

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

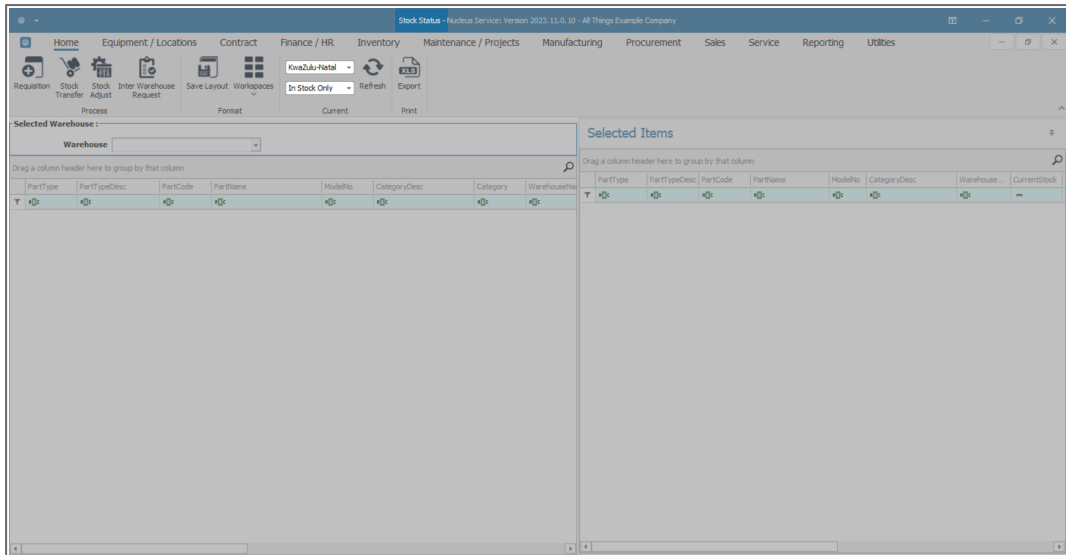


- The **Stock Status** screen will be displayed.

TRANSFER A, B OR C-CLASS ITEMS

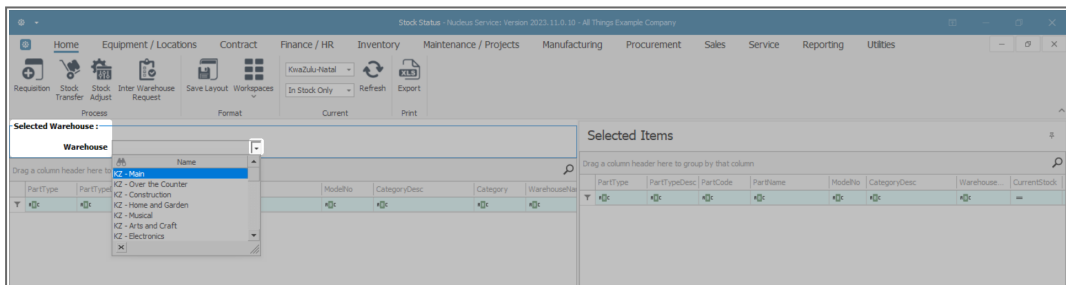
SELECT SOURCE SITE

- 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

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

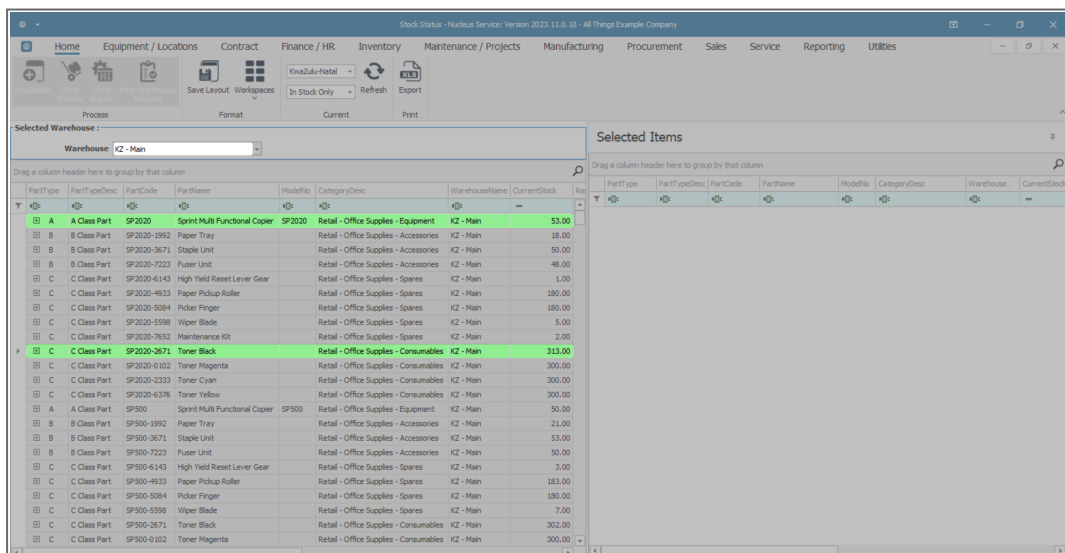
Note: You can select multiple items in **2** ways:

Either

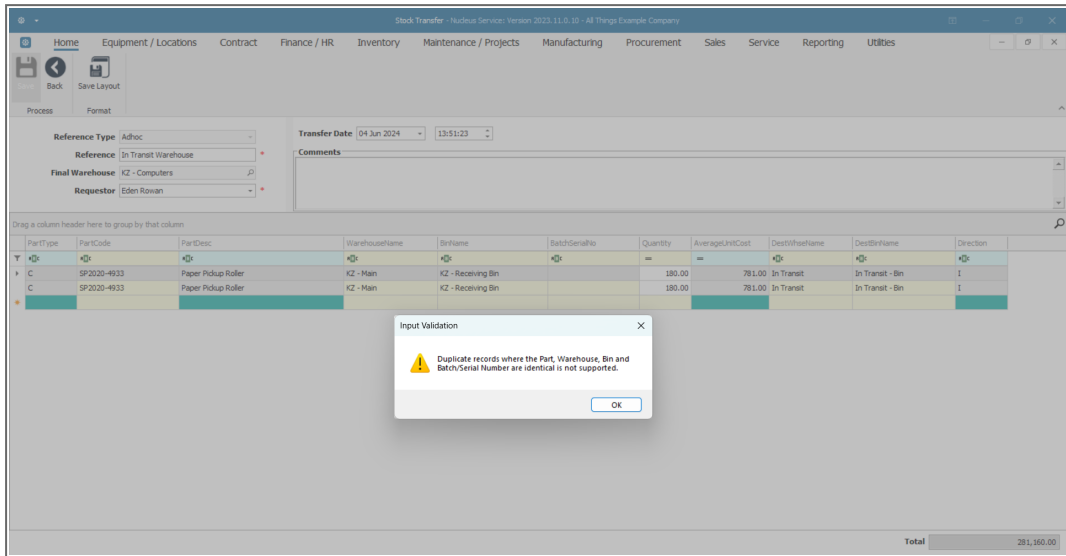
- Click in the row of the first item line, press and hold the **Shift** button on your keyboard, use the **arrows** on your keyboard to select the items in order. (The items should all be highlighted as they are selected).

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.

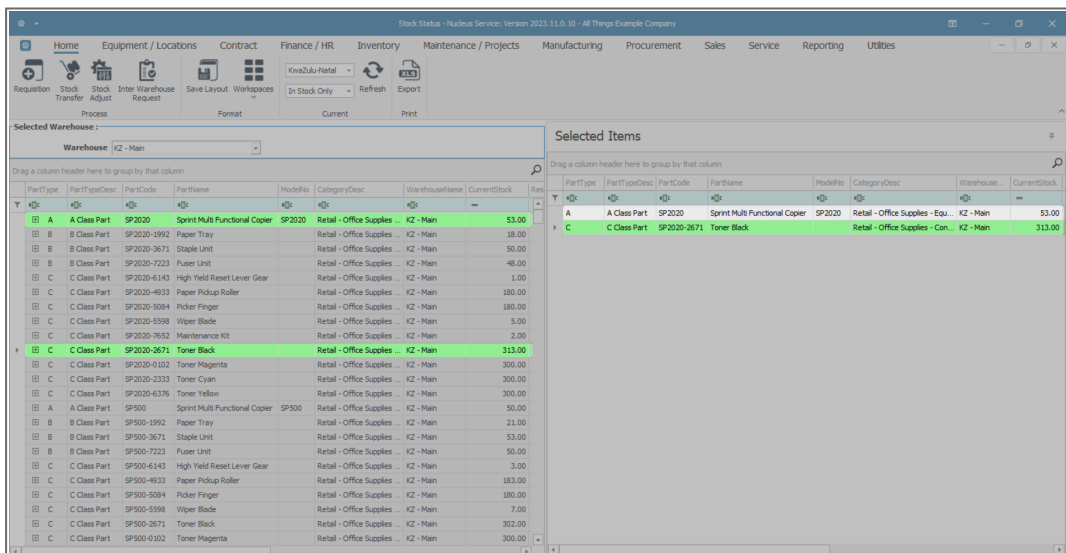


Note: Duplicate records where the Part, Warehouse, Bin and Batch / Serial Number are identical is not supported.



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.

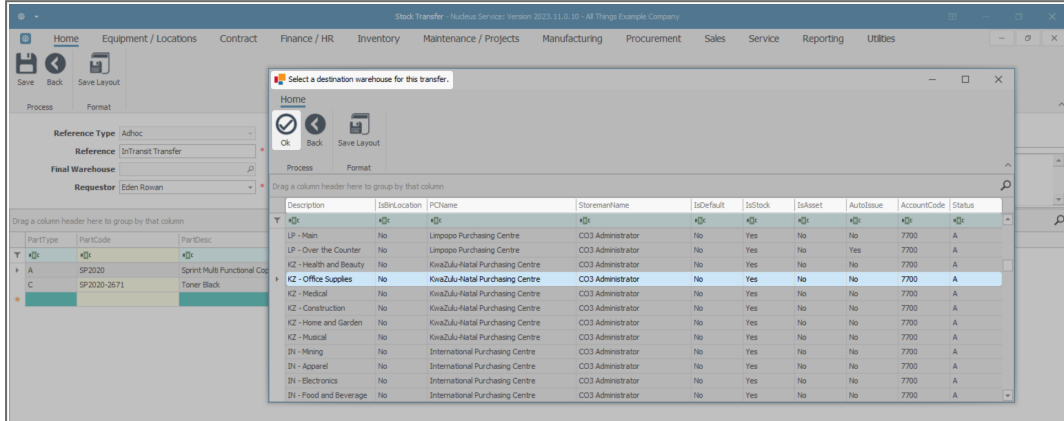
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouse	DestBinName	Direction
A	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin		0.00	0.00	In Transit	In Transit - Bin	I
C	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin		313.00	350.00	In Transit	In Transit - Bin	I

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.

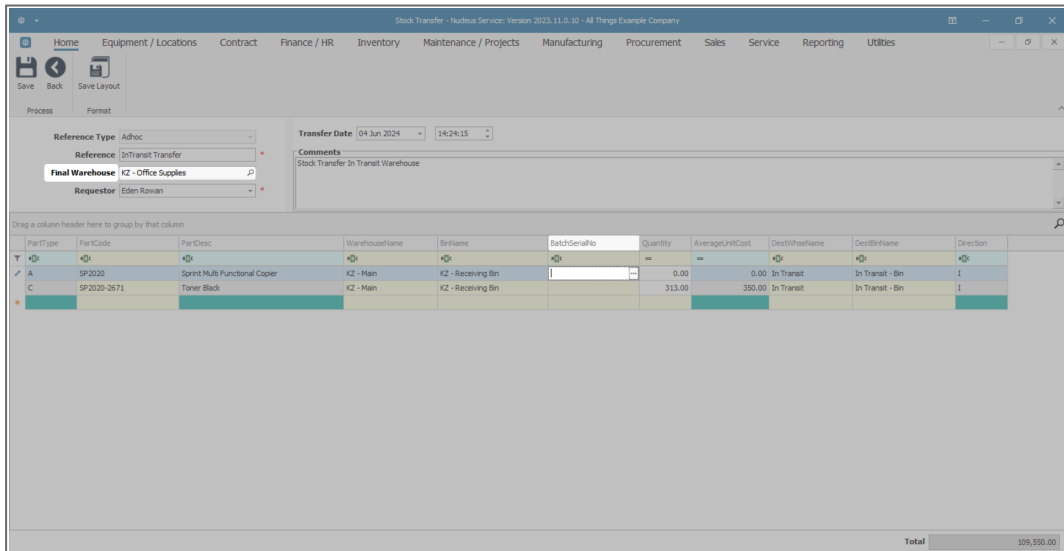
- Click on the **row selector** in front of the **warehouse** that you wish to be the **final destination** warehouse. This is the warehouse that will **receive** the items from the In-Transit Warehouse.
- Click on **Ok**.



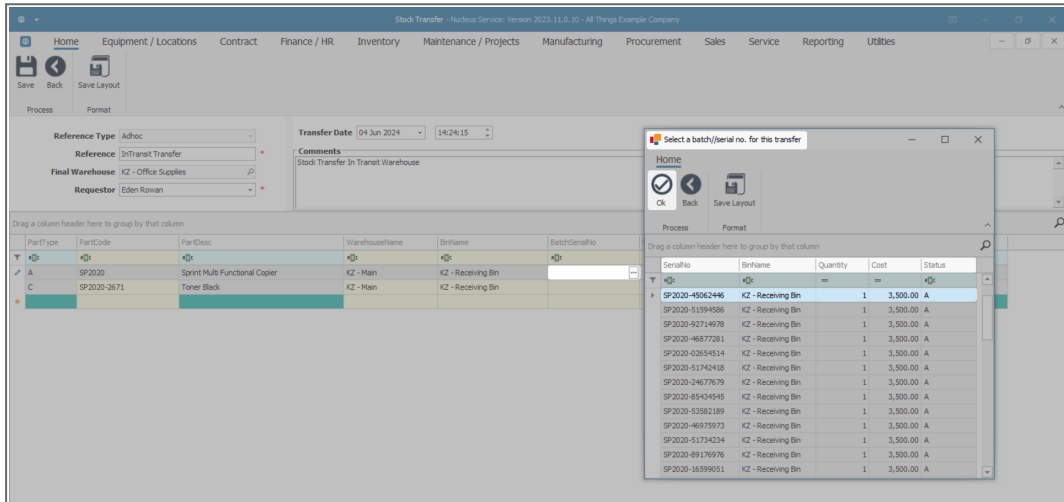
- The **Final Destination** field will populate with the selected warehouse.

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

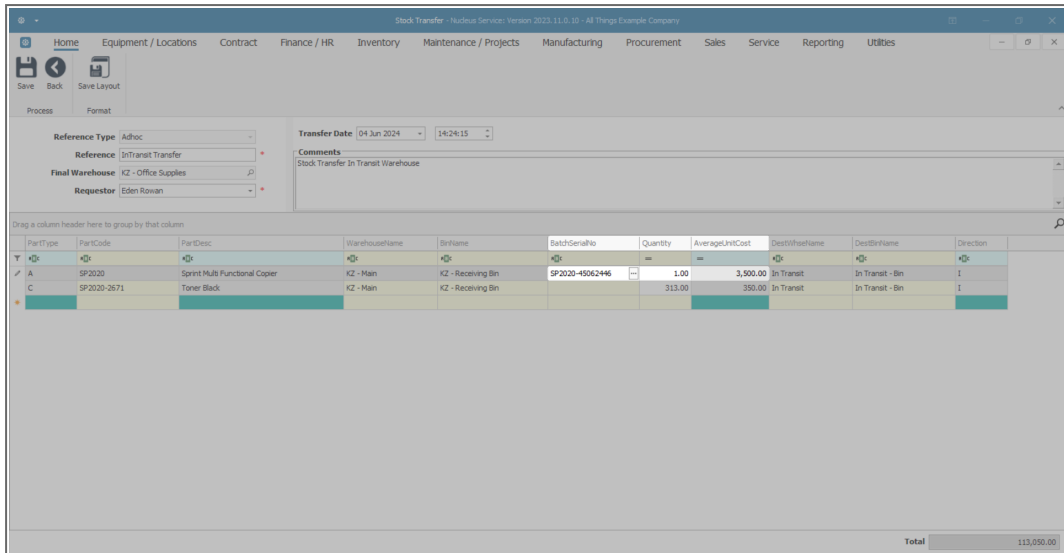
- Click in the **Batch Serial Number** field of the **A-Class** Item.



- 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.



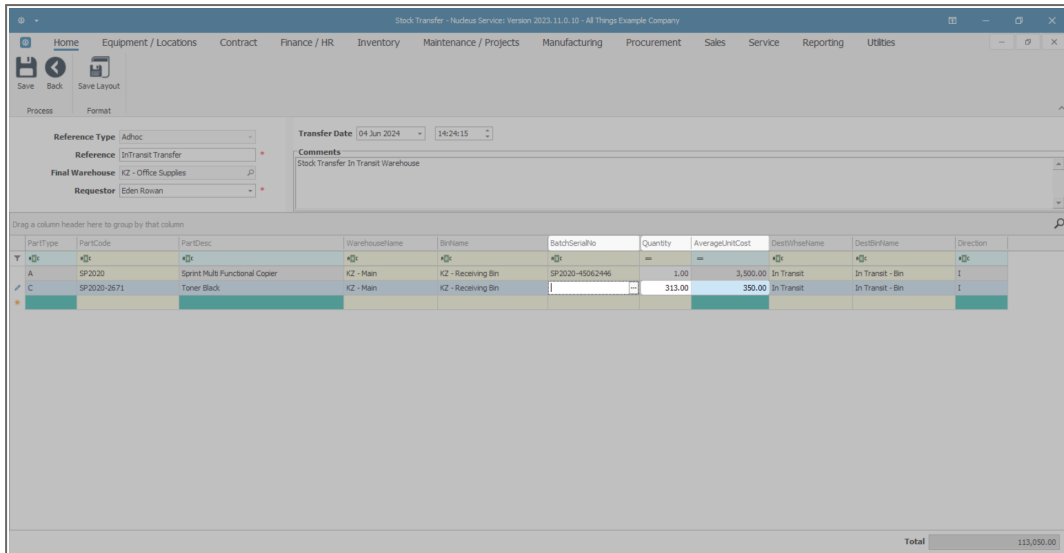
The screenshot shows the 'Stock Transfer' interface with the following details:

- Reference Type:** Adhoc
- Reference:** InTransit Transfer
- Final Warehouse:** KZ - Office Supplies
- Requestor:** Eden Rowan
- Transfer Date:** 04 Jun 2024
- Comments:** Stock Transfer In Transit Warehouse

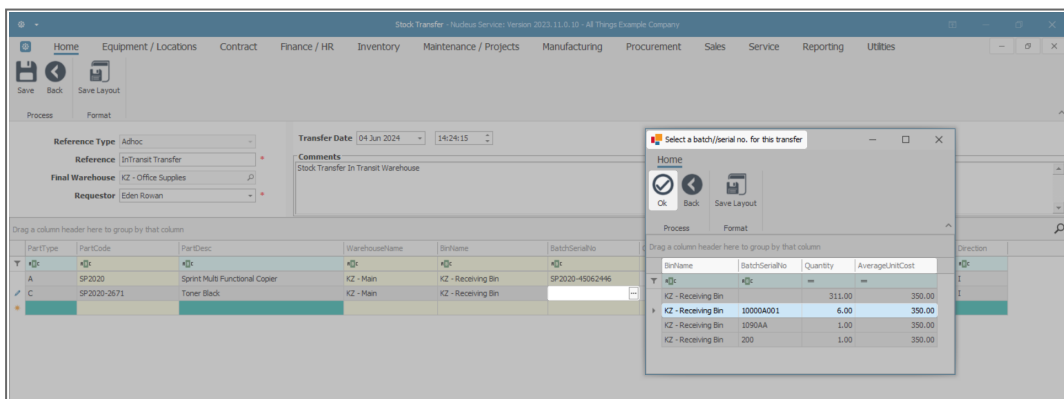
PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
A	SP2020	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP2020-45062446	1.00	3,500.00	In Transit	In Transit - Bin	I
C	SP2020-2671	Toner Black	KZ - Main	KZ - Receiving Bin		313.00	350.00	In Transit	In Transit - Bin	I
Total										113,050.00

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.

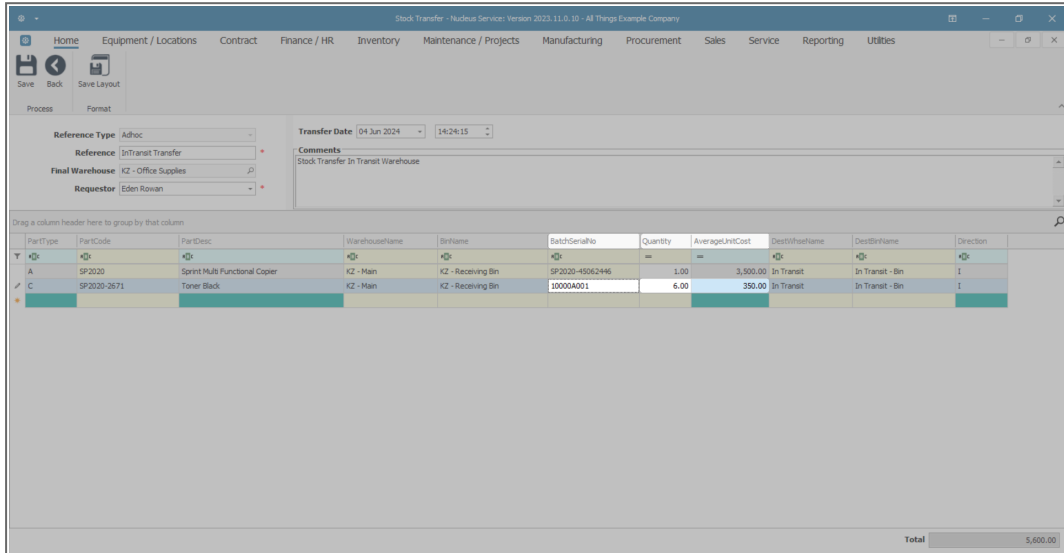


- An **ellipsis** button will be revealed. Click on this button to display the **Select a batch//serial no. for this transfer** pop up screen.
 - As this is a **C-Class item**, you will see that this screen lists the **Batch Serial Nos.**
- Click on the **row selector** in front of the **Batch Serial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

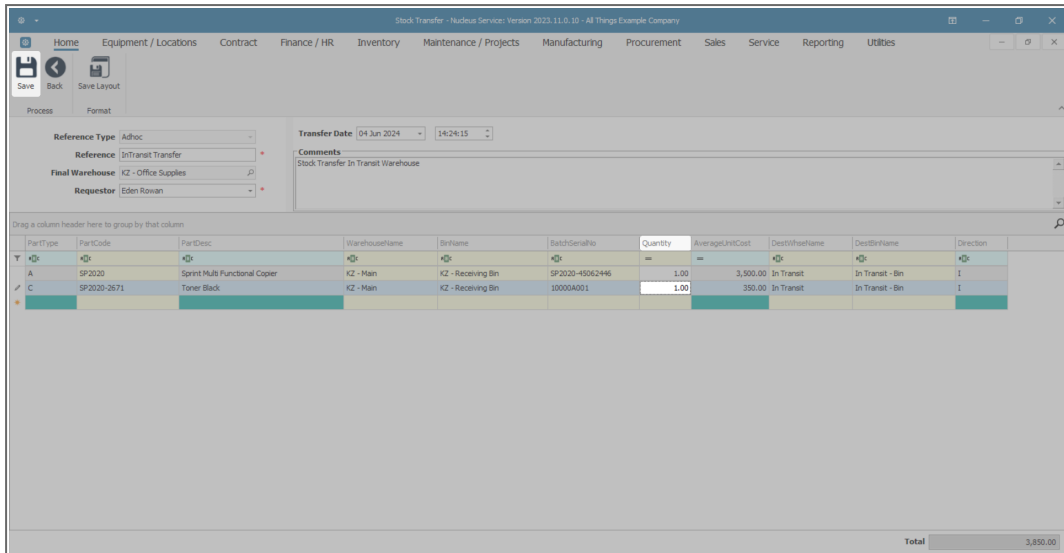


PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWarehouseName	DestBinName	Direction
A	SP2020	Sprint Multi Functional Copier	K2 - Main	K2 - Receiving Bin	SP2020-4562446	1.00	3,500.00	In Transit	In Transit - Bin	I
C	SP2020-2671	Toner Black	K2 - Main	K2 - Receiving Bin	100004001	6.00	350.00	In Transit	In Transit - Bin	I
Total										5,600.00

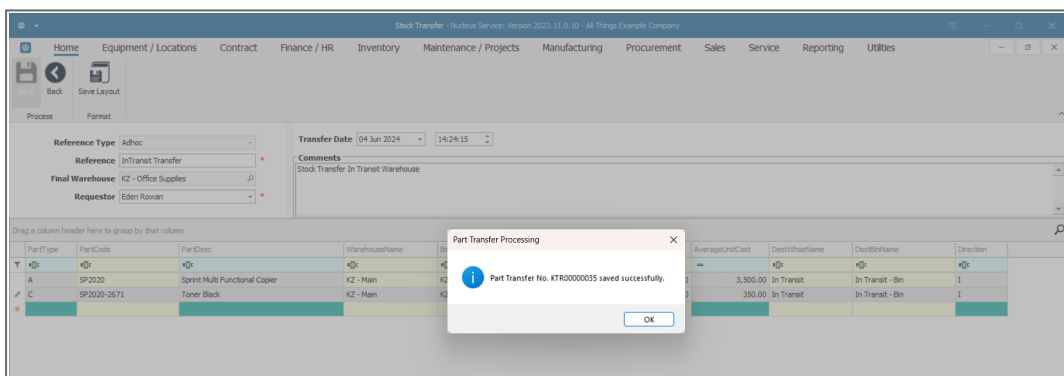
- Click in the **Quantity** field and either type in or use the directional arrows to select the **quantity** of the C-Class item that you wish to transfer.
 - Remember the system will not let you exceed the quantity in the selected batch.
 - In this image **1** item is to be transferred.

SAVE TRANSFER

- Click on **Save**.

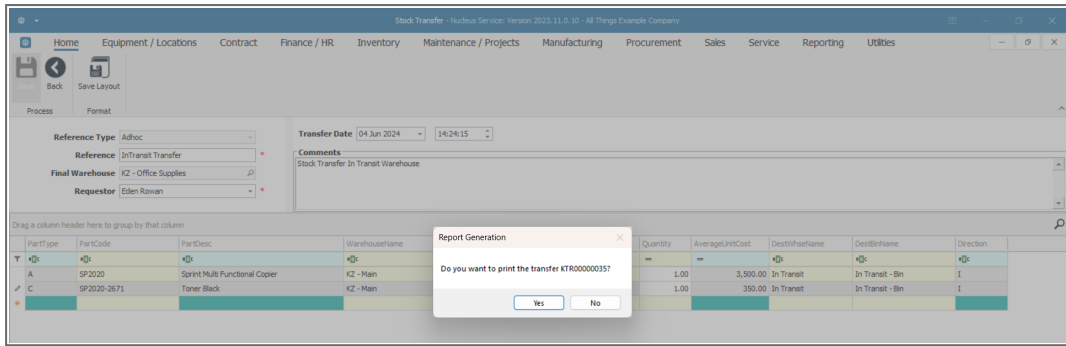


- A **Part Transfer Processing** message box will pop up informing you that -
 - **Part Transfer No. [] saved successfully.**
- Click on **OK**.



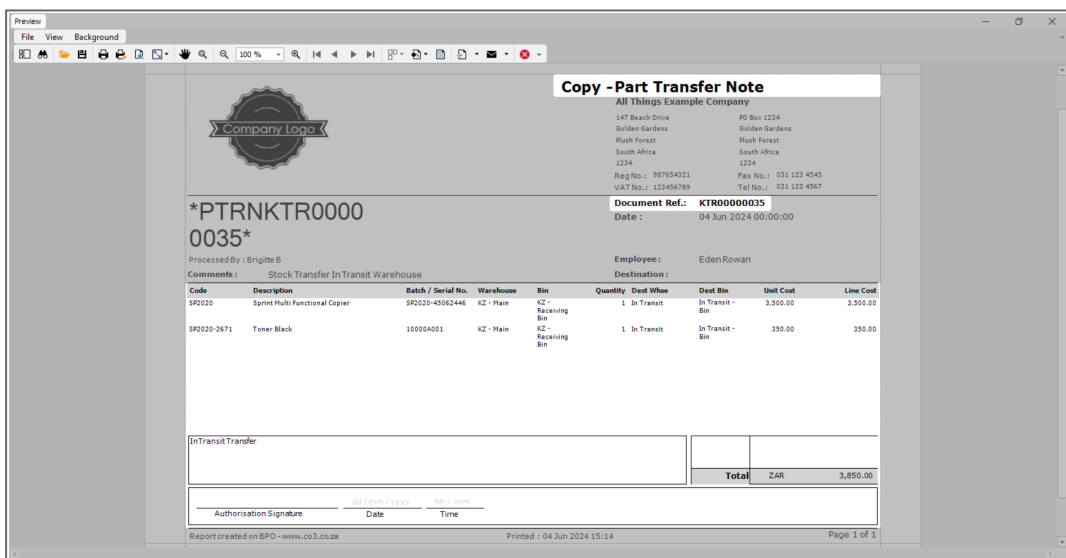
PRINT TRANSFER NOTE

- 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.

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](#)

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