

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

## INVENTORY

### IN-TRANSIT INTER-WAREHOUSE TRANSFER

This process is similar to the [Inter-Bin Stock Transfer](#) process with the differences as noted below.

- You will need to ensure that the Company Configuration [Enforce In-transit flag](#) is set to 'Yes' to be able to complete this process.
- Once stock is transferred to the 'In-Transit' warehouse, the stock must then be [Received from the In-Transit warehouse](#) into the **destination** warehouse.
- The stock transfer process differs slightly for an **A** or **B**-Class item compared to a **C**-Class item. This manual gives the example of **both** class types to help explain the differences.

#### Ribbon Select Inventory > Stock



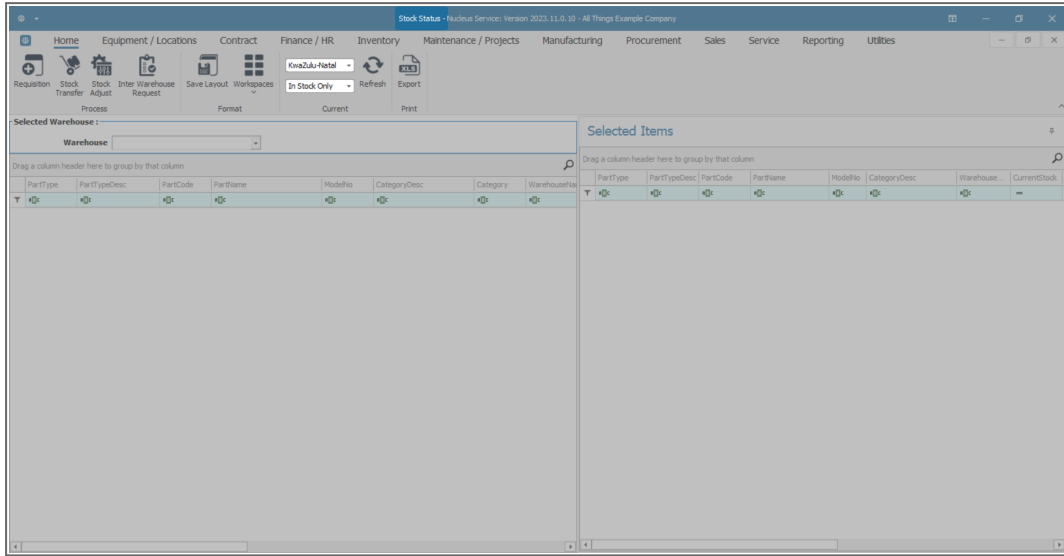
- The **Stock Status** screen will be displayed.

## TRANSFER A, B OR C-CLASS ITEMS

### SELECT SOURCE SITE

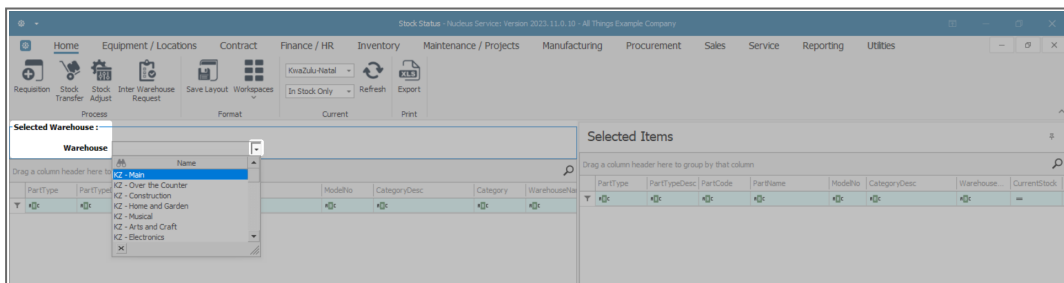
- Select the **source** location or **Site** (where the stock is currently).
  - In this image **KwaZulu-Natal** has been selected.

- This screen will open in the **In Stock Only** status.
- This can remain unchanged.



## 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 **KZ-Main Warehouse** has been selected.



- The **Selected Warehouse** frame will populate with all the items currently in stock in that warehouse.

## SELECT ITEMS TO TRANSFER

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- Click on the **item lines** of the **A** or **B**-Class item and the **C**-Class item that you wish to transfer.

**Note:** You can select multiple items in **2** ways:

### Either

- Click in the row of the first item line, press and hold the **Shift** button on your keyboard, use the **arrows** on your keyboard to select the items in order. (The items should all be highlighted as they are selected).

### Or

- Click on the first item, then hold the **Ctrl** button on your keyboard, whilst using your **mouse** to click on the other item lines that you wish to add. Use this method for items that are not in order. (The items should all be **highlighted** as they are selected).
- Once you have selected multiple items using either of the above methods -
  - Press and hold the **Shift** button on your keyboard, click in the **row selector column** of the final row of the selection and **drag and drop** to the **Selected Items** frame.
- All the selected lines will be copied across to this frame.

Stock Status - Nucleus Service: Version 2023.11.0.10 - All Things Example Company

Warehouse: KZ - Main

PartType	PartTypeDesc	PartCode	PartName	ModelNo	CategoryDesc	WarehouseName	CurrentStock	Res
A	A Class Part	SP2020	Sprint Multi Functional Copier	SP2020	Retail - Office Supplies - Equipment	KZ - Main	53.00	
B	B Class Part	SP2020-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	18.00	
B	B Class Part	SP2020-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00	
B	B Class Part	SP2020-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	48.00	
C	C Class Part	SP2020-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	1.00	
C	C Class Part	SP2020-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	180.00	
C	C Class Part	SP2020-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	
C	C Class Part	SP2020-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	5.00	
C	C Class Part	SP2020-7652	Maintenance Kit		Retail - Office Supplies - Spares	KZ - Main	2.00	
C	C Class Part	SP2020-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	313.00	
C	C Class Part	SP2020-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00	
C	C Class Part	SP2020-2333	Toner Cyan		Retail - Office Supplies - Consumables	KZ - Main	300.00	
C	C Class Part	SP2020-6376	Toner Yellow		Retail - Office Supplies - Consumables	KZ - Main	300.00	
A	A Class Part	SP500	Sprint Multi Functional Copier	SP500	Retail - Office Supplies - Equipment	KZ - Main	50.00	
B	B Class Part	SP500-1992	Paper Tray		Retail - Office Supplies - Accessories	KZ - Main	21.00	
B	B Class Part	SP500-3671	Staple Unit		Retail - Office Supplies - Accessories	KZ - Main	53.00	
B	B Class Part	SP500-7223	Fuser Unit		Retail - Office Supplies - Accessories	KZ - Main	50.00	
C	C Class Part	SP500-6143	High Yield Reset Lever Gear		Retail - Office Supplies - Spares	KZ - Main	3.00	
C	C Class Part	SP500-4933	Paper Pickup Roller		Retail - Office Supplies - Spares	KZ - Main	183.00	
C	C Class Part	SP500-5084	Picker Finger		Retail - Office Supplies - Spares	KZ - Main	180.00	
C	C Class Part	SP500-5598	Wiper Blade		Retail - Office Supplies - Spares	KZ - Main	7.00	
C	C Class Part	SP500-2671	Toner Black		Retail - Office Supplies - Consumables	KZ - Main	302.00	
C	C Class Part	SP500-0102	Toner Magenta		Retail - Office Supplies - Consumables	KZ - Main	300.00	

**Note: Duplicate records where the Part, Warehouse, Bin and Batch / Serial Number are identical is not supported.**

Stock Transfer - Nucleus Service: Version 2023.11.0.10 - All Things Example Company

Reference Type: Adhoc  
Reference: In Transit Warehouse  
Final Warehouse: KZ - Computers  
Requestor: Eden Rowan

Transfer Date: 04 Jun 2024 - 13:51:23

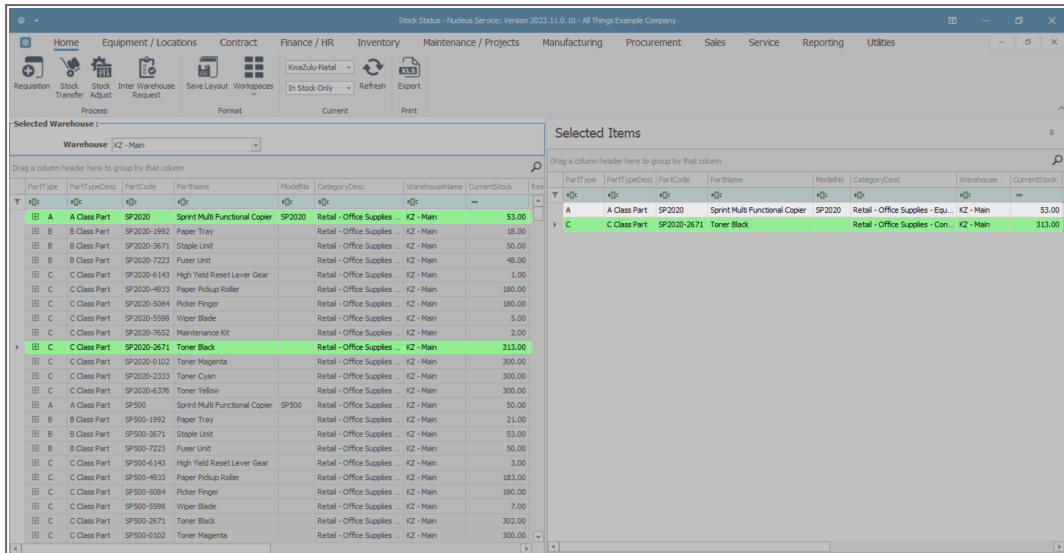
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouse	DestBinName	Direction
C	SP2020-4933	Paper Pickup Roller	KZ - Main	KZ - Receiving Bin		180.00	781.00	In Transit	In Transit - Bin	I
C	SP2020-4933	Paper Pickup Roller	KZ - Main	KZ - Receiving Bin		180.00	781.00	In Transit	In Transit - Bin	I

**Input Validation**  
Duplicate records where the Part, Warehouse, Bin and Batch/Serial Number are identical is not supported.

Total: 281,160.00

## TRANSFER ITEMS TO IN-TRANSIT WAREHOUSE

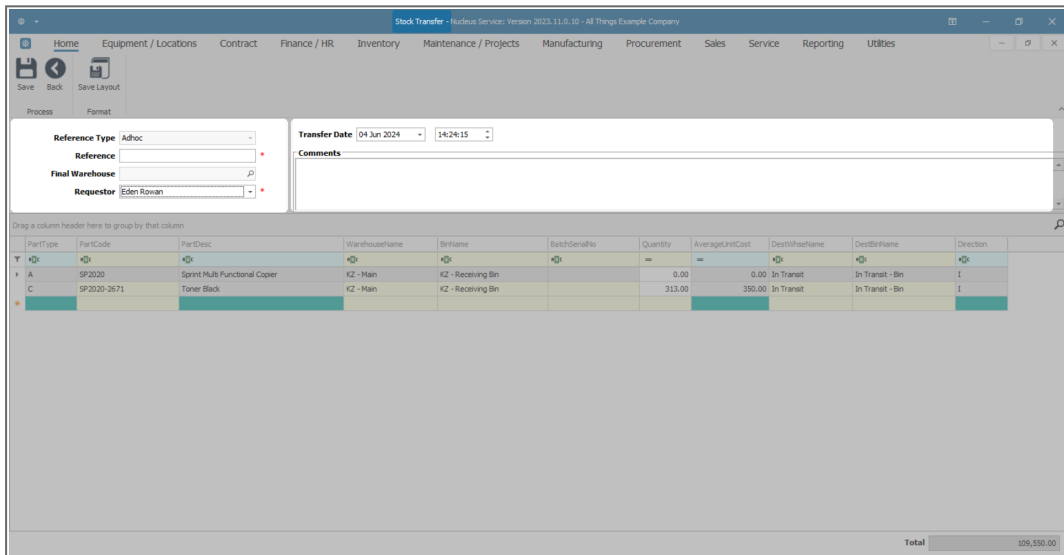
- You can see in this image that all the item lines have been copied to the **Selected Items** frame.
- Click on **Stock Transfer**.



## TRANSFER HEADER DETAILS

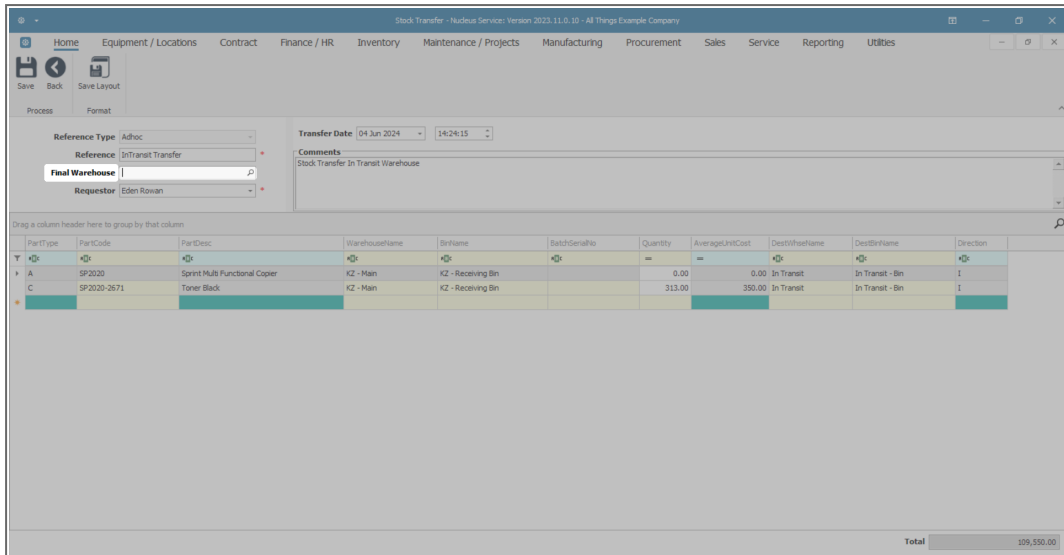
- The **Stock Transfer** screen will be displayed.
- In this image, you can see that all the selected item lines have been brought across to this screen.
- You will note that the system has auto populated the **Destination Warehouse Name** and **Destination Bin Name** fields with the name of the In-Transit Warehouse and bin as **set up in Warehouse Configuration**.
- Fill in the details in the **Header** frame:
  - **Reference Type:** This will auto populate with **Adhoc**.
  - **Reference:** Type in your reference for this stock transfer.
  - **Final Warehouse:** (This will be covered 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.

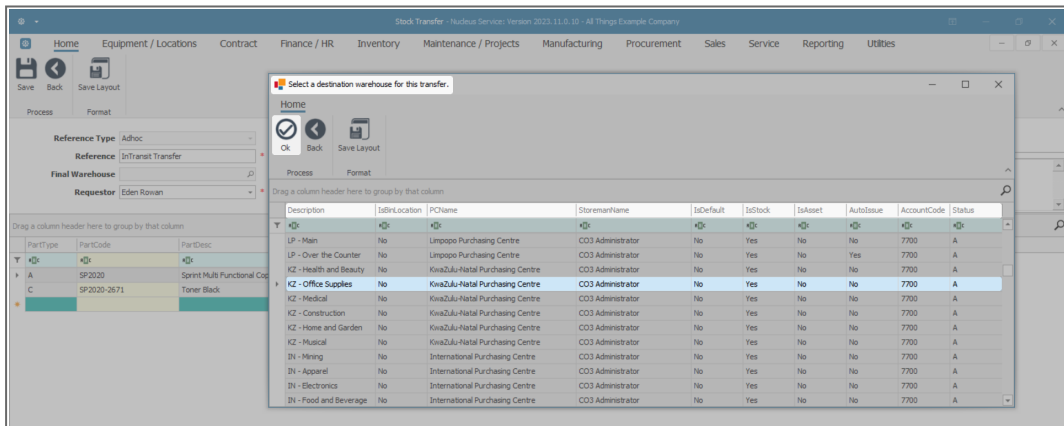


## SELECT FINAL DESTINATION WAREHOUSE

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



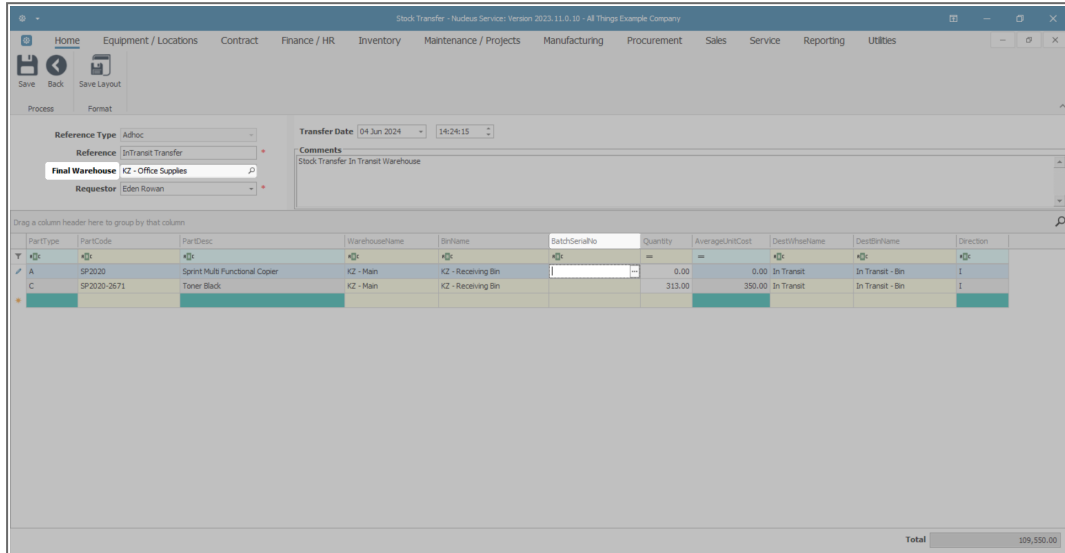
- The **Select a destination warehouse for this transfer** screen will pop up.
- Click on the **row selector** in front of the **warehouse** that you wish to be the **final destination** warehouse. This is the warehouse that will **receive** the items from the In-Transit Warehouse.
- Click on **Ok**.



- The **Final Destination** field will populate with the selected warehouse.

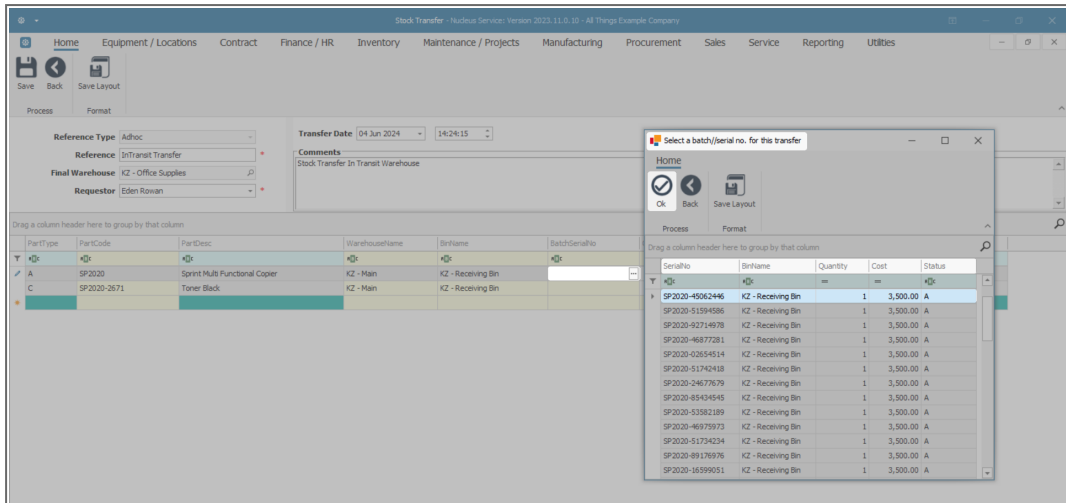
## SELECT SERIAL NO, QUANTITY AND UNIT COST FOR A OR B-CLASS ITEM

- Click in the **Batch Serial Number** field of the **A-Class** Item.

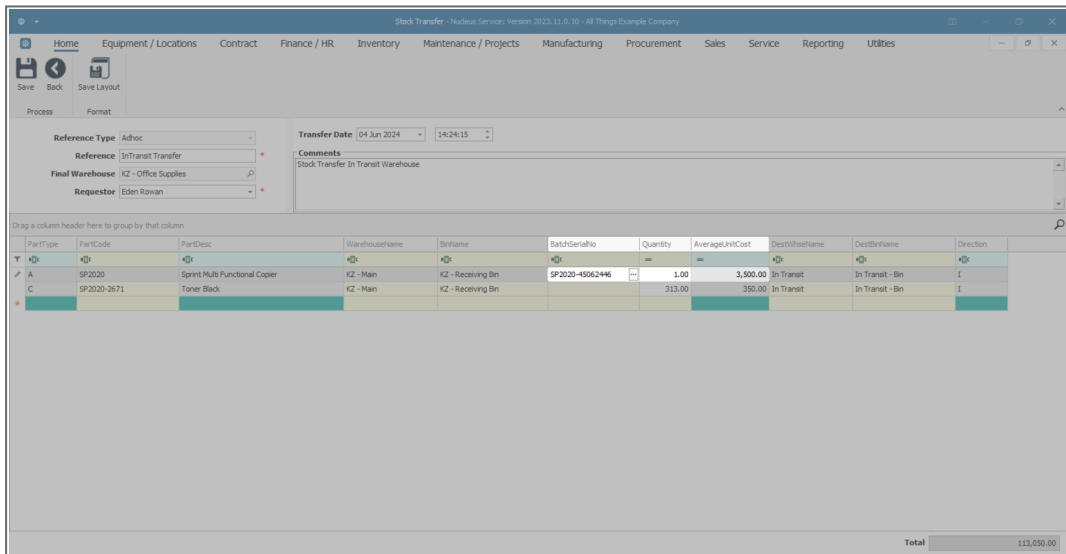


- An **ellipsis** button will be revealed. Click on this button to bring up the **Select a batch//serial number for this transfer** screen.
  - As this is an **A-Class** item, the system will display a list of **Serial** numbers.
- Click in the **row selector** in front of the **Serial No** of the item that you wish to transfer.
- Click on **Ok**.



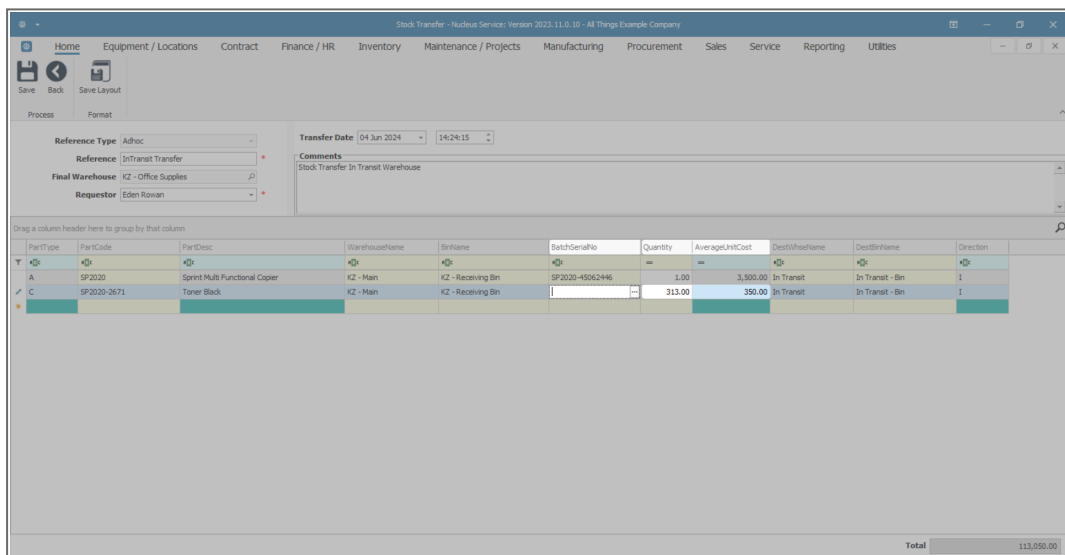


- As the selected serial number populates the **Batch Serial No** text box:
- The **Quantity** field will populate with **1** (only **one A** or **B-Class** item can be selected per item row).
- The **Average Unit Cost** field will populate with the cost of the selected serialised item.



## SELECT SERIAL NO, QUANTITY AND UNIT COST FOR C-CLASS ITEM.

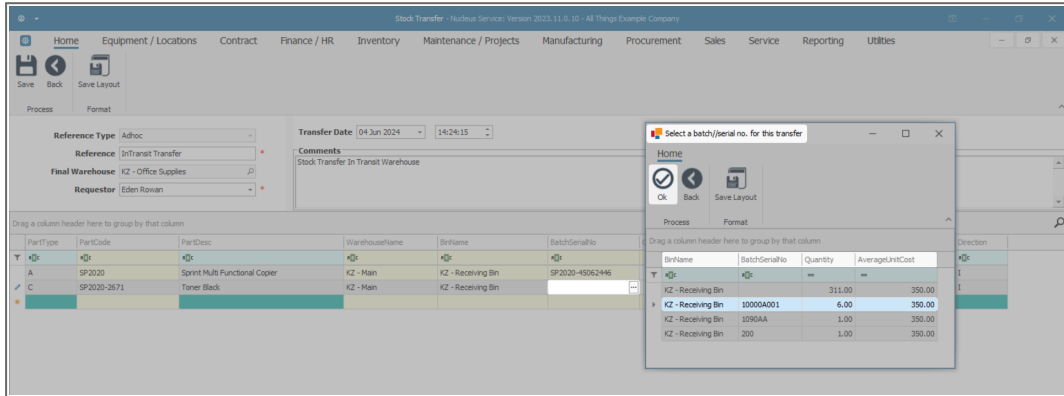
- You will note that the **Quantity** field will initially auto populate with the **total** quantity of items available in all the batches in the selected source warehouse bin.
- The **Average Unit Cost** fields will be populated with the average cost of all of these items in the selected bin.
- If there is only **one** 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 one** batch then the system will leave this field blank for you to select the batch number.
- Click in the **Batch Serial No** field of the **C-Class** item.



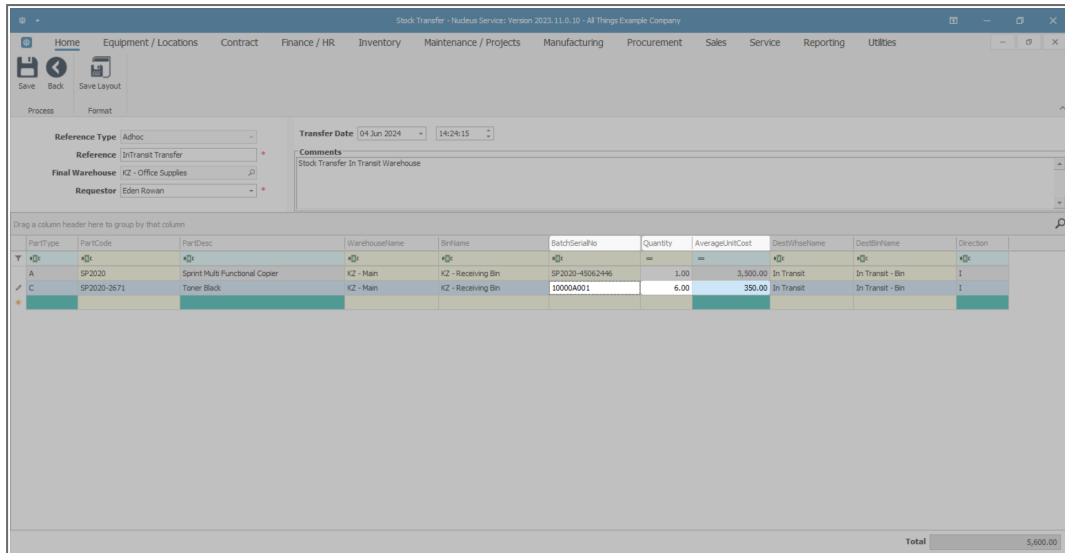
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
A	SP2020	Sprint Multi Functional Copier	K2 - Main	K2 - Receiving Bin	SP2020-45062446	1.00	3,500.00	In Transit	In Transit - Bin	I
C	SP2020-2671	Toner Black	K2 - Main	K2 - Receiving Bin		313.00	350.00	In Transit	In Transit - Bin	I

- An **ellipsis** button will be revealed. Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
  - As this is a **C-Class item**, you will see that this screen lists the **Batch Serial Nos**.

- Click on the **row selector** in front of the **Batch Serial No** that you wish to select an item from, for the stock transfer.
- Click on **Ok**.
- Make note of the **quantity** available in the selected batch. (We will refer to this in the next image).



- The **Batch Serial No** field will now be populated with the batch number selected in the previous step.
- The **Quantity** field will now be populated with the quantity of the specific batch selected in the previous step.
  - This can be **changed** as explained in the next step.
- The amount in the **Average Unit Cost** field will remain the same as it is calculated across all batches.



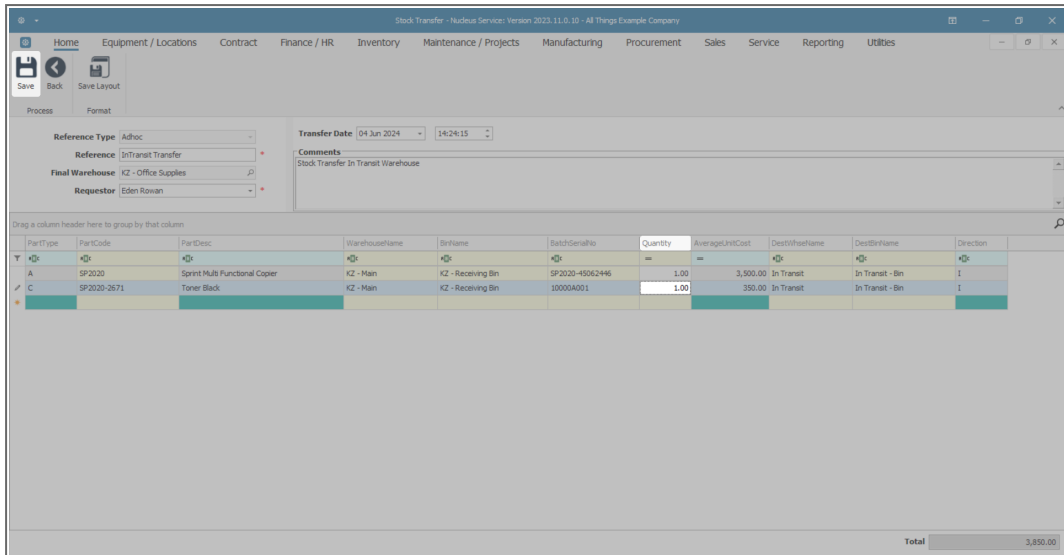
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
A	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-4562446	1.00	3,500.00	In Transit	In Transit - Bin	I
C	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin	10000A001	6.00	350.00	In Transit	In Transit - Bin	I

Total: 5,600.00

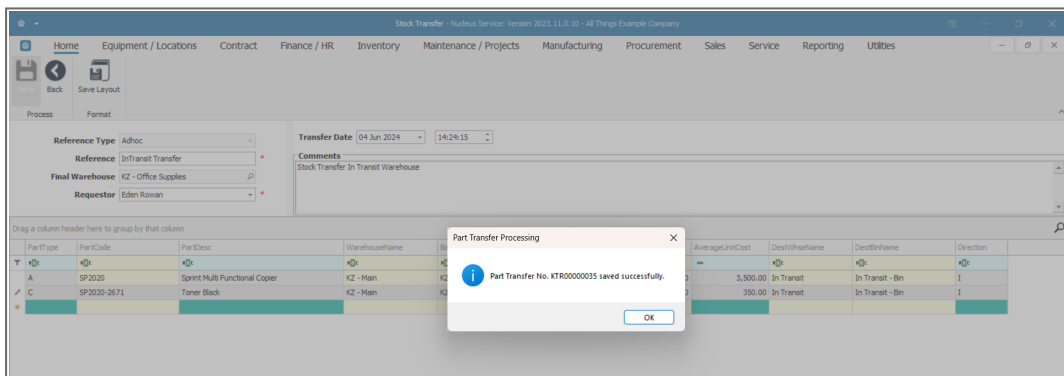
- Click in the **Quantity** field and either type in or use the directional arrows to select the **quantity** of the C-Class item that you wish to transfer.
  - Remember the system will not let you exceed the quantity in the selected batch.
  - In this image **1** item is to be transferred.

## SAVE TRANSFER

- Click on **Save**.

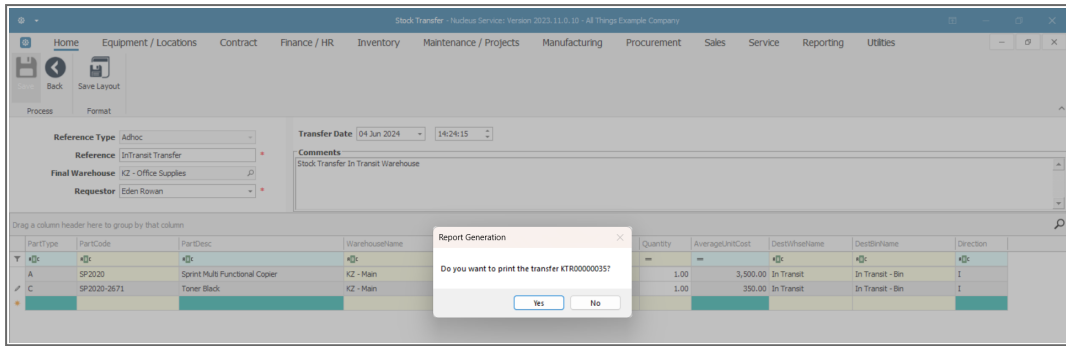


- A **Part Transfer Processing** message box will pop up informing you that -
  - **Part Transfer No. [ ] saved successfully.**
- Click on **OK**.



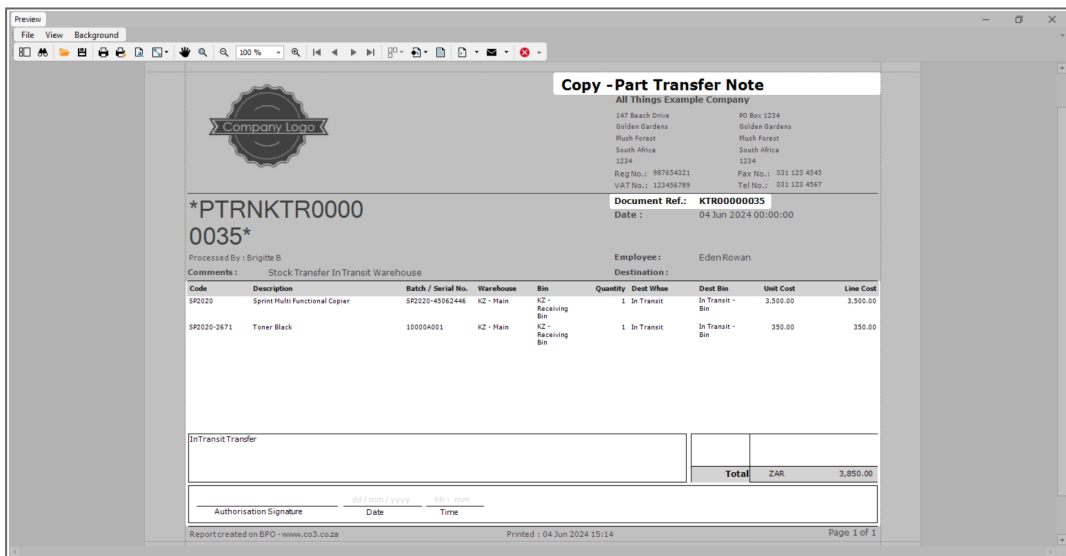
## PRINT TRANSFER NOTE

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



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

- Here you can view the item **batch** and **serial** numbers that were selected.
- You can view the **source warehouse** and **source bin**.
- You can view the **destination warehouse** is the **In-transit** warehouse and **destination bin** is the **In-transit** bin.
- From here you can **View, Print, Export** or **Email** the Part Transfer Note.
- **Close** the Report Preview screen when done.



- You will return to the **Stock Status** screen.

## VIEW TRANSFERRED ITEMS IN INTRANSIT WAREHOUSE

### Ribbon Select Inventory > InTransit



- The **Parts InTransit** screen will be displayed.
- Here you can view a list of the **A** and **C**-Class items transferred from the source warehouse.
- You may need to select the **Site** if the system has opened the screen in a different Site.
- In this screen you can **receive** the items.

The screenshot shows the 'Parts InTransit' screen with an applied filter: 'Contains([DocNo], 'KTR00000035')'. The table below displays the details of the transferred items.

DocNo	DocType	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity
KTR00000035	PTRN	C	SP2020-2671	Toner Black	In Transit	In Transit - Bin	10000A001	350.00	1.00
KTR00000035	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-4562446	3,500.00	1.00

### Related Topics

- [Receive Stock Transfer from In-Transit Warehouse to final Destination Warehouse](#)

MNU.037.012

