

INVENTORY

STOCK - STOCK TRANSFER

This option is used by company's who have various sites set up, and will often move goods from one site to an '**in-transit**' location, on the way to another site. Stock in this location cannot be issued until it is received into the **des-tination** warehouse. <u>Two</u> stock transfer transactions occur during this process:

- i. Transfer from **origin** warehouse to the **in transit** location
- ii. Transfer from the **in transit** location to the **destination** warehouse.

<u>Warehouse Configuration</u> is required if you are going to use the In-Transit configuration - you will need to ensure that the <u>Company Configuration</u> <u>Enforce In-transit flag</u> is set to 'Yes' to be able to complete this process.

Ribbon Access: *Inventory > Stock*





The *Stock Status* screen will be displayed.

Select the Site and Status



- Select the *site*.
 - In this image *Durban* has been selected.

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- Select the *status*.
 - In this image *In Stock Only* has been selected.

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SELECTED ITEMS PANEL

• Click on the *Selected Items* tab.

Help v2.5.0.14 - Pg 5 - Printed: 25/06/2024



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- The *Selected Items* panel will be *expanded*.
 - **Dock** this panel to make the **Stock Status** screen easier to work in.

Note: You will see that this *Selected Items* panel contains exactly the same column details as the *Selected Warehouse* panel.



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SELECT WAREHOUSE

- Click on the *drop-down arrow* in the *Warehouse* field to display the *Warehouse Name menu*.
- Click on the selected *Warehouse Name*.
 - In this image *Main Warehouse* has been selected.



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• The <u>left hand</u>*Selected Warehouse* panel will now populate with a list of <u>all the stock items</u> in that warehouse.

SELECT ITEMS FOR TRANSFER

- *Click* and *hold* on the *stock item* that you wish to *transfer*.
- Drag and drop the selected item into the <u>right</u> hand Selected Items panel.



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- The *Selected Items* panel will now contain the item details.
- Click on *Stock Transfer*.





- The *Stock Transfer* screen will be displayed.
 - **Reference Type:** Click on the drop-down arrow and select the reference type.
 - **Reference:** Type in a reference relevant to this stock transfer.
 - **Final Warehouse:** Click on the search icon and select an a final destination warehouse for this stock transfer.
 - **Requestor:** This will auto populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative person responsible for the stock transfer if required.
 - **Transfer Date:** This will auto populate with the current date but you can click on the drop-down arrow and use the calendar function to select the date. Either type in or use the directional arrows to select the time.
 - **Comments:** Type a relevant comment regarding this stock transfer in this text box if required.



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PARTS DATA GRID

- You will see that the details of the item(s) selected in the previous *Stock Status* screen have auto populated in this frame.
- Click in the **Batch Number** text box.



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SELECT BATCH/SERIALL NO.

- An *ellipsis* button will be revealed.
- Click on this button to display the *Select a batch/serial no. for this transfer* pop up screen.



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- Click on the *row selector* in front of the *batch/serial number* that you wish to assign to this transfer.
- Click on *Ok*.



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SELECT QUANTITY

Click on the *Quantity* text box and either *type in* or use the *arrow indicators* to select the *stock quantity* that is required for this transfer.

Note: Remember that for A or B-Class items, the *Quantity* can only be 1 per line.



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• The *Destination Warehouse Name* and *Destination Bin Name* text boxes are auto populated with *In Transit* and *Transit Bin*.

SAVE TRANSFER DETAILS

• When you have finished working in this screen, click on *Save*.



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PRINT TRANSFER NOTE

- You will return to the *Stock Transfer* screen.
- A *Report Generation* message box will pop up asking;
 - Do you want to print the transfer []?
- Click on Yes.



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- You will return to the *Stock Status* screen.
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- Click on OK.



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REPORT PREVIEW

- You can now view the *Report Preview* screen.
- From here you can View, Print, Export or Email the Part Transfer Note.
- *Close* the Report Preview screen when you are finished.



• Follow the instructions for <u>Action Stock Transfer Request</u> to transfer the part from the *Intransit* warehouse to the *final* warehouse.

MNU.037.005