

INVENTORY

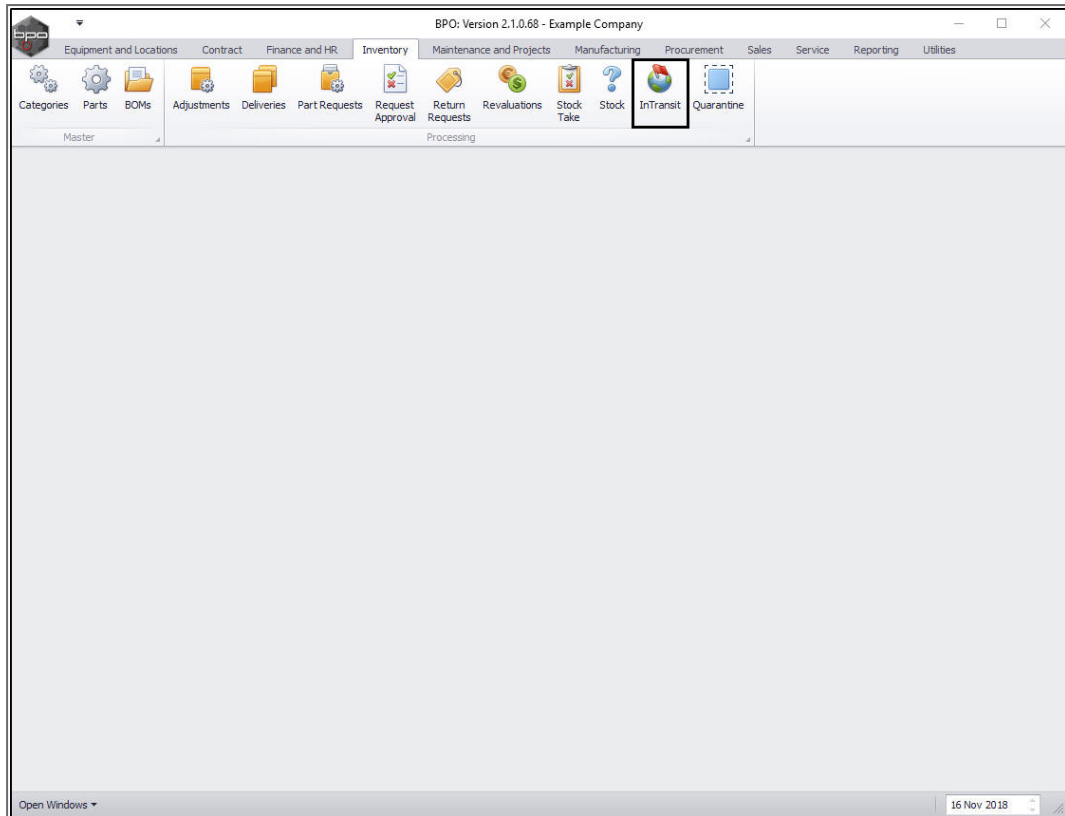
RECEIVE STOCK TRANSFER FROM IN-TRANSIT WAREHOUSE

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 e.g.
 - the Main Warehouse in Durban to the In-Transit Warehouse to the George Warehouse in Durban.
- Or you can transfer and receive items warehouse to warehouse in **different** sites e.g.
 - the Main Warehouse in Durban to the In-Transit Warehouse to the PTA Warehouse in Pretoria.

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

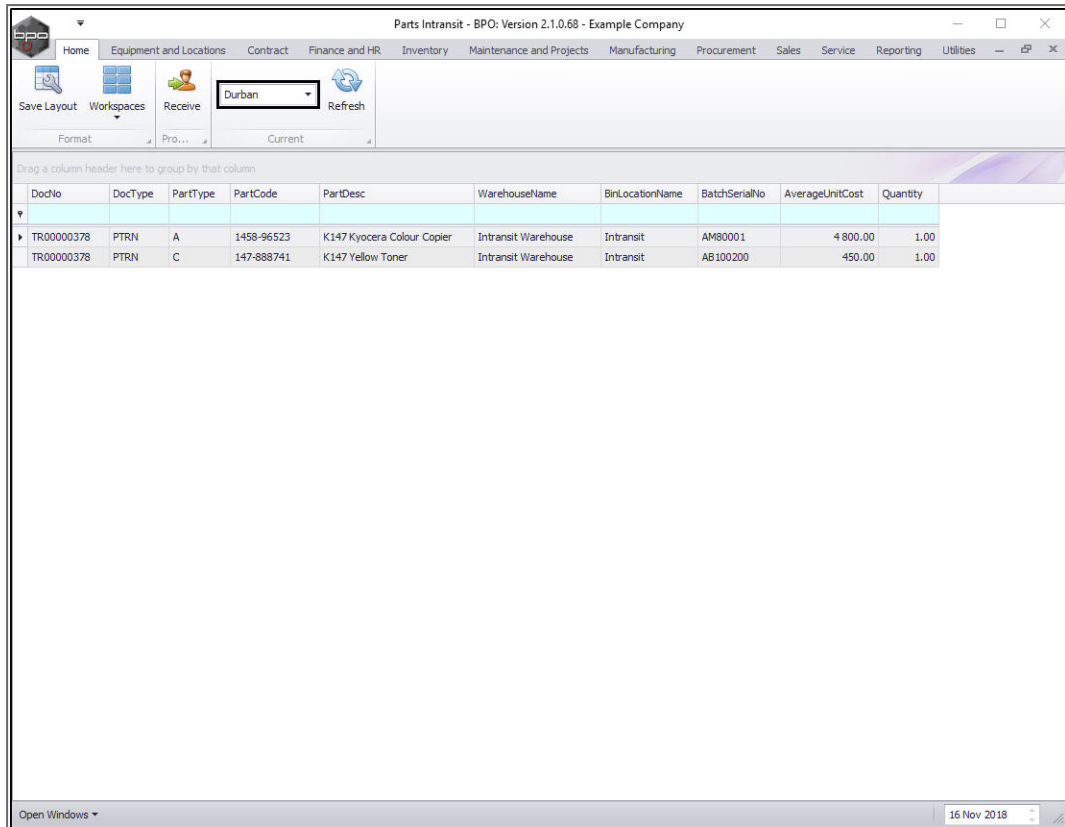
Ribbon Access: *Inventory > Stock*



The **Parts In-Transit** listing screen will be displayed.

Select the Site

- Select the **site** where the item(s) are being received.
 - In this image **Durban** has been selected.



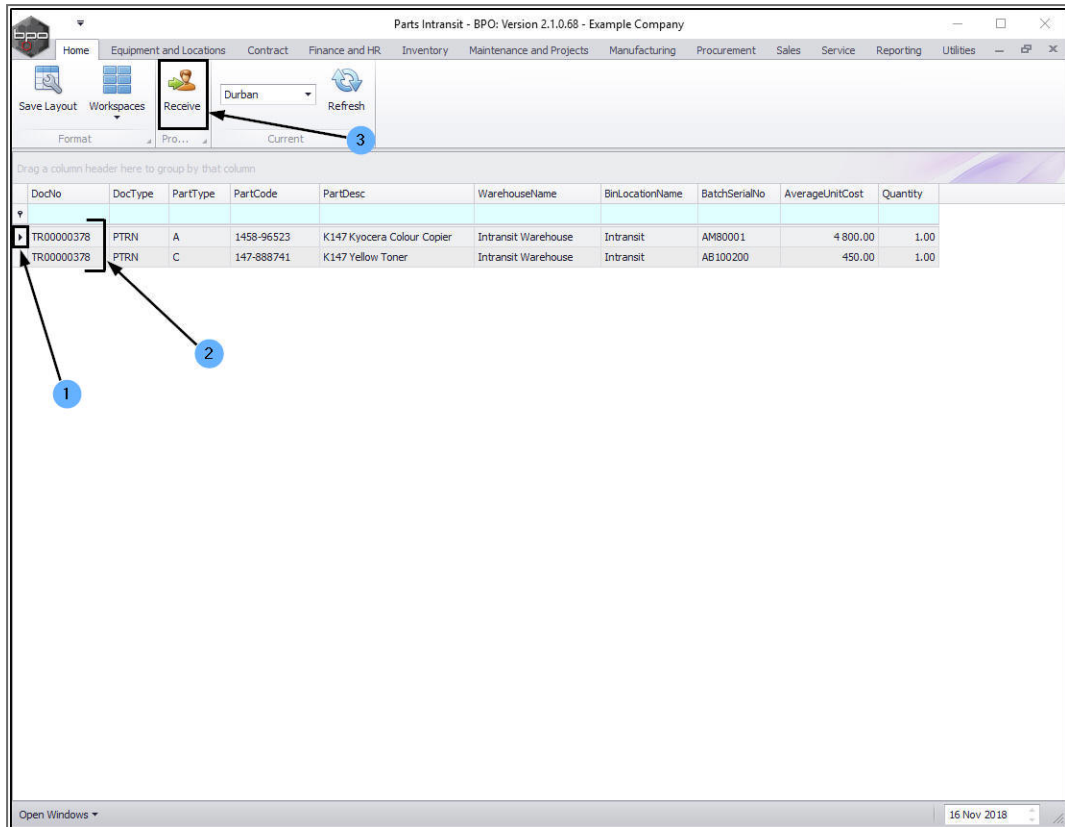
The screenshot shows the 'Parts Intransit' software interface. At the top, there is a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with icons for Save Layout, Workspaces, Receive, and Refresh. The 'Receive' button is highlighted, and a dropdown menu shows 'Durban'. Below the toolbar is a table with the following columns: DocNo, DocType, PartType, PartCode, PartDesc, WarehouseName, BinLocationName, BatchSerialNo, AverageUnitCost, and Quantity. The table contains two rows of data:

DocNo	DocType	PartType	PartCode	PartDesc	WarehouseName	BinLocationName	BatchSerialNo	AverageUnitCost	Quantity
TR00000378	PTRN	A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	4 800.00	1.00
TR00000378	PTRN	C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	450.00	1.00

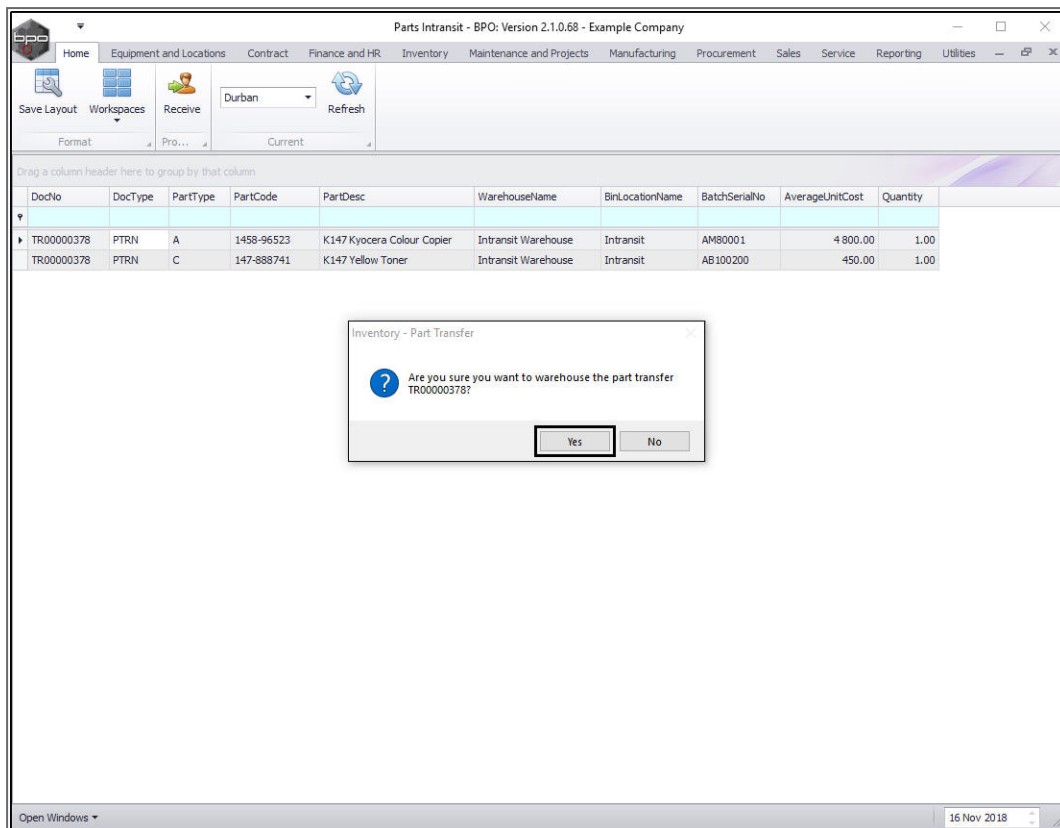
At the bottom of the interface, there is a status bar with the text 'Open Windows' and a date '16 Nov 2018'.

SELECT ITEMS TO RECEIVE

1. 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'.
2. 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.
3. Click on **Receive**.



- An **Inventory - Part Transfer** message box will pop up asking;
 - **Are you sure you want to warehouse the part transfer []?**
- Click on **Yes**.

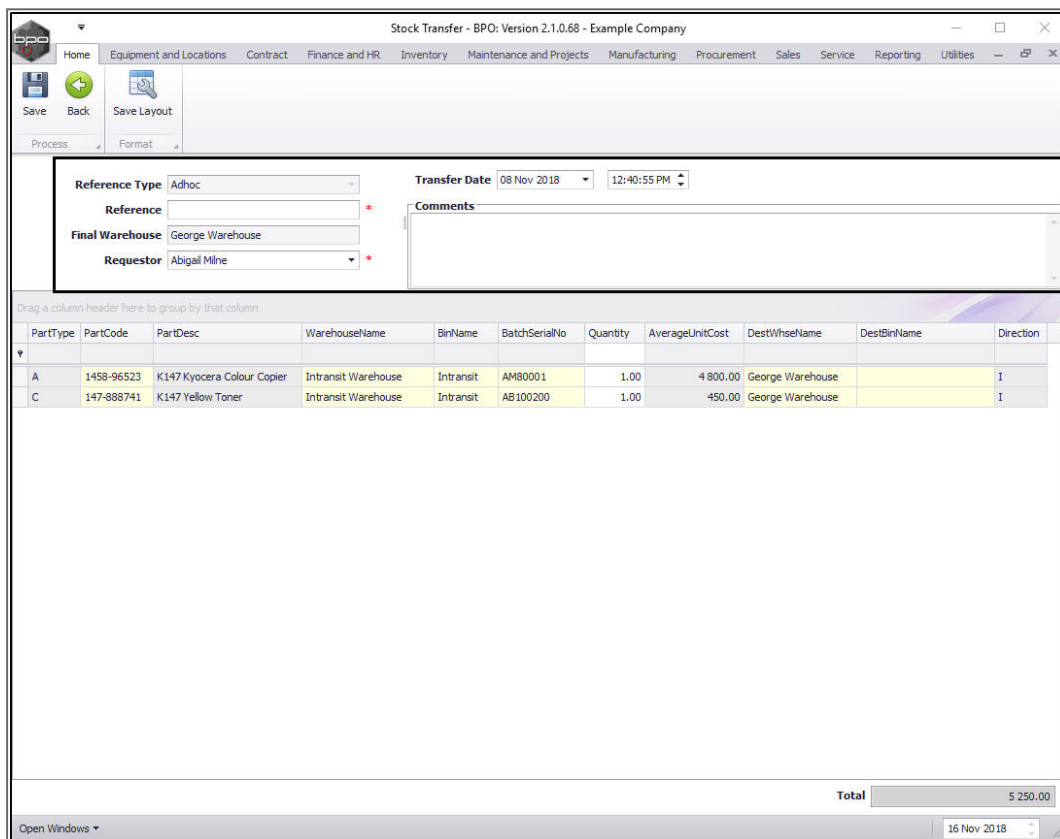


The **Stock Transfer** screen will be displayed.

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.



Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc | Transfer Date: 08 Nov 2018 | 12:40:55 PM

Reference: | Comments:

Final Warehouse: George Warehouse | Requestor: Abigail Milne

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse		I
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse		I

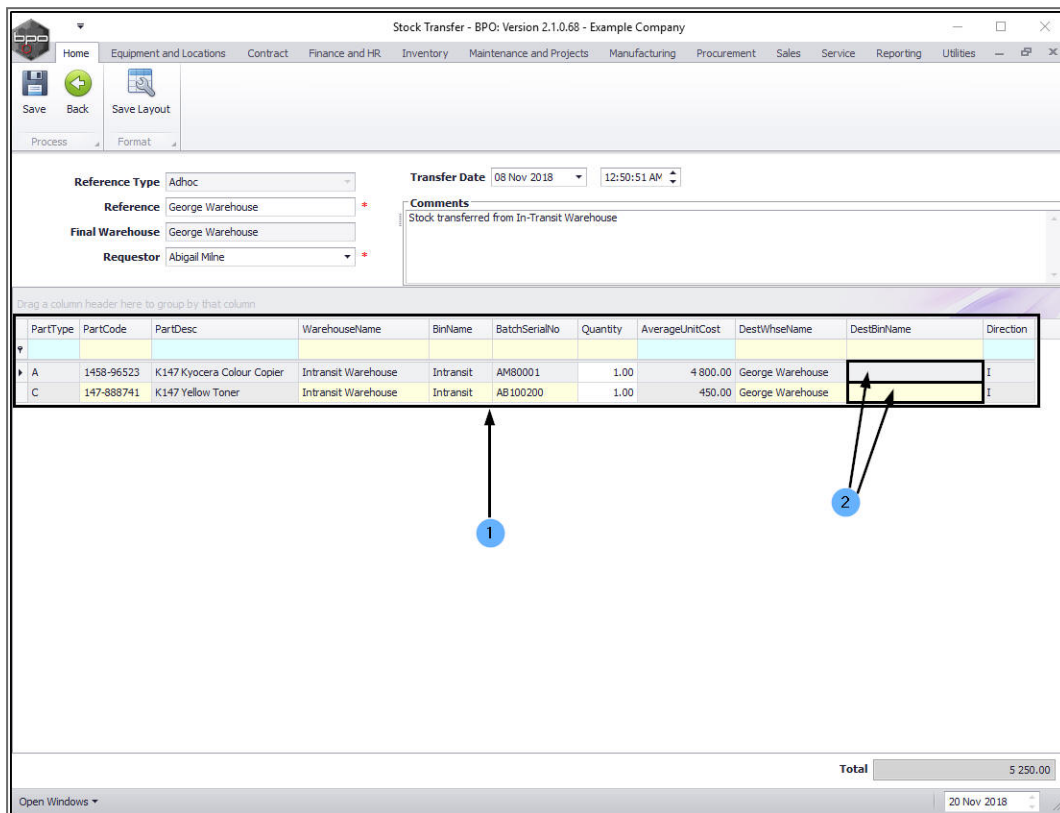
Total: 5 250.00

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DESTINATION WAREHOUSE

1. 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.



PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWlseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse		t
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse		t

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, **George_Bin** has been selected.
- Click on **Ok**.

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 08 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
I A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse		
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse		

Drag a column header here to group by that column

Select a destination bin for this part transfer

Home | Ok | Back | Save Layout

Process | Format

Drag a column header here to group by that column

Description	ParentDescription	IsBinLocation	IsStock	IsA...	IsQuarantine	IsDefault
George_Bin	George Warehouse	Yes	No	No	No	No
George_2_Bin	George Warehouse	Yes	No	No	No	No

Total: 5 250.00

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

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 08 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse	George_Bin	I
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse	George_Bin	I

Total: 5 250.00

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1. Follow the same process to bring up the **Select** screen again
2. and **select a bin** for each item in the **Stock Transfer** screen.
 - In this image, a different bin: **George_2_Bin** has been selected.

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 08 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse	George_Bin	I
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse	George_Bin	I

Drag a column header here to group by that column

1. Click on the ellipsis menu in the 'Direction' column of the table.

2. Click on the 'Ok' button in the 'Select a destination bin for this part transfer' dialog.

3. Click on the 'George_Bin' option in the 'Select a destination bin for this part transfer' dialog.

Total: 5 250.00

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1. When you are finished with your selection(s)

SAVE TRANSFER DETAILS

2. Click on **Save**.

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | 2

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 08 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse	George_Bin	I
I C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse	George_2_Bin	I

1

Total: 5 250.00

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

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 20 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse	George_Bin	I
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse	George_2_Bin	I

Part Transfer Processing

Part Transfer No. TR00000383 saved successfully.

OK

Total: 5 250.00

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PRINT TRANSFER NOTE

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

Stock Transfer - BPO: Version 2.1.0.68 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Process | Format

Reference Type: Adhoc
 Reference: George Warehouse
 Final Warehouse: George Warehouse
 Requestor: Abigail Milne

Transfer Date: 20 Nov 2018 12:50:51 AM

Comments: Stock transferred from In-Transit Warehouse

Drag a column header here to group by that column

PartType	PartCode	PartDesc	WarehouseName	BinName	BatchSerialNo	Quantity	AverageUnitCost	DestWhseName	DestBinName	Direction
A	1458-96523	K147 Kyocera Colour Copier	Intransit Warehouse	Intransit	AM80001	1.00	4 800.00	George Warehouse	George_Bin	I
C	147-888741	K147 Yellow Toner	Intransit Warehouse	Intransit	AB100200	1.00	450.00	George Warehouse	George_2_Bin	I

Report Generation

Do you want to print the transfer TR00000383?

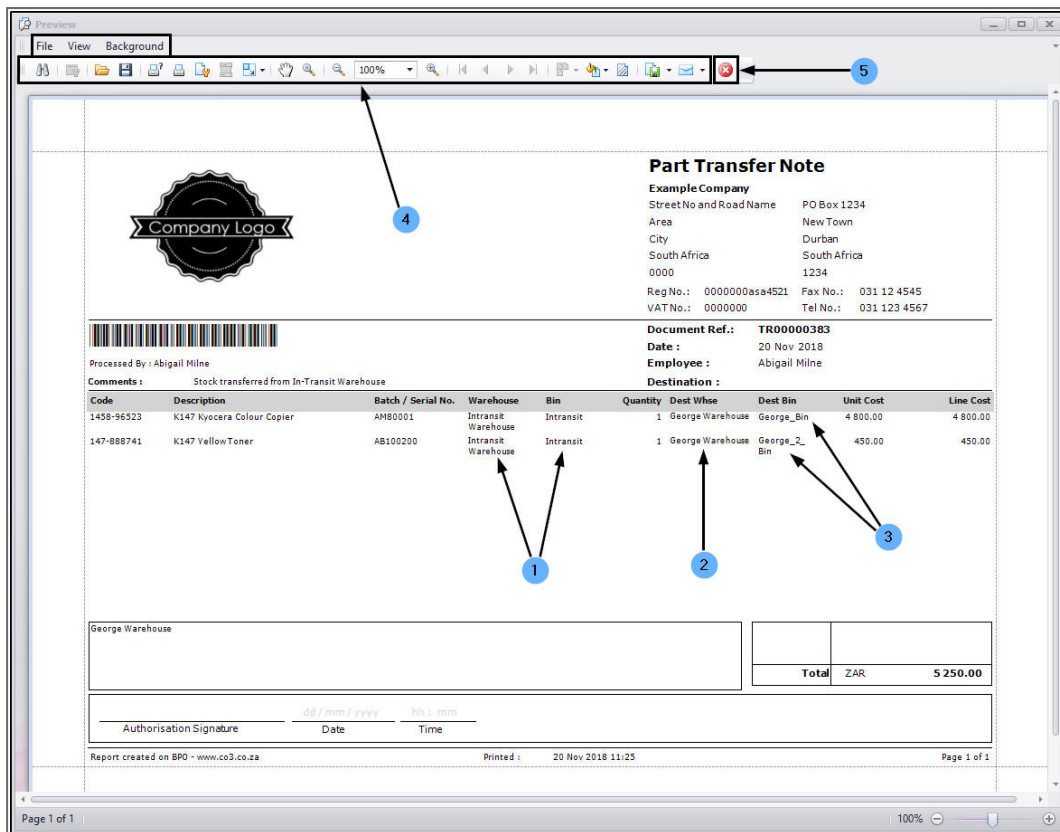
Yes No

Total: 5 250.00

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

1. You can see that the items have been transferred from the **Intransit Warehouse** and **Intransit Bin** to
2. the destination **George Warehouse**
3. and to the **2** different **destination bins**.
4. From here you can **View, Print, Export** or **Email** the Part Transfer Note.
5. **Close** the Report Preview screen when you are done.



Part Transfer Note

Example Company
 Street No and Road Name PO Box 1234
 Area New Town
 City Durban
 South Africa South Africa
 0000 1234
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545
 VAT No.: 0000000 Tel No.: 031 123 4567

Document Ref.: TR00000383
Date: 20 Nov 2018
Employee: Abigail Milne
Destination:

Processed By: Abigail Milne
 Comments: Stock transferred from In-Transit Warehouse

Code	Description	Batch / Serial No.	Warehouse	Bin	Quantity	Dest Whse	Dest Bin	Unit Cost	Line Cost
1458-96523	K147 Kyocera Colour Copier	AM80001	Intransit Warehouse	Intransit	1	George Warehouse	George_Bin	4 800.00	4 800.00
147-888741	K147 Yellow Toner	AB100200	Intransit Warehouse	Intransit	1	George Warehouse	George_2_Bin	450.00	450.00

George Warehouse

Total	ZAR	5 250.00
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Authorisation Signature _____ Date _____ Time _____

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

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