SUPPORT DOCUMENT

Inter-Branch Transfers

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Inter-Branch Transfers

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OVERVIEW

The Inter-Branch (Warehouse) Transfer function has been greatly enhanced to cater for Inter-Branch Transfers where there is a delivery lead-time. The new feature caters for the following:

- The creation of an Inter-Branch Order
- The Transfer / Part-Transfer of the order with the ability to either process directly to the receiving Warehouse or have the ability to Post this to Goods In Transit
- A separate WIP Receiving function for Transfers posted to Goods In Transit

PURPOSE

The purpose of this feature is to include a Branch Transfer Request process that would incorporate a centralised ordering function. In addition we no longer need to use a virtual "IBT Warehouse" but actually post these items to the Goods-In-Transit account, removing them from the Transferring store, and Receiving them from the GIT account using the actual cost of the item at time of transfer, giving a much greater control of the Goods-in-Transit and allows reporting from the Transferring as well as the Receiving store.

PROCESSING

There are 2 ways in which we can process IBT Transfers, with Direct Transfers, as well as a Transfer to and from Goods-In-Transit. Note that in both methods we can still create the transfer from a IBT Order Form.

As you also see icons below, we have the Option for a Branch Transfer Order, The Actual Transfer Function Itself, as well as the Warehouse Transfer Receipt (for GIT Transfer receipts only).

Branch Transfer Receipt   Branch Transfer   Branch Transfer Order

Transfers Orders

The processing of Warehouse Orders are optional whether you process a Direct Order or whether you process a GIT Order. Below we have created a Warehouse Transfer Order for 3 items. The values in Red represent the From Locations, while the values in Orange represent the Ordering Location Values allowing users to order to Reorder Levels. Note that you are still able to change the Quantities at time of Transfer.

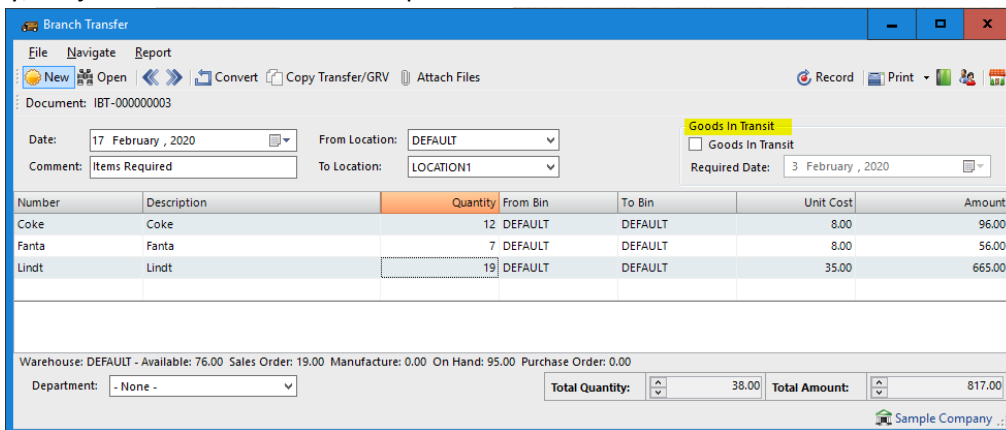## Direct Transfers

In terms of processing Direct Warehouse Transfers, we can either Convert this from an IBT Order, or you can create a New Transfer. When you select Convert you will see the list of Open IBT Orders.
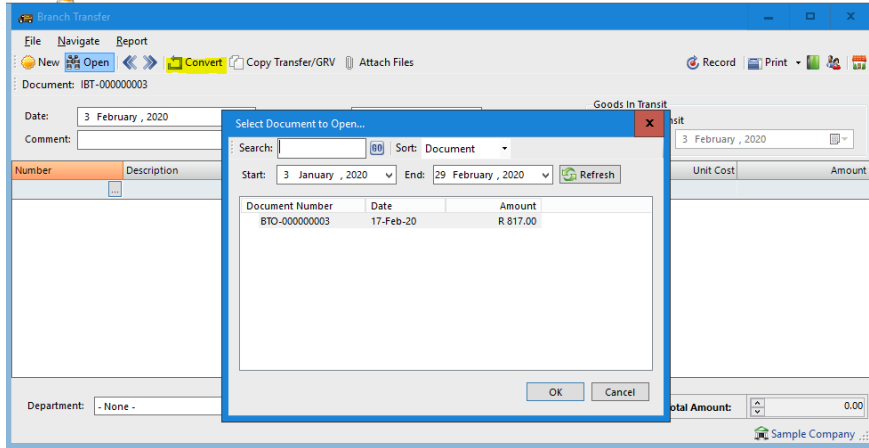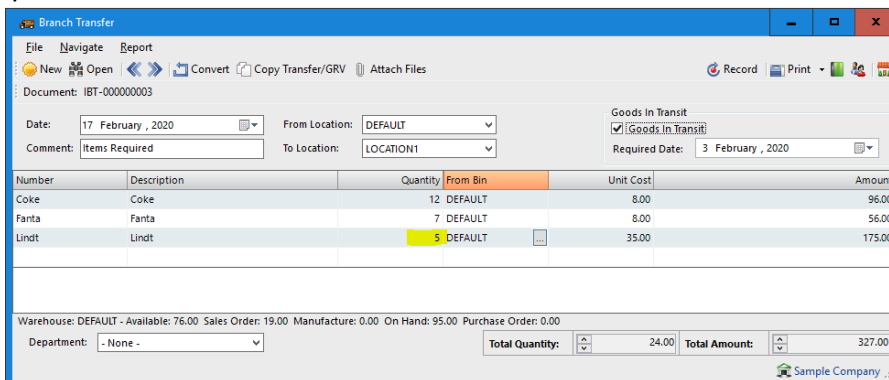

Once selected, we now have the option to Process the Transfer directly or to process this to GIT. To Process the Transfer directly, we just need to leave the GIT option below blank.

GIT Transfers

For GIT Transfers (where there is a lead time between the delivery and receipts), we select the Goods in Transit option as seen below. We also have the option to change the quantities, as required. In our example below I have changed the quantity below from 19 to 5.
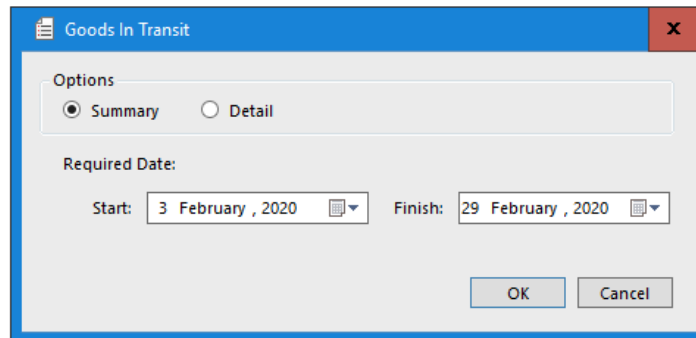
Reports

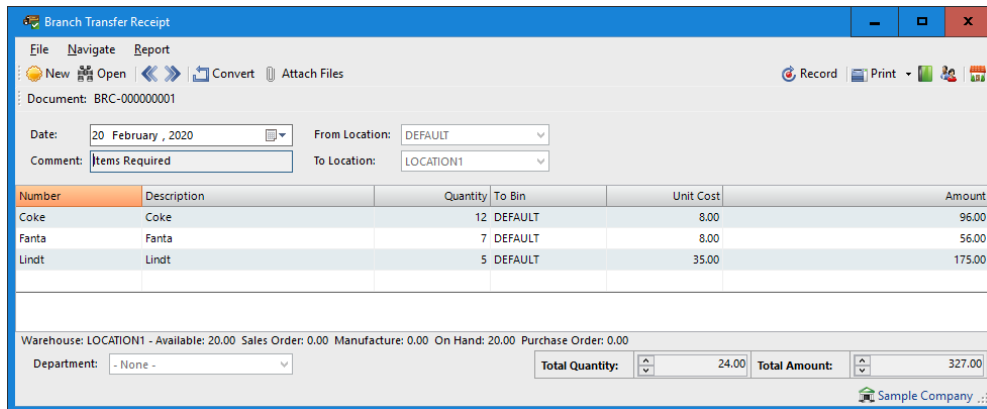We can also run the Goods-In-Transit reports either in summary or in detail as seen below.

Receiving GIT

To receive the GIT Transfers we need to select the Branch Transfer Receipt option, and select the Convert where the Receipt document will display below.

Short Receipts

In terms of short-receipts, we don't have the option to change the GIT receipt quantities. To manage this we would either have to process a WHT return or process an Inventory Adjustment.