

# **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.

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#### **SELECTED ITEMS PANEL**

• Click on the Selected Items tab.

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- 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).
  - 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 <u>right</u> hand Selected Items panel.

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	Ŧ	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00									
	Ŧ	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	10.00									
	Ŧ	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	7.00									
	Ð	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	330.00									
	Ŧ	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00									
	Ŧ	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00									
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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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4	⊞ A	A990	Sprint Multi Functional Copier	A990	Retail - Office Supplies - Equipment	KZ - Main	52.00 -	4							•

#### **TRANSFER DETAILS**

• The Stock Transfer screen will be displayed.



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Now follow the instructions as set out for **Inter-Bin Stock Transfer** for <u>C-</u> <u>Class items</u> or as set out for an **Inter-Bin Stock Transfer** for <u>A or B-Class</u> <u>items</u>.

**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.



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## **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
 <u>Transfer</u> process.

### SAVE INTER WAREHOUSE TRANSFER

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

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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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A	SP 500	Sprint Multi Functional Copier	KZ - Main			1.00	3,500.00	KZ - Electronics	KZ - EL - Electronics	I	

• 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**.



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÷.	⊕ A	SP2020	KZ - Food and Beverage KZ - Building and Garden	>	Retail - Office Supplies - Equipment	KZ - Main	54.00							
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	± B	SP2020-3671	×		Retail - Office Supplies - Accessories	KZ - Main	48.00							
	⊞ B	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00							
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	± C	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00							
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	⊕ C	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	7.00							
	⊞ C	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	328.00							
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	± C	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00							
	⊞ C	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00							
	± A	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	49.00							
	⊞ B	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00							
	⊞ B	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00							
	⊞ B	SP500-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00							
	± C	SP500-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	3.00							
	ΞC	SP500-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	183.00							
	⊞ C	SP500-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00							
	⊞ C	SP500-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	7.00							
	⊕ C	SP500-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	302.00							
	ΞC	SP500-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00 👻							
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- **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.



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± ,	A SP50	00	Sprint Multi Functional	Copier	SP 500	Retail - Office Supp	plies - Equipment	KZ - Electronics	1.00							

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

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