

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



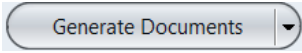
View and search for stock transfer details

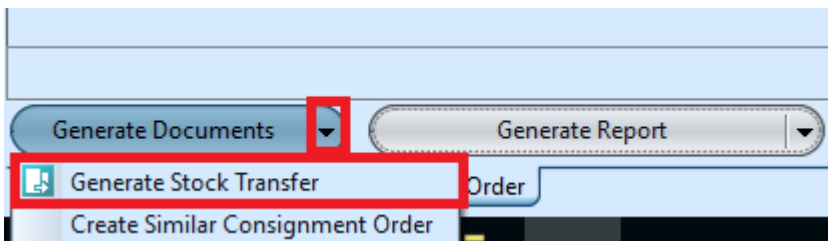
Field Name	Explanations	Mandatory Information
Document Type	Type of the document	Y
Document Date	Creation date of the document	Y
Document Number	Document number of the stock transfer	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the stock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

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		
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004 Picking: --- Stock Receipt: --- Total Quantity: 10 Grand Total!

Confirm Stock Transfer Save Revert Delete

Stock Transfer List Stock Transfer

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: _____

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		
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5		
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5		

Consignment Order: MTS-17-030004 Picking: **PIC17-030363** Stock Receipt: --- Total Quantity: 10 Grand Total!

Post Stock Transfer Save Revert Delete

Stock Transfer List Stock Transfer

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"**

#	Product	Description	UOM	Ordered Qty	Locator	Batch #	Picked Qty	Lot Number	Expiry Date
1	BD02-002131	Mint Tea Shower Gel 250ml	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

From Warehouse	To Warehouse
TE01 - Main 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

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: RRCO3-17-030003

Generate Report

Stock Transfer List Stock Transfer

Total Quantity: 10 Grand Total: \$578.60

Save Revert Delete

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

Stock Transfer

Document Date: 22/03/2017

ROC No : 362380H GST Registration No : 001013104640

From Warehouse
Main Warehouse
AZ @ Paya Lebar
140 Paya Lebar Rd #08-07
Singapore 409015

To Warehouse
Watsons - Ngee Ann City

SL	Product	Description	UOM	Qty
1	BD02-002131	Mint Tea Shower Gel 250ml	Each	5
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5

Consignment Order: MTS-17-030004 Picking: PIC17-030362 Stock Receipt: RRCO3-17-030003

Generate Report

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

Consignment Order: MTS-17-030004 Picking: PIC17-030362 Stock Receipt: RRCO3-17-030003

Generate Report

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: RRC03-17-030003 Reference Number: RTC00317-030003 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	\$57.860000	\$539.30
2	BD02-002130	Jasmine Shower Gel 250ml	Each	5	\$57.860000	\$539.30

Stock Transfer: RTC00317-030003 Putaway: --- Total Quantity: 10 Grand Total: ---

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: RRC03-17-030003 Reference Number: RTC00317-030003 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 #: RRC03-17-030003 Reference #: RTC00317-030003

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		\$578.60		\$578.60 Dr
4260.06	Stock In Transit - Standard	Commercial	Stock Receipt in warehouse: Watsons - Ngee Ann City			\$578.60	\$578.60 Cr

Stock Transfer: RTC00317-030003 Putaway: **PUT17-030303** Total Quantity: 10 Grand Total: \$578.60

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

Document Date: 22/03/2017 | Document Number: PUT17-030303 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

Status: **Drafted**

Details

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging | Source Document: RRC03-17-030003

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 | Revert

Putaway List | Putaway

Putaway | Transfer Receipt | Stock Transfer

Document Date: 22/03/2017 | Document Number: PUT17-030303 | Reference Number: RTCO0317-030003 | Branch: HQ - Head Office

Status: **Posted**

Details

Warehouse: WAT01 - Watsons - Ngee Ann City | Staging Locator: WAT01-Staging | Source Document: RRC03-17-030003

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 | Revert

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