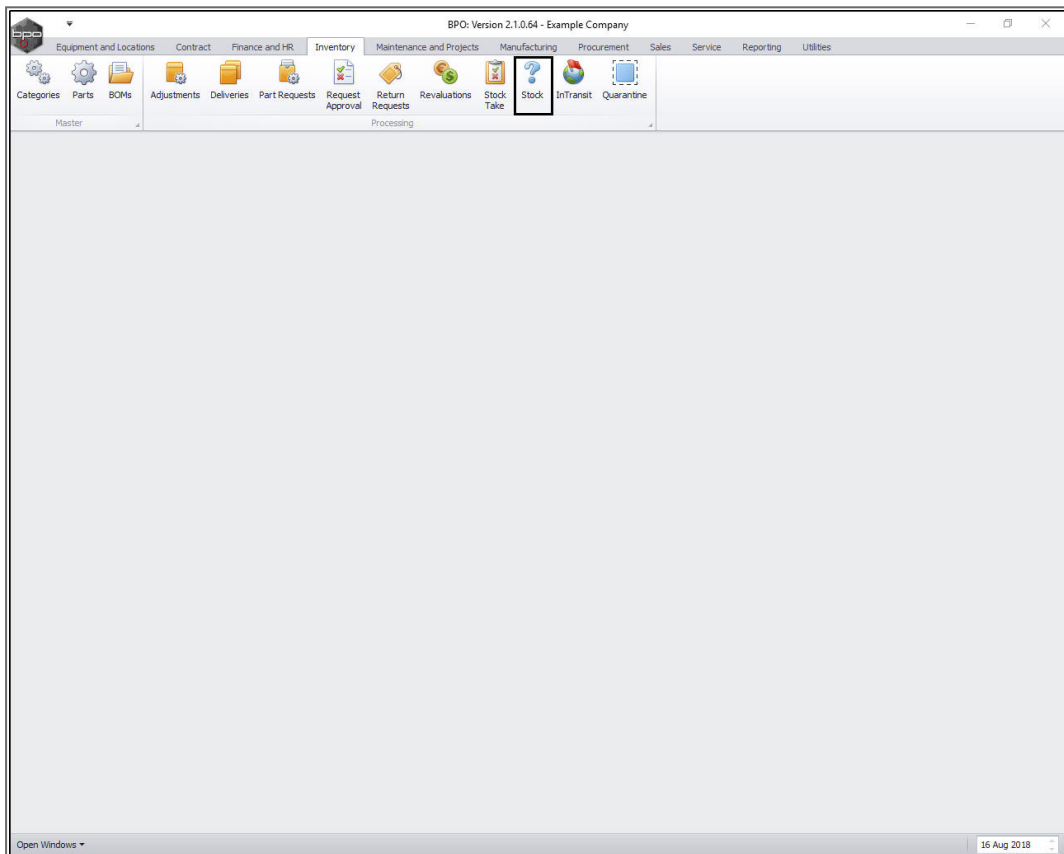


INVENTORY

INTER-BIN STOCK TRANSFER

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

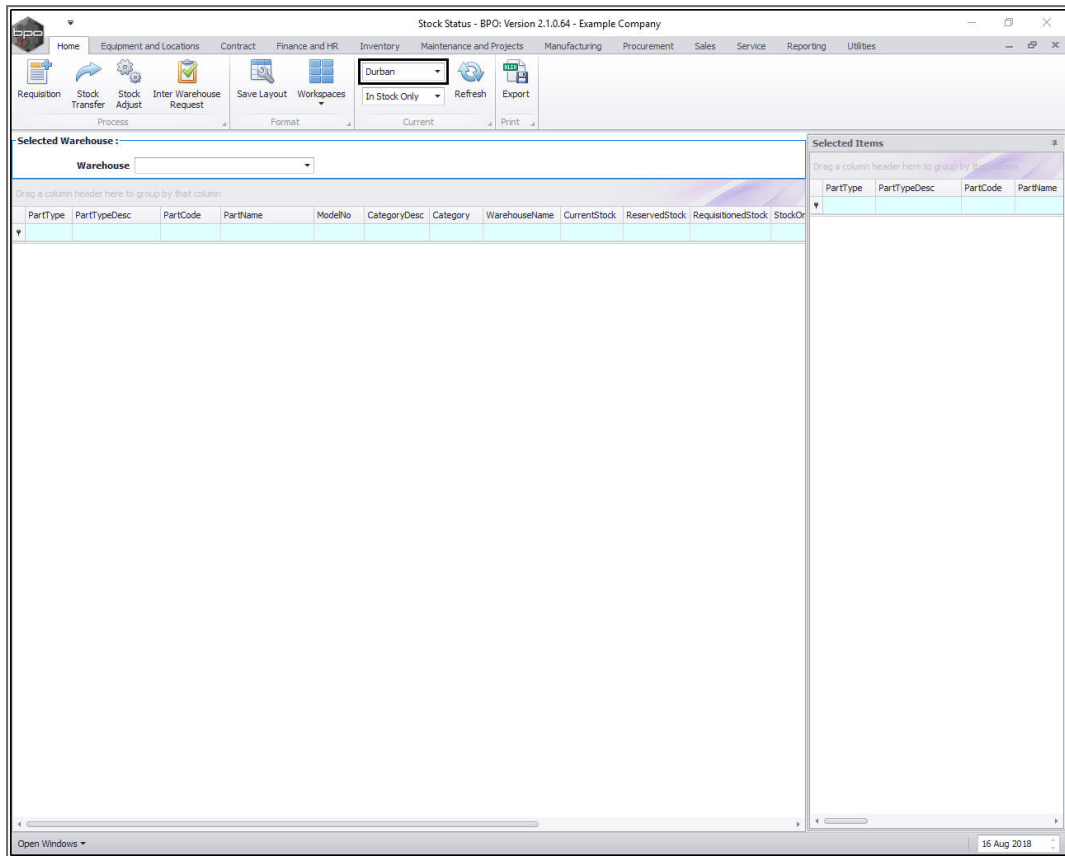
Ribbon Access: *Inventory > Stock*



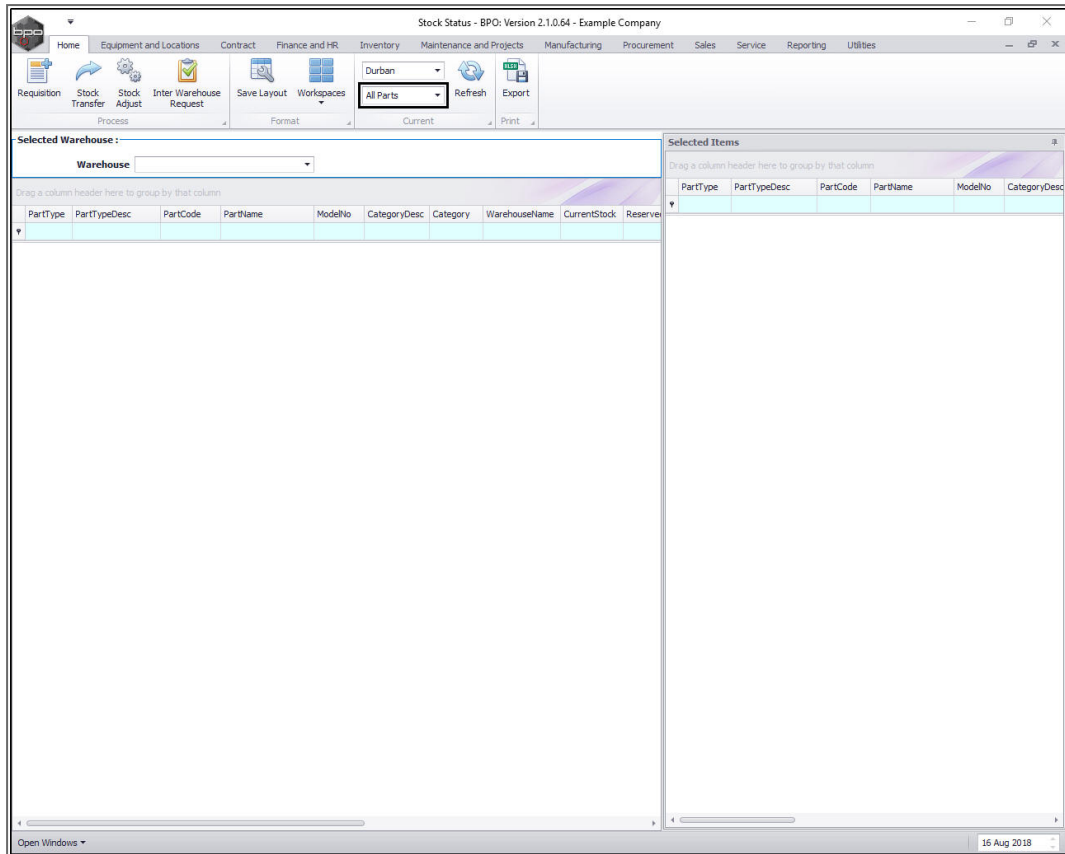
The ***Stock Status*** screen will be displayed.

Select the Site and Status

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

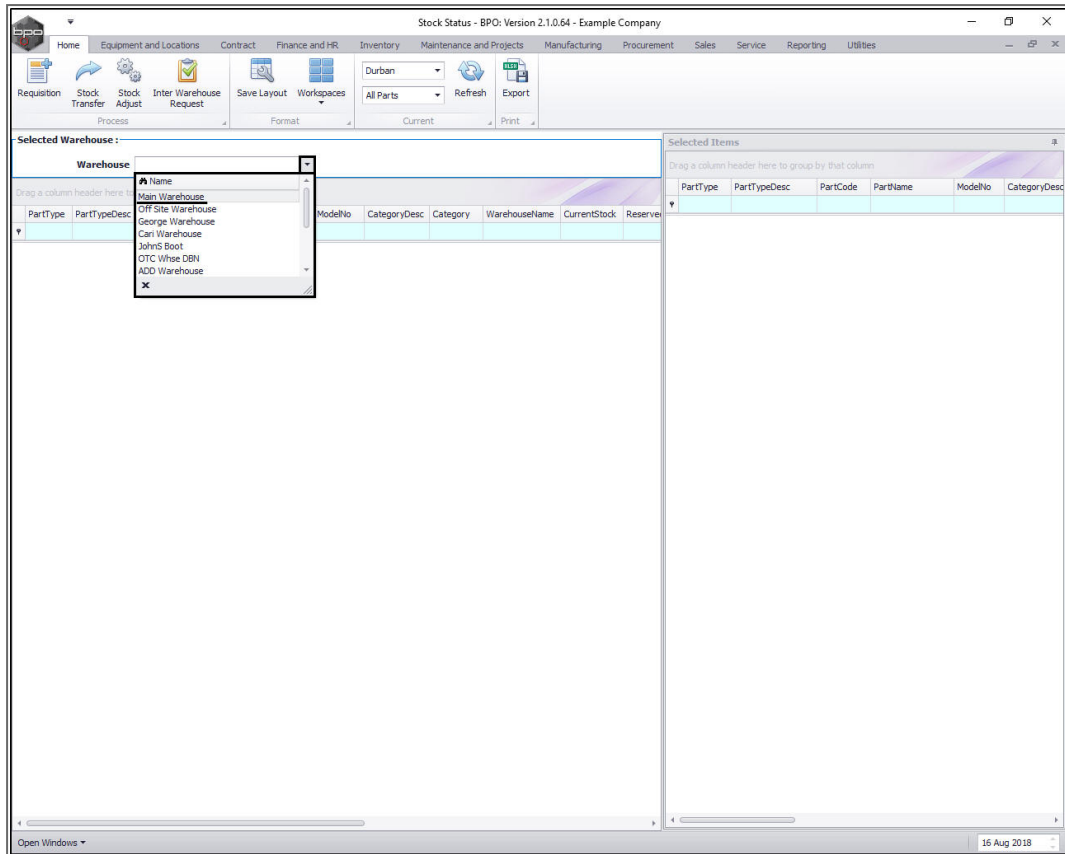


- Select the **status**.
 - You can use either the **In Stock** or the **All Parts** status. In this example, **All Parts** has been selected.

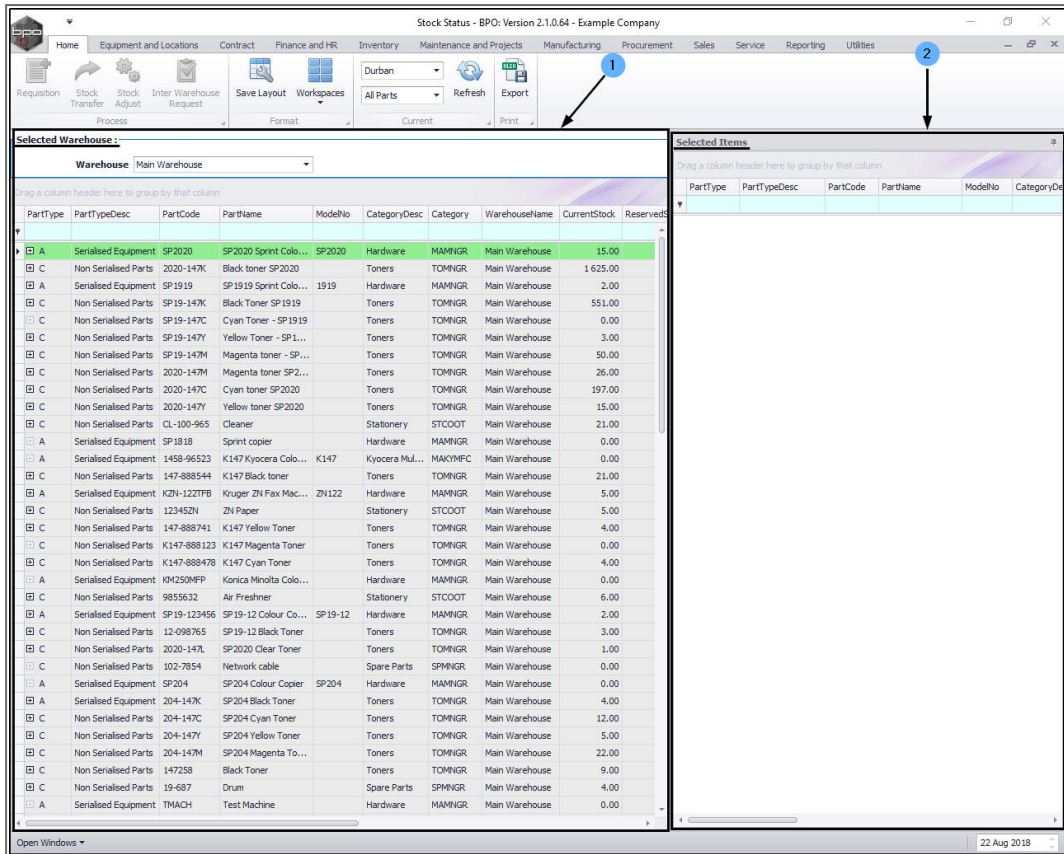


SELECT THE WAREHOUSE

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

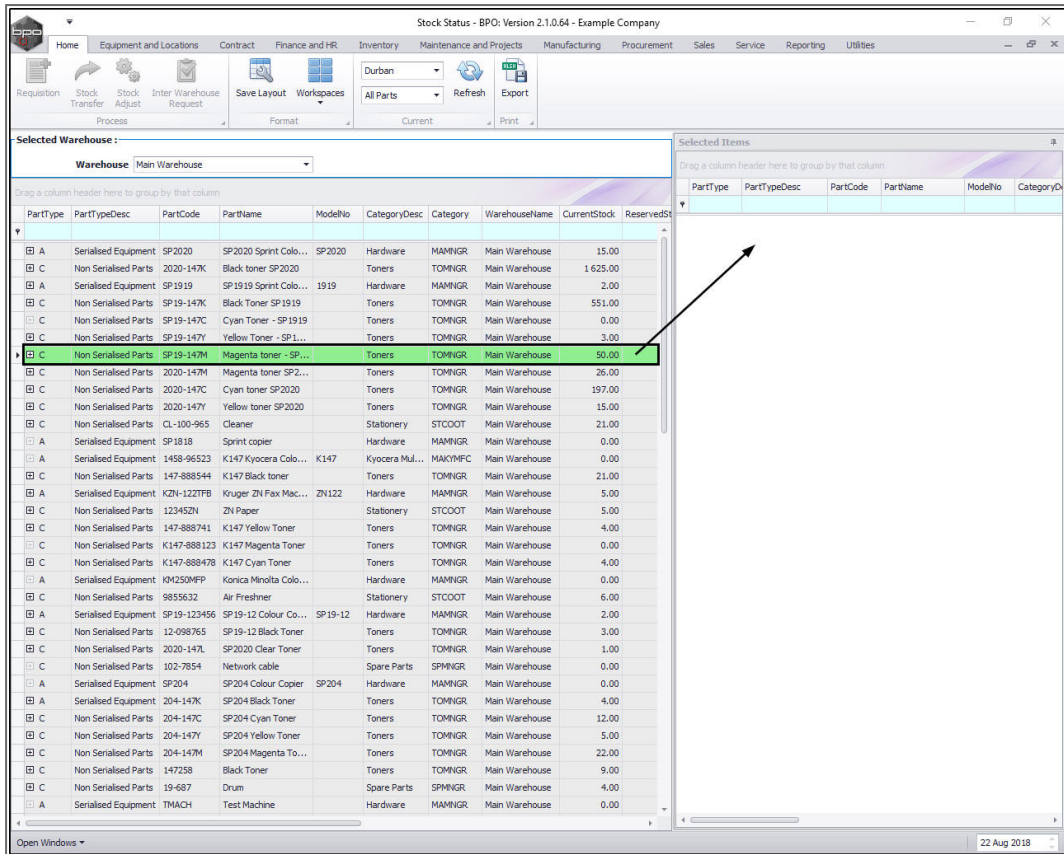


1. The **Selected Warehouse** frame will now be populated with the **stock details** of all the parts / equipment items linked to that warehouse.
2. The **Selected Items** frame is where you will drag and drop the item lines that you wish to action.

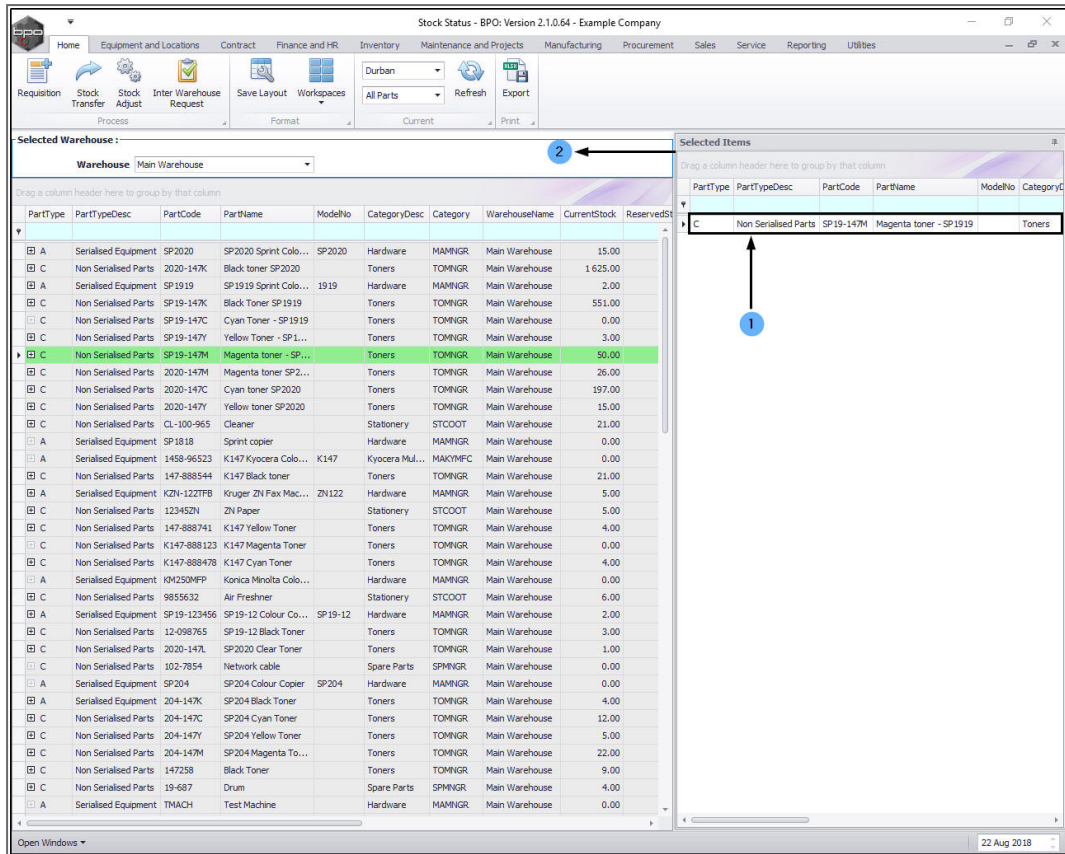


C-CLASS SINGLE ITEM STOCK TRANSFER

- 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.



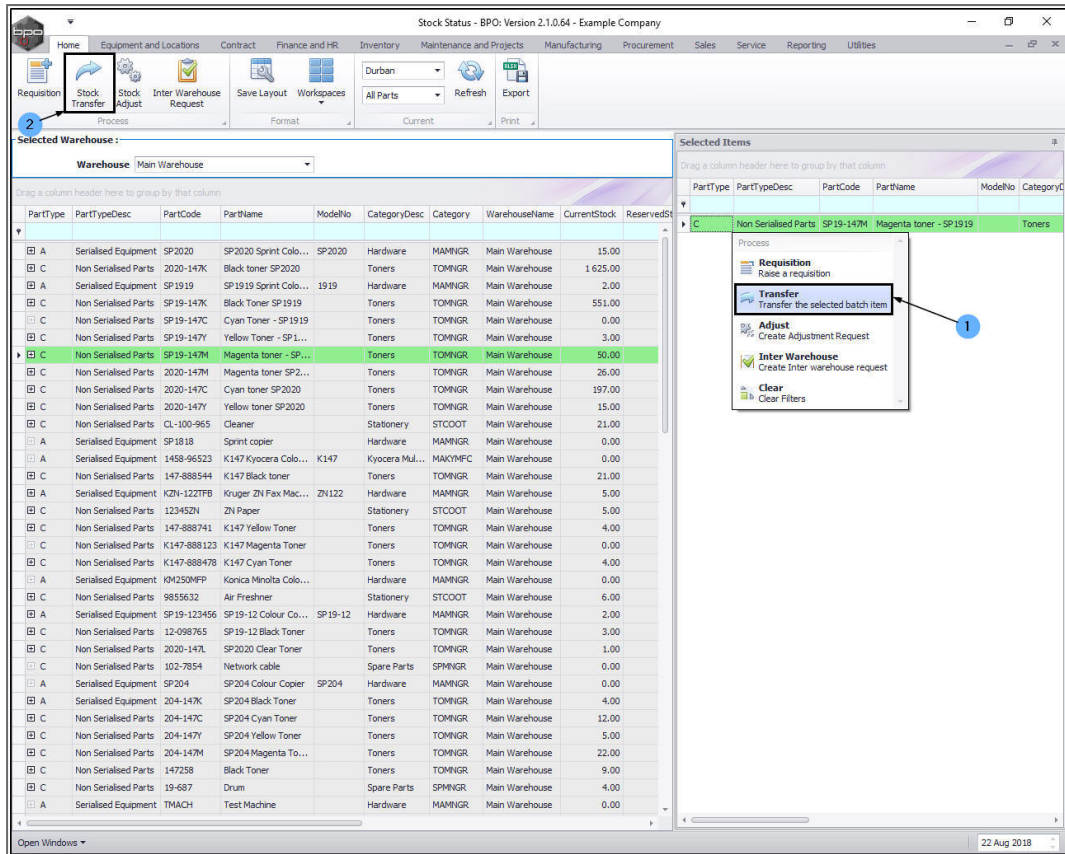
- The selected item line can now be viewed in the **Selected Items** frame.
 - Note:** The selected item line can still be viewed in the **Selected Warehouse** frame.
- Expand** the **Selected Items** frame if you wish to view more of the columns in that frame.



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**.

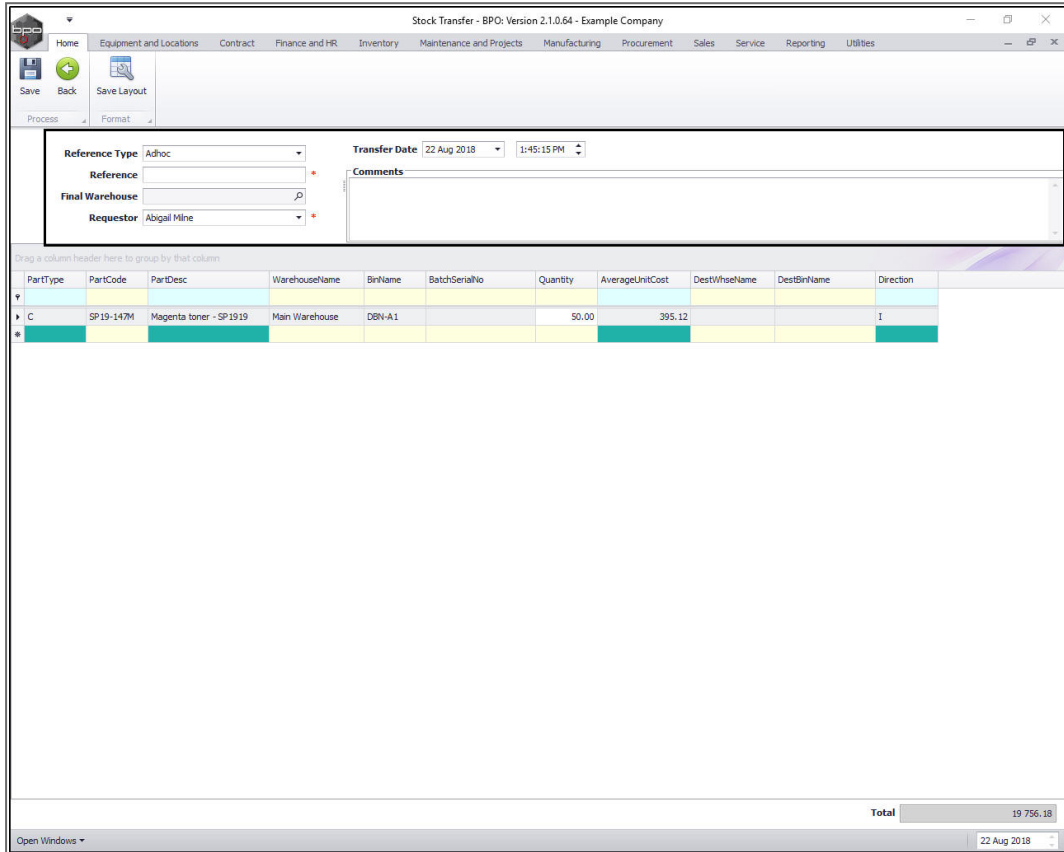


The **Stock Transfer** screen will be displayed.

- **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
- Transfer Date:** 22 Aug 2018
- Time:** 1:45:15 PM
- Reference:** (empty field)
- Final Warehouse:** (empty field with a search icon)
- Requestor:** Abigail Milne
- 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' field with the value 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 | Transfer Date: 22 Aug 2018 | 1:45:15 PM

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

Final Warehouse: | Requestor: Abigail Milne

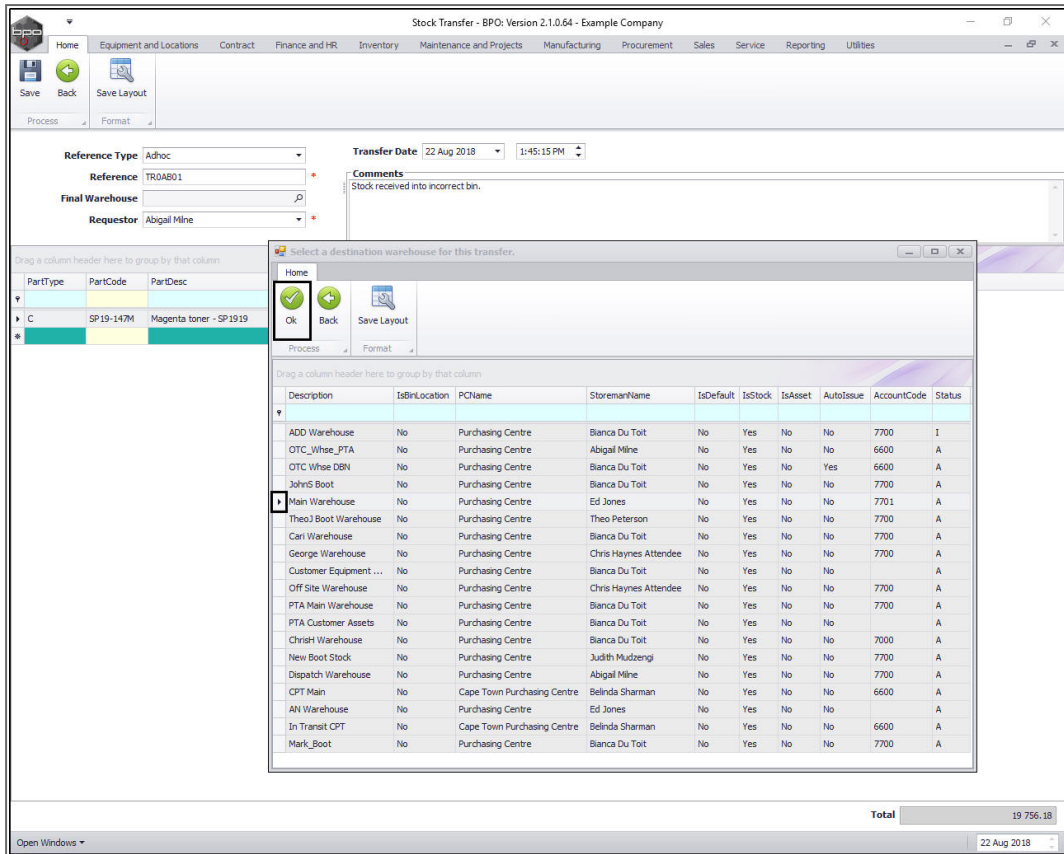
Drag a column header here to group by that column

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

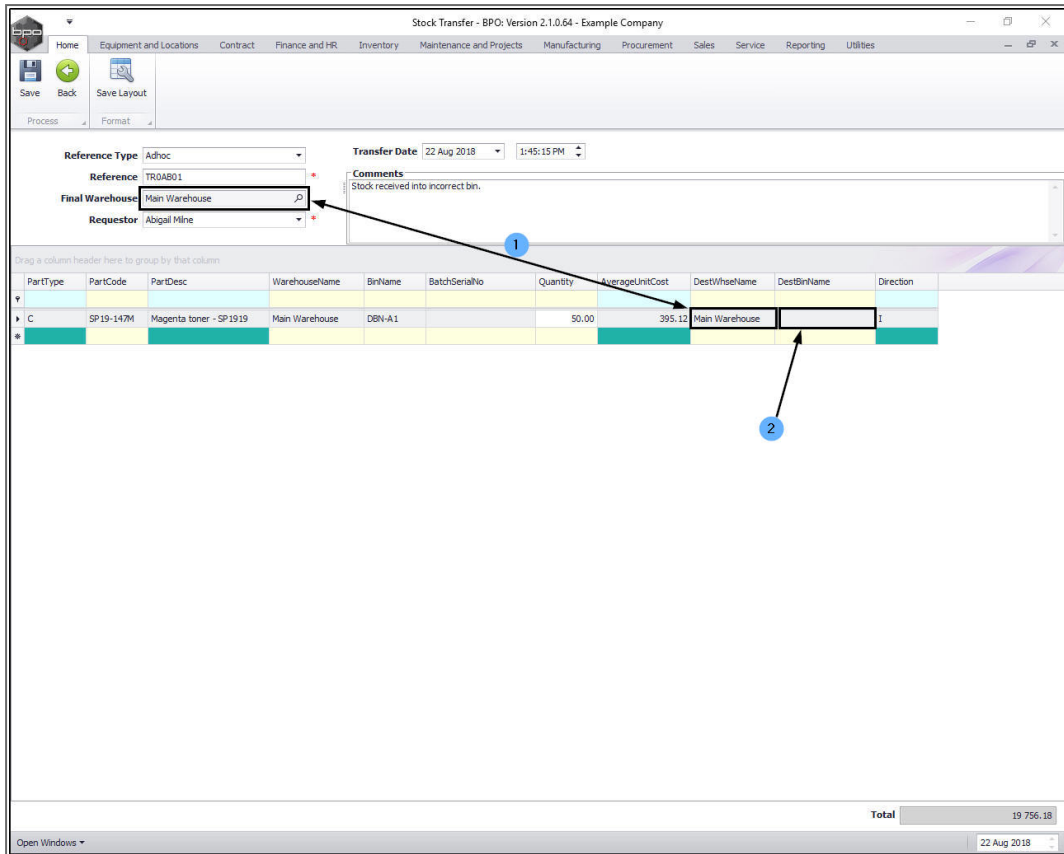
Total: 19 756.18

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**.



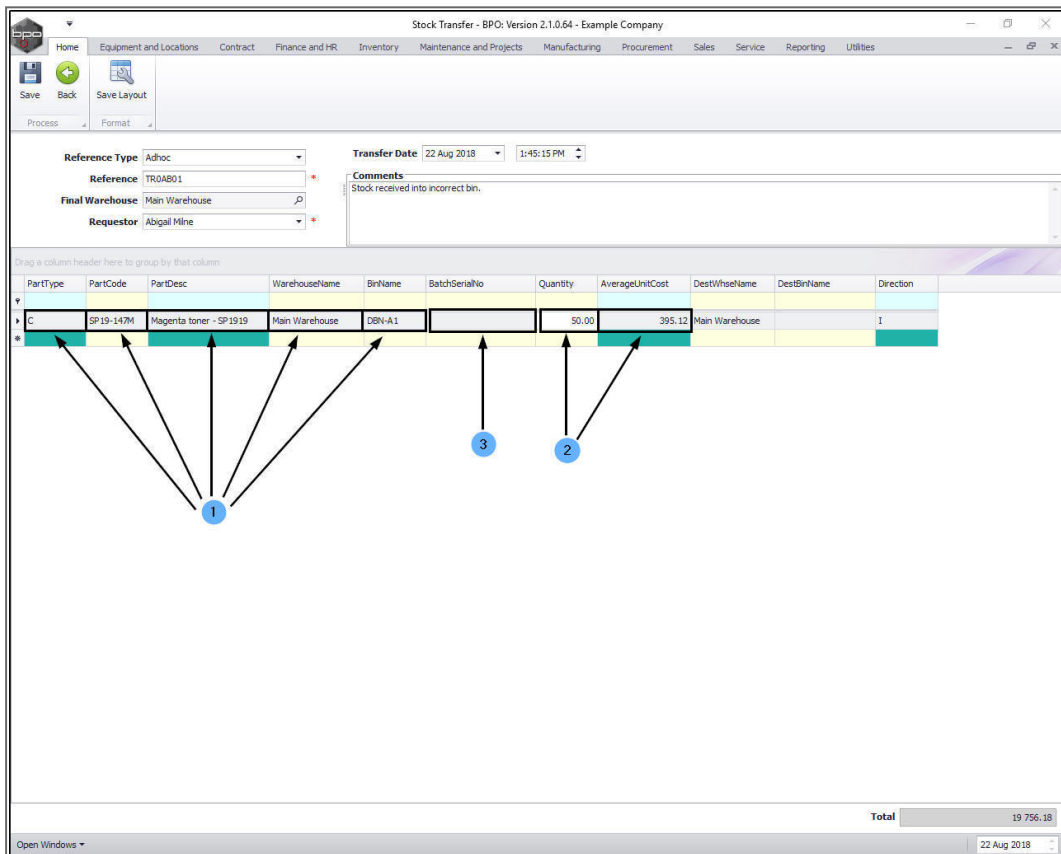
- As the **Final Warehouse** field populates with the selection made in the previous step, the **Destination Warehouse Name** column in the parts data grid will also populate with the selection made.
 - **Note:** If there is only **1** bin linked to the final warehouse then the **Dest Bin Name** field 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.



PARTS DATA GRID

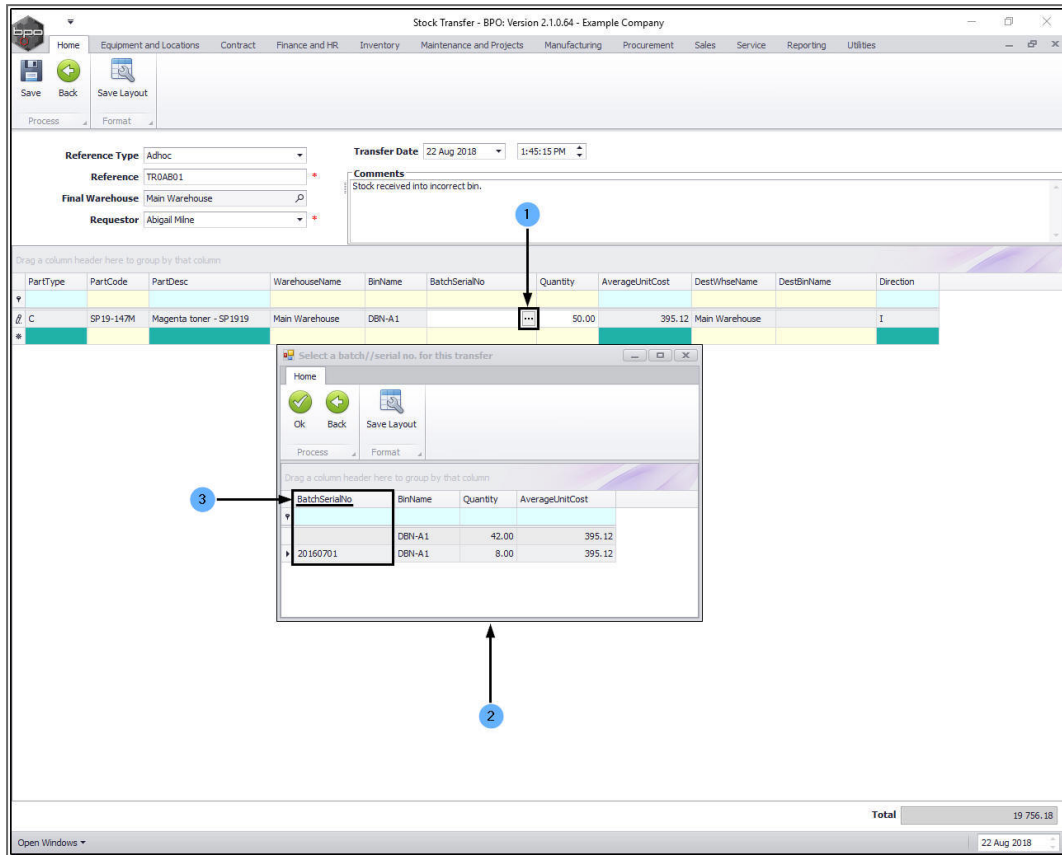
1. **Part Type:** This will auto populate with part type code of the item type selected in the *Stock Status* screen.
 - **Part Code:** This will auto populate with the part code of the item selected in the *Stock Status* screen.
 - **Part Desc:** This will auto populate with the part description of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



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.

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



1. Click on the **row selector** in front of the **batch/serial** no that you wish to assign for the stock transfer.

- Click on **Ok**.

2. Make note of the **quantity** available in the selected batch.

Stock Transfer - BPO: Version 2.1.0.64 - Example Company

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

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

Comments: Stock received into incorrect bin.

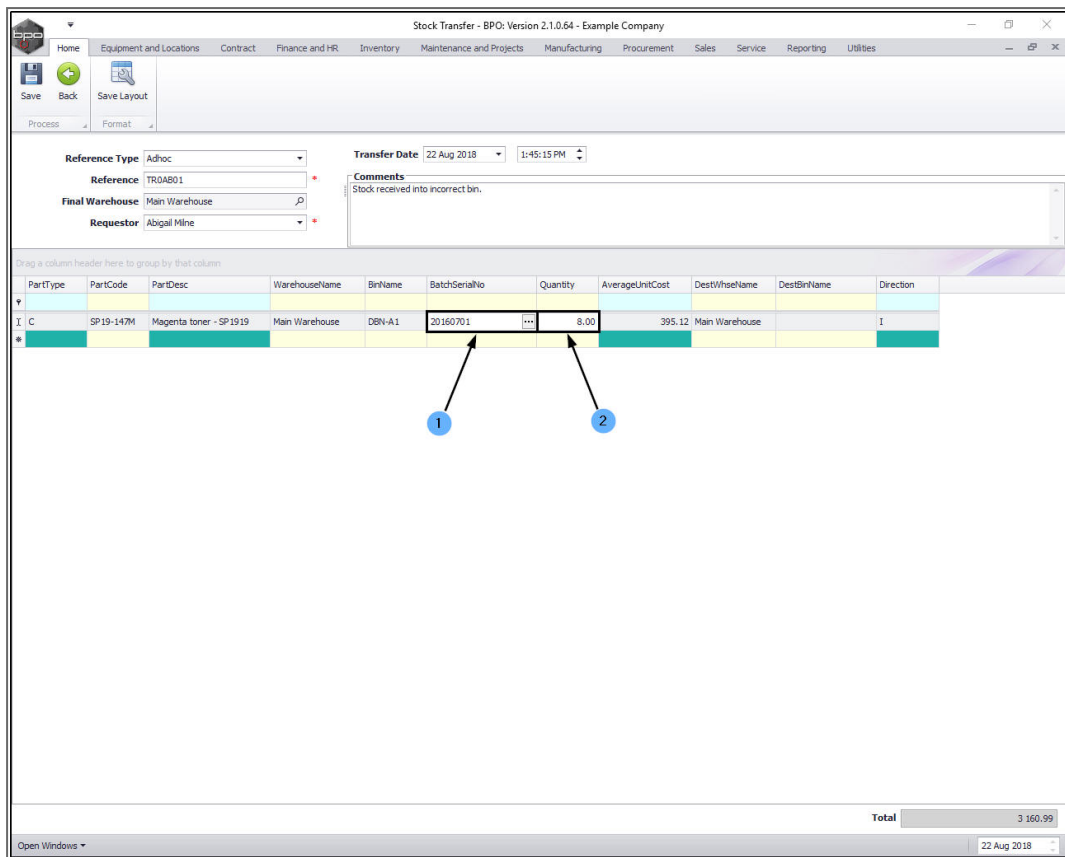
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
C	SP19-147M	Magenta toner - SP1919	Main Warehouse	DBN-A1		50.00	395.12	Main Warehouse		I

Select a batch/serial no. for this transfer

BatchSerialNo	BinName	Quantity	AverageUnitCost
20160701	DBN-A1	8.00	395.12

Total: 19 756.18

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.



- 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 Mine

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
I C	SP19-147M	Magenta toner - SP1919	Main Warehouse	DBN-A1	20160701	8	395.12	Main Warehouse		I

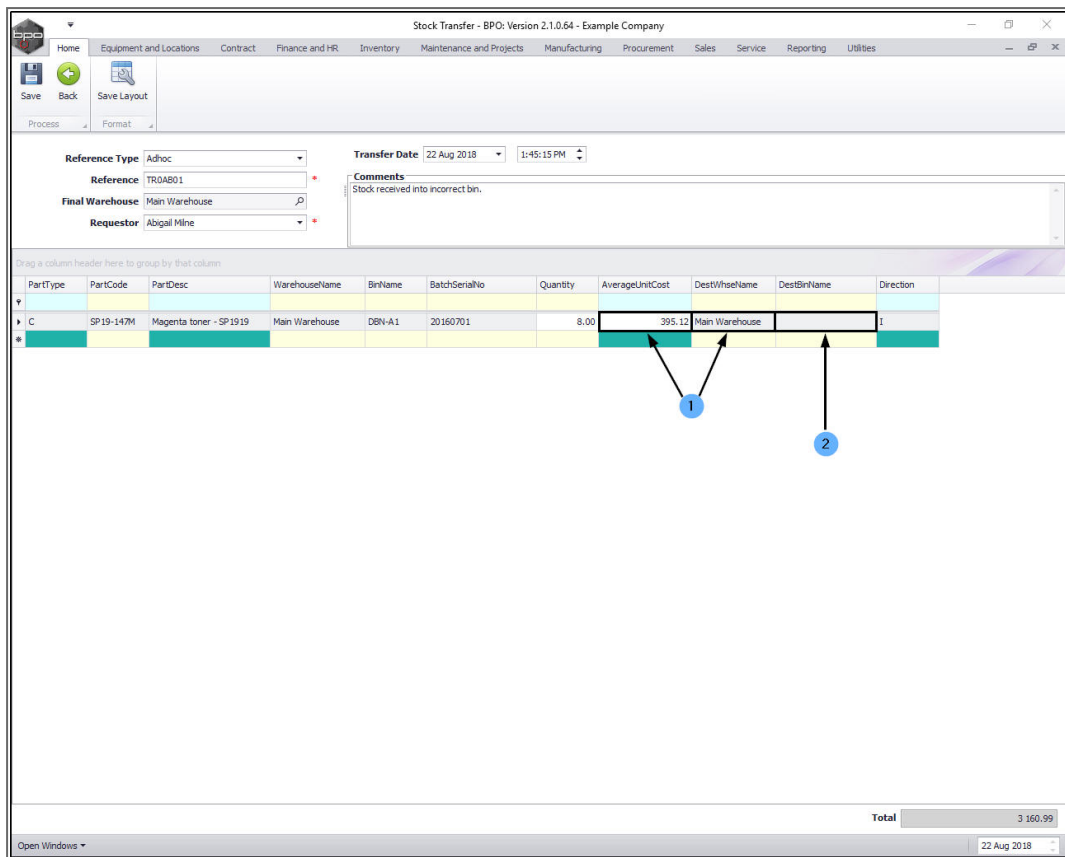
Total: 3 160.99

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.



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' application window. The main window displays a transfer record with the following details:

- Reference Type: Adhoc
- Reference: TROAB01
- Final Warehouse: Main Warehouse
- Requestor: Abigail Mlne
- Transfer Date: 22 Aug 2018 1:45:15 PM
- Comments: Stock received into incorrect bin.

The main table lists the stock transfer details:

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhsName	DestBinName	Direction
C	SP19-147M	Magenta toner - SP1919	Main Warehouse	DBN-A1	20160701	8.00	395.12	Main Warehouse		

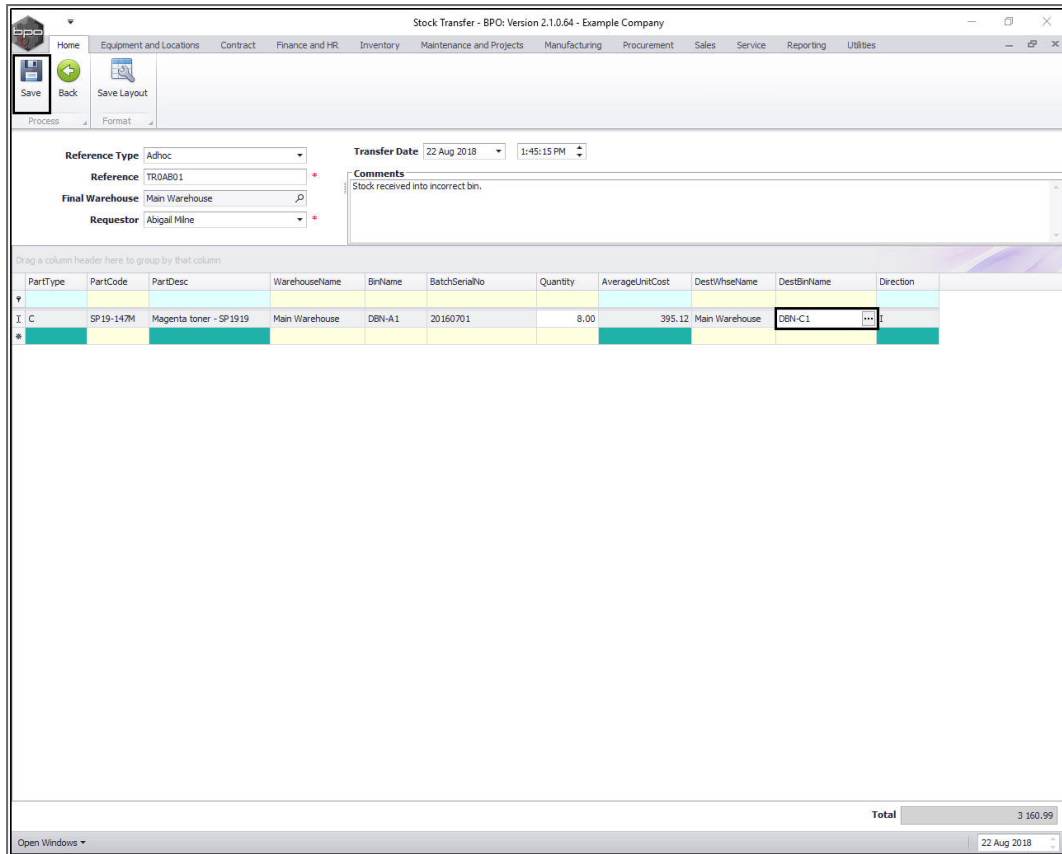
A dialog box titled 'select a destination bin for this part transfer' is open, showing a table of available destination bins:

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

Annotations in the image indicate: 1. Click on the row selector in front of the destination bin (DBN-A1) in the main table. 2. Click on the 'Ok' button in the dialog box.

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

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



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

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

- Reference Type: Adhoc
- Reference: TR0AB01
- Final Warehouse: Main Warehouse
- Requestor: Abigail Mine
- Transfer Date: 22 Aug 2018, 1:45:15 PM
- Comments: Stock received into incorrect bin.

Below the form is a table with the following data:

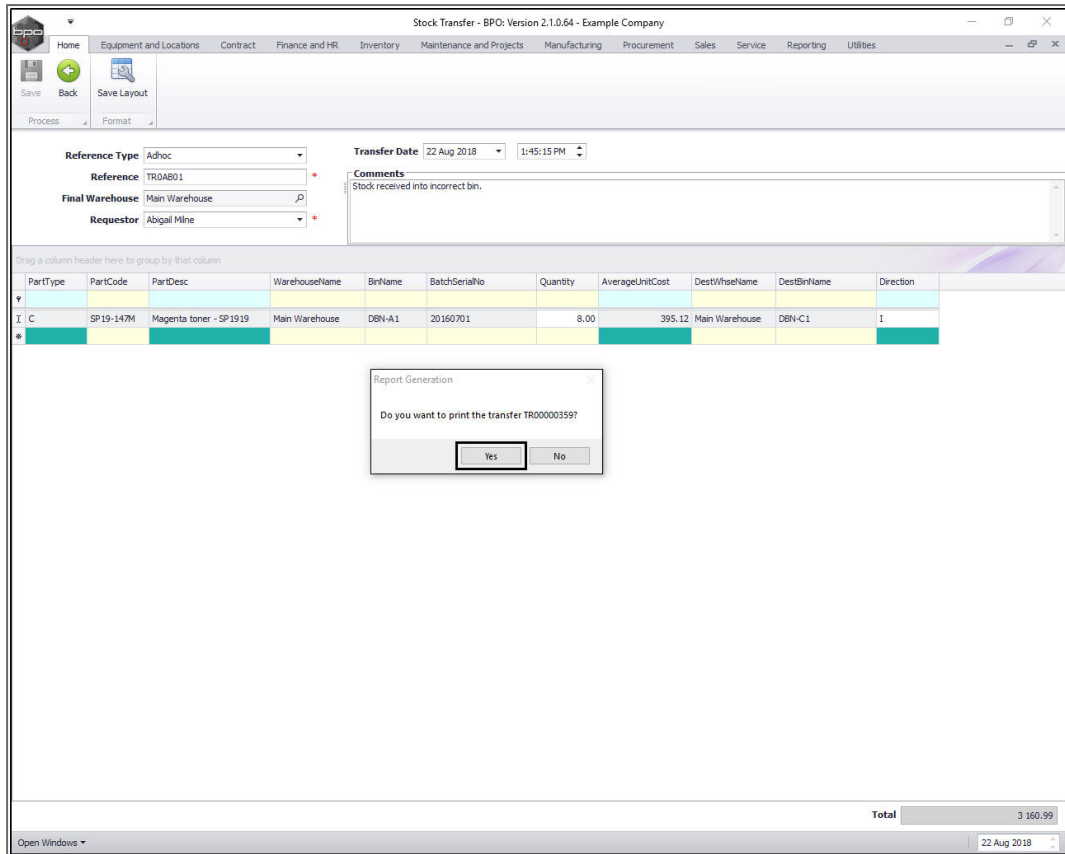
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
I C	SP19-147M	Magenta toner - SP1919	Main Warehouse	DBN-A1	20160701	8.00	395.12	Main Warehouse	DBN-C1	I

A 'Part Transfer Processing' dialog box is open in the center, displaying the message: 'Part Transfer No. TR00000359 saved successfully.' with an 'OK' button.

At the bottom right of the main window, a 'Total' field shows '3 160.99' and the date '22 Aug 2018' is displayed.

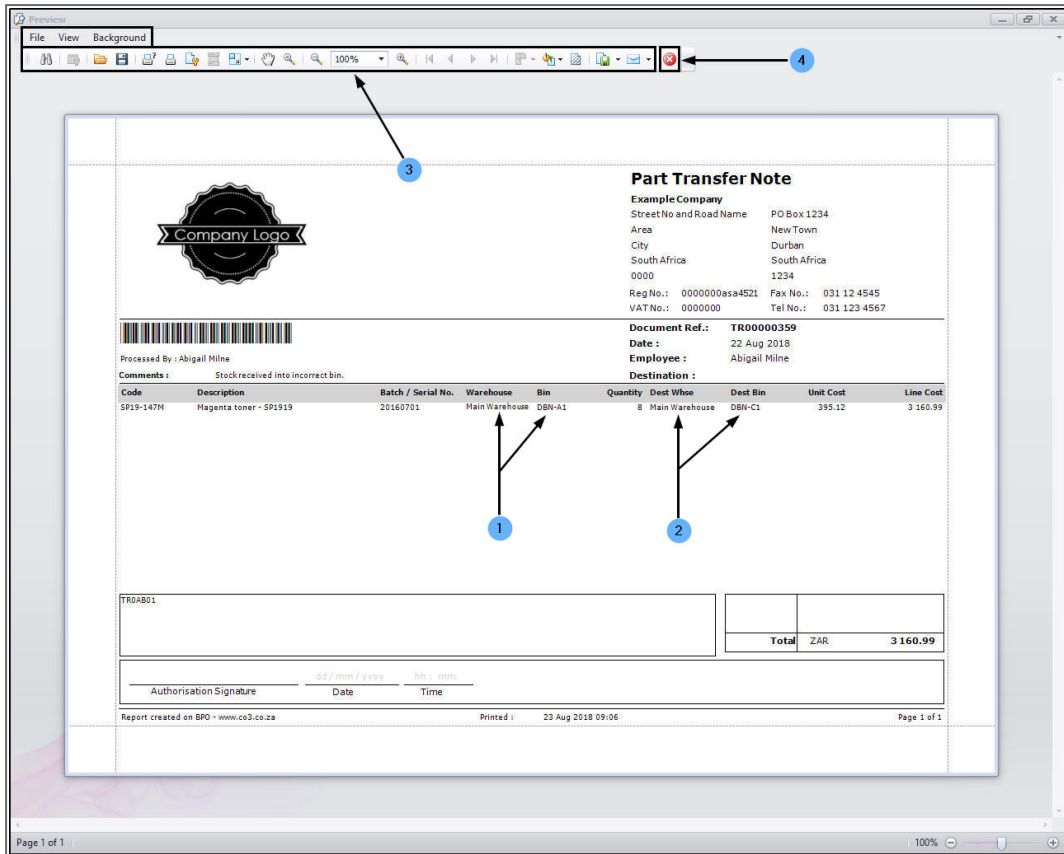
Print C-Class Single Item Transfer

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



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.



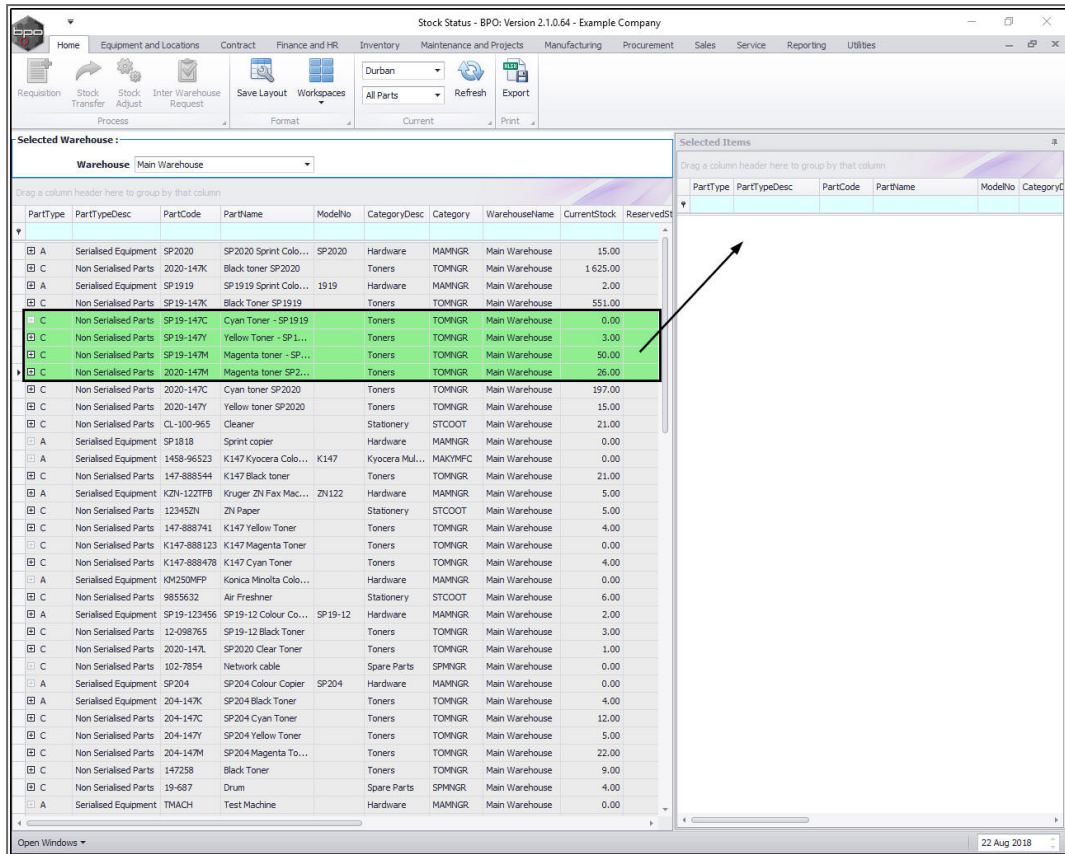
- You will return to the *Stock Status* screen.

C-CLASS MULTI ITEM STOCK TRANSFER

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

Either

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

2. 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).

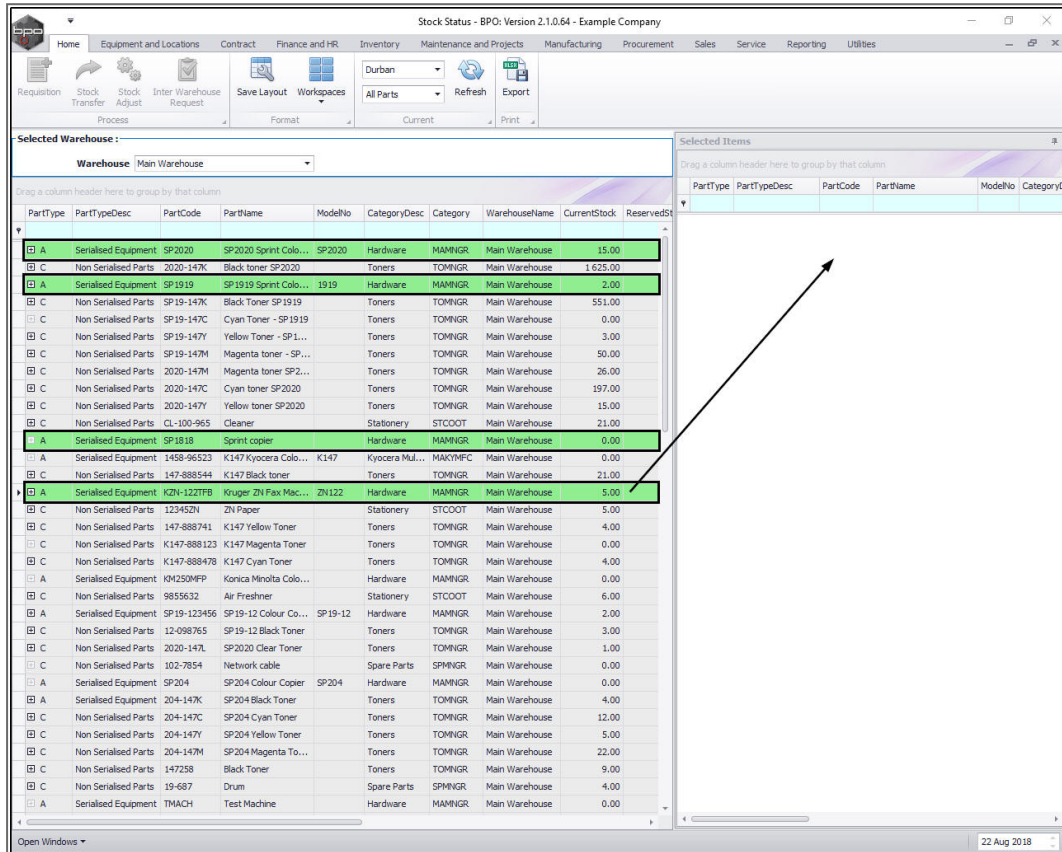
Once you have selected multiple items using either of the above methods, click on any of the highlighted item lines and **drag and drop** it into the **Selected Items** frame. **All** the selected lines will then be copied across to this frame.

or

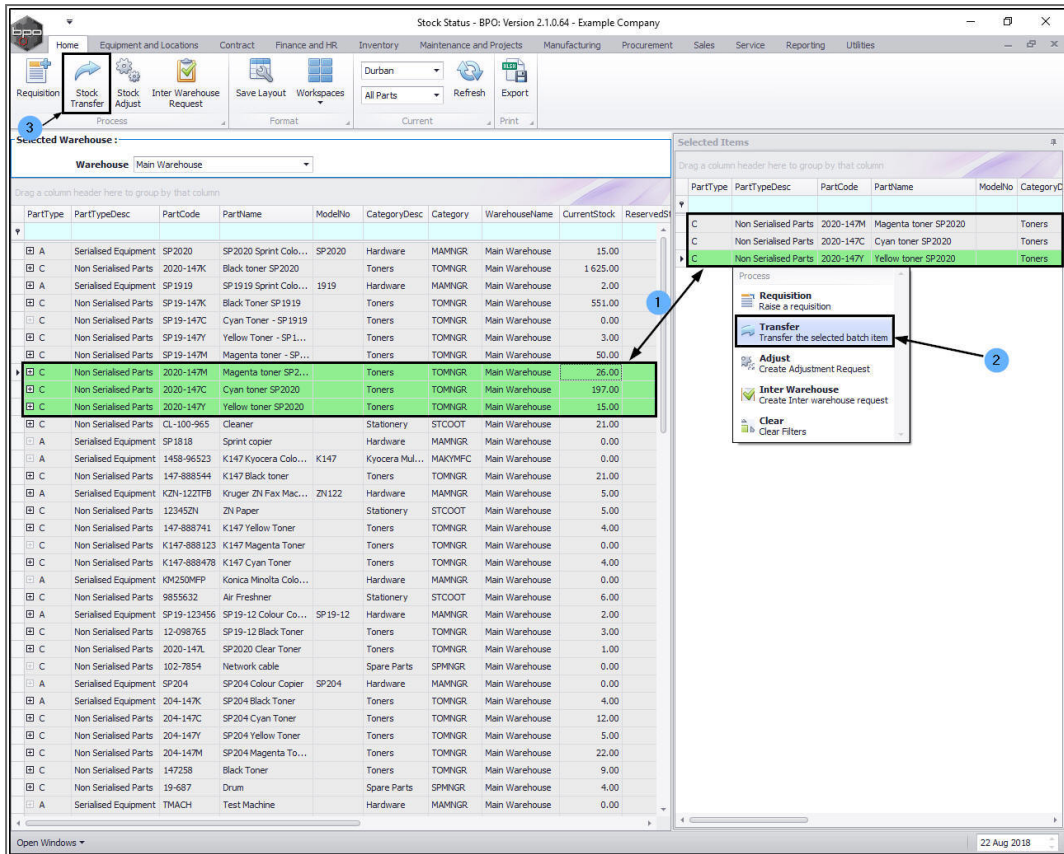
3. Click on the item line. (The item line should be **highlighted** as it selected). **Drag** and **drop** the line into the **Selected Items** frame. Continue

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 Mlne

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 | Comments: Stock received into incorrect bin

Final Warehouse: Main Warehouse | Requestor: Abgail Mine

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: 2 041.67

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: Abgail Mine

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

Comments: Stock received into incorrect bin

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWuselName	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.

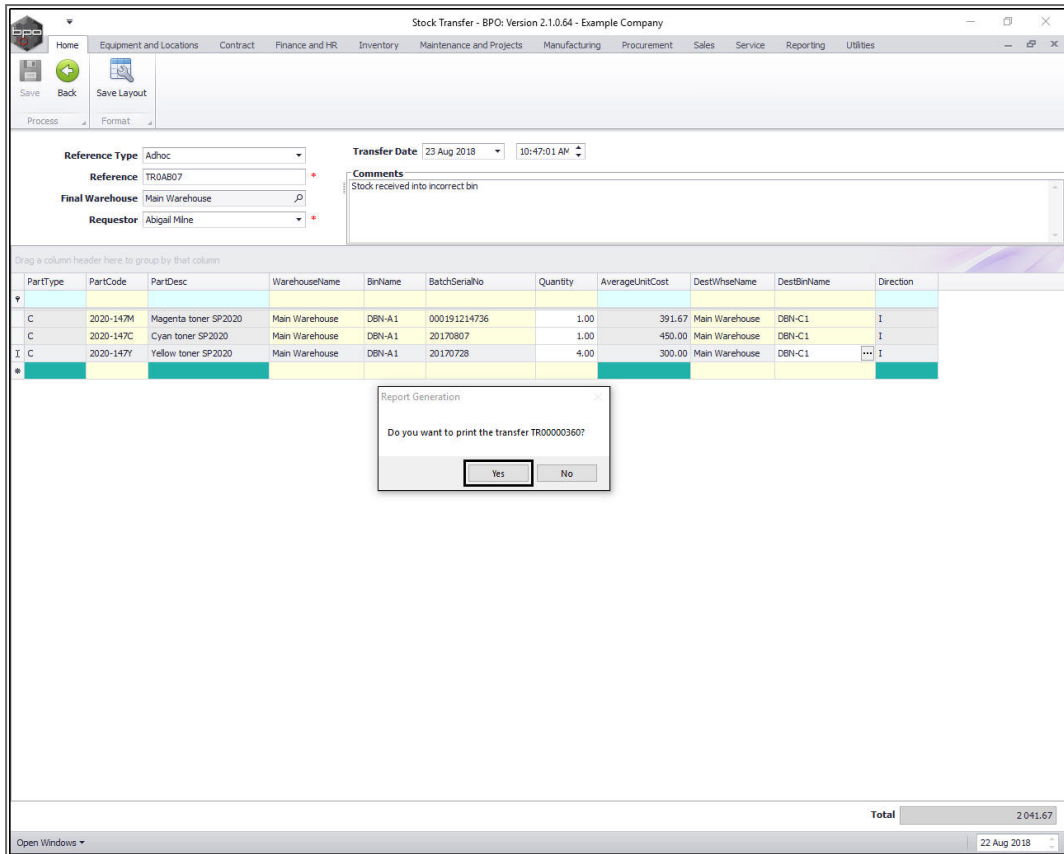
OK

Total: 2 041.67

Open Windows | 22 Aug 2018

Print C-Class Multi Item Transfer

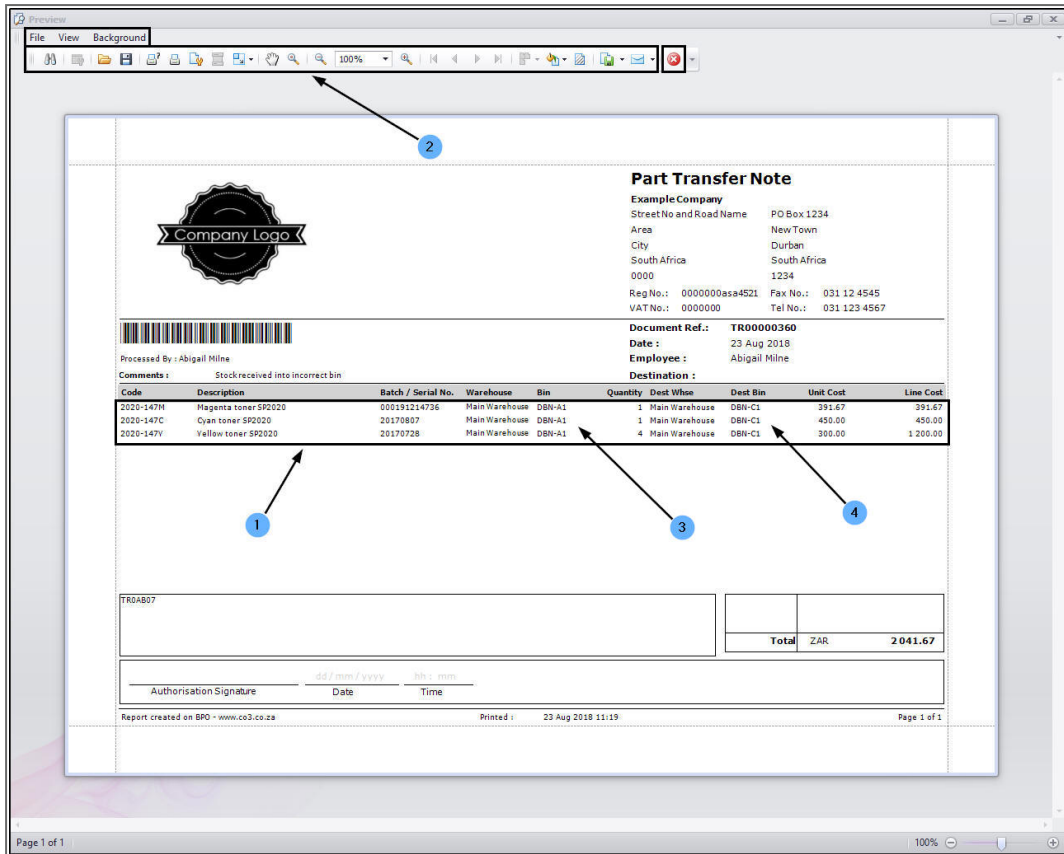
- A **Report Generation** message will pop up, asking;
 - **Do you want to print the transfer []?**
- Click on **Yes**.



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.

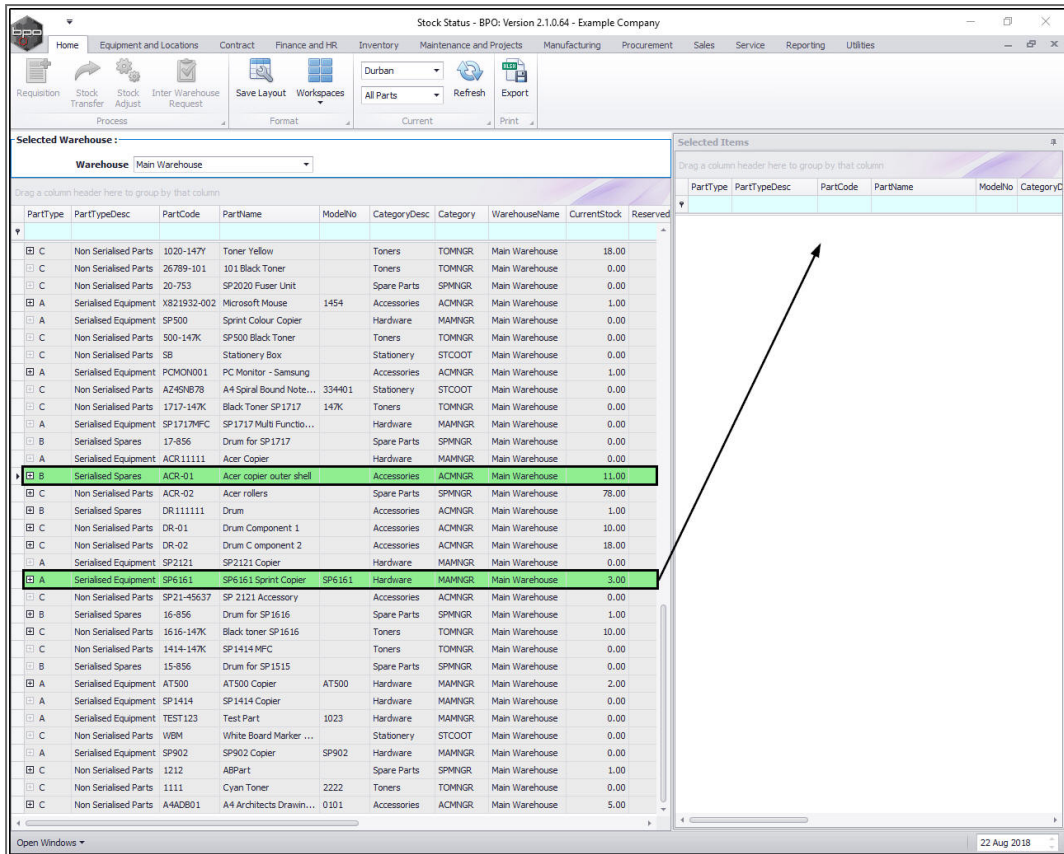
- **Close** the **Report Preview** screen when done.



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.

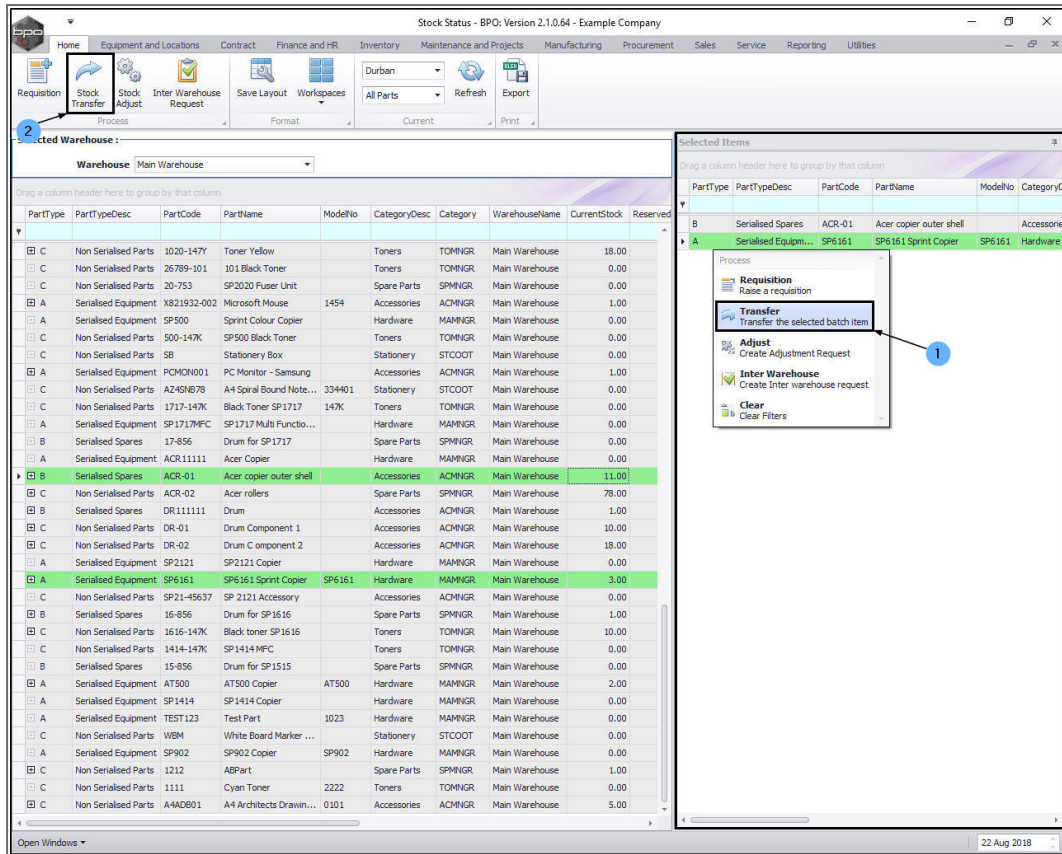


- **Drag and drop** the **A** and or **B-Class item(s)** line to the **Selected Items** frame.

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**.



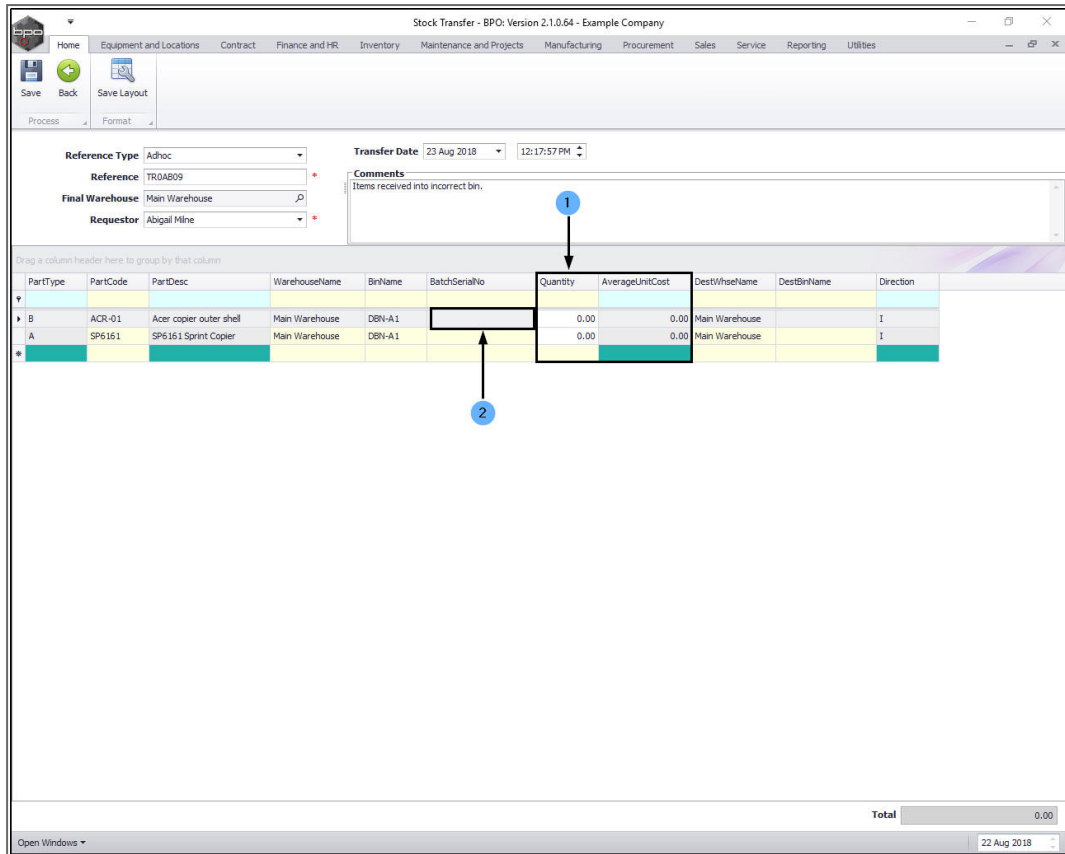
Add the details to the **References** frame as explained in the **Single Item Line Stock Transfer** process above.

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.



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.**

The screenshot shows the 'Stock Transfer - BPO' application interface. At the top, there are navigation tabs: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below these are buttons for Save, Back, and Save Layout, along with Process and Format options.

The main form includes fields for Reference Type (Adhoc), Reference (TROAB09), Final Warehouse (Main Warehouse), and Requestor (Abgall Mine). The Transfer Date is set to 23 Aug 2018 at 1:59:23 PM. A Comments field contains the text 'Items received into incorrect warehouse.'

A table displays the following data:

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWuselName	DestBinName	Direction
B	ACR-01	Acer copier outer shell	Main Warehouse	DBN-A1		1	0.00	Main Warehouse		I
A	SP6161	SP6161 Sprint Copier	Main Warehouse	DBN-A1			0.00	Main Warehouse		I

A modal dialog titled 'Select a batch/serial no. for this transfer' is open, showing a table with the following columns: SerialNo, BinName, Quantity, Cost, and Status. The table lists 11 items, all with a quantity of 1 and a cost of 300.00. A row selector is visible on the left side of the table.

Annotations in the image include:

- 1: Points to the 'BatchSerialNo' column header in the main table.
- 2: Points to the 'Quantity' column header in the modal dialog.
- 3: Points to the row selector in the modal dialog.

At the bottom right of the main window, there is a 'Total' field showing 0.00 and a date field showing 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

Reference Type: Adhoc
 Reference: TROAB09
 Final Warehouse: Main Warehouse
 Requestor: Abgail Mine

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

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

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.

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: Abgail Mine

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

Comments: Items received into incorrect warehouse.

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
I B	ACR-01	Acer copier outer shell	Main Warehouse	DBN-A1	ac3452	1.00	300.00	Main Warehouse		I
A	SP6161	SP6161 Sprint Copier	Main Warehouse	DBN-A1		0.00	0.00	Main Warehouse		I
Total 300.00										

Open Windows | 22 Aug 2018

- 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**.

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: Abgail Mine

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

Comments: Items received into incorrect warehouse.

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouse	DestBinName	Direction
B	ACR-01	Acer copier outer shell	Main Warehouse	DBN-A1	ac3452	1.00	300.00	Main Warehouse	DBN-C1	
I A	SP6161	SP6161 Sprint Copier	Main Warehouse	DBN-A1	1616-234	1.00	1 500.00	Main Warehouse	DBN-C1	
						Total		1 800.00		

Open Windows | 22 Aug 2018

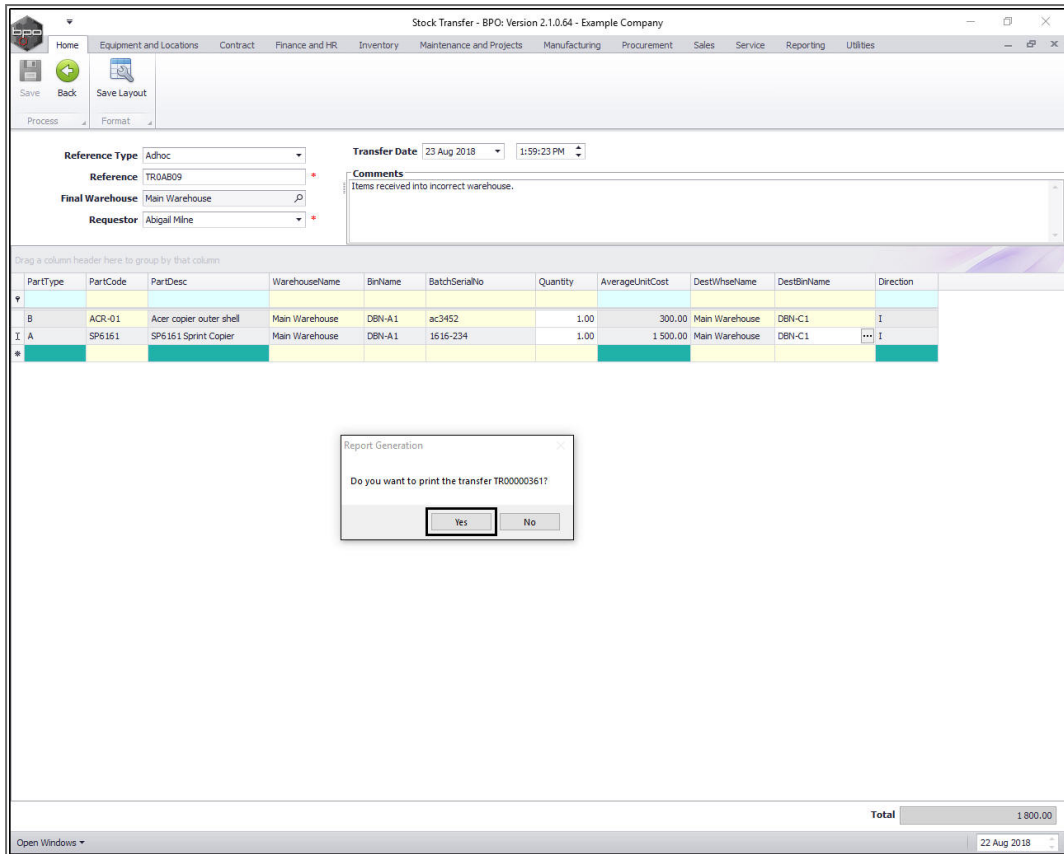
- A **Part Transfer Processing** message box will pop up informing you that;
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.

The screenshot shows the 'Stock Transfer - BPO' interface. At the top, there's a navigation menu with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below this is a toolbar with Save, Back, and Save Layout buttons. The main form area includes fields for Reference Type (Adhoc), Reference (TROAB09), Final Warehouse (Main Warehouse), and Requestor (Abgail Mine). A Transfer Date field is set to 23 Aug 2018 at 1:59:23 PM. A Comments field contains the text 'Items received into incorrect warehouse.' Below the form is a table with columns: PartType, PartCode, PartDesc, WarehouseName, BinName, BatchSerialNo, Quantity, AverageUnitCost, DestWarehouseName, DestBinName, and Direction. The table contains two rows of data. A 'Part Transfer Processing' dialog box is open in the center, displaying a message: 'Part Transfer No. TR00000361 saved successfully.' with an 'OK' button. At the bottom right, a 'Total' field shows '1 800.00' and the date '22 Aug 2018' is displayed.

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


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**.



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.: 0000000assa4521 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

Code	Description	Batch / Serial No.	Warehouse	Bin	Quantity	Dest Wbse	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

TR00A019

 Authorisation Signature

 Date

	Total	ZAR	1 800.00
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Report created on BPO - www.co3.co.za

Printed : 23 Aug 2018 14:24

Page 1 of 1

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

MNU.037.006