

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:

- 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 will be a **direct transfer** to a **different warehouse** within a **different site**, and **no** receiving is required.
- Ensure that you select the correct **quantity** to be transferred.
- 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.
- Ensure that the correct **final/destination warehouse** in the new **destination site** is selected.

Ribbon Select Inventory > Stock





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

TRANSFER - C-CLASS ITEM

SELECT SITE AND STATUS

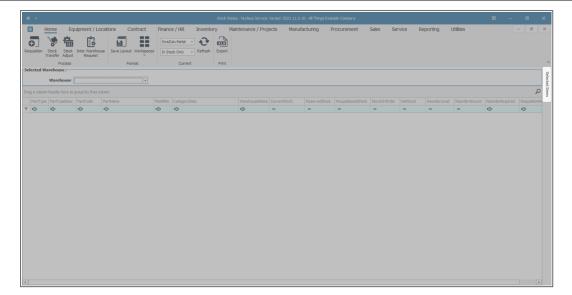
- Select the source location or **Site** where the **C**-Class stock is currently being stored.
 - In this example KwaZulu-Natal is selected.
- The screen **status** will default to **In Stock** only.
 - This status can remain selected.

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SELECTED ITEMS PANEL

• Click on the Selected Items tab.

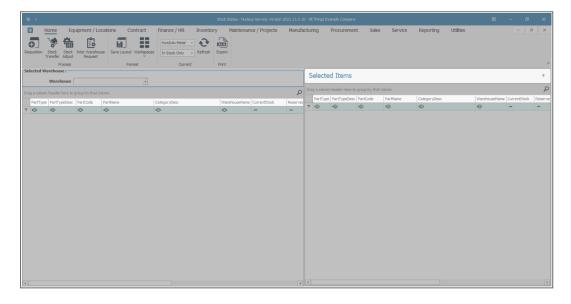




- The Selected Items panel will be expanded.
- **Dock** this panel to make it easier to work in.

Refer to <u>Docking Panels</u> and <u>Save Layout</u> for detailed handling on these topics.

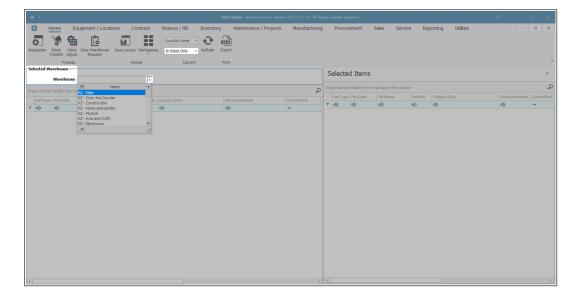
Note: You will see that this **Selected Items** panel contains exactly the same column details as the **Selected Warehouse** panel.





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 being stored).
 - In this image, **KZN Main** has been selected.



• 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 into the Selected Items frame.



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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**.



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TRANSFER DETAILS

- The Stock Transfer screen will be displayed.
 - Reference Type: This will auto populate with 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. (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.

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SELECT FINAL WAREHOUSE

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

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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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• 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

- 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 EC
 Main warehouse therefore the Dest Bin Name field has been populated with that one bin name.



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PARTS DATA GRID

- **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,
 - Click in this field to reveal an **ellipsis** button.
 - Click on this button.



- From the Select a destination bin for this part transfer screen that pops up, select the correct bin location name.
- 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 1 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.
- The Average Unit Cost field will be populated with the average cost of **all** of the selected item type in the selected bin.

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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**.



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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.

- You can see that **one** item has been transferred from
- the KZN Main and KZ Receiving bin into the
- EC Main warehouse and EC Receiving Bin.
- From here you can **View**, **Print**, **Export** or **Email** the Part Transfer Note.
- Close the Report Preview screen when you are done.



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• 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 **des-tination Site**.
  - In the example above, the destination site selected was **Eastern Cape**.



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	3 C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	328.							
	Э С	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.							
	Э С	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.							
	C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.							
	A B	SP500	Sprint Multi Functional Copier	SP 500	Retail - Office Supplies - Equipment	KZ - Main	49.							
	B	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.							
	в	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.							
	B	SP500-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.							
	ЭС	SP500-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	3.							
	C	SP500-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	183.							
	ЭС	SP500-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.							
	C	SP500-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	7.							
	С	SP500-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	302.							
E	C	SP500-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.							
E	С	SP500-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.							
	C	SP500-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.							
	A B	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Main	52.							
	в	A990-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	20.							
E	в	A990-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50.							
	в	A990-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.							
	С	A990-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	180.							
	ЭС	A990-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.							
E	ЭС	A990-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	300. 👻							
4							Þ							

• The Status can remain as In Stock Only.

### **Select Destination Warehouse**

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

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± C	LT9519-5084	:C - Musical :C - Arts and Craft		Retail - Office Supplies - Spares	KZ - Main	180.							
ΞC	LT9519-6376	C - Food and Beverage	¥	Retail - Office Supplies - Consumables	KZ - Main	300.							
± B	LT9519-7223	×		Retail - Office Supplies - Accessories	KZ - Main	50.							
ΞA	M2540	Copier Multi Function	M2540	Retail - Office Supplies - Electronics	KZ - Main	6.							
± C	M2540-001	Toner Black	2540-001	Retail - Office Supplies - Consumables	KZ - Main	9.							
ΞC	M2540-002	Toner Cyan	M2540-002	Retail - Office Supplies - Consumables	KZ - Main	2.							
± C	M2540-003	Toner Yellow	M2540-003	Retail - Office Supplies - Consumables	KZ - Main	3.							
ΑE	M5000P	Sprint Multi Functional Copier	M5000P	Retail - Office Supplies - Equipment	KZ - Main	50.							
ΞC	M5000P-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.							
±в	M5000P-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	19.							
ΞC	M5000P-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.							
ΞC	M5000P-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	300.							
Ð B	M5000P-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50							
± C	M5000P-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	180.							
ΞC	M5000P-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.							
± C	M5000P-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.							
±Β	M5000P-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.							
÷ A	MD5753	Sprint Multi Functional Copier	MD5753	Retail - Office Supplies - Equipment	KZ - Main	50.							
ΞC	MD5753-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.							
± B	MD5753-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	20.							
ΞC	MD5753-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.							
÷ c	MD5753-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	299.							
	MD5753-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50. 👻							



### View Transferred Stock

- The Selected Warehouse frame will populate with a list of the In-Stock items.
- Click on the **expand** button in the item line.

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		PartCode 🔺		ModelNo	CategoryDesc	WarehouseName	CurrentStock		<b>▼</b> #∐¢		#[]c	#[]C	10:	#[]c	-	
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	3 C	LT9519-2333	Toner Cyan		Retail - Office Supplies - Consumables	EC - Main	300.00									
	3 C	LT9519-2671	Toner Black		Retail - Office Supplies - Consumables	EC - Main	300.00									
E	Э В	LT9519-3671	Staple Unit		Retail - Office Supplies - Accessories	EC - Main	50.00									
	9 C		Paper Pickup Roller		Retail - Office Supplies - Spares	EC - Main	180.00									
E	э с		Picker Finger		Retail - Office Supplies - Spares	EC - Main	180.00									
	C		Toner Yellow		Retail - Office Supplies - Consumables	EC - Main	300.00									
	3 В	LT9519-7223	Fuser Unit		Retail - Office Supplies - Accessories	EC - Main	50.00									
۰ LE	ЭС	M2540-001	Toner Black	2540-001	Retail - Office Supplies - Consumables	EC - Main	4.00									
E	A	M5000P	Sprint Multi Functional Copier	M5000P	Retail - Office Supplies - Equipment	EC - Main	50.00									
E	С	M5000P-0102	Toner Magenta		Retail - Office Supplies - Consumables	EC - Main	300.00									
E	B	M5000P-1992	Paper Tray		Retail - Office Supplies - Accessories	EC - Main	20.00									
E	ЭС	M5000P-2333	Toner Cyan		Retail - Office Supplies - Consumables	EC - Main	300.00									
E	C	M5000P-2671	Toner Black		Retail - Office Supplies - Consumables	EC - Main	300.00									
E	в	M5000P-3671	Staple Unit		Retail - Office Supplies - Accessories	EC - Main	50.00									
E	C		Paper Pickup Roller		Retail - Office Supplies - Spares	EC - Main	180.00									
E	С	M5000P-5084	Picker Finger		Retail - Office Supplies - Spares	EC - Main	180.00									
E	C	M5000P-6376	Toner Yellow		Retail - Office Supplies - Consumables	EC - Main	300.00									
E	в	M5000P-7223	Fuser Unit		Retail - Office Supplies - Accessories	EC - Main	50.00									
E	A E	MD5753	Sprint Multi Functional Copier	MD5753	Retail - Office Supplies - Equipment	EC - Main	50.00									
E	С	MD5753-0102	Toner Magenta		Retail - Office Supplies - Consumables	EC - Main	300.00									
B	в	MD5753-1992	Paper Tray		Retail - Office Supplies - Accessories	EC - Main	20.00									
E	ЭС	MD5753-2333	Toner Cyan		Retail - Office Supplies - Consumables	EC - Main	300.00	-								
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The **Stock** frame will be expanded. Here you can see that:

- **C**-Class item [M2540-001],
- from **BatchSerial Number** [001M2540 the batch number as selected above]
- has been transferred to **Bin Name** [EC Receiving Bin the bin name as selected above].
- **Close** the screen when you are done.



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	± (	C LT9519-6376	Toner Yellow		Retail - Office Supplies - Consumables	EC - Main	300.00								
	Ð E	B LT9519-7223	Fuser Unit		Retail - Office Supplies - Accessories	EC - Main	50.00								
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#### **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**

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

#### SELECT SOURCE WAREHOUSE

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



Requisition Stock Stock Inter Warehouse Save Layo	Contract Finance / HR Invent		Manufacturing	j Procu	irement	Sales Serv	rice Re	porting Utilities	-	Ø X
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Drag a column header here to K2 - Main			Q			to group by that col				<b>X</b>
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K2 - Bectonics ★1										

#### **SELECT A OR B-CLASS ITEM FOR TRANSFER**

- 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.
- Drag and drop this line into the Selected Items frame.

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			Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	10.00								
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					Retail - Office Supplies - Consumables	KZ - Main	328.00								
	± 0				Retail - Office Supplies - Consumables	KZ - Main	300.00								
	± 0		Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00								
	E A	SP2020-6376 SP500	Toner Yellow Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Consumables	KZ - Main KZ - Main	300.00								
	E B			58500	Retail - Office Supplies - Equipment	KZ - Main									
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	1 D 1 B		Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00								
	± •		High Yield Reset Lever Gear		Retail - Office Supplies - Accessories	KZ - Main	3.00								
			Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	183.00								
	± 0		Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00								
			Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	7.00								
	± c		Toner Black		Retail - Office Supplies - Consumables	KZ - Main	302.00								
			Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	302.00								
			Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00								
	E C		Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00								
	ΞA		Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Main	52.00								
	E B		Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	20.00								
	Э В		Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00								
		A990-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00 -								
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• The **Selected Items** frame will now contain a copy of the A -Class item line.



• Click on Stock Transfer.

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	e c	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	10.00								
E	вс	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	7.00								
E	E C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	328.00								
E	EC	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00								
E	E C	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00								
E	EC	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00								
> E	A B	SP500	Sprint Multi Functional Copier	SP 500	Retail - Office Supplies - Equipment	KZ - Main	49.00								
E	BB	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00								
E	В	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00								
B	ВВ	SP500-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00								
E	E C	SP500-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	3.00								
E	e c	SP500-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	183.00								
E	E C	SP500-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00								
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E	E C	SP500-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00								
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	BB		Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	20.00								
		A990-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00								
	E B	A990-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00 -								

## PARTS DATA GRID

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

#### QUANTITY

- You will note that:
  - 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).
  - The Average Unit Cost field displays 0.
- Click in the **BatchSerialNo** field.



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#### **SELECT ITEM TO TRANSFER**

- An **ellipsis** button will be revealed. Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
- You will see that you will only be able to select **one** (Quantity) item at a time.
- As this is an **A** or **B-Class item**, you will see that this screen lists the **Serial Nos**.
- Click on the **row selector** in front of the **item** you wish to transfer.
- Click on Ok.



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									SP500-7733	7562	KZ - Receiving Bin		1 3,	500.00 A		
									SP500-5713		KZ - Receiving Bin			500.00 A		

 The Quantity field will now populate with 1 (only one 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.

Construint     African       Reference Type     African Transfer Date 12 Jun 2014 • 11:45:0 1       Common Transfer African     Common Transfer African       Witebook Transfer African     Common Transfer African       Common Transfer African     Common Transfer African													
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#### **SELECT DESTINATION BIN**

• If not already populated (if, for example there is more than one bin in the destination warehouse) then select the **Destination Bin** 



name at this point.

• Click on Save.

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											Total		3,500.00

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

Home Equ	ipment / Locatio	ons Contract	Finar	nce / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales Ser	vice Reporting	) Utilities		- 0	×
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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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										Total		3,500.00

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

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



Preview						- 0		
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			VAT No.: 1234567	89 Tel No.: 031 123 4567				
	*PTRNKTR0000			.: KTR00000059				
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	Processed By : Brigitte B		Employee:	Eden Rowan				
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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 View the C-Class item in the Destination Warehouse process.

MNU.037.011