



## QUICK REFERENCE GUIDE STOCK LOCATION TRANSFER

### MEGABUS HELPLINE

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## STOCK LOCATION TRANSFER

### Introduction

This guide will step you through the process of transferring stock directly from one location to another, or via an 'in transit' location so you can track stock during a transfer and defer the transfer in at the destination until arrival.

### Steps:

#### Once-off Preparation:

- 1) Create the Locations:
  - a. From the menu toolbar select **System | System Files | Products | Locations**.
  - b. Click on the Add a New Record icon (or press <Insert> key) and enter:
    - i. Code, Description and Megalink Address (if any) for each new Location.

You may elect to create a single location (eg. ZTRAN) for all Stock In Transit, or multiple locations (eg. vans) as best meets your particular tracking requirements.

#### Enter the Stock Transfer:

- 2) Select **Main | Data Entry | Stock Location Transfer** from the menu toolbar.

Supplier	
Supplier	WHO
Warehouse Location	
Transfer Reference	DEST1-040913
From Location *	LOC1
To Location *	ZTRAN
Salesperson *	JW

  

Line Details	
Product	Description
TO1856515J50	TOYO 185/65R15 88H J50
TO1956015STRANTEO	TOYO 195/60R15 88H TEO PLUS
PRODUCT	

- 3) Enter the **Transfer Reference**. For example, the location code of the destination followed by the estimated arrival date (eg. DEST1-040913) will help identify a transfer in high volume transfer environments.
- 4) Enter the **From Location** and **To Location**. If the stock will arrive within a day or so, select the destination location in **To Location**. For longer transfers, you may wish to select an 'in transit' code.
- 5) Enter the Salesperson, Products and Quantities then Finalise.

## Receipt the Stock Transfer:

If the stock was transferred to an interim 'In Transit' location, you will need to transfer it to the final destination once it has arrived there and been checked.

- 6) Select **Main | Data Entry | Stock Location Transfer** from the menu toolbar.
- 7) Select the 'In Transit' location that it came from in **From Location** and the final destination in **To Location**, then select **Salesperson**.
- 8) Click on the **Import Transfers** icon to view the transfers screen.

**Enter Stock Transfer**    ✓ Finalise    P Park    X Void

Supplier: WHO    Warehouse Location:    **From Location \*** ZTRAN    Stock In Transit  
Transfer Reference:    **To Location \*** LOC1    Location 1  
**Salesperson \*** JW    John Wayne

**Line Details**    +    -    X    🔍    📄    📄

Product: PRODUCT    Description:    🔍

**Transfers To Stock In Transit**

From Location:    🔍

From Location	Date	Our Ref	Their Ref	Description	Product Lines	Total Quantity
Location 1	30/08/2013	019796	DEST1-040913	Trf LOC1 to ZTRAN	2	18.00

  

Product Code	Description	Quantity
TO1856515J50	TOYO 185/65R 15 88H J50	10.00
TO1956015TRANTEO	TOYO 195/60R 15 88H TEO PLUS	8.00

Import    Close

- 9) This will display all transfers. To restrict the list to show only those transfers from the original shipper (Location 1) to the current location (Stock In Transit), select the original shipper in the **From Location** drop down box.
- 10) Select the appropriate transfer (check the Reference carefully) then click on the **Import** button to bring all stock on that transfer into the Stock Transfer screen.



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**Enter Stock Transfer** ✓ Finalise P Park ✗ Void

Supplier

Supplier	WHO	Warehouse Location	<b>From Location *</b>	ZTRAN	Stock In Transit
Transfer Reference	T019796		<b>To Location *</b>	DEST1	Destination 1
			<b>Salesperson *</b>	JW	John Wayne

**Line Details** + ✗ 🔍 📄 📄

Product	Description
TO1856515J50	TOYO 185/65R15 88H J50
TO1956015TRANTEO	TOYO 195/60R15 88H TEO PLUS
PRODUCT	

11) Enter the **Transfer Reference** and then click on Finalise to complete the transfer.

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