

INVENTORY

INTER WAREHOUSE STOCK TRANSFER

This process enables you to transfer stock **from** and **to** any **warehouse** within a selected 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.

This is a similar process as for an **Inter-Bin Stock Transfer**, with reference to the notes below.

- Ensure that you transfer the correct **quantity**.
- Ensure that you choose the correct **Final Warehouse** where the stock is being transferred **to**.

Ribbon Select Inventory > Stock



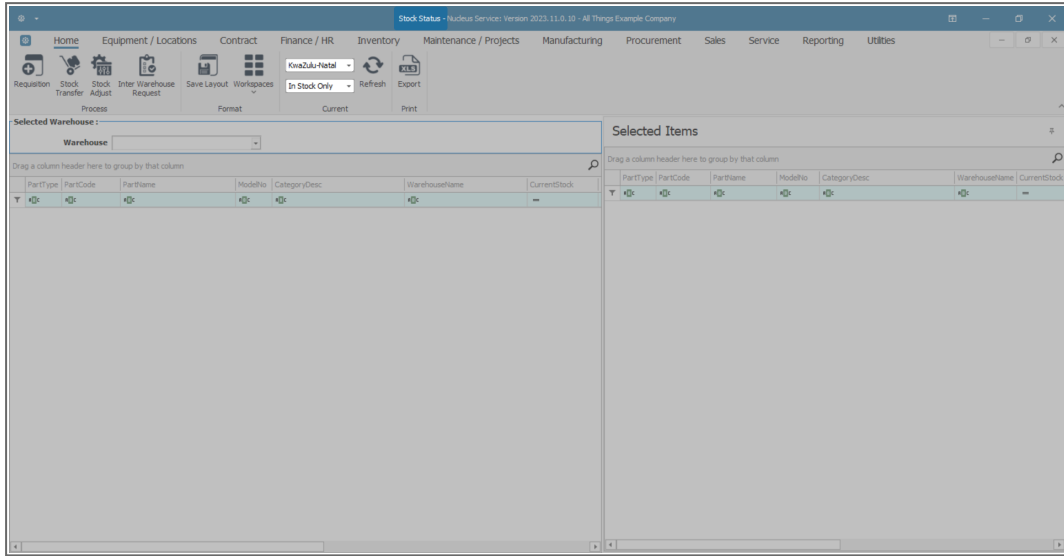
- The **Stock Status** screen will be displayed.

INTER WAREHOUSE TRANSFER A, B AND C-CLASS ITEMS

SELECT SITE AND STATUS

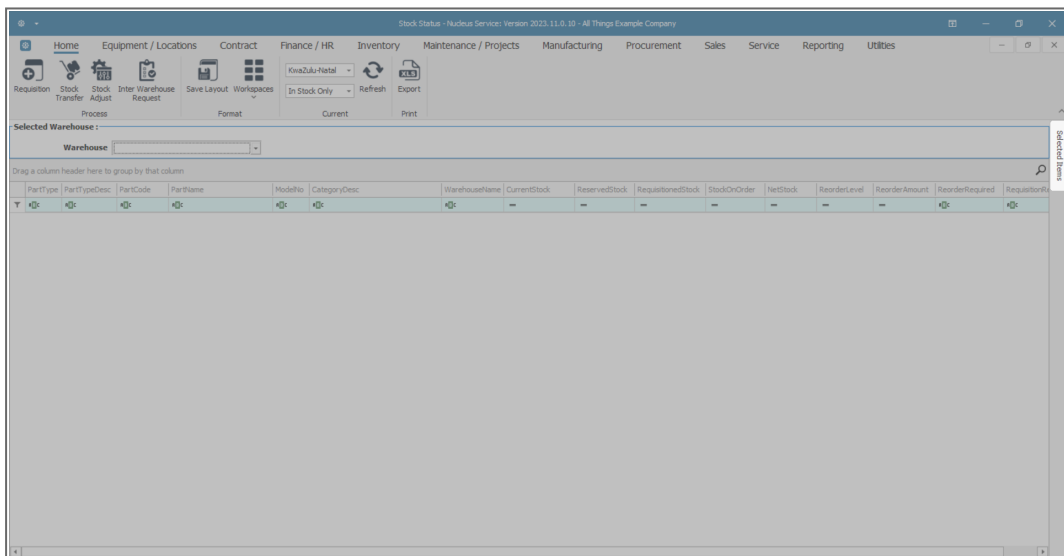
- Select the source location or **Site** (where the stock is currently).
 - In this image **KwaZulu-Natal** has been selected.

- This screen will open in the **In Stock Only** status.
- This can remain unchanged.



SELECTED ITEMS PANEL

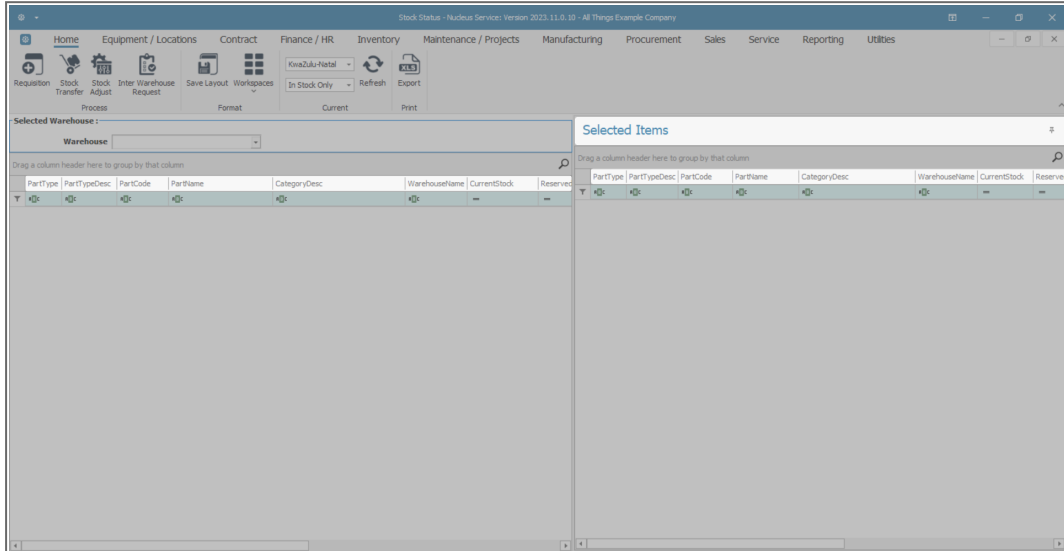
- Click on the **Selected Items** tab.



- The **Selected Items** panel will be **expanded**.
- **Dock** this panel to make it easier to work in.

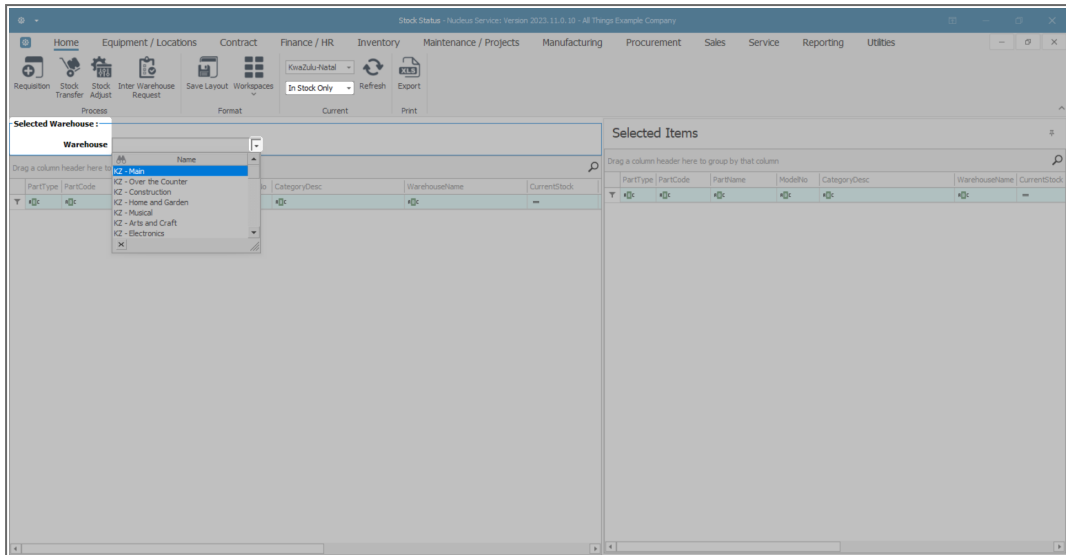
Refer to [Docking Panels](#) and [Save Layout](#) for detailed handling on these topics.

Note: You will see that this **Selected Items** panel contains exactly the same column details as the **Selected Warehouse** panel.

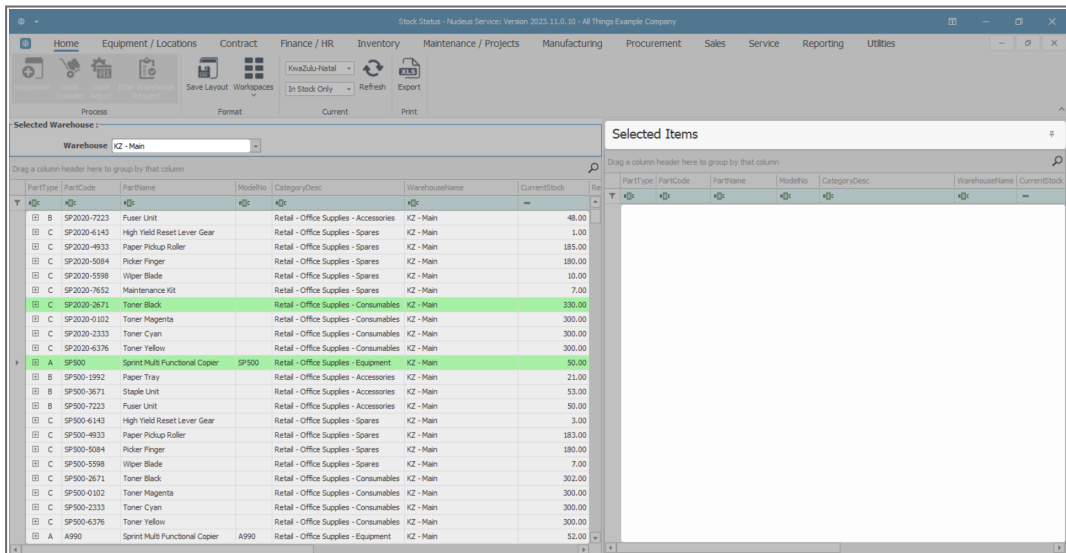


SELECT SOURCE WAREHOUSE

- 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, **KZN Main** has been selected.



- The **Selected Warehouse** frame will now be populated with the **stock details** of all the parts / equipment items linked to that warehouse.
- The **Selected Items** frame is where you will **drag** and **drop** the item lines that you wish to action.
- **Click** and **hold** on the **stock item** that you wish to **transfer**.
- **Drag** and **drop** the selected item into the right hand **Selected Items** panel.



TRANSFER SELECTED ITEM(S)

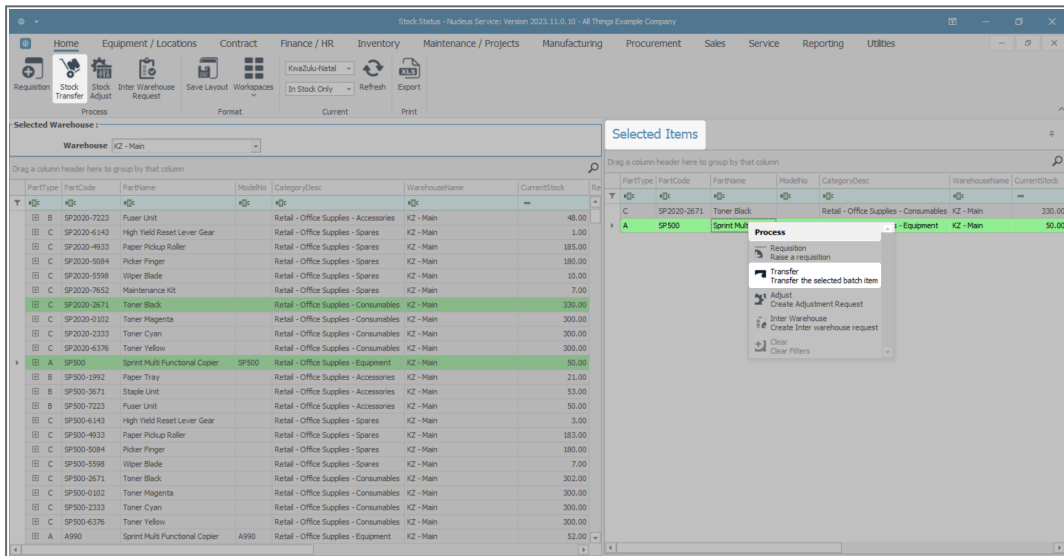
- The **Selected Items** panel will now contain the item details.

Method 1

- Right click** in the row of a selected item line.
- A **Process** menu will pop up.
- Click on **Transfer - Transfer the selected batch item**.

Method 2

- Click on the item line in this frame, then click on **Stock Transfer**.



TRANSFER DETAILS

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

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

- Reference Type: Adhoc
- Reference: (empty)
- Final Warehouse: (empty)
- Requestor: Eden Rowan
- Transfer Date: 11 Jun 2024
- Time: 13:00:00
- Comments: (empty)

Below the form is a data grid with the following columns: PartType, PartCode, PartDesc, WarehouseName, BinName, BatchSerialNo, Quantity, AverageUnitCost, DestWarehouseName, DestBinName, and Direction. The grid contains two rows of data:

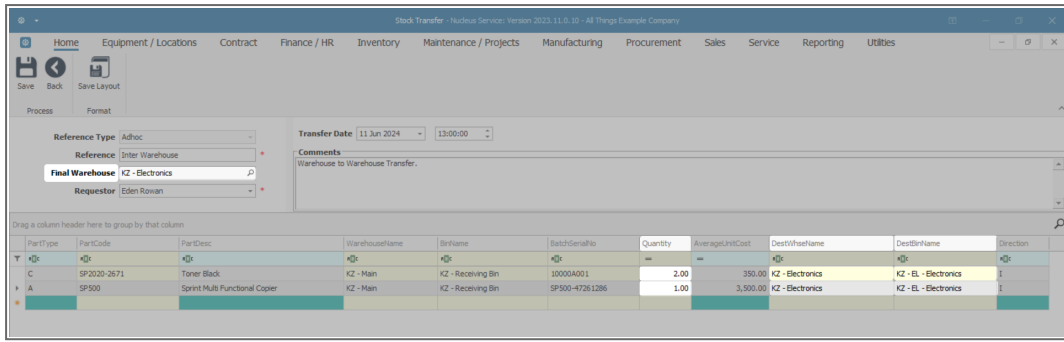
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
C	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin		102.00	350.00			I
A	SP500	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin			0.00			I

A 'Total' field at the bottom right shows a value of 35,700.00.

Now follow the instructions as set out for **Inter-Bin Stock Transfer** for [C-Class items](#) or as set out for an **Inter-Bin Stock Transfer** for [A or B-Class items](#).

Important Note:

- As the **Final Warehouse** field is selected, the **Destination Warehouse** name in the parts data grid will also populate with the selection made.
- Ensure that you choose the **correct** bin location where the stock is being transferred to:
 - **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**, then the system will leave the field **blank** for you to make the correct bin selection.
- Ensure that you select the correct **quantity** to be transferred.

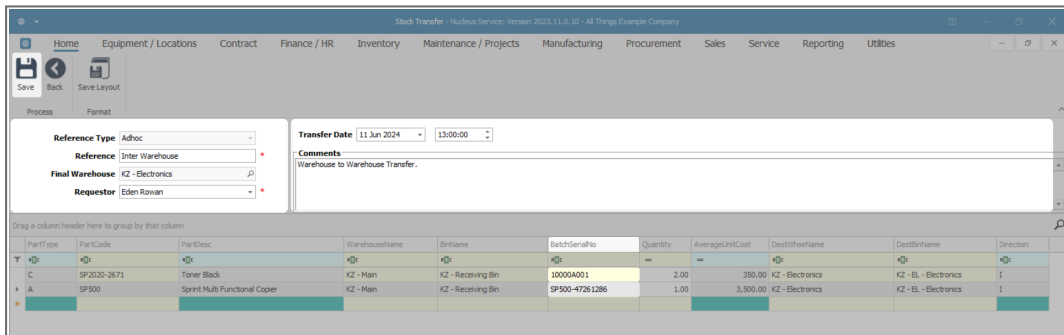


NOTE FOR A AND B-CLASS ITEM TRANSFER

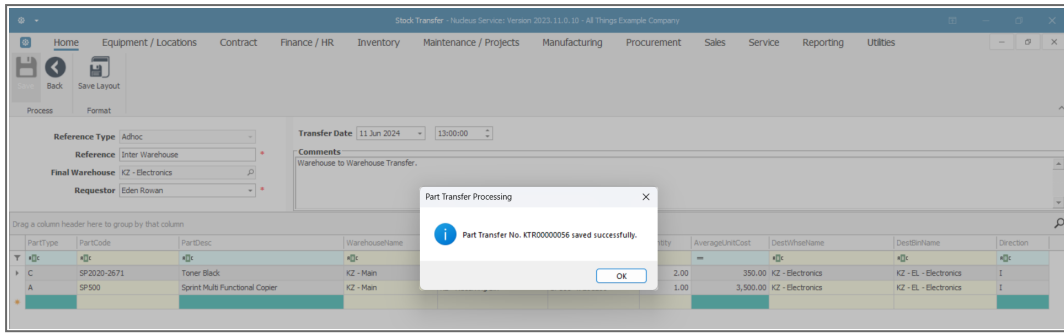
- For A or B-Class item(s) remember to select the **correct** Serial No in the **Batch Serial No** field, as explained in the [Inter-Bin Stock Transfer](#) process.

SAVE INTER WAREHOUSE TRANSFER

- Click on **Save** when you have checked all these details.

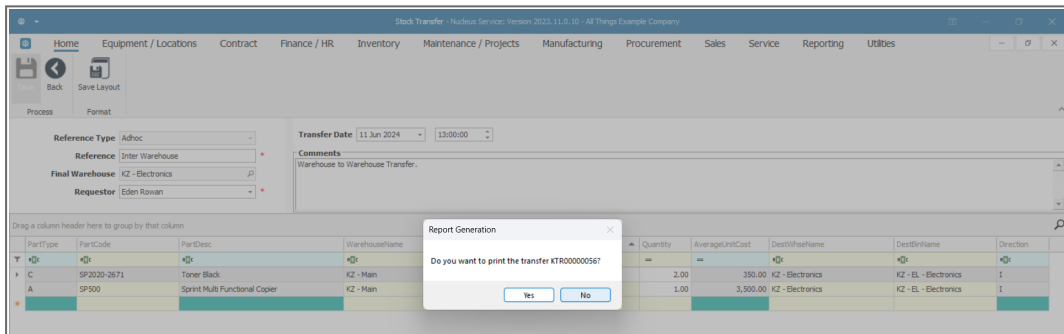


- A **Part Transfer Processing** message box will pop up informing you that -
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.



- A **Report Generation** message box will pop up asking you;
 - **Do you want to print the transfer []?**
- For the purpose of this manual, click on **No**.

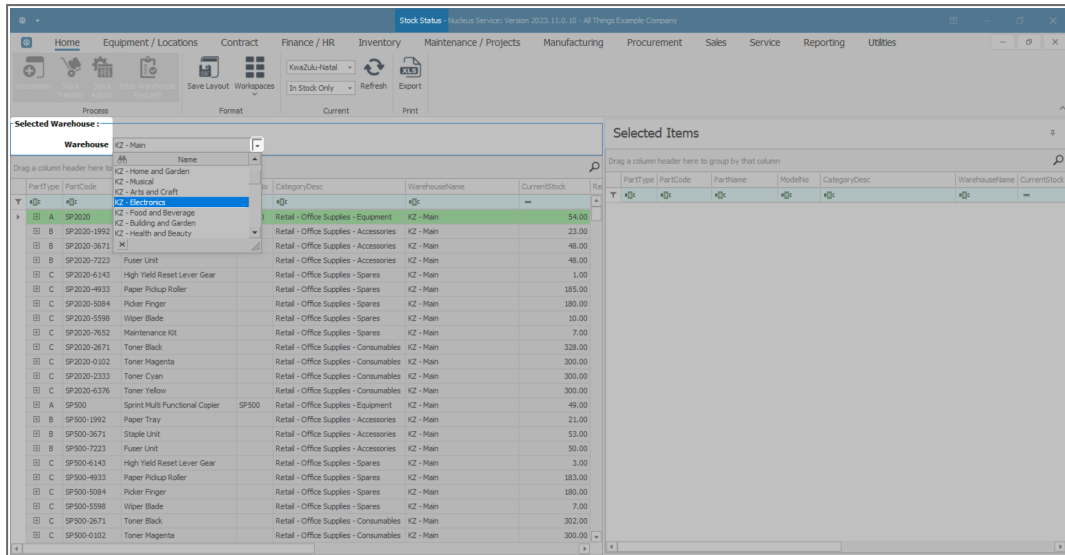
Refer to Stock Part Transfer / Inter-bin Transfer **print** information to view details of the print process.



VIEW ITEMS IN DESTINATION WAREHOUSE

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

- Click on the drop-down arrow in the **Warehouse** field and select the **Destination Warehouse** that was chosen in the previous step of this manual.
 - In this example the **KZ Electronics** warehouse was the **Destination Warehouse**.



- **Expand** the item lines that correspond to the **transferred** stock items.
 - In this case an SP2020 -2671 Black Toner and an SP2020 Sprint Multi Functional Copier were transferred.
- The expanded **Stock** frames contain the **BatchSerialNo**, the **Bin Name** the **Quantity**, and **Unit Cost** of each item type stored in the KZ Electronics Warehouse.

In this image you can see that

- the **SP2020-2671 Black Toner** has been successfully transferred from the KZ Main Warehouse.
- and the **SP2020 Sprint Multi Functional Copier** has been successfully transferred from the KZ Main Warehouse.

Part Type	Part Code	Part Name	Model No	Category Desc	Warehouse Name	Current Stock
T						
E	A	ID001PR	MultiCopier001	Retail - Electronics - Electronics	K2 - Electronics	8.00
E	B	SP2020-1992	Paper Tray	Retail - Office Supplies - Accessories	K2 - Electronics	1.00
E	C	SP2020-2671	Toner Back	Retail - Office Supplies - Consumables	K2 - Electronics	3.00
Stock						
Batch/SerialNo	BinName	Quantity	UnitCost			
100	K2 - EL - Electronics	1.00	350.00			
10000A001	K2 - EL - Electronics	2.00	350.00			
E	A	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	K2 - Electronics
Stock						
Batch/SerialNo	BinName	Quantity	UnitCost			
2000	K2 - EL - Electronics	1.00	3,500.00			
007	K2 - EL - Electronics	1.00	3,500.00			
SP2020-62245767	K2 - EL - Electronics	1.00	3,500.00			
E	A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	K2 - Electronics
Stock						
Batch/SerialNo	BinName	Quantity	UnitCost			

- **Close** the screen when you are done.

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