

VERSION 2.0
OCTOBER 31, 2018

Apps for Greentree

INVENTORY LOCATION TRANSFER

APP NUMBER: 010034

Powered by:

MYOB Greentree

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FEATURES

1. The Inventory Location Transfer App controls the process of creating and fulfilling location transfers, end-to-end.

Create an Inventory Location Transfer request from:

- The Data Entry menu - to control, re-balance or replenish stock levels
- During Sales Order entry - if there is insufficient stock available to fulfil the order
- During Factory Order entry - if there is insufficient stock available to fulfil the order

Administer and record the progress of the Transfer through each stage:

- Creation of the Transfer
- Despatch from the sending location
- Receipt at the receiving location

Monitor the status of the Transfer using a Greentree Workflow Desktop Panel.

Other benefits include better control of stock levels as you can obtain excess stock from other branches rather than ordering in more.

As of Greentree version 3D@6 the App supports Location Transfers of Serial/Lot tracked items.

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.
- If the sales order is cancelled or if the quantity is changed this will NOT update the location.
- Sales orders that have linked Location Transfer Requests, can be cancelled but not deleted.
- We recommend creating a desktop panel to identify and highlight order lines that require action. This desktop should then be assigned to the relevant user(s)

OTHER REQUIREMENTS

Greentree Modules: Inventory, Sales Orders, Manufacturing, Workflow (optional but recommended)

Associated Apps: None.

USER INSTRUCTIONS

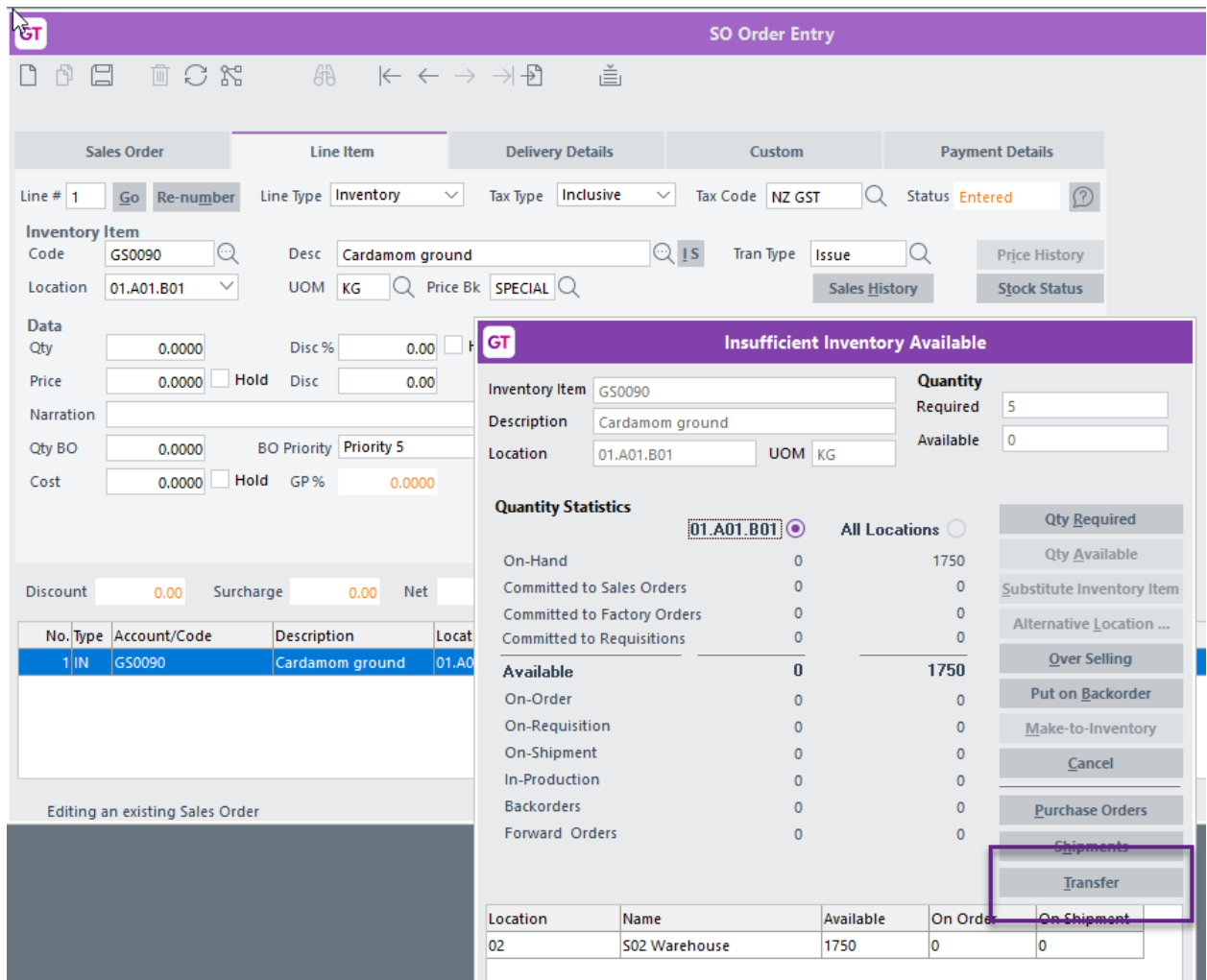
END-TO-END PROCESS

CREATING THE INVENTORY LOCATION TRANSFER REQUEST

This example illustrates a situation where there is Insufficient Stock at the user's location to complete a Sales Order.

When the Insufficient Inventory Available box appears during Sales Order Entry, you can choose to request that stock be transferred to you from another location.

1. Select the menu item | Data Entry | Sales Order | Sales Order Entry |
2. Complete the header fields, enter the required stock item on the line



If no stock is available from your location, the insufficient stock form is displayed. Stock held at all other locations is displayed at the bottom of the form.

3. Select a location to transfer from by clicking on it.

4. Click the Transfer button and The **Location Transfer Request** form is displayed.

The screenshot shows the 'Location Transfer Request' form. At the top, the branch is set to '01 (Auckland)'. The 'Document Details' section includes fields for Reference (500069), Date (31/10/18), Expected date (31/10/18), Status (Entered), and Entered by (SUPER). The Description is 'SO 500069 Transfer', From Location is '02', and To Location is '01.A01.B01'. The Narration is 'Branch transfer from 02 to 01.A01.B01 to supply Sales Order'. There is a checkbox for 'Deliver to Customer'. On the right side, there is a vertical stack of buttons: 'Send Request' (highlighted with a red box), 'Confirm Sent', 'Confirm Received', 'Print Transfer', 'Email Transfer', and 'Cancel'. Below the form is a table with columns: Stock Code, Description, UOM, Quantity, Cost, Total, Send Qty, Receive Qty, Available Qty, Status, Analysis Code, and Narration. The table contains one row for 'GS0090 Cardamom ground' with a quantity of 5,000 and a total of 6,000. The status is 'Entered' and the analysis code is 'MISC'.

- Branch** This will default to the branch selected under User Preferences
- Reference** The reference will default to mirror the Sales Order number the Transfer was populated from
- Date** This will default to the current date
- Expected date** Enter the date on which the items are expected to be received
- Status** This indicates the stage or status of the Transfer. The system will automatically maintain/update this field
- Description** This field will default to include the SO number and indicate that it is a transfer.
- From Location** This field will default based on the Location line you clicked while in the Insufficient Inventory Available screen.
- To Location** This field will default based on the location selected on the Sales Order.
- Narration** The narration field will auto populate. It will contain details regarding the transfer and related SO number. This can be overridden.
- Delivery to Customer** If this is ticked then the customer name and address will be populated and displayed from the sales order delivery details. In this situation, the generating branch will still have to confirm receipts of the transfer and then release their own packing slip. The branch sending the goods will have to put a comment on their own packing slip to say that the line is being supplied separately.

- If the item you have chosen is Serial/Lot tracked, and if the setting **Auto Suspend on Send** is not ticked in the App's Module control during configuration – the Serial/Lot Number Entry form will pop up.

The screenshot displays the 'Serial/Lot Number Entry' window. At the top, the 'GT' logo is visible. The window title is 'Serial/Lot Number Entry'. Below the title bar, there are icons for save, refresh, and help. The main form contains the following fields:

- Inventory item: **GS0075** (Caraway seed - Bulk)
- Location: **02**
- Unit of measure: **KG**
- Quantities: Required **5.0000**, Entered **5.0000**, Difference **0.0000**

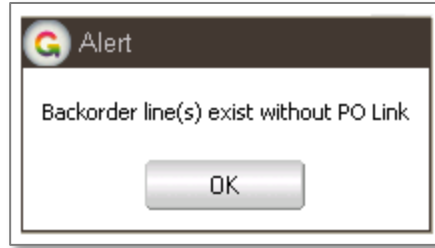
A table with the following data is shown:

Lot Number	Description	Qty available	Quantity
66970		1000.0000	5.0000

On the right side of the form, there are five buttons: **Auto allocate**, **Auto generate**, **Suspend**, **OK**, and **Cancel**.

Select or auto-allocate a Serial/Lot number per item quantity.

- You can choose to **Send** the request now, or if you think there may be other items for your sales order that you don't have in stock you can **Save** which allows them to be appended.
- Clicking **Send Request** or **Save** will close the transfer form and set the status of the Location Transfer Request to **Pending**.
- Complete the rest of your sales order line.
- You can then **Print** or **Save** your Sales Order. Note the Sales Order will have a status of Backorder with the quantity of the location transfer shown as backordered.
- The system will provide the following alert if the **Enable Auto Append Apply on SOPOLinking** has been selected in the Location Transfer Request control screen(as detailed in the configuration section of this document)



11. Click **OK**
12. This will invoke the SO-PO Linking Form. This is a standard Greentree function which is available if the PO module is in use.

MONITORING TRANSFERS VIA THE WORKFLOW DESKTOP

One or more panels may be set up on the workflow desktop allowing you to monitor and take action on Location Transfers, depending on their status.

Location Transfer Requests			
Status	Pending		
Location	<Any>		
reference	From Loc	To Loc	description
500069	02	01.A01.B01	SO 500069 Transfer

Double-click on any line in the workflow desktop panel to open the Transfer request form in order to see the full details or to perform an action.

Valid Status for Location transfer requests are:

- Entered** Has been entered but not processed
- Pending** Transfer has been sent to the From location
- Sent to In-Transit** From location has sent the goods
- Completed** Goods have been received by the requesting location
- Cancelled** Request was cancelled

CONFIRMING DESPATCH OF INVENTORY FROM A LOCATION TRANSFER REQUEST

1. Drill into the Transfer Request

2. Print the transfer so warehouse staff have a piece of paper to identify the items to pick and pack by clicking the Print transfer button
3. Once stock has been picked you can optionally add a freight charge for sending the items to the other location
4. Click on the blank line and enter a valid freight item – must be defined in App control.
5. If the item you have chosen is Serial/Lot tracked, and if the setting **Auto Suspend on Send** is ticked in the App's Module control during configuration - right-click your mouse on the line and select "Serial/Lot" from the right-click menu, for the item or items being sent.

Item	UOM	Quantity	Cost
Cardamom seed - Bulk	KG	5.0000	3.6500

Cancel
 Serial/Lot

The Greentree Serial/Lot selection screen will appear prompting you to remove the Suspend line (usually by clicking on the line and pressing the Shift+F2 keys).

GT Serial/Lot Number Entry

Inventory item: Caraway seed - Bulk

Location: Unit of measure:

Quantities

Required: Entered: Difference:

Lot Number	Description	Qty available	Quantity
Suspense	Suspense Lot		10.0000
<input type="text"/>	<input type="text"/>		

Auto allocate
Auto generate
Suspense
OK
Cancel

Then select or auto-allocate a Serial/Lot number per item quantity.

- Click the **Confirm Sent** button – this will book the I stock out of the sending location and into an In-transit location – specified in App control.

CONFIRMING RECEIPT OF INVENTORY FROM A LOCATION TRANSFER REQUEST

When the goods arrive in the receiving warehouse, check they are as requested

1. Drill into the Location Transfer Request from the desktop
2. Edit quantities on the Location transfer request as necessary
3. Click Confirm Received

Description	UOM	Quantity	Cost	Total	Send Qty	Receive Qty	Available Qty	Status	Analysis Code	Narration
Cardamom ground	KG	5.0000	1.2000	6.0000	5.0000	5.0000	1745.0000	Sent to In-Transit	MISC	

This will update the status to Completed.

The goods will have been transferred out of In-Transit and to the requesting location. If a Freight charge was added this will be expensed.

If the transfer was linked to a Sales Order or Factory Order, the stock will be committed or sent to Packing Slip depending on the App Control setting.

Because this item is setup to be expensed, the item will also have a Negative adjustment created (as per the App control transaction type)

31/10/18	31/10/18	Location Transfer	500069.1.0	S1123	02	-1.0000	EA	-10.00	-1	
31/10/18	31/10/18	Location Transfer	500069.1.0	S1123	9801	1.0000	EA	0.00	1	Transfer from S
31/10/18	31/10/18	Location Transfer	500069.1.0	S1124	9801	-1.0000	EA	-9.90	-1	
31/10/18	31/10/18	Location Transfer	500069.1.0	S1124	01.A01.B01	1.0000	EA	0.00	1	Transfer from Ir
31/10/18	31/10/18	Negative Adjustment	500069.1.0	S1124	01.A01.B01	-1.0000	EA	-9.80	-1	

If the Transfer request to commit IN on receipt is ticked in the App Control, the sales order line will be released but no packing slip generated. If it is not ticked, then the sales order line will be released and the packing slip will be generated

TRANSFERRING STOCK TO SUPPLY A FACTORY ORDER

When you raise a Factory Order, if you have insufficient stock of any component, this can be transferred from another location.

Factory Order Entry

Order number **60025** Order date **31/10/18** Release date **31/10/18** Required date **31/10/18**

Parent code **CP** Description **Computer Package**

Location **02** Qty required **5.0000** EA Leadtime hours **0.00**

Estimated total cost **5186.0000** Status **Entered & Not Committed**

Inventory Issue Options

Auto issue on commit Backflush materials

Location View Options

Select location **02** Select warehouse **02** All

Select Materials				Notes				
Sequence	Code	Description	UOM	Location	Qty Available	Qty Required	Select	Narra
	01INTELD845EBG2	Intel Dual Core Desktop	EA	02	-99.0000	0.0000	<input type="checkbox"/>	
	01INTELD845EBG2	Intel Dual Core Desktop	EA	03.Z01	98.0000	5.0000	<input checked="" type="checkbox"/>	
	ACER17LCD	Acer 17" LCD Monitor	EA	02	-3.0000	0.0000	<input type="checkbox"/>	
	ACER17LCD	Acer 17" LCD Monitor	EA	03.Z01	53.0000	5.0000	<input checked="" type="checkbox"/>	
	ALTEC220WSPEAKEI	Altec 220 Watt Speakers	EA	02	13.0000	5.0000	<input checked="" type="checkbox"/>	
	ALTEC220WSPEAKEI	Altec 220 Watt Speakers	EA	03.Z01	25.0000	0.0000	<input type="checkbox"/>	
	LOGCLESKEYMOU	Logitech Cordless Keyboard/Mouse	EA	01.A01.B01	10.0000	5.0000	<input checked="" type="checkbox"/>	

Editing an existing factory order There are 27 factory orders

1. Select the component line from the location you want to transfer from
2. Click the Location transfer button. This will then process the same as the Sales Order detailed above.

MANUAL INVENTORY LOCATION TRANSFER REQUEST

If you know that you have insufficient stock of something and there is excess stock in another location, you can manually enter a location transfer request.

1. Select the menu item | [Data Entry](#) | [Inventory](#) | [Location Transfer Request Entry](#) |
2. Complete the form per below

[Reference](#)

Type a number for this location transfer request

- Description** This appears on the desktop and can be printed on your transfer so should explain why the transfer is being requested
- From Location** Select the location to transfer stock From
- To Location** Select your requesting location
- Narration** Type any other information either the sending or receiving location may require

3. Enter the stock items required. You may enter several.
4. If an item you have chosen is Serial/Lot tracked, and if the setting **Auto Suspend on Send** is not ticked in the App's Module control during configuration - right-click your mouse on the line and select "Serial/Lot" from the right-click menu.

1.2000	12.0000		
3.6500	36.5000		

Cancel
 Serial/Lot

The Greentree Serial/Lot selection screen will appear prompting you to select or auto-allocate a Serial/Lot number per item quantity.

GT
Serial/Lot Number Entry
⌵ □ ✕

Inventory item

Location

Unit of measure

Quantities

Required	<input type="text" value="10.0000"/>	Entered	<input type="text" value="10.0000"/>	Difference	<input type="text" value="0.0000"/>
----------	--------------------------------------	---------	--------------------------------------	------------	-------------------------------------

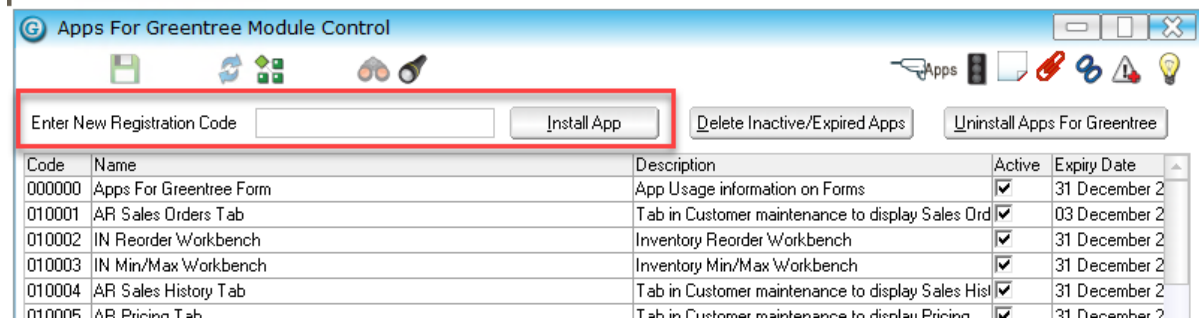
Lot Number	Description	Qty available	Quantity
78996		200.0000	<input type="text" value="10.0000"/>

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

1. Log into Greentree as the **Super** user
2. Select the menu item | **System** | **Apps For Greentree** | **Apps Module Control** |
3. Enter the New Registration Codes supplied and click Install App



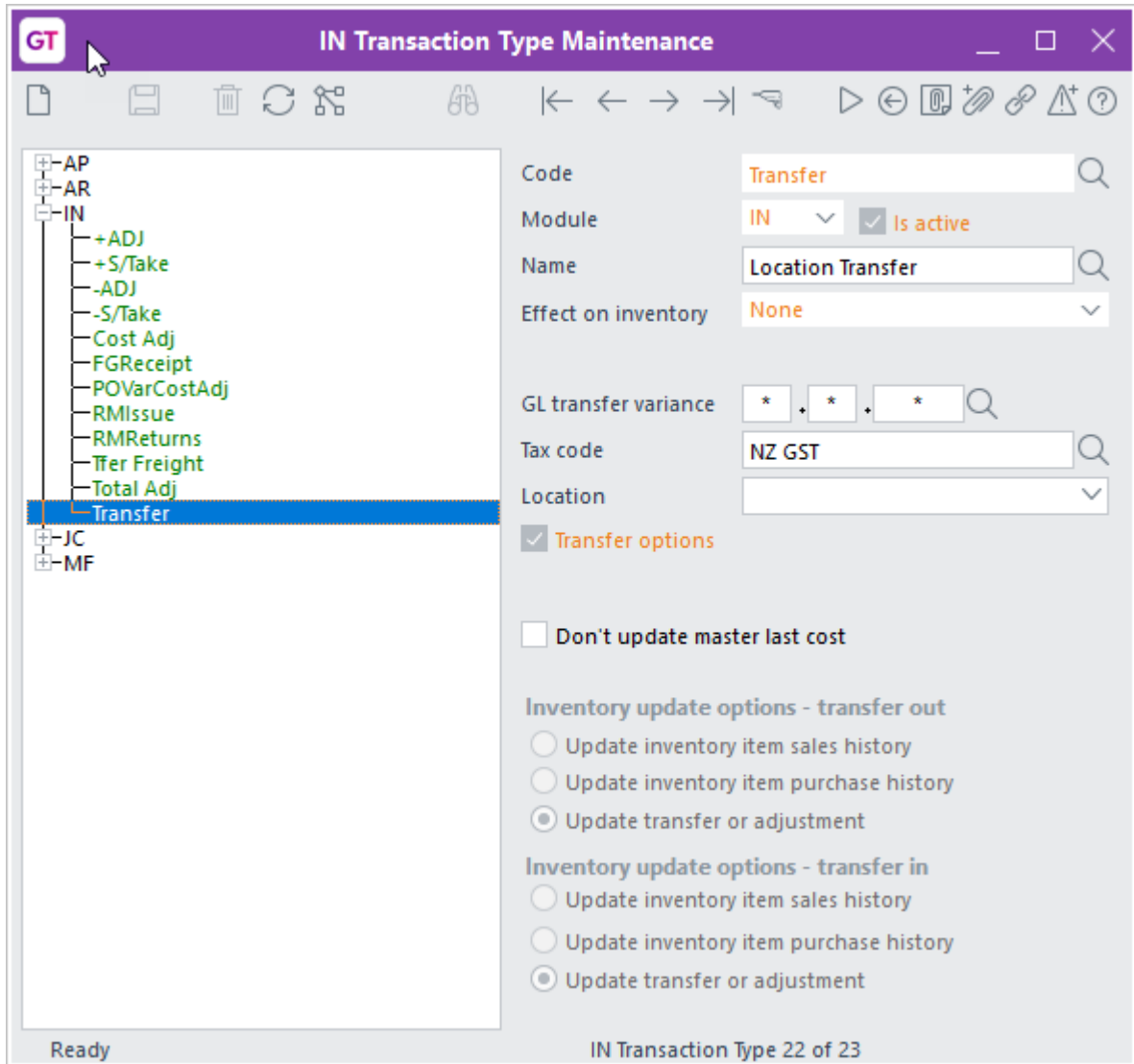
4. Select/Highlight the **IN Location Transfer Workbench** App.
5. Click on the **Edit Users** button and select the users who will be configured to use the App, for which companies.
6. **Save** and **Close** the form.
7. Log-out and log-in again to activate the associated menu options.

OTHER GREENTREE CONFIGURATION

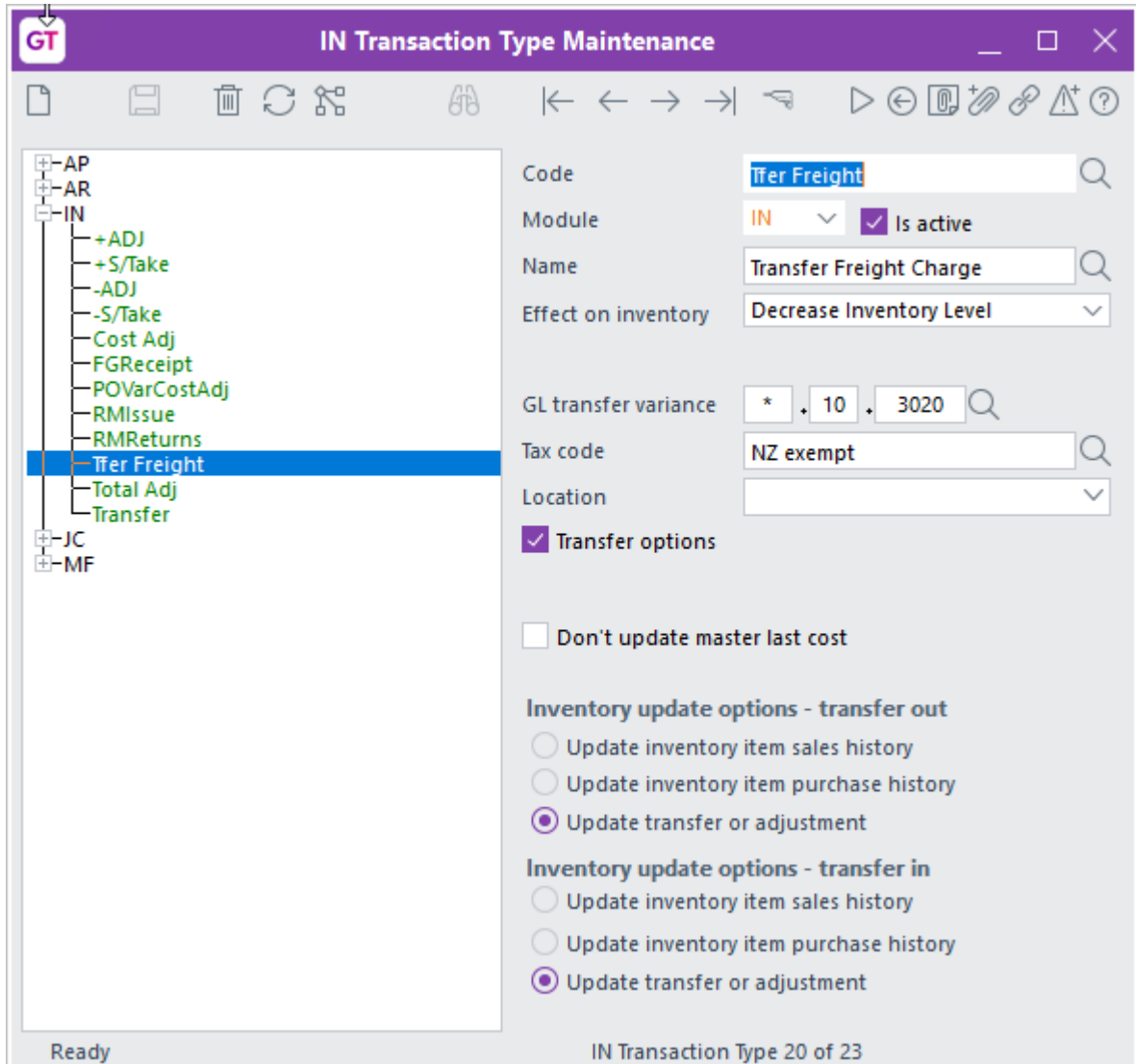
Complete the following set-up in Greentree before configuring the App.

IN TRANSACTION TYPES SETUP

Several new IN Transaction types must be set up for use with this App



One for transfers



One to expense charges – this must Decrease inventory levels.

IN LOCATION MAINTENANCE

An In-Transit location must be set up, used to display the stock that is In Transit – i.e. has been sent but not yet confirmed as received.

1. Select the menu item | [System](#) | [Inventory](#) | [Location Maintenance](#) |

GT Location Maintenance

Code: 9801 Custom

Name: In Transit Auckland

Hold inventory @ this level Warehouse Is transit

Active Protected

Print location transfers at this level Scan locations

Exclude from Reorder Workbench

Address: _____

Suburb: _____

Post code: _____ City: _____

Country: New Zealand

Phone: (00) 000 0000

Fax: (00) 000 0000

Contact: _____

Email: _____

Branch: 01(Auckland)

Inventory Acc: _____

LTR Printer: _____

Packing Slip Despatch

Use Generic Barcode

Exclude from Check Form

Hold inventory at this level

Warehouse at this level

Hold inventory and warehouse at this level

Ready INLocation 18 of 19

2. The Location must have **Hold Inventory at this level** ticked.
3. The Location must have **Is active** ticked.
4. The Location must have **Is transit** ticked.
5. The Location must have **Is protected** ticked so that stock cannot be sold out of this Location.
6. Save the settings using the **Save** icon in the header and **Close** the window.

IN INVENTORY ITEM MAINTENANCE

Setup inventory items for any expenses that can be added to a Location Transfer request e.g. Freight, Insurance

Code: FR Description: Freight

Analysis code: MISC MISCELLANEOUS

Decimal item unit: 0 Decimal Places

Job activity code: [Empty]

Type: Not Serial/Lot Item

Track dimensions

Kitsets exist

Unit weight: [Empty]

Unit volume: [Empty]

Stocking unit: EA

Non diminishing

Keep warranty details

Allow negative available

Allow negative on-hand

Stocktake details

Cycle: Monthly Stock ranking: None

Location	Next Stocktake Date	Stocktake in Progress	Last Stocktake Date

On-hand quantities

On-hand	0
Committed to sales orders	0
Picked Qty	0
Un-picked Qty	0
Committed to factory orders	0
Committed to requisitions	0
Protected	0
Available	0
On-order	0
On-requisition	0
On-shipment	0
In-production	0
Backorders	0
POs Allocated to Jobs	0
Forward orders	0
Balance	0

Buttons: Period balances, Demand history, Date history, Location balances

These items would normally be non-diminishing. If the charge is a set price then also setup the Price Maintenance.

LOCATION TRANSFER FORM

You will need to setup a Location Transfer Request form within the Greentree report writer to specify the requesting Location, sending location and goods to be supplied.

GT Report Design - IN Location Transfer - App

Units: pixels

Apply security: None

Display grid

Snap Display rulers

Current section: [dropdown]

Current field: [dropdown]

Current profile: Default Profile

Form Details:

Paper size: A4

Page/form width: 749 pixels

Form height: 1061 pixels

Page height: 1060 units

Landscape

Forms Manager Report

Last page phantom job

Repeat horizontal

System report (cannot be modified)

Class: Company

Shows: Get ALL IN Location Transfer

Of class: VAppLocationTransferRequi

Save Save As Print Close

Transfer Request

From
 DB:myFromLocation:myINLocation:ns
 DB:myFromLocation:myINLocation:myB

Deliver To
 DB:myToLocation:myINLocation:name
 DB:myToLocation:myINLocation:myINAddress:

To
 DB:myToLocation:myINLocation:name
 DB:myToLocation:myINLocation:myBrar

Order Date DB:date **Transfer No** DB:reference **Operator** DB:enteredBy

Comment DB:narration

Bin	Part Number	Description	Units	Qty	Ship
DB:myVAp	DB:myVAppsStoi	DB:myVAppsStockItem:myStockItem:description	DB:myVA	sendQty	

If required you can have different versions for Request and Confirm Sent.

APP CONFIGURATION

1. Select/Highlight the IN Location Transfer Workbench App.
2. Click on the Change button

Location Transfer

- Transfer request to only commit IN on receipt
- Enable Location Transfer for Sales Order
- Enable Location Transfer for Factory Order
- Enable Auto Append Apply on SOPOLink
- Disable Transfer deletion
- Limit Processing to Users default IN Branch
- Enable Warehouse Transfers
- Clear Form on Confim/Send/Receive
- Use Stock Average Cost
- Auto Suspense on Send
- Allow Zero Quantities
- Allow Hotprint to user's default location
- Allow change of sent quantity
- Allow Zero Stock On Hand to be Transferred
- Suppress Sent Quantity Changed Warning

Transaction Type: Transfer

Transit Location: 9801

Freight Write-off transaction 1: -ADJ

Expense Items

Reports

Location Transfer: IN Location Transfer - App

Transfer Request: [] Auto Print

Transfer Sent: []

Hide Cost and Total Column

Print via task queue

Editing an existing Location Transfer

Complete the App Control to meet your requirements

Transfer request to only commit IN on receipt

Tick this box if you want to manually generate your Packing Slip after receipt of transferred goods. If false receipt of

the transfer will generate a packing slip for the linked SO
Sales order

Enable Location Transfer for Sales Order

Tick this box to allow generation and linking of a Location
Transfer Request to a Sales Order

Enable Location Transfer for a Factory Order

Tick this box to allow generation and linking of a Location
Transfer Request to a Factory Order

Enable Auto Append Apply on SOPO Link

Tick this box to allow subsequent lines on a Sales Order to
be appended to an existing Purchase Order from previous
lines

Disable Transfer Deletion

Tick this box to prevent users from deleting a Location
Transfer request – they can Cancel lines instead

Limit Processing to User's Default IN Branch

Set this flag to prevent a user from modifying a Location
Transfer record unless that record is for the user's own
Branch

Enable Warehouse Transfers

Set this flag to allow stock to be transferred from multiple
warehouses on a single Transfer form. This setting allows
the From warehouse to be set on an individual line rather
than default from the header

Clear Form on Confirm/Send/Receive

Set this flag to have the Location Transfer form cleared
after the **Send**, **Confirm Sent** and **Confirm Received**
buttons are pressed

- Use Stock Average Cost** Use the average cost of stock for location transfer calculations
- Auto Suspense on Send** Uses Serial/Lot Suspense as a placeholder for the Serial/Lot number if the location requesting the Transfer is not sure which Serial/Lot number they will be sent. If un-ticked the requesting location must specify which Serial/Lot numbers they require before Sending the Transfer Request.
- Allow Zero Quantities** Check this to allow generation of requests where the line quantity has been sent to zero – this might be done by the sending location if they do not want to supply the item.
- Allow Hotprint to user's default location** Check this to auto hotprint the location transfer to the default printer on the location
- Allow change of sent quantity** Check this if the sending location are able to edit the quantity to be sent.
- Allow Zero stock On Hand to be Transferred** Check this if a transfer is allowed to be done when the system has zero stock recorded on hand.
- Suppress Sent Quantity Changed Warning** Check this if allowing zero on hand to transfer and you do NOT want a message displayed
- Transaction Type** Select a valid IN Transaction Type for transfers
- Transit Location** Select a valid IN Location to show stock which is in-transit between locations
- Freight Write-off transaction type**
Select a valid IN Transaction Type which will be used to expense any freight added to the location transfer
- Expense Items** Click this button to setup the valid Freight or other expense items

Code	Description	Use Standard Cost
FR	Freight	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

Buttons: Cancel, Ok

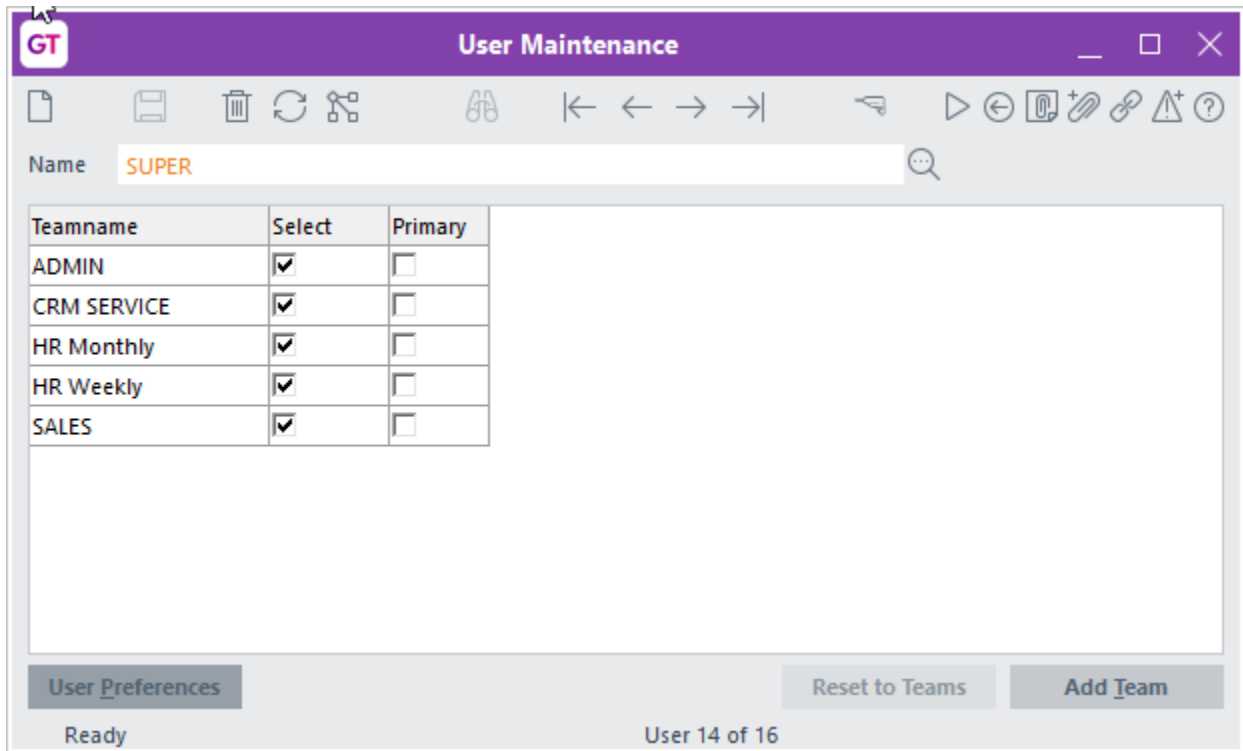
- Code** Select the expense item – must exist in IN Inventory Maintenance. Description will display once selected.
- Cancel** Cancel the editing of expense items and return to App Control
- OK** Save expense items and return to App Control
- Location Transfer** Select the report to be printed to detail the Location Transfer Request. The App comes with a new report that should be selected as the default, called: **IN Location Transfer - App**
- Transfer Request** Select the report to be printed to detail the Location Transfer Request – prints at the receiving branch, may be the same as above. The App comes with a new report that should be selected as the default, called: **IN Location Transfer - App**

Transfer Sent	Select the report to be printed to detail the items actually sent – may be the same as above. The App comes with a new report that should be selected as the default, called: IN Location Transfer - App
Auto Print	Automatically print the Location Transfer Request, at the From Location, when the “Send Request” button is pressed
Hide Cost and Total Column	Check this if you do not want users to see the cost of items in the Location transfer request screen
Print via task queue	Check this if print of transfers should go via the task queue not hotprint.

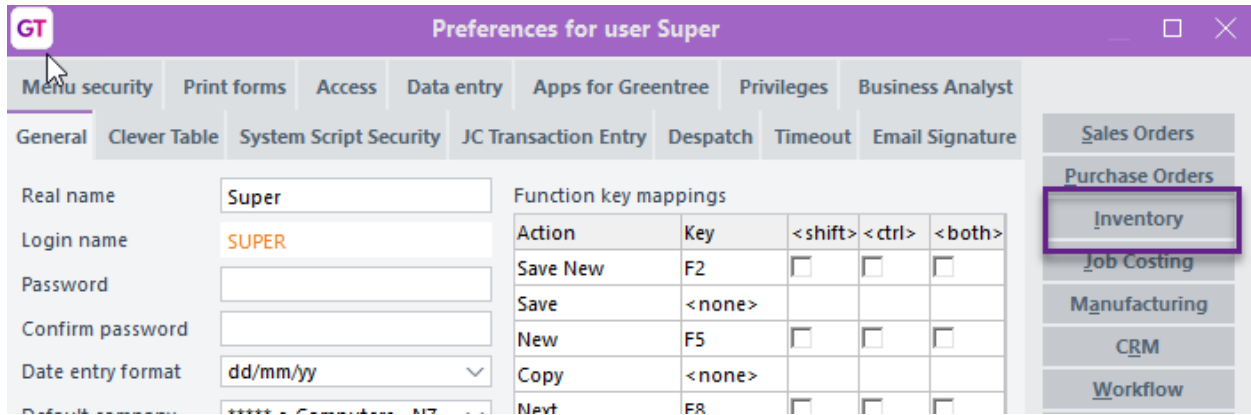
USER SETUP

There is no user specific configuration for this application. The Application will use the Default branch specified in the Inventory User Preferences. Steps below explain where these defaults are set.

1. Go to | [System](#) | [System Setup](#) | [User Maintenance](#) |
2. In the **Name** box, select the relevant user name.
3. Click on the [More Preferences](#) button.



4. Click on the **Inventory** button. The **Default branch** specified in this screen will be applied to the Inventory Location Transfer Request



GT Inventory Preferences

Company ***** e-Computers - NZ

Default branch 01 Auckland

Default location 01

Default IN Trans type None

Set default location for transfers to "location to"

Default location is read only for data entry

Multiple adjustment entry

Increasing trans type None

Decreasing trans type None

OK Cancel

5. We recommend creating a section in the users workflow panel that will display Transfer Requests received and Transfers that have been Confirmed as Sent.
6. Click the [Sales Orders](#) button and ensure that the configuration allows for quantities at all locations to be displayed, as shown below: