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FootPrint WMS
Glossary

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Glossary

A

Accessorial Charges

Work or services done in your Warehouse that are not covered by existing Orders. Accessorial Charges are a type of Operation Code that you can create and customize yourself.

Account

A third party you or your Owners deal with. Accounts can represent Vendors, Consignees, Brokers, or any number of different relations for your Owner. Accounts can have Contacts associated with them.

Allocation

After Orders are created, all related Materials are Allocated so that they are not used for any purposes other than the Order.

Allocation Sequence

The system's prioritization of Locations for the purposes of Allocation. These can be generated by the system, or set manually.

Appointment

An Appointment is a scheduled time and location (specficially, a Dock Door) at which a Shipment is expected. Shipments, Orders, and Load Containers can be associated with Appointments. Appointments are used to track and balance the work load for the day and avoid having several trucks come to the facility at the same time without having any Dock Doors available.

Archived LP

A License Plate either with no Inventory, or that has been Shipped, and is no longer being used by the system. The License Plate cannot be reused in the system.

ASN

ASN stands for Advance Shipping Notice, which is a notification sent prior to a Shipment, indicating precisely what the Shipment will contain. ASN Orders are much easier to Receive than regular Orders.

Attachment

Files can be uploaded to the server and attached to most Entities in FootPrint in the form of Attachments, allowing access from any computer.

B

Barcode Definition

Barcode Definitions detail the information contained in Barcodes when used in FootPrint. They must be set up in order to Receive by scanning Barcodes.

Base Packaging

The lowest level of Packaging for a Material; all Packaging for the Material can eventually be broken down to this level. There is only one Base Packaging level allowed per Material.

Batch Picking

The process of picking inventory for multiple shipments at the same time and taking it to a packing or staging area where the items can be sorted into the different shipments.

Billing Code

Billing Codes outline the distribution of revenue from your customers among any General Ledger Accounts you have set up in the system.

Billing Record

Specific charges for services or storage, created as a result of Contracts you have set up interacting with Operation Codes as they occur in your system.

Billing Strategy

Contract Lines are defined by Billing Strategies, which explain what you are charging for, and how much that charge will be. Examples of Billing Strategies include Inbound Handling by Weight, Inbound Storage by Unit, Reccurring Storage, Accessorial Charges, etc.

C

Carrier

A Carrier represents any real-world method of delivery you may use. This could be a company or a vehicle. Carriers are assigned Service Types that define how deliveries can be made. Carriers can be associated with Shipments.

Catch Weight

Catch Weight Materials have varying weights, and each unit of the Material may have a different weight that has to be recorded in the system. These Materials are each assigned a specific Serial Number for tracking purposes.

Components

Elements of a Manufacturing Order that are consumed and transformed into a new, different Material (Finished Good). Removed from your Inventory after Manufacturing Feedback has been created.

Contact

Contact Information about Accounts, Owners, and Projects can be set up as Contacts, containing Physical Addresses, E-mail Addressed, Phone Numbers, and so on. Contact are assigned different types, such as Billing, Shipping, Commercial, etc.

Contract

A Contract is created for each Project your customer has, and it contains all the details on what they are being charged for, and how much they are being charged.

Contract Line

Contracts for your customers are broken down into Contract Lines, with each Line describing what a charge is for, how much it is for, and which Billing Code you will be using to distribute all revenues from the charge.

D

Dock Door

Each Dock in your Warehouse that can be used for Loading or Receiving Shipments must be set up in the system as a Dock Door. Dock Doors can contain Location in which to store Inventory, and can have Shipments and Appointments assigned to them.

E

Expiration Date
The date on which a Material is no longer expected to be fresh of effective. The Expiration Date is tied to specific Lots.

F

Finished Good
The result of a Manufacturing Order, typically resulting from the consumption of multiple Component Materials. Added to your Inventory after Manufacturing Feedback has been created.

Fixed Weight
A Fixed Weight Material has a weight that is consistent over all units of that Material.

G

GLot
The Generic Lot for a Material that does not require Lot Control. Used for both Lots and Vendor Lots.

H

Hard Allocation
Hard Allocation of a Material involves physically moving that Material to a different area, so that it is reserved for a particular Order.

I

ID
An ID Number is FootPrint's database reference identification for any Entity in the system. Each Order, Shipment, Task, and so on all have a system-generated ID Number that cannot be changed by the User.

Inbound
Any Orders or Shipments that are coming into your Warehouse are considered Inbound. Tasks or Operations relating to Inbound Operations can be considered Inbound.

Inventory LP
A License Plate being used to store Inventory in your Warehouse.

Invoice
A bill for services and storage intended for your customer. Each Invoice contains Terms and Dates, is made up of Invoice Lines specifying each charge, and is created in relation to a Contract.

Invoice Line
Invoice Lines are specific charges in an Invoice that are created manually or from Billing Records in the system.

L

License Plate

FootPrint's unique representation of a Pallet or some other physical grouping of Inventory inside your Warehouse. Materials are assigned to License Plates, and License Plates are assigned to Locations. Its LookUp Code can be up to 256 alpha numeric characters. License Plates contain references to the Material Lookup Codes, Inventory Quantity, Owners, Projects, Lots, Serial Numbers, and Creation Dates. License Plates are also known as Pallet IDs or LPs.

Load

Part of the Load Container. A Load could reference a scheduled Trailer/Container number, or be used to create unique Load numbers to track multiple Shipments. A Load can track scheduled times and dates, including the date and time stamped when arrived, when it was first scanned, completed, called out, and left the grounds.

Loading

FootPrint's representation of the process of taking Inventory out of your Warehouse and loading it onto a truck or other means of conveyance. Loading removes Materials from your Warehouse in the system. This is the last part of the Outbound Process.

Location

Each area in your Warehouse capable of holding Inventory must be set up in the system as a Location. License Plates are assigned to Locations, and Locations can be organized underneath Areas, Zones, or Dock Doors in your Warehouse.

Lookup Code

Similar to an ID Number, a LookUp Code is a User-generated identification for system Entities. This is generally how you will search for things in FootPrint.

Lot

The identification of a particular group of Materials, all sharing the same Manufacturing and Expiration Dates. Lots are a subdivision of Vendor Lots.

Lot Allocation

Lot Allocation determines how the Material is Allocated by the system. Options include: FIFO (First In First Out), FEFO (First Expired First Out), FMFO (First Manufactured First Out), and LEFO (Last Expired First Out).

M

Manual Allocation

Manual Allocation is the process of hand-selecting the Locations from which Inventory will be Picked for Shipment, as opposed to allowing the system to automatically select Pick Locations for you.

Manufacture Date

The date on which a Material was actually created. Associated with specific Lots.

Manufacturing Feedback

The final step in the Manufacturing Process, Feedback confirms that Manufacturing has taken place, converting Materials from Components to Finished Goods, and allowing you to keep track of scrapped Materials.

Manufacturing Order

An Order underneath a Project that involves taking one or more Material Components and, typically through a real-life manufacturing process, turning them into a Finished Good Material.

Material

The stock keeping unit or SKU used to distinguish individual items within a Warehouse, Materials represent your Inventory. Materials can have various levels of Packaging, each have their own characteristics and configurations, are stored on License Plates in Locations, and are categorized within Projects.

Material Group

Every Material must be associated with a Material Group, a system-wide method of organizing Materials with similar characteristics. Material Groups can be used for Reporting and Billing, Temperature Category Rules, and User Defined Fields.

Material Transfer

Changing the Owner or Project of Inventory to another. This process may also involve Transforming the Inventory from one type of Material to another.

Mobile Devices

A handheld scanner, tablet computer, smart phone, or any other portable device capable of running FootPrint's mobile software.

O

Operation Code

Every action that occurs in the system is distinguished by an Operation Code. This includes everyday procedures such as Order Creation, Physical Counts, adding Notes to Tasks, and Inventory Moves. Most Operation Codes are used by the system to reflect your use of FootPrint. The only Operation Codes that you will be dealing with hands-on are Accessorial Charges.

Order

An instruction to perform a service of some sort, usually a description of goods required to travel from one destination to another. An order can have multiple Shipments associated with it. Orders contain reference to Supplier/Consignee, Order Numbers, PO Numbers, etc.

Outbound

Any Orders or Shipments that are going out from your Warehouse are considered Outbound. Tasks or Operations relating to Outbound Operations can be considered Outbound.

Owner

Anyone who owns Inventory in your Warehouse. In 3PL situations, the Owner is your customer. If your Warehouse is for your own Inventory, you are the Owner. Owners have Projects, into which Materials are classified. An Owner references Contact information including Address, Phone, Fax, etc.

P

Package

Every Material is stored in a Package, determining the physical dimensions and weight of the Material. Materials can have multiple levels of Packaging set up as well, which can potentially be broken down into smaller units.

Package Allocation

The way that the system should allocate the material based on package levels, provided that the materials handle multiple package levels. For example, it would allow users to create an order in "Units" and ship the same order in "Boxes".

Package Level

Package Levels can be assigned to a Material, so that the Material can be stored in a Packaging Type within a Packaging Type, up to as many times as needed.

Packing

Moving Inventory from one License Plate to another License Plate, in preparation for Outbound Shipment.

Pallet High

The number of packages you can stack atop one another on a Pallet.

Pallet Tie

The number of Packages you can place for each layer of the Packaging on a Pallet before you should start stacking them atop that layer for a new layer.

Pick Sequence

The system's prioritization of Locations for optimizing the path taken in the physical Warehouse for Picking. These can be generated by the system, or set manually.

Picking

Moving Materials from their storage Location in your Warehouse to a new Location or License Plate, in preparation for Outbound Shipment.

Pickslip

Pick Slips are orders to collect Inventory from one part of your Warehouse and bring it to another in preparation for Outbound Shipment.

Project

A grouping of Materials, typically related in some way. Projects are beneath the Owner level, and each Owner must have one or more Projects. Billing Contracts are connected to Projects.

Putaway

Moving newly Received Materials to their storage Location in your Warehouse.

Putaway Sequence

The system's prioritization of Locations for the purposes of Putaway. These can be generated by the system, or set manually.

R

Reason Code

Reason Codes are attached to certain Operations in FootPrint, offering an explanation for those actions as input by a User. These can be used for Reporting purposes.

Receiving

Adding new Materials to your Warehouse from a Shipment, as a part of the Inbound Operations process. During the Receiving process, the user will confirm the Materials, Quantity, Lot, and Weight of the items.

Reverse Pick

Picking inventory by entering the Materials NOT to be used rather than the Materials being Picked. This can be useful when Picking all but a few items on a License Plate.

S

Serial Number

A unique identification number for an individual piece of Material.

Shelf Life

The amount of time before a Material Expires after it was Manufactured.

Shipment

A delivery of Inventory into or out from your Warehouse. Orders must contain one or more Shipments. ID can be up to four alpha numeric characters, or system generated. Shipments contain reference to the Carrier, Seal, Tracking ID, BOL Numbers, Import/Export information, and more.

Shipping LP

A License Plate intended to be Shipped out from your Warehouse, converted from an Inventory License Plate when Picked.

Soft Allocation

Materials can be Soft Allocated, leaving them in their Location, but setting them aside from the system's standpoint so that they are reserved for a particular Order.

T

Task

A Task is any activity that must be performed in FootPrint. Examples include Pick Tasks, Receive Tasks, Move Tasks and Count Tasks.

Third Party Warehouse

A Warehouse that is represented in your system, but is not run through FootPrint. The system keeps track of Material sent to and from the Third Party Warehouse, keeping a running total of its inventory, but otherwise the Warehouse is not operated in any way.

TransLoad

Also known as cross-docking, a combination of the Inbound and Outbound process, having inventory Shipped to your Warehouse and then immediately Shipped out of your Warehouse, without requiring any long-term storage.

U

Unpick

Unassigning Materials that have been Picked for an Outbound Shipment from that Shipment, keeping them in your Warehouse instead. This can be done for Materials that cannot fit in a Shipment.

UPC

The Universal Product Code associated with a Material and its Package.

User Defined Field

A User-created area to input additional information about an Entity in FootPrint. They must be set up outside of the Entity you'd like to add information to, and are highly configurable. Information added in this way can be used for organizational purposes.

V

Vendor Lot

The Vendor-assigned identification of a particular group of Materials, all sharing the same Manufacturing and Expiration Dates. Vendor Lots can contain multiple Lots.

W

Warehouse Transfer

Moving Materials from one Warehouse in your system to another, retaining Owner and Project associations.

Wave

Part of the Outbound Shipment Process, Waves are sent out through the system, initiating Allocation and then distributing Pick Tasks so that any Inventory required for Shipments can be collected. Waves are created for one or more Shipments, and can be Prioritized.

Work Order

A Work Order is a collection of Accessorial Charges assigned to a Project that cannot be otherwise assigned to any existing Orders. These Orders can be sent out and executed on Mobile Devices.