

# 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 [Inter-Bin Stock Transfer](#) process, in this process, the **Source** warehouse will be different from the **Final/Destination** warehouse.

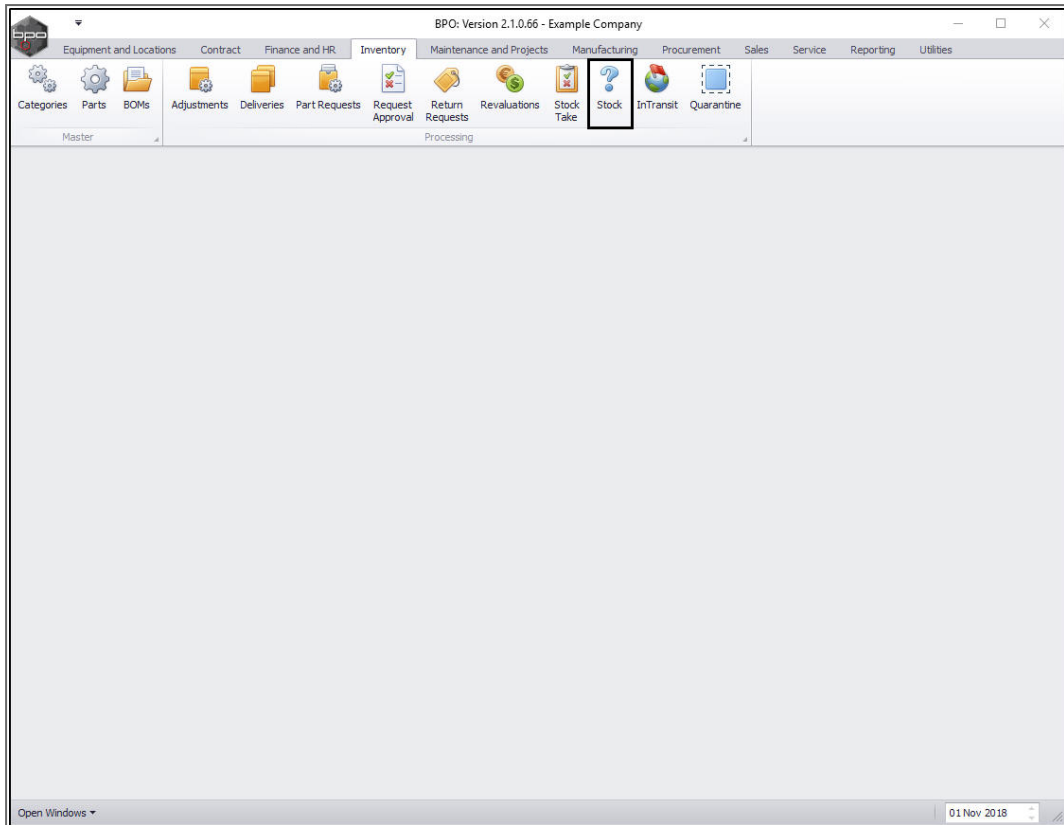
Take note of the important notes below:

- i. You will need to ensure that the Company Configuration **Enforce In-transit 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.

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

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

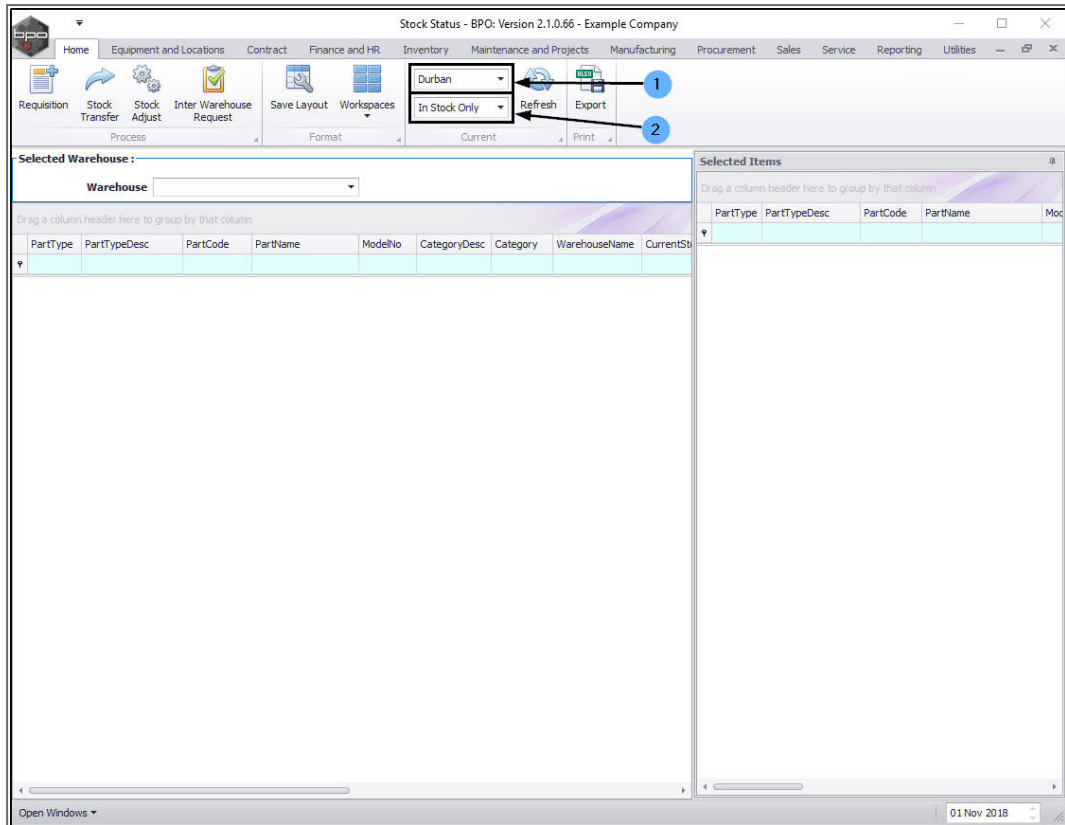
## TRANSFER – C-CLASS ITEM

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### SELECT SOURCE SITE

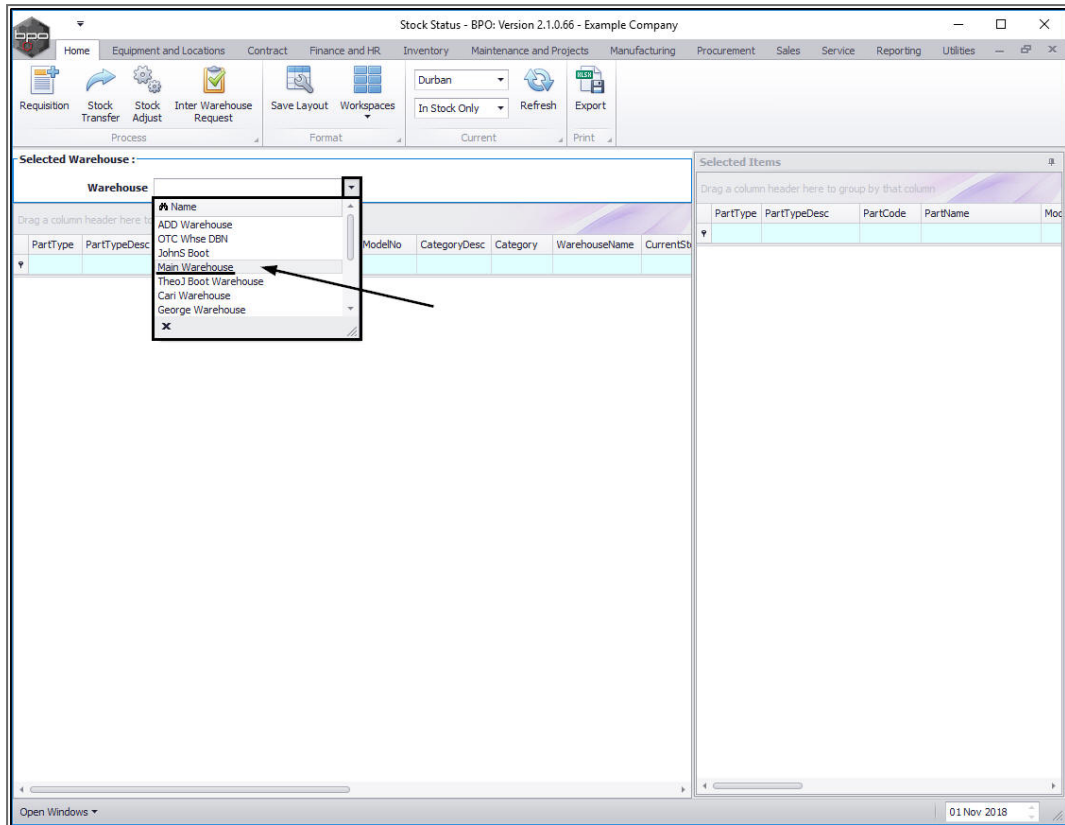
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1. Select the source location or **site** where the C-class stock is currently being stored.
  - In this example **Durban** is selected.
2. The screen status will default to **In Stock** only.
  - This status can remain selected.



## 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.



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

## SELECT C-CLASS ITEMS FOR TRANSFER

2. 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.

Stock Status - BPO: Version 2.1.0.66 - 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 In Stock Only Refresh Export

Selected Warehouse : Warehouse Main Warehouse

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category
A	Serialised Equipment	SP2020	SP2020 Sprint Colo...	SP2020	Hardware	MAMNG
C	Non Serialised Parts	2020-147K	Black toner SP2020		Toners	TOMNG
A	Serialised Equipment	SP1919	SP1919 Sprint Colo...	1919	Hardware	MAMNG
C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	TOMNG
C	Non Serialised Parts	SP19-147C	Cyan Toner - SP 19 19		Toners	TOMING
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1...		Toners	TOMING
C	Non Serialised Parts	SP19-147M	Magenta toner - SP...		Toners	TOMING
C	Non Serialised Parts	2020-147M	Magenta toner SP2...		Toners	TOMING
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TOMING
C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TOMING
C	Non Serialised Parts	CL-100-965	Cleaner		Stationery	STCOO
A	Serialised Equipment	1458-96523	K147 Kyocera Colo...	K147	Kyocera Mul...	MAKYM
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMING
A	Serialised Equipment	KZN-122TFB	Kruger ZN Fax Mac...	ZN122	Hardware	MAMNG
C	Non Serialised Parts	12345ZN	ZN Paper		Stationery	STCOO
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	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	TOMING
C	Non Serialised Parts	2020-147L	SP2020 Clear Toner		Toners	TOMING
C	Non Serialised Parts	102-7854	Network cable		Spare Parts	SPMNG
A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNG
A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMING

Selected Items

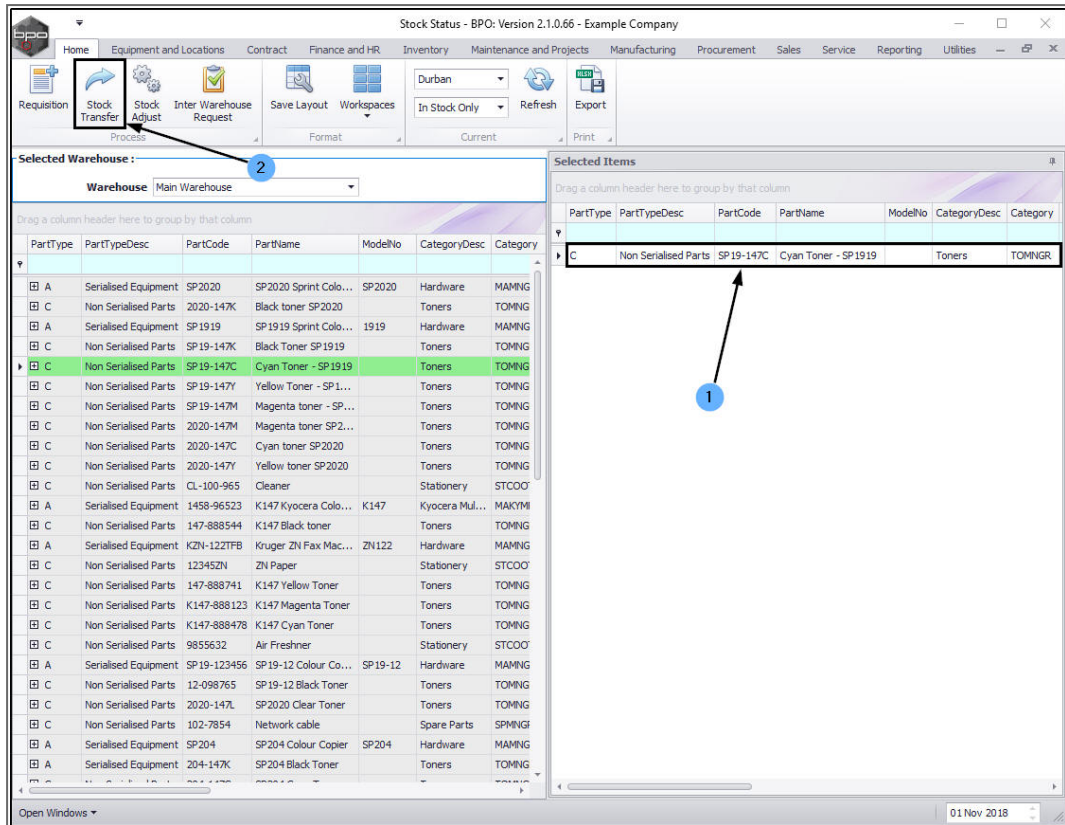
Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category
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Open Windows

01 Nov 2018

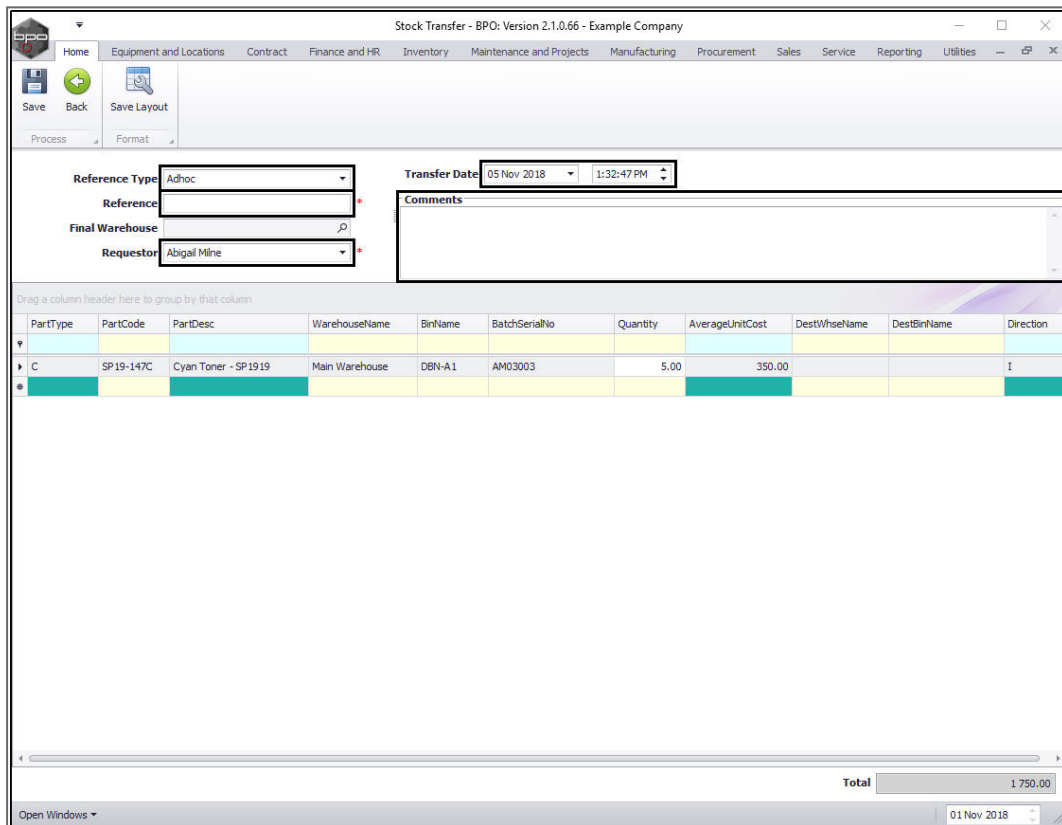
1. The **Selected Items** frame will now contain a copy of the item line.
2. Click on **Stock Transfer**.



- 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 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

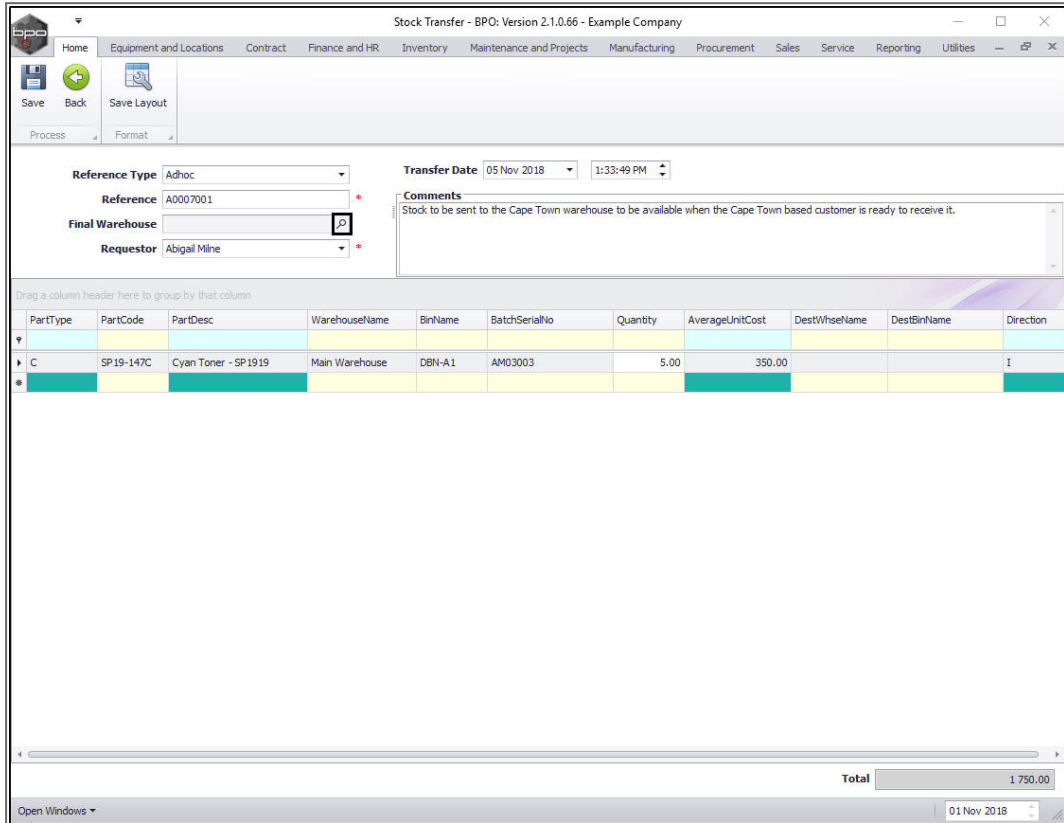
drop-down arrow and select an alternative person if required.

- **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



## SELECT FINAL WAREHOUSE

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



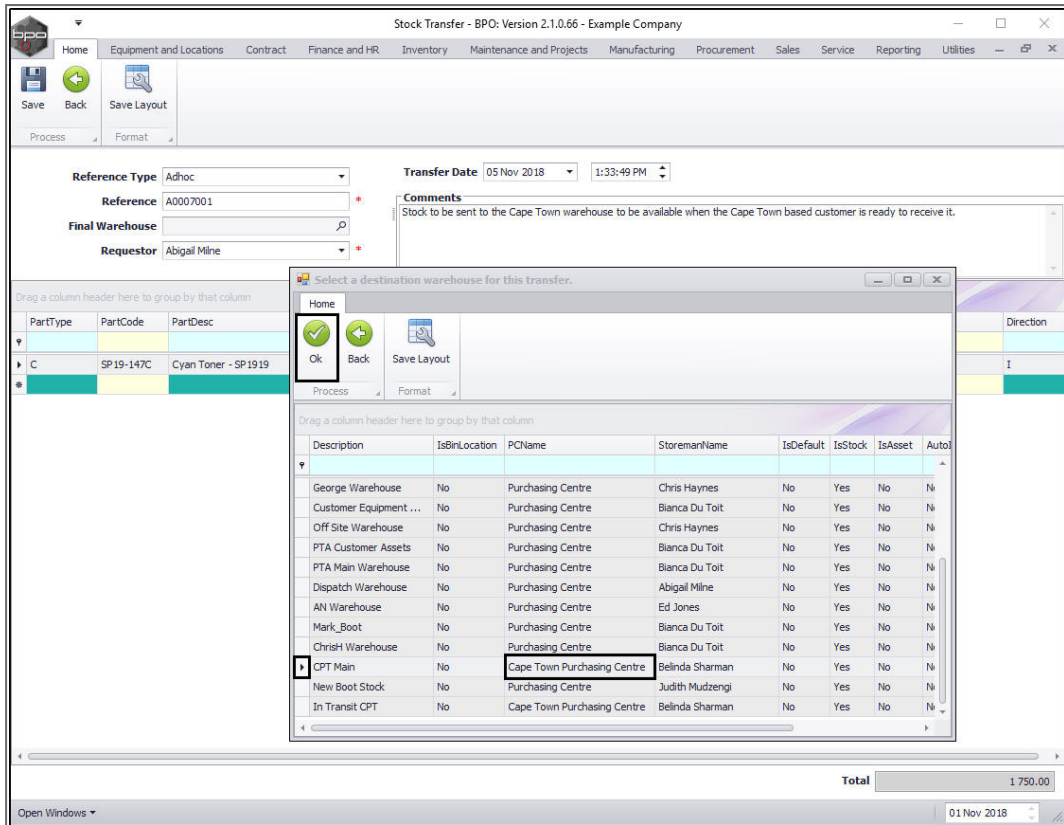
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
C	SP19-147C	Cyan Toner - SP1919	Main Warehouse	DBN-A1	AM03003	5.00	350.00			I

- 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**.

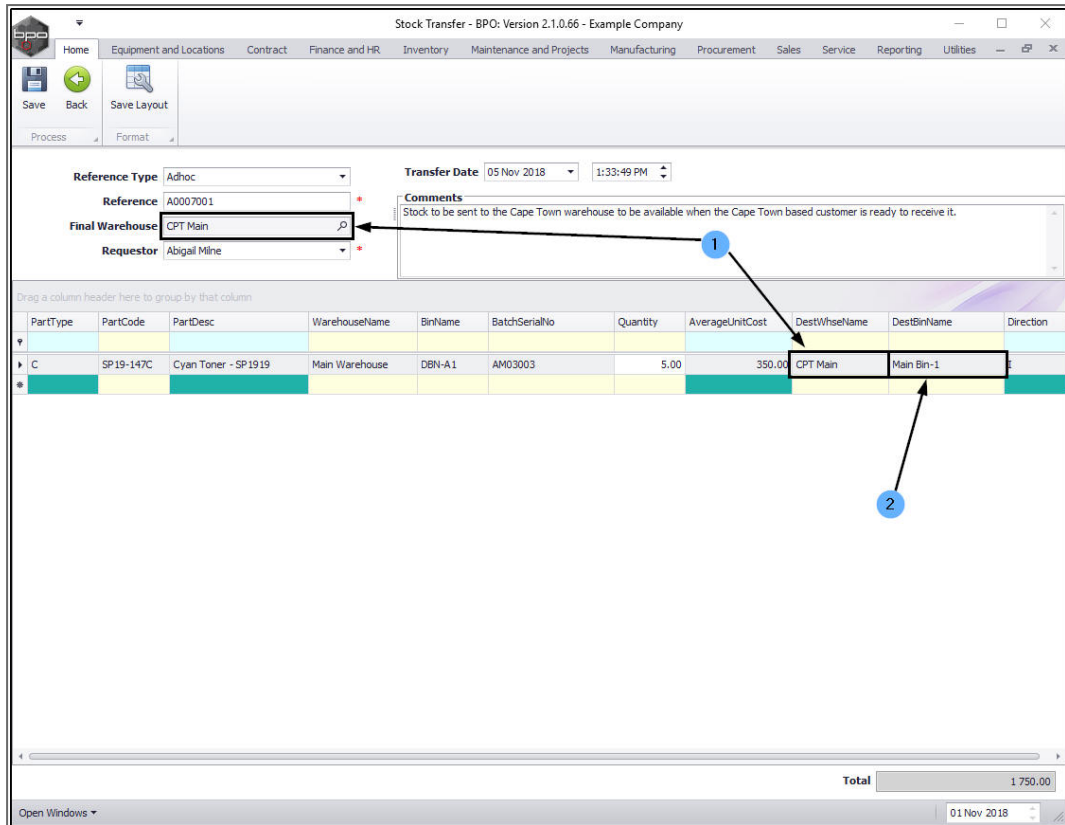




1. As the **Final Warehouse** field populates with the selection made in the previous step, the **Destination Warehouse Name** column in the parts data grid will also populate with the selection made.

## 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.

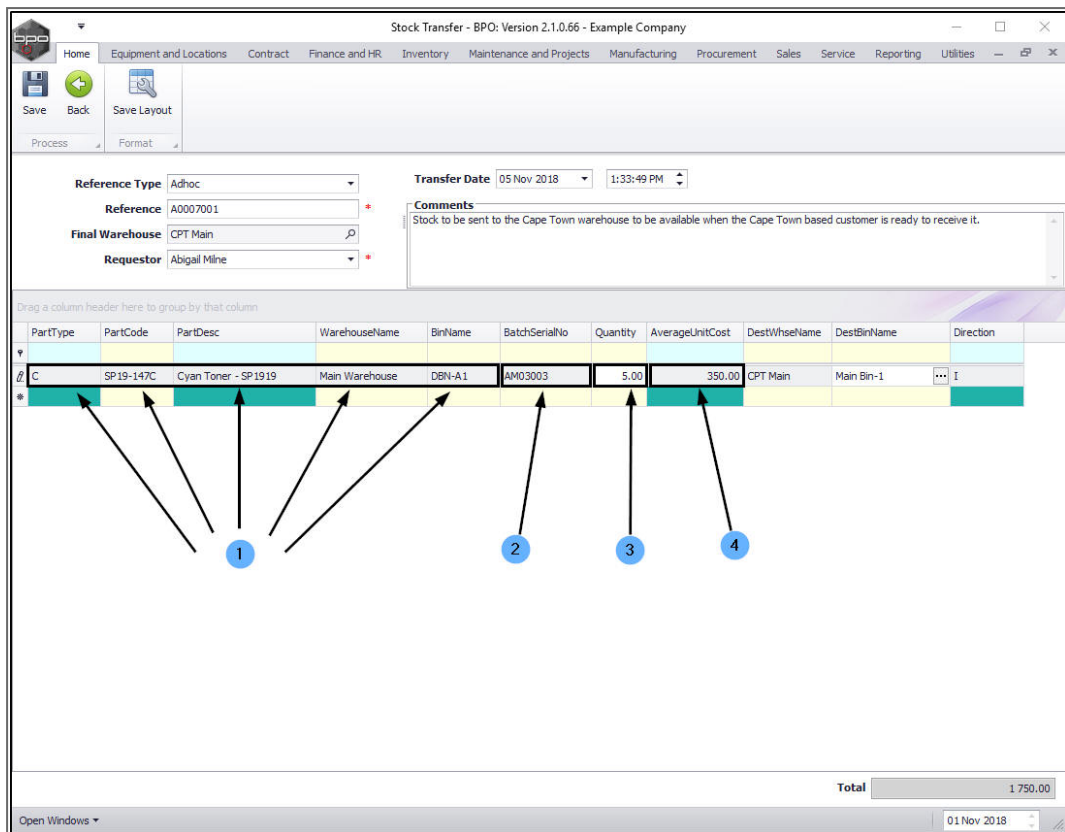


## PARTS DATA GRID

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 only 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***.
2. 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.
3. 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.



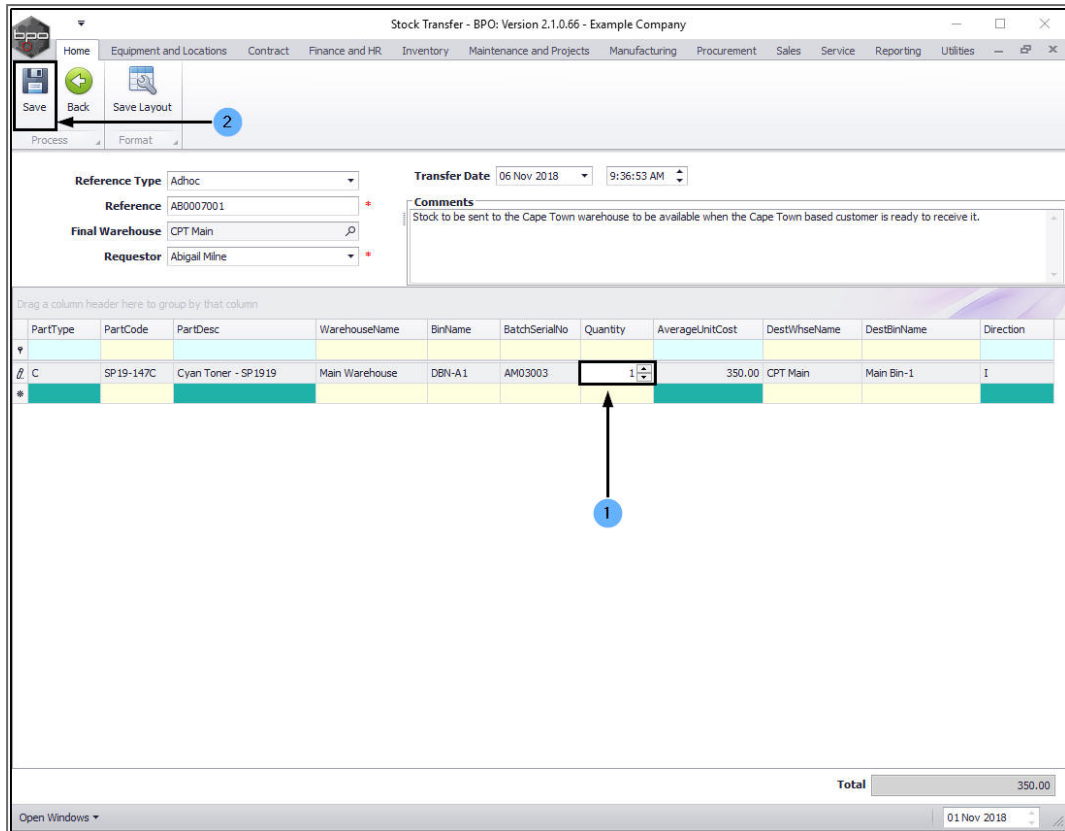
## Select Quantity

- 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

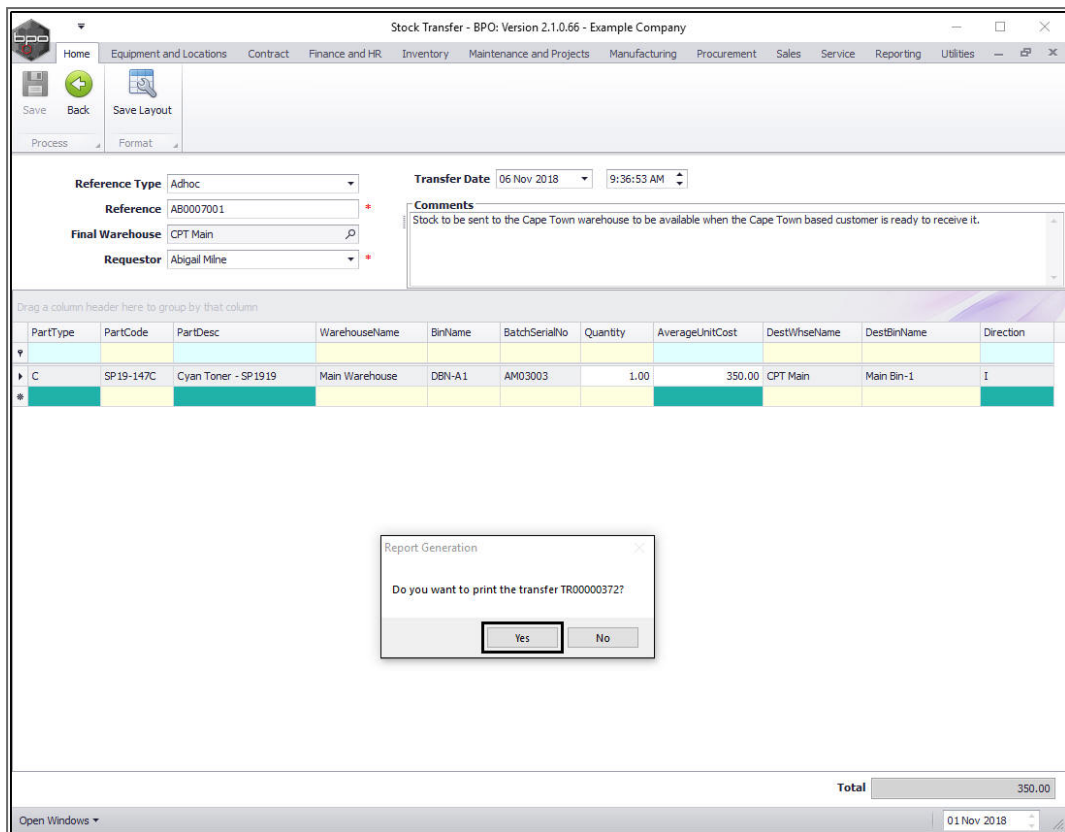
- Click on **Save**.



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

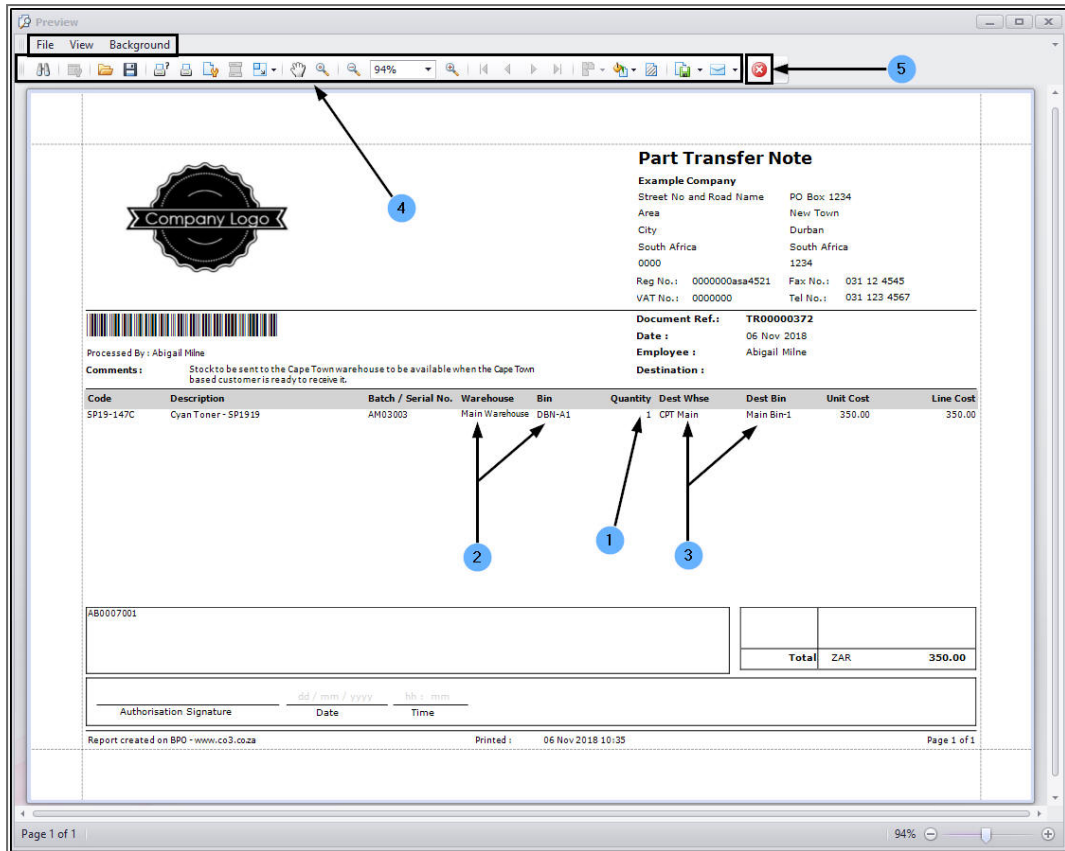
## PRINT TRANSFER NOTE

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



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.



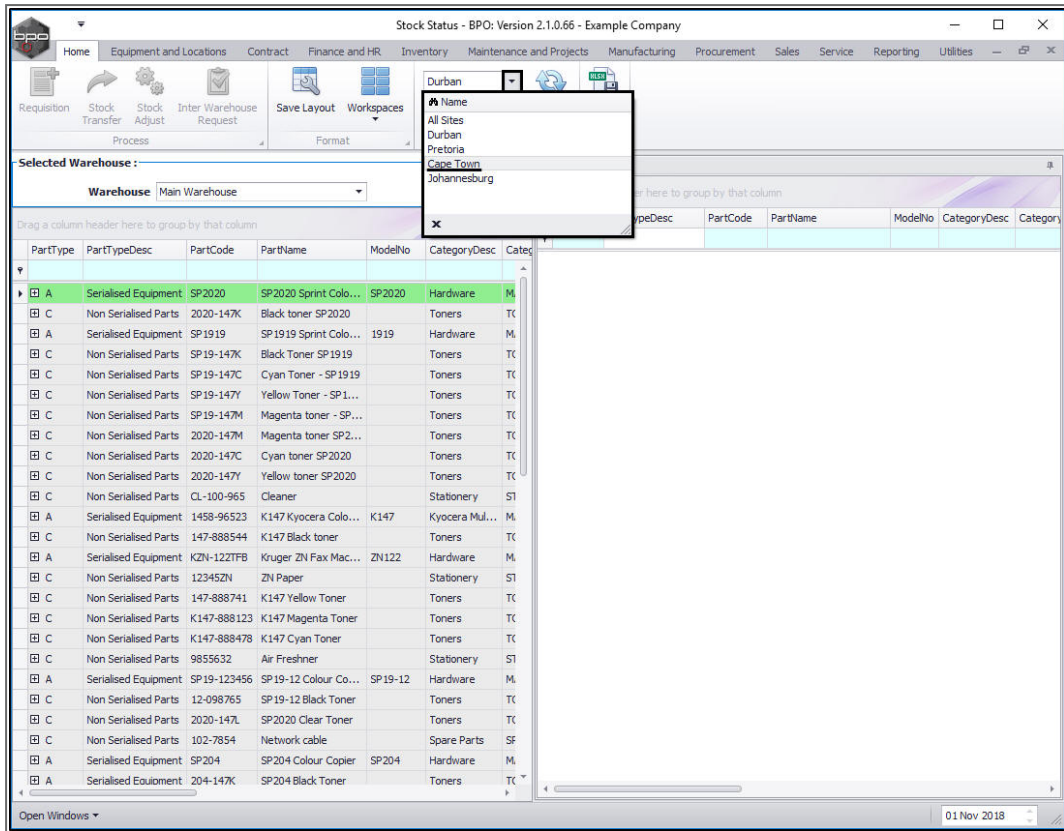
- You will return to the *Stock Status* screen.

## 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*.

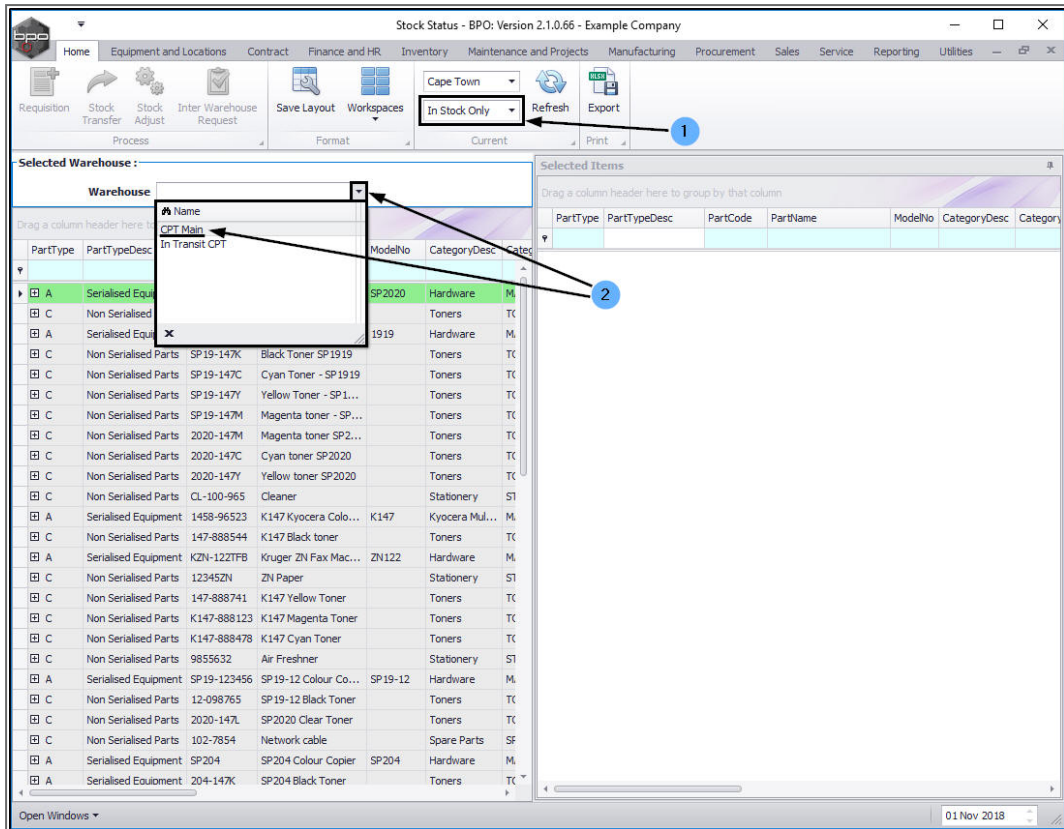




1. The **Status** can remain as **In Stock Only**.

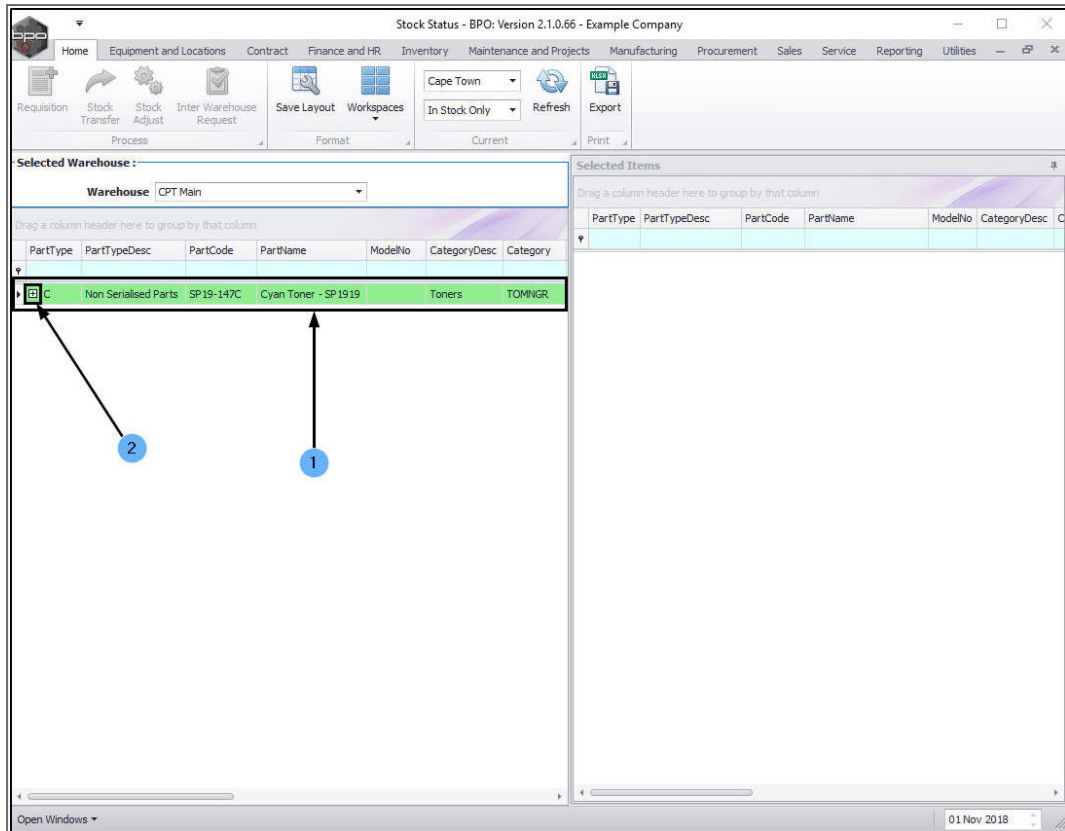
## Select Destination Warehouse

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**.



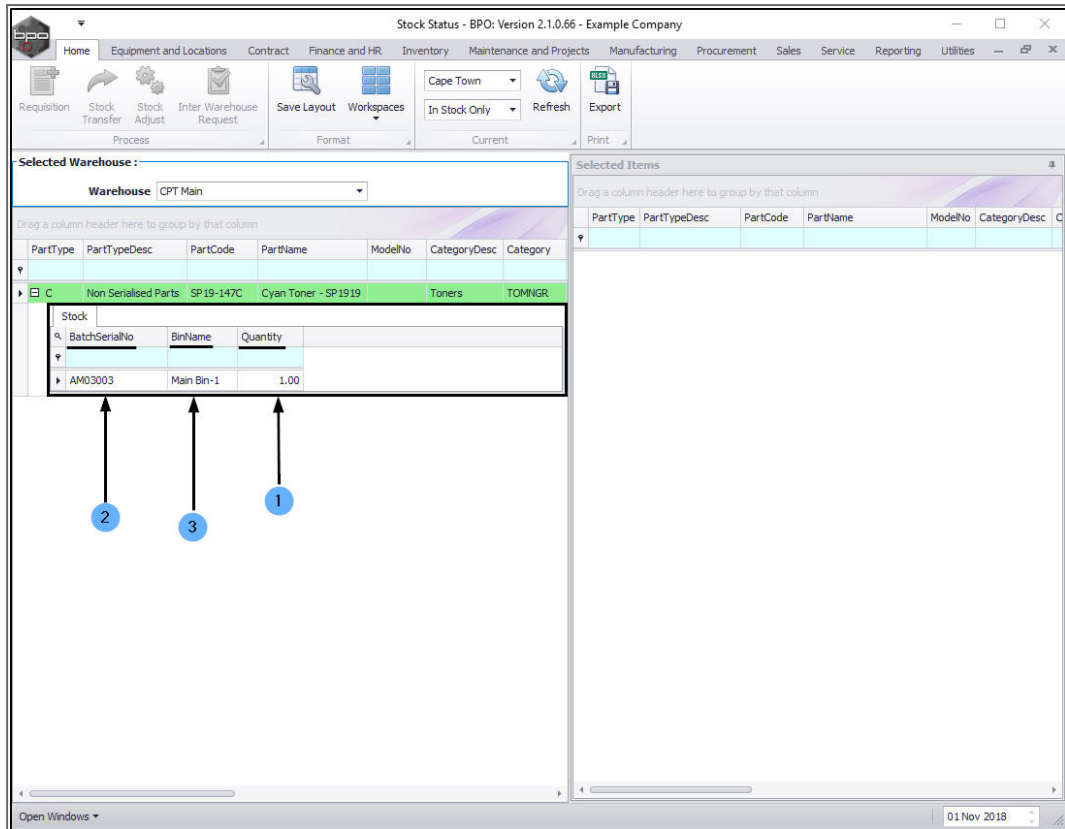
## View Transferred Stock

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.

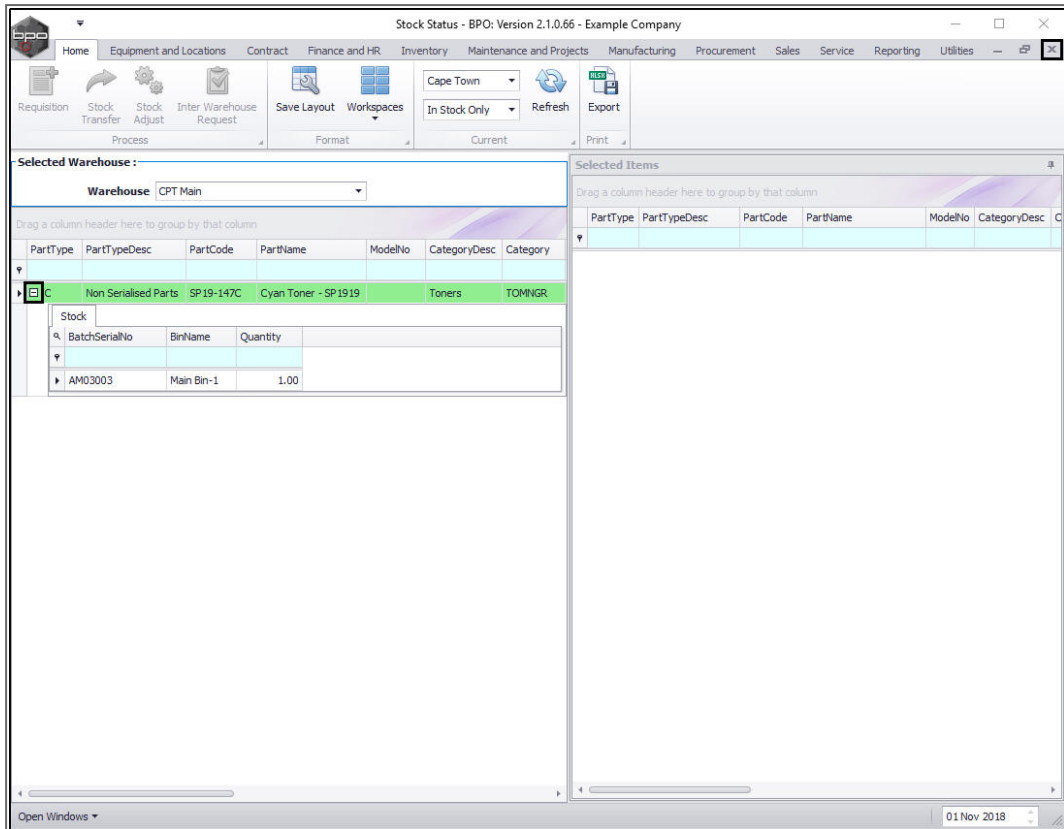


The **Stock** frame will be expanded. Here you can see that

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].



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



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.

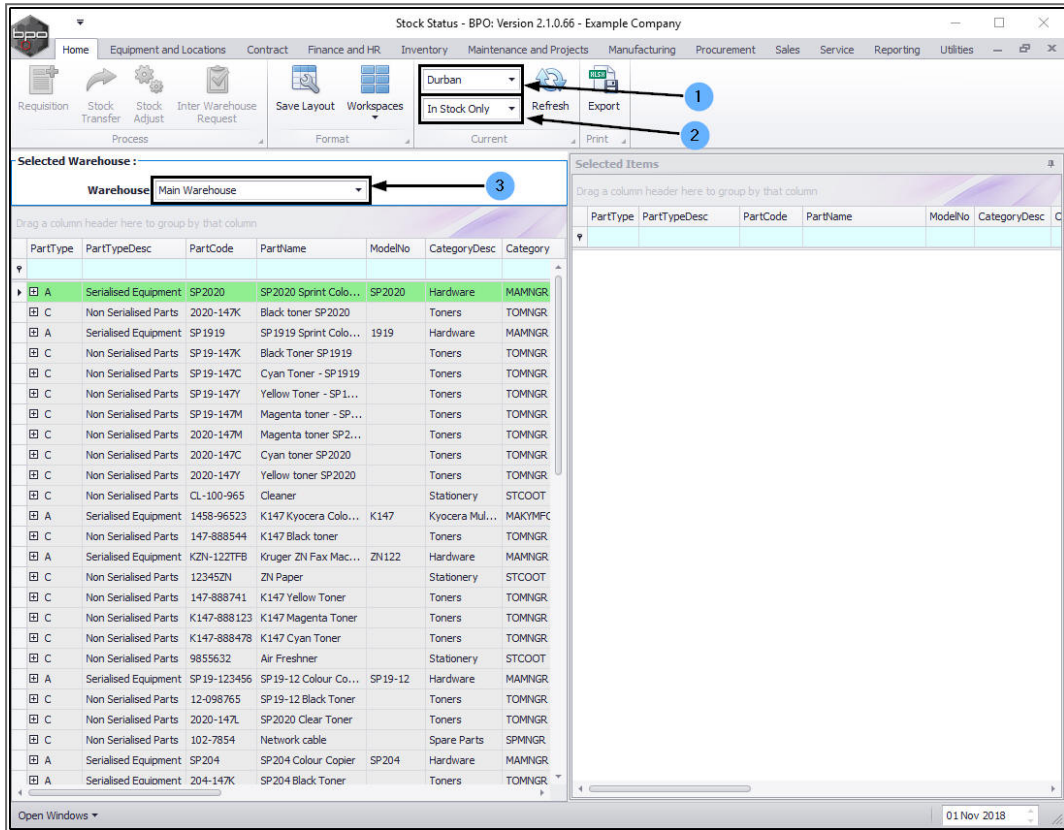
## SELECT SOURCE SITE

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.

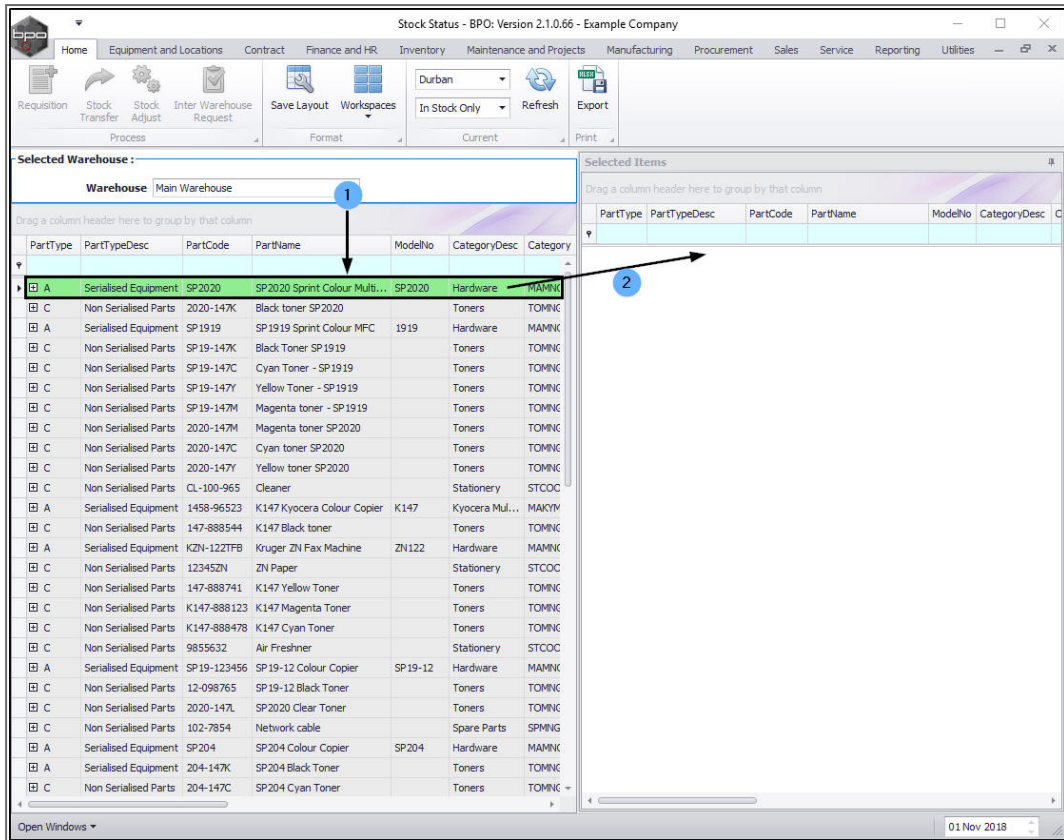


## SELECT A OR B-CLASS ITEM FOR TRANSFER

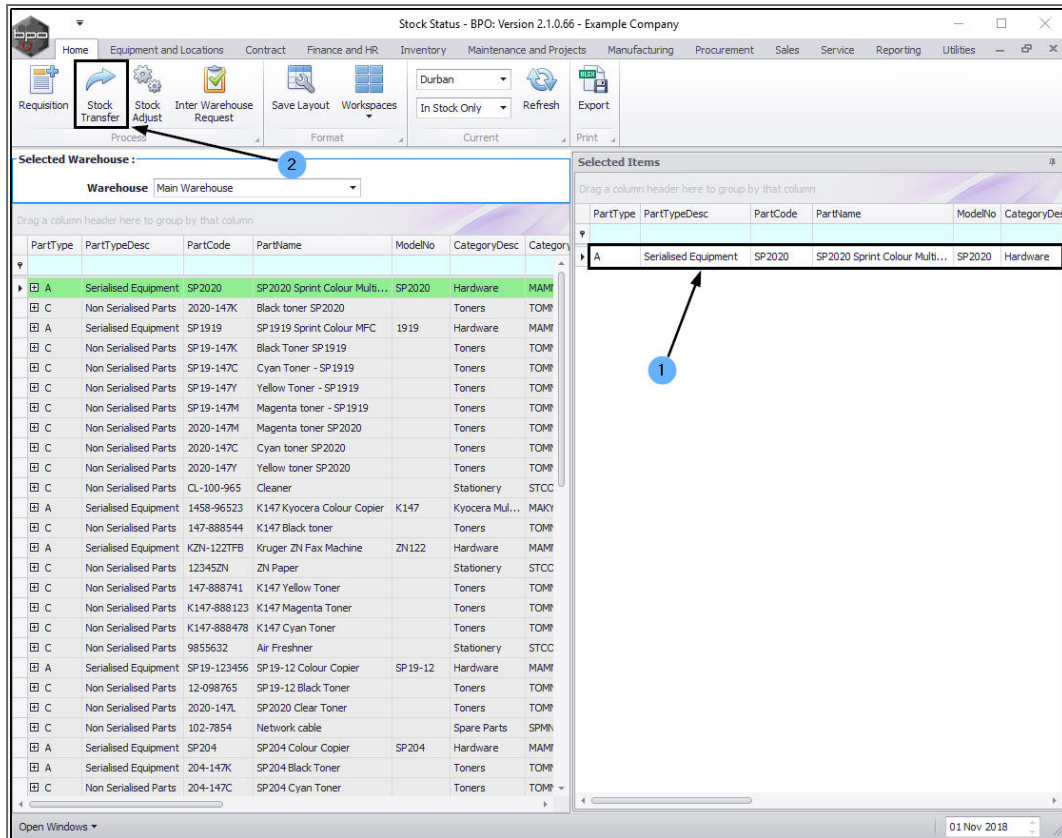
1. Click on the **item line** of the **A** or **B-Class** item you wish to transfer.

- In this image an **A-Class** item has been selected.

2. **Drag** and **drop** this line into the **Selected Items** frame.



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



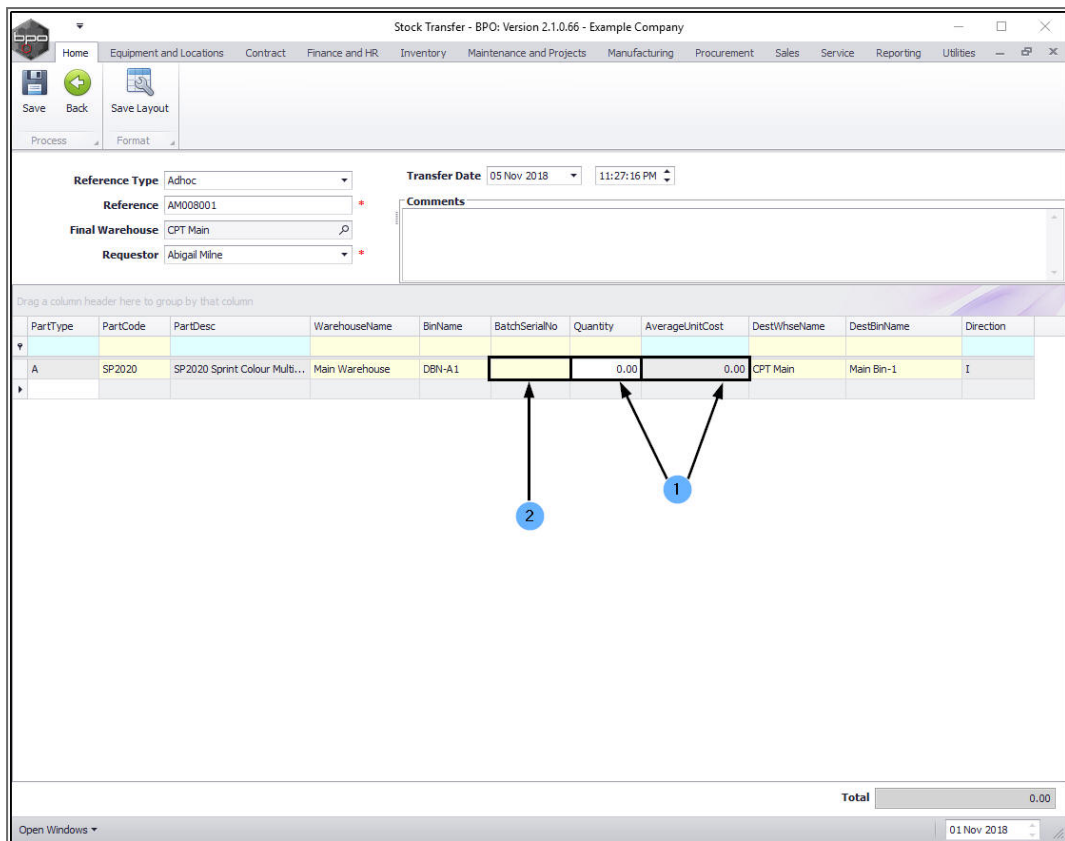
## PARTS DATA GRID

Add the details to the [References](#) frame as explained in the [Transfer C-Class Item to a Different Site Warehouse](#) process above.

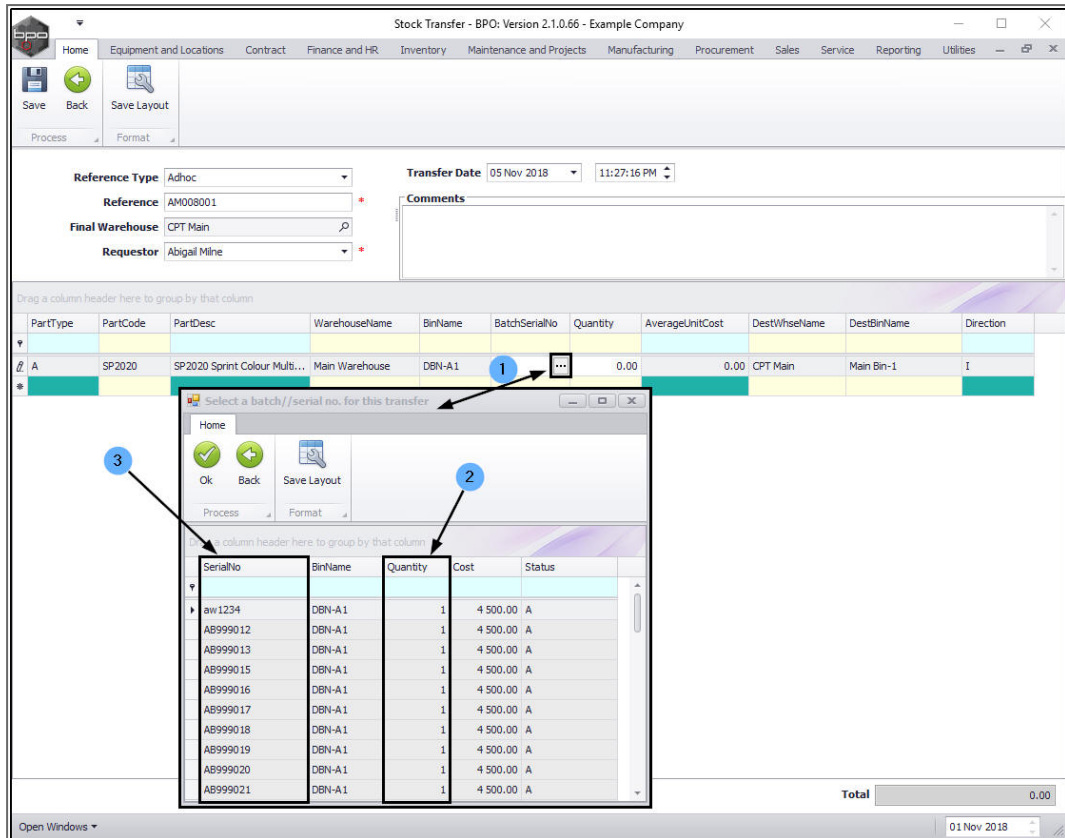
## QUANTITY

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.





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.**



## SELECT ITEM TO TRANSFER

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

Stock Transfer - BPO: Version 2.1.0.66 - Example Company

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

Save | Back | Save Layout

Reference Type: Adhoc | Transfer Date: 05 Nov 2018 | 11:27:16 PM

Reference: AM008001 | Comments: [Empty]

Final Warehouse: CPT Main | Requestor: Abigail Milne

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
A	SP2020	SP2020 Sprint Colour Mult...	Main Warehouse	DBN-A1	...	0.00	0.00	CPT Main	Main Bin-1	I

Select a batch/serial no. for this transfer

Home | Ok | Back | Save Layout

Drag a column header here to group by that column

SerialNo	BinName	Quantity	Cost	Status
aw1234	DBN-A1	1	4 500.00	A
AB999012	DBN-A1	1	4 500.00	A
AB999013	DBN-A1	1	4 500.00	A
AB999015	DBN-A1	1	4 500.00	A
AB999016	DBN-A1	1	4 500.00	A
AB999017	DBN-A1	1	4 500.00	A
AB999018	DBN-A1	1	4 500.00	A
AB999019	DBN-A1	1	4 500.00	A
AB999020	DBN-A1	1	4 500.00	A
AB999021	DBN-A1	1	4 500.00	A

Total: 0.00

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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.

Stock Transfer - BPO; Version 2.1.0.66 - 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: AM008001  
 Final Warehouse: CPT Main  
 Requestor: Abigail Milne

Transfer Date: 05 Nov 2018 11:27:16 PM

Comments

Drag a column header here to group by that column

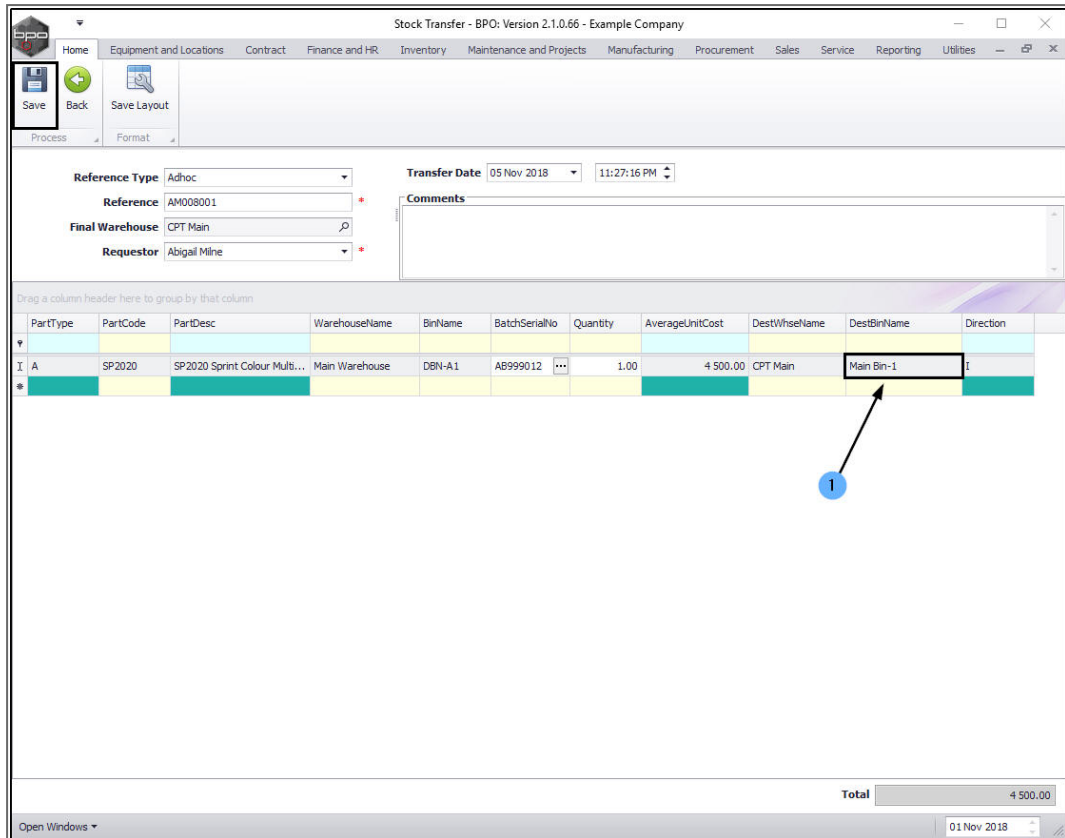
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
I A	SP2020	SP2020 Sprint Colour Mult...	Main Warehouse	DBN-A1	AB999012	1.00	4 500.00	CPT Main	Main Bin-1	I

Total 4 500.00

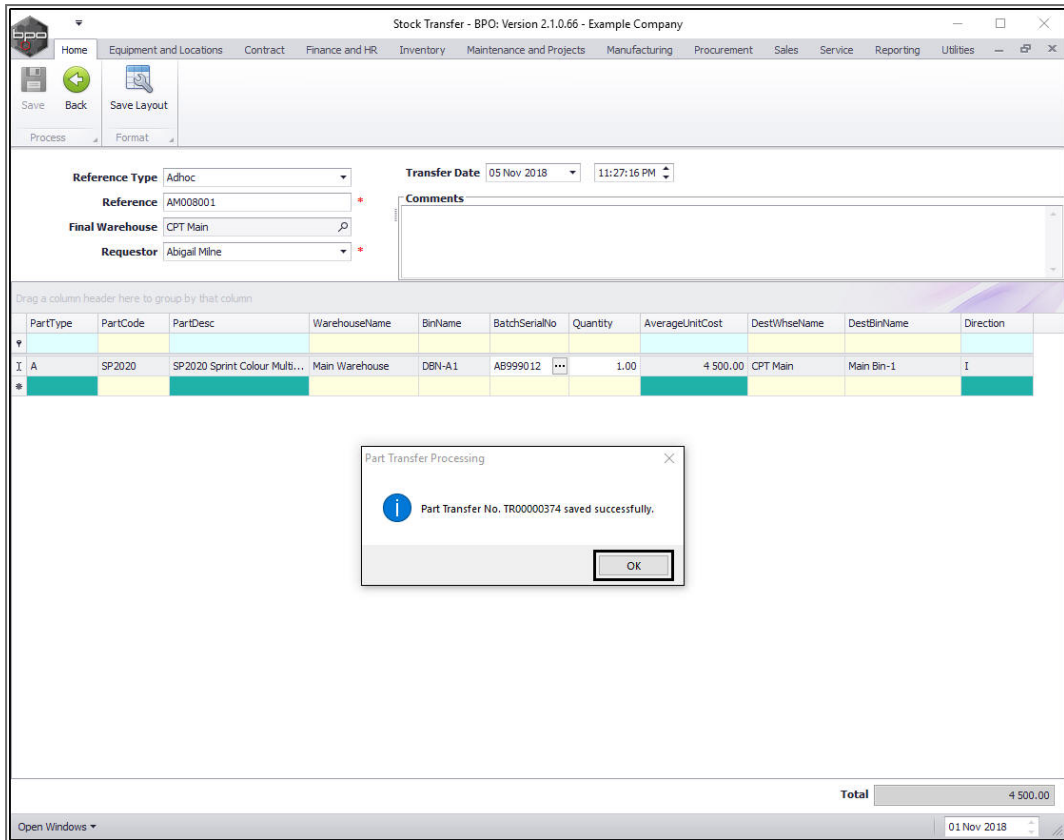
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## SELECT DESTINATION BIN

1. 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**.



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



Stock Transfer - BPO: Version 2.1.0.66 - Example Company

Reference Type: Adhoc  
 Reference: AM008001  
 Final Warehouse: CPT Main  
 Requestor: Abigail Milne

Transfer Date: 05 Nov 2018 11:27:16 PM

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
I A	SP2020	SP2020 Sprint Colour Mult...	Main Warehouse	DBN-A1	AB999012	1.00	4 500.00	CPT Main	Main Bin-1	I

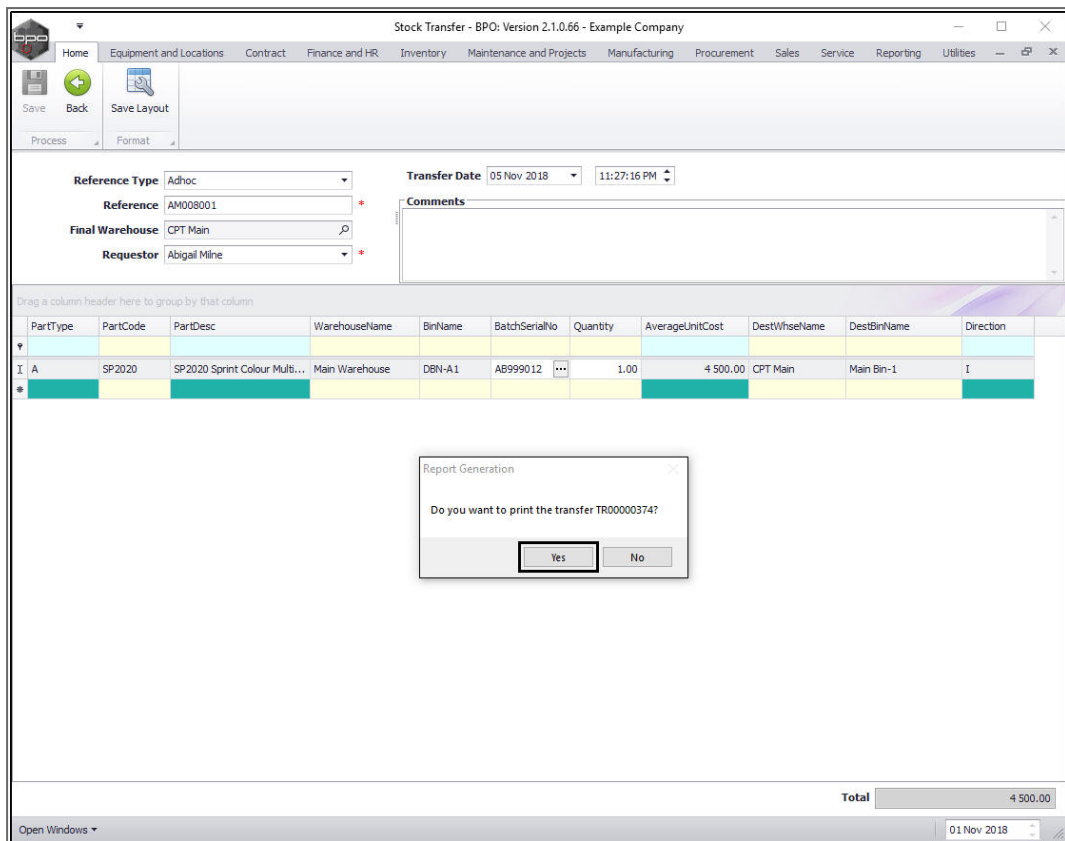
Part Transfer Processing

Part Transfer No. TR00000574 saved successfully.

Total: 4 500.00

## PRINT TRANSFER NOTE

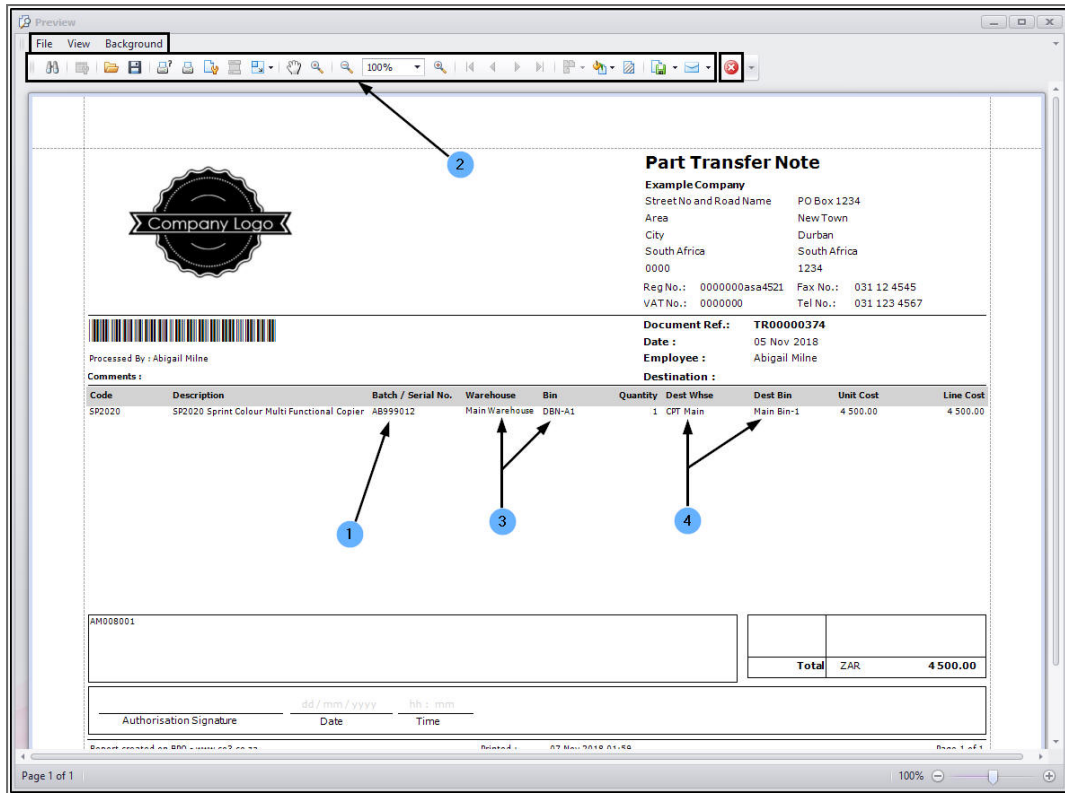
- A **Report Generation** message box will pop up asking;
  - **Do you want to print the transfer [ ]?**
- Click on **Yes**.



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

1. In this image you can see that 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.



- 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 [View the C-Class item in the Destination Warehouse](#) process.

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