# 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.
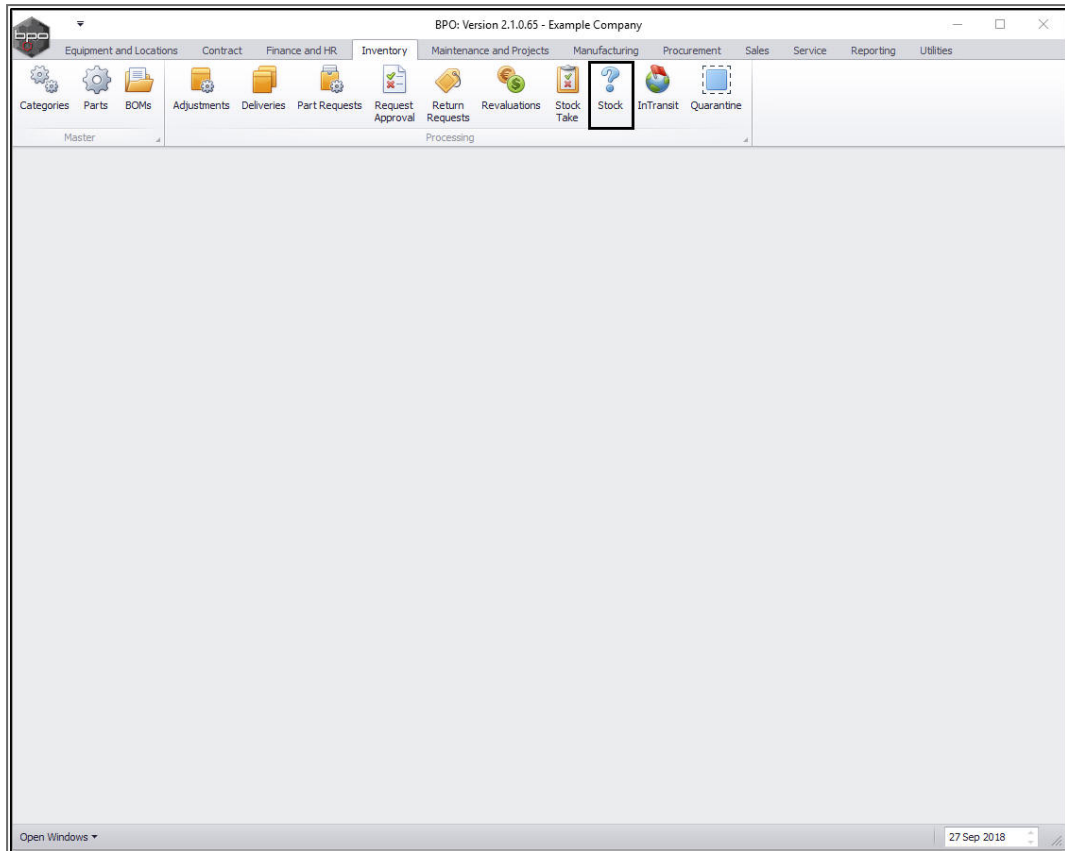
This is a similar process as for an Inter-Bin Stock Transfer with reference to the notes below.

i.   Ensure that you transfer the correct *quantity*.

ii.  When selecting the *Destination* warehouse and bin, ensure that you choose the correct warehouse and bin location where the stock is being transferred *to*.
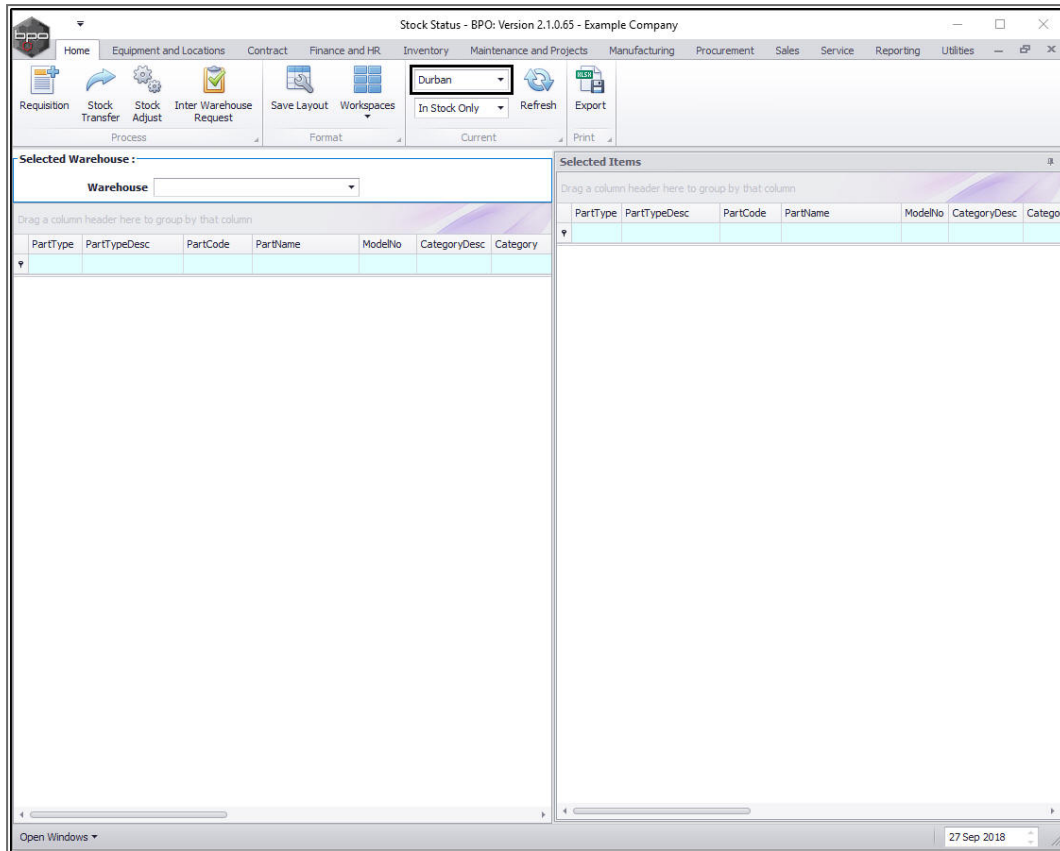
**Ribbon Access:**  *Inventory  >  Stock*

The *Stock Status* screen will be displayed.

## INTER WAREHOUSE TRANSFER A, B AND C-CLASS ITEMS

Select the Site and Status

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

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

## SELECT SOURCE WAREHOUSE

2.  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, *Main Warehouse* has been selected.
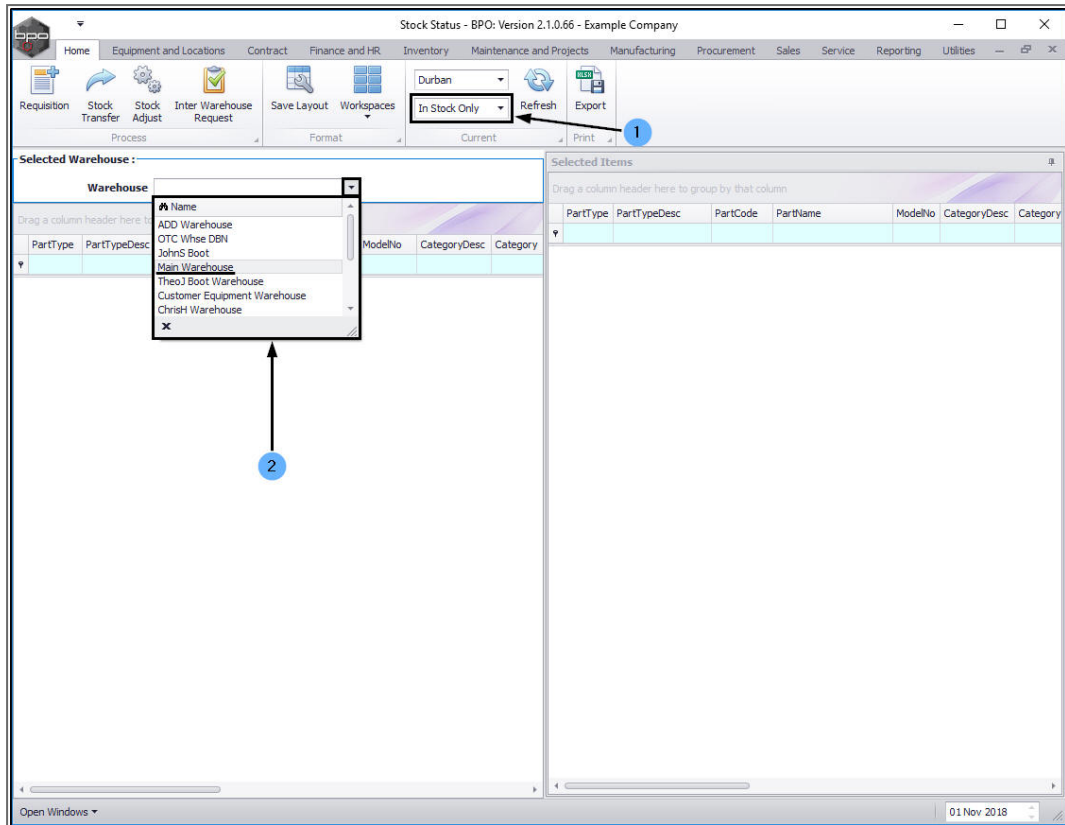
1. The *Selected Warehouse* frame will now be populated with the *stock details* of all the parts/equipment items linked to that warehouse.
2. The *Selected Items* frame is where you will
3. *drag* and *drop* the item lines that you wish to action.
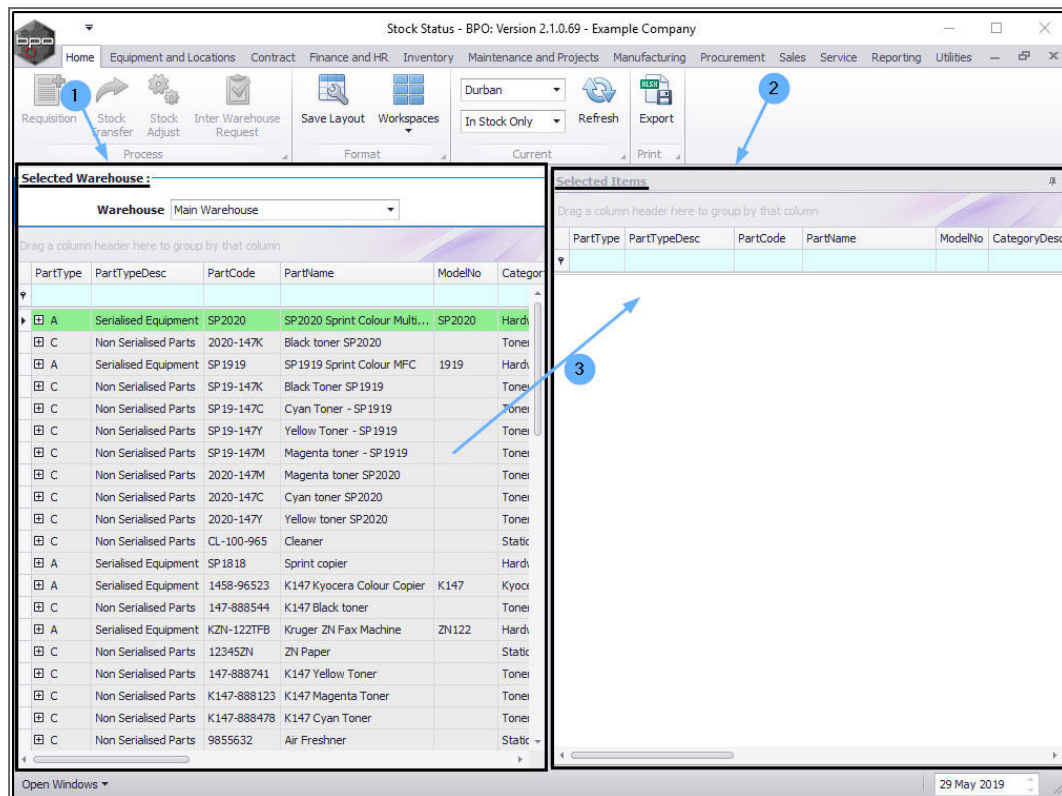
Now follow the instructions as set out for an Inter-Bin Stock Transfer  C-class items or as set out for an Inter-Bin Stock Transfer for an  A or B-Class items

**Important Note:**

1. Ensure that you transfer the correct *quantity*.

2. When selecting the *Final* Warehouse and *Destination* Warehouse and Bin, ensure that you choose the *correct* Warehouse and Bin Location where the stock is being transferred *to*.

## NOTE FOR A AND B-CLASS ITEM TRANSFER

1. 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 Transfer process.

## SAVE INTER WAREHOUSE TRANSFER

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

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

- 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.
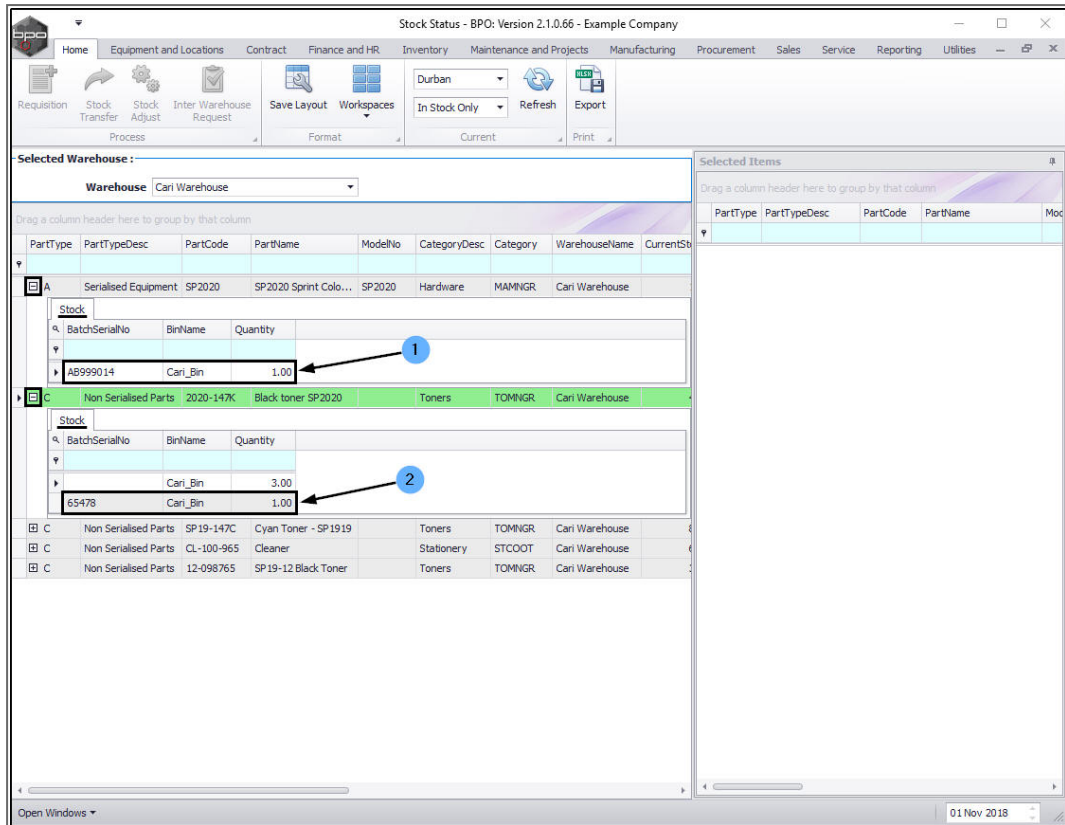
- Click on the drop-down arrow in the *Warehouse* field and select the *Destination Warehouse* that was chosen in the previous step of this manual.
    - In this example the *Cari Warehouse* was the Destination Warehouse.
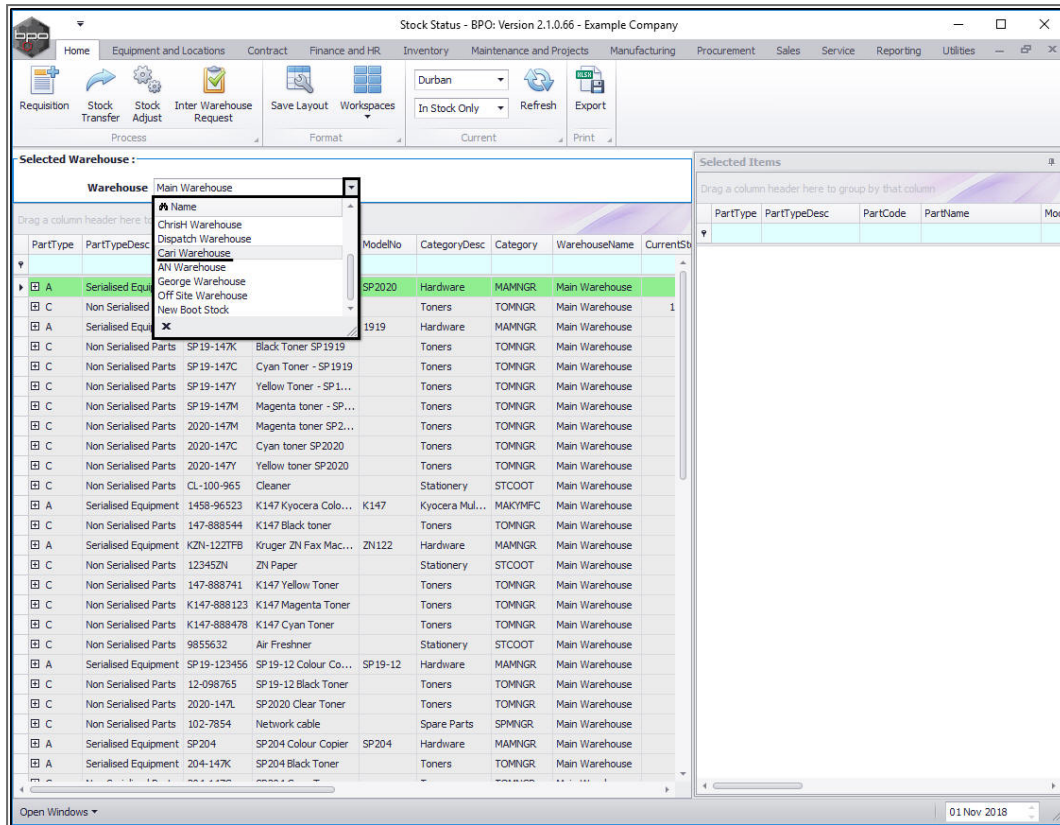
- *Expand* the item lines that correspond to the *transferred* stock items
  - In this case an *SP 2020 Sprint Colour Copier* and a *2020-147K Black Toner* were transferred.
- The expanded *Stock* frames will contain the *Batch* or *Serial Nos*, the *Bin Name* and the *Quantity* of each item type stored in the Cari Warehouse.

    In this image you can see that
    1. the *AB999014 Sprint Copier* has been successfully transferred from the Main Warehouse.
    2. and the *65478 Batch 2020-147K Black Toner* has been successfully transferred from the Main Warehouse.

- *Collapse* the Stock frames and *close* the screen when you are done.

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