

INVENTORY

RECEIVE STOCK TRANSFER FROM IN-TRANSIT WAREHOUSE

Stock must be transferred to the In-Transit warehouse before the goods can be received into the Destination Warehouse.

Refer to In-Transit Inter-Warehouse Transfer or Action Stock Transfer Request.

- You can transfer and receive items from warehouse to warehouse in the **same** site, for example,
 - The Main Warehouse in KwaZulu-Natal to the In-Transit Warehouse to the Electronics Warehouse in KwaZulu-Natal.
- Or you can transfer and receive items from warehouse to warehouse in **different** sites, for example,
 - The Main Warehouse in KwaZulu-Natal to the In-Transit Warehouse to the Main Warehouse in Easter Cape.

You will need to ensure that the Company Configuration Enforce In-Transit flag is set to 'Yes' to be able to complete this process.

Ribbon Select Inventory > InTransit



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



- Select the **Site** where the item(s) are being received.
 - In this image KwaZulu-Natal has been selected.

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SELECT ITEMS TO RECEIVE

- Click on the row selector in front of the document number that contains detail(s) of the items that you wish to receive from 'In Transit'.
- If there is more than 1 item linked to the transfer document then all of these items will be pulled across to the Parts Intransit screen.
- Click on Receive.

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- An Inventory Part Transfer message box will pop up asking;
 - Are you sure you want to warehouse the part transfer []?
- Click on Yes.



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• The Stock Transfer screen will be displayed.

STOCK TRANSFER DETAILS

- **Reference Type:** This will auto populate with **Adhoc**.
- **Reference:** Type in a reference for this transfer.
- Final Warehouse: This will populate with the final warehouse as selected in the <u>In-Transit Inter-Warehouse Transfer</u> process.
- **Requestor:** This will populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Transfer Date and Time:** This will populate with the current date and time.
 - **Transfer 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.
 - **Transfer Time:** You can either type in or use the directional arrows to select an alternative time if required.
- **Comments:** Type in a comment relevant to this transfer, if required.



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											Total			3,850.00

DESTINATION WAREHOUSE

- The **Parts** data grid will display all the information of the parts to be transferred including the **Destination Warehouse Name**.
- If there is <u>more than one</u> warehouse **bin** linked to the destination warehouse then the system will leave this field(s) **blank** for you to select the **bin**.

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SELECT DESTINATION BIN

- Click in the **Destination Bin Name** field of one of the items to be transferred. An **ellipsis** button will be displayed.
- Click on this button to bring up the **Select a destination bin for this part transfer** screen.
- Click on the **row selector** in front of the **bin** you wish to receive this item into.
 - In this image, **Electronics_Bin** has been selected.
- Click on Ok.

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					KZ - OS - Stationery	KZ - Office Supplies	Yes	No	No	No	No						
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• The selected bin will populate the **Destination Bin Name** field.



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										Total		3,850.00

- Follow the same process to bring up the **Select** screen again,
- and **select a bin** for each item in the **Stock Transfer** screen.
 - In this image, a different bin: **Stationery_Bin** has been selected.

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SAVE TRANSFER DETAILS

- When you are finished with your selection(s),
- Click on Save.

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

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PRINT TRANSFER NOTE

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



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

- You can see that the items have been transferred from the InTransit Warehouse and InTransit Bin to:
- The destination KZ Office Supplies Warehouse,
- and to the **2** different **destination bins**.
- From here you can **View**, **Print**, **Export** or **Email** the Part Transfer Note.

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	Report create	ed on BPO - www.co3.co.za		Print	ed : 04 Jun 21	024 16:38			Page 10f I		Ŧ

• **Close** the Report Preview screen when you are done.

• You will return to the **Parts InTransit** screen, where you can see the items selected for transfer have now been **removed** from this screen.



4														
	Home	Equipment / Lo	cations Contrac	t Finance / HR In	ventory Main	tenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		ø ×
SI	ave Layout Workspaces	Receive Kw	Zulu-Natal - Refresh											
	Format	Proce	Current											
	ag a column header here	to group by that o	nmula											۶
	DocNo 🔺 DocTy;	pe PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity					
Т	*∏c #∏c	N 🗌 C	*[]c	*[]:	#[]¢	∎⊡c	a∏c	-	-					
	KTR00000002 PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-66970452	3,500.00	1.00					
	KTR00000002 PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-86113575	3,500.00	1.00					
	KTR00000002 PTRN	С	SP2020-2671	Toner Black	In Transit	In Transit - Bin		350.00	2.00					
	KTR00000034 PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-27349295	3,500.00	1.00					
	KTR00000034 PTRN KTR00000034 PTRN	A A	SP2020 SP2020	Sprint Multi Functional Copier Sprint Multi Functional Copier	In Transit In Transit	In Transit - Bin In Transit - Bin	SP2020-27349295 SP2020-07525164	3,500.00	1.00					
	KTR00000034 PTRN KTR00000034 PTRN KTR00000034 PTRN	A A B	SP2020 SP2020 SP2020-3671	Sprint Multi Functional Copier Sprint Multi Functional Copier Staple Unit	In Transit In Transit In Transit	In Transit - Bin In Transit - Bin In Transit - Bin	SP2020-27349295 SP2020-07525164 SP2020-3671-50601382	3,500.00 3,500.00 3,500.00	1.00 1.00 1.00					

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