



ACTIVANT®

Eclipse Transfers

Release 8.6.4 (Eterm)

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Activant® Eclipse™ 8.6.4 (Eterm) Online Help System

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Transfer Order Entry Overview

Transfers move inventory between branches without creating purchase orders and incurring additional procurement costs.

You can use transfer orders to procure an unavailable item for an order or reduce the number of items to purchase. In addition, you can replenish branches by transferring surplus stock from one branch to another and balance inventory between your branches. Unless there is a committed sale, transfers to a child branch are allowed only when the transfer does not cause the parent branch to fall below order point.

Use the Transfer Confirmation Queue to track requests from other branches. Use the Transfer Surplus Queue to create transfers from surplus quantities identified on the Suggested P/O Queue. These queues help you avoid having to make short buys.

The Suggested Auto Transfer program helps automate the transfer process for surplus inventory among the branches. Similar to the Suggested P/O Queue, items to be transferred to replenish branches are listed for review before converting the suggested transfers to actual transfers.

You can check on transfer completion with the Confirming Procurement Transfers program. During A/P Reconciliation, run the Transfer Register report for disputed items.

This sections contains the following topics:

- Setting Up Transfers
- Entering Transfer Orders
- Editing Transfer Orders
- Posting Transfers
- Batch Printing Open Transfers
- Using the Transfer Surplus Queue
- Using the Transfer Truck Schedule
- Transfer Reports

How Transfers Work

The Transfer program helps you move stock between branches of your company taking into consideration committed sales, minimum and maximum amount required, economic order quantity (EOQ) and package quantity division.

Committed Sales

A parent branch transfers stock to a child branch only if there is stock available. Normally, a transfer is not completed if it will cause the parent branch to fall below order point. However, if there is a committed sale at the child branch, then the transfer processes.

For example, a parent branch has a projected inventory level (PIL) of 12 and an order point of 12. All child branches have PILs of zero, but different transfer points. Branch 3 has a committed sale of three items. The Suggested Auto Transfer program transfers three items to branch 3 to cover the committed sale. However, if there is a divisibility flag set, this changes what the parent branch can send. See Package Quantity and Divisibility.

Minimum Amount

After the Suggested Auto Transfer program has allocated stock from the parent branch to satisfy committed sales in the child branches, the system calculates if the parent branch has sufficient stock to re-stock the child branches back to their transfer minimums. The transfer point is the threshold for that branch that triggers the replenishment. The transfer minimum calculation is the transfer point minus the safety days. Transfer minimums provide each branch with stock based on demand and the current transfer cycle days.

If a child branch has Min/Max values set, the Suggested Auto Transfer program uses the minimum value in place of the transfer minimum of the child branch. However, if the **Respect Min/Max For Suggested Transfers** control maintenance record is set to Yes, then the child branch must fall to the minimum setting before the transfer is triggered.

For example, a parent branch has a PIL of 26 and an order point of 12. All seven child branches have PILs of zero, but different transfer points. Branch 3 has a committed sale of three items. The Suggested Auto Transfer program transfers three items to branch 3 to cover the committed sale. With the remaining items, the system allocates five items to branch 2, three items to branch 3, and two items to branch 4 to bring them back to the transfer minimums. Branch 5 receives one of its minimum of two because the parent branch has reached its order point of 12. Branches 6 and 8 receive none.

Maximum Amount

After the Suggested Auto Transfer program has allocated stock from the parent branch to satisfy committed sales and transfer minimums in the child branches, the system calculates if the parent branch has sufficient stock to re-stock the child branches back to their transfer maximums. The transfer maximum is the transfer point. If a child branch has Min/Max values set, the Suggested Auto Transfer program uses the maximum value in place of the transfer maximum of the child branch.

For example, a parent branch has a PIL of 46 and an order point of 12. All seven branches have PILs of zero, but different transfer points. Branch 3 has a committed sale of three. The Suggested Auto Transfer program transfers three items to branch 3 to cover the committed sale leaving the parent branch with 43 items. With the remaining items, the system allocates enough stock to bring the child branches up to transfer minimums. The parent branch now has 22 items left. The system allocates two items to branch 2, three items to branch 3, one item to branch 4, one item to branch 5, and three to branch 6. The parent branch has reached its order point of 12, therefore branch 8 cannot be brought up to its transfer maximum.

Economic Order Quantity or Low Sale Quantity

After the Suggested Auto Transfer program has allocated stock from the parent branch to satisfy committed sales, transfer minimums, and transfer maximums in the child branches, the system calculates if the parent branch has sufficient stock to re-stock the child branches to the EOQ or low sale quantity, providing that it is greater than the transfer point plus any committed sale.

For example, a parent branch has a PIL of 61 and an order point of 12. All seven branches have PILs of zero, but different transfer points. Branch 3 has a committed sale of three. The Suggested Auto Transfer program transfers three items to branch 3 to cover the committed sale leaving the parent branch with 43 items. With the remaining items, the system allocates enough stock to bring the child branches up to transfer minimums. The parent branch now has 37 items left. The system allocates stock to bring the child branches up to transfer maximums and leaves the parent branch with 27 items. The system then allocates three items to bring branch 2, three items to branch 4, three items to branch 5 and six items to branch six. Since branch 3 had committed sales and branch 8 has a transfer point greater than its EOQ and low sale quantity, no additional stock is transferred to those branches.

Package Quantity and Divisibility

After the Suggested Auto Transfer program has allocated stock from the parent branch to satisfy committed sales, transfer minimums, transfer maximums, and EOQ or low sale quantity in the child branches, the system considers the effect of buy package quantities and divisibility requirements of the child branches in a central warehouse scheme.

If the divisibility flag is set to No, the Suggested Auto Transfer program adjusts the stock quantities allocated to the child branch in multiples of the buy package quantity. Setting the flag to No can produce negative results. For example, if a child branch has a committed order of 10 items and the parent branch has 9 items available, and the system cannot break package quantities, then the parent branch does not transfer any items.

If the flag is set to Yes, then the Suggested Auto Transfer program adjusts the stock quantities allocated to the child branch in multiples of the buy package quantities compared with the EOQ of the child branch. If rounding to the buy package results in a transfer quantity that is twice the EOQ or more of the child branch, then the system transfers only what the branch needs up to the EOQ.

Setup Requirements for Transfers

Following are the control maintenance records and authorization keys used for Transfer Order Entry.

Before using Transfer Order Entry, you need to set up each branch to handle transfers. Also, you must assign authorization to users who work with transfer orders.

Control Maintenance Records

Set the following control maintenance records:

- Allow Transfer Of Vendor Consigned Inventory
- ATO Default Customer If Not Found
- ATO Default Product If Not Found
- ATO Default Sales Source
- Check Customer Credit On Procurement
- Copy Comments For Hazard Items To Transfers
- Copy Comments For Procured Items To Transfers
- Create Log Entry When A Transfer Is Shipped Incomplete
- Default Ship Via For Transfers
- Default Vendor Consignment On Transfers
- Display Alternate Billing Address in TOE
- Enable Automatic Suggested Transfers From Cross Dock Printing
- Enable Branch Authorization For Transfers
- Enable Immediate Print/Process From Cross Dock Sug Transfer
- Enable Receive Branch Transfers In Closed Accounting Period
- Enable User To Receive Transfers Shipped In A Period Now Closed
- Enter Outbound Serial Numbers On Transfers
- Percentage Of Mother Branch's OP Protected In Suggested Transfer
- Print Transfer Receiver Instead Of Transfer Register
- Prompt For Serial Numbers On Outbound Transfers
- Re-Sort Transfer Items When Closed For Branch
- Reprocure Backordered Tagged Transfer Quantities
- Respect Item Min/Max For Suggested Transfers

- Update Associated Trackers Upon Invoicing Of Orders
- Update Cost On Sales Order From Tagged Transfer Order
- Use Receiving Branch When Pricing Transfers

Authorization Keys

Assign the following authorization keys:

- CONV.SUGGESTED.TRANSFER
- COGS.VIEW - for Transfer Register Report only
- PROCUREMENT.ALL.BRS
- SUGGESTED.AUTO.TRANSFER
- SOE.CREDIT.RELEASE - for releasing transfer orders on credit hold
- TOE.ALLOWED
- TOE.BID.COST.EDIT
- TOE.BID.COST.EDIT.NONSTOCK
- TOE.BID.PRC.EDIT
- TOE.CLOSED.CHANGE.BRANCH
- TOE.CLOSED.ORDER.CANCEL
- TOE.CLOSED.ORDER.EDIT
- TOE.CLOSED.ORDER.OPEN
- TOE.CLOSED.PRC.EDIT
- TOE.CLOSED.QTY.EDIT
- TOE.COST.EDIT
- TOE.COST.EDIT.NONSTOCK
- TOE.CREDIT.QTY
- TOE.EDIT.VIEW.ONLY.NOTES
- TOE.OPEN.ORDER.EDIT
- TOE.OPEN.PRC.EDIT
- TOE.OPEN.QTY.EDIT
- TOE.ORDER.TO.BID
- TOE.PIL.DAYS.OVRD
- TOE.SCHEDULE
- TOE.WRITER.EDIT

- TRANSFER.CONFIRMATION

Setup Requirements for Suggested Transfers

Following are the authorization keys used for Suggested Transfers.

Authorization Keys

Assign the following authorization keys:

- CONV.SUGGESTED.TRANSFER
- SUGGESTED.AUTO.TRANSFER

Setup Requirements for Transfer Confirmation

Following are the control maintenance records and authorization keys used for Transfer Confirmation, along with additional set up requirements for users who may need access to specific branches. For more information, [click here](#).

Control Maintenance Records

Set the following control maintenance records:

- Change Both COGS And COMM-COST On Override
- Create Log Entry When A Transfer Is Shipped Incomplete
- Enable Branch Authorization for Transfers
- Enable User To Receive Transfers Shipped In A Period Now Closed
- Reprocur Backordered Tagged Transfer Quantities

Authorization Keys

Assign the following authorization keys:

- CONV.SUGGESTED.TRANSFER
- POE.ALLOWED
- PROCURE.GRP.MAINT
- PROCURMENT
- PROCUREMENT.ALL.BRS
- PROCUREMENT.CONFIRM
- PROCUREMENT.OVERRIDE.AVL
- SUGGESTED.PO.QUEUE
- SUGGESTED.TRANSFER
- TO.PRICE.VIEW
- TOE.ALLOWED
- TOE.BID.COST.EDIT
- TOE.BID.PRC.EDIT
- TOE.CLOSED.CHANGE.BRANCH
- TOE.CLOSED.ORDER.CANCEL
- TOE.CLOSED.ORDER.EDIT
- TOE.CLOSED.ORDER.OPEN

- TOE.CLOSED.PRC.EDIT
- TOE.CLOSED.QTY.EDIT
- TOE.COST.EDIT
- TOE.COST.EDIT.NONSTOCK
- TOE.CREDIT.QTY
- TOE.EDIT.VIEW.ONLY.NOTES
- TOE.OPEN.ORDER.EDIT
- TOE.OPEN.PRC.EDIT
- TOE.OPEN.QTY.EDIT
- TOE.PIL.DAYS.OVRD
- TOE.SCHEDULE
- TOE.WRITER.EDIT
- TRANSFER.CONFIRMATION

Note: The system lets you control which users have the authority to confirm transfers. Users without the authority can only use Transfer Confirmation in view-only mode.

Branch Access

To confirm transfers, a user must have access to each of the branches involved in the transfer. Verify that the **Home Branch** and **Home Territory** fields, as well as any inventory inquiry territory and appropriate branch access is set up.

To enable access to branches, ensure that the needed branches are listed in the User Accessible Branches screen.

- To add a branch, move the cursor to a blank line in the **Branch ID** column and press **F10**. Choose from the list that displays and click **OK**.
- To delete a branch, move the cursor to the branch to be deleted and press **Alt-Delete**.

Transfer Order Entry Body Attributes

The Body screen of a transfer order lists the branches and the products on the transfer order. You also use this screen to add, change, and delete products on the order. You can also price and schedule products from the Body screen.

Use the **Use Receiving Branch When Pricing Transfers** control maintenance record to indicate whether the system prices transfers using the receiving branch. The system looks to the ship-to and bill-to entities for a valid matrix cell before using this setting. For information on setting up matrix cells, see *Creating Individual Matrix Cells*. For information on how the matrix hierarchy works, see *Understanding the Pricing Matrix Hierarchy*.

The status line above the hot keys displays the order number, order status, shipping branch, receiving branch, required date, and ship date.

Ship From Branch		Ship to Branch	
Basic Distribution BR 2 123 ECLIPSE WAY		Eclipse Inc - R&D office 1909 26th Street	
BOULDER, CO 80301		WEST YARMOUTH, MA 02673	
Qty/Unit 2ea	Product Description A64 TEST (NS) CHROME ROMAN TUB INSERTS	Ship Qty 2ea	Recv Qty 2ea
Transfer#		Stat	ShpBr
T1041745		0	2
ReqDate	ShipDate	1 of 2	
01/14/02	01/14/02		
Comment	View	Nonstock	Header
Pricing	Mode	Subtotal	Totals
			Find
			Label
			Sched-Off
			Prd Xref
			Inq
			Esc-Status

There are several views from the Body screen that help you display the information for the transfer that you need.

Use the **Prd Xref** hot key to view the manufacturer's online catalog.

Use the **Inq** hot key to view inquiry screens such as Inventory History or Buy Line Maintenance.

Transfer Order Entry Header Attributes

Use the Header screen for administrative information that applies to an entire transfer order. For example, use the Header screen to enter the order writer and picker IDs, source of the transfer, and shipping instructions. Update the fields as needed.

Use the **Header** hot key from the Body screen to display the Header screen.

Ship from Branch Basic Distribution BR 2 123 ECLIPSE WAY BOULDER, CO 80301		Ship to Branch Eclipse Inc - R&D office 1909 26th Street WEST YARMOUTH, MA 02673	
Transfer #	: T1061745	Print Style	: B
Date Ordered	: 11/14/2002	Payment Terms	: 210S
Picked by	: CAROLS	Order ID	:
Written by	: CAROLS	Phone Number	: 303-938-8801
Source of Xfer	:		
Shipping Instructions		Internal Notes	
Add	CRedit	Change Log	Esc-Body

Use the **Add** hot key to indicate if this transfer has a bonded expiration date.

Transfer Order Entry Status Attributes

Use the Status screen to specify when and how the order is processed. For each generation of the order, you can edit the order status, printing status, shipping/receiving date, and shipping method.

Press **Esc** from the Body screen of a transfer to open the Status screen for that transfer order. The transfer's Status screen is used to detail when and how the shipments are made for each generation. The branch receiving the transfer changes the status after the shipments arrive.

The status codes are as follows:

- **O** – *Open* transfer. The order has not been shipped or received.
- **S** – *Shipped* transfer. Order has been shipped as is in transit.
- **R** – *Received* transfer. Order has been received by the intended branch.
- **B** – Request for *bid*. Requires a bid before completing the transfer.
- **X** – *Canceled* transfer.

Note: You can edit purchase orders and transfers attached to shipment only if they have a *Received* or *Cancelled* status. Otherwise orders attached to shipments are not editable.

Prs	Stk	Order Status for T1040510		Shp/Recv	Ship Via
Br	Br				
1	1	Open Shipment	Prt:N	11/16/2000	EJO TRANSFER
2	2	Open Receiving	Prt:N	11/16/2000	EJO TRANSFER
					1 of 2
Status Codes : O - Open Transfer S - Shipped Transfer R - Received Transfer X - Cancel Transfer					
Header	Body	Totals	View	Manifest Queue	Print Options
☒ Cock	Shpmt				

Use the Ship Via Branch Overrides/Auto Scheduling screen from Branch Maintenance to set the routing ticket flag to indicate if you want routing tickets to print when a transfer is released.

Use the **Enable User To Receive Transfer Shipped In A Period Now Closed** control maintenance record to indicate if you want users to be able to modify a received transfer order after the accounting period closes.

Using the Hot Keys

Use the following hot keys to access further functions on the TOE Status screen:

Hot Key	Description
Header	Make changes to the Header screen of the order.

Hot Key	Description
Body	Make changes to the Body screen of the order.
Totals	Make changes to the Totals screen of the order.
View	Change the view on the final columns of the Status screen. Select from the following: <ul style="list-style-type: none"> • Ship Via • Req Date / Compl Date • Delivery Times • Req Date / Ship Via
Manifest Queue	Access the Manifest Queue to create a report that lists the orders to be delivered to one or more customers by different ship vias, such as a company truck or commercial carrier, if the order is on a manifest.
Print Options	Access the Order Reprinting Options screen. <p>Note: The system determines printer location selections for transfers using the following order:</p> <ul style="list-style-type: none"> • The system uses Printer Location Override defined for the order's ship via and shipping branch according to the settings in Branch Maintenance. • The system prints to the location assigned to the shipping branch in Printer Location Maintenance. • The system uses the printer location assigned to the user.
View Items	Lists items in the generation selected.
XDock	Access the Cross Dock program to receive material at a central warehouse and distribute it as you receive it. For more information, see Tracking Cross Docked Material.

Transfer Order Entry Totals Attributes

The Totals screen displays the value of the inventory being transferred. To display the Totals screen for a transfer order, use the **Totals** hot key on other transfer screens.

The Totals screen for a transfer order displays the Ship-date totals for the transfer including freight and handling charges. Unlike sales orders, you cannot enter payment amounts on the Totals screen for a transfer order. You can edit the freight, handling, or sales tax amounts.

The screen is divided into two primary areas:

- Ship date totals on the left.
- Shipment quantities on the right.

Shipdate : 01/14/02			
-----Shipdate Totals-----			
Subtotal...	15.14	Pieces	: 2
Freight....	5.27	Weight	: 0.00
Handling...	0.00	Load Factor	: 0.00
Sales Tax..	0.00		
	=====		
Total.....	20.41		
Header	Body	ViewAll	

Entering Transfer Orders

Use Transfer Order Entry for procurement or replenishment of stock between branches without specific sales commitments. You can fill orders that do not have branch procurement sources set, transfer overstock to a branch that can sell it easier, or balance inventory throughout branches.

You can only transfer quantities that are currently available. Unlike customer sales orders, the system does not allow transfer orders to contain backorders of items. The system notifies you if the item is not available and allows you to remove it from the transfer.

Products with hazardous warnings attached retain the warning labels when added to a transfer. Use the **Copy Comments For Hazard Items To Transfers** control maintenance record to indicate whether to keep the comments attached.

A transfer can be priced based on the shipping branch or the receiving branch. Set the **User Receiving Branch When Pricing Transfers** control maintenance record to indicate if you want to use the receiving branch for pricing the transferred items. The default is **No**.

When transfer orders are released and invoiced, a message is appended to any associated tracker. Use the **Update Associated Trackers Upon Invoicing Of Orders** control maintenance record to indicate if you want messages sent to those users on associated trackers.

►To create a transfer order:

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. In the **Ship From Branch** field, enter the branch from which the transfer is coming.
Note: Type **All** in both fields for step 2 and 3 for a list of open transfer orders.
3. In the **Ship to Branch** field, enter the branch from which the transfer is going. If there is only one Ship to branch, the information populates in the **Ship-To** field.
4. Select **New** from the Transaction Selection screen to create a new transfer order.

Note: You must be assigned the **Enable Branch Authorization For Transfers** control maintenance record in order to create a new transfer.

5. In the **Qty/Unit** and **Product Description** fields, enter the items you want to transfer. If you enter a product that requires a minimum package quantity and you have not met it, the system displays a warning.

The system populates the remaining columns, such as **UM**. The UM column displays the quantity unit of measure.

Note: When transferring a product that is a non-lot or non-detail lot item in one branch to a branch where the product is a lot or detail-lot item, the Split Locations screen displays and you are prompted to enter the lot number.

6. In the **Ship Qty** and **Recv Qty** fields, verify and update the information, if needed.
7. Use the **View** hot key to select other column information to view.

8. Press **Esc** to display the Status screen.

The Status screen displays separate generations for the branch shipping the transfer and the branch receiving the transfer, marked *Open Shipment* and *Open Receiving*. Each generation shows the default order status, print status, shipping date, and shipping method. You can edit these fields.

9. Use the **Header** hot key, to update the Header information, such as shipping address or contact information and then press **Esc**.
10. Use the **Totals** hot key to verify the total cost of the inventory being transferred and press **Esc**.
11. Press **Esc** to complete the transfer.
12. Press **Esc** to return to the main menu.

Editing Transfer Orders

Use the Transfer Order Entry screen to edit information on open transfer orders. For example, when a transfer ships, you need to change the status of the shipping generation from Open to Shipped.

You can edit the shipping and handling charges associated with a transfer. Transfers in a closed accounting period open in Edit Receiving Only mode. You are warned if you try to open a transfer that is being picked or received. You must confirm that you want to continue. If you have authorization, you can add internal notes to a closed transfer, if necessary. If the transfer is still open, you can select to receive the transfer.

If the shipping generation is shipped but the received generation is open we will still allow the user to edit the qty on the open received generation. You must have the TOE.OPEN.QTY.EDIT authorization key assigned.

You can only transfer quantities that are currently available. Unlike customer sales orders, you cannot have a transfer order that contains backorders of items.

Use the **Update Cost On Sales Order From Tagged Transfer Order** control maintenance record to specify whether to update the cost on a sales order containing items that are tagged to a transfer for procurement when a change is made to the Transfer Received Price of the tagged transfer.

Transfers have three stages:

- **Open Transfer** – Begins with a status **O** for both shipping and receiving.
- **Shipped Transfer** – When shipped, the shipping status changes to **S**.
- **Received Transfer** – When received, the receiving status changes to **R**.

Note: If you are editing a transfer that in a closed accounting period, you can change only the segment that has **Open** status to **Received** status and if you have the TOE.CLOSED.ORDER.EDIT authorization key assigned.

You can also cancel a transfer order, if necessary.

When transfer orders are released and invoiced, a message is appended to any associated tracker. Use the **Update Associated Trackers Upon Invoicing Of Orders** control maintenance record to indicate if you want messages send to those users on associated trackers.

►To edit a transfer order:

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. In the **Ship From Branch** field, enter the branch to which the transfer is coming.
3. In the **Ship to Branch** field, enter the branch to which the transfer is going.

The Transaction Selection screen displays existing transfers and the option **New**. Shipped transfers are indicated by a "-Shp" following the order number. You cannot edit transfers

after the transfer has been placed on a shipment. If the transfer is on a shipment, you can use the **Shpmt** hot key to view the shipment.

Note: Type **All** in both fields for step 2 and 3 for a list of open transfer orders.

4. Select the transfer you want to edit and press **Enter**.

Note: If there is only one transfer associated, no selection is needed and the Body screen displays.

5. If there are multiple generations, at the prompt, indicate if you want to view Shipping or Receiving generations.
6. In the Body screen, edit the fields as necessary to update information.
7. Press **Esc** to display the Status screen.

This screen displays separate shipping and receiving generations. Each generation shows the order status, print status, shipping date, and shipping method. You can edit these fields.

8. Use the **Header** hot key, if needed, to edit information on the order's Header screen and then press **Esc**.
9. Use the **Totals** hot key, to verify the value of the inventory being transferred on the Totals screen and then press **Esc**.

Note: If you update the received price or ship price, the system adds a comment to the change log. For information on repricing a transfer, see *Overriding Prices on Orders*.

10. Press **Esc** to save the updated transfer and return to the main menu.

Cancelling Transfers

If you cancel the transfer, the system checks that all generations of the transfer are in open accounting periods and that you have authorization. If one of the generations is not able to be cancelled, the system discontinues the cancellations.

If the generations are able to be cancelled, then the system displays the following message: You are about to cancel Invoice #: *invoice number*. This will cancel both the shipping and receiving generations. Type **CANCEL** to continue.

If the generation has not been processed when you try to cancel, the system displays the following message: You are about to cancel both the shipping and receiving generations. Cancel Open ShipDate: *Date*. Answer **Yes** to cancel both generations.

Transfer Order Entry Hot Keys

The following are available hot keys on the transfer order entry screen:

Hot Key	Description
Comment	Add comments to individual line items. The default is General Comments. You can change the comment type by using the Change Type hot key from the Comments screen. Enter comments on transfers the same as you would for purchase orders. See Adding Comments to PO Line Items.
View	Change the fields displayed for that transfer order.
Nonstock	Enter product information for items on the transfer order that are not normally carried.
Header	Update the header information for the transfer order.
SuBs	Substitute items for products that may not be currently available.
Label	Print labels for the current purchase order.
Sched-Off / Sched-On	This is a double-use hot key. Use Alt-S to access the Detail Scheduling screen and modify the shipping schedule for this purchase order. See Drilling Into Transfer Orders. Use Alt-O to indicate if you want the Detail Scheduling screen to display automatically when exiting the order.
Pricing	Override the pricing information for the product on the transfer order. You can identify the dates for which the pricing information is valid.
Mode	Manage the products on the purchase order. You can do the following: <ul style="list-style-type: none"> • Copy the item to an existing sales order bid. • Copy to purchase order bid. • Copy to transfer. • Resort line items.
Subtotal	Calculate the subtotal of the current products on the transfer order.
Totals	Calculates the current totals.
Find	Search for a product description.
Prod Xref	Cross-reference products within this transfer order.
InQ	Perform inquires on the current transfer order.
Esc-Status	Commit any changes and return to the previous screen or access the status screen.

Vendor Consignment Transfers

You can also procure consignment stock from another branch. When attempting to procure from a branch source that contains vendor consignment inventory, the following warning may display: *You are about to procure material from a branch that contains vendor consigned material, continue?* The Warn If Procuring From Vendor Consignment **Warn If Procuring From Vendor Consignment** control maintenance record must be set to **Yes** to receive the message.

Identify consignment vendors in Vendor Maintenance. You must set the **Consignment Inventory** and **Consignment Transfers** fields to **Yes**. Vendor consignment purchases are handled through the vendor Ship-From accounts, not vendor Pay-To only accounts. You decide when consignment products are received from a vendor, if the products can be transferred to another branch and used as stock items, or if the products must continue to be consignment products. See Vendor Maintenance for complete instructions.

Use the **Allow Customer Consignment From Multiple Branches** control maintenance record to indicate if you want to be able to ship consignment inventory from branches other than the customer's home branch.

Use the **Default Vendor Consignment On Transfers** control maintenance record to select the user you usually use for consignment transfers. The system populates transfer order for a consignment with the vendor you select.

To change consignment inventory from the Product Location Maintenance screen, see [Moving Vendor Consignment Inventory](#).

Copying Transfers to Purchase Order Bids

You can copy transfers to purchase order bids.

► To copy a transfer to a bid:

1. Display the transfer which you want to copy.
2. Use the **Mode** hot key.
3. Select **Copy to Purchase Order Bid**.
4. The system populates the following fields. Update these fields as needed:

Field	Description
Enter Price Branch	The branch from which the pricing information is being gathered.
Enter Ship Branch	The branch from which the items are being shipped.
Ship-From Same Ven? (Y/N)	Indicate if you want to use the same vendor for the purchase order bid as the transfer.
Ship-From Vendor	The vendor from whom you want to use for the bid. This field should be populated if you answer No to the Ship-From Same Ven? field.
Gens to Copy	Indicate if you want to copy all generations of the order into the bid.
Copy Current Pricing? (Y/N)	Indicate if you want to copy the current pricing information. If you answer no, then the system uses the pricing information from the price branch as indicated in the Enter Price Branch field.

5. Use the **Begin** hot key.
The information from the transfer order is generated to a new purchase order. The purchase order extension is now -Bid.
6. Press **Esc** to exit the purchase order body screen.
7. Enter freight terms, if prompted on the totals screen and press **Esc**.
8. Verify the status information on the status screen and press **Esc**.

Drilling Into Transfer Orders Details

Use Transfer Order Scheduling to receive purchase orders and drill further into the purchase order with which you are working to change specific attributes, such as the unit of measure. For many of these procedures, you must be authorized.

From the Transfer Order Entry Schedule screen, you can:

- Identify multiple locations from which to pick or store the product.
- Update the purchase order when receiving the products.
- Handle discrepancies when receiving products.
- Add substitute products to the purchase order.
- View the Future Ledger.
- View the Inventory Inquiry.
- Create a Product Kit.
- Attach product specifications or product notes.
- View the sales order to which the purchase order is tagged.
- View the History Ledger.
- Change the unit of measure (UOM).
- Enter a serial number for the products displayed.
- View purchasing information at the product level.

► To select a substitute product:

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. Display the transfer order for which you want to use a substitute product instead of the one displayed.
3. Use the **Sched** hot key to display the Schedule screen.
4. At the prompt, select if you want to view **Ship Quantities** or **Recv Quantities**.
5. Place the cursor on the line item for which you want to use a substitute product.
6. Use the **Substitute** hot key.

Note: The **Substitute** hot key activates only if a substitute product is available.

7. Select the product you want to use.
8. Press **Esc** to save your changes and return to the transfer.
9. Press **Esc** to save your changes and exit the transfer.

▶ **To change the unit of measure:**

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. Display the transfer for which you want to change a product's unit of measure.
3. Use the **Sched** hot key to display the Schedule screen.
4. At the prompt, select if you want to view **Ship Quantities** or **Recv Quantities**.
5. Place the cursor on the line item for which you want to change the UOM.
6. Use the **Um Chg** hot key.
7. Select the UOM you want to use.
The **Qtys Per** field highlights in red and updates with the new UOM.
8. Press **Esc** to save your changes and return to the transfer.
9. Press **Esc** to save your changes and exit the transfer.

▶ **To enter a serial number:**

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. Display the purchase order for which you want to add a product's serial number.
3. Use the **Sched** hot key to display the Schedule screen.
4. At the prompt, select if you want to view **Ship Quantities** or **Recv Quantities**.
5. Place the cursor on the line item for which you want to add a serial number.
6. Use the **Ser# Entry** hot key.
7. Enter the serial number for that product.
8. Press **Esc** to save your update and return to the transfer.
9. Press **Esc** to save your changes and exit the transfer.

▶ **To view purchasing information at the product level:**

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. Display the purchase order for which you want to view purchasing information.
3. Use the **Sched** hot key to display the Schedule screen.
4. Place the cursor on the line item for which you want to view the purchasing information.
5. Use the **Purch** hot key to display the Purchasing Info screen with the following information:

Field	Description
PN	Product number listed on the order.

Field	Description
Desc	Full description of the product.
Buy Line	Buy line in which the product exists.
Ship Br	Branch from which the product shipped.
Last Line Buy	Date of the last line buy for this product.
Order Cycle Days	Days in the order cycle for the product.
Average Lead Time	Days in the lead time for the product.
Next Est Purchase Dt	Date the system estimates the next purchase will be for the product.
Plenty Date	Date the system expects to have enough on hand to meet demand.

6. Press **Esc** to return to the Schedule screen.
7. Press **Esc** to exit the transfer order.

Printing Transfer Orders

Print transfers manually when you need to send a transfer for shipment. In addition, you can print individual transfer generations. The system uses the default shipping status as recorded on the **Order Status Print Status Defaults** control maintenance record.

Printer location selection is based on a particular hierarchy. For transfer orders, the system first prints to the location assigned to the shipping branch in Printer Location Maintenance. If a location exists with the same shipping branch, then the user receives a prompt to select one of the following:

- **Print Locally** – System uses the printer location assigned to the user.
- **Print Warehouse** – System uses the printer location assigned to the shipping branch in Printer Location Maintenance.

Note: The system checks the product file when printing. If any hazardous material is listed on the order, a HAZMAT sheet prints with the order.

▶To print a transfer manually:

1. From the **Xfers** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.
2. Display the transfer you want to print.
3. Press **Esc** to display the Status screen.
4. In the **Prt:** field for the generation you want to print for shipment, select one of the following:
 - **Y** – Print to your default printer. The system determines your printer location based on specific parameters.
 - **N** – To hold the generation for printing.
 - **F** – Fax to your default facsimile machine.
 - **A** – E-mail the transfer to an indicated E-mail address.
 - **H** – Send the transfer to your hold entries.
5. Press **Esc** to exit the Status screen.

Printing Open Transfers in Batches

Use the Print Batch Transfer Order program to print all pending open transfer orders at one time that are ready for shipment. You can set the system to print to a specific printer when printing batch transfers. Use the **Default Printer Location For Branch** control maintenance record to indicate where you want the batch transfers to print.

To batch print, the Open Transfer parameter in the **Order Status Print Status Defaults** control maintenance record must be set to **H** for *Hold for Printing*. With this default set to **H**, all open transfers assume a print status of **H** and are printed when this program runs. Any other print status requires manual printing of transfers.

► To batch print open transfers:

1. From the **Xfers** menu, select **Print Batch Transfer Order** to display the Print Batch Transfer Order screen.
2. In the **From Br/Tr/All** field, enter the branches for which to print the open transfers. The system populates the **Xfers Selected** field with the number of open transfers.
3. Set options, if needed, and complete printing.
4. Press **Esc** to return to the main menu.

Running the Suggested Auto Transfer Program

The Suggested Auto Transfer program determines which branches should be replenished, according to the product procurement group assignments. The program determines the suggested transfers, stores the data, and creates a report. You can review the report and then convert a suggested transfer to an actual transfer. The data generated for a suggested transfer remains in the system until the next time the program runs for that transfer.

The program can suggest different types of return transfers between any branches. The report shows the suggested transfers from each selected branch to the others. In addition to the location, description, and unit of measure for each product, the report shows the quantity to be transferred to each branch and the projected inventory level in that branch following the transfer.

Important: The Suggested Auto Transfer program may take several hours to complete. We recommend running it during non-business hours as it could affect system performance.

Scheduling the Run

You can run the program as needed or schedule it to run on a regular basis. How often you run the program for any transfer depends on the size and configuration of your company. We recommend you schedule return transfers to run less frequently than standard transfers. By running return transfers monthly, or even quarterly, you can avoid transferring items back and forth between parent and child branches when demand in a child branch fluctuates. You do not want to overwhelm the central warehouse with a sudden influx of items being returned from all of your child branches.

Note: If you run the program for multiple auto-transfers for the same warehouse, the system locks all needed branches for the warehouse it is processing before trying to process additional transfers. Therefore, the system waits to process the second job until the first one completes the task for all the branches in that warehouse.

System Determinations

By default, the system determines the amount of product to transfer from the parent branch to the child branch and does not transfer a quantity that takes the parent branch's on-hand quantity below the order point, unless there is an immediate need by the child branch. However, the parent branch must stay at least at line point. If the parent branch is at the line point, a transfer will not be suggested even in an emergency situation.

In addition, only the parent's stock quantities are considered when making the suggestion calculation. You can use the **Percentage Of Mother Branch's OP Protected In Suggested Transfer** control maintenance record to indicate if you want to protect a percentage of the parent branch's order point. You can also set this from Buy Line Maintenance using the **Addl** hot key. The system will ignore package quantities if the baby branch's minimum is set to zero (0) or if there is no minimum and the transfer point is zero (0).

Note: The system does not automatically procure items from sales orders that are locked. A locked sales order indicates that the user is editing it and it should not be selected for auto procurement.

The Suggested Auto Transfer screen lists each combination of transfer branches and types as a line item as follows:

Column	Description
From	Branch from which to make the transfer. Note: The From branch in the set up is the From branch used by the Suggested Transfer program when the system creates the transfer order.
To	Branch to which to make the transfer.
Transfer Type	Type of transfer for which to select products. For descriptions see, Transfer Types.
Cycle	Default cycle for transfers between these branches. For example, 7 indicates a weekly transfer. If you override the default to 5, then an asterisk displays (5*) to alert you that the value is an override.
Add Lead	Default additional days required to transfer products from one branch to the other. If you override the default, an asterisk (*) displays beside the value.
Ship Via	Default ship via for transfers between these branches. If you override the default, an asterisk displays beside the value.

► **To create Suggested Auto Transfer reports:**

1. From the **Xfers** menu, select **Suggested Auto Transfer** to display the Add Transfer Branches screen.
2. In the **From (Br/Tr/All)** and **To (Br/Tr/All)** fields, enter the branches for which to create a suggested transfer report.
3. In the **Transfer Type** field, select the type of transfer for which to create the report.
Note: When choosing a **Return** Transfer Type, the system used the *From* branch as the *To* branch when creating the transfer order.

4. Press **Esc** to generate the report. The Suggested Auto Transfer screen displays.
For each transfer report you want to generate, use the Add Transfer Branches screen. To display the screen again from the report, use the **Add Branches** hot key.
5. Set options, if needed, and generate the report, using the other hot keys as needed.

To...	Use this hot key...
Create an audit report showing the transfers associated with a product.	Audit
Limit the report to selected buy lines. By default the report runs for all buy lines.	BuyLine
Add additional transfer branches to the report.	Add Branches

To...	Use this hot key...
Copy the selected value to all other transfers.	Set All
Display default information for the selected transfer and the dates when it was last suggested and converted. You can edit the Normal Cycle , Addl Lead Days , and Ship Via fields.	Edit Defaults
Save the currently displayed settings in the Cycle , Addl Lead , and Ship Via columns as defaults for all the branch transfers.	Save Settings as Defaults
Open a new transfer for the suggestions without having to use the Convert to Actual Transfer screen. This transfer matches the Suggested Auto Transfer report which is generated. If a product is no longer available for transfer, the item is not added to the created transfer order and a message displays on the report as "Items not Available for Transfer."	Create Xfer
Drill in to the product details that display on the report including the History Ledger and Future Ledger for the product.	View

6. Press **Esc** to return to the main menu.

Creating Procurement Transfers Automatically

Automatic transfers are an alternative to using the Transfer Confirmation Queue. They let you bypass the review of all proposed branch procurements before creating or adding to a transfer. Automatic transfers are useful when you are certain you want to transfer all the procured items without having to select and create transfers individually. Items transferred by this program are removed from the Transfer Confirmation Queue.

Use the following control maintenance records to identify default entries for customers, products, and sales sources, if your entry cannot be found:

- ATO Default Customer If Not Found
- ATO Default Product If Not Found
- ATO Default Sales Source

To keep the comments attached when a procurement order becomes a transfer, make sure the **Copy Comments For Procured Items To Transfers** control maintenance record is set to **Yes**.

Note: The system will not create an auto-transfer if items are unavailable in the procurement branch.

►To create an automatic transfer:

1. From the **Xfers** menu, select **Auto Create Procurement Transfers** to display the Auto Create Procurement Transfers screen.
2. In the **From Branch** field, specify the branch from which you want the procured items transferred.
3. In the **To Br/Tr/ALL** field, specify the branches or territories that are receiving the procured items.

Unless specified, the system calculates which branches need the transfer and creates a transfer to that branch or territory. Type **All** if all branches are available to which you can transfer items. By selecting **All**, you indicate that the system can calculate for you which branches need the items.

4. In the **Ship Via** field, specify procurement ship vias to which you want the transfers restricted. If left blank, all procurements are transferred.
Use the **Ship Vias** hot key to enter a list of multiple ship vias.
5. In the **Transfer Via** field, to set the ship via for the transfers created regardless of the ship via under which it was procured.
6. Use the **Begin** hot key to initiate the transfers or the **Schedule** hot key to schedule them.

Two Phantom Processor messages advise you of the automatic transfer's progress. The first message notifies you that the transfer was created and identifies which branches were involved. The second message notifies you when the transfer is complete.

7. Press **Esc** to return to the main menu.

Changing Default Parameters for the Suggested Auto Transfer Queue

Use the Default Suggested Auto Transfer Information screen to change and update the parameters the system uses when suggesting transfers.

► To change the default parameters:

1. From the **Xfers** menu, select **Suggested Auto Transfer** to display Suggested Auto Transfer screen.
2. Run the Suggested Auto Transfer Program to display the current suggestions.
3. Use the **Edit Defaults** hot key to display the Default Suggested Auto Transfer Information screen.

The system populates the fields with the current defaults.

4. Update the fields as needed.
5. Press **Esc** to save your changes and return to the Suggested Auto Transfer screen.
6. Press **Esc** to return to the main menu.
7. Select **Suggested Auto Transfer**.
8. Rerun the Suggested Auto Transfer Program to use the new settings.
9. Press **Esc** to return to the main menu.

Converting Suggested Transfers to Actual Transfers

After using the Suggested Auto Transfer program to suggest transfers, you can create actual transfers using the Convert Suggested to Actual program. The screen lists the suggested transfers for the From and To branches. You can also break out transfers for each To and From branch combination for G/L types so that any given transfer contains only the specified G/L types. In addition, an item can be placed on multiple transfers if there are multiple branches in need and the parent branch has enough items on hand.

By default the Convert Suggested to Actual screen displays in detail mode, which shows each buy line ready for transfer, the date generated, and the transfer dollar amount. You can select individual buy lines to convert or in summary mode, you can convert the entire transfer without flagging each buy line for conversion.

After running the program, the system populates the following fields:

Field	Description
From Whse	Branches transfers are from.
To Brch	Branches transfers are to.
Flow	Transfer type, such as Normal or Return. See Transfer Types for complete descriptions.
Buy Line	Buy lines included on the suggested transfer lists. The buy lines display only in detail mode. Note: If running in summary mode with multiple buy lines, the system prompts you to select a buy line for which to display information.
Date Generated	Date when the transfer was generated.
Items	Number of products on the transfer.
Transfer\$ Amt	Total cost for transfer by buy line in detail mode or by transfer in summary mode.

► To convert a suggested transfer to an actual transfer:

1. From the **Xfers** menu, select **Convert Suggested to Actual** to display the Convert Suggested to Actual screen.
2. In the **From Br** and **To Br** fields, enter the branches, territories, or type **all** to display the suggested transfers between the selected branches or territories.
3. In the **Do?** field, type a **Y** for each transfer you want to select for conversion. Use the **SetAll** hot key, if you want to set each buy line to the same setting. This hot key is active only in detail mode.

In summary mode, an asterisk (*) displays in this field if some buy lines are set to **Y** and some buy lines are set to **N**.

4. Use the **G/L Types** hot key to specify the G/L Types to include on the suggested transfer for the branches identified in step 2.
5. Use the following hot keys, as necessary, before converting the suggested transfers to actual transfer orders:

Hot Key	Description
View	Displays the suggested transfer details in view-only mode.
Print	Prints the suggested transfer for the buy line on which you have the cursor.
BLine Maint	Displays the Buy Line Maintenance screen in edit-mode.
Recalc	Displays the Suggested Auto Transfer screen and recalculates the buy line on which you have the cursor. You must exit the screen and re-display the queue to view the changes.
Summary	Toggles the display to the summary mode. This hot key changes to read Detail when in summary mode.

6. Use the **Convert** hot key to display the Create Transfer screen. The program starts with the first selected transfer and displays them in order.
7. Use the **Line(s)** and **Rank(s)** fields on the Create Transfer screen to limit the transfers to products in a buy line or with a designated rank. By default, products for all buy lines and ranks are selected. This step is optional.
8. Press **Esc** to continue creating the transfer.
The system creates a transfer order and the Transfer Order Entry Body screen displays.
9. Edit the order if needed and then press **Esc** to display the Status screen.
10. Press **Esc** to save the order.
The Create Transfer screen displays for the next selected transfer on the list. Repeat steps 5 through 8 until each selected transfer has been created.
11. Press **Esc** to return to the main menu.

Confirming Procurement Transfers

Before procured products are transferred between branches, each transfer goes to the Transfer Confirmation Queue for review. This queue is similar to the Procurement Confirmation Queue. Both queues let personnel track a "running order" of requests. Branch managers use the Transfer Confirmation Queue to see what items are being requested for procurement and transfer between the branches in a multi-branch network.

View all branch procurements using this queue, except return transfers. Product inventory listed in the queue is committed from the transfer-from branch to the transfer-to branch, even though the system did not generate transfers, yet. Use the `PROCUREMENT.CONFIRM` hot key permission levels to limit access to the procurement confirmations.

Use the Backorder Tagged Transfer Quantities **Reprocure Backorder Tagged Transfer Quantities** control maintenance record to indicate if you want to reprocure tagged items. If set to No, the status on the order changes to its original status before the transfer was cancelled. If set to Yes, the order status does not change and the product status is changed to S for stock if the transfer was cancelled or to P for procure if the tagged quantity is lowered.

You can ensure that a transfer order for a vendor that has exceeded their credit limit is not created. To do this, the **Check Customer Credit On Procurement** control maintenance record must be set to *Yes*. If this record is set, then before a transfer order is created from Transfer Confirmation, the system verifies that the vendor has credit approval in the system before allowing a transfer order to be entered. If the user has *authorization*, the system does one of the following:

- Notifies you that the order cannot be released
- Allows you to release the order
- Prompts you for a password in order to release the order.

If released of credit hold, the release and user ID are recorded in the change log.

Note: If an item is not procured because of a credit hold from the Procurement Confirmation Queue, the system does not include the item on the Open Order Status Review Queue. For more information, see *Reviewing the Status of Open Sales Orders*.

To keep the comments attached when a procurement becomes a transfer, make sure the **Copy Comments For Procured Items To Transfers** control maintenance record is set to **Yes**.

► To confirm a transfer:

1. From the **Xfers** menu, select **Transfer Confirmation** to display the Transfer Confirmation screen.
2. In the **Transfer From Br** field, specify the branch shipping the transfers.
3. In the **Transfer To Br/Tr/All** field, indicate if you want to view the transfers by branch or territory. Type **All** if you want to view all transfers in a combined view.

If there are items available to transfer, the system displays a Br/Items screen that lists the branches and the number of transfer items requested by each. After you select a Transfer To Br from this screen, the system lists the items.

4. In the **Sel** column, enter an asterisk (*) next to each item you want to transfer. To clear an asterisk, press the **Spacebar**.
5. Use the following hot keys as needed:

To...	Use this hot key...
display the selected transfer item for review or edit.	View / Edit Order
sort the transfer items differently.	Sort
create a new transfer for the selected items.	Create Xfer
add the selected items to an existing transfer.	Add to Xfer
select multiple items for transfer, based on their ship date, order status, or ship via.	Select
clear the selected transfer items, removing the asterisks from the Sel field.	Clr Sel
Toggle to hide or show any items which are unavailable. These items display in the Proc Qty field highlighted in red. Note: This availability check includes checking kits components and the availability of the kit as a whole.	Hide Unval / Show Aval

6. Use the **Create Xfer** or **Add to Xfer** hot key to confirm and process the transfer. Each line item flagged with an asterisk (*) is added to the transfer order.
7. Press **Esc** to return to the main menu.

Transfer Types

Use the Suggested Auto Transfer for several types of transfers.

Normal transfers enable parent branches to replenish child branches in a multi-branch network.

Return transfers only concern the inventory levels and surplus points of child branches.

Emergency return transfers exclude transfer grace days from the calculation.

Scheduling return transfers to run monthly, or even quarterly avoids needless transferring of stock back and forth between parent and child branches when demand in a child branch fluctuates.

To set up automatic transfers, see [Running the Suggested Auto Transfer Program](#).

To check surplus stock throughout your networked branches, see [Displaying All Suggested Transfers Within Networks](#) to use the Transfer Surplus Queue. You can create transfers from that queue, as needed.

Transfer Type	Selects...
Normal	standard parent-to-child transfers.
Return	stock and nonstock items in surplus in the child branches, which should be returned to the parent branch. When choosing a Return Transfer Type, the system used the <i>From</i> branch as the <i>To</i> branch when creating the transfer order.
Return (Stock)	stock items in surplus in the child branches, which should be returned to the parent branch. Stock and nonstock return transfers use transfer grace days to limit the quantities of stock items available at a branch to transfer back to the central warehouse. If you want to select items in surplus at your child branches and take into account needs from other branches in your network, then use the Return (Short) selection below.
Return (NonStock)	nonstock items in surplus in the child branches, which should be returned to the parent branch. A child branch has a surplus of a nonstock item if its projected inventory level (PIL) exceeds its surplus point.
Return (Emergency)	items in surplus in the child branches, which can be returned to the parent branch to fulfill an emergency need. An emergency exists when the product is below the order point of the parent branch, or will be below the order point if the parent branch conducts automatic transfers for the child branches.
Return (Short)	the surplus in a child branch, if the parent branch or any other child branch is short. This selection only suggests returns from a child branch that has a surplus if there are other branches in your network that are below their order point in which case, they need the surplus stock. This selection differs from the Return (Stock) above. The Return (Stock) suggests returns from the child if it has a surplus regardless of the needs of the other branches in the network.

Posting Transfers

When products have been transferred from a branch without entering a transfer order, you can post the completed transfer to the Eclipse system after the transfer is complete to maintain accurate shipping and transfer records.

For example, as the transfer truck arrives at branch 2 you need to get a product to branch 3 for a customer. You send the product with a note on the truck and call branch 3. Branch 3 receives the transfer and enters the transfer information with the Post Transfer Order Entry program.

► To post a completed transfer order:

1. From the **Xfers** menu, select **Post Transfer Order Entry** to display the prompt.
The system prompts you to enter a Batch ID.
2. Enter the **batch ID**, if you want to assign a batch ID to the order, or press **Enter**.
The transfer order entry Body screen displays.
3. At the prompt, enter the transaction ID. The system checks to ensure the number has not been used.
4. Continue to enter the transfer order as you would a regular order and press **Esc**.
The Status screen displays. The shipping and receiving generation statuses are already set to Shipped and Received.
5. Press **Esc** to save the order.

Creating Transfers from the Transfer Surplus Queue

Use the Transfer Surplus Queue to create transfers from surplus quantities that appear in the Suggested P/O Queue. This queue allows for automatic transferring of surplus stock that otherwise would be purchased to satisfy short buys or line buys.

Any branch within the branch network can transfer surplus to another branch. The program ignores the normal branch transfer relationships specified in Procurement Group Maintenance when calculating the Transfer Surplus.

The program also ignores the Transfer Excess Grace Days set for the product. A parent branch has a surplus if the available stock is greater than the line point plus the Economic Order Quantity (EOQ) rounded to package quantity. A child branch has a surplus if the available stock is greater than the transfer point, plus the EOQ rounded to package quantity.

► To use the Transfer Surplus Queue:

1. From the **Xfers** menu, select **Transfer Surplus Queue** to display the Transfer Surplus Queue screen.

Note: Use the **Xfer Q** hot key to display the screen from the Suggested P/O Queue. The system prompts you to display surplus items in the currently selected buy line or in all buy lines listed on the Suggested P/O Queue.
2. In the **From Br** field, identify branches from which the surplus stock is being transferred. Separate multiple branches with a comma.
3. In the **To Br** field, identify branches that are receiving the surplus stock. Separate multiple branches with a comma.
4. In the **Buy Line** field, do one of the following:
 - Enter a buy line to check for surplus product. Press **F10** for a list of buy lines.
 - Use the **Buy Lines** hot key to create a list of multiple buy lines. *Multi* displays in the field if more than one buy line is selected.
5. In the **Mode** field, select which type of surplus items to display in the queue. Press **F10** and select from the following:
 - **All** – Displays all available surplus items.
 - **Position to Buy** – Displays surplus items listed on the Suggested P/O.
 - **Short Buy** – Displays surplus items listed on the Suggested P/O that are below their order point.

The following information is displays for each surplus item:

Field	Description
Description	Product description of item in surplus.
Buy Line	Buy line to which the product belongs.

Field	Description
ToBr	Branch to which item will be transferred.
FrBr	Branch from which item will be transferred.
UM	Item's unit of measure.
Surplus	Surplus quantity of the item in the shipping branch. Note: If a plus sign (+) displays, then the surplus point for the item is zero (0), the buy package is greater than one, and the item is set to not separate the buy package quantities. The available quantity displays rather than the quantity rounded to buy package.
Short	Quantity below the order point in the receiving branch.
Xfer	Quantity recommended for transfer. You can edit this field.

6. Use the following hot keys as needed.

Hot key	Description
Buy Lines	Select buy lines for which to display the queue. See Step 4.
Create Xfer	Create new transfers for items on the queue. The system creates a transfer order for a "to" branch and displays the transfer order entry Body screen. The items on the queue for that "to" branch are added to the transfer. After you save the transfer, the system follows the same procedure for the next selected "to" branch.
Add To Xfer	Add items on the queue to open transfers. The system displays a list of open transfers for a "to" branch. When you select a transfer, the transfer order entry Body screen displays and the items on the queue for that "to" branch are added to the transfer. After you save the updated transfer, the system follows the same procedure for the next selected "to" branch.
Inventory Inq	Access inventory information for a selected item.
Network	Access the Transfer Surplus Network information. For more information, see <i>Displaying All Suggested Transfers Within Networks</i> .
View	Toggles the Short column to Line to display the short buy or line buy information.

7. Press **Esc** to save changes and exit the screen.

Displaying All Suggested Transfers Within Networks

Use the Transfer Surplus Network program to list the suggested transfers for all branches within the network.

The queue displays each branch's projected inventory level (PIL) and short quantity. You can determine how to route the material for the branches in need.

► To display the transfer surplus network queue:

1. From the **Xfers** menu, select **Transfer Surplus Queue** to display the Transfer Surplus Queue screen.
2. Display the queue for the buy line you want to check.
3. Use the **Network** hot key to display the Transfer Surplus Network screen.

The system populates the **Br**, **PIL**, and **Short** columns.

The **From Branch** field indicates the branch from which you have stock to transfer surplus stock. The **Surplus Quantity** field displays the total amount of surplus.

4. In the **Transfer** column, enter the amount of surplus you want to transfer. This total cannot be more than what displays in the **Surplus Quantity** field.

The Transfer Surplus Queue refreshes to indicate the new suggested transfers.

Creating Transfer Truck Schedules

In a central warehousing scheme, use the Transfer Truck Schedule program to help you replenish child branches quickly and efficiently. By using the Transfer Truck Schedule, the Future Ledger program calculates how soon the parent branch can deliver an item to the child branch based on when it arrives at the parent branch.

For example, your parent branch has three child branches. The parent branch receives its weekly shipment from vendors on Monday mornings. It takes a day to receive all the items. Then the truck is loaded with the items for each child branch. It takes three hours to make it to each branch. Therefore, Branch 3 can plan on receiving weekly shipments on Wednesday afternoons.

► To use the Transfer Truck Schedule:

1. From the **System** menu, select **System Files**.
2. Select **Transfer Truck Schedule** to display the Transfer Schedule screen.
3. In the **From Branch** and **To Branch** fields, enter the branches to which the schedule applies.
4. Use the **Add** hot key to display the Date Scheduler screen.
5. Define the schedule by entering the following information:
 - Enter a starting date and ending date for the transfer schedule.
 - Indicate which days of the week the truck makes a transfer by flagging the appropriate fields with an asterisk (*).
 - Indicate whether the schedule is daily, weekly, or bi-weekly by flagging the appropriate field with an asterisk (*).
6. Press **Esc** to return to the Transfer Schedule screen. The system prompts you to change a scheduled date when it coincides with a holiday. You can edit and add dates to the list. The scheduled dates are listed on the screen.

Note: Use the **Clear** hot key if you need to clear all dates on the Transfer Schedule screen.

7. Use the **Start** hot key to move the cursor to a date on the Transfer Schedule screen. The system prompts you for the date.
8. Press **Esc** to save the schedule.

Note: Repeat steps 3 - 6 to schedule trucks for other branches.

Lot Item Transfers

You can transfer lot items as you would any other kind of item. However, when a product is a non-lot or non-detail lot item in one branch and is transferred to a branch where the product is a lot or detail-lot item, the Split Locations screen displays and you are prompted to enter the lot number.

The transfer process is the same with lot items as it is with regular stock. For more information about creating a transfer, see [Entering a Transfer Order](#).

For Lot ID information to carry over during a transfer, a product must have the same **Control Type** field setting for each branch involved in the transfer. Specify the **Control Type** field setting for each branch on the Product Location Maintenance screen.

For more information about lots, see any of the following:

- [Lot Billing](#)
- [Detail Lot Maintenance](#)
- [Lot Item Order Shipment Reconciliation](#)

Transfer Reports Overview

Transfer reports help you follow transfers between branches, check profits and losses generated by transfers, or show the movements of products.

Use the following reports to monitor transfers:

- **Transfer Register**
Reports transfer transactions between branches. Use this report to check for shipping/receiving or pricing/costing discrepancies between branches.
- **Transfer Sales Report**
Used by accounting personnel to review the profits and losses generated by transfers between branches.
- **Open Transfers Report**
Lists all transfers that have been generated, but not yet processed.
- **Transfer Summary Report**
Shows the movement of products between branches.

Running the Transfer Register Report

Use the Transfer Register report to check for shipping/receiving or pricing/costing discrepancies between branches. You can run the report for transfers between two branches or multiple branches. If transfers were entered as a batch, you can run the report on that batch. We recommend that you schedule transfer registers to run at month-end.

Note: You must be authorized to print the transfer register for a receiving generation. The following authorization keys should be assigned: TOE.ALLOWED and TOE.CLOSED.ORDER.EDIT.

Depending on your authorization, the report displays just pricing information or Cost of Goods Sold (COGS) and G/L Posting in addition to pricing.

This report is useful in closing transfers at month-end. To close out transfers, all inventory must be accounted for. Transfers can be completed, in dispute, or in transit. You can run the report for the following transfer statuses:

Run the report for...	To list...
Shipped and Received	completed transfers. Check that the Total Ship , Total Recv , and Total Cost amounts are equal for each transfer.
Disputed Only	disputed transfers.
Shipped/Not Received	shipped transfers in transit to another branch. If the transfer is in transit at month-end, you must decide which branch owns the inventory while it is in transit. For that branch, post a journal entry to debit Inventory and Credit Transfer Exchange. On the first date of the following month, reverse the journal entry.

► To run the Transfer Register report:

1. From the **Xfers > Reports** menu, select **Transfer Register** to display the Transfer Register screen.
2. In the **Start Date** and **End Date** fields, enter the date range of the report. You can enter calendar date or a variable date in these fields.
3. In the **To Br(s)** field, indicate the branches to which transfers have been made. You can enter multiple branch numbers separated by commas.
4. In the **From Br(s)** field, indicate the branches from which transfers have been made. You can enter multiple branch numbers separated by commas.
5. In the **Status** field, press **F10** and select the transaction status for the transfers you want to list on the report.
6. In the **Batch** field, enter the Batch ID to run the register for a batch of transfers. This field is optional.
7. Set options, if needed, and generate the report.

Running the Transfer Sales Report

Use the Transfer Sales Report to review the profits and losses generated by transfers between branches.

►To run the Transfer Summary report:

1. From the **Xfers > Reports** menu, select **Transfer Sales** to display the Transfer Sales Report screen.
2. In the **Start Date** and **End Date** fields, enter the date range of the report. You can change the dates. You can enter a calendar date or a variable date in these fields.
3. In the **To Br/Tr** field and **From Br/Tr** field, enter the branch or territories to include in this report.
4. In the **Unreceived** field, indicate whether to include, exclude, or include only transfers that have not yet been received.
5. In the **Sales Basis** field, indicate which amount you want to display. Press **F10** and select **Shipped Price, Received Price, or Disputed Amount**.
6. In the **Line Type** field, accept the default **Prc** to run the report for price lines or enter **Buy** to run the report for buy lines. The option you select in this field sets the variable field and hot key names to **Prc Line** or **Buy Line**.
7. Set the price line/buy line parameters. Do one of the following:
 - Leave the **Prc Line** field blank to run the report for all price lines.
 - In the **Prc Line** field, enter the price line ID to run the report for one price line.
 - Use the **Prc Line** hot key to run the report for multiple price lines. ***Multi*** displays in the **Prc Line** field.
 - Leave the **Buy Line** field blank to run the report for all buy lines.
 - In the **Buy Line** field, enter the buy line ID to run the report for one buy line.
 - Use the **Buy Line** hot key to run the report for multiple buy lines. ***Multi*** displays in the **Buy Line** field.
8. Set options, if needed, and generate the report.

Running the Open Transfers Report

Use the Open Transfers Report to list all transfers that have been generated but not yet processed.

►To run the Open Transfers Report:

1. From the **Xfers > Reports** menu, select **Open Transfers** to display the Open Transfers screen.
2. In the **Br/Tr/All** field, specify which or all branches and territories to include on the report.
3. In the **Start Date** and **End Date** fields, enter the date range of the report. By default, the system populates the date range for the 365 days prior to the current date. You can change the dates. You can enter a calendar date or a variable date in these fields.
4. In the **Order/Ship Date** field, designate whether to select the transfer orders to include in the report by their Order Date or Ship Date.
5. In the **Sort by Branch/Order#/Date** field, designate whether to sort the report data by branch, order number, or date. The default is **Branch**.
6. Set options, if needed, and generate the report.

Running the Transfer Summary Report

The Transfer Summary Report shows the movement of products between branches. You can select by buy line or price line and date. If you have a parent/child relationship between branches or have several purchasing branches, this report lets you determine who is using whose inventory.

► To run the Transfer Summary report:

1. From the **Xfers > Reports** menu, select **Transfer Summary** to display the Transfer Summary Report screen.
2. In the **Br/Tr/All** field, enter the branches or territories separated by commas, such as 1,2,4. Type **All** to include all branches and territories in the report.
3. In the **Start Date** and **End Date** fields, enter the date range of the report. You can change the dates. You can enter a calendar date or a variable date in these fields.
4. In the **Line Type** field, accept the default **Prc** to run the report for price lines or enter **Buy** to run the report for buy lines. The option you select in this field sets the variable field and hot key names to **Prc Line** or **Buy Line**.
5. Set the price line/buy line parameters. Do one of the following:
 - Leave the **Prc Line** field blank to run the report for all price lines.
 - In the **Prc Line** field, enter the price line ID to run the report for one price line.
 - Use the **Prc Line** hot key to run the report for multiple price lines. ***Multi*** displays in the **Prc Line** field.
 - Leave the **Buy Line** field blank to run the report for all buy lines.
 - In the **Buy Line** field, enter the buy line ID to run the report for one buy line.
 - Use the **Buy Line** hot key to run the report for multiple buy lines. ***Multi*** displays in the **Buy Line** field.
6. Set options, if needed, and generate the report.

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