



Material Transfer User Guide

Basware P2P 18.2

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1 Overview

Material transfer provides an easy to-use and streamlined way for your organization to track high-value goods as they are moved from one location to another. This also allows your organization to track value of items based on their condition.

Material transfer allows you to perform the following actions:

- Order items in one unit and receive in another unit.
- Receive the items as assets.
- Establish the items as stocked items in inventory.
- Transfer the items from location/warehouse to another location/warehouse.

When Material Transfer and the Inventory module are enabled, and you have the appropriate permissions, Material Transfer options are available on the Dashboard. You need to be able to access the catalog, be able to create order requests, and be assigned to a warehouse group.

You cannot have the following restrict permissions:

- 152 - Restrict User from Making Requests

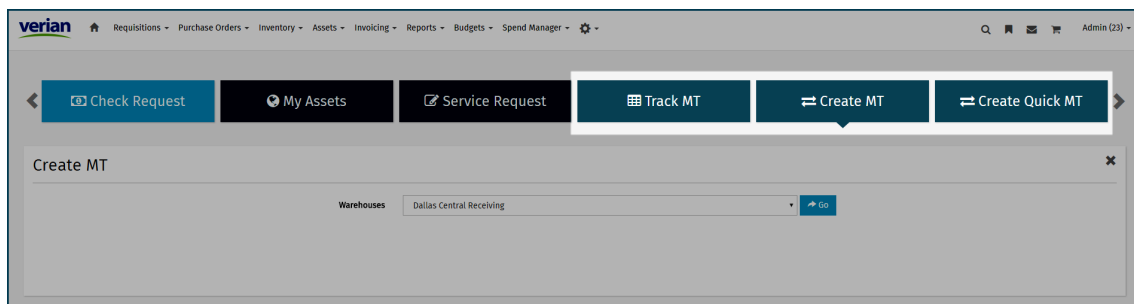



Figure 1: Dashboard with Material Transfer Enabled

Table 1: Material Transfer Action Definitions

Action	Definition
Track MT	Click to be directed to the Material Transfer Requests page.
Create MT	Click to create a material transfer request. A list of warehouses that the user has access to is displayed.
Create Quick MT	Click to directly withdraw items from a warehouse. A list of warehouses that the user has access to is displayed. <div>  <p>Note: Users need permission 53 – <i>Direct Warehouse Withdrawals</i> for this action to be displayed.</p> </div>

1.1 Material Transfer Destination Selection

Sam's new paragraph.

When an item can qualify for a material transfer order or a replenishment request, you are asked to select the destination location if this is a transfer order. The destination location can be a warehouse associated with a location or a location. If it is a replenishment order, check the **Source from Vendor** checkbox.

When you add the Material Transfer items to the shopping cart, a separate shopping cart is created for each destination location. The items that are marked Source from Vendor are placed in the standard shopping cart.



Destination Location and **Source from Vendor** cannot be selected at the same time. To order for both, place the item(s) in the standard shopping cart or the Material Transfer shopping cart. Then search for the item again and place it in the shopping cart that was not selected the first time.

If the item added to the cart is not associated with a warehouse, the Destination Location pop-up is not displayed and the item is automatically placed in a standard shopping cart.

Additional Shopping Cart Notes:

- Only the locations and warehouses that you have access to are displayed.
- The source location cannot be the destination location.
- The Destination field is displayed when you are assigned permission *13 – Can Change Ship-to Location during Requesting*.
- The **Source from Vendor** checkbox is displayed when you are assigned permission *45 – Manage Inventory in Warehouse*

Table 2: Destination Location Modal Field Definitions

Field	Definition
Destination	Select the destination location for the item that is associated with the selected source warehouse. This field is displayed when you are assigned permission <i>13 – Can Change Ship-to Location during Requesting</i> .
Source from Vendor	Check this checkbox if this is a replenishment order. The warehouse to store the item in is determined when the item is received. This checkbox is displayed when you are assigned permission <i>45 – Manage Inventory in Warehouse</i> .
Source Warehouse	Select the warehouse to ship the item from if there is more than one warehouse listed.
Condition Code	Displays the item's available condition codes if enabled. <div> <p>You are not selecting the condition code at this time. This system is only informing you of the item's available condition codes and quantity if condition code tracking is enabled for your system.</p> </div>

Table 2: Destination Location Modal Field Definitions (continued)

Field	Definition
Available Qty.	Displays the item's available quantity in the source warehouse. If condition codes are enabled, the field displays the available quantity for each condition code.

When an asset is established in inventory and has an inventory/asset receiving unit, the following scenarios apply:

- If the item is ordered using the ordering unit, the system determines that this is a replenishment order and assigns it to the vendor. This item is not displayed on the Select Destination Location page. It is automatically sent to the shopping cart.
- If the item is ordered using the receiving unit, the system determines that this can be a Material Transfer order, and displays the item on the Select Destination Location page. Here the user can determine if this is a replenishment order or a Material Transfer order.



- The Destination Location page only displays locations. You need to know the location the warehouse is associated with, or there needs to be a location in the system for the warehouse.
- When the transfer items are received, the receiver selects the warehouse at that time.
- Virtual warehouses are not listed on the Destination Location page.
- SAM'S NEW LINE FOR TESTING
- Sam's extra even specialer line for testing

1.1.1 Select Destination and Condition Code for Inventory Items

When an inventory item is being transferred from one location to another and condition codes are in use, the user must select the number of items to transfer per current condition code, and must select the condition code for the items to have after they are transferred.

When you select an inventory (non-asset) item with condition codes for material transfer, you must select the destination location and source warehouse. Then, you must select the number of items per condition code to transfer and the condition codes that the items should have after being transferred.

Step 1:

Material Transfer

This item qualifies for Material Transfer.

Destination:
018 - Denver
Source from Vendor:
☐

Source Warehouse	Condition Code	Stock Qty.
<input checked="" type="radio"/> Yard	A	109 (JOINT)
	B	17 (JOINT)
	C	8 (JOINT)
	D	10 (JOINT)
	None	70 (JOINT)
<input type="radio"/> Denver	A	10 (JOINT)
<input type="radio"/> Well 1	A	205 (JOINT)
	B	16 (JOINT)
	C	3 (JOINT)
	D	12 (JOINT)
	None	100 (JOINT)

Cancel
Next

Step 2:

Material Transfer

This item qualifies for Material Transfer.

Source Warehouse: Yard
Order Qty.: 100

Condition Code	Stock Qty.	Transfer Qty. (FOOT)	Transfer Qty. (JOINT)	Transfer Condition Codes
<input checked="" type="checkbox"/> A	109 (JOINT)	<input type="text" value="50"/>	<input type="text" value="5"/>	<input type="text" value="B"/>
<input checked="" type="checkbox"/> B	17 (JOINT)	<input type="text" value="50"/>	<input type="text" value="5"/>	<input type="text" value="C"/>
<input type="checkbox"/> C	8 (JOINT)	<input type="text"/>	<input type="text"/>	<input type="text" value="Keep Current Condition Code"/>
<input type="checkbox"/> D	10 (JOINT)	<input type="text"/>	<input type="text"/>	<input type="text" value="Keep Current Condition Code"/>
<input type="checkbox"/> None	70 (JOINT)	<input type="text"/>	<input type="text"/>	<input type="text" value="Keep Current Condition Code"/>


Previous

Cancel Submit



If an inventory item has an additional unit of measure and an item category with IAR (inventory/asset receiving unit), you must enter the quantities for both units: Ordering UOM and Receiving UOM.

Field	Definition
Destination	Select the destination location for the item that is associated with the selected source warehouse. This field is displayed when you are assigned permission 13 – <i>Can Change Ship-to Location during Requesting</i> .
Source from Vendor	Check this checkbox if this is a replenishment order. The warehouse to store the item in is determined when the item is received. This checkbox is displayed when you are assigned permission 45 – <i>Manage Inventory in Warehouse</i> .
Source Warehouse	Select the warehouse to ship the item from if there is more than one warehouse listed.
Condition Code	Displays the item's available condition codes if enabled.
Stock Qty.	<p>Displays the item's stocked quantity in the source warehouse. If condition codes are enabled, the field displays the available quantity for each condition code.</p> <div> <p>The Stock Qty. is shown in the inventory stock UOM (base UOM).</p> </div>

Field	Definition
Transfer Condition Code	<p>Select the condition code which will be applied to the item when the item is transferred and received.</p> <hr/> <p> The inventory item will have the new Condition Code and corresponding cost value only once it is shipped and received.</p> <hr/>

To perform a material transfer with inventory items, follow the below steps:



1. Go to **Requisitions > Search Catalog**
2. Search for an inventory item
3. Click **Add to Cart**.
4. Enter the Destination Location and select the Source Warehouse.
5. Click **Next**.
6. Select the condition code for the items that need to be transferred.
7. Enter the transfer quantity.
8. Select the Transfer Condition Code, which is the code the item will have after the transfer is complete.
9. Click **Submit**.



- The Destination Location page only displays locations. You need to know the location the warehouse is associated with, or there needs to be a location in the system for the warehouse.
- Virtual warehouses are not listed on the Destination Location page.
- When the transfer items are received, the receiver selects the warehouse at that time.

1.1.2 Select Destination and Condition Code for Asset Items

When an asset item is being transferred from one location to another, you must select the asset and the condition code to be transferred.

When you select an asset item for material transfer, you are prompted to select the destination location, source warehouse, and specific asset that is to be transferred. These values must be entered before the material transfer order can be completed.

Step 1:

Material Transfer

This item qualifies for Material Transfer.

Destination:

Source from Vendor:
☐

Source Warehouse	Condition Code	Stock Qty.	Transfer Condition Codes
<input checked="" type="radio"/> Yard	A None	98 (EACH) 189 (EACH)	<input type="text" value="Keep Current Condition Code"/>
<input type="radio"/> Well 1	A B None	1 (EACH) 1 (EACH) 6 (EACH)	<input type="text" value="Keep Current Condition Code"/>
<input type="radio"/> Well 2	C None	2 (EACH) 1 (EACH)	<input type="text" value="Keep Current Condition Code"/>

Cancel

Next

Step 2:

Select Asset

ID	Item Name	Number	Status	Location	Location Group	Serial #	Barcode	Condition Code	Warranty End Date
237126	Tank - 4	237126	New	011 - Seattle	North Group			A	12/20/2017
237125	Tank - 4	237125	New	011 - Seattle	North Group			A	12/20/2017
237124	Tank - 4	237124	New	011 - Seattle	North Group			A	12/20/2017
237123	Tank - 4	237123	New	011 - Seattle	North Group			A	12/20/2017
237122	Tank - 4	237122	New	011 - Seattle	North Group			A	12/20/2017
237121	Tank - 4	237121	New	011 - Seattle	North Group			A	12/20/2017
237120	Tank - 4	237120	New	011 - Seattle	North Group			A	12/20/2017
237119	Tank - 4	237119	New	011 - Seattle	North Group			A	12/20/2017
237118	Tank - 4	237118	New	011 - Seattle	North Group			A	12/20/2017
237117	Tank - 4	237117	New	011 - Seattle	North Group			A	12/20/2017
237116	Tank - 4	237116	New	011 - Seattle	North Group			A	12/20/2017


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Showing 1 - 20 of 287 Items

Table 3: Destination Location Modal Field Definitions

Field	Definition
Destination	Select the destination location for the item that is associated with the selected source warehouse. This field is displayed when you are assigned permission 13 – <i>Can Change Ship-to Location during Requesting</i> .
Source from Vendor	Check this checkbox if this is a replenishment order. The warehouse to store the item in is determined when the item is received. This checkbox is displayed when you are assigned permission 45 – <i>Manage Inventory in Warehouse</i> .
Source Warehouse	Select the warehouse to ship the item from if there is more than one warehouse listed.

Table 3: Destination Location Modal Field Definitions (continued)

Field	Definition
Condition Code	Displays the item's available condition codes if enabled.
Stock Qty.	Displays the item's stocked quantity in the source warehouse. If condition codes are enabled, the field displays the available quantity for each condition code.
Transfer Condition Code	<p>Select the condition code which will be applied to the asset when the asset is transferred and received.</p> <hr/> <div>  <p>The asset item will have the new condition code and corresponding cost value only once it is shipped and received.</p> </div> <hr/>

Follow the below steps:



1. Navigate to **Requisitions > Search Catalog**.
2. Find the desired asset item and click **Add to Cart**.
3. Enter the Destination Location
4. Select the Source Warehouse and Transfer Condition Code.
5. Click **Next**.
6. Select the assets which needs to be transferred.
7. Click **Submit**

When an asset is established in inventory and has an inventory/asset receiving unit, the following scenarios apply:

- If the item is ordered using the receiving unit, the system determines that this can be a Material Transfer order, and displays the item on the Select Destination Location page. Here, you can determine if this is a replenishment order or a Material Transfer order.
- If the item is ordered using the ordering unit, the system determines that this is a replenishment order and assigns it to the vendor. This item is not displayed on the Select Destination Location page. It is automatically sent to the shopping cart.

1.2 Accounts Coding with Material Transfer

When Material Transfer is enabled, source and destination locations information are shown on the Edit and Split Accounts Coding pages for the shopping cart, order requests and purchase orders.

When you add an item to the cart, you must select the source and destination location for the material transfer. This information is then available when you are editing or entering splits for accounts codes.

Figure 2: Source and Destination Location Information

Edit Accounting Coding

Material Transfer [Albuquerque - 013 - Portland]

Item SKJ22 (ID)	Name & Description	Quantity	Unit Cost	Extended Price
379948 (596)	SCREWDRIVER SET PHILIPS PROTO 88836	1	\$ 52.38	\$ 52.38

Udef1: Udef2: Udef3: Udef4: Udef5:

Company: Company Bulk 2
 Department: Department Bulk 2
 Job: Job Bulk 2
 Subjob: Subjob Bulk 2
 Phase: Phase Bulk 2


Apply Selected Coding Segments to Selected Line Items on Shopping Cart: ☐ No ☒ Yes

[Save & Return](#) [Cancel](#)

1.2.1 Credit and Debit Journal Entries for Material Transfer

Credit and debit journal entries are an optional configuration for Material Transfer. The purpose is to record the amount of money paid by the recipient of the goods as well as the amount of money received by the seller of the goods during the transfer.

When enabled, you are required to enter both credit and debit amounts when entering split accounts coding information for a material transfer request. The debit amount, or the amount the recipient is paying for the goods, is entered as a positive value. The credit amount, or the amount the seller is receiving for the goods, is calculated by the system as a negative value. The accounts coding information entered for debits cannot match the accounts coding information entered for credits.

This function is accessed using the Split icon  from the Shopping Cart, Order Request page, or Purchase Order page. When enabled, you must enter accounts coding information using the Split Account Code page - the Edit Accounts Code page cannot be accessed. Additionally, you cannot enter inline accounts coding data on the Shopping Cart.

Split Account Code AC

Material Transfer

Item No (ID)	Name & Description	Quantity	Unit Cost	Extended Price
04-ETC-SP12-R5020-B (111047)	Case - Olympic Case for ETC-SP12 Dimmer	1	\$ 546.00	\$ 546.00

Company: AFE: JIB Deck: Well:

Chart of Accounts: Cost Center: Lease:

Split Type	Split Percent	Split Amount	Action
<input checked="" type="radio"/> Debit <input type="radio"/> Credit	<input type="text"/>	<input type="text"/>	Add Split

Splits

Apply Split Coding Data to Selected Items on Shopping Cart: ☒ No ☐ Yes

[Save & Return](#) [Cancel](#)

Figure 3: Split Account Codes with Debit/Credit Option

Several restrictions govern credit and debit entries on this page:

- All debits must add up to 100% of the extended cost
- All credits must add up to 100% of the extended cost
- The debit and credit values must result in a zero balance

- The accounts coding information for debits cannot match the accounts coding information for credits.



If accounts coding segments are configured to have a default value set to Location Code, and if system setting **18001: Require complete journal entry for material transfer lines** is enabled, the segment value will default to the source location's account code if it is a credit entry and it will default to the destination location's account code if it is a debit entry.

Reconciliation with Credit and Debit Entries

The recommended configuration for reconciling purchase orders with credit and debit entries is for auto-reconciliation on receipt to be enabled. 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.

If for some reason the credit and debit values do not add up to \$0, the invoice is stopped in the inbound work queue. The user must manually add all splits from the purchase order to the invoice, ensuring they add up to \$0.



No split type radio button exists on the invoice page. The user must enter positive values for debit splits and negative values for credit splits.

If manual reconciliation is used (not recommended), the user can reconcile the purchase order from the Purchase Order page. Using the method, splits are copied to the invoice from the purchase order. If changes must be made to the splits, debit amounts must be entered as positive values and credit amounts must be entered as negative values.

Limitations

Several limitations apply credit and debit entries are enabled:

- **Invoice Imports** are not functional.
- If a previous Material Transfer order request is copied to the shopping cart, the accounts coding splits information is not copied and must be manually re-entered.
- Warehouse withdrawal order requests and purchase orders, because they are not tracked as Material Transfer requests, cannot use the debit and credit functionality on the Split Account Codes page.
- Budgets only record the positive journal entries (credits), not the negative entries (debits)


1.2.1.1 Enter Credit and Debit Journal Entries for Material Transfer Requests

The same accounts coding information cannot be used for both debit and credit split entries.

This functionality can be accessed from the Shopping Cart, Order Request page, and the Purchase Order page.

To enter credit and debit entries:



1. Navigate to the shopping cart, Order Request page, or Purchase Order page that contains the items to request.
2. Click the Splits icon .



When credits and debits are enabled, you cannot use the Edit icon to edit accounts coding. You must use the Splits page.

3. Select the accounts coding information to be used with the first Debit split. Ensure the Split Type is Debit, and enter either the split percentage or split amount to be used.
 4. Click **Add Split**. The split information is added to the Splits table.
 5. Repeat until the Debit amount equals 100% of the extended price of the order request.
 6. Select the accounts coding information to be used with the first Credit split. Switch the Split Type to Credit, and enter either the split percentage or split amount to be used.
-



Enter this information as a *positive* number. The system automatically converts it to a negative value when you click **Add Split**.

7. Repeat until the Credit amount equals 100% of the extended price of the order request and the total of the credit and debit splits equals \$0.
8. Click **Save & Return** to return to the request information.

2 Item Search and IAR

In certain industries, such as oil and gas, it is a common practice to order an item from a vendor in one unit of measure and receive the item in a different unit of measure. This receiving unit of measure is referred to as an inventory/asset receiving unit. Items can be ordered in inventory/asset receiving units (IAR) from an off catalog request, from the catalog, or through Vendor Connect.

Items that are stored in virtual warehouses are returned for search results. However, they are treated as standard items by the system. When you place them in the shopping cart, they are automatically placed in a standard shopping cart and are ordered from a vendor.

2.1 Add Catalog Items with Material Transfer to the Shopping Cart

Location: Requisitions > Search Catalog

When searching the catalog, you can use the Material Transfer tab to search for items by warehouse. This tab is displayed when the Inventory module is enabled and you have access to at least one warehouse. After navigating to **Requisitions > Search Catalog > Material Transfer**, a list of warehouses you have access to that also have items in the catalog is displayed. If you have permission *102 – Restrict to Available Inventory during Requesting* and you view items in the warehouse, only items with a stock quantity greater than 0 are displayed.

When you go to the Catalog Results page after selecting a warehouse, there is an additional column to display the available quantity for the items in the selected warehouse. Only the stored warehouse unit of measure is displayed.



- Only warehouses with items are displayed.
- Only the warehouses the user has access to are displayed.

To search for items by warehouse under the Material Transfer tab:



1. Click the **Material Transfer** tab.
2. Click the hyperlinked warehouse name to view the items for that warehouse. The results page with all available items in the warehouse is displayed.
3. Enter the amount you wish to order and click **Add to Cart**.
4. In step 1 of the Material Transfer options, select the source warehouse, destination warehouse, and transfer condition code (if applicable) to the assets being transferred.
5. In step 2, search for and select the specific assets to be transferred, based on the selections made in step 1.
6. Click **Done**.

The assets are added to the Material Transfer shopping cart. The assets selected will be set to the status specified in system setting *3220 - Status to Indicate on Asset Shipment* which will restrict users to make certain changes to the selected assets.



Permission 45 - *Manage Inventory in Warehouse* allows you to select 'Source from Vendor' in the Material Transfer options.

2.2 Off Catalog Requests

Periodically, you need to create orders for non-catalog items. For such orders, you can use off catalog line items to enter the item details and create an order request.

The following permission is required:

- 36 - Can Create Off Catalog Order Requests

The ordering unit and receiving unit are displayed on the Off Catalog Order Request Verification page.

Table 4: Off Catalog Request Page Field Definitions - Material Transfer

Field	Definition
Vendor	Enter the vendor ID or at least the partial name for the vendor.
SKU	Enter the SKU or item number to reference the item on the purchase order issued to the selected vendor. This field can be set up as a required field if necessary using system setting 858.
Item Description	Enter the description of the item being requisitioned. This is a required field. Example: Big Duck, yellow, with tail.
Category	Select a product category from the list of categories. Example: Office Supplies When creating an off catalog request for IAR units, the user needs to know the item categories that are associated with an inventory/asset receiving unit.
Contract	Select a valid vendor contract from the drop-down list, if any.
Quantity	Enter the number of units being requisitioned. Use numeric values larger than zero. Example: 1
Unit	Select the unit of measure from the list of units. Example: EACH When creating an off catalog request for IAR units, the user needs to know the IAR unit of measure that is assigned to the category selected.
Unit Price	Enter a numeric value for the price of the unit. Example: 5.63 for \$5.63



- When users create an off catalog request with a SKU that matches an existing item in the catalog, the Off Catalog OR Verification page displays the alternatives, so the user can choose from the catalog instead of creating an off catalog request.
- When a user enters a partial name for a vendor and more than one vendor matches, a list of matching vendors is displayed on the Off Catalog Order Request Verification page.
- Depending on system configuration, off catalog items that are received into a warehouse may be automatically added to the catalog.


2.2.1 Create Off Catalog Order Requests with Inventory/Asset Receiving Units

Location: Requisitions > Off Catalog Request

Periodically, you need to create orders for non-catalog items. For such orders, you can use off catalog line items to enter the item details and create an order request.

To create an off catalog request with inventory/asset receiving units:



1. Click  beside the Vendor field .
2. Find the vendor for the off catalog request. **Click Select.**
3. Enter the following information:
 - SKU
 - Item Description
 - Category: When creating an off catalog request for IAR units, you need to know the item categories that are associated with an inventory/asset receiving unit.
 - Contract
 - Quantity
 - Unit: When creating an off catalog request for IAR units, you need to know the IAR unit of measure that is assigned to the category selected.
 - Unit Price
4. Click **Process.**
5. Click **Finish Request.**
6. Complete the required fields.
7. Click **Create Order Request.**

3 Material Transfer Shopping Cart Management

When Material Transfer is enabled, the behavior of the shopping cart is changed. Items placed in the shopping cart are divided into the following two categories: standard shopping cart items and Material Transfer shopping cart items. The standard shopping cart items are items that are not in inventory or inventory items that need to be ordered from the vendor. The Material Transfer shopping cart items are items that are in inventory and need to be transferred from one location or warehouse to another location or warehouse.

If you have five shopping carts open and needs one for a sixth request, a stop message is displayed since the system only allows five shopping carts per user. You must empty or submit one or more shopping carts before another shopping cart can be opened. It does not matter if the emptied shopping cart is a standard cart or a Material Transfer cart.

The last item added to a standard cart or a material transfer cart is displayed in the active cart - the cart that is displayed on top when the Shopping Cart page is displayed. If the item added/updated was a material transfer item, the material transfer cart for the selected location is displayed. If the item added/updated was a standard item or a source from vendor item, a standard cart is displayed.



When the transfer items are received, the receiver selects the warehouse at that time.

Off catalog, catalog, or Vendor Connect items in the shopping cart which belong to an item category with inventory/asset receiving units display both the ordered unit and the receiving unit. Other items only show the ordered unit.

Asset Attributes

The asset attribute links [ATTR] are not displayed in the Material Transfer shopping cart since the system does not know exactly which assets are going to be transferred.

Once the asset is added to the shopping cart, selected asset numbers will be displayed under the item information with an edit icon to change the assets and transfer condition code if required. Source warehouse and destination location cannot be modified from the shopping cart.

Similarly, the transfer condition code and quantities for inventory items using IAR unit can be modified in the shopping cart using the edit icon displayed below the item information.

3.1 Material Transfer Shopping Cart

The Material Transfer shopping cart is slightly different than the Standard shopping cart. When items are in a Material Transfer shopping cart, only limited special functions are available if you have the appropriate permissions:

- Delete Selected
- Attach File
- Add all to Favorites



- Quantity, Cost, and Vendor fields for smart form items are disabled for items that qualify for Material Transfer.
- Since the Cost field is disabled, price calculations are disabled for Material Transfer Items with smart forms.
- The information displayed in the account code headings, user defined field headings, and the information in the actual fields varies by company.
- If system setting 1075 – *Default Shopping Cart Udef Fields from Location Udef Fields Mapping* contains the information to default information from a Location User Defined field to an Order Request Line User Defined field, this information is populated based on the destination location. This is for Material Transfer requests only. This information is not displayed in the standard shopping cart.

[Dallas Central Receiving - 1013 - Hotel Orrington] ⓘ

Shopping Cart 1 ⓘ Material Transfer ⓘ Create New Shopping Cart Special Functions ▾

Material Transfer 1 item(s)

Item No (ID) ▾	Name & Description ▾	Cost / Unit ▾	Transfer Quantity ▾	Extended Price ▾
04-ETC-SP12-R5020-B (Y11047)	Case - Olympic Case for ETC-SP12 Dimmer [Account Code AC: 66-01-9000-15005-15000-100] [W37] [Dallas Warehouse]	\$546.00 / EACH (1)	1 Delete	\$546.00

Account Code AC: 66-01-9000-15005-15000-100

lineuf1: lineuf2: yz98 lineuf3: lineuf4: lineuf5:

Estimated Order Total: \$546.00

Undo Changes Save Changes Finish Material Transfer Request

Figure 4: Material Transfer Shopping cart

Table 5: Material Transfer Shopping Cart Column Definitions

Column	Definition
SKU (ID)	Displays the SKU for the item in the Material Transfer shopping cart.
Name & Description	Displays the item name, the item description (if there is one), order request user defined information, account code information, and vendor information.
Unit	<p>Displays the unit of measure for the item.</p> <div> <p>Note: If the item is ordered from the catalog and not the Material Transfer tab, the Unit field displays the ordering unit and the receiving unit.</p> </div>
Cost/Unit	Displays the cost of the item per unit.
Transfer Quantity	Displays the quantity of the item to be transferred.
Extended Price	Displays the total amount for the item. Cost + Transfer Quantity = Extended Price
Account Codes	Displays the fields that have been configured for account codes.
Udef	Displays the fields that have been configured for user defined fields.

When you are ready to create a request, click **Finish Request** (standard shopping cart) or **Finish Material Transfer Request** (Material Transfer shopping cart). If the request is submitted from a standard shopping cart, then the Create Order Request page is displayed. If the request is submitted from a Material Transfer shopping cart, the Create Material Transfer Request page is displayed. The major differences between the two pages are as follows:

- On the Create Material Transfer Request page, the **Ship To** field is non-editable and displays the destination location selected earlier as the ship-to location.
- On the Create Material Transfer Request page, the **Create Order Request** action is now **Create Material Transfer Request**.

When a standard request is created, it is classified as an order request. When the transfer request is created, it is classified as a transfer order request. The Material Transfer requests can be viewed with the standard order requests and via the **Material Transfer Requests** link.

3.2 Create Material Transfer Order Requests

To create a Material Transfer order request:



1. Select items from the catalog that are associated with a warehouse.
2. Enter the quantity that is to be ordered.
3. Click **Add to Material Transfer Request** (if searching the catalog under the Material Transfer tab) or **Add Items to Request** (if not searching the catalog under the Material Transfer tab).
4. In the select destination modal, select one of two options:
 - If the item is to be transferred to a location or warehouse, see [Select Destination and Condition Code for Asset Items](#) or [Select Destination and Condition Code for Inventory Items](#)
 - If the item needs to be ordered from the vendor, click the checkbox in the Source from Vendor field.
5. Click **Done**.
6. In the shopping cart, select the Material Transfer shopping cart with the source and destination location for which the Material Transfer order request needs to be created.
7. Change the transfer quantity if necessary, enter accounts coding information, and fill out any other fields as applicable.
8. Click **Finish Material Transfer Request**.
9. On the Create Material Transfer Request page, enter the necessary information that is applicable to this Material Transfer request.
10. Click **Create Material Transfer Request**.

When a Material Transfer request is created, a transfer purchase order is automatically created because the warehouse vendor is set to auto-generate.

4 Material Transfer Request Management

Material transfer requests can be accessed through the following links:

- Manage Requests
- Search Requests - use the **OR Type** filter to search for Material Transfer
- All Requests
- Open Requests
- Material Transfer Requests

When using the first four links listed above, the standard order requests and Material Transfer requests are listed together. The **Material Transfer Requests** link shows you only Material Transfer requests.



On the Material Transfer requests page, the **Receive** and **Return** links are displayed in this column even if you do not have permission to use them. If you do not have permission and attempt these actions, a stop message is displayed.

From the Material Transfer Requests page, click the request ID in the list to view the details for the material transfer request. You can also easily add the same items from the request to a new material transfer request.

4.1 View Material Transfer Request Details

On the Material Transfer Request Detail page, you can view the information from the material transfer shopping cart and the information entered when creating the material transfer request. Once the material transfer request has been received by the destination location, the shipment history and receiving history are also displayed.

To view a Material Transfer request:



1. After creating a material transfer request (see [Create Material Transfer Order Requests](#)), navigate to **Requisitions > Manage/Track > Material Transfer Requests**.
2. Open the material transfer request to be viewed by clicking the **Request Number** link.

4.2 Add Items to the Shopping Cart from the Material Transfer Request Detail Page

Location: Material Transfer Request Details page (see [View Material Transfer Request Details](#))

This method is an easy way for you to repeat common transfer requests without needing to search the catalog for the correct items again. Click **Add Items to Shopping Cart** to add duplicates of the selected items on the Material Transfer request to the standard shopping cart. The system validates the items added to the standard shopping cart you click **Finish Request**. If any of the items are inventory items, you must also select a destination, as usual. Once the destination location is selected or the **Source from Vendor** field is checked, the system reanalyzes the items and places them in the correct shopping cart type.

To add items to the shopping cart from the Material Transfer request detail page:



1. From the Material Transfer Request Detail page, select the items that are to be added to the shopping cart.



The select checkbox defaults to checked. To not add items to the shopping cart, deselect the select checkboxes.

2. Click **Add Items to Shopping Cart**.
3. Click **Finish Request**.
4. Select the destination location for items that are being transferred or check the **Source from Vendor** checkbox for items that are being ordered from vendors.
5. Click **Done**. The Shopping Cart displays.
6. Follow steps as usual to finish the material transfer request. For more information, see [Create Material Transfer Order Requests](#).

4.3 Transfer Order Preview with Asset Attributes

If the system is configured to do so, the system displays the default asset attributes on the PO Preview page and sends them to vendor upon transfer order transmission. The asset attributes are not a part of the XML PO that is sent to the vendor.

To view a print preview, navigate to **Purchase Orders > Manage/Track > Purchase Orders**, select the order to view, and click **Print Preview**.

1245 Rosemont Drive * Indian Land, SC 29707							
Verian Technologies LLC							
Transfer PO				PO # 73789S461T0W47			
Bill To: Verian Technologies LLC IT Indian Land, SC 29707				Ship via Default To: Verian Technologies LLC IT Attn: Requestor user Indian Land, SC 29707			
All binding prices are expressed in AUD. Prices in USD are for reference only.							
Our Account #:	FOB:	Terms:	Date:	Due Date:	Freight:	Taxes:	Total:
		2% 10 Net 30	05/02/2014		AUD 0.00 USD 0.00	AUD 0.00 USD 0.00	AUD 10.00 USD 10.00
Vendor:		Warehouse Vendor			160 Embassy Drive Apt. 206 Fort Mill, SC 29715		
					Ph: Ph2: Fax:		
Std. SKU	Vendor SKU	Contract	Item:		Unit	Unit Price	Quantity
Stocked02-270352			03 Stocked - Albuq: Virtual WH North [Item Cat Code: Asset Category] [Ude1:] [Ude2:] [Ude3:] [Ude4:] [Ude5:]		EACH	AUD 10.0000 USD 10.0000	1
							AUD 10.00 USD 10.00
Please confirm the receipt of this purchase order to							

Figure 5: PO Preview with Asset Attributes

4.4 Approve Material Transfer Requests

Location: Requisitions > Approve > Order Request

When transfer requests are in approval, approvers do not have the ability to reassign the vendor or create RFQ even if they are assigned the permissions to do so.

When items with inventory/asset receiving units are in approval, the ordering units and receiving units are displayed in the unit column. Approvers do not have the ability to change the units or the item attributes.

The Material Transfer request header on the Detail Approval page displays the source location and the destination location (ship to).

To approve a Material Transfer request:



1. Select *Type* in the Filter On field drop-down. Type *Material Transfer* in the Criteria field.
2. Click **Apply**.
3. Click the hyperlinked **Reference No.** of the Material Transfer request that is to be approved.
4. On the Detail Approval page, you can:
 - Edit the cost and quantity if applicable.
 - Add approval notes, notes, and/or attachments to the request if applicable.
 - Edit Material Transfer information. To edit information for inventory items, see [Select Destination and Condition Code for Inventory Items](#) and to edit asset items, see [Select Destination and Condition Code for Asset Items](#)
 - Change Destination. To edit the destination location on the request, click on the new button to change the destination and confirm the changes. Once the changes are done, the request header is updated with the new transfer location for all items.
5. Verify that the Yes checkbox is checked for all items that are to be approved.
6. Verify that the Yes checkbox is unchecked for all items that are to be declined.
7. Click **Process**.

When a Material Transfer request is created, a transfer purchase order is automatically created because the warehouse vendor is set to auto-generate.



Approvers need permission *405 - Can edit material transfer information during approval* to make changes to the asset or inventory items on the request.

5 Direct Withdrawals

You can withdraw material transfer items from inventory one of two ways – via Quick MT or through the inventory withdrawal process. You must have the following permission to withdraw items from inventory:

- 53 - Direct Warehouse Withdrawals



- In a single request, only one item with one condition code can be withdrawn at a time.
- When the sourcing warehouse has the Specify Source Location for Withdrawal field set to Yes in the warehouse setup, the Warehouse Location field is a look up. This enables the user to select a different sourcing warehouse on the Direct Withdrawal from Warehouse page.


5.1 Withdraw Material Transfer Items from Inventory

Location: Inventory > Withdraw Items > Withdraw Items

When a material transfer request is not needed, you can directly withdraw items from inventory.

To withdraw material transfer items from inventory:



1. Using either **Search** or **Advanced Search**, fill in the desired field and click .
2. From the catalog search results page, enter the desired quantity for each item you want to withdraw. Note the *Available Quantity* field located below the item name. This column is used to ensure the accuracy of the withdrawal requests.



If tracking by condition codes, you must enter the quantity being withdrawn for each condition code.

3. Click **Add Items to Request**. The items are added to the Material Transfer shopping cart. If no cart exists, a new material transfer cart is created.
4. Use the large **Warehouse** dropdown to select the warehouse from which to process your material transfer request and click **Submit**.
5. If needed, change the quantity or delete items from the request. Click **Revise Request** to save your changes. If the item is an asset, the user clicks the **Magnifying Glass** icon to select the assets that are to be withdrawn.



We recommend that you click **Revise Request** after copying items from a previous request to the current one. This action retrieves the most recent pricing and recalculates the totals.

6. If needed, select **S** under an item's name to apply split accounts coding information to it.
7. Click **Start Withdrawal** after verifying the correct line items and quantities to be withdrawn. If the withdraw quantity exceeds the available quantity, the user receives an error message and must adjust the quantity to be less than or equal to the available quantity.
8. Click **Transfer to Location** or **Transfer to Warehouse**, depending on where you want to transfer the items to.
9. Complete the required fields on the Direct Item Withdrawal page. Click **Process Material Transfer** when finished.

5.2 Create Quick Material Transfers

Location: Dashboard

To create a quick material transfer:



1. From the dashboard, click **Create Quick MT** in the Carousel.
2. In the drop-down field, select the *warehouse* from which to withdraw items and click **Go**.
3. Follow the steps to complete the withdrawal. See [Withdraw Material Transfer Items from Inventory](#).

5.3 Virtual Warehouses for Material Transfers

Virtual warehouses can be created to represent a group of field locations instead of having to create a warehouse for each location.

The Specify Source Location for Withdrawal field is enabled for virtual warehouses when warehouses are created. When this field is enabled and users select a virtual warehouse as the source warehouse, they are able to select the warehouse location to be the actual source location/warehouse on the Direct Item Withdrawal page.

The Allow Withdrawal of Items Not in Stock field is enabled for virtual warehouses when warehouses are created. When this field is enabled and users select a virtual warehouse, users are able to directly withdraw items even though the stock quantity is zero.

When items are withdrawn and transferred, this is recorded in the inventory audit for the source warehouse. Both functionalities can be used together and can be used with actual warehouses.



The Allow Withdrawal of Items Not in Stock functionality only works with inventory items.
This functionality does not work with asset items.

6 Material Transfer Item Receipt

When the item being received has an inventory/asset receiving unit, you are required to enter the quantity received in the Receiving Unit field as well as the Ordered Unit field. The ordered unit is displayed on top and the receiving unit is displayed on the bottom. The received quantity for the inventory/asset receiving unit must be a positive number.

Receiving Items in Inventory

When receiving inventory/asset units into a warehouse, but not as an asset, the inventory item uses the receiving unit as the unit of measure, if specified. The condition code is used in evaluating the inventory item as shown in the formula below:

(item price)*(quantity in ordered unit) / (quantity in receiving unit)*(percentage based on condition code)

You cannot return items with an inventory/asset receiving unit by entering a negative receive quantity. Returns for items sourced from vendor with an inventory/asset receiving unit must happen from the Returns page.

Receiving Items in Inventory and Assets

When receiving as an asset, a new asset is created for each inventory/asset receiving unit. For example, if the quantity received for the receiving units is 15, then 15 assets are created. The value for each of these assets is calculated as:

(item price)*(quantity in ordered unit) / (quantity in receiving unit)*(percentage based on condition code)

The default asset attributes defined for the line item are copied onto all the created assets. The confirmation page that is displayed upon the successful receipt of an item includes the number of assets created.

When receiving into an inventory warehouse as an asset, if the item is not already established, the system sets up one item in the inventory warehouse with the quantity as the quantity in inventory/asset receiving units and with the unit of measure as the inventory/asset receiving unit. The system creates a link between the inventory item and all the related assets. When receiving assets into inventory, the system receives them only in the warehouse and not to a lot or bin.



When assets are received and the Set Date in Service field is set to Yes for the receiving location/warehouse, 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.

Receiving Discrepancy

Items that have Inventory/Asset receiving units cannot be received from the Receiving Discrepancy page.

6.1 Receive Material Transfer Orders with Inventory/Asset Receiving Units

Location: Purchase Orders > Manage/Track > Purchase Orders

To receive a transfer order with inventory/asset receiving units:



1. Filter/sort for the transfer order that is to be received.
2. Select the transfer order.
3. Click **Receive PO**.
4. Enter the ordered unit in the top field in the Received column if necessary.
5. Enter the received unit in the bottom field in the Received column.
6. Enter the receiving reference information in the Receiving Reference Number field.
7. Select the warehouse in which to store the asset from the Store in Warehouse field.
8. Click **Process Items**.



- If the user does not select a warehouse to store the assets, they are assigned to the location where they are received.
- Users can only receive items as assets if allowed by system configuration.

6.2 Auto-Receive Material Transfer Orders

Material Transfer items can be automatically received once the shipment is created automatically for them. Receiving information is updated on the related order requests and purchase orders.

There are two settings on which auto receiving Material Transfer requests depends on:

- System setting 984 - Auto Receive Purchase Orders
- Warehouse setting - Enable Auto Shipment and Receiving Process (this setting is present on the Add/Edit Warehouse page when Material Transfer is enabled)

When both the above settings are enabled, items on a Material Transfer request are auto received once the shipments are created on the purchase order. Receiving history on the order requests will reflect the receipts.

Auto-receiving is also based on the value set for the item category setting 'Receive into warehouse at destination'. System behavior for the three available setting values are as follows:

- Always - if there is only one warehouse associated with the selected destination location, the item is received into that warehouse. If multiple warehouses are associated to a location, the item is received into the first valid warehouse available (sorted alphabetically).
- Never - Item is auto received into the location but not in the warehouse. The item quantity must be manually updated in the warehouse.
- User decides - System sends a notification to the requester to receive the item manually.

A single order request can have multiple items, some of which are enabled for auto-receiving and others that are not.

6.3 Hand Held Receiving with IAR Units

The receiving page for the hand held process displays an asterisk to indicate items that cannot be received because of Inventory/Asset receiving units. If you select a purchase order that contains items with Inventory/Asset receiving units and attempt to receive it, an error message is displayed.

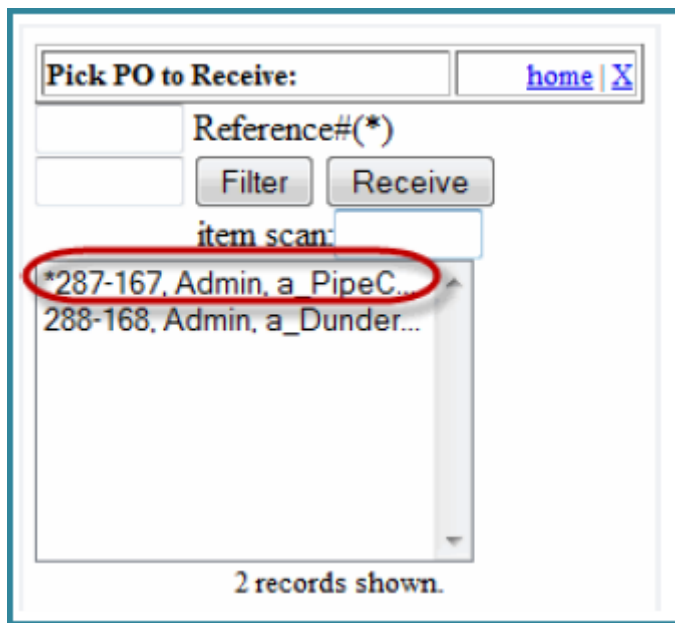


Figure 6: Hand Held page with PO, which contains Inventory/Asset receiving units

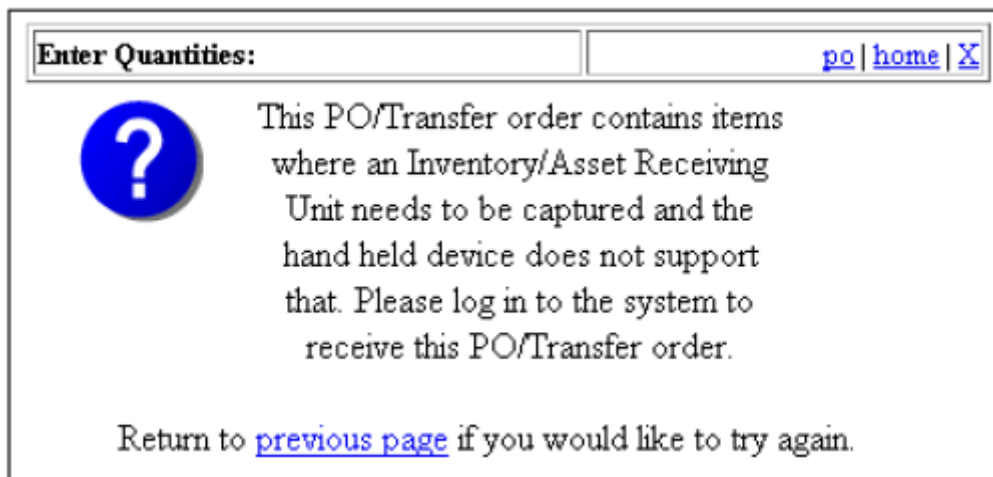


Figure 7: Error message for a PO with Inventory/Asset receiving units

7 Item Return with Inventory/Asset Receiving Units

You must perform returns for items with Inventory/Asset units from the Return page. You cannot return these items by receiving a negative quantity. On the Returns page, use the magnifying glass icon to open a pop-up window, from which you can select the assets to be returned. Upon saving, the return quantity in ordered units is calculated when you check or uncheck asset items using the following formula:

$$(\text{quantity in ordered units}) * (\text{number of assets selected}) / (\text{total number of assets})$$

The status for returned assets is updated to *disposed*.

Example

Suppose 50 feet of pipe is ordered and received as 16 joints. Now, the user goes to the Return page. He sees 16 joint assets. If he selects 3 of them to return, the Return field is updated to $50 * 3 / 16 = 9.375$ feet.

Now, if the user goes to the Return page again, and selects 2 assets to return, the return quantity in ordered units is updated to $40.625 * 2 / 13 = 6.25$. The remaining ordered unit is 34.375 and the receiving unit is 11.

Return Purchase Order

Received Items on PO 688081519710W47 for Warehouse Vendor

1 of 1 items processed

SKU (ID)	Description	Unit	Previously Received	Ordered	Lot No	Expiration	Return	Notes
30adkpr (+17440)	30 Adkpr -- -- Warehouse Vendor(47) [IC Code: ITEQ] [Accounting Coding322: ITEQ] [Udef1] [Udef2] [Udef3] [Udef4] [Udef5]	Ordering: EACH Receiving: CRTOG	0 EACH(s) 0 CRTOG(s)	3			EACH: 0 CRTOG:	

Returning Summary Notes:

Packing Slip Attachment: Click to add attachment.

Return Date: 12/23/2016 (mm/dd/yyyy)

Returning Reference Number:

Return to Warehouse: Albuq-011

Reset Process Returns

Material Transfer Request # 688081 Header (Albuq-011)

Figure 8: Return page with inventory/asset receiving units being returned

7.1 Return Purchase Orders with Inventory/Asset Receiving Units

Location: Purchase Orders > Manage/Track > Purchase Orders

To return a purchase order with inventory/asset receiving units:



1. Filter/sort for the purchase order that is to be returned and select it.
2. Click **Return PO**.
3. Click the Magnifying Glass icon in the Return column.
4. In the pop-up, select the assets to return by selecting the checkbox and click **Select**.

5. Click **Done** when all the assets that are to be returned have been selected.
6. Enter the returning reference information in the Return Reference Document field.
7. Select the warehouse to return the asset from in the Return from Warehouse field.



When returning assets from a warehouse, the assets must be returned from the warehouse they were received from.

-
8. Click **Process Returns**.

When assets that are stored in a warehouse are returned, the stocked quantity in inventory for that item is reduced by the number returned and the asset status is updated to *disposed*.

8 Material Transfer Shipments

After the transfer purchase order is created, shipments are to be created to indicate that the item has been shipped to the requester. Items on Material Transfer requests can have shipments created manually or automatically.

Once the shipment is created, the shipment information is present on the order request. Click on the shipment number under **Details** to look at the shipment details. The shipment contains the following information:

Table 6: Shipment Details

Label	Definition
Warehouse	Name of the warehouse from where the item is shipped.
PO #	Purchase order number associated to this shipment.
Shipping To	Location of the warehouse to which the item is being shipped to.
Ship Via	Displays the method of shipping selected from the shipping options available.
Tracking #	Tracking number of the shipment entered while creating the shipment.
Freight Charge	Charges applied to ship the item entered while creating the shipment.
Address Note	A note sent to the requester. By default, this value is the requester's name.
Shipment Note	Any specific details to be mentioned to the requester about the shipment.
Shipped By	Name of the person creating the shipment. If it is created automatically, it will display the name of the person who created the purchase order.
Ship Date	Displays the date when the shipment was created.

Shipment information also includes the line item information like item name, SKU, description, and unit of measure (if item is set up for IAR, both the ordering unit and the receiving unit will be displayed) for which the shipment is created. Along with this, information regarding condition code, cost of the item, ordered & shipped quantities is available.


8.1 Create Shipments with Inventory/Asset Items

Location: Inventory > Shipping > Open Shipments

To create a shipment with inventory/asset items:



1. Select the warehouse where the open shipment is.
2. Select the shipment that needs to be created.

3. Click **Create Shipment**.
4. Complete the information in the header section.
5. Click the Magnifying Glass icon  in the Ship Quantity column.
6. Select the assets to be shipped by clicking the checkbox beside each asset. The number of assets selected must match the quantity requested.
7. Click **Select** if more assets need to be selected.
8. Click **Done** once all the assets to be shipped are selected.
9. Click **Create Shipment**.

A success message is displayed. The inventory stocked quantity is reduced by the number of assets selected. If auto-receive was checked, the status of the shipment is received. If auto-receive was not checked, the status of the shipment is in transit. You can filter shipments by these statuses after the shipment has been created in the Previous Shipments page.



When assets are received and the Set Date in Service field is set to Yes for the receiving location/warehouse, 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.

8.1.1 Edit Shipments

Location: Inventory > Shipping > Previous Shipments

After you create a shipment, you can edit the shipment note and the tracking number while the shipment is in *in transit* status. Once the shipment has been received, you may no longer edit it.

To edit a previous shipment:



1. Select the warehouse that the shipment is in.
2. Select the shipment that is to be edited. The status must be *in transit*.
3. Click **Edit Shipment**.
4. Enter or change the tracking number if needed.
5. Enter a shipping note if needed.
6. Click **Save** to save the changes.

A success message is displayed. Changes made to the tracking number or shipping notes are displayed at the bottom of the page.

8.1.2 View Previous Shipments

After shipments have been created, they can be viewed on the Previous Shipments List page. It is here that users are able to filter for shipments that are in transit or received.

To view a previous shipment:



1. From the Dashboard, navigate to **Inventory > Shipping > Previous Shipments**.
2. Select the warehouse that the shipment is in.

3. Select *in transit* or *received* in the Filter field.
4. Select the shipment that is to be viewed.
5. Click **Display** to view the shipment.

8.2 Auto-Ship Material Transfers

Shipments can be automatically created if warehouse setting 'Enable auto shipment and receiving process' is set to Yes.

Consider the following example:

- Item A is stocked in WH 1 with quantity 10 and condition code A
- WH 2 is present which has the setting 'Enable auto shipment and receiving process' set to YES

Item A is being transferred from WH 1 to WH 2 with quantity 2 and transfer condition code B. Once the purchase order is created, shipment will automatically be created for quantity 2 and the new condition code for the item will be B for that quantity. Depending on the item category setting value for 'Receive into warehouse at destination', item will be received into the warehouse.

Separate shipments are created for different condition codes ordered for one item. If the ordered quantity is greater than the stocked quantity, a notification will be sent to the requester informing that the shipment could not be created, so manual shipment will have to be created for that item and/or condition code.

9 Warehouse Shipment Receipt

When receiving a shipment into a warehouse, the system checks to see if the item is already set up at the destination warehouse. If the item is not set up, then the item is established in the destination warehouse with the quantity represented by the number of assets transferred. If the item is already established, the inventory quantity is updated. In both cases, the average weighted cost is updated.

If the shipment is marked as auto-receive, all of the above steps are performed automatically.

When receiving assets, the system stores the source location, destination location, and shipment ID in the Asset History table. When viewing the asset history for an asset, these fields are displayed.

The status of the shipment is changed when it is received. If the status is in transit, it is changed to received. If the shipment was set to auto-receive, the status is already received.

10 Reconciliation of Transfer Orders

Transfer orders can be manually reconciled or auto reconciled. Transfer orders when reconciled follow the same reconciliation process that purchase orders do.

If auto reconciliation is enabled, the transfer order is reconciled as the shipment is received. The auto generated invoice for the transfer order follows the same workflow as a purchase order invoice. A few points to note:

- The invoice number is the same as the shipment number and the auto-populated receiving reference number.
- The status for the transfer order does not change to *fully received and reconciled* until the transfer order invoice is in *ready for payment*.

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