

INVENTORY

INTER-SITE STOCK TRANSFER (BRANCH TO BRANCH)

This process enables transfer of item(s) from a selected warehouse in a *particular site* to a warehouse in a *different site*.

You will need to ensure that the Company Configuration Enforce In-transit flag is set to 'No' to be able to complete this process.

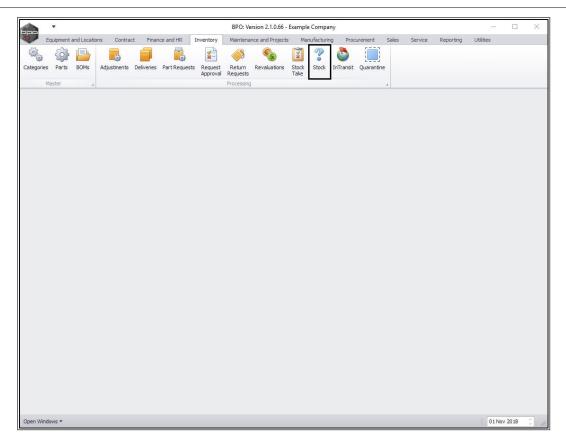
Unlike in the <u>Inter-Bin Stock Transfer</u> process, in this process, the **Source** warehouse will be different from the **Final/Destination** warehouse.

Take note of the important notes below:

- i. You will need to ensure that the Company Configuration **Enforce Intransit flag** is set to '**No**' to be able to complete this process.
- ii. This will be a *direct transfer* to a *different warehouse* within a *different site*, and *no* receiving is required.
- iii. Ensure that you select the correct *quantity* to be transferred.
- iv. Ensure that you select from the correct *batch number* (C-Class item) or select the correct *serial number* (A or B-Class item) to be transferred.
- v. Ensure that the correct *final/destination warehouse* in the new *destination site* is selected.

Ribbon Access: *Inventory > Stock*





The *Stock Status* screen will be displayed.

TRANSFER - C-CLASS ITEM

SELECT SOURCE SITE

- 1. Select the source location or *site* where the C-class stock is currently being stored.
 - In this example *Durban* is selected.
- 2. The screen status will default to *In Stock* only.
 - This status can remain selected.



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SELECT SOURCE WAREHOUSE

- Click on the drop-down arrow in the *Warehouse* field and select from the list the *'source warehouse'* (where the stock is *currently* being stored).
 - In this image, *Main Warehouse* has been selected.



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1. The *Selected Warehouse* frame will populate with all the items currently in stock in that warehouse.

SELECT C-CLASS ITEMS FOR TRANSFER

- Click on the *item line* of the C-Class part that you wish to transfer.
 Drag and *drop* this line
- 3. into the *Selected Items* frame.



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- 1. The *Selected Items* frame will now contain a copy of the item line.
- 2. Click on *Stock Transfer*.



	T			St	ock Status - BPC	0: Version 2.1	.0.66 - Examp	ple Company					— [1
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E A	Serialised Equipment		SP1919 Sprint Colo	1919	Hardware	MAMNG								
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⊞c	Non Serialised Parts		Cleaner		Stationery	STCOOT								
⊞ A	Serialised Equipment		K147 Kyocera Colo	K147	Kyocera Mul									
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⊞ C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMING								
⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNG								
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNG								
⊡ c	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOO'								
⊞ A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNG								
⊞ C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNG								
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNG								
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMINGF								
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- 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 process, the Final warehouse will be the same as the Destination warehouse. The Final warehouse is only different when using the In-Transit warehousing process. (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

	-				S	tock Transfer	- BPO: Version 2.1.0.66 - Exa	mple Company						\times
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▶ C		SP19-147C	Cyan Toner - S	P1919	Main Warehouse	DBN-A1	AM03003	5.00	350.00	1			I	



SELECT FINAL WAREHOUSE

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

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PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinN	ame	Din	ection
с	SP19-147C	Cyan Toner - SP1919	Main Warehouse	DBN-A1	AM03003	5.00	350.00				I	
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- 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 site stock transfer* - ensure that you select a different *final* warehouse and site from the *source* warehouse and site.

• Click on *Ok*.



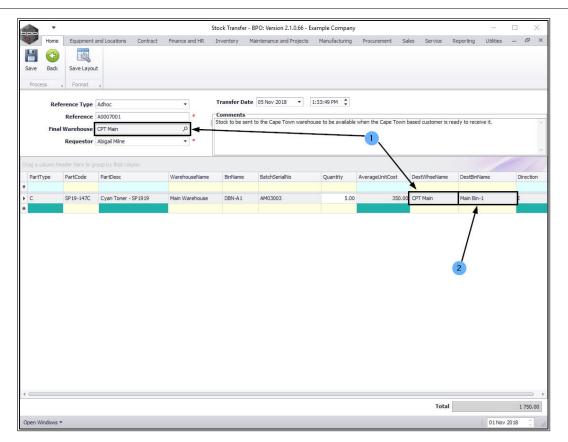
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			-	Warehouse	No	Purchasing Centre	Bianca Du Toit	No	Yes	No	N		
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1. As the *Final Warehouse* field populates with the selection made in the previous step, the *Destination Warehouse Name* column in the parts data grid will also populate with the selection made.

SELECT DESTINATION BIN

- 2. 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.
 - In this example, there is only 1 bin linked to the CPT
 Main warehouse therefore the Dest Bin Name field
 has been populated with that one bin name.





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 <u>only</u> if there is **1** bin linked to the selected warehouse.



Otherwise,

- i. Click in this field to reveal an *ellipsis* button.
- ii. Click on this button.
- iii. From the Select a destination bin for this part transfer screen that pops up, select the correct bin location name.
- iv. Click on Ok.
- If there is only 1 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.
 - In this example, there is only 1 batch available to select from, therefore the Batch Serial No field is populated.
- 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.
- 4. The *Average Unit Cost* field will be populated with the average cost of *all* of the selected item type in the selected bin.



-					Sto	ock Transfer - BF	O: Version 2.1.0.66	- Example Com	pany			577		
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Select Quantity

• Click in the *Quantity* field and either type in or use the directional arrows to select the amount of items to be transferred.

Note: The system will *not* allow you select for transfer more than the quantity available in the batch.

SAVE TRANSFER

• Click on *Save*.



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



-			Sto	ck Transfer - BP	O: Version 2.1.0.6	5 - Example Co	mpany			- 🗆	
Home	Equipment a	and Locations Contr	act Finance and HR I	nventory Maii	ntenance and Proje	cts Manufac	turing Procurement	Sales Servic	e Reporting U	tilities —	₽
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PRINT TRANSFER NOTE

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



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The *Report Preview* screen will be displayed.

- 1. You can see that **1** item has been transferred from
- 2. the *Main Warehouse* and *DBN-A1* bin into the
- 3. CPT Main warehouse and Main Bin-1.
- 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		Part Transfer Note Example Company Street No and Road Name PO Boo Area New T City Durban South Africa South 0000 1234 Reg No.1 0000000000000 Tal Hoo	own Africa .: 031 12 4545
Processed By: Abigail Milne Comments: Stock to be sent to the Cape Town	warehouse to be available when the Cape Town	Document Ref.: TR00000372 Date : 06 Nov 2018 Employee : Abigail Milne Destination :	
based customer is ready to receive Code Description	it. Batch / Serial No. Warehouse Bin	Quantity Dest Whse Dest Bin	Unit Cost Line Cost
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1			94% 🕞 ————

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

VIEW C-CLASS ITEM IN DESTINATION WAREHOUSE

Select Destination Site

- Click on the drop-down arrow in the *Site* field and select the *destination site*.
 - In the example above, the destination site selected was *Cape Town*.



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⊞ C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	TC							
⊕ C	Non Serialised Parts	SP19-147C	Cyan Toner - SP 1919		Toners	тс							
⊞ C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1		Toners	TC							
⊞ C	Non Serialised Parts	SP19-147M	Magenta toner - SP		Toners	тс							
€C	Non Serialised Parts	2020-147M	Magenta toner SP2		Toners	TC							
⊞ C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TC							
⊞ C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TC							
€C	Non Serialised Parts	CL-100-965	Cleaner		Stationery	51							
± A	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	M.							
€C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TC							
⊞ A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	M							
⊞ C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	51							
€C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	тс							
€C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	тс							
шc	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	тс							
€C	Non Serialised Parts	9855632	Air Freshner		Stationery	51							
⊞ A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	м.							
⊞ C	Non Serialised Parts	12-098765	SP 19-12 Black Toner		Toners	тс							
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TC							
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SF							
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1. The *Status* can remain as *In Stock Only*.

Select Destination Warehouse

- 2. Click on the drop-down arrow in the *Warehouse* field and select the *destination warehouse*.
 - In the example above, the destination warehouse selected was *CPT Main*.

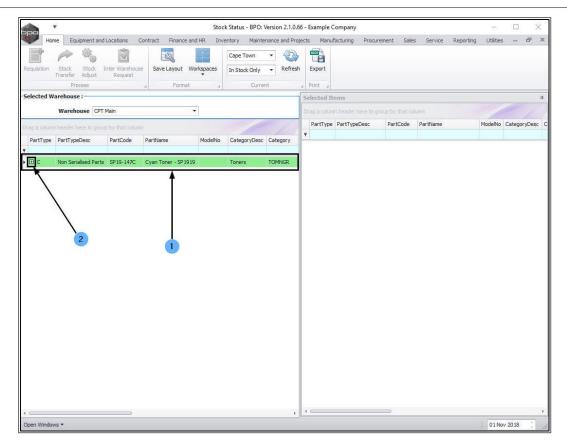


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⊞ C	Non Serialised Parts	SP19-147K	Black Toner SP1919	1	Toners	TC						
ΞC	Non Serialised Parts	SP19-147C	Cyan Toner - SP1919		Toners	TC						
⊞ C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1		Toners	TC						
⊞ C	Non Serialised Parts	SP19-147M	Magenta toner - SP		Toners	TC						
€C	Non Serialised Parts	2020-147M	Magenta toner SP2		Toners	TC						
⊞ C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TC						
⊕ C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	τ						
⊞ C	Non Serialised Parts	CL-100-965	Cleaner		Stationery	51						
⊞ A	Serialised Equipment	1458-96523	K147 Kyocera Colo	K147	Kyocera Mul	M.						
⊕ C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TC						
⊞ A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	M.						
⊞ C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	57						
⊞ C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TC						
⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TC						
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TC						
⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	ST						
⊞ A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	м.						
⊕ C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TC						
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TC						
⊕ c	Non Serialised Parts	102-7854	Network cable		Spare Parts	SF						
⊞ A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	м.						
⊞ A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	T(*	10					
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View Transferred Stock

- 1. The *Selected Warehouse* frame will populate with a list of the *In-Stock* items.
 - In this example, the transferred item is the *only* item in the destination warehouse.
- 2. Click on the *expand* button in the item line.





The *Stock* frame will be expanded. Here you can see that

- 1. **1** item
- 2. from *BatchSerial Number* [the batch number as selected above]
- 3. has been transferred to *Bin Name* [the bin name as selected above].



Inter-Site Stock Transfer (Branch to Branch)

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- 1. *Collapse* the frame and
- 2. *Close* the screen when you are done.



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Open Wir	ndows *							,							01 No	2018	-	//

You will return to the *Stock Status* screen.

TRANSFER A OR B-CLASS ITEM

To transfer an A or B-Class item, you will follow *almost* exactly the same process as for above. The only differences are found in the *BatchSerialNo*, *Quantity* and *Average Unit Cost* fields in the *Stock Transfer* screen.

SELECT SOURCE SITE

- 1. Select the *source site* (the site where the A or B-Class item is currently stored).
 - In this image, *Durban* has been selected.
- 2. The status can remain as *In Stock Only*.



SELECT SOURCE WAREHOUSE

- 3. Select the *source warehouse* (the warehouse where the A or B-Class item is currently stored).
 - In this image, *Main Warehouse* has been selected.

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	Non Serialised Parts		Yellow Toner - SP1919		Toners	TOMNGR								
	Non Serialised Parts		Magenta toner - SP		Toners	TOMNGR								
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€C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR								
⊞ A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac	ZN122	Hardware	MAMNGR								
⊞ C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOOT								
⊞ c	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMNGR								
€C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMNGR								
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMNGR								
€C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOOT								
🗄 A	Serialised Equipment	SP19-123456	SP19-12 Colour Co	SP19-12	Hardware	MAMNGR								
⊞ C	Non Serialised Parts	12-098765	SP19-12 Black Toner		Toners	TOMNGR								
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMNGR								
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNGR								
	Serialised Equipment		SP204 Colour Copier	SP204	Hardware	MAMNGR								
ΞA	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR								

SELECT A OR B-CLASS ITEM FOR TRANSFER

- 1. Click on the *item line* of the A or **B-Class** item you wish to transfer.
 - In this image an *A-Class* item has been selected.
- 2. *Drag* and *drop* this line into the *Selected Items* frame.



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ΞA	Serialised Equipment	SP1919	SP1919 Sprint Colour MFC	1919	Hardware	MAMINC							
⊞ C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	TOMING							
⊞ C	Non Serialised Parts	SP19-147C	Cyan Toner - SP1919		Toners	TOMING							
⊞ C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1919		Toners	TOMING							
⊞ C	Non Serialised Parts	SP19-147M	Magenta toner - SP1919		Toners	TOMING							
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⊞ C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TOMING							
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⊞ C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMING							
ΞA	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Machine	ZN122	Hardware	MAMNC							
⊞ C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOC							
⊞ C	Non Serialised Parts	147-888741	K147 Yellow Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	K147-888123	K147 Magenta Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	K147-888478	K147 Cyan Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	9855632	Air Freshner		Stationery	STCOC							
ΞA	Serialised Equipment	SP19-123456	SP19-12 Colour Copier	SP 19-12	Hardware	MAMINC							
⊞ C	Non Serialised Parts	12-098765	SP 19-12 Black Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMING							
⊞ A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNO							
🖽 A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMING							
⊞ C	Non Serialised Parts	204-147C	SP204 Cyan Toner		Toners								
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- 1. The *Selected Items* frame will now contain a copy of the A -Class item line.
- 2. Click on *Stock Transfer*.



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□ A Serialized Equipment K2N-122TF8 Kruger ZN Fax Machine ZN 122 Hardware MAM □ C Non Serialized Parts 123452N ZN Paper Stationery STCC □ C Non Serialized Parts 147-889741 K147 Yellow Toner Toners TOM □ C Non Serialized Parts 147-889741 K147 Wagenta Toner Toners TOM □ C Non Serialized Parts K147-889723 K147 Open Toner Toners TOM □ C Non Serialized Parts Sk147-889723 K147 Copin Toner Toners TOM □ C Non Serialized Parts 9855522 Air Freichner Stationery STCC □ A Serialized Fautyment SP19-122845 SP19-12 Colur Copier SP19-12 Hardware MAM □ C Non Serialized Parts 12-09765 SP19-12 Elakt Toner Toners TOM □ C Non Serialized Parts 12-09765 SP19-12 Elakt Toner Toners TOM □ C Non Serialized Parts 102-7854 Network cable Spare Parts SPM □ C Non Serialized Parts 102-7854 Network cable <td>⊞ A</td> <td>Serialised Equipment</td> <td>1458-96523</td> <td>K147 Kyocera Colour Copier</td> <td>K147</td> <td>Kyocera Mul</td> <td>MAKY</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	⊞ A	Serialised Equipment	1458-96523	K147 Kyocera Colour Copier	K147	Kyocera Mul	MAKY						
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田 A Serialized Equipment SP204 SP204 Colour Copier SP204 Hardware MAM 田 A Serialized Equipment 204-147K SP204 Black Toner Toners TOM 田 C Non Serialized Parts 204-147K SP204 Cyan Toner Toners TOM	€C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMP						
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E C Non Serialised Parts 204-147C SP204 Cyan Toner Toners TOM™	⊞ A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAM						
	🗄 A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMP						
	⊞ C	Non Serialised Parts	204-147C	SP204 Cyan Toner		Toners	TOMP +			_			
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PARTS DATA GRID

Add the details to the <u>References</u> frame as explained in the <u>Transfer C-Class</u> <u>Item to a Different Site Warehouse</u> process above.

QUANTITY

- 1. You will note that:
 - i. The *Quantity* field displays **0**. (Unlike C-Class items, 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**.
- 2. Click in the *BatchSerialNo* field.



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- 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**.



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SELECT ITEM TO TRANSFER

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



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4	SP2020	SP2020 Sprint Colour Mul	-		A1		0.00	0.00	CPT Main	Main Bin-1	I	
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• 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.



				St	tock Transfer - B	PO: Version 2.1.0	.66 - Example C	Company			-	
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	\$P2020	5P2020 Sprint Colour Multu	. Main War	rehouse	DBN-A1	AB999012	1.00	4 500.00	CPT Main	Main Bin	- <u>1</u> I	

SELECT DESTINATION BIN

- 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.
- 2. Click on Save.



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



				Stock Transfer - B	PO: Version 2.1.0).66 - Example (Company			-	
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PRINT TRANSFER NOTE

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



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The *Report Preview* screen will be displayed.

- 1. In this image you can see that the selected A-Class item has pulled through to the Part Transfer Note.
- 2. From here you can *View*, *Print*, *Export* or *Email* the document.
- 3. Note that the item is being transferred from the original warehouse and bin
- 4. to the selected destination warehouse and bin.
 - *Close* the Report Preview screen when done.



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

VIEW A OR B-CLASS ITEM IN DESTINATION WAREHOUSE

 To view the A Class item in the Destination Warehouse, follow the <u>View the C-Class item in the Destination Warehouse</u> process.

MNU.037.011