

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

INVENTORY

RECEIVE STOCK TRANSFER FROM IN-TRANSIT WAREHOUSE

Stock must be transferred to the In-Transit warehouse before the goods can be received into the Destination Warehouse.

Refer to [In-Transit Inter-Warehouse Transfer](#) or [Action Stock Transfer Request](#).

- You can transfer and receive items from warehouse to warehouse in the **same** site, for example,
 - The Main Warehouse in KwaZulu-Natal to the In-Transit Warehouse to the Electronics Warehouse in KwaZulu-Natal.
- Or you can transfer and receive items from warehouse to warehouse in **different** sites, for example,
 - The Main Warehouse in KwaZulu-Natal to the In-Transit Warehouse to the Main Warehouse in Easter Cape.

You will need to ensure that the Company Configuration **Enforce In-Transit flag** is set to 'Yes' to be able to complete this process.

Ribbon Select **Inventory > InTransit**



- The **Parts InTransit** screen will be displayed.
- Select the **Site** where the item(s) are being received.
 - In this image **KwaZulu-Natal** has been selected.

DocNo	DocType	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity
KTR00000002	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-66970452	3,500.00	1.00
KTR00000002	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-86113575	3,500.00	1.00
KTR00000002	PTRN	C	SP2020-2671	Toner Black	In Transit	In Transit - Bin		350.00	2.00
KTR00000035	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-45062466	3,500.00	1.00
KTR00000034	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-27549295	3,500.00	1.00
KTR00000034	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-07525164	3,500.00	1.00
KTR00000034	PTRN	B	SP2020-3671	Staple Unit	In Transit	In Transit - Bin	SP2020-3671-50601382	3,500.00	1.00
KTR00000034	PTRN	B	SP2020-3671	Staple Unit	In Transit	In Transit - Bin	SP2020-3671-59184475	3,500.00	1.00
KTR00000035	PTRN	C	SP2020-2671	Toner Black	In Transit	In Transit - Bin	10000A001	350.00	1.00

SELECT ITEMS TO RECEIVE

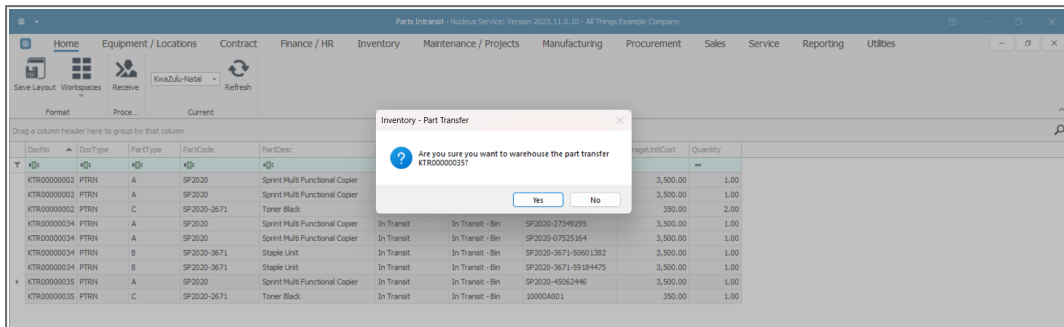
- Click on the **row selector** in front of the **document number** that contains detail(s) of the items that you wish to receive from 'In Transit'.
- If there is more than **1** item linked to the transfer document then **all** of these items will be pulled across to the **Parts Intransit** screen.
- Click on **Receive**.

DocNo	DocType	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity
KTR00000002	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-66970452	3,500.00	1.00
KTR00000002	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-86113575	3,500.00	1.00
KTR00000002	PTRN	C	SP2020-2671	Toner Black	In Transit	In Transit - Bin		350.00	2.00
KTR00000034	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-27549295	3,500.00	1.00
KTR00000034	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-07525164	3,500.00	1.00
KTR00000034	PTRN	B	SP2020-3671	Staple Unit	In Transit	In Transit - Bin	SP2020-3671-50601382	3,500.00	1.00
KTR00000034	PTRN	B	SP2020-3671	Staple Unit	In Transit	In Transit - Bin	SP2020-3671-59184475	3,500.00	1.00
KTR00000035	PTRN	A	SP2020	Sprint Multi Functional Copier	In Transit	In Transit - Bin	SP2020-45062466	3,500.00	1.00
KTR00000035	PTRN	C	SP2020-2671	Toner Black	In Transit	In Transit - Bin	10000A001	350.00	1.00

- An **Inventory - Part Transfer** message box will pop up asking;
 - **Are you sure you want to warehouse the part trans-**

fer []?

- Click on **Yes**.

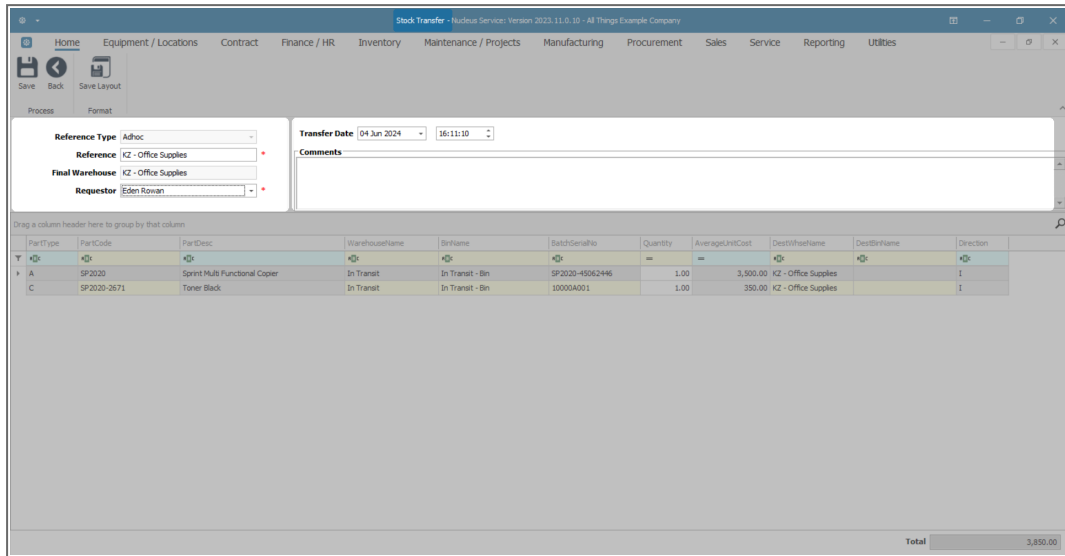


- The **Stock Transfer** screen will be displayed.

STOCK TRANSFER DETAILS

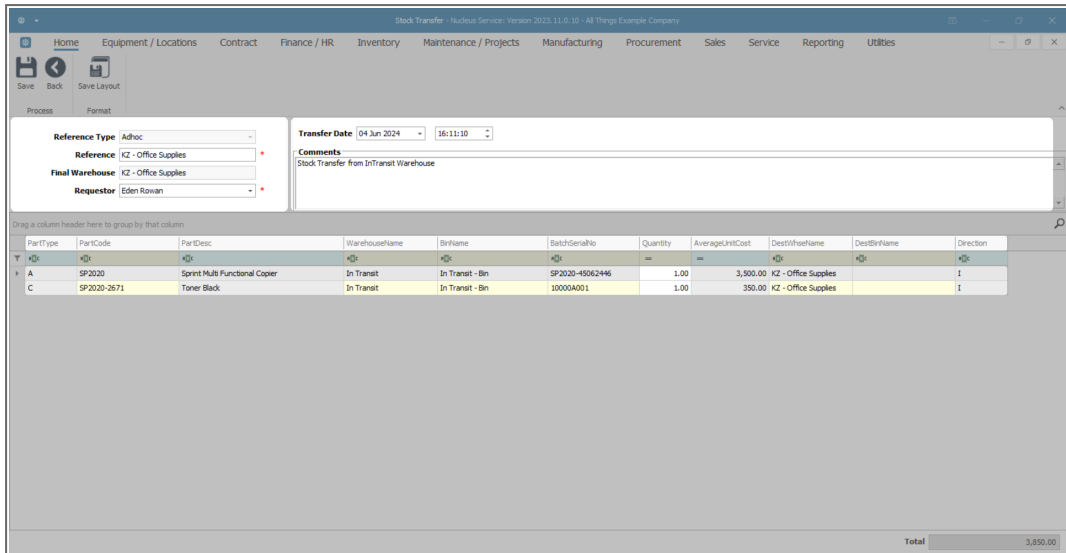
- **Reference Type:** This will auto populate with **Adhoc**.
- **Reference:** Type in a reference for this transfer.
- **Final Warehouse:** This will populate with the final warehouse as selected in the [In-Transit Inter-Warehouse Transfer](#) process.
- **Requestor:** This will populate with the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee if required.
- **Transfer Date and Time:** This will populate with the current date and time.
 - **Transfer 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.
 - **Transfer Time:** You can either type in or use the directional arrows to select an alternative time if required.

- **Comments:** Type in a comment relevant to this transfer, if required.



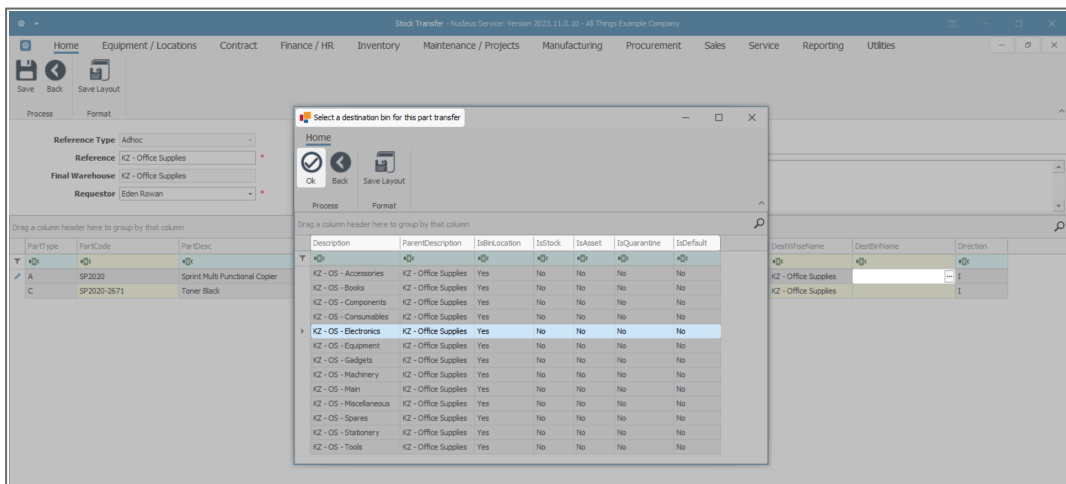
DESTINATION WAREHOUSE

- The **Parts** data grid will display all the information of the parts to be transferred including the **Destination Warehouse Name**.
- If there is more than one warehouse **bin** linked to the destination warehouse then the system will leave this field(s) **blank** for you to select the **bin**.

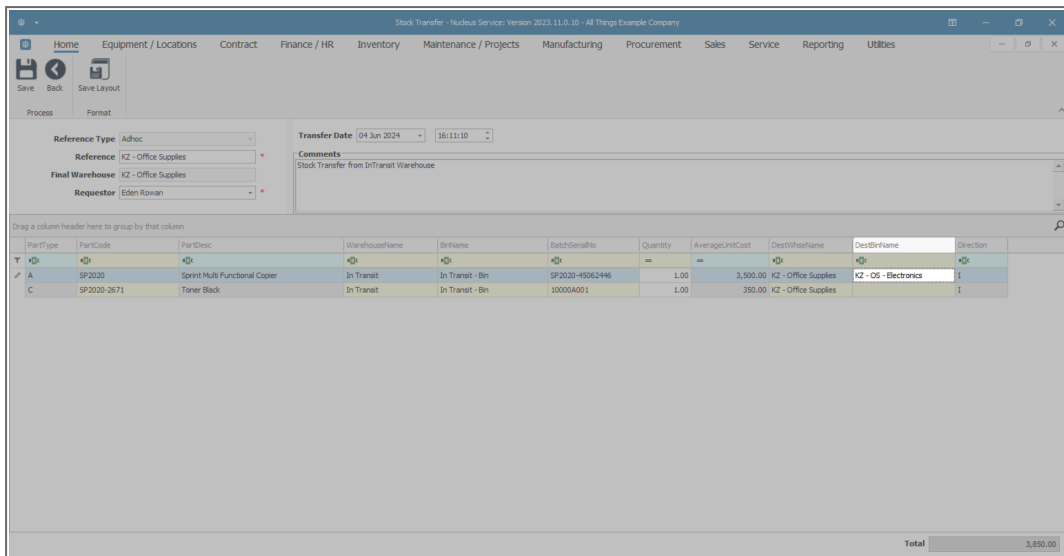


SELECT DESTINATION BIN

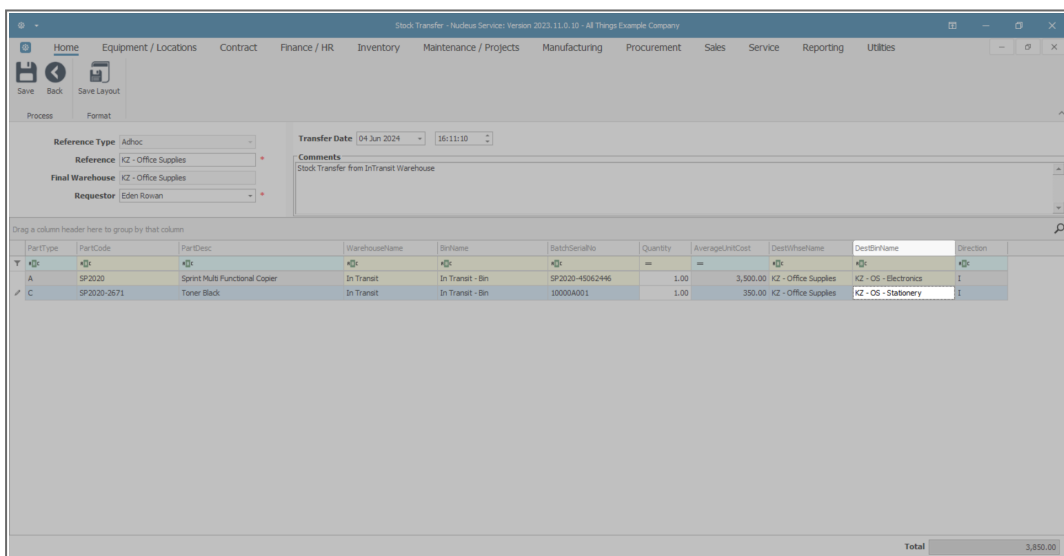
- Click in the **Destination Bin Name** field of one of the items to be transferred. An **ellipsis** button will be displayed.
- Click on this button to bring up the **Select a destination bin for this part transfer** screen.
- Click on the **row selector** in front of the **bin** you wish to receive this item into.
 - In this image, **Electronics_Bin** has been selected.
- Click on **Ok**.



- The selected bin will populate the **Destination Bin Name** field.

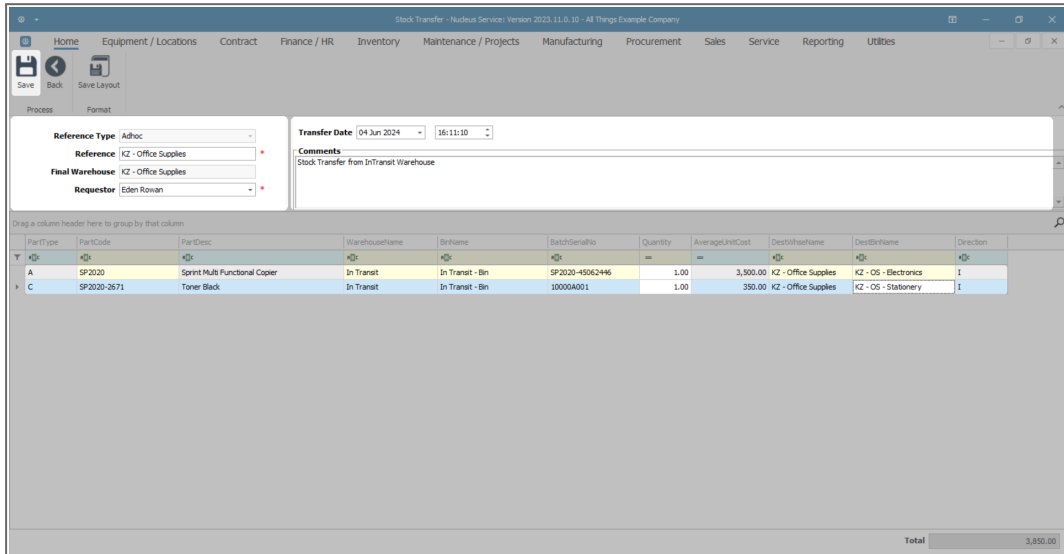


- Follow the same process to bring up the **Select** screen again,
- and **select a bin** for each item in the **Stock Transfer** screen.
 - In this image, a different bin: **Stationery_Bin** has been selected.

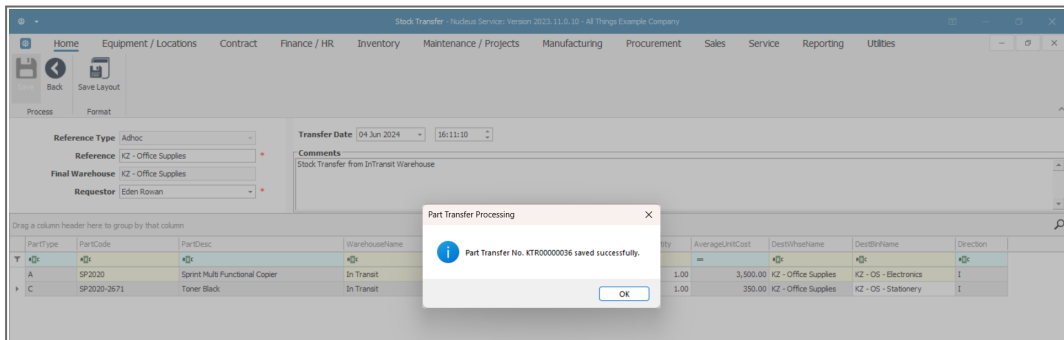


SAVE TRANSFER DETAILS

- When you are finished with your selection(s),
- Click on **Save**.

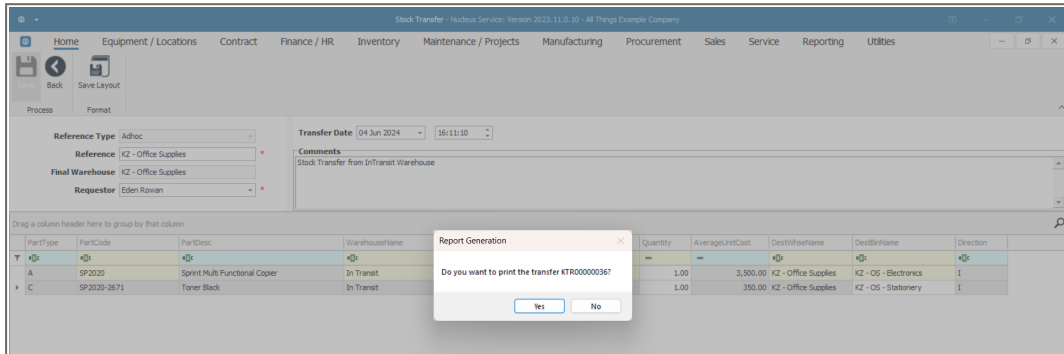


- A **Part Transfer Processing** message box will pop up informing you that -
 - **Part Transfer No. [] has been saved successfully.**
- Click on **OK**.



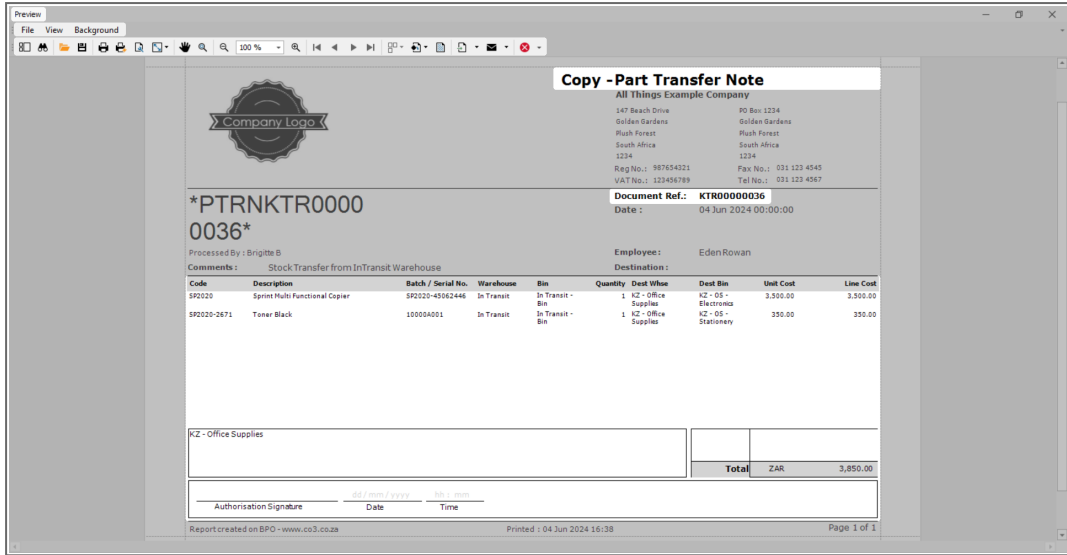
PRINT TRANSFER NOTE

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

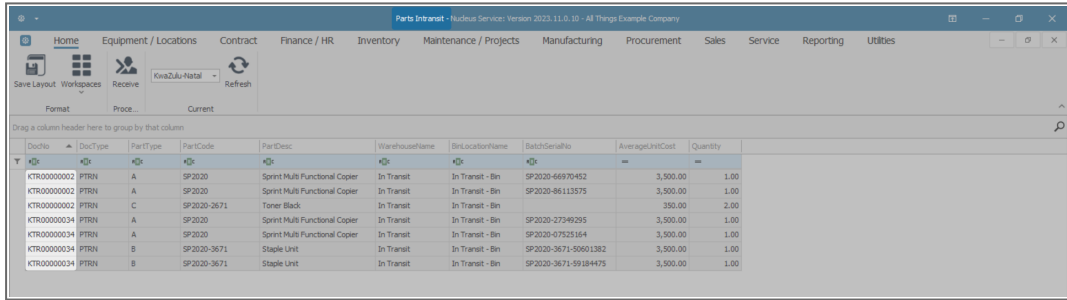


The **Report Preview** screen for the **Part Transfer Note** will be displayed.

- You can see that the items have been transferred from the **InTransit Warehouse** and **InTransit Bin** to:
 - The destination **KZ Office Supplies Warehouse**,
 - and to the **2** different **destination bins**.
- From here you can **View, Print, Export** or **Email** the Part Transfer Note.
- **Close** the Report Preview screen when you are done.



- You will return to the **Parts InTransit** screen, where you can see the items selected for transfer have now been **removed** from this screen.



MNU.037.013

