

INVENTORY

PART REQUESTS – CHANGE WAREHOUSE

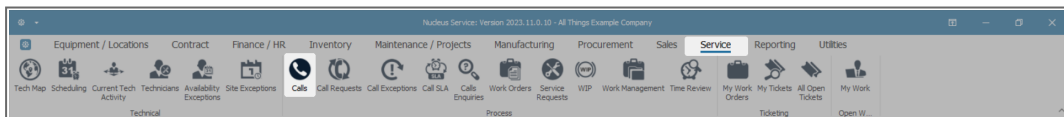
If there is no stock in the warehouse selected on the part request, stock can either be transferred to the requested warehouse, or the requested warehouse can be changed as explained below.

This process can only be done for part requests linked to the underlying **work order** on a **Call** or **Project**.

The warehouse can never be changed for an **OTC (over the counter)** invoice part request.

CHANGE WAREHOUSE FOR PART REQUEST LINKED TO CALL

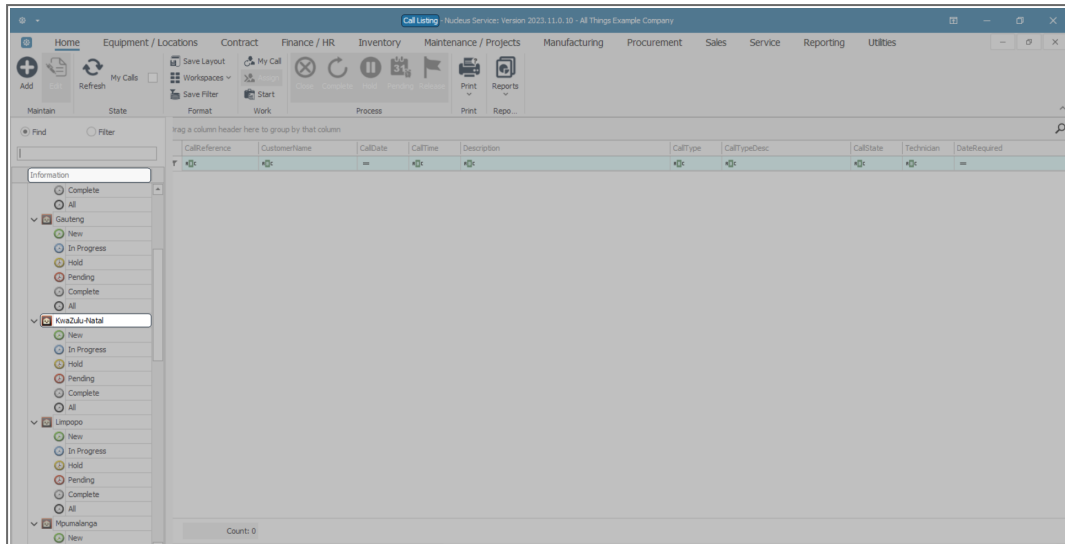
Ribbon Select **Service > Calls**



- The **Call Listing** screen will be displayed.

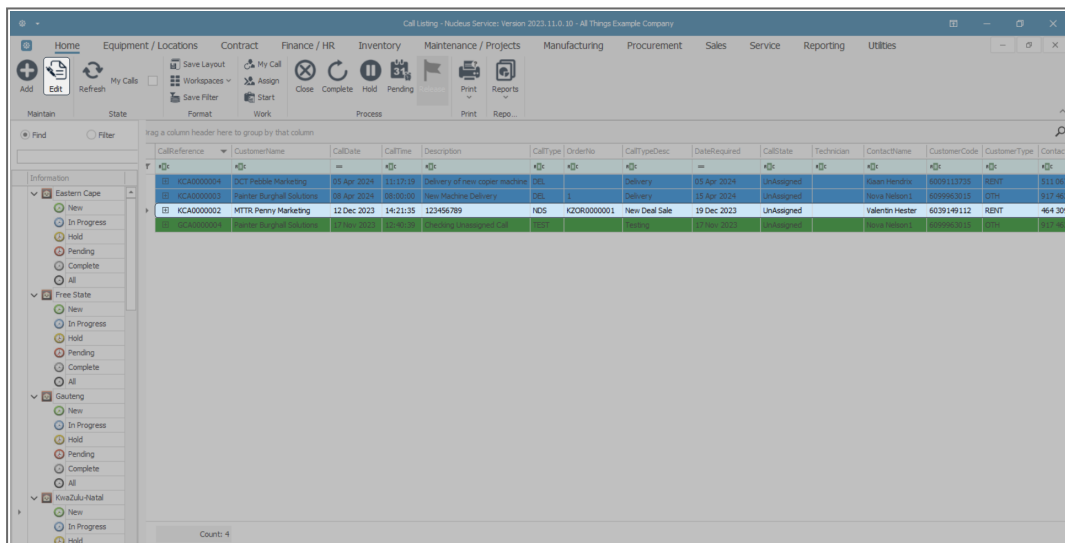
SELECT SITE

- In the **Information** panel, select the particular **Site** that you wish to work in.
 - In this example, **KwaZulu-Natal** is selected.



SELECT CALL

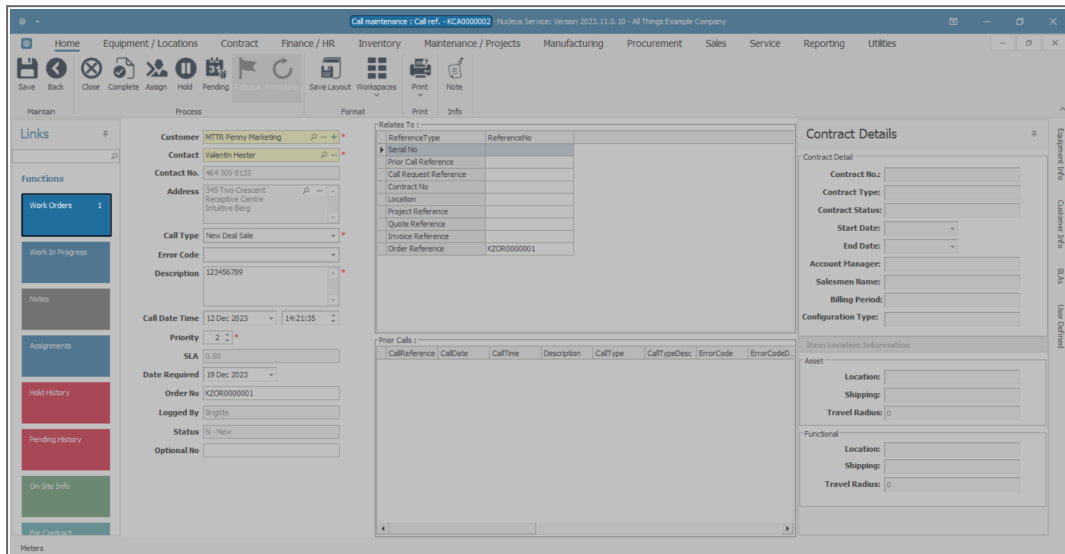
- The list of all **New Calls** will be displayed.
- Click on the **row** of the **Call** linked to the part request.
- Click on **Edit**.



- The **Call maintenance** screen will be displayed.

SELECT WORK ORDER

- Click on the **Work Orders** tile.



Call maintenance : Call ref. - KCA0000002 | Nucleus Service: Version 2023.11.0.10 - All Things Example Company

Customer: MITR Penny Marketing
Contact: Valentin Hester
Address: 345 Tine Crescent, Riverside Centre, Inclusive Borg
Call Type: New Deal Sale
Error Code: 123456789
Description: 123456789
Call Date Time: 12 Dec 2023 14:21:35
Priority: 2
SLA: 0.00
Date Required: 19 Dec 2023
Order No: KZOR0000001
Logged By: Brigitte
Status: N - New
Optional No:

Relates To:

| Serial No | Reference No |
|------------------------|--------------|
| Prior Call Reference | |
| Call Request Reference | |
| Location | |
| Project Reference | |
| Quote Reference | |
| Invoice Reference | |
| Order Reference | KZOR0000001 |

Contract Details

Contract Detail

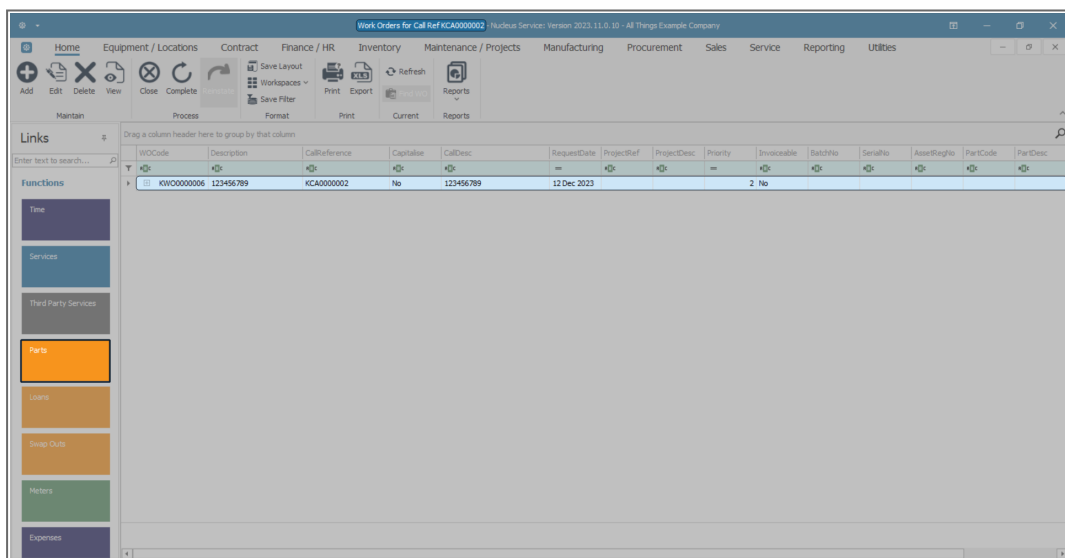
Contract No.:
Contract Type:
Contract Status:
Start Date:
End Date:
Account Manager:
Salesmen Name:
Billing Period:
Configuration Type:

Item Location Information

Asset:
Location:
Shipping:
Travel Radius:

Functional:
Location:
Shipping:
Travel Radius:

- The **Work Orders for Call Ref []** screen will be displayed.
- Click on the **row** of the **work order** that contains the part request.
- Click on the **Parts** tile.



Work Orders for Call Ref KCA0000002 | Nucleus Service: Version 2023.11.0.10 - All Things Example Company

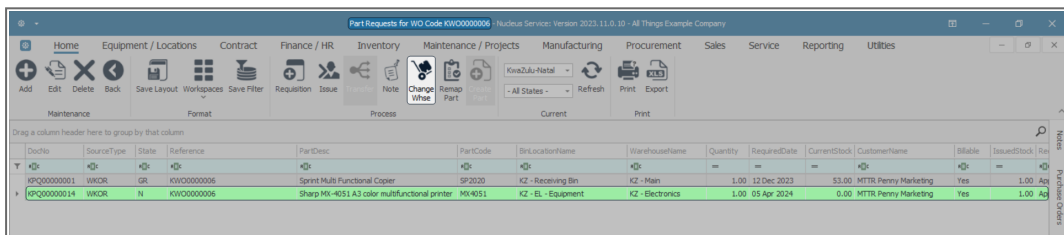
| WOCode | Description | CallReference | Capitalise | CallDesc | RequestDate | ProjectRef | ProjectDesc | Priority | Invoiceable | BatchNo | SerialNo | AssetRegNo | PartCode | PartDesc |
|------------|-------------|---------------|------------|-----------|-------------|------------|-------------|----------|-------------|---------|----------|------------|----------|----------|
| KW00000006 | 123456789 | KCA0000002 | No | 123456789 | 12 Dec 2023 | | | 2 | No | | | | | |

SELECT PART

- The **Part Requests for WO Code []** screen will be displayed.
- Select the **row** of the part request that you wish to change the warehouse of.
- In this image this part has originally been requested from the **KZ Electronics** warehouse.

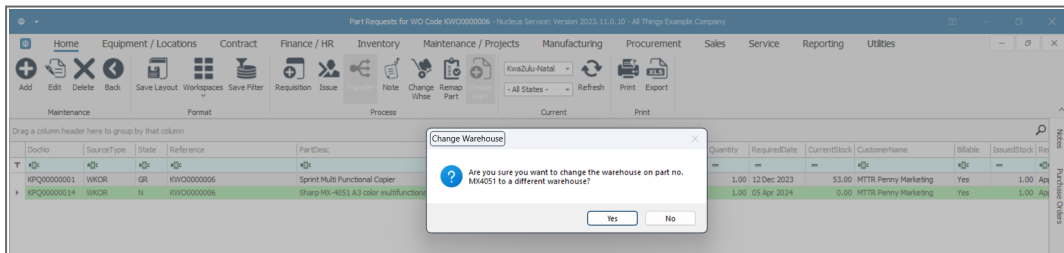
CHANGE WAREHOUSE

- Click on **Change Warehouse**.



| DocNo | SourceType | State | Reference | PartDesc | PartCode | BinLocationName | WarehouseName | Quantity | RequiredDate | CurrentStock | CustomerName | Bilable | IssuedStock | Res |
|-------------|------------|-------|------------|--|----------|---------------------|------------------|----------|--------------|--------------|----------------------|---------|-------------|-----|
| KPQ00000001 | WKOR | GR | KWO0000006 | Sprint Multi Functional Copier | SP2020 | K2 - Receiving Bin | K2 - Main | 1.00 | 12 Dec 2023 | 53.00 | MTTR Penny Marketing | Yes | 1.00 | Ap |
| KPQ00000014 | WKOR | N | KWO0000006 | Sharp MX-4051 A3 color multifunctional printer | MX4051 | K2 - BL - Equipment | K2 - Electronics | 1.00 | 05 Apr 2024 | 0.00 | MTTR Penny Marketing | Yes | 1.00 | Ap |

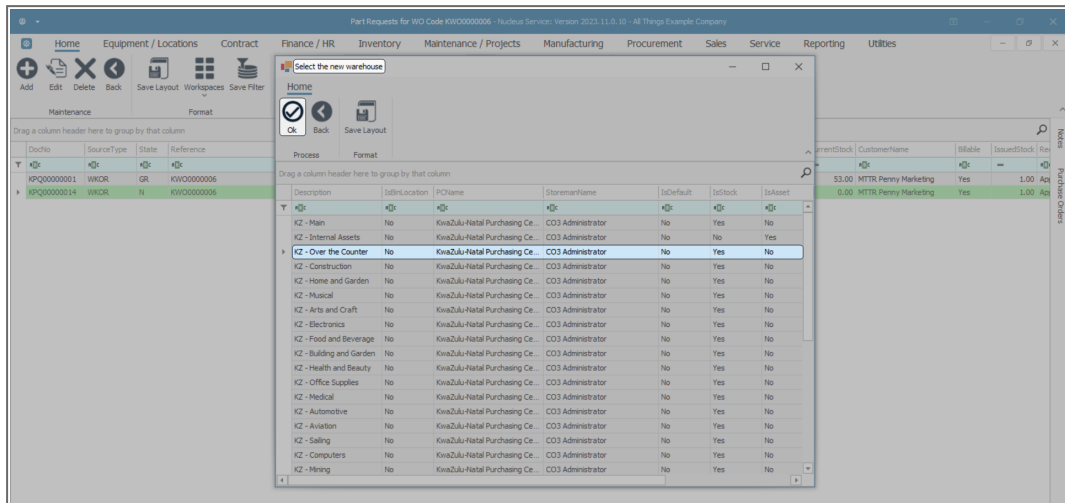
- A **Change Warehouse** message box will pop up asking -
 - Are you sure you want to change the warehouse on part no. [] to a different warehouse?
- Click on **Yes**.



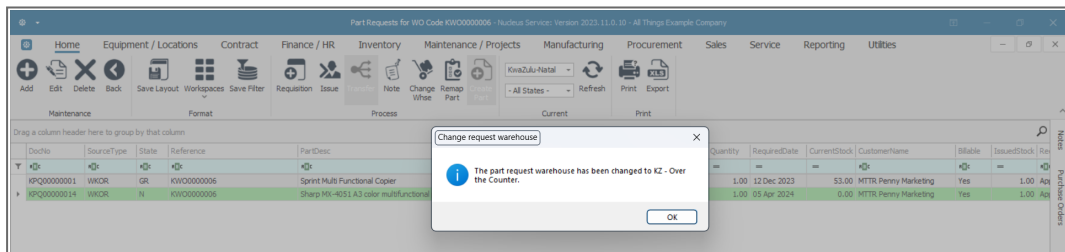
- A **Select the new warehouse** pop up screen will appear.
- Select the **row** of the part request that you wish to change the warehouse of.
 - In this image, **KZ - Over the Counter** has been selec-

ted.

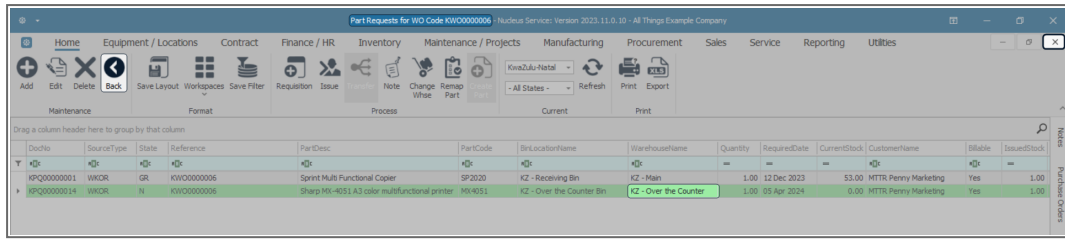
- Click on **OK**.



- A **Change request warehouse** message box will pop up informing you that -
 - The part request warehouse has been changed to **KZ - Over the Counter**.
- Click on **OK**.



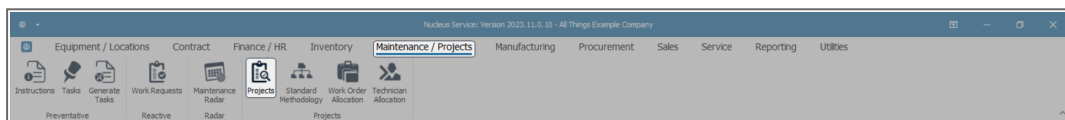
- The **Warehouse Name** column will now display the selected warehouse name.
- Click on **Back** or **Close** the screen when you are done.



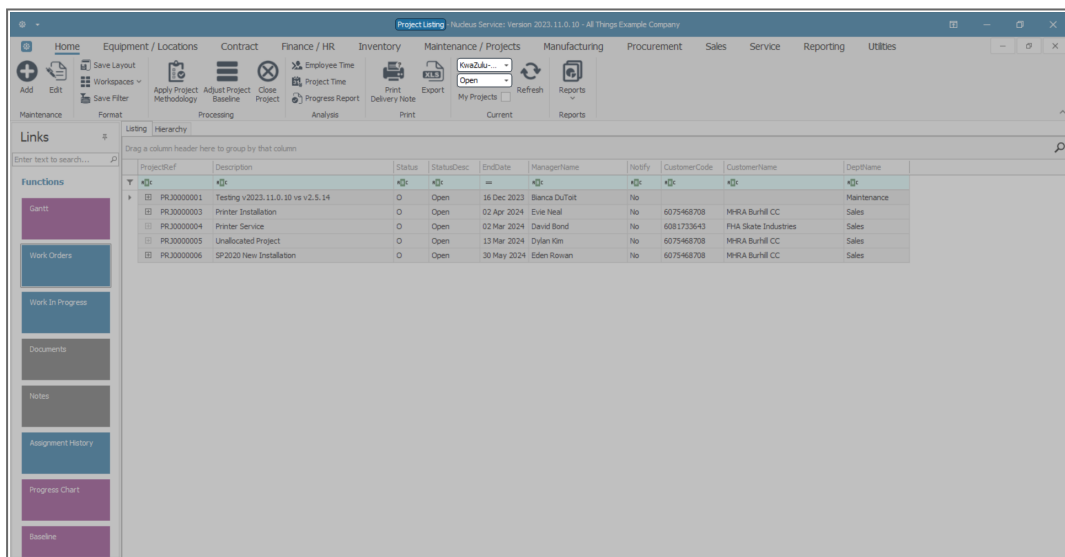
| DocNo | SourceType | State | Reference | PartDesc | PartCode | BinLocationName | WarehouseName | Quantity | RequiredDate | CurrentStock | CustomerName | Stable | IssuedStock |
|------------|------------|-------|------------|--|----------|---------------------------|-----------------------|----------|--------------|--------------|----------------------|--------|-------------|
| KPQ0000001 | WKOR | GR | KWO0000006 | Sprint Multi Functional Copier | SP2020 | K2 - Receiving Bin | K2 - Main | 1.00 | 12 Dec 2023 | \$3.00 | MTTR Penny Marketing | Yes | 1.00 |
| KPQ0000014 | WKOR | N | KWO0000006 | Sharp MX-4051 A3 color multifunctional printer | MX4051 | K2 - Over the Counter Bin | K2 - Over the Counter | 1.00 | 05 Apr 2024 | 0.00 | MTTR Penny Marketing | Yes | 1.00 |

CHANGE WAREHOUSE FOR PART REQUEST LINKED TO PROJECT

Ribbon Select Maintenance / Projects > Projects



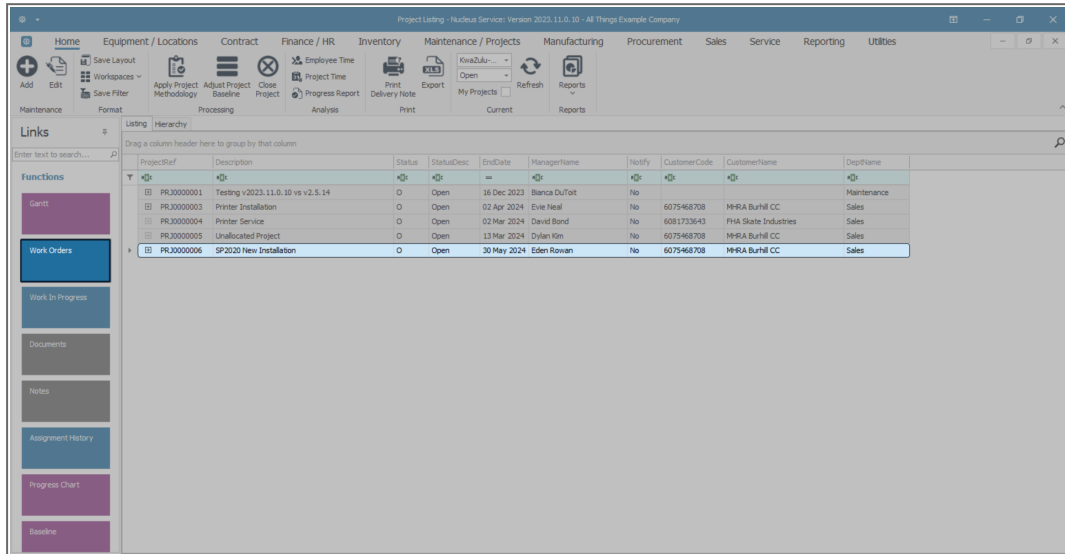
- The **Project Listing** screen will be displayed.
- Ensure that you select the relevant **Site**.
- The **status** must remain at **Open**.



| ProjectRef | Description | Status | StatusDesc | EndDate | ManagerName | Notify | CustomerCode | CustomerName | DeptName |
|------------|----------------------------------|--------|------------|-------------|---------------|--------|--------------|-----------------------|-------------|
| PR30000001 | Testing v2023.11.0.10 vs v2.5.14 | O | Open | 16 Dec 2023 | Benita Oufort | No | 6075468708 | HR&A Buhil CC | Maintenance |
| PR30000003 | Printer Installation | O | Open | 02 Apr 2024 | Eve Neal | No | 6075468708 | HR&A Buhil CC | Sales |
| PR30000004 | Printer Service | O | Open | 02 Mar 2024 | David Bond | No | 6081773643 | PR&A State Industries | Sales |
| PR30000005 | Unallocated Project | O | Open | 13 Mar 2024 | Dylan Kim | No | 6075468708 | HR&A Buhil CC | Sales |
| PR30000006 | SP2020 New Installation | O | Open | 30 May 2024 | Eden Rowan | No | 6075468708 | HR&A Buhil CC | Sales |

SELECT PROJECT

- Select the **row** of the **project** that contains the part request.
- Click on the **Work Orders** tile.



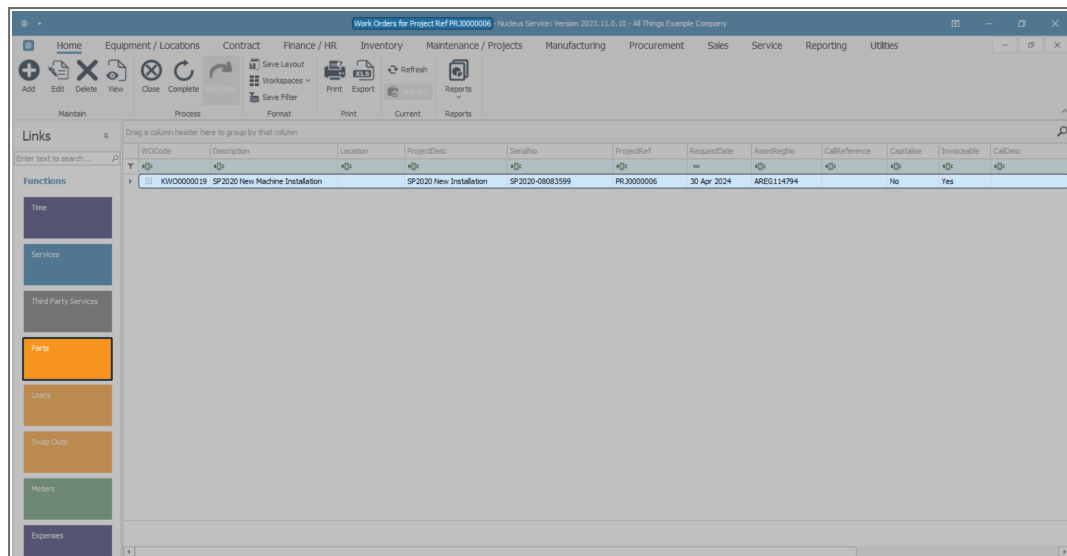
The screenshot shows the 'Project Listing' application window. The title bar indicates 'Project Listing - Nucleus Service: Version 2023.11.0.30 - All Things Example Company'. The interface includes a top navigation bar with tabs like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with various icons for actions like Add, Edit, Save Layout, Workspaces, Apply Project, Adjust Project, Close Project, Project Time, Progress Report, Print, Delivery Note, Export, My Projects, Refresh, and Reports. A sidebar on the left contains a 'Links' section with a search bar and a 'Functions' section with tiles for Gantt, Work Orders (highlighted), Work In Progress, Documents, Notes, Assignment History, Progress Chart, and Baseline. The main area displays a table of projects.

| ProjectRef | Description | Status | StatusDesc | EndDate | ManagerName | Notify | CustomerCode | CustomerName | DeptName |
|------------|----------------------------------|--------|------------|-------------|---------------|--------|--------------|----------------------|-------------|
| PRJ0000001 | Testing v2023.11.0.30 vs v2.5.14 | O | Open | 16 Dec 2023 | Blanca O'Neil | No | 6075468708 | M-RA Buhil CC | Maintenance |
| PRJ0000003 | Printer Installation | O | Open | 02 Apr 2024 | Eve Neal | No | 6075468708 | M-RA Buhil CC | Sales |
| PRJ0000004 | Printer Service | O | Open | 02 Mar 2024 | David Bond | No | 6081733643 | PhA Skate Industries | Sales |
| PRJ0000005 | Unallocated Project | O | Open | 13 Mar 2024 | Dylan Kim | No | 6075468708 | M-RA Buhil CC | Sales |
| PRJ0000006 | SP2020 New Installation | O | Open | 30 May 2024 | Eden Rowan | No | 6075468708 | M-RA Buhil CC | Sales |

- The **Work Orders for Project Ref []** screen will be displayed.

SELECT WORK ORDER

- Select the **row** of the **work order** that contains the part request.
- Click on the **Parts** tile.



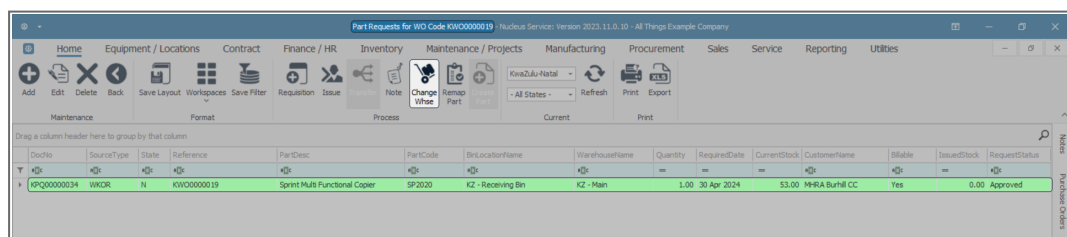
- The **Part Requests for WO Code []** screen will be displayed.

SELECT PART

- Select the **row** of the **part** that you wish to change the warehouse of.
- In this image this part has originally been requested from the **KZ Main** warehouse.

CHANGE WAREHOUSE

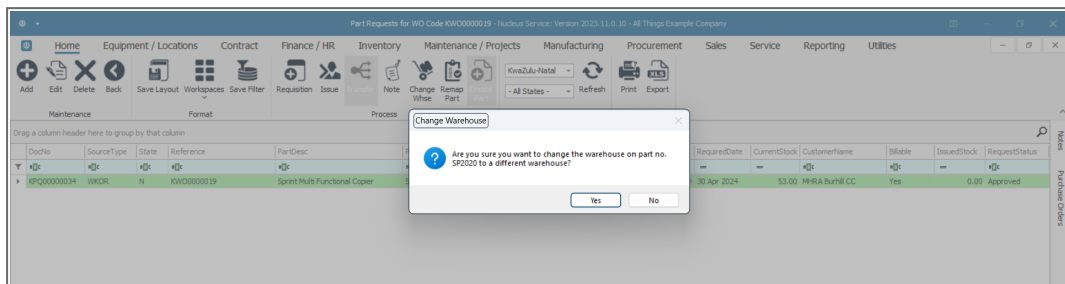
- Click on **Change Warehouse**.



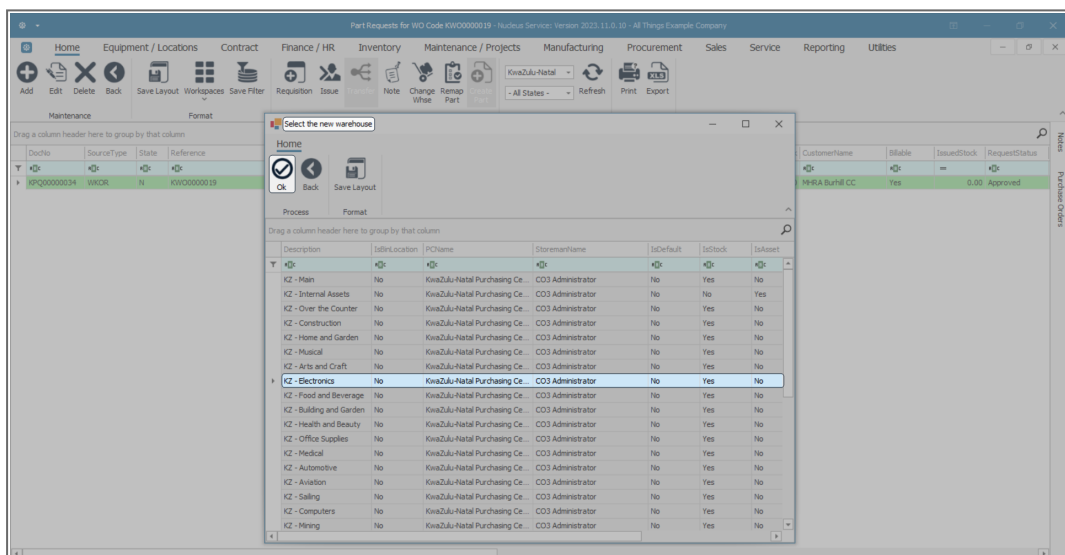
- A **Change Warehouse** message box will pop up asking -
 - **Are you sure you want to change the warehouse on**

part no. [] to a different warehouse?

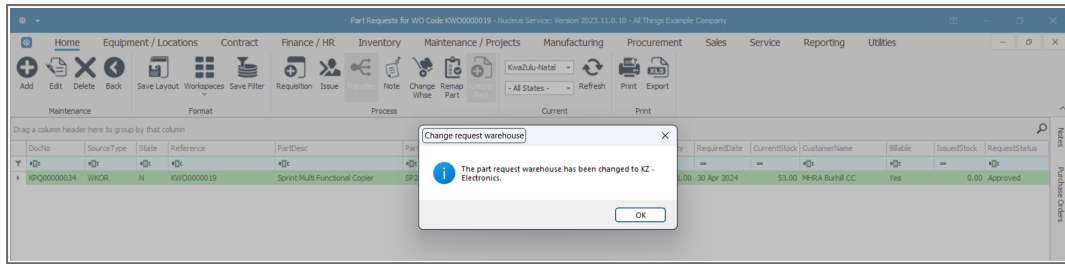
- Click on **Yes**.



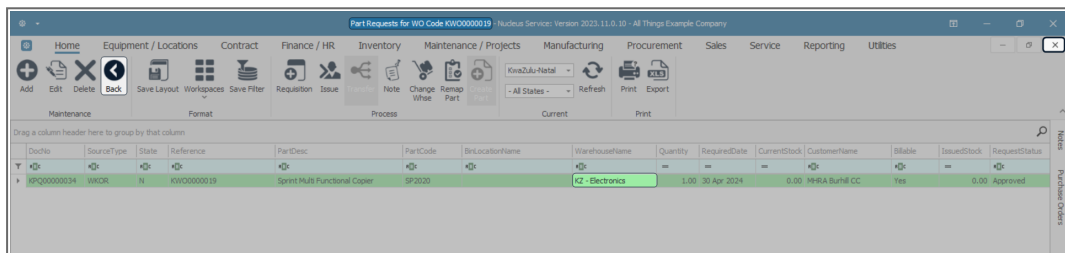
- A **Select the new warehouse** pop up screen will appear.
 - Select the **row** of the **warehouse** that you wish to request this part from.
 - In this image, **KZ Electronics** has been selected.
- Click on **OK**.



- A **Change request warehouse** message box will pop up informing you that -
 - The part request warehouse has been changed to **KZ Electronics**.
- Click on **OK**.



- The **Warehouse Name** column will now display the selected warehouse name.
- Click on **Back** or **Close** the screen when you are done.



Related Topics

[Part Requests - Change Warehouse](#)

[Part Requests - Edit \(View\)](#)

[Part Requests - Delete](#)

[Part Requests - Requisition - Single Item](#)

[Part Requests - Requisition - Multiple Items](#)

[Part Requests - Issue - Stock Linked to a Sales Invoice \(SINV\)](#)

[Part Requests - Issue - Stock Linked to a Work Order \(WKOR\)](#)

[Part Requests - Issue - A or B-class Parts](#)

[Part Requests - Issue - C-class Parts](#)

[Part Requests - Issue - Partial Quantity of A-class Parts](#)

[Part Requests - Issue - Partial Quantity of C-Class Parts](#)

[Part Requests - View and Issue Alternative/Substitute Parts](#)

[Part Requests - Issue - Internal Assets](#)

[Part Requests - Transfer - Direct](#)

[Part Requests - Transfer - In-transit](#)

[Part Requests - Note](#)

[Part Requests - Change Warehouse](#)

[Part Requests - Remap Part](#)

[Part Requests - Create Part](#)

[Part Requests - Print \(Picking Slip\) for Part Request originating from a Sales Invoice \(SINV\)](#)

MNU.032.015

