

Warehouse Transfer Menu

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- [Warehouse Removal from Items](#)

Warehouse Transfers

Warehouse transfer is used to transfer items from one warehouse to another.

You have to have taken multi- warehouse add on module in Huge ERP and working in more than one warehouse.

To access warehouse transfers

Inventory Module>Activity>Warehouse Transfers

Inventory Module



Configuration +

Activity -

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Requests

Stock Request - Stores

Stock Level Adjustment

Stock Value Adjustment

Stock Takes

Warehouse Transfers

Warehouse Receive

Bill of Materials Manufacture

Change Control

Selling Price Update

Warehouse Setup

Search

Add

Edit

Associate

Disassociate

Print Grid

Basic

Custom

Code:

Description:

Active:

☒

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#	Warehouse Name	Warehouse Code	Item Count
1	Brits Warehouse	BRITS	501
2	Chicken Products	CHICK	0
3	Chris Warehouse	CMS21	5
4	Debtors Warehouse	RECWH	348
5	Imraan Whse	IMR	14
6	Imraan Whse New	IS WHS	1
7	Master Warehouse	MAST	583
8	Montana	MONT	12
9	Mountain View	MTV	0
10	Pretoria Warehouse	PTA	32
11	Queenstown warehouse	QUEENS	5
12	Roodepoort Warehouse	RDP	501
13	Stock Warehouse	STKW	2

Warehouse Transfer

Warehouse Transfer

AttachmentsMemoExport GridImport ItemsPrintClose

BasicCustom FieldsScan

Short Description:

test debtors whs trf

Transfer Number:

Sending Warehouse:

RECWH - Debtors Warehouse

Receiving Warehouse:

BRITS - Brits Warehouse

Date Sending:

2024-02-09

Date Receiving:

2024-02-09

Reference:

Long Description:

Page 1 of 1

AddEditDeleteRemove Paging

Displaying 1 - 1 of 1

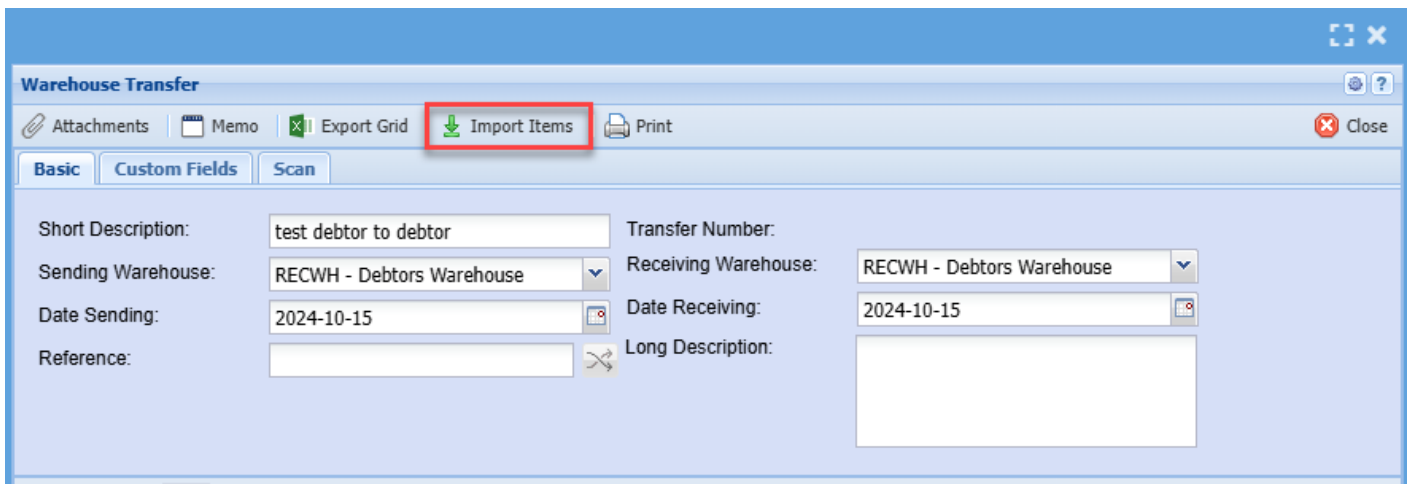
#	Stock Code	Description	Qty Transferred
1	10	Glue Stick	1

SaveClose

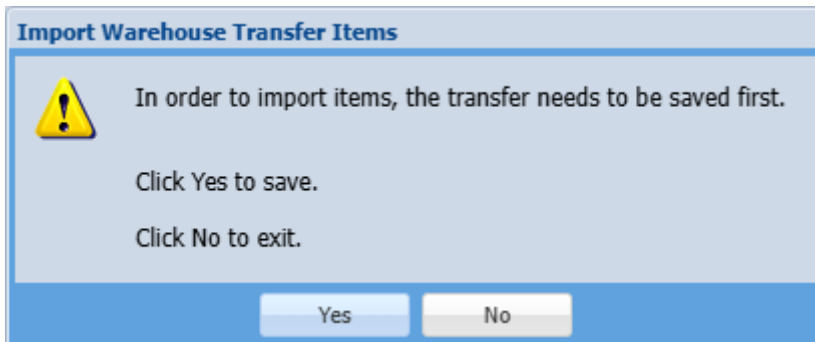
Send

Short Description	The Short description regarding stock
Sending Warehouse	Is the company warehouse that you are transferring stock from
Date Sending	is the date the stock is sent out
Reference	
Receiving Warehouse	is the warehouse receiving the stock.
Date Receiving	is the date stock was received
Long Description	

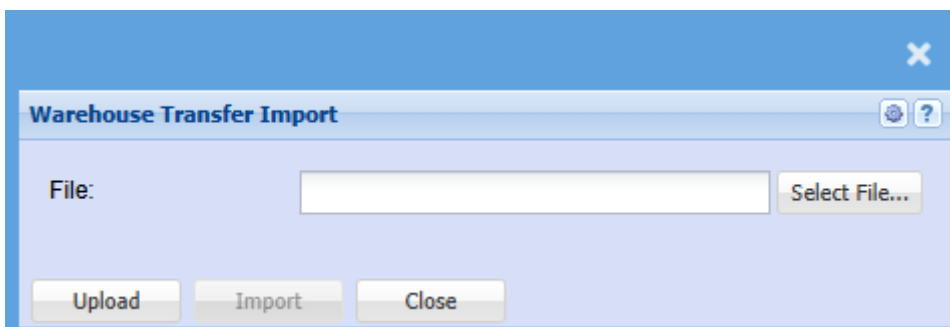
Import Items



The screenshot shows the 'Warehouse Transfer' window. At the top, there is a toolbar with icons for Attachments, Memo, Export Grid, Import Items (highlighted with a red box), and Print. Below the toolbar are tabs for Basic, Custom Fields, and Scan. The form contains several fields: Short Description (text input with 'test debtor to debtor'), Sending Warehouse (dropdown menu with 'RECWH - Debtors Warehouse'), Date Sending (calendar icon with '2024-10-15'), Reference (text input), Transfer Number (text input), Receiving Warehouse (dropdown menu with 'RECWH - Debtors Warehouse'), Date Receiving (calendar icon with '2024-10-15'), and Long Description (large text area). A Close button is in the top right corner.



The screenshot shows a dialog box titled 'Import Warehouse Transfer Items'. It contains a yellow warning icon and the following text: 'In order to import items, the transfer needs to be saved first. Click Yes to save. Click No to exit.' At the bottom, there are two buttons: 'Yes' and 'No'.



The screenshot shows a dialog box titled 'Warehouse Transfer Import'. It has a 'File:' label next to a text input field, followed by a 'Select File...' button. At the bottom, there are three buttons: 'Upload', 'Import', and 'Close'.

Add Stock Item

Once completed filling the information above click save so you can be able to add items

After clicking save add click on **Add**

When selecting the inventory item make sure that there is stock available to avoid processing errors.

Warehouse Transfer

AttachmentsMemoExport GridImport ItemsPrintClose

BasicCustom FieldsScan

Short Description:

test debtors whs trf

Transfer Number:

Sending Warehouse:

RECWH - Debtors Warehouse

Receiving Warehouse:

BRITS - Brits Warehouse

Date Sending:

2024-02-09

Date Receiving:

2024-02-09

Reference:

Long Description:

Page 1 of 1

AddEditDeleteRemove Paging: ☐

Displaying 1 - 1 of 1

#	Stock Code	Description	Qty Transferred
1	10	Glue Stick	1

SaveCloseSend

The screen below will appear.

Complete all the information related to an item that you are transferring from one warehouse to another.

Warehouse Transfer

Serial Numbers

Import SN

Sending:

Debtors Warehouse

Qty:

5

Receiving:

Brits Warehouse

Item:

10

Item Description:

Glue Stick

Customer:

Cape Coaters (Pty) Ltd

Transfer Qty:

1

Save And New

Save And Close

Close

Sending	
Qty	
Receiving	
Item	
Item Description	
Customer	
Transfer Qty	

Transfer

Search for the created list of inventory to be transferred and select it.

Inventory Module



Configuration

Activity

Stock Forecast

Repackage

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Stock Level Adjustment

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Stock Takes

Warehouse Transfers

Warehouse Receive

Warehouse Transfers

Search

Add

Edit

Delete

Transfer

Receive

Cancel

Post Status

Print

Basic Search

Custom Search

Transfer Number:

Sending Warehouse:

Receiving Warehouse:

Transfer Status:

All

Transfer Reference:

Date From:

2024-01-26

Date To:

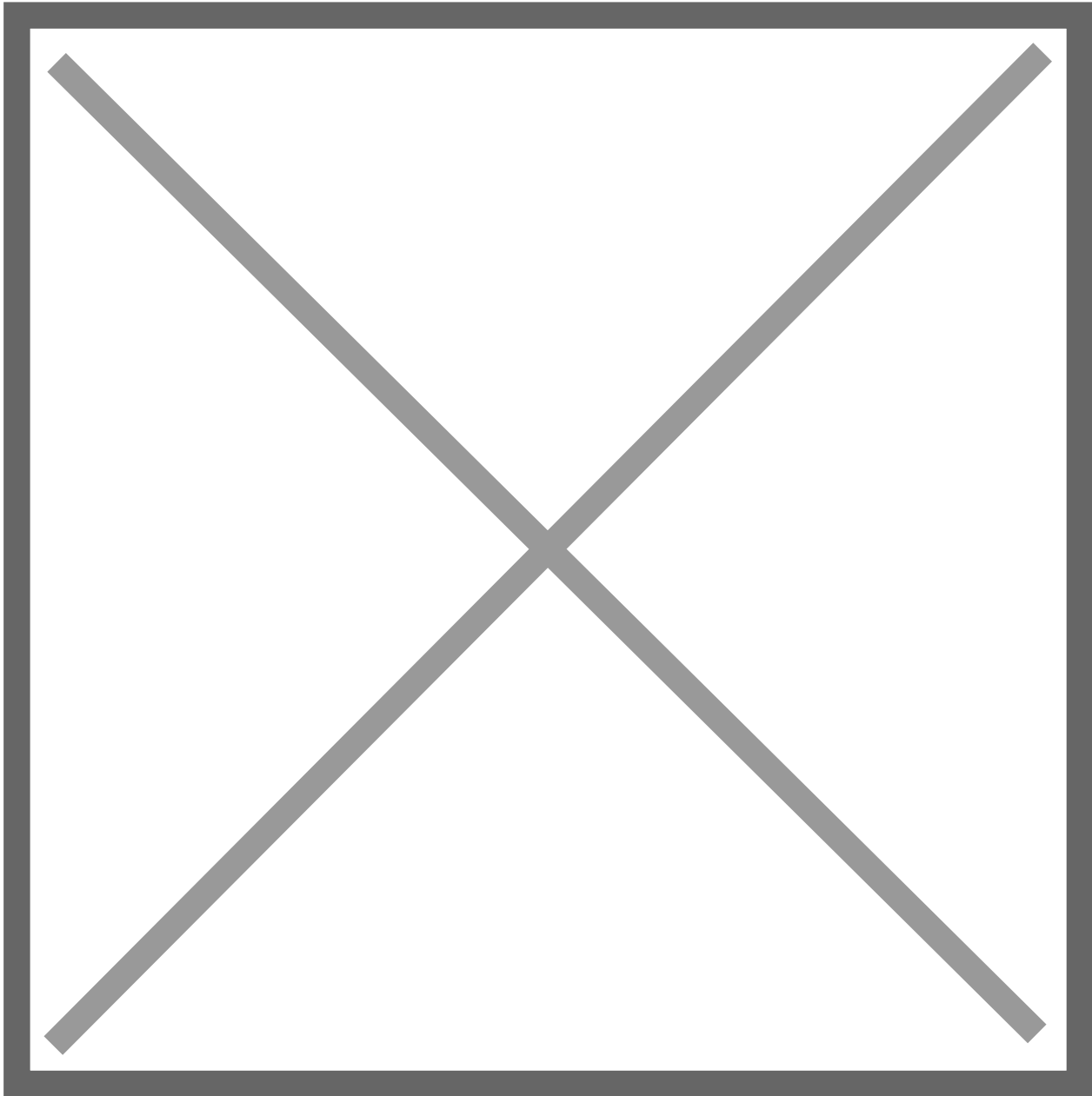
2024-02-26

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#	Att	Memo	Status	Transfer Number	Short Description	Sending Warehouse
1					test debtors whs trf	Debtors Warehouse

This is useful because you need to have items available on hand to effect the warehouse transfer.

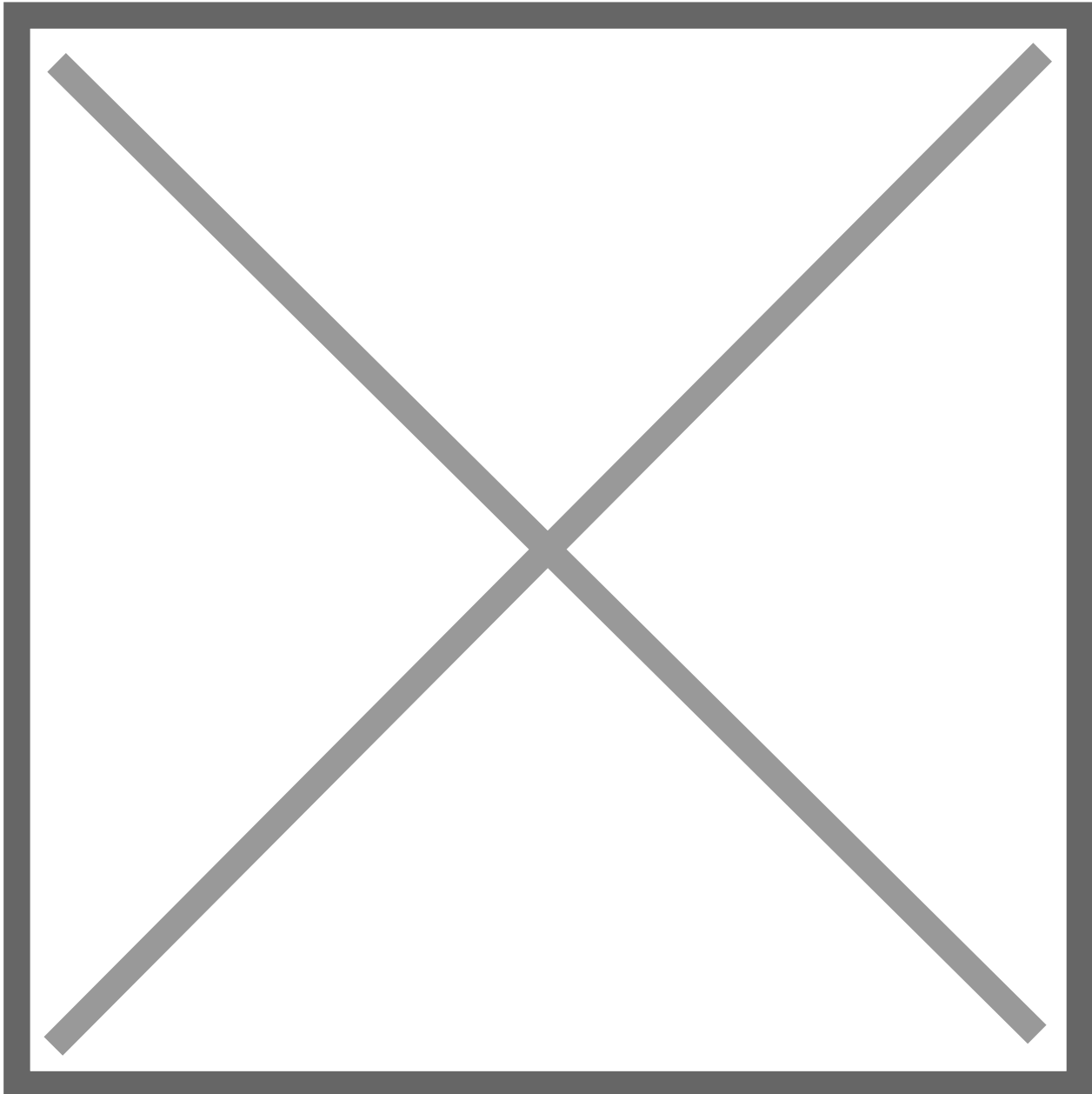
NB Adding items onto a transfer does not allocate it or prevent it from being sold to a client



Click Process tab at the bottom of the window and Select Transfer button to start the process of transferring the stock.

When you click transfer the items are allocated to the in transit status and removed from on hand inventory, this means that they are no longer available for selling.

The Following window will pop up.



From here on the stock can now be received into the warehouse. A printout report of the stock being transferred can be generated and emailed to the receiving clerk of the other warehouse.

Click receive button, once the inventory items are received at the destination warehouse the transfer is complete and will increase the stock in that warehouse.

Once done proceed as shown on page 4- 7

Common errors that may prevent the transfer not to be processed is “the availability of stock from the sending warehouse.”

And the warehouse not being linked to stock items being transferred.

Print Button

Warehouse Transfers

Search Add Edit Delete Transfer Receive Cancel Post Status **Print**

Basic Search Custom Search

Transfer Number:  ☐

Sending Warehouse: Receiving Warehouse:

Transfer Status: All Transfer Reference:

Date From: 2024-09-24 Date To: 2024-10-24

Warehouse Transfer Print Selection

☒ Standard Print Out ☐ Consignment Print Out

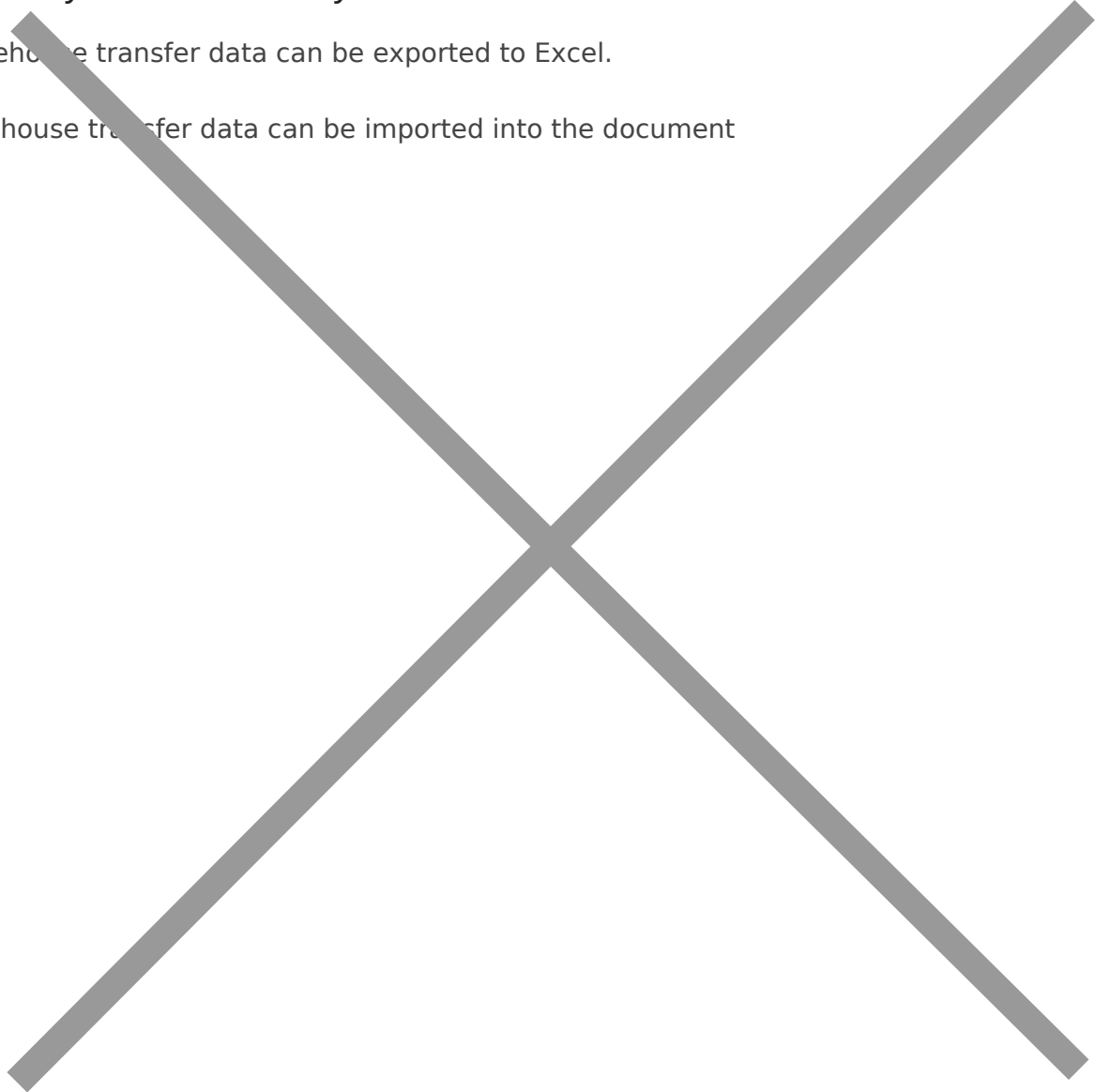
Continue Cancel

Warehouse Import and Export

Inventory Module>Activity>Warehouse Transfers

Warehouse transfer data can be exported to Excel.

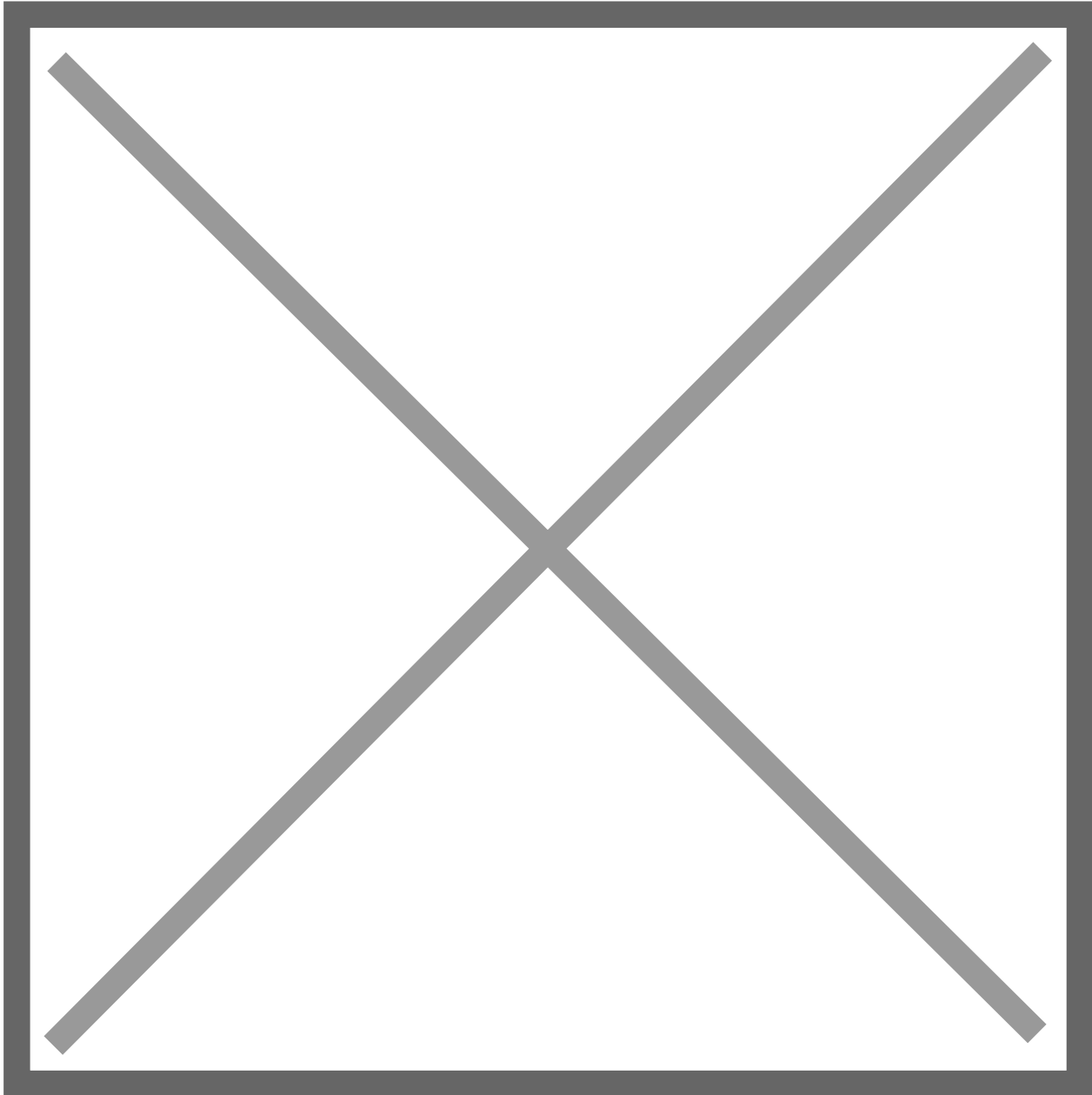
Warehouse transfer data can be imported into the document



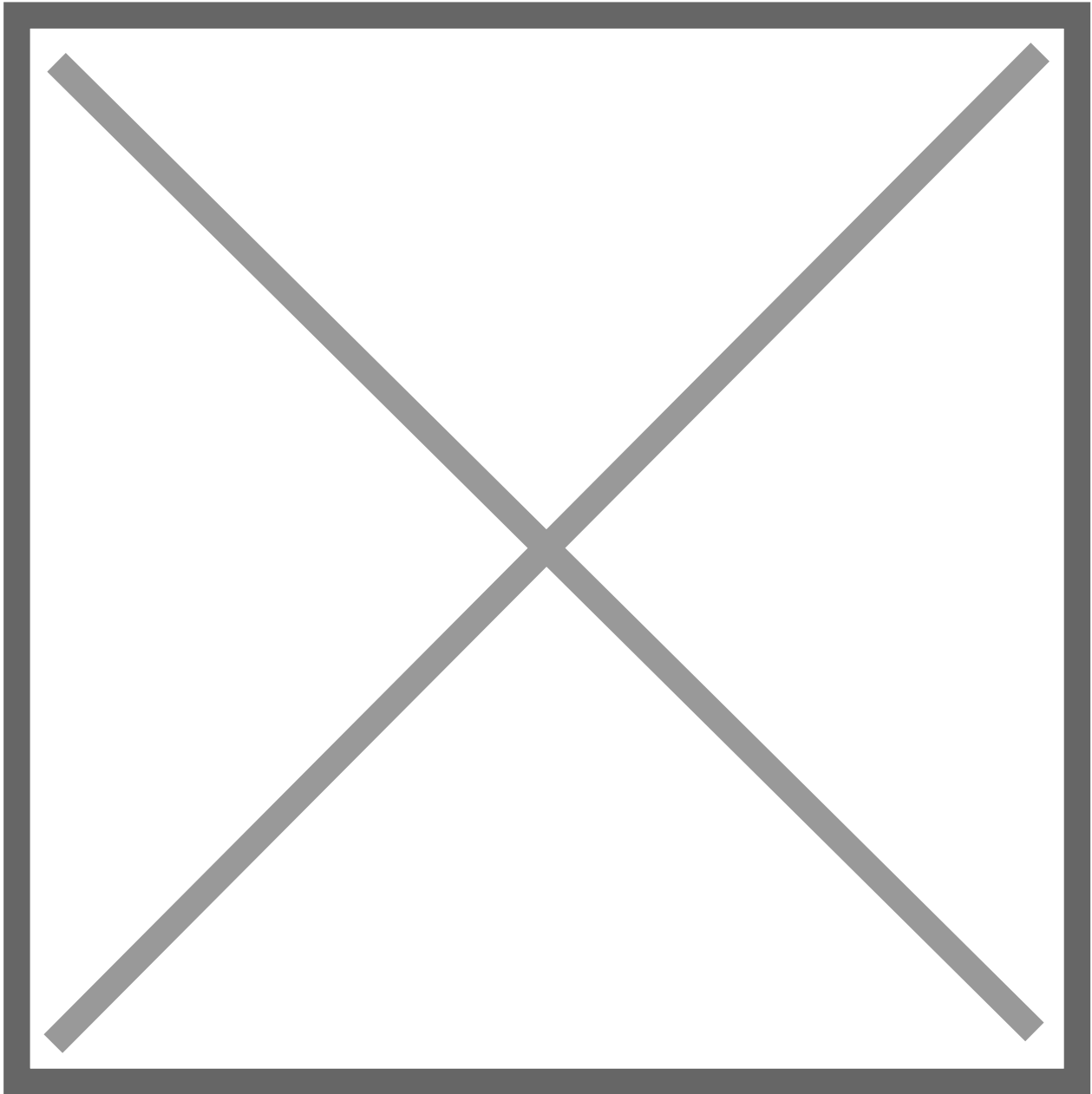
Warehouse Removal from Items

Inventory Module > Configuration > Inventory setup

Search for your stock items

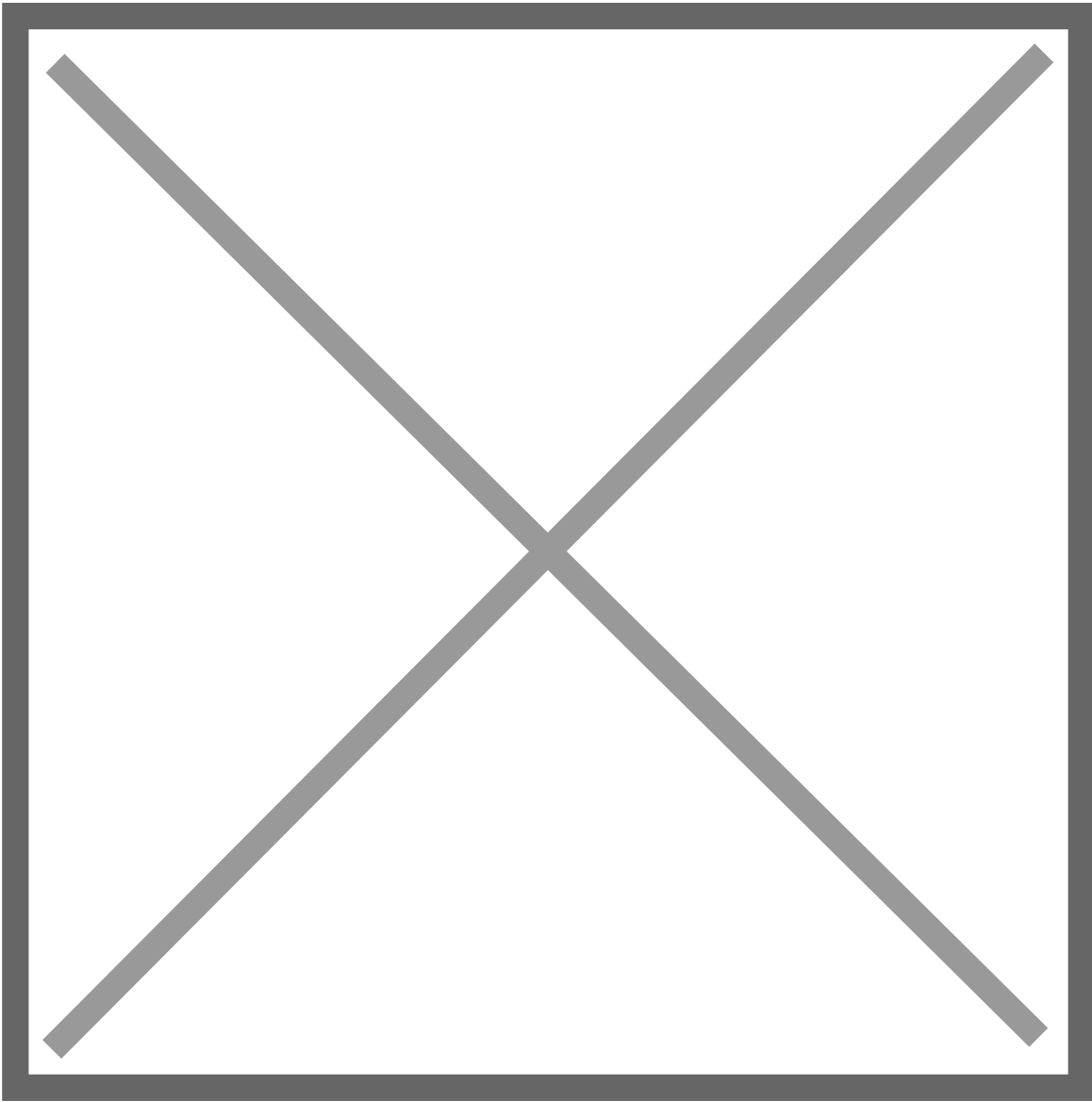


Highlight the item you want to fix on the warehouses and double click or amend the item

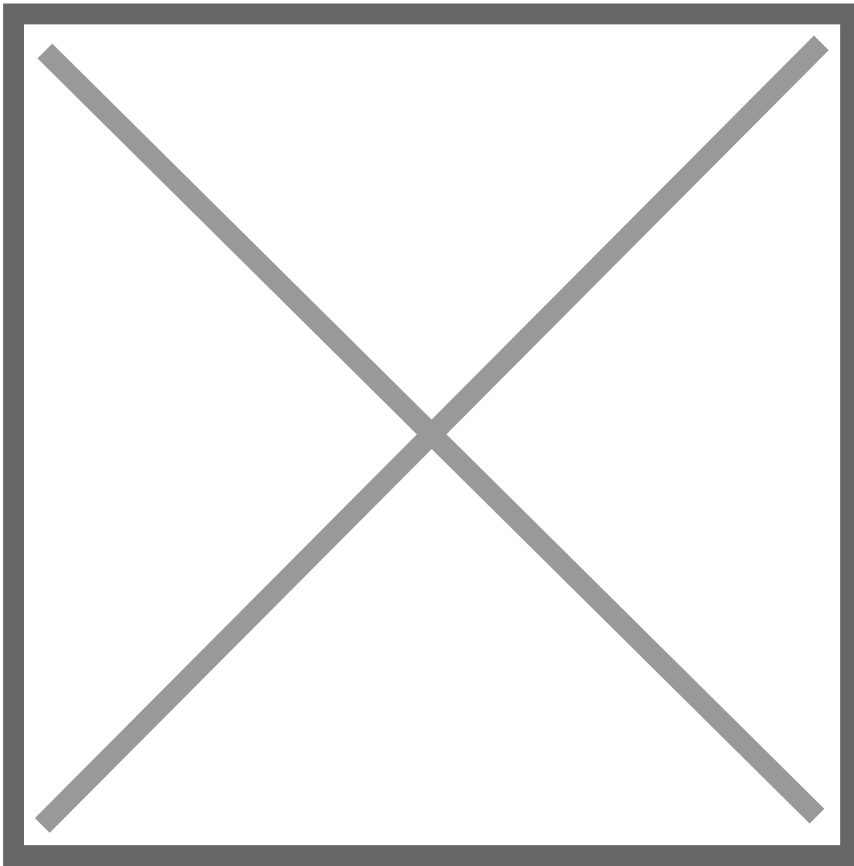


Click on the warehouse button

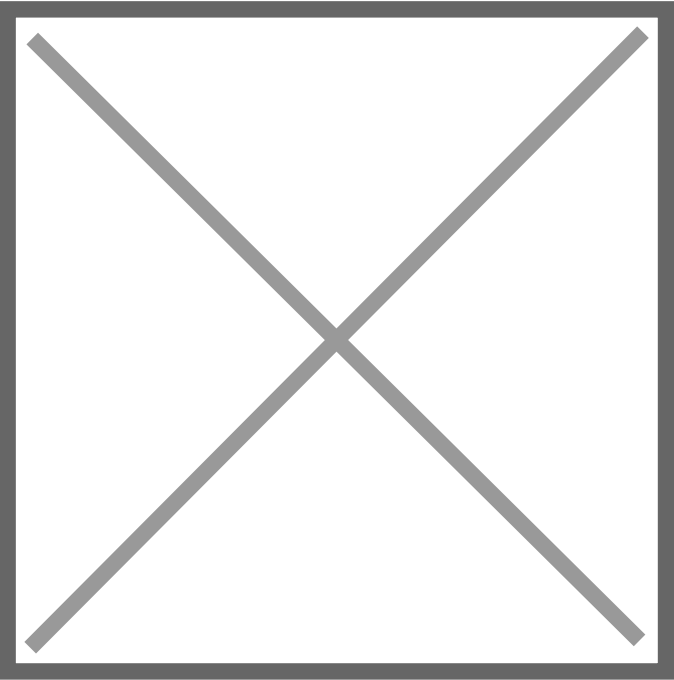
Highlight the warehouse which you want to remove and click on Delete button, this will remove the warehouse from the item.



Click on Yes to remove warehouse



Successfully removed



Once you are complete, the warehouses will be removed

