

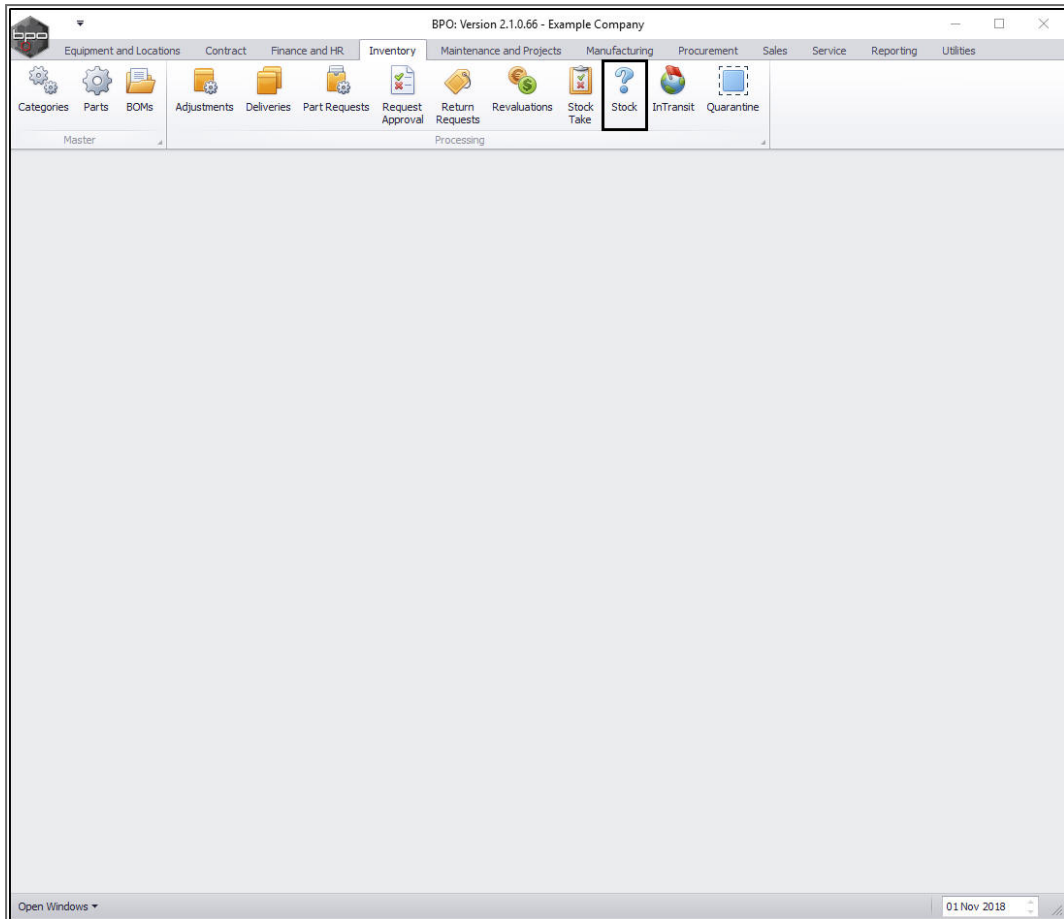
INVENTORY

IN-TRANSIT INTER-WAREHOUSE TRANSFER

This process is similar to the [Inter-Bin Stock Transfer](#) process with the differences as noted below.

- i. You will need to ensure that the Company Configuration [Enforce In-transit flag](#) is set to **'Yes'** to be able to complete this process.
- ii. Once stock is transferred to the **'In-Transit'** warehouse, the stock must then be [Received from the In-Transit warehouse](#) into the *destination* warehouse.
- iii. The stock transfer process differs slightly for an **A** or **B-Class** item compared to a **C-Class** item. This manual gives the example of **both** class types to help explain the differences.

Ribbon Access: *Inventory > Stock*

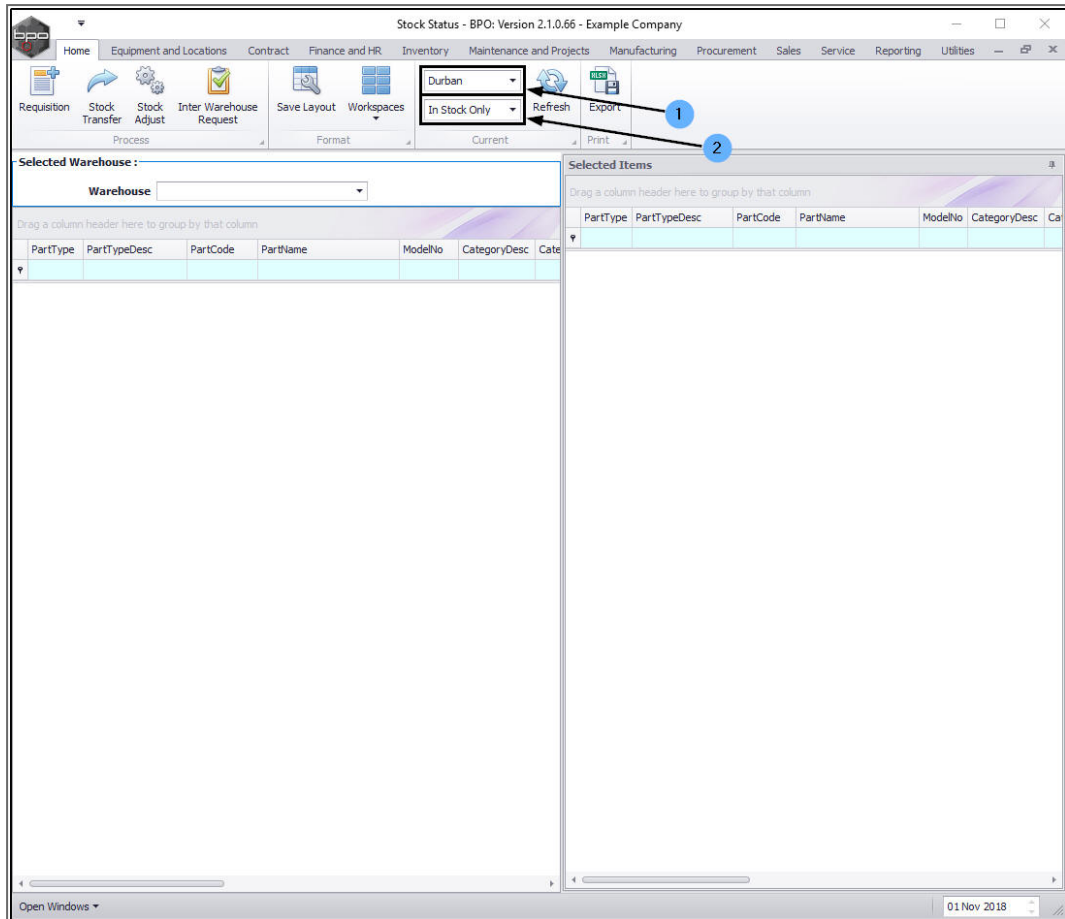


The **Stock Status** screen will be displayed.

TRANSFER A, B OR C-CLASS ITEMS

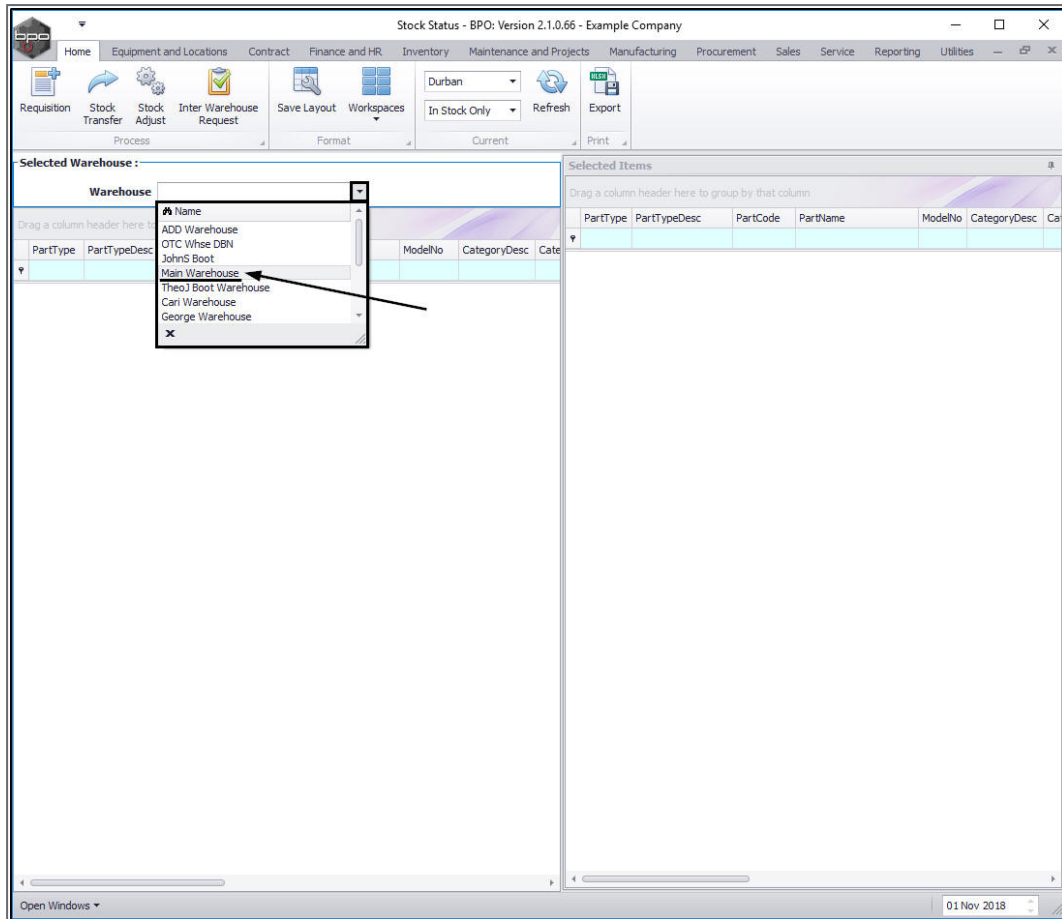
SELECT SOURCE SITE

- Select the **source** location or **site** (where the stock is currently).
 - In this image **Durban** has been selected.
- This screen will open in the **In Stock Only** status.
 - This can remain unchanged.



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).
- 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 ITEMS TO TRANSFER

1. Click on the **item lines** of the **A** or **B**-Class item and the **C**-Class item that you wish to transfer.

Note: You can select multiple items in **2** ways:

Either

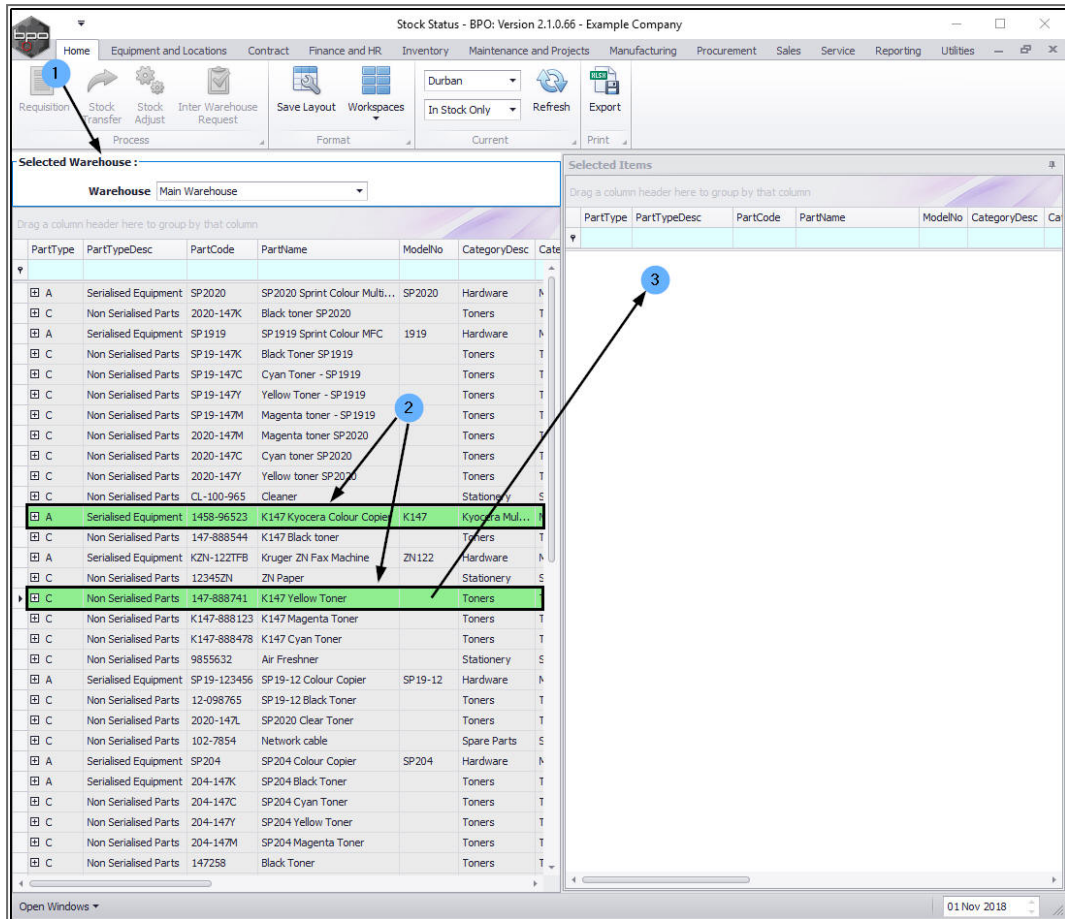
- Click in the row of the first item line, press and hold the **Shift** button on your keyboard, use the **arrows** on your keyboard to select

the items in order. (The items should all be highlighted as they are selected).

Or

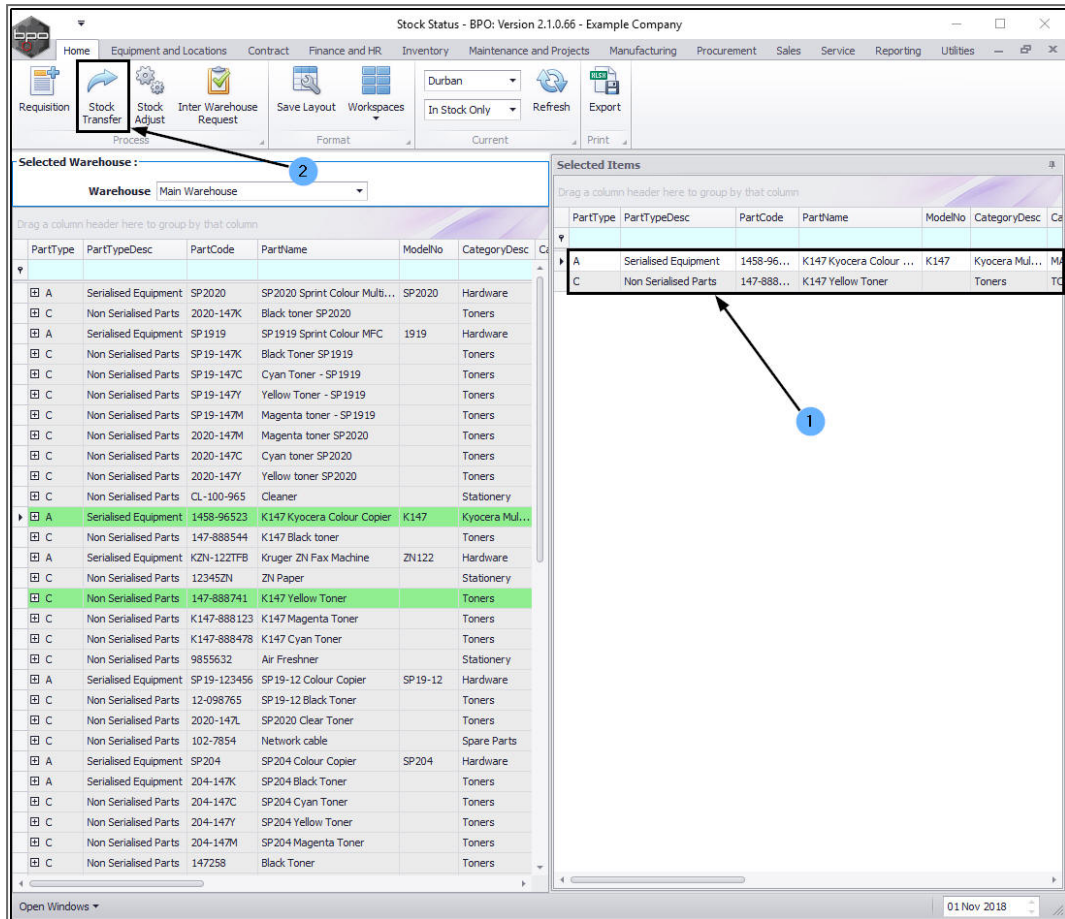
- Click on the first item, then hold the **Ctrl** button on your keyboard, whilst using your **mouse** to click on the other item lines that you wish to add. Use this method for items that are not in order. (The items should all be highlighted as they are selected).
3. Once you have selected multiple 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 be copied across to this frame

Note: You cannot use the same item line number more than once on a multi-line stock transfer.



TRANSFER ITEMS TO IN-TRANSIT WAREHOUSE

1. You can see in this image that all the item lines have been copied to the *Selected Items* frame.
2. Click on *Stock Transfer*.



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

1. In this image, you can see that all the selected item lines have been brought across to this screen.
2. You will note that the system has auto populated the **Destination Warehouse Name** and **Destination Bin Name** fields with the name of the in-transit warehouse and bin as **set up in Warehouse Configuration**.
3. Fill in the details in the **References** frame:
 - **Reference Type:** Click on the drop-down arrow and select **ADHOC**.
 - **Reference:** Type in your reference for this stock transfer.

- **Final Warehouse:** (This will be covered 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

Stock Transfer - BPO: Version 2.1.0.68 - 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: 07 Nov 2018 | 10:06:20 AM

Reference: * | Comments:

Final Warehouse: | Requestor: Abigail Milne *

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1		0.00	0.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I

Total: 4 500.00

Open Windows | 09 Nov 2018

SELECT FINAL DESTINATION WAREHOUSE

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

Stock Transfer - BPO: Version 2.1.0.68 - 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: 07 Nov 2018 | 10:06:20 AM

Reference: AKM0001 | Comments: Stock required

Final Warehouse: | Requestor: Abigail Milne

Drag a column header here to group by that column

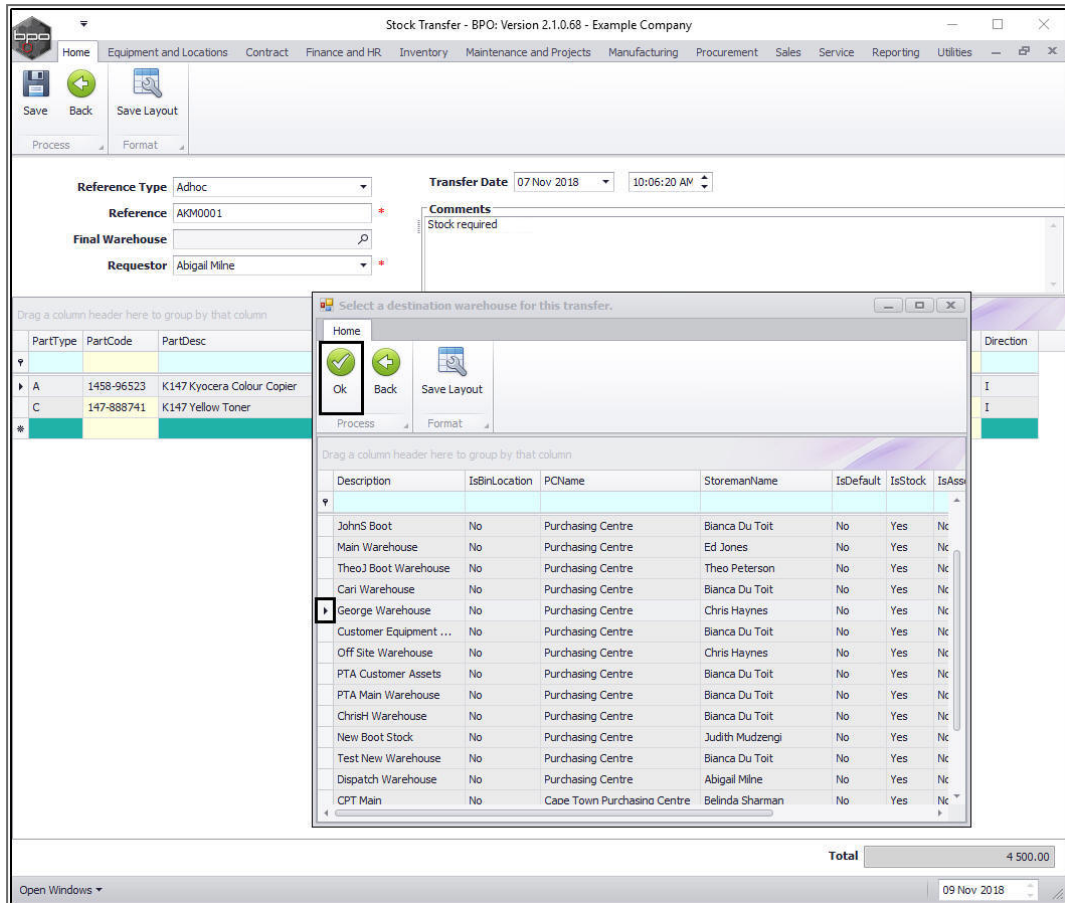
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1		0.00	0.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I

Total: 4 500.00

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The *Select a destination warehouse for this transfer* screen will pop up.

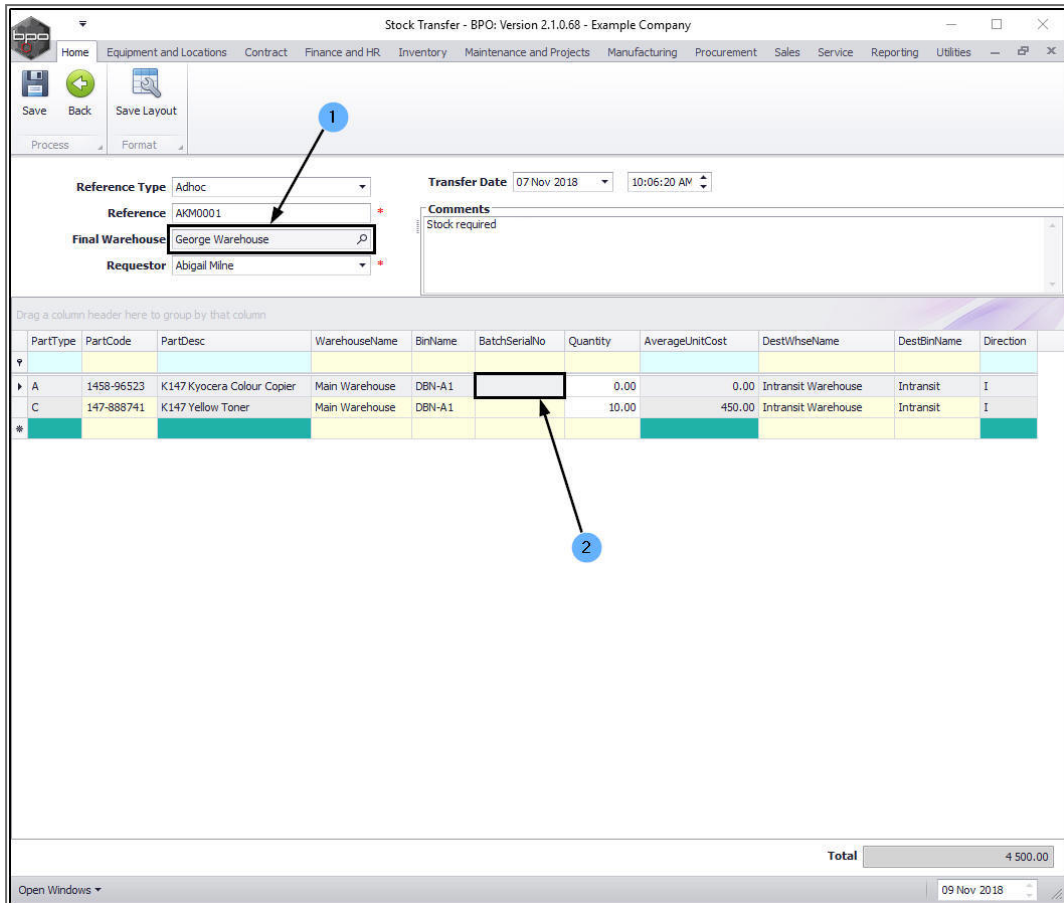
- Click on the **row selector** in front of the **warehouse** that you wish to be the **final destination** warehouse. This is the warehouse that will **receive** the items from the In-Transit Warehouse.
- Click on **Ok**.



1. The **Final Destination** field will populate with the selected warehouse.

SELECT SERIAL NO, QUANTITY AND UNIT COST FOR A OR B-CLASS ITEM

2. Click in the **Batch Serial Number** field of the **A-Class** Item.



1. An *ellipsis* button will be revealed. Click on this button to bring up the **Select a batch//serial number for this transfer** screen.
 - As this is an **A**-Class item, the system will display a list of **Serial** numbers.
2. Click in the **row selector** in front of the **Serial No** of the item that you wish to transfer.
3. Click on **Ok**.

The screenshot displays the 'Stock Transfer - BPO' application window. The main form includes fields for Reference Type (Adhoc), Reference (AKM0001), Final Warehouse (George Warehouse), and Requestor (Abigail Milne). The Transfer Date is set to 07 Nov 2018. A comments box contains 'Stock required'. Below the form is a table with columns: PartType, PartCode, PartDesc, WarehouseName, BinName, BatchSerialNo, Quantity, AverageUnitCost, DestWhseName, DestBinName, and Direction. Two rows are visible: Row A (Quantity 0.00, AverageUnitCost 0.00) and Row C (Quantity 10.00, AverageUnitCost 450.00). A modal dialog titled 'Select a batch//serial no. for this transfer' is open, showing a table with columns: SerialNo, BinName, Quantity, Cost, and Status. The dialog has 'Ok', 'Back', and 'Save Layout' buttons. Three numbered callouts (1, 2, 3) point to the 'BatchSerialNo' field in the main table, the 'Quantity' field in the dialog, and the 'Ok' button in the dialog, respectively.

1. As the selected serial number populates the **Batch Serial No** text box,
2. the **Quantity** field will populate with **1** (only **oneA** or **B-Class** item can be selected per item row) and
3. the **Average Unit Cost** field will populate with the cost of the selected serialised item.

Stock Transfer - BPO: Version 2.1.0.68 - 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: 07 Nov 2018 | 11:06:36 AM

Reference: AKM0001 | Comments: Stock required

Final Warehouse: George Warehouse | Requestor: Abigail Milne

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1	AM80001	1.00	4 800.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I
						Total	9 300.00			

1, 2, 3 (Arrows pointing to BatchSerialNo, Quantity, and AverageUnitCost columns for Part C)

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SELECT SERIAL NO, QUANTITY AND UNIT COST FOR C-CLASS ITEM.

1. 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.
2. 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.

Stock Transfer - BPO: Version 2.1.0.68 - 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: 07 Nov 2018 | 11:06:36 AM

Reference: AKM0001 | Comments: Stock required

Final Warehouse: George Warehouse | Requestor: Abigail Milne

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1	AM80001	1.00	4 800.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I

Total: 9 300.00

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- Click in the **Batch Serial No** field of the **C-Class** item.

Stock Transfer - BPO: Version 2.1.0.68 - 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: AKM0001
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 07 Nov 2018 11:44:41 AM

Comments: Stock required

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1	AM80001	1.00	4 800.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I
Total										9 300.00

Open Windows 09 Nov 2018

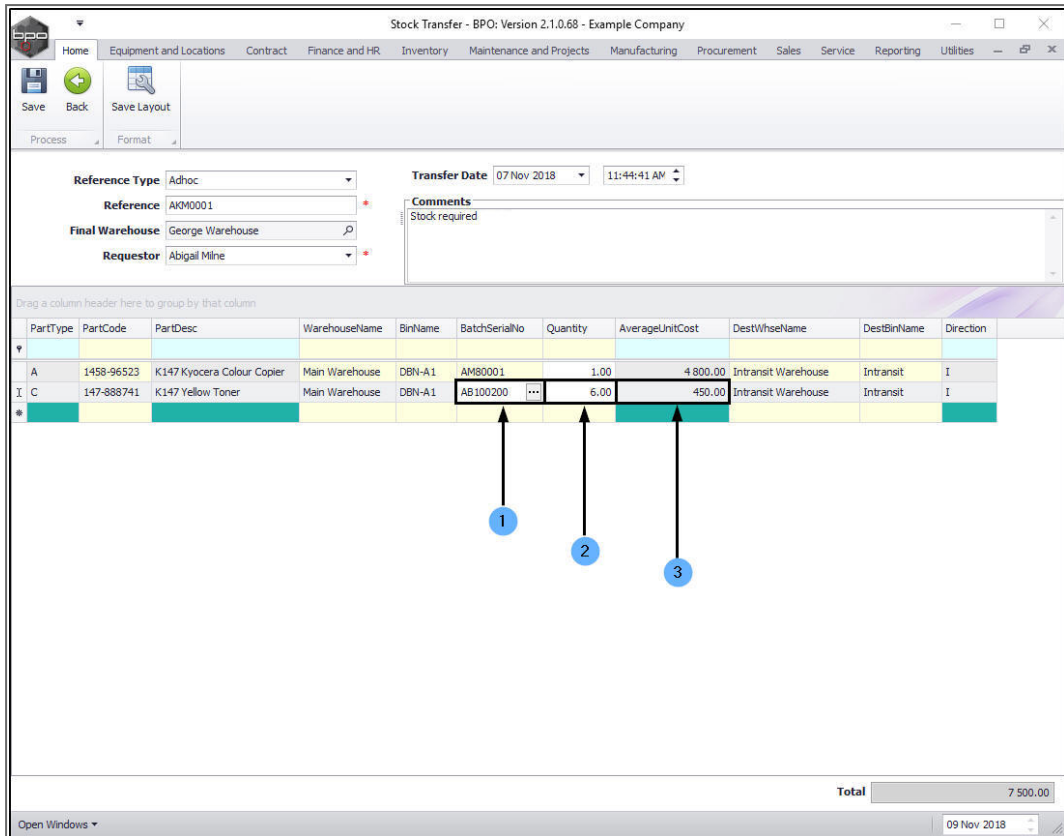
1. An **ellipsis** button will be revealed. Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
 - As this is a **C-Class item**, you will see that this screen lists the **Batch** Serial Nos.
2. Click on the **row selector** in front of the **batch/serial** no that you wish to select an item from, for the stock transfer.
3. Click on **Ok**.
4. Make note of the **quantity** available in the selected batch. (We will refer to this in the next image).

The screenshot shows the 'Stock Transfer - BPO' 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. The main form includes fields for Reference Type (Adhoc), Reference (AKM0001), Final Warehouse (George Warehouse), and Requestor (Abigail Milne). The Transfer Date is set to 07 Nov 2018. A Comments field contains 'Stock required'. Below the form is a table with columns: PartType, PartCode, PartDesc, WarehouseName, BinName, BatchSerialNo, Quantity, AverageUnitCost, DestWhseName, DestBinName, and Direction. The table contains two rows of data. A modal window titled 'Select a batch/serial no. for this transfer' is open, showing a smaller table with columns: BatchSerialNo, BinName, Quantity, and AverageUnitCost. This modal window has its own Save, Back, and Ok buttons. Numbered callouts (1, 2, 3, 4) point to specific elements: 1 points to the ellipsis menu in the main table's BatchSerialNo column; 2 points to the BatchSerialNo column header in the modal window; 3 points to the Ok button in the modal window; 4 points to the Quantity field in the modal window.

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1	AM80001	1.00	4 800.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1		10.00	450.00	Intransit Warehouse	Intransit	I

BatchSerialNo	BinName	Quantity	AverageUnitCost
AB100200	DBN-A1	6.00	450.00
AB900800	DBN-A1	4.00	450.00

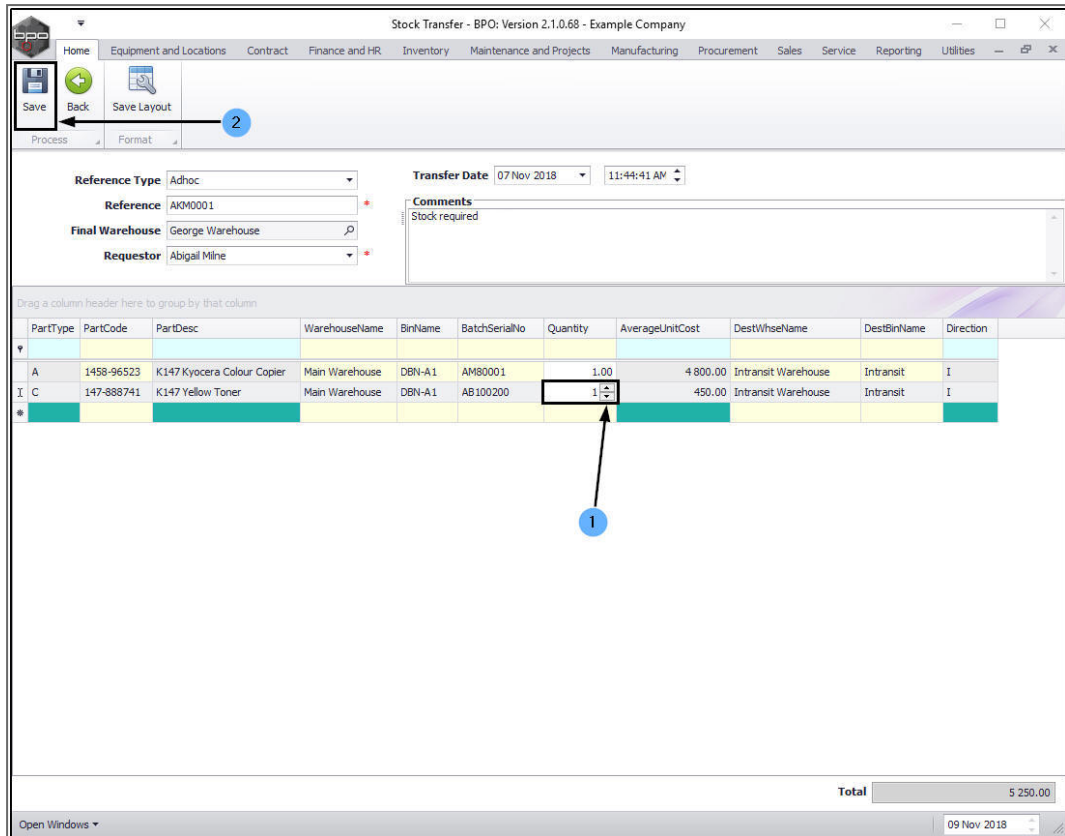
1. The **Batch Serial No** field will now be populated with the batch number selected in the previous step.
2. The **Quantity** field will now be populated with the quantity of the specific batch selected in the previous step.
 - This can be **changed** as explained in the next step.
3. The amount in the **Average Unit Cost** field will remain the same as it is calculate across all batches.



1. Click in the **Quantity** field and either type in or use the directional arrows to select the **quantity** of the C-Class item that you wish to transfer.
 - Remember the system will not let you exceed the quantity in the selected batch.
 - In this image **1** item is to be transferred.

SAVE TRANSFER

2. Click on **Save**.



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

The screenshot shows the 'Stock Transfer - BPO' interface. The top navigation bar includes: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. The main form contains the following fields:

- Reference Type: Adhoc
- Reference: AKM0001
- Final Warehouse: George Warehouse
- Requestor: Abigail Milne
- Transfer Date: 09 Nov 2018 11:44:41 AM
- Comments: Stock required

Below the form is a table with the following data:

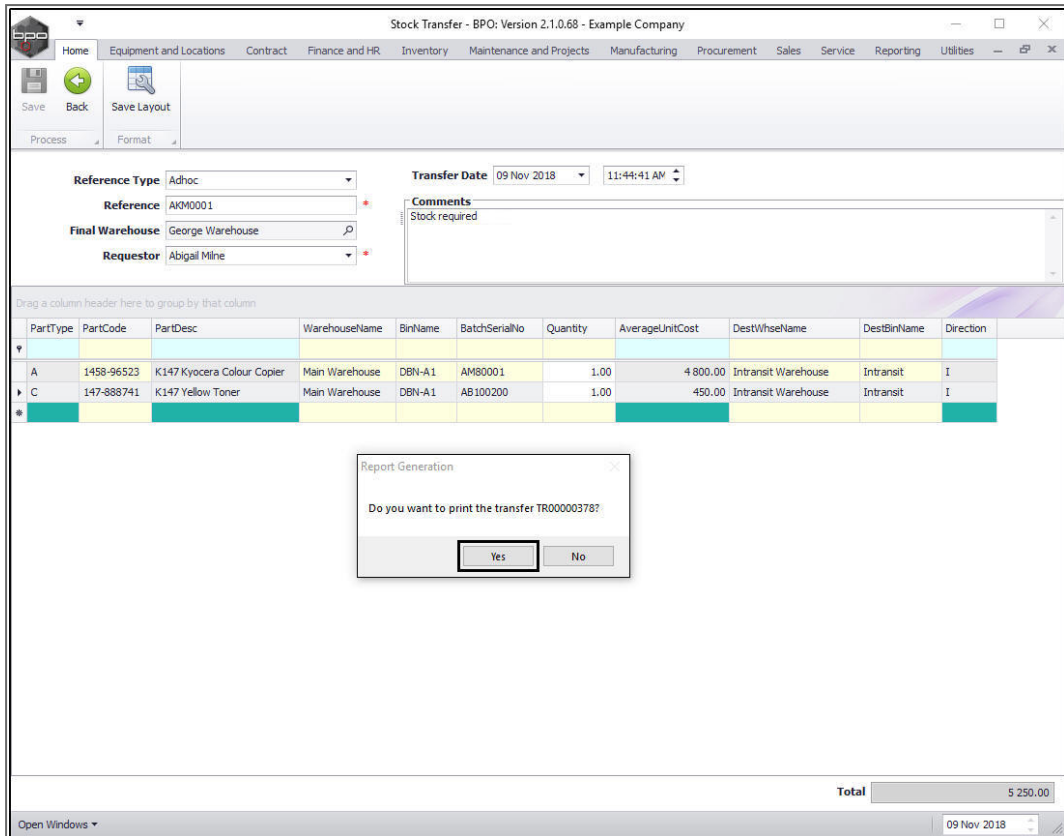
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Main Warehouse	DBN-A1	AM80001	1.00	4 800.00	Intransit Warehouse	Intransit	I
C	147-888741	K147 Yellow Toner	Main Warehouse	DBN-A1	AB100200	1.00	450.00	Intransit Warehouse	Intransit	I

A 'Part Transfer Processing' dialog box is displayed in the center, containing the message: 'Part Transfer No. TR00000378 saved successfully.' with an 'OK' button.

At the bottom right, a 'Total' field shows '5 250.00'. The status bar at the bottom indicates 'Open Windows' and the date '09 Nov 2018'.

PRINT TRANSFER NOTE

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



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

1. Here you can view the item **batch** and **serial** numbers that were selected.
2. You can view the **source warehouse** and **source bin**.
3. You can view the **destination warehouse** is the **In-transit** warehouse and **destination bin** is the **In-transit** bin.
4. From here you can **View, Print, Export** or **Email** the Part Transfer Note.
5. **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.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

Document Ref.: TR00000378
Date: 09 Nov 2018
Employee: Abigail Milne
Destination:

Code	Description	Batch / Serial No.	Warehouse	Bin	Quantity	Dest W/ise	Dest Bin	Unit Cost	Line Cost
1458-96523	K147 Kyocera Colour Copier	AH80001	Main Warehouse	DBN-A1	1	Intransit Warehouse	Intransit	4 800.00	4 800.00
147-888741	K147 Yellow Toner	AB100200	Main Warehouse	DBN-A1	1	Intransit Warehouse	Intransit	450.00	450.00

AKH0001

Total	ZAR	5 250.00
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Report created on BPO - www.co3.co.za Printed: 12 Nov 2018 10:54 Page 1 of 1

You will return to the *Stock Status* screen.

VIEW TRANSFERRED ITEMS IN INTRANSIT WAREHOUSE

- Click on the *Inventory* ribbon tab.

Stock Status - BPO: Version 2.1.0.68 - 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 | Print

Selected Warehouse: Warehouse: Main Warehouse

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	Category
A	Serialised Equipment	SP2020	SP2020 Sprint Colour Multi...	SP2020	Hardware	MAMNGR
C	Non Serialised Parts	2020-147K	Black toner SP2020		Toners	TOMNGR
A	Serialised Equipment	SP1919	SP1919 Sprint Colour MFC	1919	Hardware	MAMNGR
C	Non Serialised Parts	SP19-147K	Black Toner SP1919		Toners	TOMNGR
C	Non Serialised Parts	SP19-147C	Cyan Toner - SP1919		Toners	TOMNGR
C	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1919		Toners	TOMNGR
C	Non Serialised Parts	SP19-147M	Magenta toner - SP1919		Toners	TOMNGR
C	Non Serialised Parts	2020-147M	Magenta toner SP2020		Toners	TOMNGR
C	Non Serialised Parts	2020-147C	Cyan toner SP2020		Toners	TOMNGR
C	Non Serialised Parts	2020-147Y	Yellow toner SP2020		Toners	TOMNGR
C	Non Serialised Parts	CL-100-965	Cleaner		Stationery	STCOOT
A	Serialised Equipment	1458-96523	K147 Kyocera Colour Copier	K147	Kyocera Mj...	MAKYMFC
C	Non Serialised Parts	147-888544	K147 Black toner		Toners	TOMNGR
A	Serialised Equipment	KZN-1221FB	Kruger ZN Fax Machine	ZN122	Hardware	MAMNGR
C	Non Serialised Parts	123452N	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 Copier	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
A	Serialised Equipment	SP204	SP204 Colour Copier	SP204	Hardware	MAMNGR
A	Serialised Equipment	204-147K	SP204 Black Toner		Toners	TOMNGR

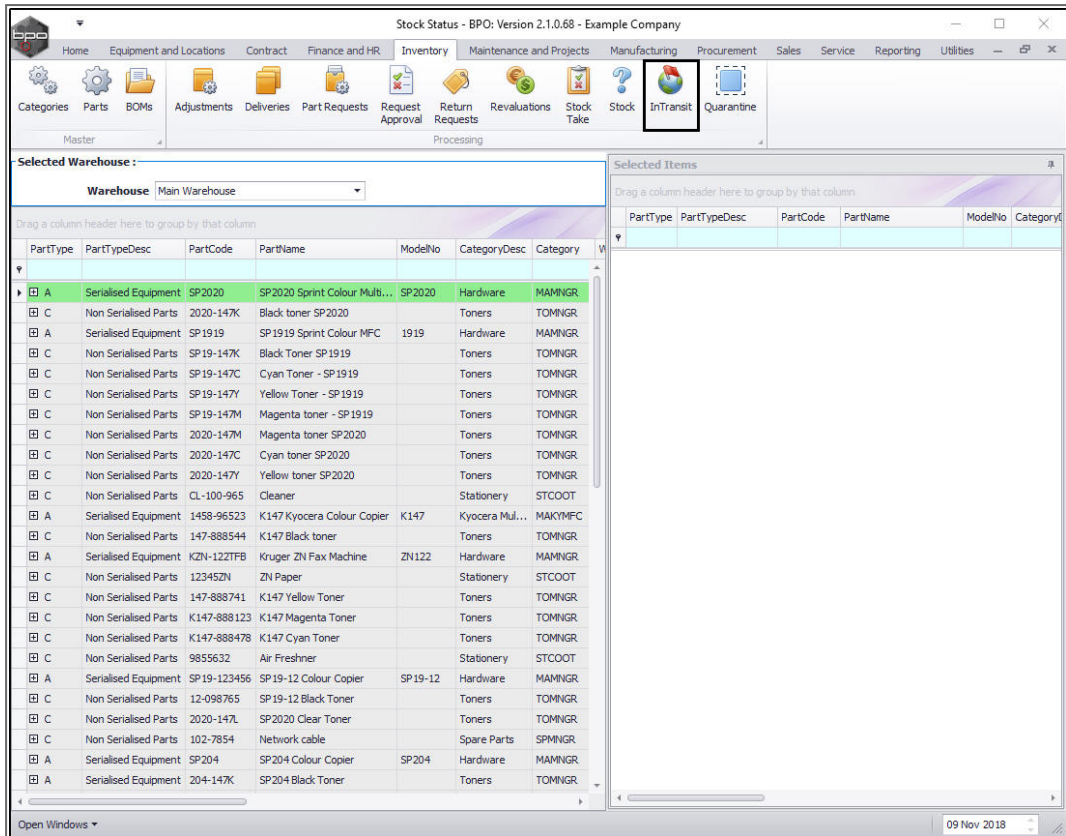
Selected Items

Drag a column header here to group by that column

PartType	PartTypeDesc	PartCode	PartName	ModelNo	Category
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Open Windows | 09 Nov 2018

- Click on the **InTransit** action button.



The **Parts InTransit** screen will be displayed.

1. Here you can view a list of the **A** and **C**-Class items transferred from the source warehouse.
2. You may need to select the **site** if the system has opened the screen in a different site.
3. In this screen you can **receive** the items.

The screenshot shows the SAP BPO interface for 'Parts Intransit - BPO; Version 2.1.0.68 - Example Company'. The top navigation bar includes 'Home', 'Equipment and Locations', 'Contract', 'Finance and HR', 'Inventory', 'Maintenance and Projects', 'Manufacturing', 'Procurement', 'Sales', 'Service', 'Reporting', and 'Utilities'. The main toolbar contains 'Save Layout', 'Workspaces', 'Receive', 'Durban', and 'Refresh'. A dropdown menu is open under 'Durban', showing 'Pro...' and 'Current'. A table below displays the following data:

DocNo	DocType	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity
TR00000378	PTRN	A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	4 800.00	1.00
TR00000378	PTRN	C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	450.00	1.00

Annotations: 1 points to the table, 2 points to the 'Refresh' button, and 3 points to the 'Receive' button.

Related Topics

- [Receive Stock Transfer from In-Transit Warehouse to final Destination Warehouse](#)

MNU.037.012

