

INVENTORY

STOCK - STOCK TRANSFER

This option is used by company's who have various sites set up, and will often move goods from one site to an '**in-transit**' location, on the way to another site.

Stock in this location cannot be issued until it is received into the **destination** warehouse.

<u>Two</u> stock transfer transactions occur during this process:

- Transfer from **origin** warehouse to the **in transit** location.
- Transfer from the **in transit** location to the **destination** warehouse.

<u>Warehouse Configuration</u> is required if you are going to use the In-Transit configuration - you will need to ensure that the <u>Company Configuration</u> <u>Enforce In-transit flag</u> is set to '**Yes**' to be able to complete this process.

Ribbon Select Inventory > Stock



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

SELECT THE SITE AND STATUS

- Select the Site.
 - 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 <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 WAREHOUSE

- Click on the **drop-down arrow** in the **Warehouse** field to display the **Warehouse Name menu**.
- Click on the selected Warehouse Name.
 - In this image **KZN Main** has been selected.



• The <u>left hand</u> **Selected Warehouse** panel will now populate with a list of all the stock items in that warehouse.

SELECT ITEMS FOR TRANSFER

- Click and hold on the stock item that you wish to transfer.
- Drag and drop the selected item into the <u>right</u> hand Selected Items panel.



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- The **Selected Items** panel will now contain the item details.
- Either, **right click** in the row of the selected item line.
- A Process menu will pop up.
- Click on Transfer Transfer the selected batch item
- Or click on Stock Transfer.

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



- Reference Type: This will auto populate with Adhoc.
- **Reference:** Type in a reference relevant to this stock transfer.
- **Final Warehouse:** Click on the search icon and select a final destination warehouse for this stock transfer.
- **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 responsible for the stock transfer 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 a relevant comment regarding this stock transfer in this text box if required.

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PARTS DATA GRID

- You will see that the details of the item(s) selected in the previous **Stock Status** screen have auto populated in this frame.
- Click in the **Batch Number** text box.

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SELECT BATCH/SERIAL NO.

- An **ellipsis** button will be revealed.
- Click on this button to display the Select a batch/serial no. for this transfer pop up screen.
- Click on the **row selector** in front of the **batch/serial number** that you wish to assign to this transfer.
- Click on Ok.



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SELECT QUANTITY

• Click on the **Quantity** text box and either **type in** or use the **arrow indicators** to select the **stock quantity** that is required for this transfer.

Note: Remember that for A or B-Class items, the Quantity can only be 1 per line.

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 The Destination Warehouse Name and Destination Bin Name text boxes are auto populated with In Transit and In Transit -Bin.

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SAVE TRANSFER DETAILS

• When you have finished working in this screen, 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 []?

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• Click on Yes.

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REPORT PREVIEW

- You can now view the **Report Preview** screen.
- From here you can **View**, **Print**, **Export** or **Email** the Part Transfer Note.
- Close the Report Preview screen when you are finished.

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- You will return to the Stock Status screen.
- Follow the instructions for <u>Action Stock Transfer Request</u> to transfer the part from the **InTransit** warehouse to the **final** warehouse.

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