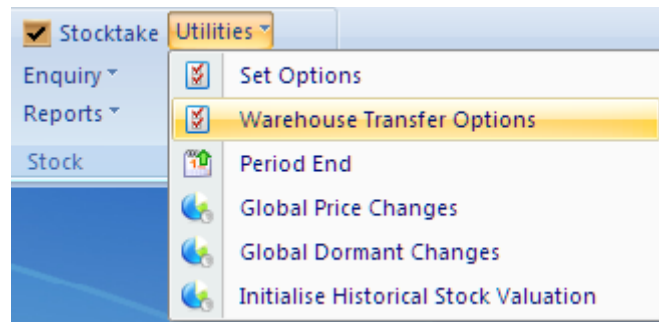


Warehouse Transfer Orders

The purpose of this bespoke is to allow for goods to be transferred between warehouses, via a goods in transit warehouse. Both FIFO and non-FIFO stock items can be transferred. If the Historical Stock Valuation report has been initialised then this is also updated by the bespoke processes.

Functionality

It is proposed that the user will move stock between warehouses via a “Goods in Transit” Warehouse. This warehouse will be a standard Opera 3 warehouse that has the “Transfer” option checked. A new form captioned “Warehouse Transfer Set Options” has been made available on the Stock – Utilities menu which allows the user to specify the “Goods in Transit Warehouse” together with the “Next Warehouse Transfer No.”.

A screenshot of a dialog box titled 'Warehouse Transfer Set Options'. It contains two input fields: 'Next Warehouse Transfer No. : WT00000001' and 'Goods in Transit Warehouse : GT'. Below the fields are three buttons: 'Version Information', 'OK', and 'Cancel'. The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

Next Transfer No. This field will allow the user to specify a default transfer number that will be used by the system to uniquely identify each transfer. This field will work in much the same way as the Next Document Number in SOP.

Goods in Transit Warehouse. This field will allow the user to specify the Goods in Transit warehouse that should be used for ALL Warehouse Transfers. The system will ensure a valid warehouse is selected. The selected warehouse will need the Transfer option checked (on the Warehouse Maintenance table/form)

Transfer (Request)

The transfer process will be initiated by the user adding a new Transfer Request. A new menu option captioned "Warehouse Transfer (Request)" will be added to the Stock – Processing menu. Selecting this option will invoke a form with fields similar to these:

Goods in Transfer No. - Automatically set by the system and read-only

Requested By – User ID of the user creating the Transfer Request. Automatically set by the system and provided on a read-only basis.

Requested Date and Time – The date the requested was added. Automatically set by the system and provided on a read-only basis.

Reference – Free text reference number. Mandatory input not required.

Transfer To – The warehouse the goods will be transferred into. Automatically set by the system only if the user has a default warehouse setup.

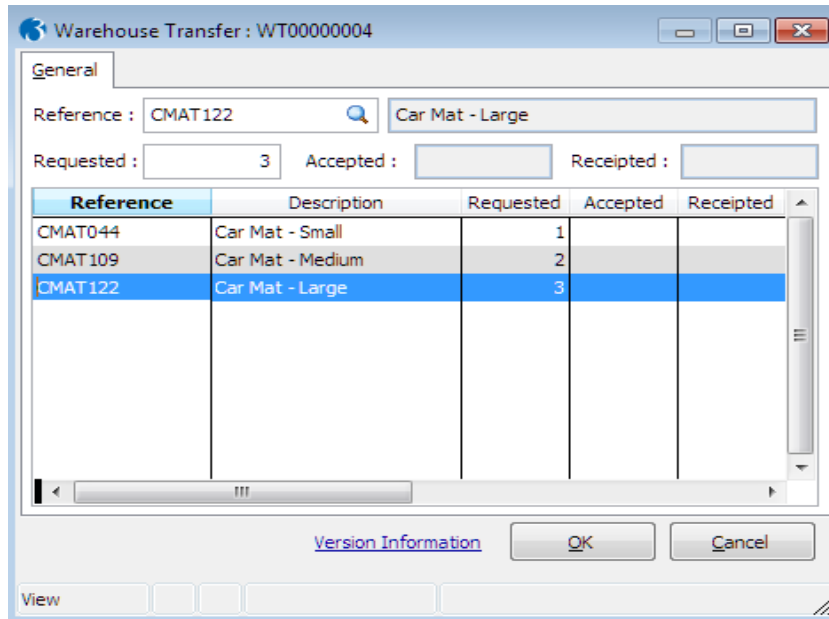
Transfer From – The warehouse that the goods should be transferred from. Must be a valid Opera 3 warehouse.

Request Notes – Free text entry for any additional information.

Email Request To – The user will be permitted to enter an email address of the user that should receive the transfer request. If this field is left blank no email will be sent. If this field is populated an email will be sent to the recipient entered in the field detailing that a Transfer has been requested. The email will contain basic details of the transfer request. An option will be provided on the Action Menu to allow the user to re-send the email.

The screenshot shows a software window titled "Warehouse Transfer (Request): WT00000004". It contains several input fields and buttons. The fields are: "Goods in Transit No." with value "WT00000004"; "Requested By" with value "ADMIN" and "on 06/10/2017 at 17:28"; "Reference" with value "JLP 4"; "Transfer To" with a dropdown menu showing "STOR" and "Storage Warehouse"; "Transfer From" with a dropdown menu showing "MAIN" and "Main Warehouse"; "Email Request To" which is empty; and "Status" with value "Created". At the bottom, there is an "Action" dropdown menu, a "Version Information" link, and a "Close" button. A "View" button is also visible at the very bottom left.

Options on an action menu will allow the user to specify the stock items and quantities to be transferred. These would be displayed in a grid type format. Full validation will be provided at this point. The system will ensure that all quantity request can be met. If a quantity is entered for an item that is greater than the available Free Stock Quantity, a message will be displayed and the user will either need to amend the quantity or select a different item.



An option will be made available to print the Transfer Request. The print is available from the Print Icon on the Warehouse Transfer (Request) form:

Warehouse Transfer (Request) WT00000001					
From	MAIN	To	ORNC		
Address	Main Warehouse Unit 12 Orion Ind Estate Orion Way Kettering Northants NN15 6ST	Address	Orion Court - Unit 4 Unit 4 Orion Court Orion Way Kettering Northants NN15 6PE		
Contact	Brian Thomas	Contact	Richard Green		
Phone	01536 322166	Phone	01536 559955		
Fax	01536 322167	Fax			
Requested On	14/01/2019	by	ADMIN	at	15:01:42
Reference		Reference	TEST 1		
Notes					
<u>Stock Ref.</u>	<u>Description</u>	<u>Quantity</u>			
CMAT109	Car Mat - Medium	20			
CMAT109	Car Mat - Medium	20			
CMAT122	Car Mat - Large	30			

The (Re)Send Request Email option on the action menu will send an email to the recipient identified in the Email Request To field. If this field is blank no email can be sent.

A further option will be made available to allow the user to commit the transfer. After the user has committed the transfer it will no longer be editable. Up until this point the user will be able to edit the transfer request, add or delete stock reference, change quantities etc.

Reference, Transfer To, Transfer From and Email Request To will only be editable when the Status is either Created or Edited. Any other Status will result in the fields being read-only.

Transfer (Accept)

The Transfer Accept will be initiated by the user by selecting a new menu option captioned "Warehouse Transfer (Accept)". This option will be added to the Stock – Processing menu.

This new form will display all Transfer (Request) that have been created. Additional fields will be made available to display who accepted the transfer together with the date and time. A further field will be made available for general notes to be entered. An option will be provided captioned "Transfer (Accept)". This option will validate that the transfer request can be made. Stock quantities will be checked to ensure the quantity requested can be met by the warehouse the transfer is being made from. If any record fails validation an exception report will be generated. At this point the transfer accept will not be allowed. The user will be given chance to remove any stock items from the request, using the Details option on the provided Action Menu.

Once all validation processes are complete the stock will be moved from the warehouse to the Goods in Transit warehouse. A Printed Transfer Document will be produced at this point that can be used like a Picking Note. This will result in a transfer record being created in stock and the warehouse quantities being updated. Another option captioned "Transfer (Reject)" will be provided. This option should be used if, for some reason, the transfer cannot be completed, or was created in error. If this option is selected the transfer will subsequently be available on the Transfer (Request) form where the user can either delete it or edit it to progress once again.

The screenshot shows a software window titled "Warehouse Transfer (Accept): WT00000001". It has three tabs: "General" (selected), "Accept Notes", and "List". The form contains the following fields:

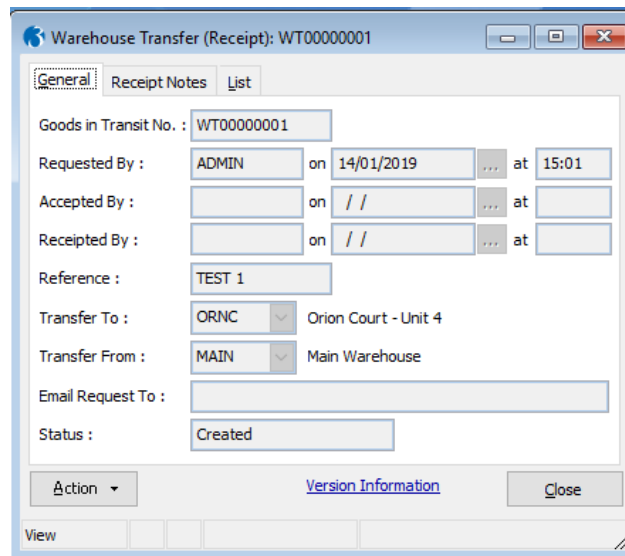
- Goods in Transit No. : WT00000001
- Requested By : ADMIN on 14/01/2019 at 15:01
- Accepted By : on / / at
- Reference : TEST 1
- Transfer To : ORNC Orion Court - Unit 4
- Transfer From : MAIN Main Warehouse
- Email Request To : (empty text box)
- Status : Created

At the bottom, there is an "Action" dropdown menu, a "Version Information" link, and a "Close" button.

Transfer (Receipt)

The Transfer (Receipt) will be initiated when the user selects a new bespoke menu option captioned Warehouse Transfer (Receipt) which will be added to the Stock – Processing menu. Only transfers that have been accepted will be available for Receipt.

An option will be made available on the action menu captioned Transfer (Receipt). Selecting this option will move the stock from the “Goods in Transit” warehouse to the Receipt Warehouse. A stock transaction transfer record will be posted and the warehouse quantities updated. At this point the transfer will be deemed as being completed. A report will be printable No transfer movements are posted until this option is run.



Warehouse Transfer (Receipt): WT00000001

General | Receipt Notes | List

Goods in Transit No. : WT00000001

Requested By : ADMIN on 14/01/2019 at 15:01

Accepted By : on / / at

Received By : on / / at

Reference : TEST 1

Transfer To : ORNC Orion Court - Unit 4

Transfer From : MAIN Main Warehouse

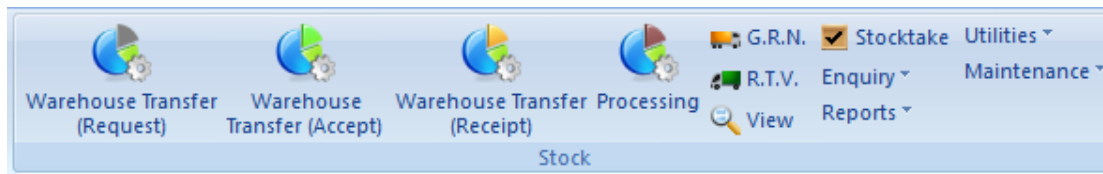
Email Request To :

Status : Created

Action | Version Information | Close

View

The options defined above are all available from the stock processing menu.



Warehouse Transfer Orders - £750.00

Annual Maintenance and Support - £135.00