



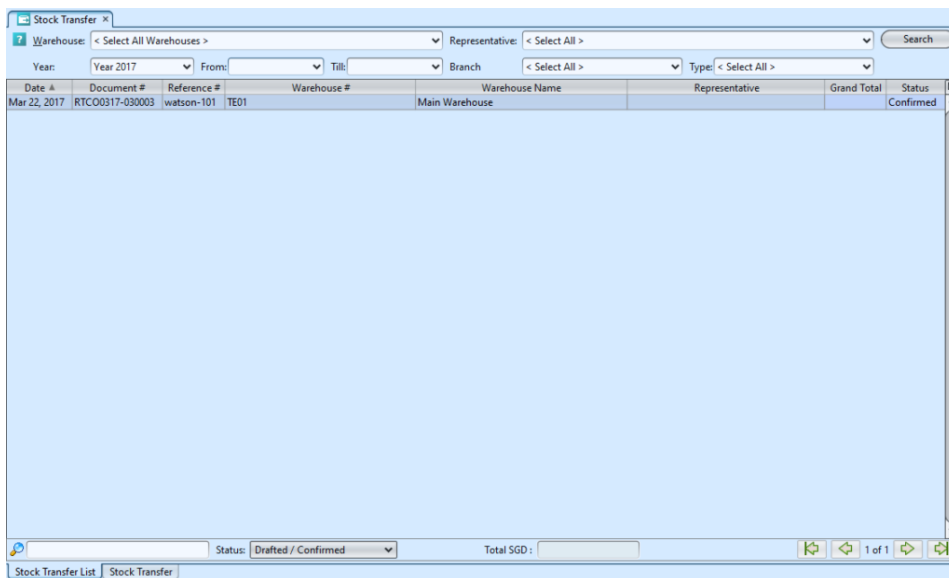
# Stock Transfer

Stock Transfer is a logistic process to transfer products' stock from one warehouse to another. Stock Transfer is generated from either Consignment Order (Sales module) or Warehouse Order (Purchase module) in Samooha. Document type of the Stock Transfer will be inherited from the source document (Consignment / Warehouse Order) as set up in the system.

After Stock Transfer is posted, system will generate Transfer Receipt for the receiving party to process stock receipt.

Below are available actions for the user from **"Stock Transfer"** view:

-  Process stock transfer and transfer receipt
-  View and search for stock transfer details

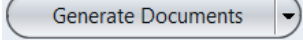


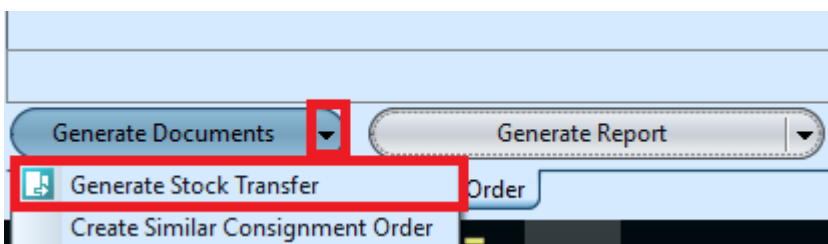
Field Name	Explanations	Mandatory Information
Document Type	Type of the document	Y
Document Date	Creation date of the document	Y
Document Number	Document number of the stock transfer	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the stock transfer	Y

From Warehouse	The source warehouse of the stock to be transfer	Y
To Warehouse	The destination warehouse of the stock to be transfer	Y
Requested By	Name of staff whom requested the stock transfer	N
Description	Additional information in regard to the stock transfer document	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
UOM	Type of the item (Unit of Measure)	Y
Quantity	Number of quantity of the item to transfer	Y
Unit Cost	Cost per item	Y
Line Total	Total cost for the transferred product	Y
Grand Total	Total cost for all the items on the stock transfer	Y

## Process Stock Transfer and Transfer Receipt:

1. Open the approved "**Consignment Order**" (Sales module) or "**Warehouse Order**" (Purchase module) document to generate "**Stock Transfer**" for logistics

2. Click arrow on  button and select "**Generate Stock Transfer**" option to generate a new "**Stock Transfer**" transaction (Inventory module – Logistics) to process the transfer order



**Generate Stock Transfer**

**Create Stock Transfer from Warehouse Order**

**i** Generates the Stock Transfer document from Warehouse Order with same set of products.

Document Number: < -AUTO-GENERATED->      Document Date: 22/03/2017

Reference Number: watson-101      Document Status: **Drafted**

Open the newly created Stock Transfer Document

**OK**      **Cancel**

Inventory Explorer

Stock Transfer

Type: ST01 - Warehouse to Store Transfer Order      **Drafted**      N/A

Document Date: 22/03/2017      Document Number: RTCO0317-030003      Reference Number: watson-101      Branch: HQ - Head Office

**Stock Transfer Details**

From Warehouse: TE01 - Main Warehouse      To Warehouse: WAT01 - Watsons - Ngee Ann City

Requested By:

**Additional Info**

Description:

Product Brand: < Select All >      Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004      Picking: ---      Stock Receipt: ---

**Confirm Stock Transfer**      Save      Revert      Delete

3. Click on **"Confirm Stock Transfer"** button at the bottom left of screen to confirm the stock transfer. A link to picking document will show up above **"Post Stock Transfer"** button after the confirmation. The status on top right of the corresponding stock transfer document will show **"To Be Picked"**

Stock Transfer

Type: ST01 - Warehouse to Store Transfer Order      **Confirmed**      **To be Picked**

Document Date: 22/03/2017      Document Number: RTCO0317-030003      Reference Number: watson-101      Branch: HQ - Head Office

**Stock Transfer Details**

From Warehouse: TE01 - Main Warehouse      To Warehouse: WAT01 - Watsons - Ngee Ann City

Requested By:

**Additional Info**

Description:

Product Brand: < Select All >      Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004      Picking: PIC17-030363      Stock Receipt: ---

**Post Stock Transfer**      Save      Revert      Delete

4. Click on the picking document link to start picking process and then post the picking of the stock. User may modify the selected product batch before start picking.

5. Go back to the source document (Stock Transfer). The status on top right of the corresponding stock transfer document will be updated as **"Picked"**

Document Date: 22/03/2017  
 Document Number: PIC17-030362  
 Reference Number: watson-101  
 Branch: HQ - Head Office

Warehouse: TE01 - Main Warehouse  
 Staging Locator: W01-Staging  
 Source Document: **RTCO0317-030003**

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5	W01-L01	20180120	5	STK-0006	20/01/2018
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	W01-L01	20180120	5	STK-0006	Jan 20, 2018

Type: ST01 - Warehouse to Store Transfer Order  
 Confirmed  
**Picked**

Document Date: 22/03/2017  
 Document Number: RTCO0317-030003  
 Reference Number: watson-101  
 Branch: HQ - Head Office

From Warehouse: TE01 - Main Warehouse  
 To Warehouse: WAT01 - Watsons - Ngee Ann City

6. Click on **"Post Stock Transfer"** button at the bottom of screen to post the stock transfer. A link to Transfer Receipt document will show up above **"Generate Report"** button after the posting. **"Postings"** tab will be automatically fill up with journal entries of the stock transfer

Consignment Order: [MTS-17-030004](#) Picking: [PIC17-030362](#) Stock Receipt: ---

**Post Stock Transfer**

Stock Transfer List Stock Transfer

Items / Articles Notes / Attachments **Postings**

Journal: Inventory Journal Date: 22/03/2017 Document #: RTCO0317-030003 Reference #: watson-101

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gross)	Commercial	Stock Transfer in warehouse : Main Warehouse			\$578.60	\$578.60 Cr
4260.06	Stock In Transit - Standard	Commercial	Stock Transfer in warehouse : Main Warehouse		\$578.60		\$578.60 Dr

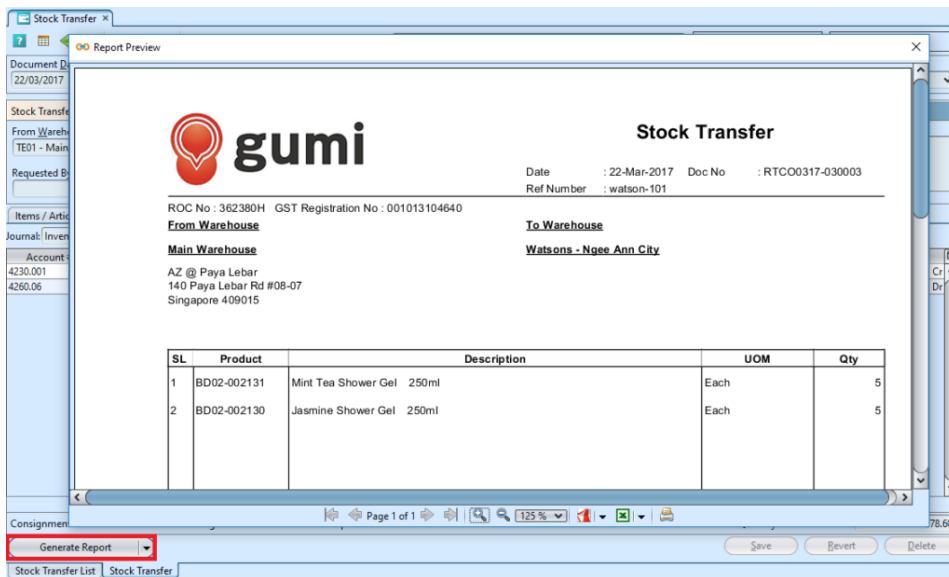
Consignment Order: [MTS-17-030004](#) Picking: [PIC17-030362](#) Stock Receipt: [RTCO3-17-030003](#)

Total Quantity: 10 Grand Total: \$578.60

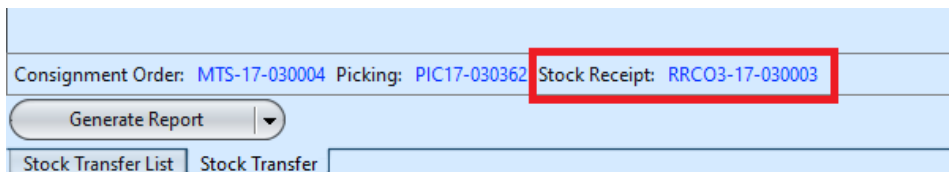
Generate Report Save Revert Delete

Stock Transfer List Stock Transfer

7. In Stock Transfer, click on **“Generate Button”** button at the bottom left of screen to generate the stock transfer report, a window will come up showing print report options. User can print report, export the report as pdf or excel, or preview the report



8. Click on the Transfer Receipt document link to open and process stock receipt



9. Click on **“Confirm Stock Receipt”** button to confirm that stock have been received by the receiving party

Transfer Receipt x Stock Transfer

Type: SR01 - Warehouse to Store Receipt Order Drafted

Document Date: 22/03/2017 Document Number: RRCO3-17-030003 Reference Number: RTCO0317-030003 Branch: HQ - Head Office

Stock Receipt Details

From Warehouse: TE01 - Main Warehouse To Warehouse: WAT01 - Watsons - Ngee Ann City

Representative: Staging Locator: WATT01-Staging

Additional Info

Description:

Items / Articles Notes / Attachments Postings

Product Brand: < Select All > Filter:

#	Product	Description	UOM	Quantity	Unit Cost	Line Total
1	BD02-002131	Mint Tea Shower Gel 250ml	Each - Each	5	S\$7.860000	S\$39.30
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	S\$7.860000	S\$39.30

Stock Transfer: RTCO0317-030003 Putaway: --- Total Quantity: 10 Grand Total: S\$78.60

Confirm Stock Receipt Save Revert

Stock Receipt List Stock Receipt

10. Click on **“Post Stock Receipt”** button at the bottom left of screen to post the Transfer Receipt. A link to Putaway document will show up above **“Generate Report”** button after the posting. **“Postings”** tab will be automatically fill up with journal entries of the Transfer Receipt

Transfer Receipt x Stock Transfer

Type: SR01 - Warehouse to Store Receipt Order Posted

Document Date: 22/03/2017 Document Number: RRCO3-17-030003 Reference Number: RTCO0317-030003 Branch: HQ - Head Office

Stock Receipt Details

From Warehouse: TE01 - Main Warehouse To Warehouse: WAT01 - Watsons - Ngee Ann City

Representative: Staging Locator: WATT01-Staging

Additional Info

Description:

Items / Articles Notes / Attachments Postings

Journal: Inventory Journal Date: 22/03/2017 Document #: RRCO3-17-030003 Reference #: RTCO0317-030003

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4230.001	Finished Goods - Third Party (Gross)	Commercial	Stock Receipt in warehouse: Watsons - Ngee Ann City		S\$78.60		S\$78.60 Dr
4260.06	Stock In Transit - Standard	Commercial	Stock Receipt in warehouse: Watsons - Ngee Ann City			S\$78.60	S\$78.60 Cr

Stock Transfer: RTCO0317-030003 Putaway: PUT17-030303 Total Quantity: 10 Grand Total: S\$78.60

Generate Report Save Revert

Stock Receipt List Stock Receipt

11. Confirm and post the Putaway of the transfer receipt at the receiving warehouse. The transferred stock are now available for use in the receiving warehouse.

Putaway > Transfer Receipt > Stock Transfer

**Drafted**

Document Date: 22/03/2017 | Document Number: PUT17-03003 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging  
 Source Document: RRC03-17-03003 | Representative:

Additional Info: Description

Items / Articles | Cost Details | Notes / Attachments

Product Brand: < Select All > | Filter:

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	20180120	5	WAT01-Default	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	5	WAT01-Default	5

Total Quantity: 10

Confirm Putaway | Save | Evert

Putaway List | Putaway

Putaway > Transfer Receipt > Stock Transfer

**Posted**

Document Date: 22/03/2017 | Document Number: PUT17-03003 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging  
 Source Document: RRC03-17-03003 | Representative:

Additional Info: Description

Items / Articles | Cost Details | Notes / Attachments

Product Brand: < Select All > | Filter:

#	Product	Description	UOM	Batch #	Received Qty	Locator	Quantity
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	20180120	5	WAT01-Default	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	20180120	5	WAT01-Default	5

Total Quantity: 10

Generate Report | Save | Evert

Putaway List | Putaway

## View and Search for Stock Transfer Details:

1. Click on **"Stock Transfer List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which warehouse to search for in the **"Warehouse"** text field box or select from drop-down list

Stock Transfer

Warehouse: < Select All Warehouses > Representative: < Select All > Search

Year: Year 2017 From: 01/03/2017 Till: Branch: < Select All > Type: < Select All >

Date	Document #	Reference #	Warehouse #	Warehouse Name	Representative	Grand Total	Status
Mar 16, 2017	OT-17-030015	WTW Orde...	TE01	Main Warehouse		\$5301.99	Posted
Mar 17, 2017	RTC00317-030001	32532546	TE01	Main Warehouse		\$526.26	Posted
Mar 17, 2017	RTC00317-030002	Testing2	TE01	Main Warehouse		\$513.13	Posted
Mar 22, 2017	RTC00317-030003	watson-101	TE01	Main Warehouse		\$578.60	Posted

Search Engine

Status: < Select All > Total SGD: \$5419.98 1 of 4

Stock Transfer List Stock Transfer

3. Result can be sorted alphabetically by clicking the fields' columns

4. Double click on stock transfer to view full details of the document, it will bring up the details on "**Stock Transfer**" tab for the selected stock transfer