We are currently updating our site; thank you for your patience.

INVENTORY

PART REQUESTS - TRANSFER - DIRECT

The **Direct Transfer** process is used when stock is required at branches and is requested from head office. If the source branch does not have stock to issue, complete the stock procurement process before transferring the stock. Head office will then complete the transfer to the branch.

In the **Direct Transfer** process, item(s) will be transferred from the original warehouse location directly to the final warehouse destination.

For example, a branch (**Site**) in KwaZulu-Natal may have short stock of a copier machine model required by a customer. Upon checking the system, (Stock Status), the stock or store manager can see there is stock of that particular copier at another branch (**Site**). Instead of raising a purchase requisition for the copier, the branch or store manager can request a transfer of that item to fulfil his customer requirements.

An Inter Warehouse Transfer Request should be raised first as this will create the Warehouse (**WHSE**) originated part request. You can raise a part request directly from the **Part Requests for the Site** listing screen, but as you cannot see whether there is stock available for transfer, it is advisable to begin the process by raising the request from the **Stock Status** screen.

If the source branch does not have stock to issue, complete the stock procurement process before transferring the stock.

Ribbon Select **Inventory > Part Requests**

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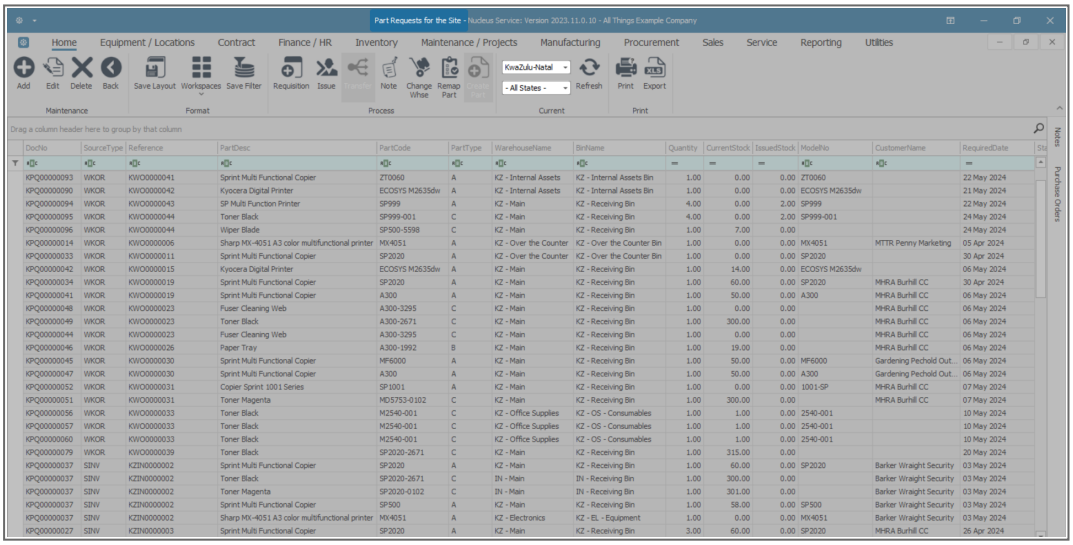
- The **Part Requests for the Site** screen will display.
- The **Site** must be set to the **Site location** of the **source warehouse** for the **Direct Transfer** process.

For a detailed handling of this topic refer to Site Selection.

- The **State** filter will default to '**All States**' upon opening.

For a detailed handling of this topic refer to State/Type Selection.

- The list of **part requests** displayed will be dependant on the **Site** and **State** selected.



SEARCH FOR WHSE PART REQUEST

To make it easier to find a specific part request originating from a warehouse (**WHSE**), you can use the Auto Filter Row or the Filter Icon. In this example,

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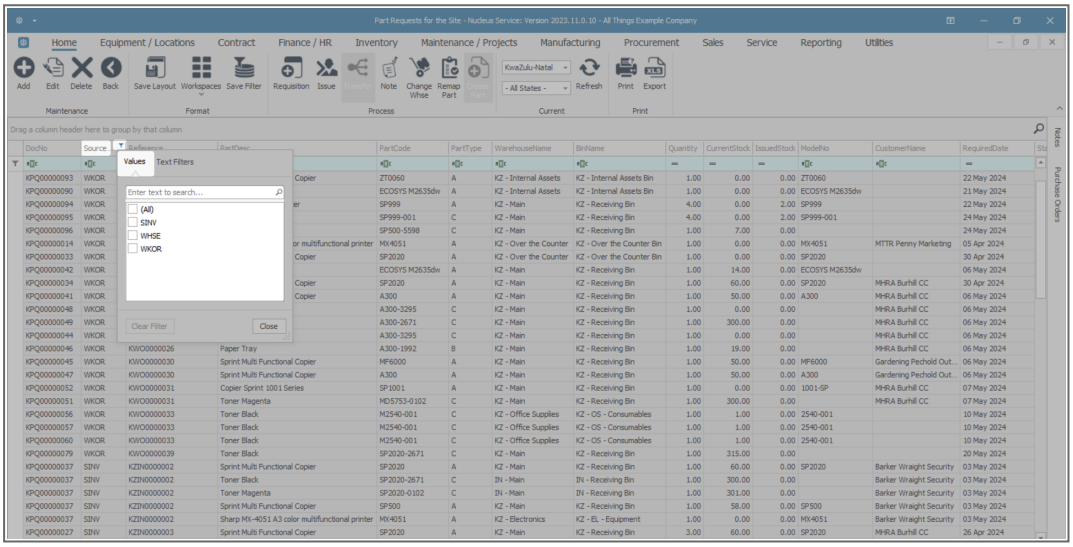
we will filter by the **Source Type** column to search for part requests originating from a warehouse: **WHSE**.

- Note that the data grid currently displays all **Source Types**.
- Hover over the column header **Source Types** to reveal the **filter icon**.
- Click on the icon to open the **Filter pop-up screen**.
- Ensure that the **Values** tab is selected.



- Select the **WHSE** check box.
- As the check box is selected, the data grid will sort and refresh, to display only the part requests that have the **Source Type**: **WHSE**.
- The applied filter will be displayed in the data grid **Title bar**.
- The applied filter will also be displayed in the **Auto Filter Row** and the **Edit Filter row**.
- **Close** the Filter pop-up screen.

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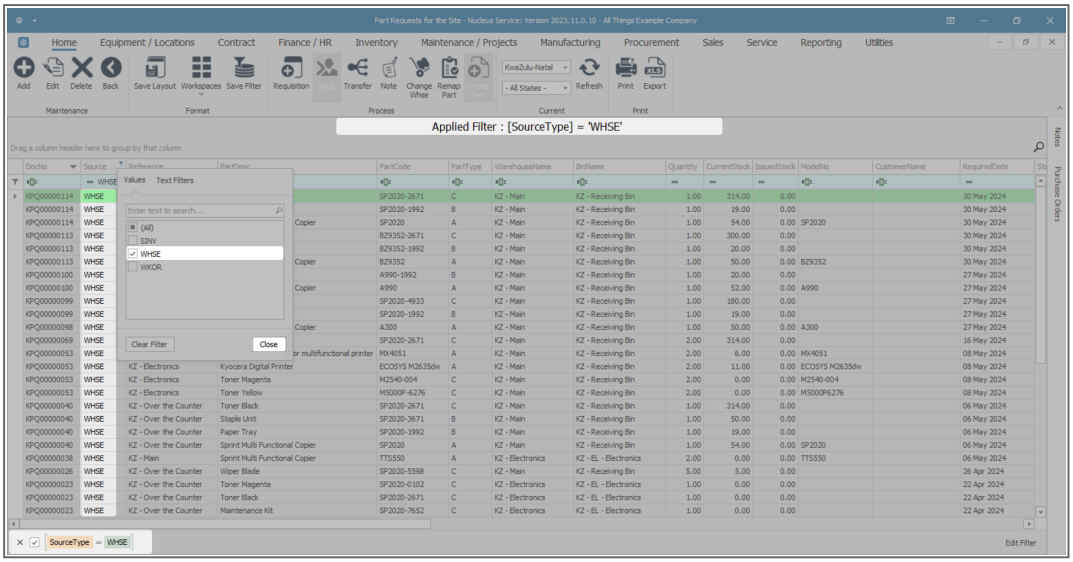

SELECT PART REQUEST TO TRANSFER

- Select the **row** of the Inter Warehouse Transfer Part Request that was originally raised.

NOTE ON MULTIPLE ITEMS LINKED TO A PART REQUEST

- Although only one item row is selected, you will note that there are **3** items linked to the same part request. All items linked to the selected part request row will pull through to the **Stock Transfer** screen shown in the next step.
- Click on **Transfer**.

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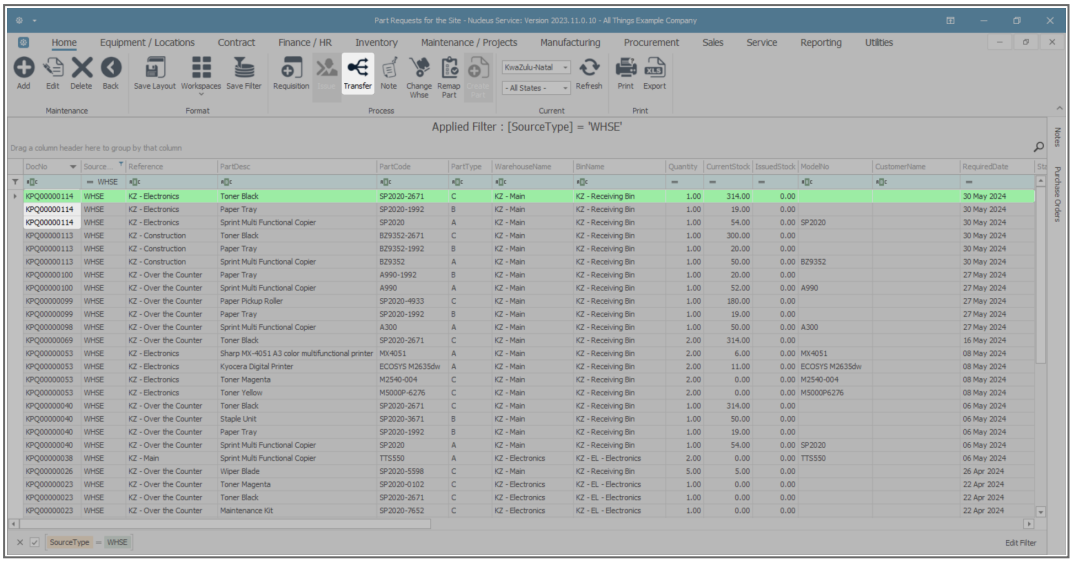

STOCK TRANSFER DETAILS

- The **Stock Transfer** screen will open.
- Note the following details:
    - **Reference Type:** This will auto populate with Part Request.
    - **Reference:** This will auto populate with the Part Request number.
    - **Final Warehouse:** This will auto populate with the name of the final destination warehouse which is receiving the stock transfer.
        - As this is the Direct Transfer process, this warehouse will be the same as the DestWhseName.
    - **Requestor:** This will auto populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative person if required.

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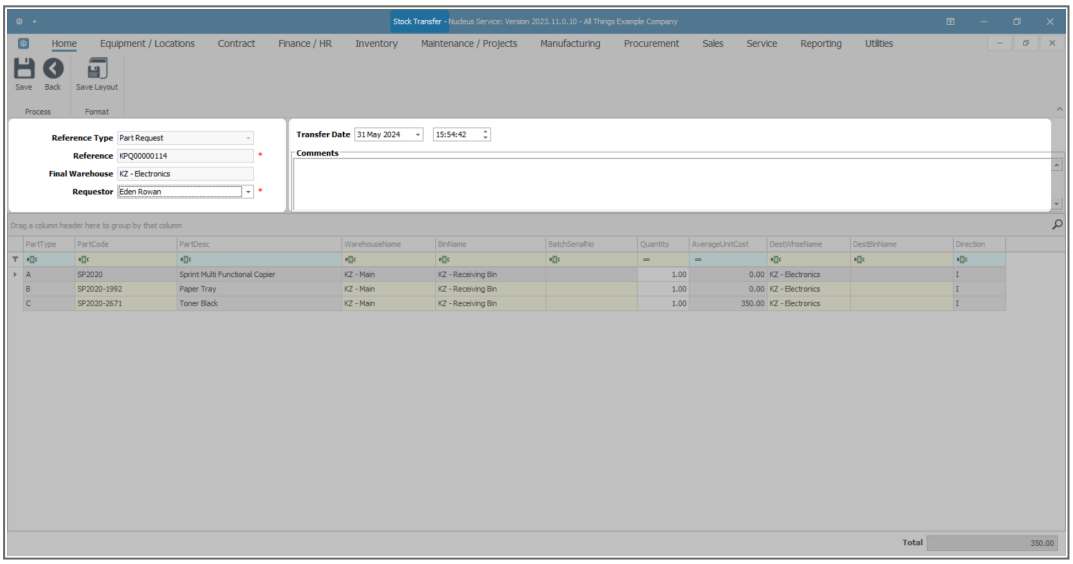
- **Transfer Date:** This will auto populate with the current date and time.
    - Click on the drop-down arrow and use the calendar function to select an alternative date, if required.
    - Either type in or use the directional arrows to select an alternative time, if required.
- **Comments:** Click in the Comments text box and type in a comment relevant to this stock transfer, if required. You will see that this will come through on the printed Transfer Note further in this manual.



THE PARTS DATA GRID

- You will see that all the items linked to the selected part request have auto populated the data grid.
- The **DestinationWarehouseName** and **DestinationBinName** columns will auto populate with the name of the warehouse that requested the transfer and which will be receiving the items.

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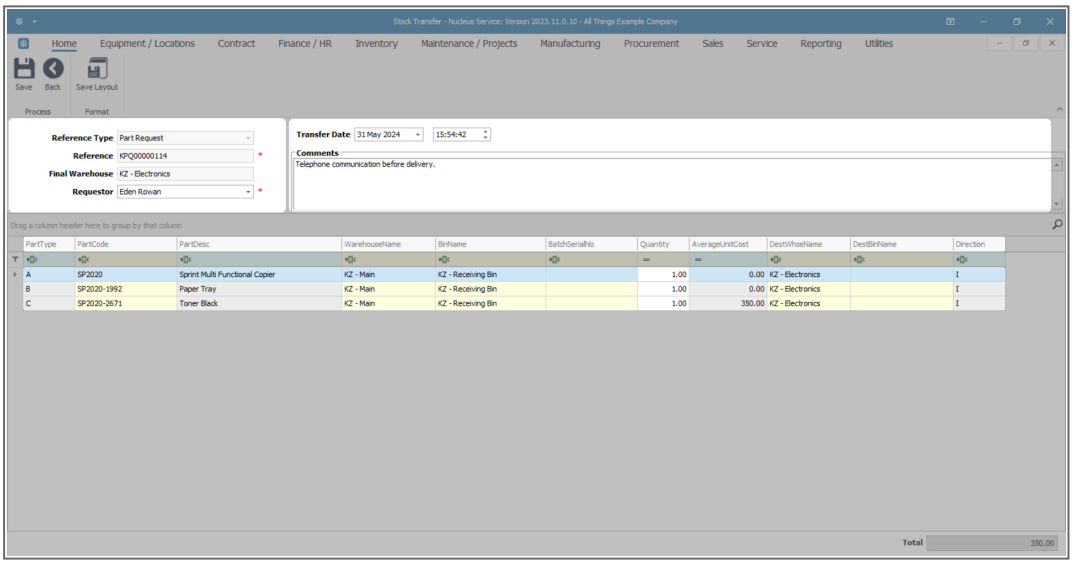
Note: This differs from the In-transit Transfer process, where the Destination Warehouse Name and Bin Name auto populate with the **In-transit details** set up in your company configuration.

- If the Bin Name field is empty, it may have been omitted when raising the Interwarehouse Request and the Destination Bin can be selected further on in this process.
- The **WarehouseName** and **BinName** columns will auto populate with the Source Warehouse Name and Bin Name on the original part request.
- The **Quantity** column will auto populate with the quantity required on the original part request.



NOTE ON A OR B-CLASS TRANSFER ITEMS

- **A** or **B**-Class items will not reflect an **AverageUnitCost** in this field as each **A** or **B**-Class item has to have their specific Serial Number manually selected by the person initiating the transfer.

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- Each serialised item could have a different unit cost. The process to select an **A** or **B**-Class serialised item is set out below.

NOTE ON C-CLASS TRANSFER ITEMS

- For **C**-Class items, if the company is not using batch tracking then the **BatchSerialNo** field may be blank. Refer to Batch tracking for more information.
- The system auto selects from the first batch in the Source Warehouse and bin and populates the **Average Unit Cost**[1] field with the average unit cost of all the **C**-Class batch items in that bin.
- See further below to select the **BatchSerialNo** when Batch tracking is used.

> **Note**: If the batch number is not recorded when the C-Class items are received into store and your company does not follow the batch tracking process, then the **BatchSerialNo** field of this C-Class item will be **blank**. However, the system will still calculate the **AverageUnitCost** of all the batch items in the bin, both the numbered and the unnumbered batches.

[1][Average Total Cost = Total Cost of Production / Quantity of Units Produced] Average cost includes fixed costs, like those necessary for production, that remain the same no matter the output. An example of a fixed cost is the building space and equipment used to assemble a product. Average cost also includes variable costs. Examples of variable costs are specific parts needed to build a product, which may increase or decrease according to output. To assign a value to inventory, calculate the cost of goods available for sale, divided by the number of units available for sale.

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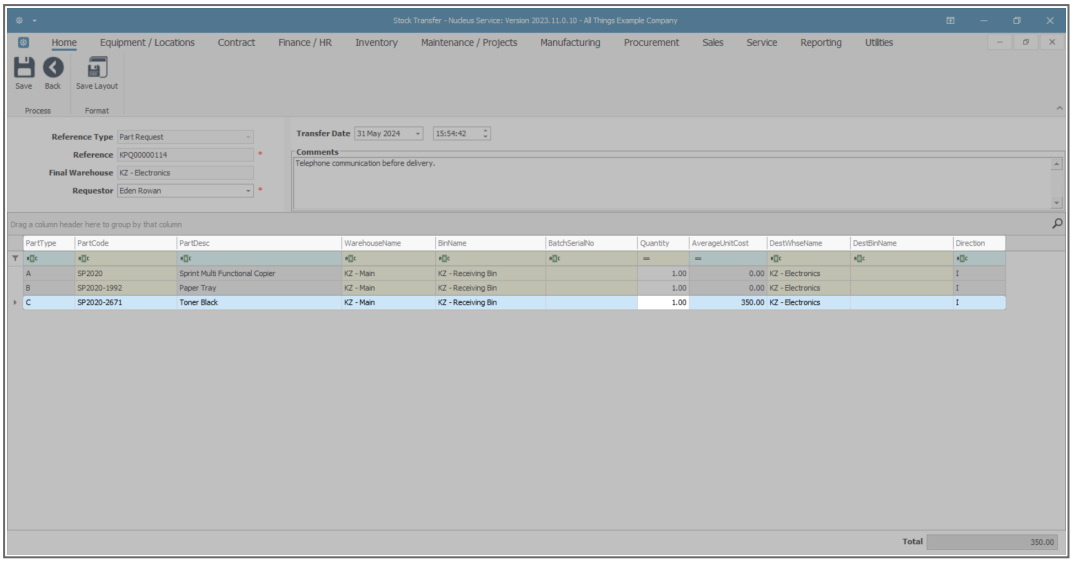
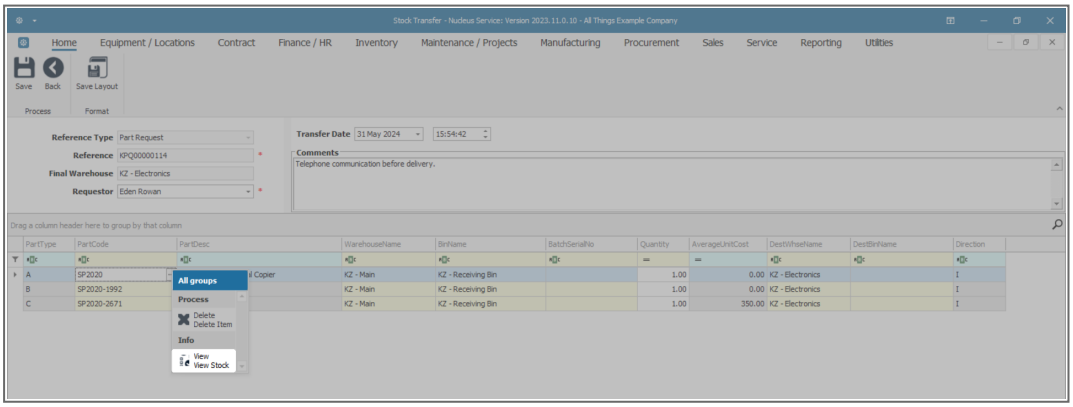


VIEW STOCK AVAILABLE FOR TRANSFER

You can view **how much stock** of the requested item is in the source warehouse and bin.

View A-Class Stock

- **Right-click** anywhere in the **row** of the **A**-Class item you wish to view.
- An **All groups** menu will pop up.
- Click on **View** - **View Stock**.



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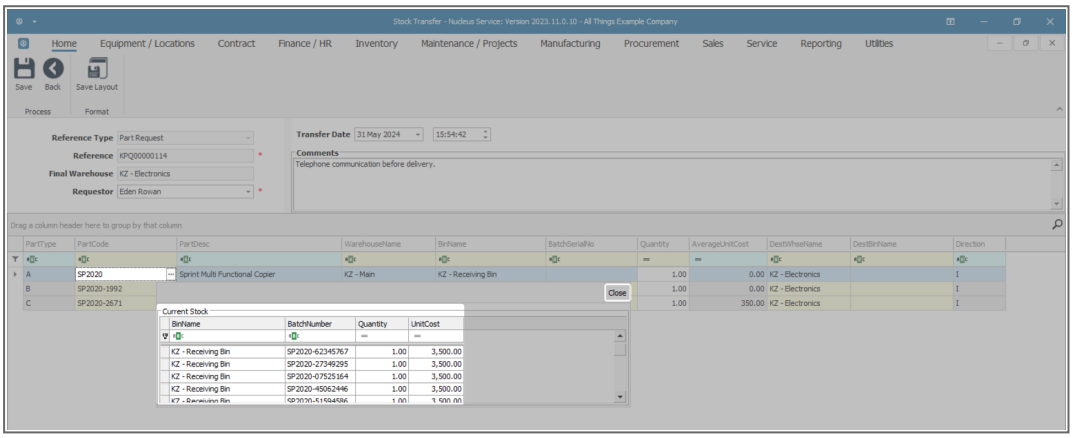
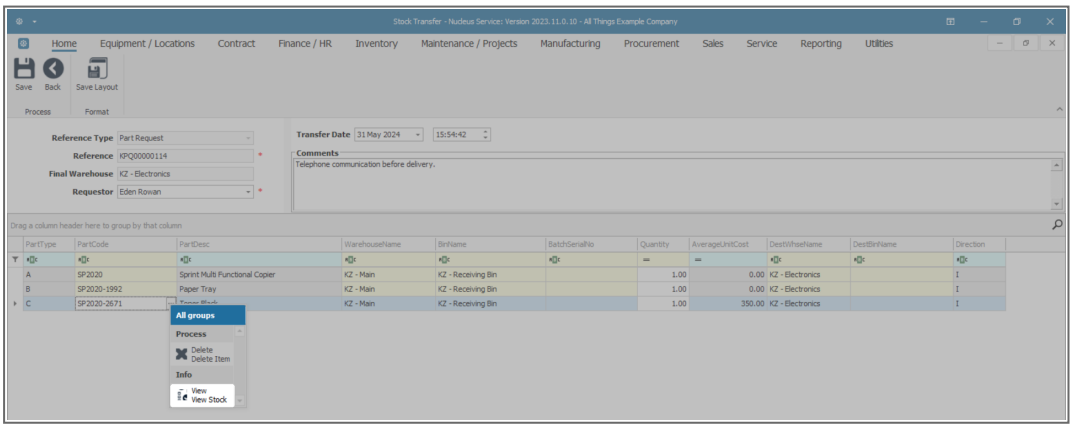
- The **Current Stock** sub grid will pop up.
- Here you can view a list of **all** the **A**-Class items available in **all** bins linked to the **source warehouse**.
- Note that each **A**-Class item is listed on a separate line, each with it's own unique **BatchSerialNo** and **UnitCost**.
- **Close** the sub grid when you are done.



View C-Class Stock

- **Right-click** anywhere in the **row** of the **C**-Class item you wish to view.
- An **All groups** menu will pop up.
- Click on **View** - **View Stock**.



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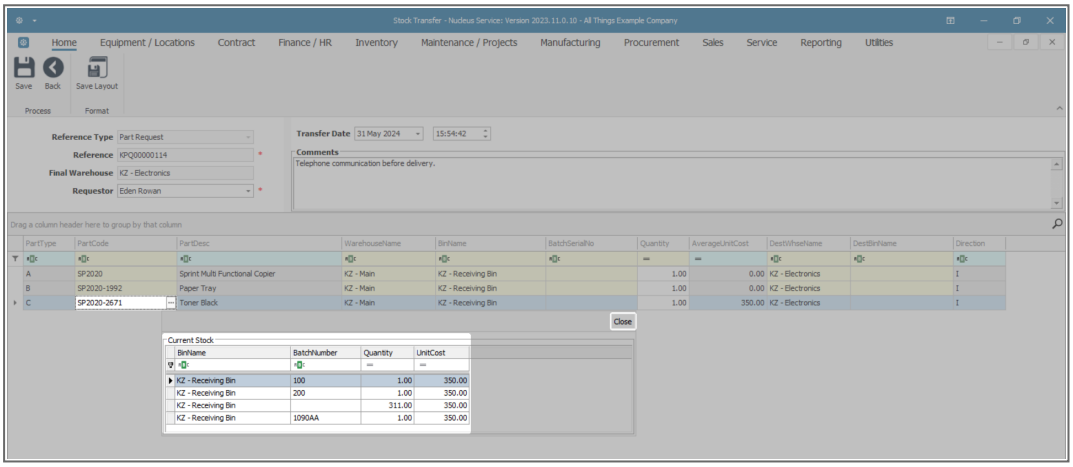
- The **Current Stock** sub grid will pop up.
- Here you can view a list of **all the batches** of **C**-Class items available in **all bins** linked to the **source warehouse**.
- Note that the **Quantity** of each batch varies as more than one **C**-Class item can be received into a batch.
- The **UnitCost** will also vary according to the average unit cost of all the **C**-Class batch items grouped together within that bin.
- **Close** the sub grid when you are done.



A-CLASS ITEMS BATCH SERIAL NO SELECTION

- Click in the **BatchSerialNo** field of the **A**-Class item.
- An **ellipsis** button will be revealed.
- Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
- This screen will list all the serial numbers of this **A**-Class item that are currently stored in the selected warehouse and bin.
- Select the **row** of the **batch/serial number** for the **A**-Class transfer item.
- Click on **Ok**.

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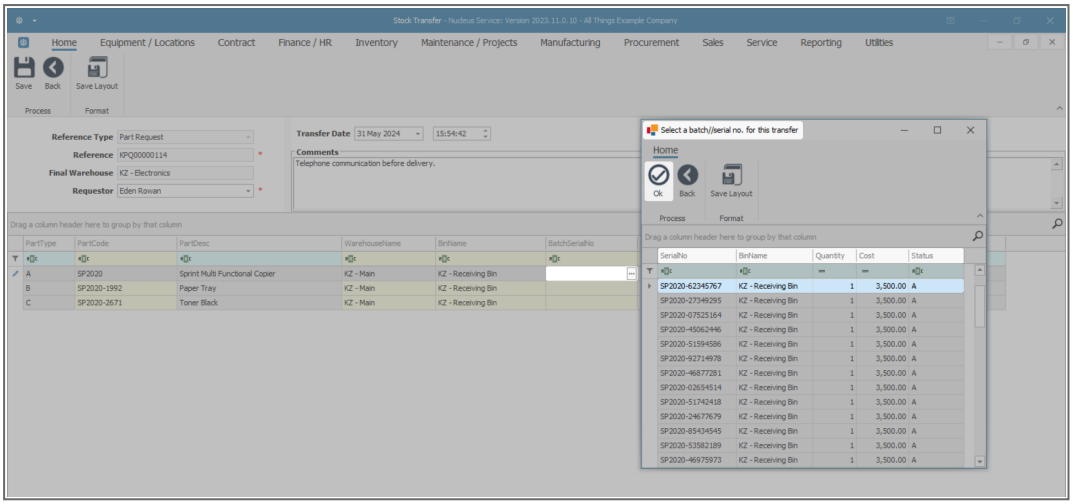
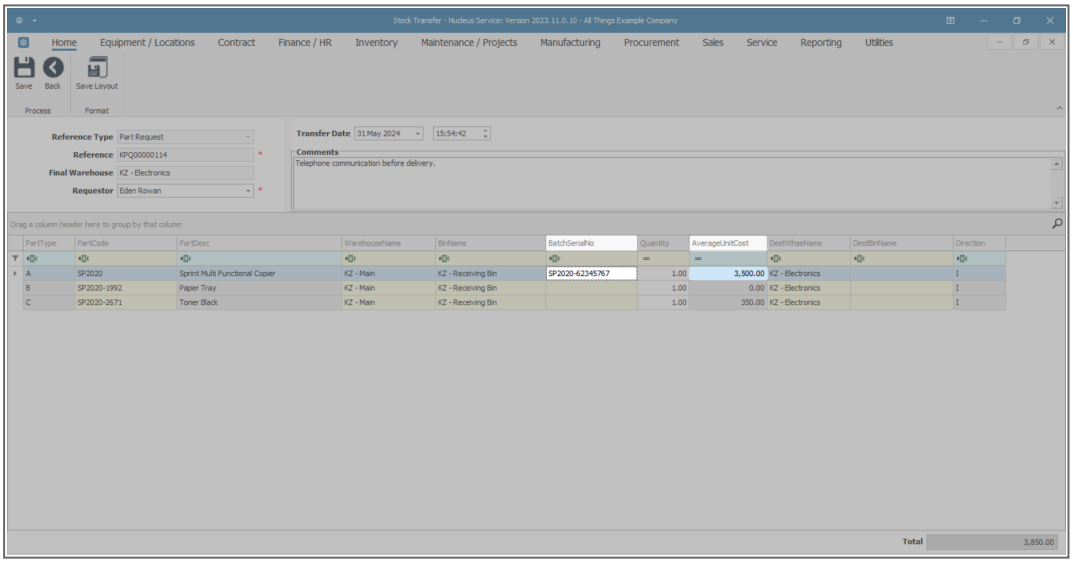


- The **BatchSerialNumber** field will populate according to your selection.
- The **AverageUnitCost** will populate according to the Average Unit Cost of this serialised **A**-Class item when it was GRN'd into store.



Follow the A-Class Items BatchSerialNo Selection process for the **B**-Class item(s) in the data grid.

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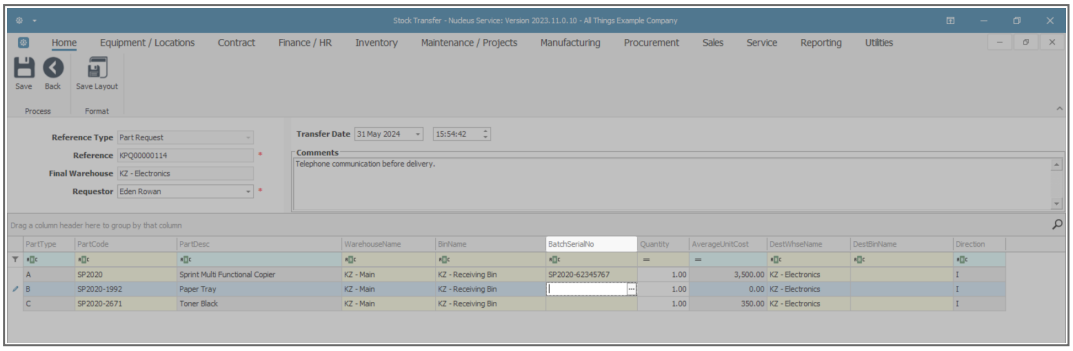

C-CLASS ITEMS BATCHSERIALNO SELECTION

- Remember: For **C**-Class items, the system auto selects from the first batch in the Source Warehouse and bin and populates the **AverageUnitCost** field with the average unit cost of all the **C**-Class batch items in that bin.
- If the company is not using batch tracking then the **BatchSerialNumber** field may be blank.

Follow this process to select the **BatchSerialNumber**.

- Click in the **BatchSerialNo** text box of the **C**-Class item to reveal an ellipsis button.
- Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
- This screen will list **all** the batches available in the selected bin as well as the **Quantity** and **AverageUnitCost** of all the items in each bin.
- Select the **row** of the **batch/serial number** for the **C**-Class transfer item.
- Click on **Ok**.

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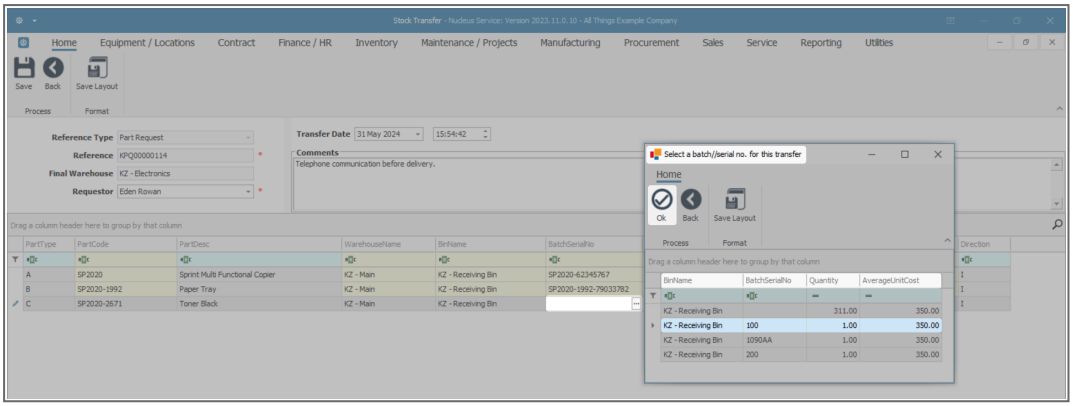

DESTINATION BIN SELECTION

- If there are blank **DestBinName** fields, then follow this process to select these now, or the system will give an error message when trying to Save this Stock Transfer.
- Click in the **DestBinName** text box of the selected row to reveal the **ellipsis** button.
- Click on this button to display the **Select a destination bin for this part transfer** pop up screen.
- This screen will list **all** the bins linked to the **DestinationWarehouseName**.
- Select the **row** of the **bin** where the transfer items are to be received.
- Click on **Ok**.

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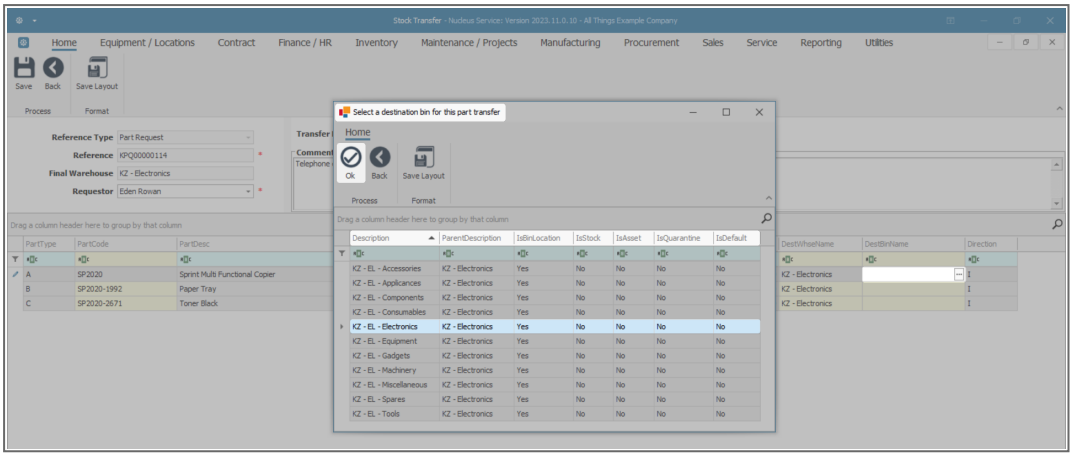
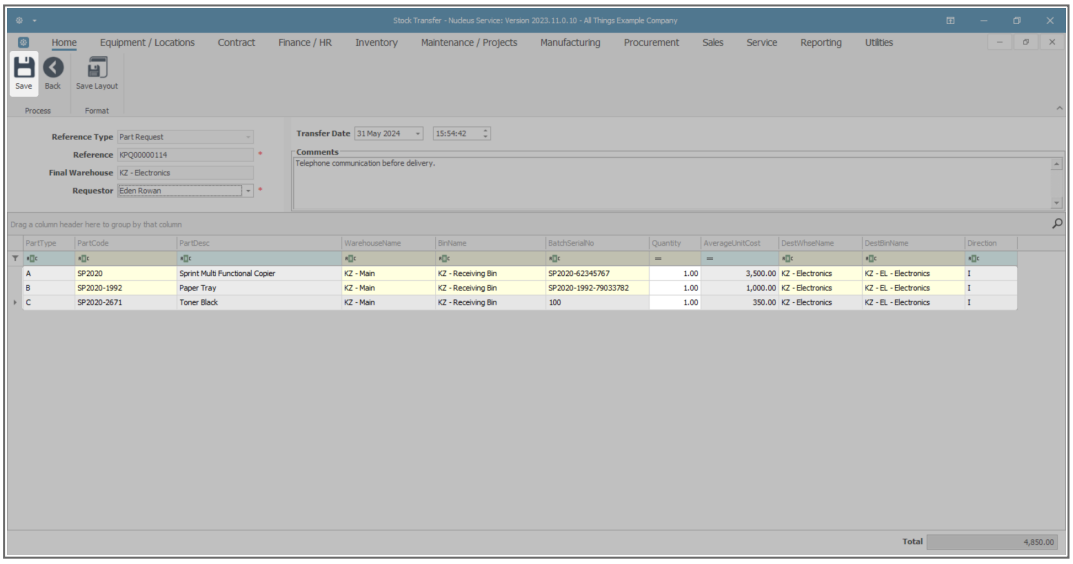


- Repeat the process until all the **DestBinName** fields are populated.

SAVE STOCK TRANSFER DETAILS

- When you have finished completing the details for this direct Stock Transfer, click on **Save**.



- A **Part Transfer Processing** message box will pop advising the following:

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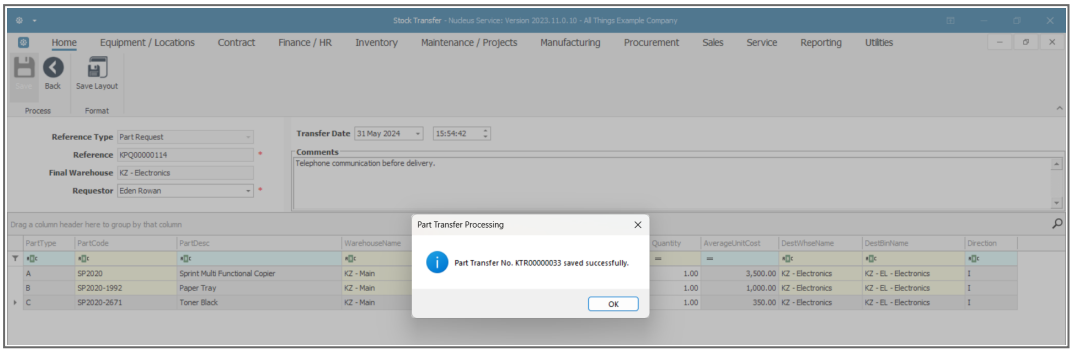
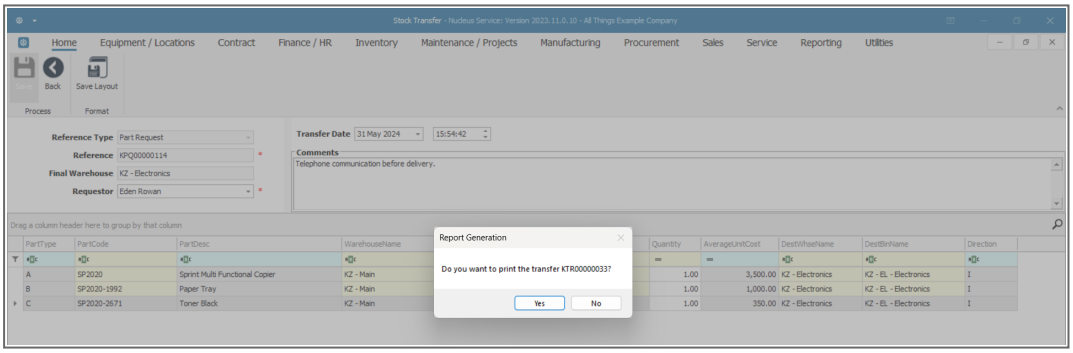
- **Part Transfer No. [ ] saved successfully.**

- Click on **OK**.



PRINT TRANSFER NOTE

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



VIEW TRANSFER NOTE

- The **Preview** screen for the Part Transfer Note will open. If not, click on the Preview tab at the foot of your screen.

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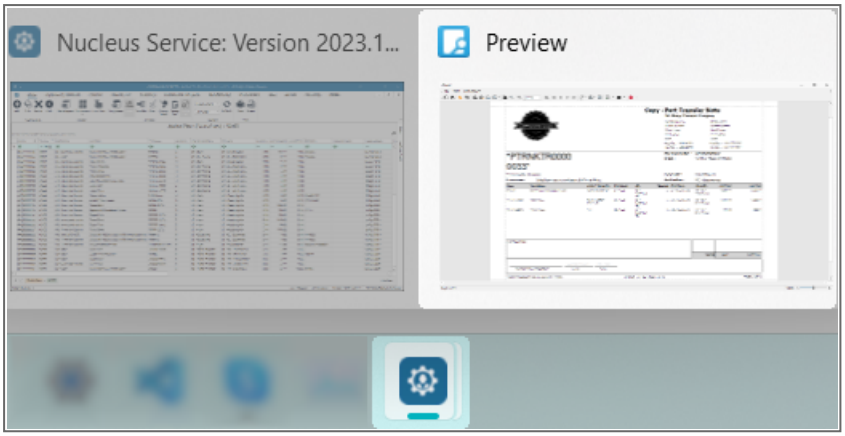

Note the following details:

- The **Part Request No** is documented.
- The **BatchSerialNos** selected in the Stock Transfer screen are listed.
- The source **Warehouse** and **Bin** selected in the Stock Transfer screen are listed.
- The **Destination Warehouse** and **Destination Bin** are documented.
- The **Unit Cost**[1] and **Line Cost**[2] are figured.
- The **Total** cost of the transfer items is figured.
- There is a section on the document for an **Authorisation Signature**, **Date** and **Time**.
- The **Comment** typed into the Stock Transfer screen can be viewed here.

---

[1]Generally, unit costs represent the total expense involved in creating one unit of a product or service. A unit cost forms the base level for a market offering price. A unit cost can be lowered through economies of scale.
[2]This is the amount due for the particular line item. Once you have entered the Unit Cost and Quantity, this figure will be calculated automatically. If you change either value at any time during creation of the invoice, the Line Total will adjust accordingly.

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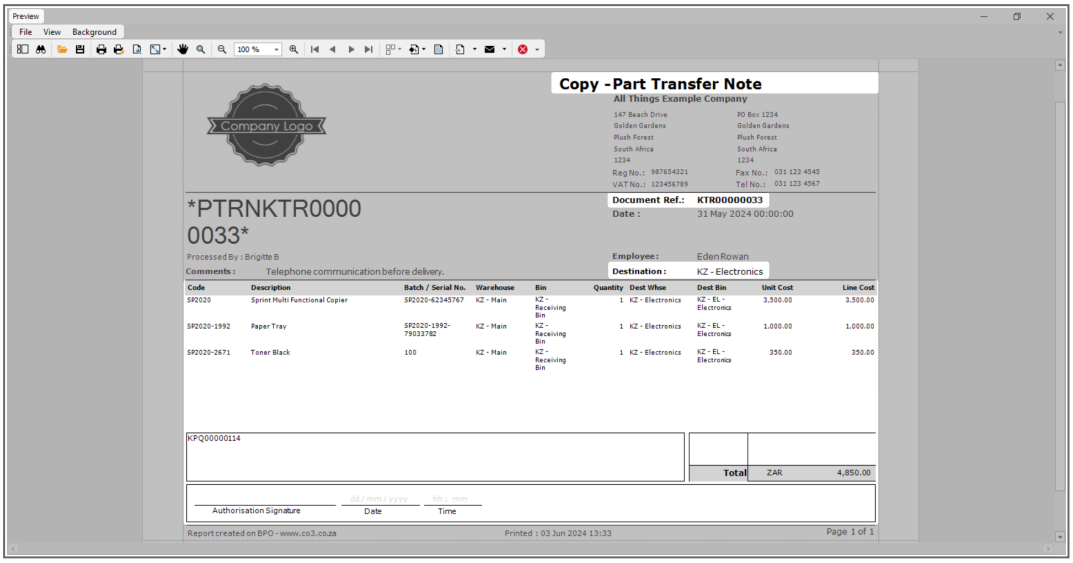
- From here you can use the **Preview toolbar** to **View**, **Edit** and **Publish** the document, as required.
- **Close** the Report Preview screen when you are finished.



- You will return to the **Part Requests for the Site** screen.
- Click **Back** or use the Nucleus Service Open Windows Functionality to return to the **Part Listing** screen to view the **Transfer** history.

Note: Only parts that are transferred from the **Source Warehouse** and **Bin** on the original part request are transferred and removed from the **Part Requests for the Site** listing screen.

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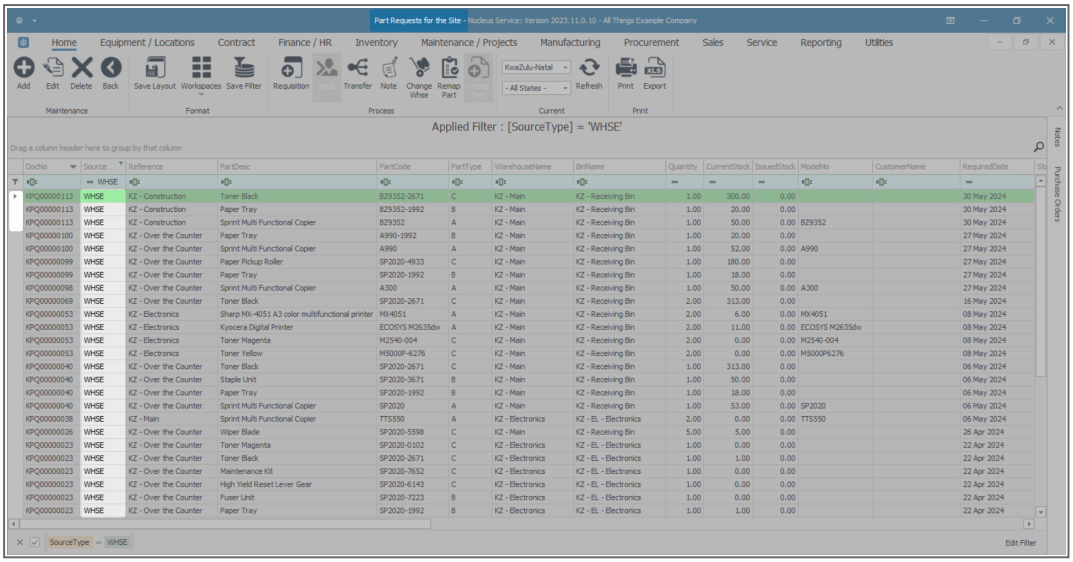
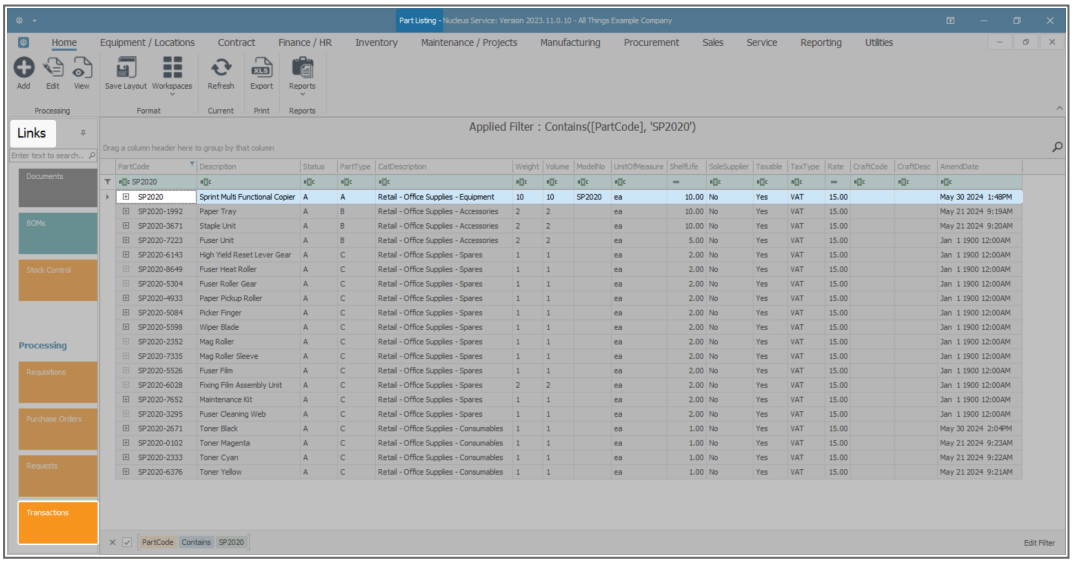


VIEW PART REQUEST DIRECT TRANSFER

You can view the **Transfer** history in the Parts **Transactions** screen.

- The **Part Listing** screen will display.
- Use the Auto Filter Row to search for the part where you wish to view the part **Transfer** history.
- Select the **row** of the part.
- Click on the **Transactions** tile in the Links panel.



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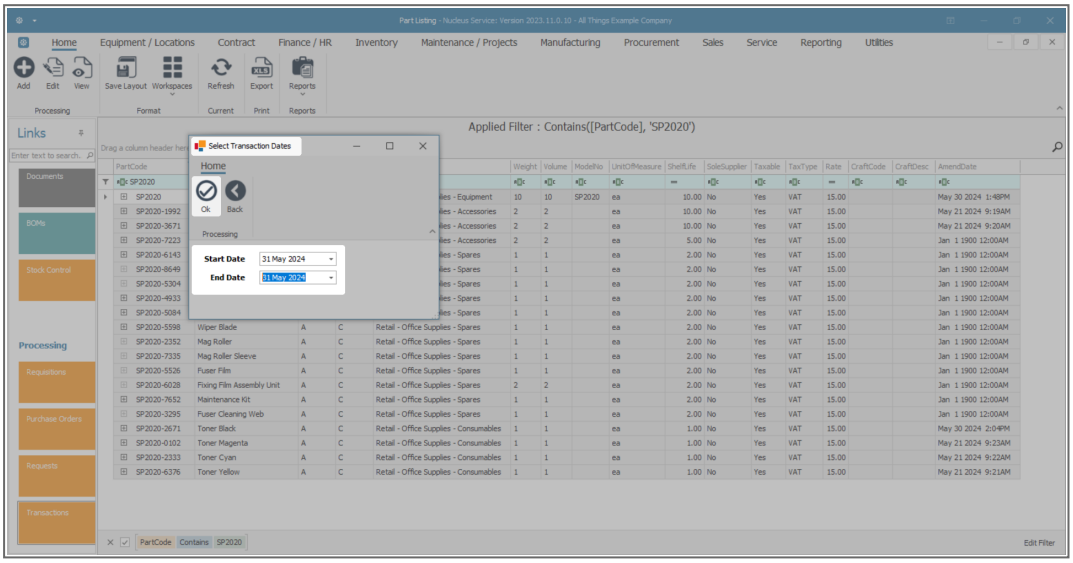
- A **Select Transaction Dates** screen will pop up.
- Select the range of dates that contain the **Transfer** history of the selected part code.
- Click on **Ok**.



- The **Transactions for Part [ ]** screen will open.
- If there are many item lines in the data grid, you can use the Auto Filter Row to help you search for the **Doc Transfer No** or **Part Serial No** of the **Direct Transfer**.
- The **original** warehouse and bin location and the **final** warehouse and bin destination will be shown on separate lines in the data grid.
- You can view the **Transfer** history for each part code by following this process.
- Click on **Back** or **Close** the screen when you are done.

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Related Topics

Part Requests - Transfer - Direct

Part Requests - Transfer - In-transit

Part Requests - Transfer - Edit Transfer Quantity

Part Requests - Transfer - Delete Item from Transfer

MNU.032.013

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