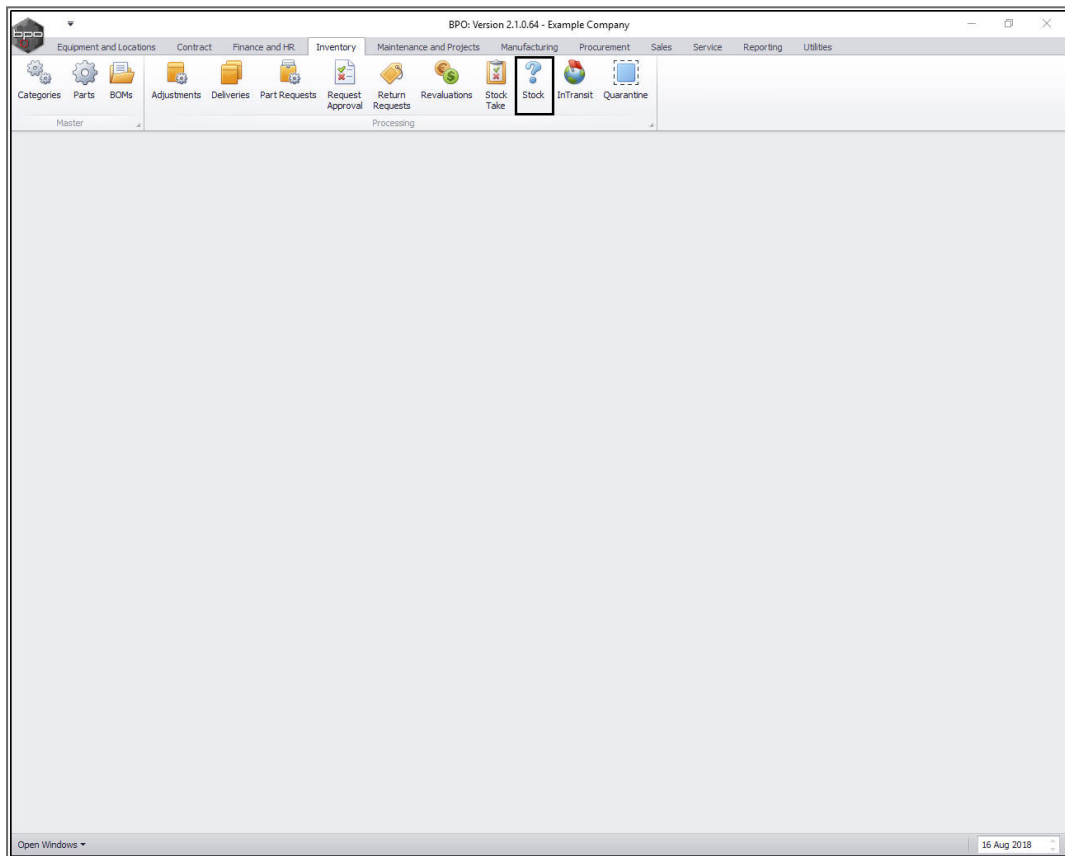


INVENTORY

INTER-BIN STOCK TRANSFER

This process enable you to transfer stock *from* and *to* any bin in a selected warehouse.

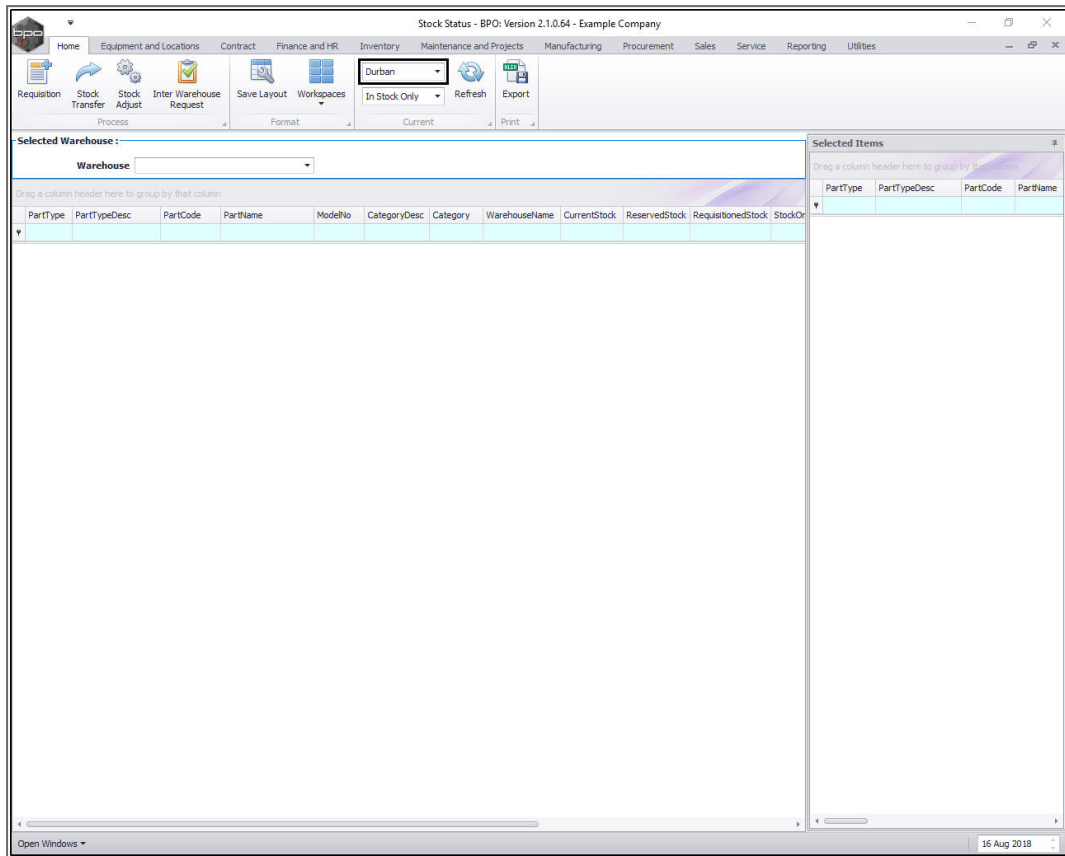
Ribbon Access: *Inventory > Stock*



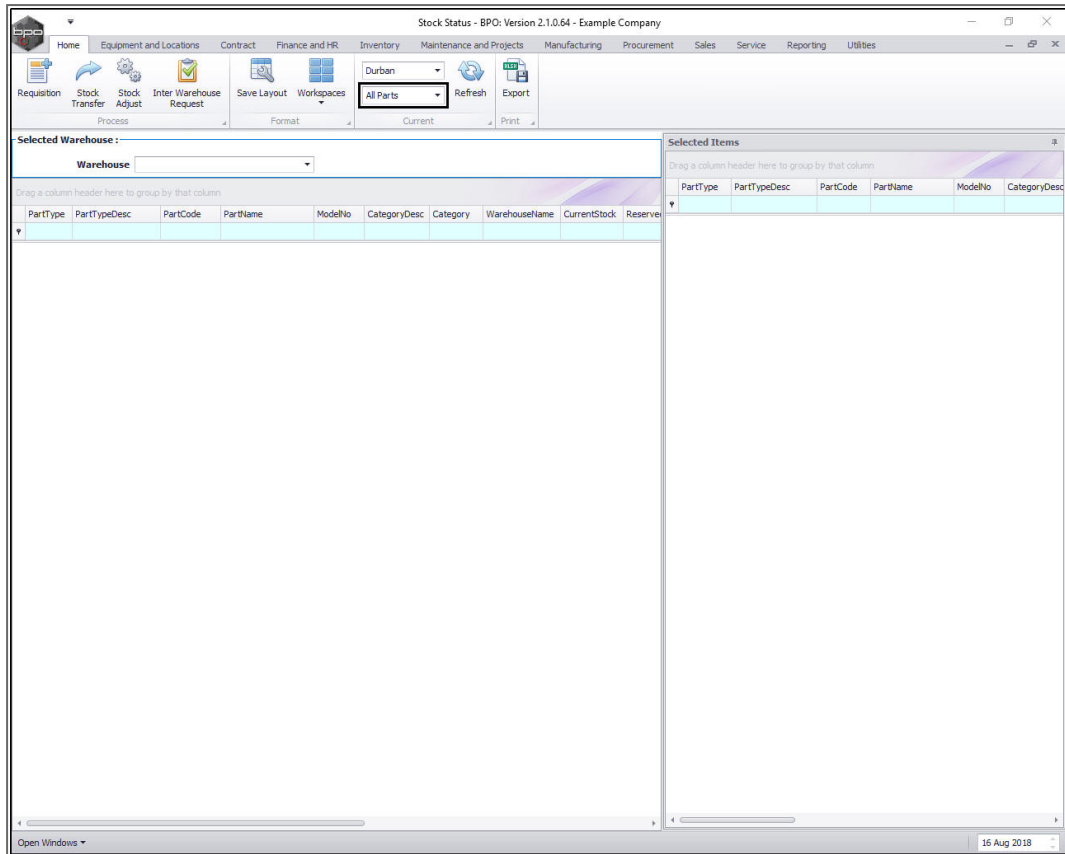
The **Stock Status** screen will be displayed.

Select the Site and Status

- Select the source location or **site** (where the stock is currently).
 - In this image, **Durban** has been selected.

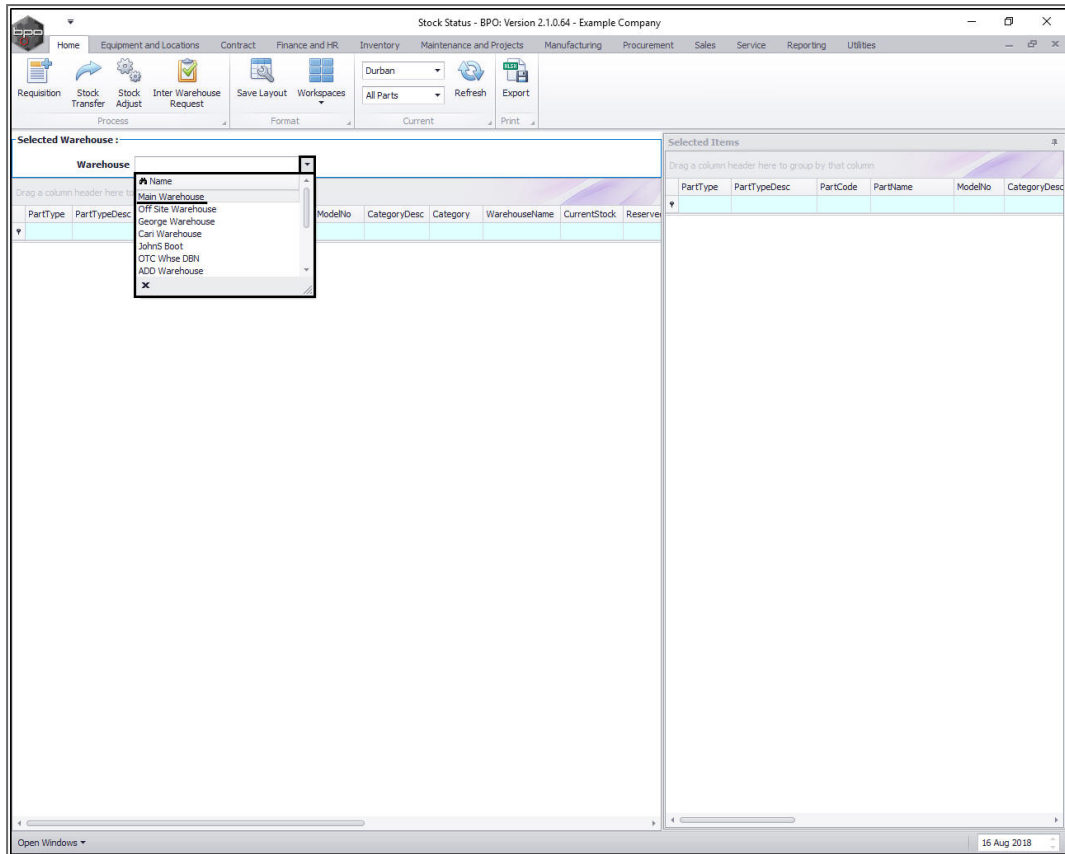


- Select the **status**.
 - You can use either the **In Stock** or the **All Parts** status. In this example, **All Parts** has been selected.

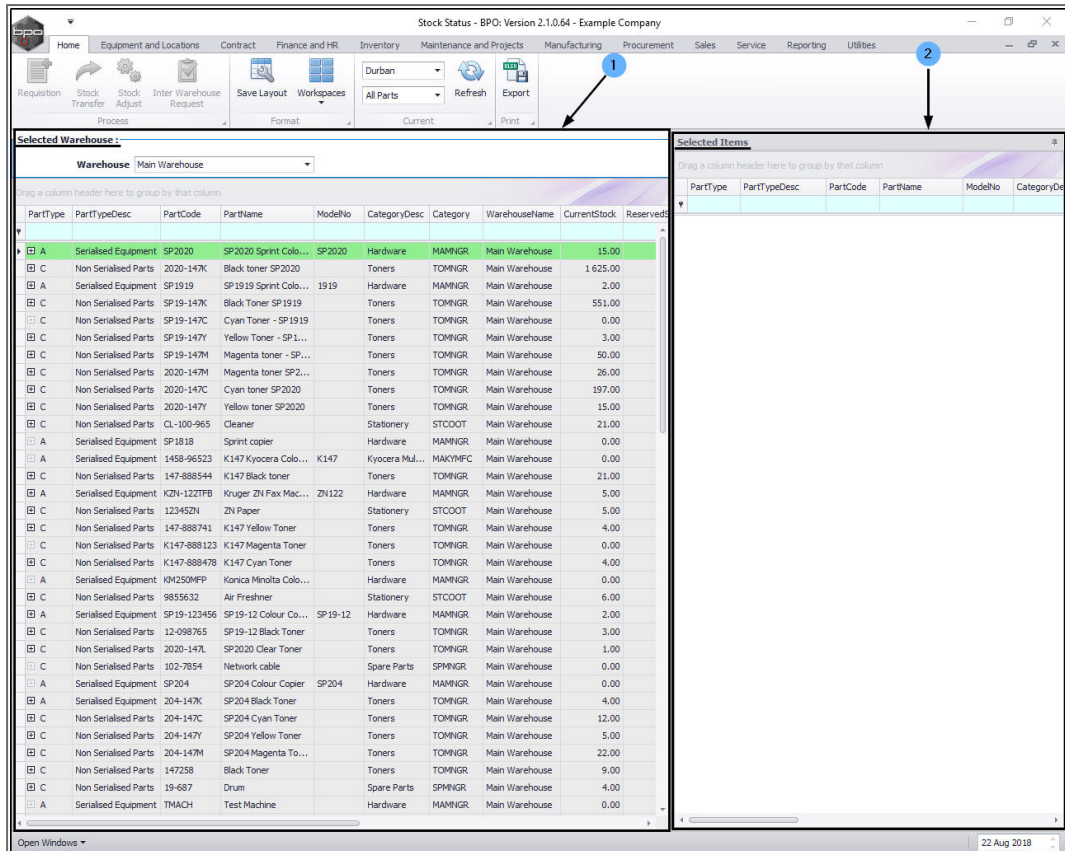


SELECT THE WAREHOUSE

- Click on the **drop-down arrow** in the **Warehouse** field and select the **warehouse**.
 - In this image, **Main Warehouse** has been selected.



1. The **Selected Warehouse** frame will now be populated with the **stock details** of all the parts / equipment items linked to that warehouse.
2. The **Selected Items** frame is where you will drag and drop the item lines that you wish to action.



Stock Status - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Requestion Stock Transfer Stock Adjust Inter Warehouse Request Save Layout Workspaces Durban All Parts Refresh Export

Process Format Current Print

Selected Warehouse:

Warehouse: Main Warehouse

Drag a column header here to group by that column

| PartType | PartTypeDesc | PartCode | PartName | ModelNo | CategoryDesc | Category | WarehouseName | CurrentStock | Reserved |
|----------|----------------------|-------------|------------------------|---------|----------------|----------|----------------|--------------|----------|
| A | Serialized Equipment | SP2020 | SP2020 Sprint Colo... | SP2020 | Hardware | MAMNGR | Main Warehouse | 15.00 | |
| C | Non Serialized Parts | 2020-147K | Black toner SP2020 | | Toners | TOMNGR | Main Warehouse | 1 625.00 | |
| A | Serialized Equipment | SP1919 | SP1919 Sprint Colo... | 1919 | Hardware | MAMNGR | Main Warehouse | 2.00 | |
| C | Non Serialized Parts | SP19-147K | Black Toner SP1919 | | Toners | TOMNGR | Main Warehouse | 551.00 | |
| C | Non Serialized Parts | SP19-147C | Cyan Toner - SP1919 | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | SP19-147Y | Yellow Toner - SP1... | | Toners | TOMNGR | Main Warehouse | 3.00 | |
| C | Non Serialized Parts | SP19-147M | Magenta toner - SP... | | Toners | TOMNGR | Main Warehouse | 50.00 | |
| C | Non Serialized Parts | 2020-147M | Magenta toner SP2... | | Toners | TOMNGR | Main Warehouse | 26.00 | |
| C | Non Serialized Parts | 2020-147C | Cyan toner SP2020 | | Toners | TOMNGR | Main Warehouse | 197.00 | |
| C | Non Serialized Parts | 2020-147Y | Yellow toner SP2020 | | Toners | TOMNGR | Main Warehouse | 15.00 | |
| C | Non Serialized Parts | CL-100-965 | Cleaner | | Stationery | STCOOT | Main Warehouse | 21.00 | |
| A | Serialized Equipment | SP1818 | Sprint copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | 1458-96523 | K147 Kyocera Colo... | K147 | Kyocera Mul... | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | 147-888544 | K147 Black toner | | Toners | TOMNGR | Main Warehouse | 21.00 | |
| A | Serialized Equipment | K2N-122T7B | Kruger ZN Fax Mac... | ZN122 | Hardware | MAMNGR | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 123452N | ZN Paper | | Stationery | STCOOT | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 147-888741 | K147 Yellow Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| C | Non Serialized Parts | K147-888123 | K147 Magenta Toner | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | K147-888478 | K147 Cyan Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| A | Serialized Equipment | KM250MFP | Konica Minolta Colo... | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | 9855632 | Air Freshner | | Stationery | STCOOT | Main Warehouse | 6.00 | |
| A | Serialized Equipment | SP19-123456 | SP19-12 Colour Co... | SP19-12 | Hardware | MAMNGR | Main Warehouse | 2.00 | |
| C | Non Serialized Parts | 12-098765 | SP19-12 Black Toner | | Toners | TOMNGR | Main Warehouse | 3.00 | |
| C | Non Serialized Parts | 2020-147L | SP2020 Clear Toner | | Toners | TOMNGR | Main Warehouse | 1.00 | |
| C | Non Serialized Parts | 102-7854 | Network cable | | Spare Parts | SPMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | SP204 | SP204 Colour Copier | SP204 | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | 204-147K | SP204 Black Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| C | Non Serialized Parts | 204-147C | SP204 Cyan Toner | | Toners | TOMNGR | Main Warehouse | 12.00 | |
| C | Non Serialized Parts | 204-147Y | SP204 Yellow Toner | | Toners | TOMNGR | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 204-147M | SP204 Magenta To... | | Toners | TOMNGR | Main Warehouse | 22.00 | |
| C | Non Serialized Parts | 147258 | Black Toner | | Toners | TOMNGR | Main Warehouse | 9.00 | |
| C | Non Serialized Parts | 19-687 | Drum | | Spare Parts | SPMNGR | Main Warehouse | 4.00 | |
| A | Serialized Equipment | TMACH | Test Machine | | Hardware | MAMNGR | Main Warehouse | 0.00 | |

Selected Items:

Drag a column header here to group by that column

| PartType | PartTypeDesc | PartCode | PartName | ModelNo | CategoryDe |
|----------|--------------|----------|----------|---------|------------|
|----------|--------------|----------|----------|---------|------------|

Open Windows 22 Aug 2018

C-CLASS SINGLE ITEM STOCK TRANSFER

- In the Selected Warehouse frame, **click and hold** anywhere in the row of the item line that you wish to transfer.
- **Drag and drop** this item line into the **Selected Items** frame.

Stock Status - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Request Stock Transfer Stock Adjust Inter Warehouse Request Save Layout Workspaces Durban All Parts Refresh Export

Process Format Current Print

Selected Warehouse: Warehouse Main Warehouse

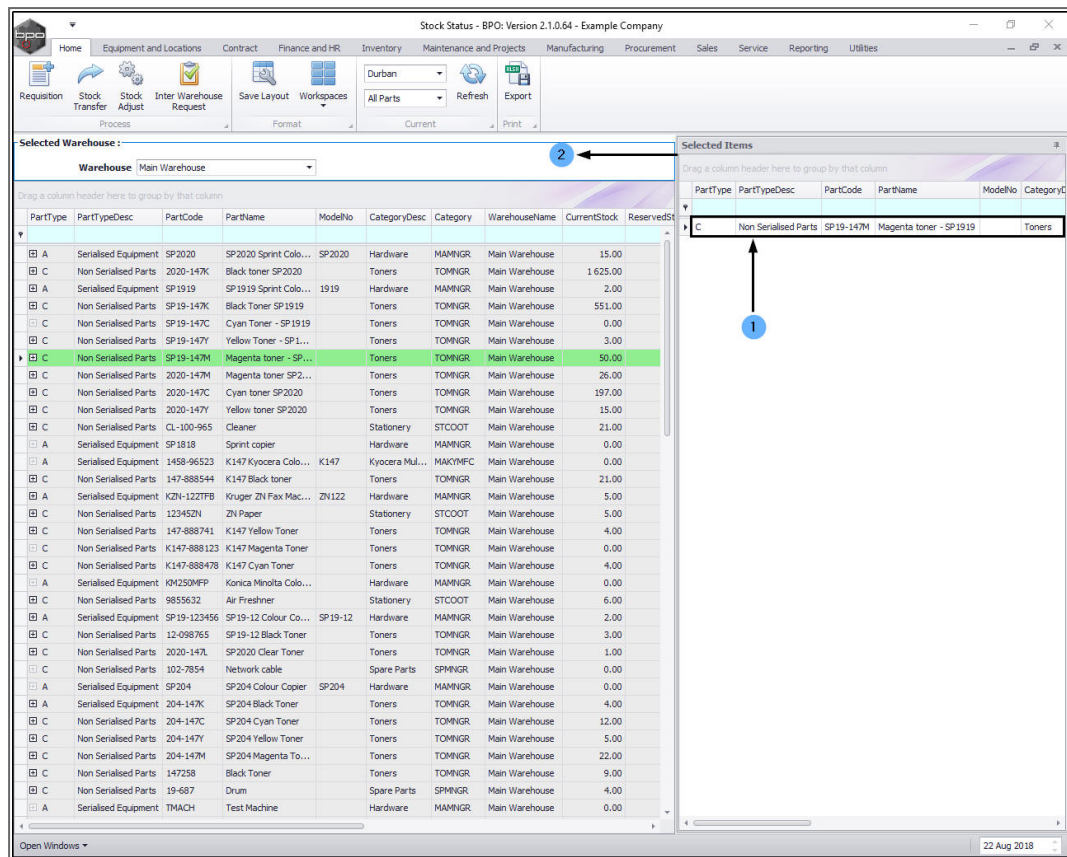
Drag a column header here to group by that column

| PartType | PartTypeDesc | PartCode | PartName | ModelNo | CategoryDesc | Category | WarehouseName | CurrentStock | ReservedSt |
|----------|----------------------|-------------|------------------------|---------|----------------|----------|----------------|--------------|------------|
| A | Serialized Equipment | SP2020 | SP2020 Sprint Colo... | SP2020 | Hardware | MAMNGR | Main Warehouse | 15.00 | |
| C | Non Serialized Parts | 2020-147K | Black toner SP2020 | | Toners | TOMNGR | Main Warehouse | 1 625.00 | |
| A | Serialized Equipment | SP1919 | SP1919 Sprint Colo... | 1919 | Hardware | MAMNGR | Main Warehouse | 2.00 | |
| C | Non Serialized Parts | SP19-147K | Black Toner SP1919 | | Toners | TOMNGR | Main Warehouse | 551.00 | |
| C | Non Serialized Parts | SP19-147C | Cyan Toner - SP1919 | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | SP19-147Y | Yellow Toner - SP1... | | Toners | TOMNGR | Main Warehouse | 3.00 | |
| C | Non Serialized Parts | SP19-147M | Magenta toner - SP... | | Toners | TOMNGR | Main Warehouse | 50.00 | |
| C | Non Serialized Parts | 2020-147M | Magenta toner SP2... | | Toners | TOMNGR | Main Warehouse | 26.00 | |
| C | Non Serialized Parts | 2020-147C | Cyan toner SP2020 | | Toners | TOMNGR | Main Warehouse | 197.00 | |
| C | Non Serialized Parts | 2020-147Y | Yellow toner SP2020 | | Toners | TOMNGR | Main Warehouse | 15.00 | |
| C | Non Serialized Parts | CL-100-965 | Cleaner | | Stationery | STCOOT | Main Warehouse | 21.00 | |
| A | Serialized Equipment | SP1818 | Sprint copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | 1458-96523 | K147 Kyocera Colo... | K147 | Kyocera Mul... | MAKMFPC | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | 147-888544 | K147 Black toner | | Toners | TOMNGR | Main Warehouse | 21.00 | |
| A | Serialized Equipment | K2N-122TFB | Kruger ZN Fax Mac... | ZN122 | Hardware | MAMNGR | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 123452N | ZN Paper | | Stationery | STCOOT | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 147-888741 | K147 Yellow Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| C | Non Serialized Parts | K147-888123 | K147 Magenta Toner | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | K147-888478 | K147 Cyan Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| A | Serialized Equipment | KM250MFP | Konica Minolta Colo... | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialized Parts | 9855632 | Air Freshner | | Stationery | STCOOT | Main Warehouse | 6.00 | |
| A | Serialized Equipment | SP19-123456 | SP19-12 Colour Co... | SP19-12 | Hardware | MAMNGR | Main Warehouse | 2.00 | |
| C | Non Serialized Parts | 12-098765 | SP19-12 Black Toner | | Toners | TOMNGR | Main Warehouse | 3.00 | |
| C | Non Serialized Parts | 2020-147L | SP2020 Clear Toner | | Toners | TOMNGR | Main Warehouse | 1.00 | |
| C | Non Serialized Parts | 102-7854 | Network cable | | Spare Parts | SPMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | SP204 | SP204 Colour Copier | SP204 | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialized Equipment | 204-147K | SP204 Black Toner | | Toners | TOMNGR | Main Warehouse | 4.00 | |
| C | Non Serialized Parts | 204-147C | SP204 Cyan Toner | | Toners | TOMNGR | Main Warehouse | 12.00 | |
| C | Non Serialized Parts | 204-147Y | SP204 Yellow Toner | | Toners | TOMNGR | Main Warehouse | 5.00 | |
| C | Non Serialized Parts | 204-147M | SP204 Magenta To... | | Toners | TOMNGR | Main Warehouse | 22.00 | |
| C | Non Serialized Parts | 147258 | Black Toner | | Toners | TOMNGR | Main Warehouse | 9.00 | |
| C | Non Serialized Parts | 19-687 | Drum | | Spare Parts | SPMNGR | Main Warehouse | 4.00 | |
| A | Serialized Equipment | TMACH | Test Machine | | Hardware | MAMNGR | Main Warehouse | 0.00 | |

Open Windows

22 Aug 2018

- The selected item line can now be viewed in the **Selected Items** frame.
 - Note:** The selected item line can still be viewed in the **Selected Warehouse** frame.
- Expand** the **Selected Items** frame if you wish to view more of the columns in that frame.



Stock Status - BPO: Version 2.1.0.64 - Example Company

Selected Warehouse: Main Warehouse

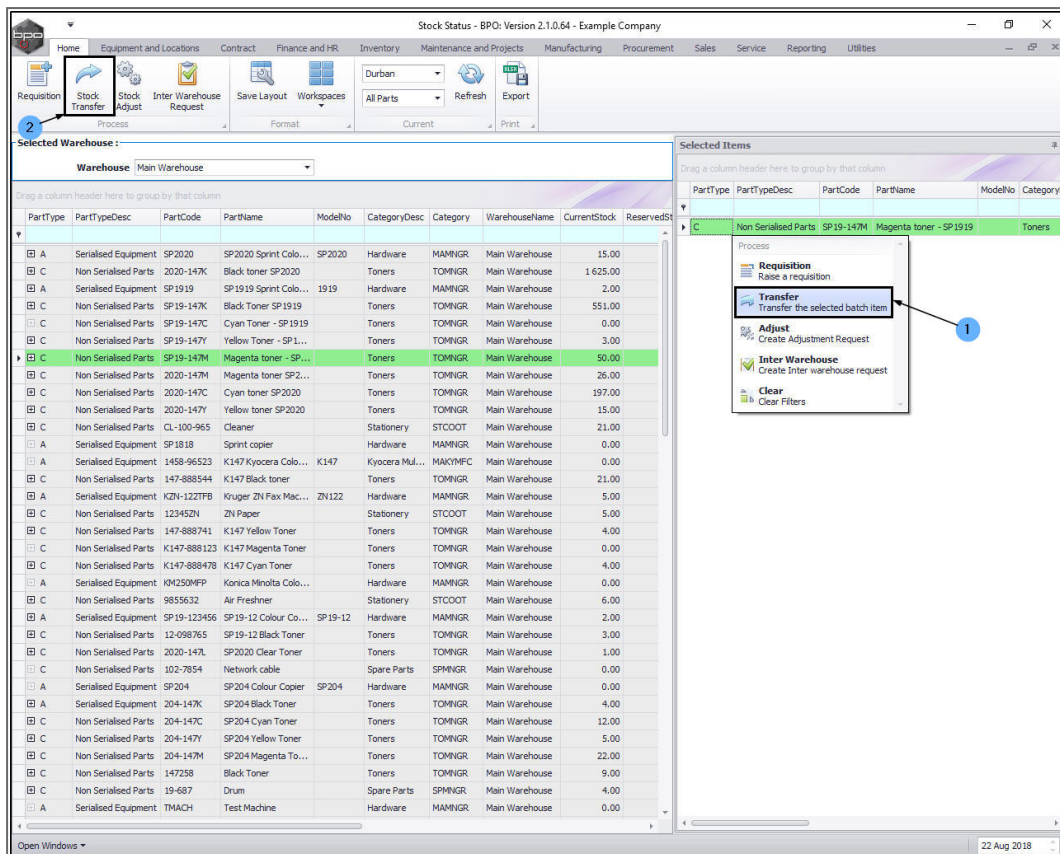
Selected Items

| PartType | PartTypeDesc | PartCode | PartName | ModelNo | Category | WarehouseName | CurrentStock | ReservedStock |
|----------|----------------------|-----------|---------------------------|---------|----------|----------------|--------------|---------------|
| C | Non Serialised Parts | SP19-147M | Magenta toner - SP19-147M | | Toners | Main Warehouse | 50.00 | |

1. Either **right click** in the row of the selected item line.

- A **Process** menu will pop up
- Click on **Transfer** - Transfer the selected batch item.

2. or click on **Stock Transfer**.

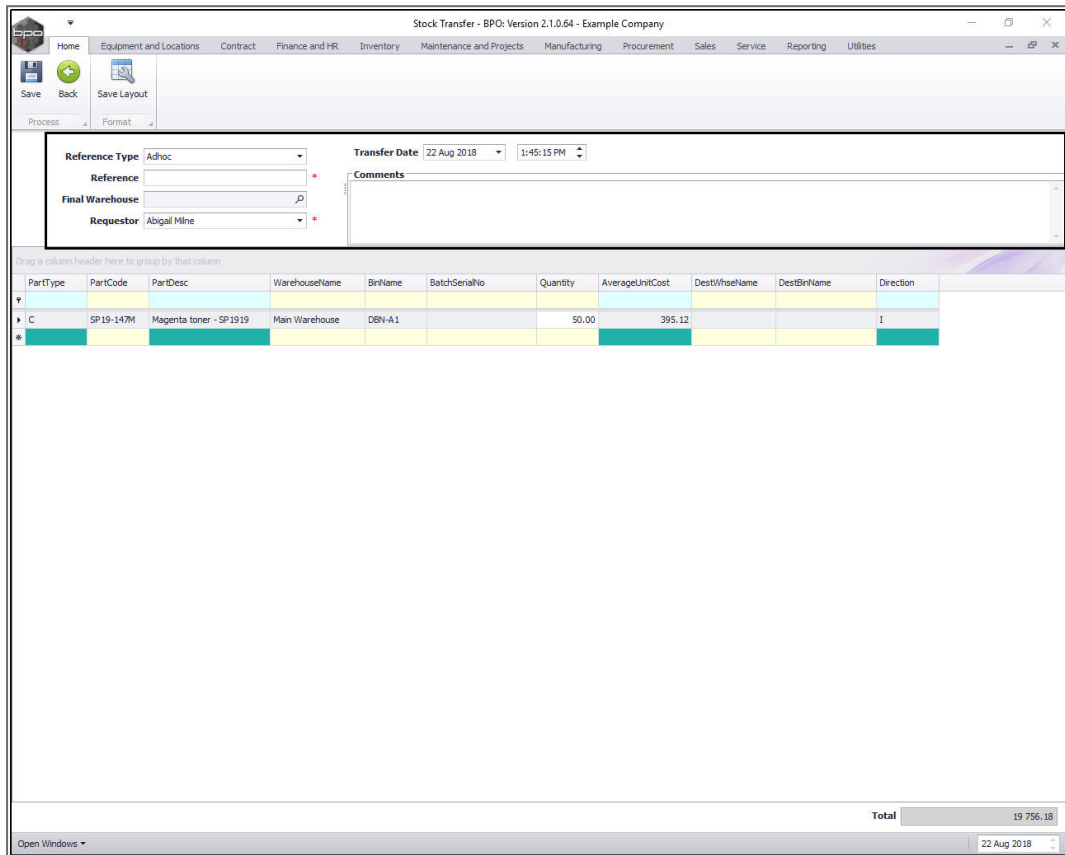


The **Stock Transfer** screen will be displayed.

- **Reference Type:** Click on the drop-down arrow and select **ADHOC**.
- **Reference:** Type in your reference for this stock transfer.
- **Final Warehouse:** For this inter-bin transfer process we will address this field in the next image.
- **Requestor:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative person if required.
- **Transfer Date and Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an

alternative date if required.

- **Time:** You can either type in or use the directional arrows to select an alternative time if required.
- **Comments:** Type in a comment relating to the reason for the stock transfer



The screenshot shows the 'Stock Transfer - BPO' application interface. The top menu bar includes: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with 'Save', 'Back', and 'Save Layout' buttons. The main form area contains the following fields:

- Reference Type:** Adhoc
- Reference:** (empty field)
- Final Warehouse:** (empty field with a search icon)
- Requestor:** Abigail Milne
- Transfer Date:** 22 Aug 2018
- Time:** 1:45:15 PM
- Comments:** (empty text area)

Below the form is a table with the following columns: PartType, PartCode, PartDesc, WarehouseName, BinName, BatchSerialNo, Quantity, AverageUnitCost, DestWarehouseName, DestBinName, and Direction. The table contains one data row:

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP19-147M | Magenta toner - SP1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | | | I |

At the bottom right of the table, there is a 'Total' row showing a value of 19,756.18. The bottom status bar shows 'Open Windows' and the date '22 Aug 2018'.

- **Final Warehouse:** Click on the *search* button in this field.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc

Reference: TROAB01

Final Warehouse:

Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | | | I |

Total 19 756.18

Open Windows 22 Aug 2018

- The **Select a destination warehouse for this transfer** screen will pop up.
- Click on the **row selector** in front of the **warehouse** that you wish to be the **final destination** warehouse.
 - **Note:** As you are doing an **inter-bin stock transfer** - ensure that you select the **same** warehouse as the **source** warehouse.
- Click on **Ok**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc

Reference: TROAB01

Final Warehouse:

Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

Drag a column header here to group by that column

| PartType | PartCode | PartDesc |
|----------|------------|-------------------------|
| C | SP 19-147M | Magenta toner - SP 1919 |

Select a destination warehouse for this transfer.

Home

Ok Back Save Layout

Process Format

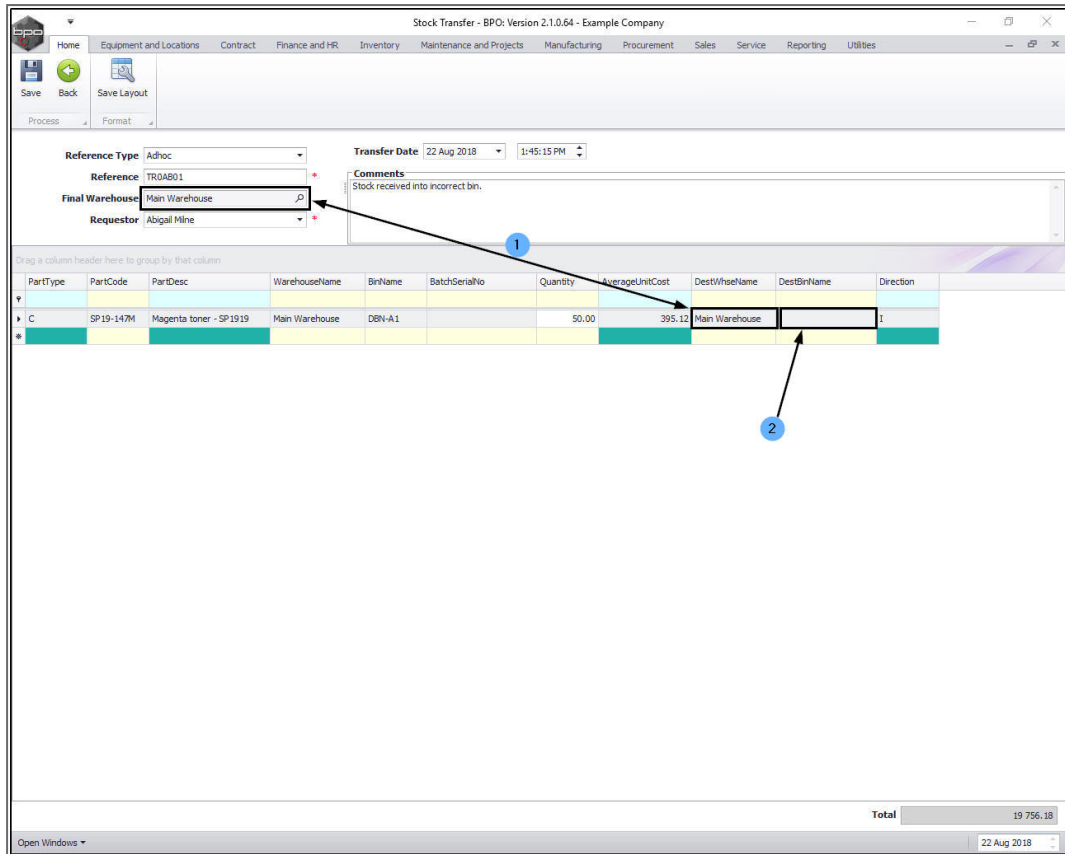
Drag a column header here to group by that column

| Description | IsBinLocation | PCName | StoremanName | IsDefault | IsStock | IsAsset | AutoIssue | AccountCode | Status |
|------------------------|---------------|-----------------------------|-----------------------|-----------|---------|---------|-----------|-------------|--------|
| ADD Warehouse | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7700 | I |
| OTC_Whse_PTA | No | Purchasing Centre | Abigail Milne | No | Yes | No | No | 6600 | A |
| OTC_Whse DBN | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | Yes | 6600 | A |
| John's Boot | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7700 | A |
| Main Warehouse | No | Purchasing Centre | Ed Jones | No | Yes | No | No | 7701 | A |
| Theo's Boot Warehouse | No | Purchasing Centre | Theo Peterson | No | Yes | No | No | 7700 | A |
| Carl Warehouse | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7700 | A |
| George Warehouse | No | Purchasing Centre | Chris Haynes Attendee | No | Yes | No | No | 7700 | A |
| Customer Equipment ... | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | | A |
| Off Site Warehouse | No | Purchasing Centre | Chris Haynes Attendee | No | Yes | No | No | 7700 | A |
| PTA Main Warehouse | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7700 | A |
| PTA Customer Assets | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | | A |
| Christ Warehouse | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7000 | A |
| New Boot Stock | No | Purchasing Centre | Judith Mudzengi | No | Yes | No | No | 7700 | A |
| Dispatch Warehouse | No | Purchasing Centre | Abigail Milne | No | Yes | No | No | 7700 | A |
| CPT Main | No | Cape Town Purchasing Centre | Belinda Sharman | No | Yes | No | No | 6600 | A |
| AN Warehouse | No | Purchasing Centre | Ed Jones | No | Yes | No | No | | A |
| In Transit CPT | No | Cape Town Purchasing Centre | Belinda Sharman | No | Yes | No | No | 6600 | A |
| Mark_Boot | No | Purchasing Centre | Blanca Du Toit | No | Yes | No | No | 7700 | A |

Total 19 756.18

Open Windows 22 Aug 2018

- As the **Final Warehouse** field populates with the selection made in the previous step, the **Destination Warehouse Name** column in the parts data grid will also populate with the selection made.
 - Note:** If there is only **1** bin linked to the final warehouse then the **Dest Bin Name** field will also populate with that **1** bin name. If, however there are **2 or more** bins linked to the **Destination Warehouse** than the system will leave the field **blank** for you to make the correct bin selection.



Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Reference Type: Adhoc
 Reference: TROAB01
 Final Warehouse: Main Warehouse
 Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | Main Warehouse | | 1 |

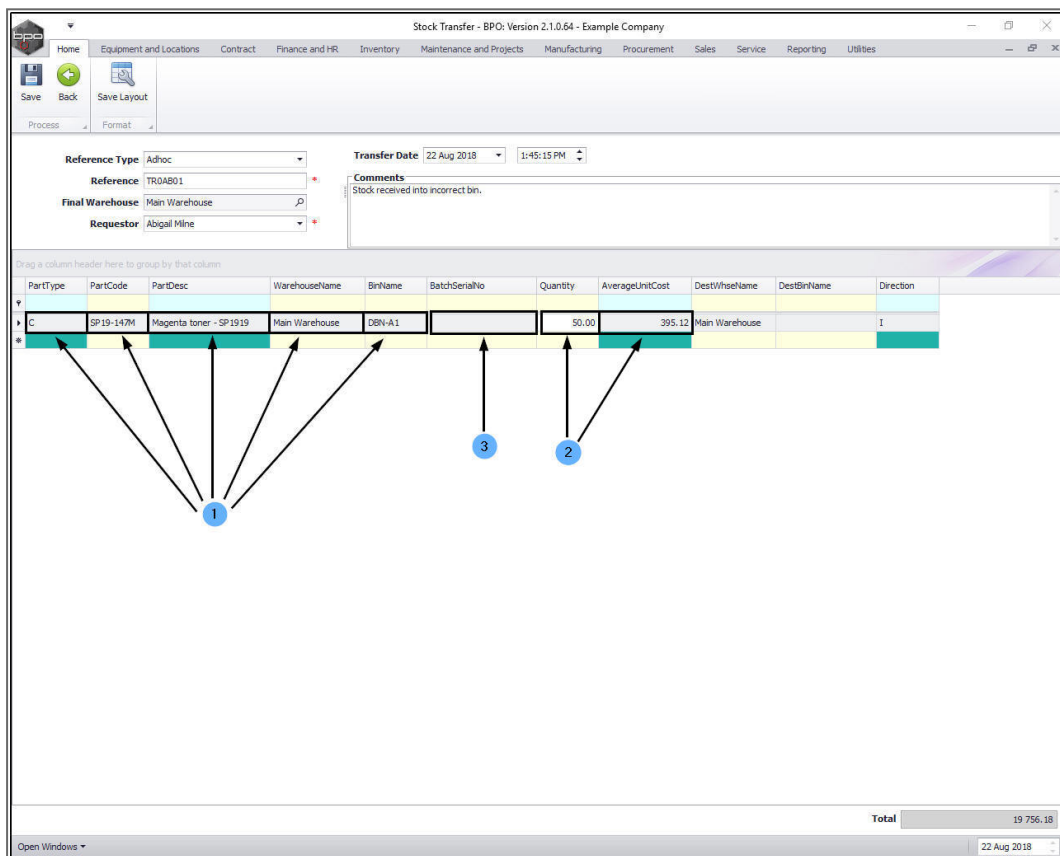
Total: 19 756.18

Open Windows: 22 Aug 2018

PARTS DATA GRID

1. **Part Type:** This will auto populate with part type code of the item type selected in the **Stock Status** screen.
 - **Part Code:** This will auto populate with the part code of the item selected in the **Stock Status** screen.
 - **Part Desc:** This will auto populate with the part description of the item selected in the **Stock Status** screen.
 - **Warehouse Name:** This will auto populate with the source Warehouse Name selected in the **Stock Status** screen.
 - **Bin Name:** This will auto populate with the Bin Name that contains the item selected in the **Stock Status** screen.

2. You will note that the **Quantity** field will initially auto populate with the total quantity of items available in all the batches in the selected source warehouse bin. The **Average Unit Cost** fields will be populated with the average cost of all of these items in the selected bin.
3. If there is only one batch of the selected item available in the selected bin then the **Batch Serial No** field will populate with that batch number. However, if there is more than one batch then the system will leave this field blank for you to select the batch number if batch tracking is enabled. If batch tracking is not enabled, then this field will be blank.
 - Click in the **Batch Serial No** field.



Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Reference Type: Adhoc
Reference: TR0AB01
Final Warehouse: Main Warehouse
Requestor: Abigail Mline

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

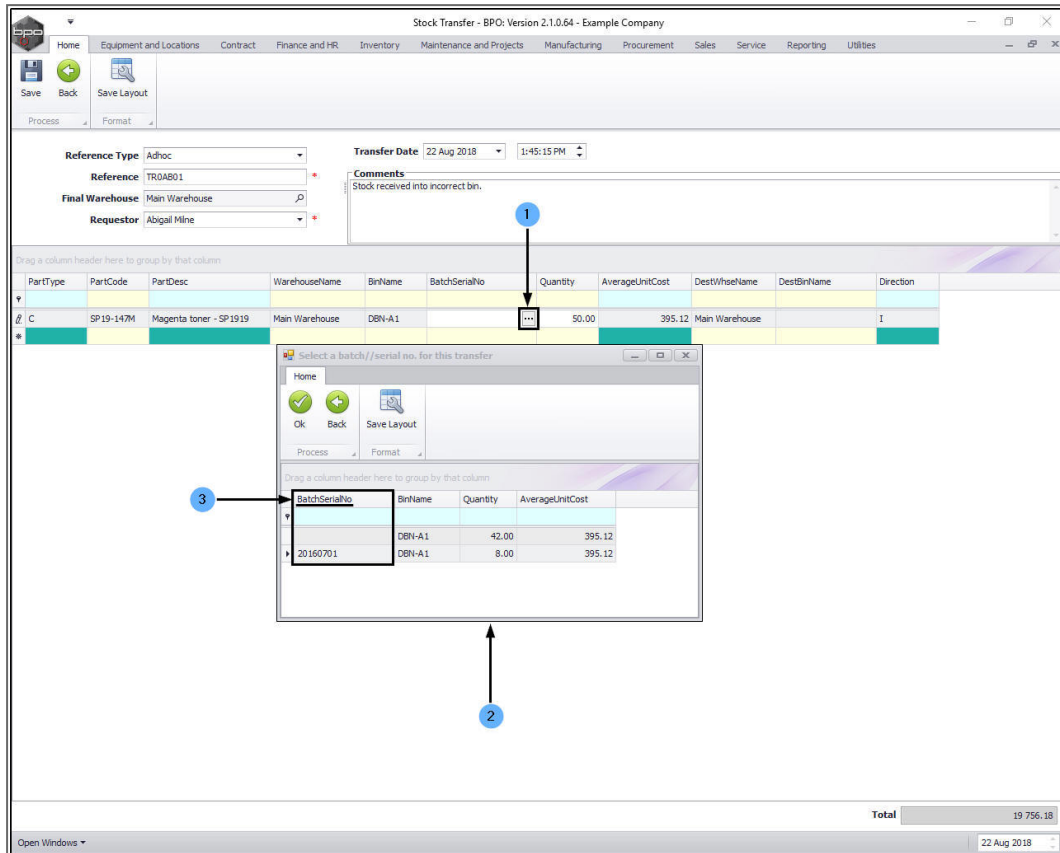
| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP19-147M | Magenta toner - SP1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | Main Warehouse | | I |

Total: 19 756.18

22 Aug 2018

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

- As this is a **C-Class item**, you will see that this screen lists the **Batch Serial Nos.**



Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Reference Type: Adhoc
Reference: TROAB01
Final Warehouse: Main Warehouse
Requestor: Abigail Mline

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP19-147M | Magenta toner - SP1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | Main Warehouse | | I |

Select a batch/serial no. for this transfer

| BatchSerialNo | BinName | Quantity | AverageUnitCost |
|---------------|---------|----------|-----------------|
| 20160701 | DBN-A1 | 42.00 | 395.12 |
| | DBN-A1 | 8.00 | 395.12 |

Total: 19 756.18

Open Windows

- Click on the **row selector** in front of the **batch/serial** no that you wish to assign for the stock transfer.
 - Click on **Ok**.
- Make note of the **quantity** available in the selected batch.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 22 Aug 2018 | 1:45:15 PM

Reference: TROAB01 | Comments: Stock received into incorrect bin.

Final Warehouse: Main Warehouse | Requestor: Abigail Milne

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | | 50.00 | 395.12 | Main Warehouse | | I |

Drag a column header here to group by that column

Select a batch/serial no. for this transfer

Home | Ok | Back | Save Layout

Process | Format

Drag a column header here to group by that column

| BatchSerialNo | BinName | Quantity | AverageUnitCost |
|---------------|---------|----------|-----------------|
| | DBN-A1 | 42.00 | 395.12 |
| 20160701 | DBN-A1 | 8.00 | 395.12 |

Total: 19 756.18

Open Windows | 22 Aug 2018

1. The selected no will now populate the **BatchSerialNo** field.
2. You will note that the **Quantity** field has now populated with the quantity available in the selected batch. Click in this field.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: TROAB01
 Final Warehouse: Main Warehouse
 Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| I C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 6.00 | 395.12 | Main Warehouse | | I |

1 2

Total 3 160.99

Open Windows 22 Aug 2018

- Directional arrows will be revealed. You can either type in or use these arrows to select the amount to be transferred.
 - **Note:** The system will **not** allow you select for transfer more than the quantity available in the batch.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 22 Aug 2018 | 1:45:15 PM

Reference: TROAB01 | Comments: Stock received into incorrect bin.

Final Warehouse: Main Warehouse | Requestor: Abigail Milne

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| I C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8 | 395.12 | Main Warehouse | | I |

Total: 3 160.99

Open Windows | 22 Aug 2018

1. **Average Unit Cost:** This will auto populate with the average unit cost of all of the selected item type in the selected batch.

Destination Warehouse Name: This auto populated (as explained above) when the **Final Warehouse** was selected.

2. Click in the **Destination Bin Name:** field.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 22 Aug 2018 | 1:45:15 PM

Reference: TROAB01 | Comments: Stock received into incorrect bin.

Final Warehouse: Main Warehouse | Requestor: Abigail Milne

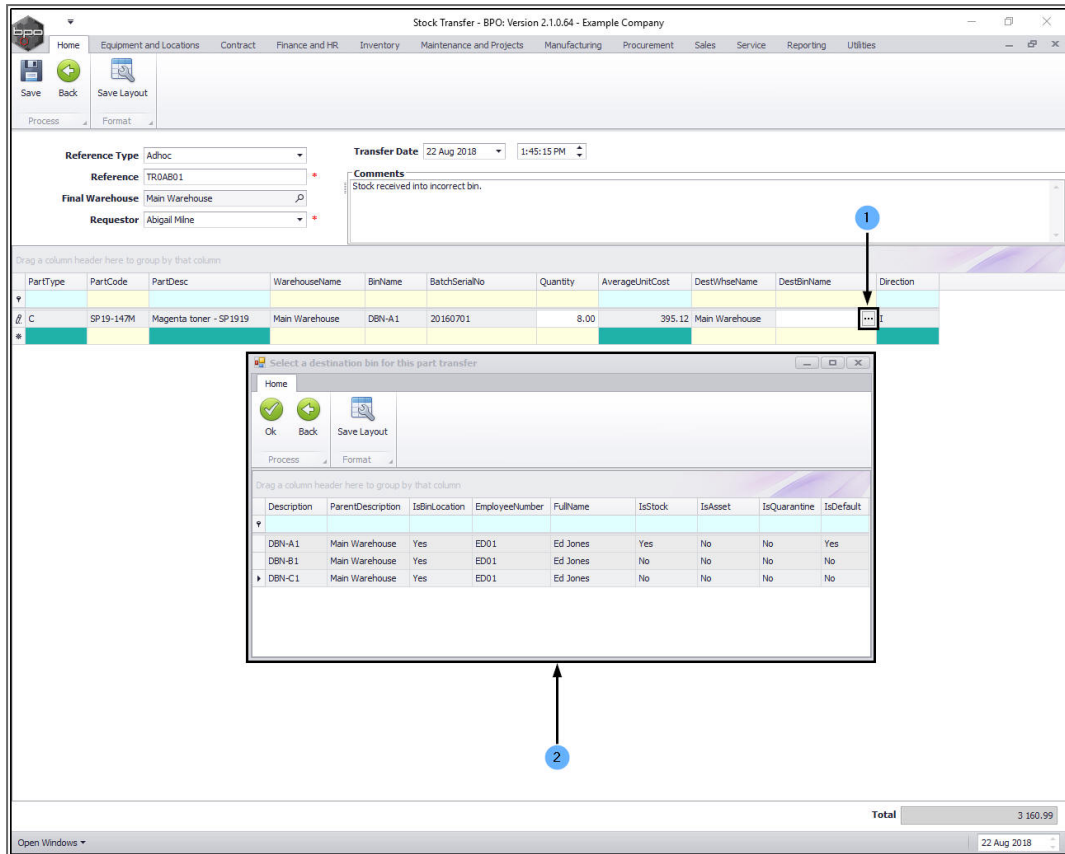
| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | | 1 |

Drag a column header here to group by that column

Total: 3 160.99

Open Windows | 22 Aug 2018

1. An ***ellipsis*** button will be revealed.
2. Click on this button to display the ***Select a destination bin for this part transfer*** pop up screen.



The screenshot shows the 'Stock Transfer - BPO' interface. The main window displays a transfer record with the following details:

- Reference Type: Adhoc
- Reference: TROAB01
- Final Warehouse: Main Warehouse
- Requestor: Abigail Milne
- Transfer Date: 22 Aug 2018
- Comments: Stock received into incorrect bin.

The main table lists the transfer details:

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | | |

A modal window titled 'select a destination bin for this part transfer' is open, showing a table of available destination bins:

| Description | ParentDescription | IsBinLocation | EmployeeNumber | FullName | IsStock | IsAsset | IsQuarantine | IsDefault |
|-------------|-------------------|---------------|----------------|----------|---------|---------|--------------|-----------|
| DBN-A1 | Main Warehouse | Yes | ED01 | Ed Jones | Yes | No | No | Yes |
| DBN-B1 | Main Warehouse | Yes | ED01 | Ed Jones | No | No | No | No |
| DBN-C1 | Main Warehouse | Yes | ED01 | Ed Jones | No | No | No | No |

The modal window also includes 'Ok', 'Back', and 'Save Layout' buttons. The main window has a 'Total' field showing 3 160.99 and a date filter set to 22 Aug 2018.

- Click on the **row selector** in front of the **destination bin** that you wish to select for the stock transfer.
- Click on **Ok**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc
 Reference: TROAB01
 Final Warehouse: Main Warehouse
 Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | | I |

select a destination bin for this part transfer

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

| Description | ParentDescription | IsBinLocation | EmployeeNumber | FullName | IsStock | IsAsset | IsQuarantine | IsDefault |
|-------------|-------------------|---------------|----------------|----------|---------|---------|--------------|-----------|
| DBN-A1 | Main Warehouse | Yes | ED01 | Ed Jones | Yes | No | No | Yes |
| DBN-B1 | Main Warehouse | Yes | ED01 | Ed Jones | No | No | No | No |
| DBN-C1 | Main Warehouse | Yes | ED01 | Ed Jones | No | No | No | No |

Total 3 160.99

Open Windows 22 Aug 2018

- The selected **bin name** will populate the field.
- When you have finished adding details to the **Stock Transfer** screen, click on **Save**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: TROAB01
 Final Warehouse: Main Warehouse
 Requestor: Abigail Milne

Transfer Date: 22 Aug 2018 1:45:15 PM

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| I C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | DBN-C1 | ... |

Total 3 160.99

Open Windows | 22 Aug 2018

- A **Part Transfer Processing** message will pop up, informing you that;
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc Transfer Date: 22 Aug 2018 1:45:15 PM

Reference: TR0AB01

Final Warehouse: Main Warehouse

Requestor: Abigail Milne

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| I C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | DBN-C1 | I |

Part Transfer Processing

Part Transfer No. TR00000359 saved successfully.

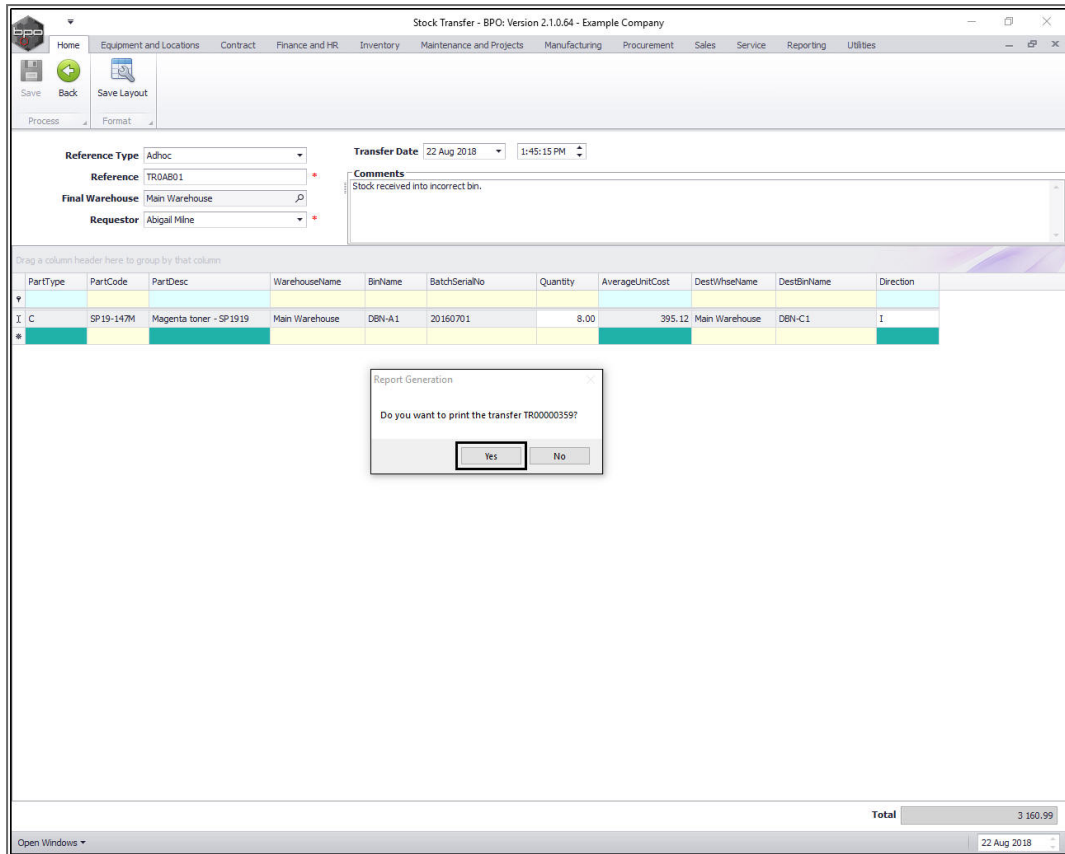
OK

Total 3 160.99

Open Windows 22 Aug 2018

Print C-Class Single Item Transfer

- A **Report Generation** message will pop up, asking;
 - **Do you want to print the transfer []?**
- Click on **Yes**.



Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc

Reference: TR0A801

Final Warehouse: Main Warehouse

Requestor: Abigail Milne

Transfer Date: 22 Aug 2018

Transfer Time: 1:45:15 PM

Comments: Stock received into incorrect bin.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|------------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| I C | SP 19-147M | Magenta toner - SP 1919 | Main Warehouse | DBN-A1 | 20160701 | 8.00 | 395.12 | Main Warehouse | DBN-C1 | I |

Report Generation

Do you want to print the transfer TR00000359?

Yes No

Total: 3 160.99

Open Windows 22 Aug 2018

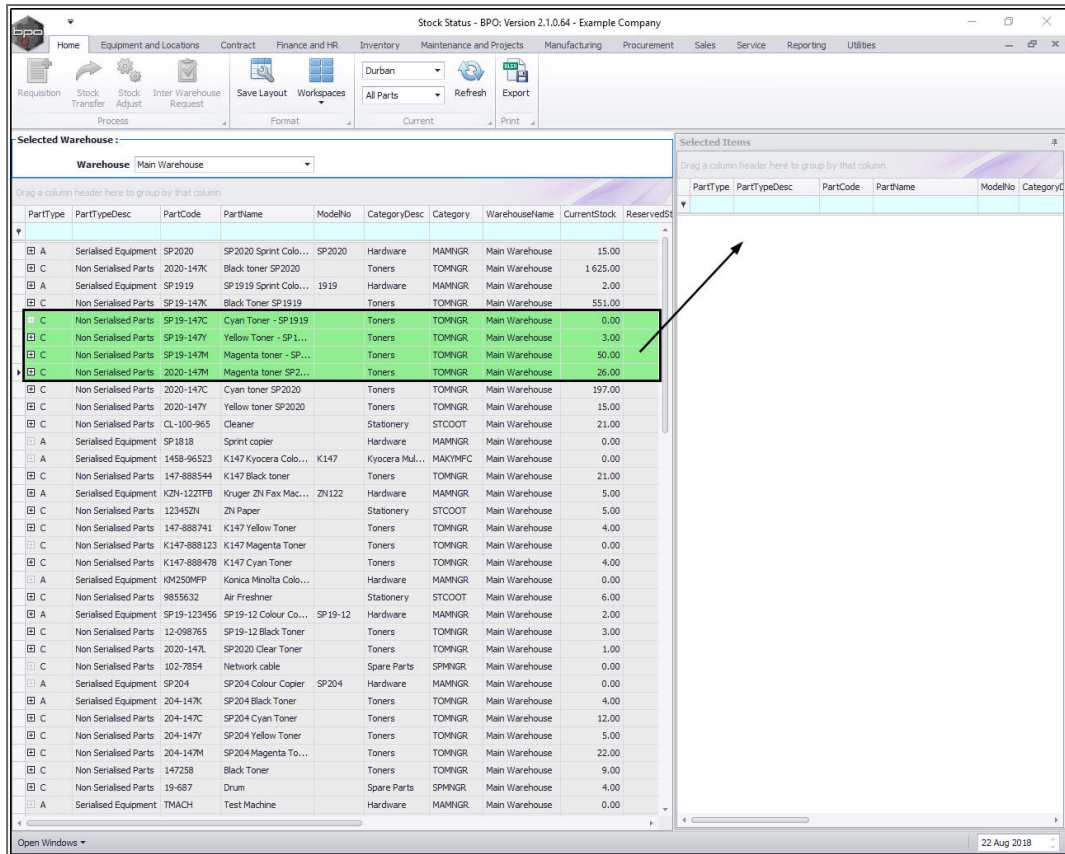
The **Report Preview** screen will be displayed. You can see that the C-Class item has been transferred from

1. the Main Warehouse **Bin DBN-A1** to
2. the Main Warehouse **Bin DBN-C1**.
3. From here you can **View, Print, Export** or **Email** the Part Transfer Note.
4. **Close** the **Report Preview** screen when done.

- You will return to the **Stock Status** screen.

- You can select multiple items in **3** ways:

1. Click in the row of the first item line, press and hold the **Shift** button on your keyboard, then use the **up or down arrows** on your keyboard to select the items in order. (The items should all be **highlighted** as they are selected).



or

- Click on the first item, then hold the **Ctrl** button on your keyboard, whilst using your **mouse** to click on the other item lines that you wish to add. Use this method to select items that are not in order. (The items should all be **highlighted** as they are selected).

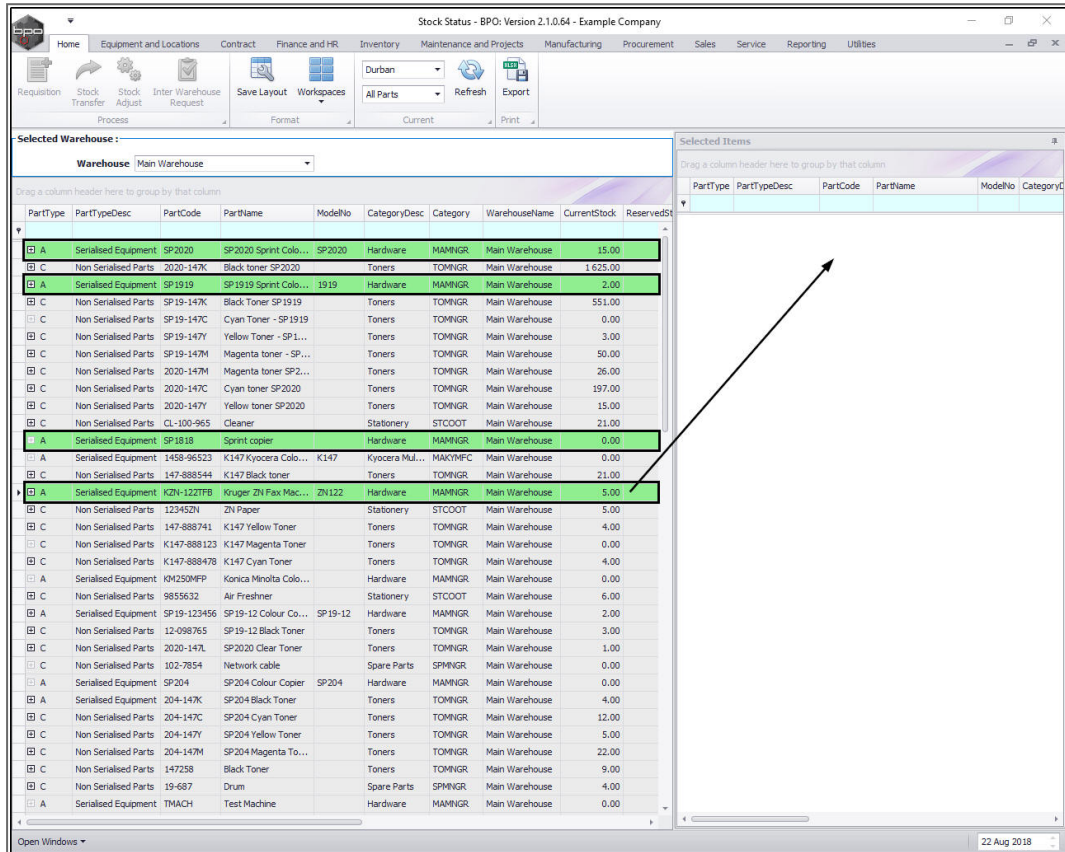
Once you have selected multiple items using either of the above methods, click on any of the highlighted item lines and **drag and drop** it into the **Selected Items** frame. **All** the selected lines will then be copied across to this frame.

or

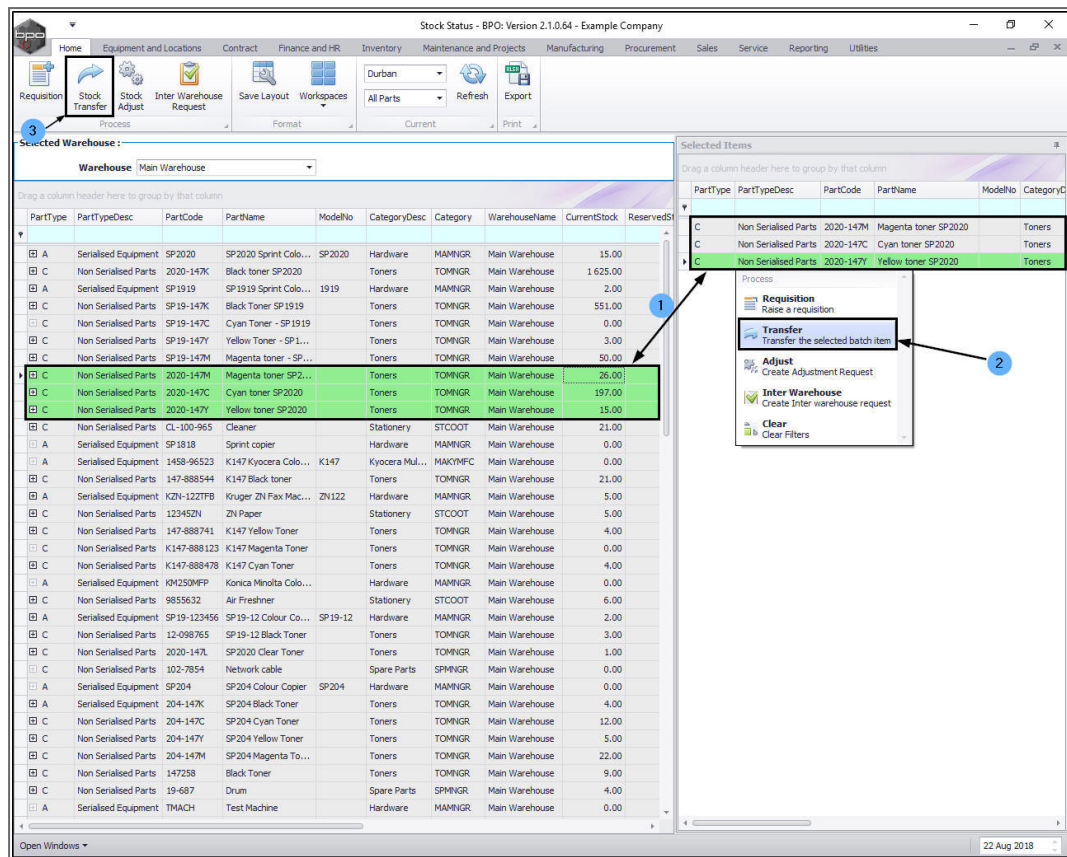
- Click on the item line. (The item line should be **highlighted** as it selected). **Drag and drop** the line into the **Selected Items** frame. Continue

adding items in this way until you have all the required items listed in the **Selected Items** frame.

Note: You cannot use the same item line number more than once on a multi-line stock transfer. If you do, the system will prompt you with an error message upon saving.



1. You can see in this image that all the item lines have been copied to the **Selected Items** frame.
2. Either right click on any of the item lines to display the **Process** menu and click on **Transfer** - Transfer the selected batch item.
3. or click on **Stock Transfer**.



The **Stock Transfer** screen will be displayed.

- In this image, you can see that all the selected item lines have been brought across to this screen.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 23 Aug 2018 | 10:47:01 AM

Reference: | Comments:

Final Warehouse: | Requestor: Abigail Milne

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|----------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | 2020-147M | Magenta toner SP2020 | Main Warehouse | DBN-A1 | | 22.00 | 391.67 | | | I |
| C | 2020-147C | Cyan toner SP2020 | Main Warehouse | DBN-A1 | | 197.00 | 450.00 | | | I |
| C | 2020-147Y | Yellow toner SP2020 | Main Warehouse | DBN-A1 | 20170728 | 15.00 | 300.00 | | | I |

Total: 101,766.67

Open Windows | 22 Aug 2018

- Follow the same process as for the **Single Item Line Stock Transfer** to complete the details for each item line in the **Stock Transfer** screen.
- When you have finished adding the details, click on **Save**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc Transfer Date: 23 Aug 2018 10:47:01 AM

Reference: TROAB07

Final Warehouse: Main Warehouse

Requestor: Abigail Mline

Comments: Stock received into incorrect bin

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|----------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | 2020-147M | Magenta toner SP2020 | Main Warehouse | DBN-A1 | 000191214736 | 1.00 | 391.67 | Main Warehouse | DBN-C1 | I |
| C | 2020-147C | Cyan toner SP2020 | Main Warehouse | DBN-A1 | 20170807 | 1.00 | 450.00 | Main Warehouse | DBN-C1 | I |
| C | 2020-147Y | Yellow toner SP2020 | Main Warehouse | DBN-A1 | 20170728 | 4.00 | 300.00 | Main Warehouse | DBN-C1 | I |

Total 2041.67

Open Windows 22 Aug 2018

- A **Part Transfer Processing** message box will pop up informing you that;
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc
Reference: TR0A807
Final Warehouse: Main Warehouse
Requestor: Abigail Milne

Transfer Date: 23 Aug 2018 10:47:01 AM

Comments: Stock received into incorrect bin

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|----------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | 2020-147M | Magenta toner SP2020 | Main Warehouse | DBN-A1 | 000191214736 | 1.00 | 391.67 | Main Warehouse | DBN-C1 | I |
| C | 2020-147C | Cyan toner SP2020 | Main Warehouse | DBN-A1 | 20170807 | 1.00 | 450.00 | Main Warehouse | DBN-C1 | I |
| I C | 2020-147Y | Yellow toner SP2020 | Main Warehouse | DBN-A1 | 20170728 | 4.00 | 300.00 | Main Warehouse | DBN-C1 | I |

Part Transfer Processing

Part Transfer No. TR00000360 saved successfully.

OK

Total: 2,041.67

Open Windows 22 Aug 2018

Print C-Class Multi Item Transfer

- A **Report Generation** message will pop up, asking;
 - **Do you want to print the transfer []?**
- Click on **Yes**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc
Reference: TR0A807
Final Warehouse: Main Warehouse
Requestor: Abigail Milne

Transfer Date: 23 Aug 2018 10:47:01 AM

Comments: Stock received into incorrect bin

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|-----------|----------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| C | 2020-147M | Magenta toner SP2020 | Main Warehouse | DBN-A1 | 000191214736 | 1.00 | 391.67 | Main Warehouse | DBN-C1 | I |
| C | 2020-147C | Cyan toner SP2020 | Main Warehouse | DBN-A1 | 20170807 | 1.00 | 450.00 | Main Warehouse | DBN-C1 | I |
| I C | 2020-147Y | Yellow toner SP2020 | Main Warehouse | DBN-A1 | 20170728 | 4.00 | 300.00 | Main Warehouse | DBN-C1 | I |

Report Generation

Do you want to print the transfer TR000000360?

Yes No

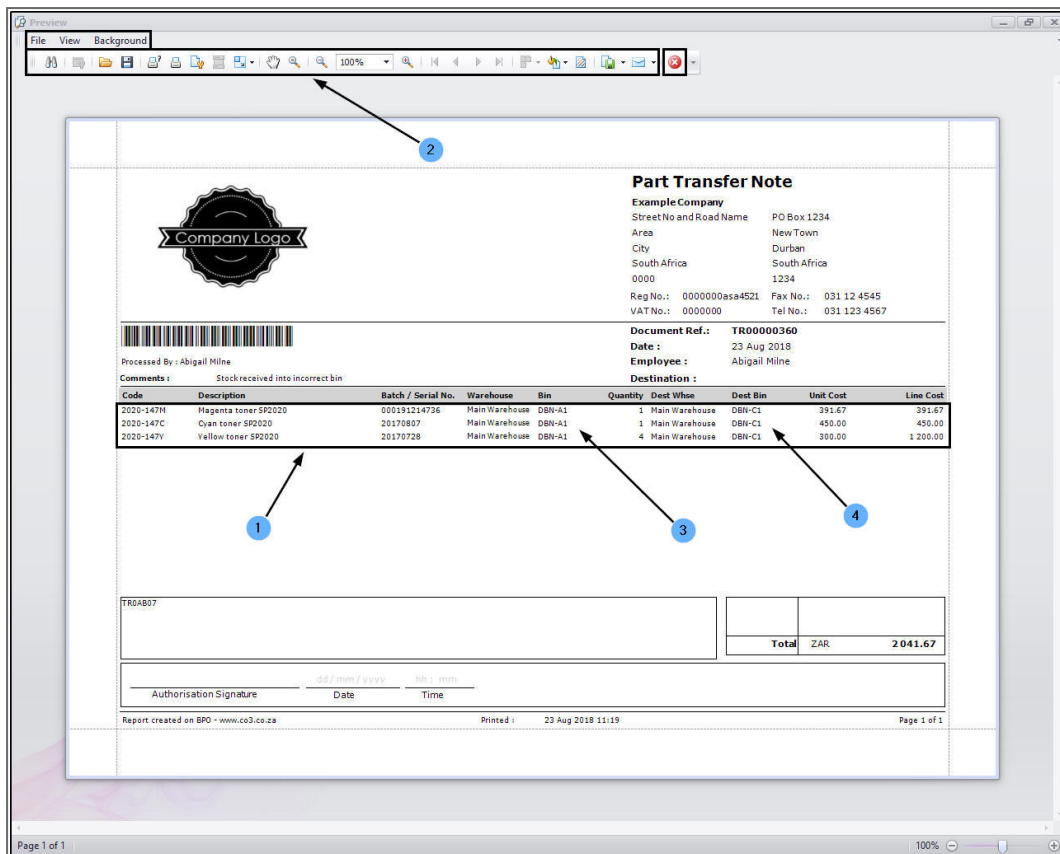
Total 2,041.67

Open Windows 22 Aug 2018

The **Report Preview** screen will be displayed.

1. In this image you can see that all the item lines have pulled through to the **Part Transfer Note**.
2. From here you can **View, Print, Export** or **Email** the document.
3. Note that the items are being transferred from the original source bin
4. to the selected destination bin.

- **Close** the **Report Preview** screen when done.



Part Transfer Note

Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 00000000000000000000 Fax No.: 031 12 4545
 VAT No.: 00000000000000000000 Tel No.: 031 123 4567

Document Ref.: TR00000360
Date: 23 Aug 2018
Employee: Abigail Milne
Destination:

Processed By: Abigail Milne
 Comments: Stock received into incorrect bin

| Code | Description | Batch / Serial No. | Warehouse | Bin | Quantity | Dest Warehouse | Dest Bin | Unit Cost | Line Cost |
|-----------|----------------------|--------------------|----------------|--------|----------|----------------|----------|-----------|-----------|
| 2020-147H | Magenta toner SP2020 | 00191214736 | Main Warehouse | DBN-A1 | 1 | Main Warehouse | DBN-C1 | 391.67 | 391.67 |
| 2020-147C | Cyan toner SP2020 | 20170807 | Main Warehouse | DBN-A1 | 1 | Main Warehouse | DBN-C1 | 450.00 | 450.00 |
| 2020-147V | Yellow toner SP2020 | 20170728 | Main Warehouse | DBN-A1 | 4 | Main Warehouse | DBN-C1 | 300.00 | 1 200.00 |

TR00007

| | | |
|--------------|-----|-----------------|
| Total | ZAR | 2 041.67 |
|--------------|-----|-----------------|

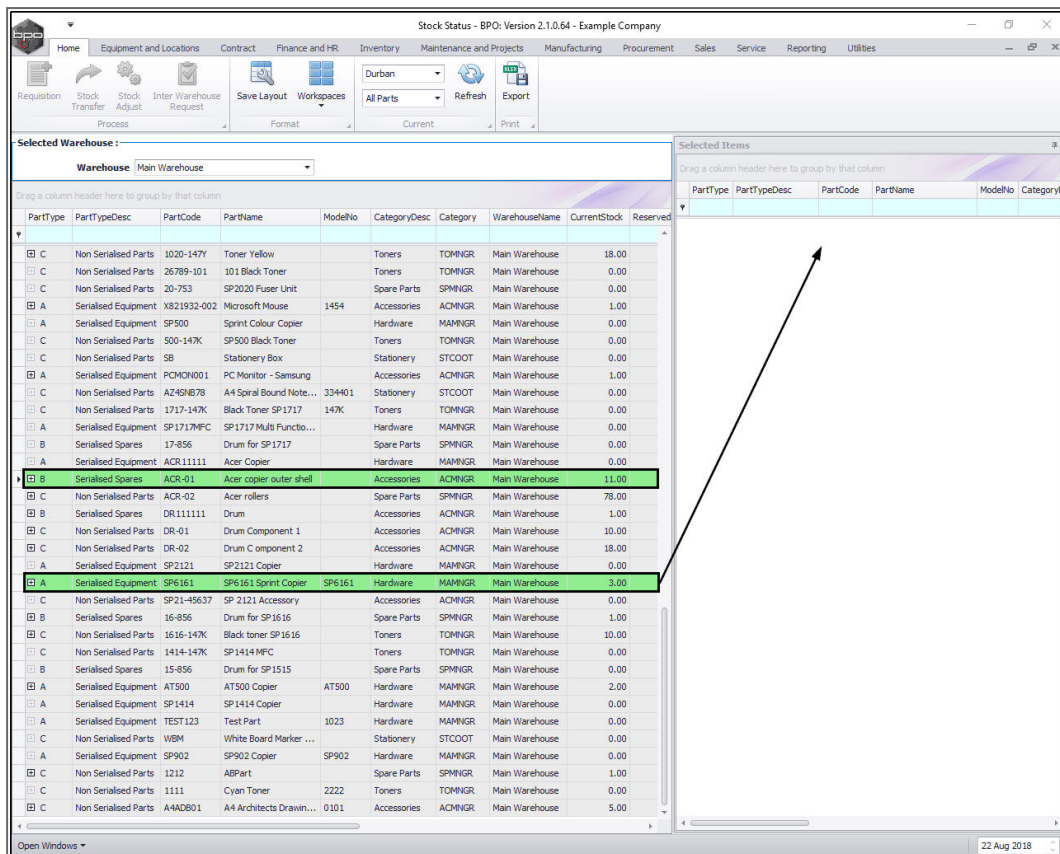
Authorisation Signature _____ Date: dd/mm/yyyy Time: hh:mm

Report created on BPO - www.co3.co.za Printed: 23 Aug 2018 11:19 Page 1 of 1

A/B-CLASS SINGLE OR MULTIPLE ITEM STOCK TRANSFER

You will follow *almost* exactly the same process as for a **Single C-Class Item Stock Transfer** and a **Multi-Class Item Stock Transfer** to transfer either a single A or B-Class item or multiple A or B-Class items. The only differences are the details in the **BatchSerialNo**, **Quantity** and **Average Unit Cost** fields in the **Stock Transfer** screen.

- In the **Selected Warehouse** frame, Select the **A** and/or **B-class item(s)** to be transferred.



Stock Status - BPO: Version 2.1.0.64 - Example Company

Selected Warehouse: Main Warehouse

| PartType | PartTypeDesc | PartCode | PartName | ModelNo | CategoryDesc | Category | WarehouseName | CurrentStock | Reserved |
|----------|----------------------|-------------|-------------------------|---------|--------------|----------|----------------|--------------|----------|
| C | Non Serialised Parts | 1020-147Y | Toner Yellow | | Toners | TOMNGR | Main Warehouse | 18.00 | |
| C | Non Serialised Parts | 26789-101 | 101 Black Toner | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | 20-753 | SP2020 Fuser Unit | | Spare Parts | SPMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | X821932-002 | Microsoft Mouse | 1454 | Accessories | ACMNGR | Main Warehouse | 1.00 | |
| A | Serialised Equipment | SP500 | Sprint Colour Copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | 500-147K | SP500 Black Toner | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | SB | Stationery Box | | Stationery | STCOOT | Main Warehouse | 0.00 | |
| A | Serialised Equipment | PCMON001 | PC Monitor - Samsung | | Accessories | ACMNGR | Main Warehouse | 1.00 | |
| C | Non Serialised Parts | AZ46N878 | A4 Spiral Bound Note... | 334401 | Stationery | STCOOT | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | 1717-147K | Black Toner SP1717 | 147K | Toners | TOMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | SP1717MFC | SP1717 Multi Functio... | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| B | Serialised Spares | 17-856 | Drum for SP1717 | | Spare Parts | SPMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | ACR11111 | Acer Copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| B | Serialised Spares | ACR-01 | Acer copier outer shell | | Accessories | ACMNGR | Main Warehouse | 11.00 | |
| C | Non Serialised Parts | ACR-02 | Acer rollers | | Spare Parts | SPMNGR | Main Warehouse | 78.00 | |
| B | Serialised Spares | DR1111111 | Drum | | Accessories | ACMNGR | Main Warehouse | 1.00 | |
| C | Non Serialised Parts | DR-01 | Drum Component 1 | | Accessories | ACMNGR | Main Warehouse | 10.00 | |
| C | Non Serialised Parts | DR-02 | Drum Component 2 | | Accessories | ACMNGR | Main Warehouse | 18.00 | |
| A | Serialised Equipment | SP2121 | SP2121 Copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | SP6161 | SP6161 Sprint Copier | SP6161 | Hardware | MAMNGR | Main Warehouse | 3.00 | |
| C | Non Serialised Parts | SP21-45637 | SP 2121 Accessory | | Accessories | ACMNGR | Main Warehouse | 0.00 | |
| B | Serialised Spares | 16-856 | Drum for SP1616 | | Spare Parts | SPMNGR | Main Warehouse | 1.00 | |
| C | Non Serialised Parts | 1616-147K | Black toner SP1616 | | Toners | TOMNGR | Main Warehouse | 10.00 | |
| C | Non Serialised Parts | 1414-147K | SP1414MFC | | Toners | TOMNGR | Main Warehouse | 0.00 | |
| B | Serialised Spares | 15-856 | Drum for SP1515 | | Spare Parts | SPMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | AT500 | AT500 Copier | AT500 | Hardware | MAMNGR | Main Warehouse | 2.00 | |
| A | Serialised Equipment | SP1414 | SP 1414 Copier | | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| A | Serialised Equipment | TEST123 | Test Part | 1023 | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | WBM | White Board Marker ... | | Stationery | STCOOT | Main Warehouse | 0.00 | |
| A | Serialised Equipment | SP902 | SP902 Copier | SP902 | Hardware | MAMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | 1212 | ABPart | | Spare Parts | SPMNGR | Main Warehouse | 1.00 | |
| C | Non Serialised Parts | 1111 | Cyan Toner | 2222 | Toners | TOMNGR | Main Warehouse | 0.00 | |
| C | Non Serialised Parts | A4AD801 | A4 Architects Drawin... | 0101 | Accessories | ACMNGR | Main Warehouse | 5.00 | |

Selected Items

Drag a column header here to group by that column

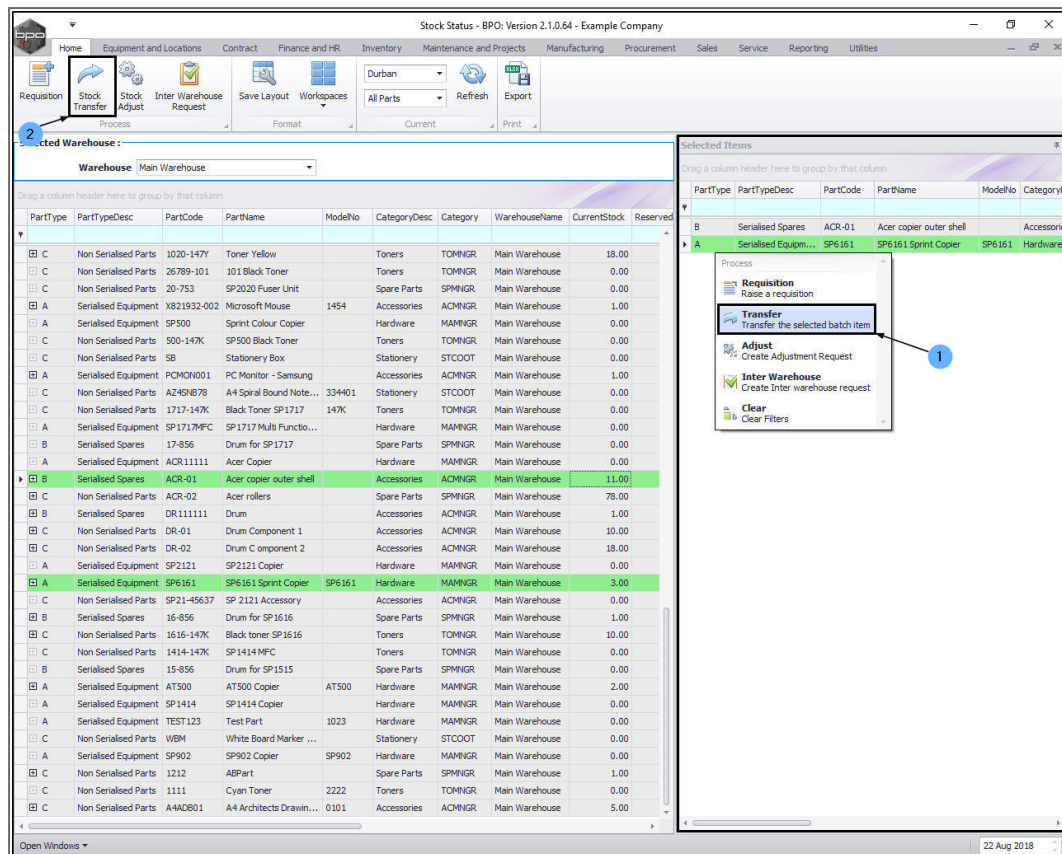
| PartType | PartTypeDesc | PartCode | PartName | ModelNo | CategoryC |
|----------|--------------|----------|----------|---------|-----------|
|----------|--------------|----------|----------|---------|-----------|

- **Drag and drop** the **A** and or **B-Class item(s)** line to the **Selected Items** frame.

1. Either **right click** on any of the lines to display the **Process** pop up menu.

- Select **Transfer** - Transfer the selected batch item from the list.

2. or click on **Stock Transfer**.



Add the details to the **References** frame as explained in the **Single Item Line Stock Transfer** process above.

1. You will note that:

- i. The **Quantity** field displays **0**. (Unlike when C-Class items are being transferred, where this field is initially populated with the entire amount of the items available in the selected warehouse bin).
- ii. The **Average Unit Cost** field displays **0**.

SELECT SERIAL NO FOR A / B-CLASS ITEM

2. Click in the **BatchSerialNo** field.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: TROAB09
 Final Warehouse: Main Warehouse
 Requestor: Abigail Milne

Transfer Date: 23 Aug 2018 12:17:57 PM

Comments: Items received into incorrect bin.

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|----------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| B | ACR-01 | Acer copier outer shell | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |
| A | SP6161 | SP6161 Sprint Copier | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |

Total 0.00

Open Windows | 22 Aug 2018

1. An ***ellipsis*** button will be revealed. Click on this button to display the ***Select a batch//serial no. for this transfer*** pop up screen.
2. You will see that you will only be able to select **1** (Quantity) item at a time.
3. As this is an **A** or **B-Class item**, you will see that this screen lists the **Serial Nos.**

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: TROAB09
 Final Warehouse: Main Warehouse
 Requestor: Abigail Mline

Transfer Date: 23 Aug 2018 1:59:23 PM

Comments: Items received into incorrect warehouse.

Drag a column header here to group by that column

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|----------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| B | ACR-01 | Acer copier outer shell | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |
| A | SP6161 | SP6161 Sprint Copier | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |

Select a batch/serial no. for this transfer

Home | Ok | Back | Save Layout

Process | Format

Drag a column header here to group by that column

| SerialNo | BinName | Quantity | Cost | Status |
|----------|---------|----------|--------|--------|
| ac3452 | DBN-A1 | 1 | 300.00 | A |
| ac2357 | DBN-A1 | 1 | 300.00 | A |
| ac3145 | DBN-A1 | 1 | 300.00 | A |
| ac2345 | DBN-A1 | 1 | 300.00 | A |
| ac35627 | DBN-A1 | 1 | 300.00 | A |
| ac23451 | DBN-A1 | 1 | 300.00 | A |
| g3452 | DBN-A1 | 1 | 300.00 | A |
| h5678 | DBN-A1 | 1 | 300.00 | A |
| ac23145 | DBN-A1 | 1 | 300.00 | A |
| ac34215 | DBN-A1 | 1 | 300.00 | A |

Total: 0.00

Open Windows | 22 Aug 2018

- Click on the **row selector** in front of the **item** you wish to transfer.
- Click on **Ok**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc Transfer Date: 23 Aug 2018 1:59:23 PM

Reference: TROAB09

Final Warehouse: Main Warehouse

Requestor: Abigail Mline

Comments: Items received into incorrect warehouse.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|----------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| B | ACR-01 | Acer copier outer shell | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |
| A | SP6161 | SP6161 Sprint Copier | Main Warehouse | DBN-A1 | | 0.00 | 0.00 | Main Warehouse | | I |

Drag a column header here to group by that column

Select a batch/serial no. for this transfer

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

| SerialNo | BinName | Quantity | Cost | Status |
|----------|---------|----------|--------|--------|
| ac3452 | DBN-A1 | 1 | 300.00 | A |
| ac2357 | DBN-A1 | 1 | 300.00 | A |
| ac3145 | DBN-A1 | 1 | 300.00 | A |
| ac2345 | DBN-A1 | 1 | 300.00 | A |
| ac35627 | DBN-A1 | 1 | 300.00 | A |
| ac23451 | DBN-A1 | 1 | 300.00 | A |
| g3452 | DBN-A1 | 1 | 300.00 | A |
| h5678 | DBN-A1 | 1 | 300.00 | A |
| ac23145 | DBN-A1 | 1 | 300.00 | A |
| ac34215 | DBN-A1 | 1 | 300.00 | A |

Total 0.00

Open Windows 22 Aug 2018

- The **Quantity** field will now populate with **1** (only 1 A or B-Class item can be selected at a time) and the **Average Unit Cost** field will now populate according to the cost of the selected serial no.

- Repeat the process until each serial no. has been selected as required.
- If not already populated (if, for example there is more than **1** bin in the destination warehouse) then select the ***Destination Bin*** name at this point.
- Click on **Save**.

- A **Part Transfer Processing** message box will pop up informing you that;
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc Transfer Date: 23 Aug 2018 1:59:23 PM

Reference: TR0AB09

Final Warehouse: Main Warehouse

Requestor: Abigail Milne

Comments: Items received into incorrect warehouse.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|----------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| B | ACR-01 | Acer copier outer shell | Main Warehouse | DBN-A1 | ac3452 | 1.00 | 300.00 | Main Warehouse | DBN-C1 | I |
| I A | SP6161 | SP6161 Sprint Copier | Main Warehouse | DBN-A1 | 1616-234 | 1.00 | 1 500.00 | Main Warehouse | DBN-C1 | I |

Part Transfer Processing

Part Transfer No. TR00000361 saved successfully.

OK

Total: 1 800.00

Open Windows 22 Aug 2018

PRINT A / B-CLASS SINGLE / MULTI ITEM TRANSFER

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

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout

Process Format

Reference Type: Adhoc Transfer Date: 23 Aug 2018 1:59:23 PM

Reference: TR0AB09

Final Warehouse: Main Warehouse

Requestor: Abigail Mline

Comments: Items received into incorrect warehouse.

| PartType | PartCode | PartDesc | WarehouseName | BinName | BatchSerialNo | Quantity | AverageUnitCost | DestWarehouseName | DestBinName | Direction |
|----------|----------|-------------------------|----------------|---------|---------------|----------|-----------------|-------------------|-------------|-----------|
| B | ACR-01 | Acer copier outer shell | Main Warehouse | DBN-A1 | ac3452 | 1.00 | 300.00 | Main Warehouse | DBN-C1 | I |
| I A | SP6161 | SP6161 Sprint Copier | Main Warehouse | DBN-A1 | 1616-234 | 1.00 | 1 500.00 | Main Warehouse | DBN-C1 | I |

Report Generation

Do you want to print the transfer TR00000361?


Yes No

Total 1 800.00

Open Windows 22 Aug 2018


The **Report Preview** screen will come up.

1. You will note that the selected **serial** numbers are recorded on the note and that the items are being transferred from
 2. the **source** warehouse bin: **Main Warehouse**, bin: **DBN-A1** to
 3. the **destination** warehouse bin: **Main Warehouse**, bin: **DBN-C1**.
- From here you can **View**, **Print**, **Export** or **Email** the Part Transfer Note.
 - **Close** the **Report Preview** screen when done.



Part Transfer Note

Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 00000000ssa4521 Fax No.: 031 12 4545
 VAT No.: 00000000 Tel No.: 031 123 4567



Processed By : Abigail Milne
 Comments : Items received into incorrect warehouse.

Document Ref.: TR00000361
Date : 23 Aug 2018
Employee : Abigail Milne

Destination :

| Code | Description | Batch / Serial No. | Warehouse | Bin | Quantity | Dest Warehouse | Dest Bin | Unit Cost | Line Cost |
|--------|-------------------------|--------------------|----------------|--------|----------|----------------|----------|-----------|-----------|
| ACR-01 | Acer copier outer shell | ac3452 | Main Warehouse | DBN-A1 | 1 | Main Warehouse | DBN-C1 | 300.00 | 300.00 |
| SP6161 | SP6161 Sprint Copier | 1616-234 | Main Warehouse | DBN-A1 | 1 | Main Warehouse | DBN-C1 | 1 500.00 | 1 500.00 |

TR00000361

| | | |
|--------------|-----|-----------------|
| Total | ZAR | 1 800.00 |
|--------------|-----|-----------------|

Authorisation Signature _____ Date _____ Time _____

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- You will return to the **Stock Status** screen.

MNU.037.006