

Material Transfer Admin Guide

Basware P2P 18.2

1 Introduction

Material transfer provides a simplified process for managing materials within the system. Material transfer was designed for use in the oil and gas industry, but can be used in other industries with similar needs and which encounter the following scenarios:

- Ordering and staging of high value tublar goods (such as tublar goods in the oil and gas industry)
- Tracking of high value material transfer from one location to another location

1.1 Material Transfer Overview

When Material Transfer capability is enabled, the following actions occur in the system:

Administration

- System setting 740 Enable Multiple Shopping Carts is set to Yes.
- System setting 6480 Auto Reconcile Warehouse Transfers on Receiving is set to Yes.
- Three system settings are enabled:
 - 6060 Enable Condition Code Tracking for Inventory
 - 6503 Convert Free Form Items to Catalog Items when Received into Inventory
 - 1075 Default Shopping Cart Udef Fields to Location Udef Mapping



When system setting 6060 is enabled, system settings 6020 – Track Receiving Lot Numbers and Expiry Dates and 6025 – Enable Multiple Bin Selection for One Item must be disabled.

Users managing condition codes need the following permission:

• 3700 – Manage Condition Codes

Procurement Module

- A Material Transfer section is added to the dashboard on the dashboard for user's with sufficient privileges to manage inventory and warehouses.
- The Browse Warehouse tab is renamed to Material Transfer in the Catalog Search page.
- Separate shopping carts are created for material transfer items and items ordered for a vendor.
- When searching for order requests through the Search Requests link, the user is able to filter by material transfer.
- A material transfer requests link is added to the Request/Shop menu heading of the Requisitions menu item.

Inventory Module

- The following menu items are hidden from the Inventory menu item: Global ROP ROQ Edit, Global Inv. Data Edit, and the entire execute tasks section.
- Inventory items can be associated with condition codes.



Import Specifications

- Inventory
- During the inventory import analysis, the base unit of measure must be the same as the item category's inventory/asset receiving unit.
- During the inventory import analysis, if there is a default condition code defined, the items inherit or are defaulted to the default condition code.
- During the inventory import analysis, the weighted average cost (WAC) is calculated based on the cost of the item and the default condition code.
- Location
- When creating a location import specification map and if BOLO or Excalibur is enabled, all the related accounting code fields are available for mapping.

Reports

Two new reports are available for installation through the report installer.

- Master Inventory Stock
- Material Transfer



2 Dashboard

When Material Transfer and the Inventory module are enabled, and the user has the appropriate permissions, the Material Transfer dashboard is displayed on the Home Page.

The user needs to be able to access the catalog, be able to create order requests, and be assigned to a warehouse group.

If the user has the following restrict permission, the Material Transfer dashboard is not displayed for the user.



• 152 – Restrict User from Making Request

Figure 1: Material Transfer dashboard

Table 1: Material Transfer dashboard link definitions

Link	Definition
Track MT	When this link is clicked, a list of Material Transfer requests is displayed.
Create MT	When this link is clicked, the warehouses that the user has access to are displayed on the page.
Create Quick MT	When this link is clicked, the warehouses that the user has access to are displayed on the page.

3 System Configuration

3.1 System Settings

System Setting 1075

System setting 1075 – Default Shopping Cart Udef Field from Location Udef Field Mapping is available when material transfer is enabled. This system setting allows information from Location Udef fields to be defaulted to Order Request Line Udef fields. This information is only displayed in the material transfer shopping carts. This feature does not work with the standard shopping cart.

- When entering the formula for the order request line user defined field, it must be entered as UsrItem[#] and not the label name.
- The mapping is available for the following user defined fields:
- System setting 760 Label for Order Request Line Udef Field 1
- System setting 761 Label for Order Request Line Udef Field 2
- System setting 16762 Label for Order Request Line Udef Field 3
- System setting 16763 Label for Order Request Line Udef Field 4
- System setting 16764 Label for Order Request Line Udef Field 5
- For the location user defined information to be displayed for the order request line item in the shopping cart, the following system settings need to be enabled. If they are not enabled, the information is still mapped behind the scenes.
- System setting 918 Display Order Request Line Udef 1
- System setting 919 Display Order Request Line Udef 2
- System setting 16920 Display Order Request Line Udef 3
- System setting 16921 Display Order Request Line Udef 4
- System setting 16922 Display Order Request Line Udef 5
- When entering the formula for the location user defined field, it must be entered as LocUsrItem[#] and not the label name.
- The mapping is available for the following location user defined fields:
- System setting 703 Location Udef 1 Label
- System setting 704 Location Udef 2 Label
- System setting 705 Location Udef 3 Label
- System setting 711 Location Udef 4 Label
- System setting 712 Location Udef 5 Label

Example for Mapping One Set of Lines

UsrItem1:LocUsrItem2

The above example maps Order Request Line Udef 1 to Location Udef 2.

Example for Mapping Two or More Sets of Lines

UsrItem1:LocUsrItem2,UsrItem5:LocUsrItem 3

The above example maps Order Request Line Udef 1 to Location Udef 2 and Order Request Line Udef 5 to Location Udef 3.



ī

The sets are comma separated.

System Setting 6060

System setting 6060 – Enable Condition Code Tracking for Inventory allows for the use of condition codes for inventory items. When this system setting is enabled, the following system settings must be disabled:

- 6020 Tracking Lot Nums and Expiry Dates
- 6025 Enable Multiple Bin Selection for one Item

A warning message is displayed when a user attempts to enable one of the above system settings and system setting 6060 is enabled.

System Setting 6503

System setting 6503 – Convert Free Form Items to Catalog Items when Received into Inventory allows free form items to be converted to catalog items when received into inventory. These items can be searched when using the search catalog features.

System Setting 878

When Material Transfer is enabled, the system automatically disables the option to finish the request when system setting 878 – *Require User to add Items to Shopping Cart when Creating a Free Form Request* is set to No.

System Setting 6480

The system automatically sets system setting 6840 - Auto Reconcile Warehouse Transfers on Receiving to Yes, when Material Transfer is enabled. When the transfer items are received, an invoice is automatically generated and reconciled.

System Setting 740

The system automatically sets system setting 740 - Enable Multiple Shopping Carts to Yes when Material Transfer is enabled. Material transfer requires the use of multiple carts since material transfer requests are sorted by source location and destination location.

System Setting 6520

The system automatically sets system setting 6520 – Automatically Close PO when OR Closed to Yes when Material Transfer is enabled.

System Setting 6520

System setting 6470 – Default for Auto Received of Shipments needs to be manually set to No. If this system setting is set to Yes, then transfer items can only be received for a location and not a warehouse.

System Setting 18001

System setting *18001 - Require complete journal entry for Material Transfer Lines* is an optional setting for Material Transfer users. When enabled, the user must enter both credit and debit amounts for coding information on an item, to document the amount being paid by the receiver and the amount being received by the seller. These values are entered on the Split Accounts Coding page and must result in a zero balance for the transfer to occur.



The recommended configuration for reconciling purchase orders with credit and debit entries is for system setting 6480 - Auto Reconcile warehouse transfers on receiving to be set to Yes. With this configuration, an invoice is automatically created and, if credit and debit values add up to \$0, the invoice is automatically processed as normal.

Refer to the *Material Transfer User Guide, Chapter 1 - Credit and Debit Journal Entries for Material Transfer Requests* for more information.

3.2 Permissions

Condition Codes

Permission 3700 – Manage Condition Codes allows users to add/edit condition codes in the system. When a user has this permission, a Condition Codes link is displayed under the Other Data menu on the Administration tab.

Approval

When approving material transfer requests, approvers are not able to reassign the vendor or create RFQs even though they have the permissions to do so. However, when approving order requests, the above mentioned options are available if they have the permissions to do so. When Material Transfer is enabled, these permissions are impacted:

- 43 Manage Own RFQ
- 143 Can Change Vendor Assignment during Approval
- 144 Manage All Quotes



4 Warehouse Setup

When Material Transfer is enabled and a warehouse is being added or edited, the following two fields are available:

Specify Source Location for Withdrawal – This is a warehouse level field that allows users to select the source location. This functionality provides organizations with the ability to set up a virtual warehouse to represent a group of field locations instead of having to create one warehouse per location.

- When set to Yes, users are able to specify the source location/warehouse from the Direct Withdrawal from Warehouse page when this warehouse is selected on the Withdraw Items page.
- When set to No, users are not able to specify the source location/warehouse from the Direct Withdrawal from Warehouse page when this warehouse is selected on the Withdraw Items page.

Allow Withdrawal of Items Not in Stock – This is a warehouse level field that allows users to transfer items that may not be in stock. The system adds the items dynamically. This functionality allows organizations to transfer materials from field locations when the location's inventory has never been tracked or loaded into the system.

- When set to Yes, users are able to transfer items that are not in stock from one location to another location or warehouse. When these items are transferred, they are added to the system and the inventory.
- When set to No, users are not able to transfer items that are not in stock from one location to another location or warehouse. These items must first be added to the system and loaded in the inventory.



Warehouse Name *	
Location *	Q
Warehouse Group *	Dallas
Replenishment User *	٩
Warehouse Type	0
Warehouse Priority ID	0
Account Code	
Sourcing Warehouse *	* From Default Vendor
Notes	
Specify Source Location for Withdrawal	⊖Yes ⊛No
low Withdrawal of Items Not in Stock	⊖ Yes ⊛ No

Figure 2: Add/Edit Warehouse when Material Transfer is enabled

Locations

When BOLO/Excalibur is enabled, the account fields that are associated with BOLO/Excalibur are displayed.

When system setting 1075 – Default Shopping Cart Udef Fields from Location Udef Fields Mapping is set up, this allows for the defaulting of the information in the specified location user defined field to the specified user item user defined field.



When assets are received and the Set Date in Service field is set to Yes for the receiving location, the system sets the receiving date as the date in service for the asset. The date in service determines when depreciation calculation starts for an asset.



Refer to the following manuals for more information:

- Chapter 6 in the General Admin Guide
- Chapter 2 in the Asset Manager Admin Guide



Location Name *				
Address 1				
Addrose 2				
Address 2				
City -				
State *				
ZIP *				
Country *	United States		~	
Location Group *	Default Group		~	
Phone				
Fax				
Email				
Account Code				
Tax *			0	
Set Date in Service	● Yes ○ No			
Location Contact			Q	
LocUsritem1				
LocUsritem2				
LocUsritem3				
LocUsritem4				
LocUsritem5				
calibur Fields		NA V		
ipany				
rt of Accounts		NA		
		NA ~		
t Center		NA		
Deck		NA		
		NA ~		
5e				
i		VA V		

Figure 3: Add Location page with Excalibur Integration



5 Imports

When the material transfer and BOLO/Excalibur integration are enabled, the location import specification maps contain additional fields for mapping BOLO/Excalibur account codes. The information that is imported is displayed on the Add/Edit Location pages. The system does not validate the BOLO/Excalibur account codes during the import process. The validation is performed when the user goes to the Edit Location page.



6 Inventory

When Material Transfer is enabled, the following menu items on the Dashboard are automatically disabled:

Maintenance Menu

- Global ROP ROQ Edit
- Global Inv. Data Edit

Execute Tasks Menu

- Process all JIT orders
- Process all Replenishment Orders
- Process Vendor Specific JIT Orders
- Process Vendor Specific Replenishment Orders
- Update Pending Qty



7 Reports

Two reports related to material transfer are available when Material Transfer is enabled. They are easily installed using the report installer. After enabling material transfer, go to the Reports Task Center, and click the Install Report link. Select the Custom Reports radio action and click the install reports action. A success message is displayed. These reports can be filtered by Inventory reports from the Report Management page.

- Master Material Transfer
- Master Inventory Stock

7.1 Master Material Transfer

This report lists the material transfer items that have been transferred in and out of the selected locations. Users are able to select the following information to run the report:

- Material transfer from date
- Material transfer to date
- Transfer type (in, out, or all)
- Warehouse groups
- Warehouses
- Report type (summary or detail)
- Output (web or excel)

This report displays the following information:

- Location
- Source account code
- Destination account code
- · Amount associated with the source or destination account code
- Split percent associated with the account code
- Transfer type (in and out)
- Order Request ID
- Source location
- Destination location
- Item SKU (ID)
- Item description
- Received date
- Received quantity and the unit of measure
- Condition code (at the time of the transfer)
- Value



1

- If BOLO or Excalibur integration is enabled, the Account Code field names are displayed with the source account code and the destination account code.
- The report displays the ship to location from the transfer/order request. If items have been received at a location that is different from the location on the transfer/order request, the destination location and accounting code information displayed on this report reflects the ship to location from the transfer/order request.

7.2 Master Inventory Stock

This report provides the user with the available stock quantity in a warehouse. Users are able to select the following information to run the report:

- Warehouses
- Item category
- Group by (warehouse or item)
- Output (web or excel)

This report displays the following information:

- Warehouse name
- Item SKU (ID)
- Item Description
- UOM
- Available quantity
- WAC
- Condition code