

# **INVENTORY**

## RECEIVE STOCK TRANSFER FROM IN-TRANSIT WAREHOUSE

Stock must be transferred to the In-Transit warehouse before the goods can be received into the Destination Warehouse. Refer to <u>In-Transit Inter-Ware-</u><u>house Transfer</u> or <u>Action Stock Transfer Request</u>.

- You can transfer and receive items from warehouse to warehouse in the *same* site e.g.
  - the Main Warehouse in Durban to the In-Transit Warehouse to the George Warehouse in Durban.
- Or you can transfer and receive items warehouse to warehouse in *different* sites e.g.
  - the Main Warehouse in Durban to the In-Transit Warehouse to the PTA Warehouse in Pretoria.

You will need to ensure that the Company Configuration Enforce In-transit flag is set to 'Yes' to be able to complete this process.

**Ribbon Access:** *Inventory > Stock* 





The *Parts In-Transit* listing screen will be displayed.

Select the Site

- Select the *site* where the item(s) are being received.
  - In this image *Durban* has been selected.



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#### **SELECT ITEMS TO RECEIVE**

- 1. Click on the *row selector* in front of the *document number* that contains detail(s) of the items that you wish to receive from 'In Transit'.
- 2. If there is more than **1** item linked to the transfer document then *all* of these items will be pulled across to the *Parts Intransit* screen.
- 3. Click on *Receive*.



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- An *Inventory Part Transfer* message box will pop up asking;
  - Are you sure you want to warehouse the part transfer []?
- Click on Yes.





The *Stock Transfer* screen will be displayed.

#### **STOCK TRANSFER DETAILS**

- Reference Type: This will auto populate with Adhoc.
- **Reference:** Type in a reference for this transfer.
- Final Warehouse: This will populate with the final warehouse as selected in the <u>In-Transit Inter-Warehouse Transfer</u> process.
- **Requestor:** This will populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Transfer Date and Time:** This will populate with the current date and time.



#### • Transfer Date:

You can either type in or click on the dropdown arrow and use the calendar function to select an alternative date if required.

#### • Transfer Time:

You can either type in or use the directional arrows to select an alternative time if required.

• **Comments:** Type in a comment relevant to this transfer, if required.

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## **DESTINATION WAREHOUSE**

1. The *Parts* data grid will display all the information of the parts to be transferred including the *Destination Warehouse Name*.



If there is <u>more than one</u> warehouse *bin* linked to the destination warehouse then the system will leave this field(s) *blank* for you to select the bin.

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### **SELECT DESTINATION BIN**

- Click in the *Destination Bin Name* field of one of the items to be transferred. An *ellipsis* button will be displayed.
- 2. Click on this button to bring up the *Select a destination bin for this part transfer* screen.
- Click on the *row selector* in front of the *bin* you wish to receive this item into.
  - In this image, *George\_Bin* has been selected.
- 4. Click on *Ok*.



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• The selected bin will populate the *Destination Bin Name* field.



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- 1. Follow the same process to bring up the *Select* screen again
- 2. and *select a bin* for each item in the *Stock Transfer* screen.
  - In this image, a different bin: *George\_2\_Bin* has been selected.



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1. When you are finished with your selection(s)

### SAVE TRANSFER DETAILS

2. Click on *Save*.



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



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#### **PRINT TRANSFER NOTE**

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



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The *Report Preview* screen for the *Part Transfer Note* will be displayed.

- You can see that the items have been transferred from the *Intransit Warehouse* and *Intransit Bin* to
- 2. the destination *George Warehouse*
- 3. and to the **2** different *destination bins*.
- 4. From here you can *View*, *Print*, *Export* or *Email* the Part Transfer Note.
- 5. *Close* the Report Preview screen when you are done.



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Company Logo (	Example Company   Street No and Road Name PO Box 1234   Area New Town   City Durban   South Africa South Africa   0000 1234   Reg No.: 0000008sa4521
Processed By : Abigail Milne   Comments : Stack transferred from In-Transit Warehouse	VAT No.: 0000000 Tel No.: 031 123 4567   Document Ref.: TR00000383 Tel No.: 031 123 4567   Date : 20 Nov 2018 Employee : Abigail Milne   Destination : Abigail Milne Employee : Abigail Milne
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• You will return to the *Parts Intransit* screen, where you can see the items selected for transfer have now been *removed* from this screen.



## Receive Stock Transfer from In-Transit Warehouse

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