalone. This will affect how Transfer Orders, Purchase Orders and Purchase Return Orders are sent and posted.

For Transfer Orders, the system should handle over or under delivery of goods by posting the difference to a difference location and creating a record in the Transfer Difference table. The HO staff will then need to resolve the differences.

A new order type is needed that allows stores to request stock from HO. The request is then moved to HO which can transfer it into a transfer or purchase order. This allows stores to create stock requests without deciding on how they are fulfilled; that is, with transfer or purchase. The stores should be able to create stock requests through worksheets.

To show correct stock on hand both in the store and HO databases all stock related posting must be mirrored between the databases. This new functionality of the InStore Mgt. will do that for Transfer, Purchase and Purchase Returns Orders. Stock requests are always transferred into either transfer or purchase orders which includes them in the mirroring functionality. Left is all other stock posting, like negative or positive adjustment. To mirror those transactions, the system uses the already present Retail Inter Company Transfer (ICT) functionality. This requires some minor changes to the Retail ICT module.

Two Scheduler Jobs are needed for InStore Management to work. One job needs to move InStore documents from HO to all stores and one job needs to move data from the current store to HO. Examples of these jobs can be found in the demo database for LS Retail 4.20, company CRONUS LS4.2 W1 DemoData. The job **IS_HO_TO_STORE** moves data from HO and **IS_STORE_TO_HO** moves data from the store to HO.

Run the **InStore Batch Process** codeunit with the scheduler job IS_RUN_ISMGT to process waiting InStore documents at the current location.

Run codeunit Retail ICT Processes with the scheduler job IS_RUN_ICT to process waiting Retail ICT documents at the current location.

3 About the InStore Management

The InStore Management is designed to be a standalone module with as few changes to the existing system (standard Microsoft Dynamics NAV) as possible. Some minor changes are needed, but they are mainly related to the requirement that 'standalone' transfer orders should always be fully delivered.

The standalone database holds the stock on hand, purchase orders, transfer orders, sales data and other data needed to run a store. At the same time it mirrors the data to the head office database. The head office database holds “correct” stock information for all stores.

This is done by creating a new document called InStore document that controls how InStore data is moved between databases. This new document provides stock updates for Transfer, Purchase and Stock Order documents. All other stock updates are mirrored through the Retail ICT module.

The functionality is as follows: A user action (sending or posting) creates or updates an InStore Document. The InStore Document is then moved by the Data Director (as a scheduled job) to the corresponding location where it will be processed by the InStore Batch Process codeunit to simulate the same action at the current location.

Only one InStore Document is created for each Transfer, Purchase or Purchase Return Order document and it can be updated and moved back and forth based on the actions required.

The new stock request document does not require any stock update mirroring because it is always transformed into a transfer or purchase order to be processed as such.

4 Setting up InStore Management

When setting up InStore environment the following guidelines apply. The environment described here is a combination of two stores in separate databases and one store in the HO database; that is two offline stores and one online store. These stores could also be in the same database but as separate companies. This use case will not include how to set up the scheduled jobs to run InStore. They should be found as part of the demo data for LS-Retail (see above).

These use cases assume that the three stores are set up as stores. They are each set up as distribution locations and there is an additional distribution location that is defined as the head office. Each distribution location has Retail ICT Setup with an ICT batch no., and the item journal and source code defined for the ICT module.

4.1 Setting up No. Series

1. Select **Financial Management, Setup, No. Series**.
2. In the **No. Series** window, create a series for purchase and transfer orders, InStore Documents and stock requests.
3. Place a check mark in the **Dist. Location Prefix** field for all series.

4.2 Setting up Difference Posting Location

1. Select **Warehouse, Setup, Locations**.
2. In the Locations window, create a location that will be used for difference posting.

4.3 Setting up InStore Mgmt. Setup

1. Select **LS Retail – InStore Mgmt, Setup, InStore Setup**.
2. In the **InStore Setup** window, fill in the head office distribution location, the No. Series for the InStore document and the Stock Request document and the difference location.
3. Select **LS Retail – InStore Mgmt, Setup, InStore Dist. Location Setup**.
4. In the **InStore Dist. Location Setup** window, create an entry for each of the three stores and the head office and fill in their connection settings.

5 Using InStore Management

The following use cases all depend on that the system has been correctly set up. These use cases also assume that the data director is running and that there are batch processing jobs set up to be run by the scheduler. For more detailed instructions on how to set up transfer orders, purchase orders and stock requests refer to the online Help.

The following use cases are based on a two-store communication where one store is offline and the other is online. If the communication were between two offline stores, the process regarding the user would be similar, while the internal process of the InStore Mgt. would change.

Note that the same actions can be performed through the LS Retail – Store Menu module.

5.1 Transfer Orders

5.1.1 Store - Requesting Stock from HO

The requesting store is offline and the shipping store is online (part of HO distribution location).

At the store (requesting stock):

1. Select **LS Retail – InStore Mgmt, Transfer, Request**.
2. In the **Retail Transfer Requests** window, create a Retail Transfer Request with the HO location as the Transfer-from Code and the store as the Transfer-to Code.
3. Send the request by selecting **Functions, Send Request**.

Now the system has created an InStore Document that is moved by the Data Director to the HO location.

At the HO (allocating the request):

The Batch Processing codeunit creates a transfer order according to the InStore document.

4. Select **LS Retail – InStore Mgmt, Transfer, Transfer Allocation List**.
5. In the **Transfer Allocation List** window, select the desired request and select **InStore, Transfer Order**.
6. In the **Transfer Order Allocation** window, assign a Transfer-from Code to the request.
7. Select **Functions, Send Request**.

Allocated transfers can be found under the Sent Transfer Allocation List.

At the shipping store (picking the transfer order):

8. Select **LS Retail – InStore Mgmt, Transfer, To Be Picked**.
9. In the **Retail Transfer To Be Picked** window, select the transfer order in question and select **Posting, Post** to post the order as shipped.

Now the system has updated the InStore Document that is moved by the data director to the requesting store.

At the requesting store (receiving the order):

The Batch Processing codeunit updates the transfer order according to the InStore document and posts it as shipped.

10. Select **LS Retail – InStore Mgmt, Transfer, To Be Received**.
11. In the **Retail Transfer To Be Received** window, select the transfer order in question and select **Posting, Post** to post the order as received.

This transfer order has now been fully processed at the store location and is deleted. At the same time the InStore document is updated and then moved by the data director to the HO location.

At the HO location, the Batch Processing codeunit updates the transfer order according to the InStore document and posts it as received. Now the transfer order has also been fully processed at HO and is deleted.

5.1.2 Store - Requesting Stock from Another Store

The requesting store is offline and the shipping store is online (part of HO distribution location).

At the store (requesting stock):

1. Select **LS Retail – InStore Mgmt, Transfer, Request**.
2. In the **Retail Transfer Requests** window, create a Retail Transfer Request with the shipping store location as the Transfer-from Code and the store as the Transfer-to Code.
3. Send the request by selecting **Functions, Send Request**.

Now the system has created an InStore Document that is moved by the Data Director to the HO and the shipping store location.

At the HO:

The Batch Processing codeunit creates a transfer order according to the InStore document.

At the shipping store (picking the transfer order):

4. Select **LS Retail – InStore Mgmt, Transfer, To Be Picked**.
5. In the **Retail Transfer To Be Picked** window, select the transfer order in question and select **Posting, Post** to post the order as shipped.

Now the system has updated the InStore Document that is moved by the data director to the requesting store.

At the requesting store (receiving the order):

The Batch Processing codeunit updates the transfer order according to the InStore document and posts it as shipped.

6. Select **LS Retail – InStore Mgmt, Transfer, To Be Received**.
7. In the **Retail Transfer To Be Received** window, select the transfer order in question and select **Posting, Post** to post the order as received.

This transfer order has now been fully processed at the store location and is deleted. At the same time the InStore document is updated and then moved by the data director to the HO location.

At the HO location, the Batch Processing codeunit updates the transfer order according to the InStore document and posts it as received. Now the transfer order has also been fully processed at HO and is deleted.

5.1.3 Store - Initiating Sending Stock to Another Store

The sending/shipping store is offline and the receiving store is online (part of HO distribution location).

At the store (creating an order to be picked and shipped):

1. Select **LS Retail – InStore Mgmt, Transfer, To Be Picked**.

2. In the **Retail Transfer To Be Picked** window, create a Retail Transfer Order with the store location as the Transfer-from Code and the receiving store as the Transfer-to Code.
3. Select **Posting, Post** to post the order as shipped.

Now the system has created an InStore Document that is moved by the Data Director to the receiving store location.

At the receiving store (receiving the order):

The Batch Processing codeunit creates a transfer order according to the InStore document and posts it as shipped.

4. Select **LS Retail – InStore Mgmt, Transfer, To Be Received**.
5. In the **Retail Transfer To Be Received** window, select the transfer order in question and select **Posting, Post** to post the order as received.

This transfer order has now been fully processed at the receiving store location and is deleted.

5.1.4 HO - Requesting Store to Send Stock to Another Store

The receiving store is offline and the shipping store is online (part of HO distribution location).

At the HO (requesting stock):

1. Select **LS Retail – InStore Mgmt, Transfer, Transfer Allocation List**.
2. In the **Transfer Allocation List** window, select **InStore, Transfer Order**.
3. In the **Transfer Order Allocation** window, create a new order with the shipping store as Transfer-from Code and the receiving store as the Transfer-to Code.
4. Select **Functions, Send Request**.

Allocated transfers can be found under Sent Transfer Allocation List.

At the shipping store (picking the transfer order):

1. Select **LS Retail – InStore Mgmt, Transfer, To Be Picked**.
2. In the **Retail Transfer To Be Picked** window, select the transfer order in question and select **Posting, Post** to post the order as shipped.

Now the system has updated the InStore Document that is moved by the data director to the receiving store.

At the receiving store (receiving the order):

The Batch Processing codeunit creates a transfer order according to the InStore document and posts it as shipped.

3. Select **LS Retail – InStore Mgmt, Transfer, To Be Received**.
4. In the **Retail Transfer To Be Received** window, select the transfer order in question and select **Posting, Post** to post the order as received.

This transfer order has now been fully processed at the receiving location and is deleted. At the same time the InStore document is updated and then moved by the Data Director to the HO location.

At the HO location, the Batch Processing codeunit updates the transfer order according to the InStore document and posts it as received. Now the transfer order has also been fully processed at HO and is deleted.

5.2 Purchase Orders

5.2.1 Store - Creating a Purchase Order to Send to Vendor

The receiving store is offline.

At the store (creating the purchase order):

1. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Order**.
2. In the **Retail Purchase Order** window, create a new order with the desired Vendor.
3. Send the order to the vendor.
4. Set the **Retail Status** of the order to *Sent*.
5. Select **Functions, Send Order As InStore to notify HO**.

Now the system has updated the InStore Document that is moved by the Data Director to the HO.

At the HO:

The Batch Processing codeunit creates a purchase order according to the InStore document. Now the purchase order waits to be received.

At the receiving store (receiving the order when items arrive):

6. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Order**.
7. In the **Retail Purchase Order** window, update the order with the quantity to receive.
8. Select **Posting, Post** to post the order as received.

Now the system has updated the InStore Document that is moved by the Data Director to the HO.

At the HO:

The Batch Processing codeunit updates the purchase order according to the InStore document and posts it as received.

5.2.2 Store – Creating a Purchase Order to Send to HO (HO sends to Vendor)

The receiving store is offline.

At the store (creating the purchase order):

1. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Order**.
2. In the **Retail Purchase Order** window, create a new order with the desired Vendor.
3. Select **Functions, Send Order As InStore to notify HO**.

Now the system has updated the InStore Document that is moved by the Data Director to the HO.

At the HO (ordering from vendor):

The Batch Processing codeunit creates a purchase order according to the InStore document.

4. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Order**.
5. In the **Retail Purchase Order** window, select the order in question.
6. Send the order to the vendor.
7. Set the **Retail Status** of the order to *Sent*.
8. Select **Functions, Send Order As InStore** to notify the receiving store.

Now the system has updated the InStore Document that is moved by the Data Director to the receiving store location.

At the receiving store (receiving the order when items arrive):

The Batch Processing codeunit updates the purchase order according to the InStore document.

9. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Order**.
10. In the **Retail Purchase Order** window, update the order with the quantity to receive.
11. Select **Posting, Post** to post the order as received.

Now the system has updated the InStore Document that is moved by the data director to the HO.

At the HO:

The Batch Processing codeunit updates the purchase order according to the InStore document and posts it as received.

5.3 Purchase Return Orders

5.3.1 Store - Creating a Purchase Return Order

Returning/shipping store is offline.

At the store (creating and shipping the purchase return order):

1. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Return Order**.
2. In the **Retail Purchase Order** window, create a new order.
3. Select **Posting, Post** to post the order as shipped.

Now the system has updated the InStore Document that is moved by the Data Director to the HO.

At the HO:

The Batch Processing codeunit creates a purchase return order according to the InStore document and posts it as shipped.

5.3.2 HO - Creating a Purchase Return Order

The returning/shipping store is offline.

At the HO (creating the purchase return order):

1. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Return Order**.
2. In the **Retail Purchase Order** window, create a new order.
3. Select **Functions, Send Order As InStore to notify HO**.

Now the system has updated the InStore Document that is moved by the Data Director to the returning store location.

At the returning store (shipping the purchase return order):

The Batch Processing codeunit creates a purchase return order according to the InStore document.

4. Select **LS Retail – InStore Mgmt, Purchasing, Retail Purchase Return Order**.
5. In the **Retail Purchase Order** window, select the order in question.
6. Send the order to the vendor.
7. Set the **Retail Status** of the order to *Sent*.

8. Select **Posting, Post** to post the order as shipped.

Now the system has updated the InStore Document that is moved by the Data Director to the HO.

At the HO:

The Batch Processing codeunit updates the purchase return order according to the InStore document and posts it as shipped.

5.4 Stock Requests

5.4.1 Store – Requesting Stock from HO

The requesting store is offline.

At the store (requesting stock):

1. Select **LS Retail – InStore Mgmt, Stock Request, Stock Requests**.
2. In the **InStore Stock Req.** window, create a stock request.
3. Send the request by selecting **Stock Req., Send Request**.

Now the system has created an InStore Document that is moved by the Data Director to the HO.

At the HO (assigning the request to a purchase or transfer order):

The Batch Processing codeunit creates a stock request document according to the InStore document.

4. Select **LS Retail – InStore Mgmt, Stock Request, Stock Requests**.
5. In the **InStore Stock Req.** window, select the stock request in question.
6. To assign the request to a purchase order, fill in the **Vendor No.** field on the **Assign To** tab and select *Assign Req.*
7. To assign the request to a transfer order, fill in the **From Store No.** and **In-Transit Code** on the **Assign** tab and select *Assign Req.*
8. To decline the stock request, select *Decline Req.*

Now the system has updated the InStore Document that is moved by the Data Director to the requesting store.

At the requesting store (receiving the order or transfer):

The Batch Processing codeunit updates the stock request document according to the InStore document.

If the HO assigned the stock request to a purchase order or transfer order, the use cases for creating a purchase order or transfer order at the HO apply.