

Inter Depot Transfers

IMPORTANT NOTE.

There are two Inter-Depot Transfer (IDT) programs. The first is within the standard Gold release software for all Multi-Depot users. The second is the **licensed IDT module**. Both are described in this Fact Sheet, and referred to as the **BASIC** and the **LICENSED** methods

Basic Method

(Parts Control, Quantity Adjustment/IDT submenu, "Depot Transfers")

Key Entry Fields (# denotes mandatory entry)

Depot From		This is automatically set to the Depot Number currently in use.
Depot To	1 – 9 or A to N #	Enter depot number or character to which parts are being transferred. Cannot be the same as 'From Depot'.
Ref No.	6 Characters #	Enter a Reference Number for this transfer. Press <Enter> for the automatically generated reference.
Printer Number	1 to 99 #	Enter the printer number to print the transfer to.

Part Number	22 Characters #	Enter Part Number for transfer. Standard part lookup facilities available.
The system displays warnings if the part is not stocked, or if there is insufficient stock on hand at the Despatching Depot. It also advises if stock for transfer is waiting Supplier Invoice confirmation, as the transfer could cause Stock Valuation differences.		
Tfr Qty	1 to 99999 #	Enter quantity to be transferred. Note: QOH (Quantity on Hand) and Conf (Confirmation) are displayed for information; 'Conf' indicates that Supplier Invoices are waiting confirmation, which could affect the Average Price, and thus the value of the transfer.

Licensed Method

If the IDT module is licensed, the facilities defined below may be used. These generate an IDT order, and are similar in operation to the Purchase Order routine, where the supplier is another depot. It can be set up to force a Picking and Despatch Note to be generated and printed at the DESPATCHING DEPOT, with that Depot confirming the quantity despatched. On arrival at the RECEIVING DEPOT confirmation of receipt must be entered to complete the process.

Ordered, despatched, in transit and received IDT stock is recorded, and may be viewed. Depot price averaging takes account of the location of stock when a Supplier Invoice is received.

The process may be started from Point of Sale, or Workshop Job, providing the user has suitable access rights and the **necessary licensed modules**.

Raising Inter Depot Transfer Requests

Raising an IDT Transfer Request from Another Depot, without a link to Customer Requirements.

1. Select **Parts Control** or type in **PC** from any menu.
2. Select **Stock Enquiry**.
3. Enter the first Part required.
4. Identify which depot has free stock.
5. Use the "**Op Init**" function and enter Operator initials.
6. Select '**I.D.T**'.
7. Enter the Depot from which to order the parts.
8. Enter quantity to be transferred.
9. Continue entering parts and quantities.
10. When finished use the **Finish** function to complete. The advice number will be displayed.
11. Go to Instructions for printing IDT Despatch Notes.

Raising an IDT Transfer Request from Another Depot, linked to Customer Requirements from Point of Sale.

Note - this Option Requires the Customer's Orders Module to be Licensed.

1. Select **Parts Control** or type in **PC** from any menu.
2. Select **Stock Enquiry**.
3. Enter the first Part required.
4. Use the "**Op Init**" function and enter Operator initials.
5. Select '**Invoice**'.
6. Enter customer details.
7. Enter quantity required.
8. If Stock is insufficient, warning will be displayed, with the option to Reject, Sell Order All or Order Remainder.
9. Select Order All or Remainder, and quantity will display under ORDER.
10. Order quantities have options to Order from Supplier, IDT Order, Multiple Order, Alloc Exist PO (if available), Sell or Reject.
11. Select I.D.T., and using the information supplied, enter a Depot Number to the prompt.
12. Continue entering parts and quantities, repeating steps as necessary. **Note that stock can be selected from different Depots within the same Advice Note.**
13. When finished use the **Finish** function to complete. The advice number will be displayed.
14. Go to Instructions for printing IDT Despatch Notes.

Raising an IDT Transfer Request from Another Depot, linked to Customer Requirements from Workshop Job.

Note - this Option Requires the Customer's Orders Module to be licensed.

1. Select **Workshop Control** or type in **WC** from any menu.
2. Select **Workshop Entry**.
3. Complete the Job Header details for a new job, or open an existing one.
4. Select the **Parts** tab.
5. Enter the Part required and quantity required.
6. If Stock is insufficient, warning will be displayed, with the option to Reject, Sell Order All or Order Remainder.
7. Select Order All or Remainder, and quantity will display under ORDER.
8. Depot stock figures are displayed on screen.
9. Select Inter Depot Transfer and a From Depot will be prompted.
10. Continue entering parts and quantities, repeating steps as necessary. **Note that stock can be selected from different Depots within the same Workshop Job.**
11. When finished press '**F9**' or **Quit** to exit the Job.
12. Go to Instructions for printing IDT Despatch Notes.

Printing IDT Picking and Despatch Notes

At this stage the IDT 'Order' does not exist, and no details recorded on Parts or Depot information. Use the steps below to generate the Order.

1. **The Process MUST BE RUN FROM THE DESPATCHING DEPOT.**
2. Select **Parts Control** or type in **PC** from any menu.
3. Select **Quantity Adjustment/IDT** submenu, then '**Print IDT Despatch Notes**'.
4. Enter the Advice note number, where known. This will only be where an IDT was created in Point of Sale, not as part of a Customer Order. Otherwise accept the default of 'All' to print all requirements, regardless of how or why they were initiated.
5. Print Transfers FROM (Shipping) depot. Defaults to the current Depot. It is possible to print for ALL depots, but this is not recommended as it can create printing problems.
6. Print Transfers TO (Ordering) depot. Defaults to 'All', but may be changed to a specific Depot.
7. Print Second Copy? Defaults to 'No', but if 'Yes' is selected, a copy is provided for the Receiving Depot. The first copy is called a Picking List, and the second a Binning List. The Lists indicate whether Parts are for STOCK or a CUSTOMER.
8. An IDT Order Number is allocated to each Despatch Note, where the first character is **D** and the second the **Despatching Depot**.
9. The projected Transfer Out and Transfer in are recorded at the respective Depots, but no adjustment is made to QOH.
10. The Receiving Depot lists the IDT Order Number as Outstanding.
11. The Lists cannot be reprinted from this option, so care should be taken when printing.

Despatch Confirmation

The system can be set up to complete the IDT on Confirmation of Despatch, or force Confirmation at both Despatch AND Receipt (recommended). Accounting for parts in transit is maintained by the system.

1. Select **Parts Control** or type in **PC** from any menu.
2. Select **Quantity Adjustment/IDT** submenu, then '**Despatch/Receipt Confirmation**'.
3. Select **Despatch**.
4. Enter the IDT Number or press <Enter> to display list for selection.
5. On each Part Line amend or <Enter> to accept Despatch (Dsp) quantity. If Quantity is reduced, prompts if Required Quantity is also to be reduced. Does not allow a larger Quantity.

6. Function keys allow
 - **Amd Qty**
 - “Set Page to Zeros” - sets Despatch quantities on displayed screen to 0.
 - “Set All Lines to Zeros” - sets Despatch quantities on IDT to 0.
 - “Set Page to Defaults” - sets Despatch quantities on displayed screen to Required.
 - “Set All Lines to Defaults” - sets Despatch quantities on IDT to Required
 - **Find**, search for a part by number or description on IDT.
 - **Print**. Prints a Despatch Note, including Comment, for sending with Parts.
7. **F9** to complete, and update the IDT. Updates Parts at Despatching Depot.
8. Goods can now be despatched.

Receipt Confirmation

1. Select **Parts Control** or type in **PC** from any menu.
2. Select **Quantity Adjustment/IDT** submenu, then '**Despatch/Receipt Confirmation**'.
3. Select **Receipt**.
4. Enter the IDT Number, or <Enter> to display list for selection.
5. On each Part Line amend or <Enter> to accept Received (Rcv) quantity. Does not allow a larger Quantity.
6. Function keys allow
 - **Amd Qty**
 - “Set Page to Zeros” - sets Despatch quantities on displayed screen to 0.
 - “Set All Lines to Zeros” - sets Despatch quantities on IDT to 0.
 - “Set Page to Defaults” - sets Despatch quantities on displayed screen to Required.
 - “Set All Lines to Defaults” - sets Despatch quantities on IDT to Required
7. **F9** to complete, and update the IDT. Updates Parts at Receiving Depot.
8. If IDT includes Parts allocated to a Customer Order in Point of Sale or Workshop Job, a report of the Transfer made and allocated is printed. For allocation to Point of Sale, dependent on System settings, an Advice Note or Invoice will be printed.
9. Press **F9** to complete.
10. Prints a report of Transfers from Depots.
11. All Parts are updated to reflect the Transfers.

Advantages of Licensed Option over Basic

1. Requires action of BOTH Despatching and Receiving Depots, preventing quantity manipulation.
2. Maintains step-by-step recording and reporting of all actions.
3. Provides accurate calculation of Average Prices, and retrospective correction at Receiving Depot, when Supplier Invoice at Despatching Depot indicates Price Difference after Parts have been transferred.

Suggested Inter Depot Transfer

This report / update facility offers a method for calculating surplus stock levels across all depots, i.e. where quantity on hand is greater than maximum stock level. From this calculation Gold suggests stock transfers between those depots where surplus stock can be redistributed to depots where the requirement is greater.

Advice notes may be created automatically from the suggestion so that the stock can be transferred via the licensed Inter Depot Transfer system.

Running the Suggested Inter Depot Transfer Report

1. Select **Parts Control'** or type in **PC** from any menu.
2. Select **Supplier/Pricing/Reordering** Sub Menu.
3. Select **Suggested Inter Depot Transfer**.
4. Enter a Depot code or Press <Enter> for All Depots.
5. Enter Supplier Prefix, i.e. **MF**, if only interested in transferring stock for a specific supplier, or select **ALL**, to check all supplier prefix codes.
6. If **ALL** prefixes are selected, you may **exclude** two supplier prefixes from this selection. Leave blank if exclusion of prefixes is not required.
7. Enter Class Codes to be included or excluded from the selection, i.e. you may only want to analyse Oil Filters for stock transfer. Or you may wish to analyse all parts stock excluding Clothing or Combine Parts. Leave Class code fields blank if all parts to be extracted on.
8. Include **Customer Orders** - to factor these requirements into the demand calculation you should answer 'Yes'.
9. Enter either a specific **Product Group** or range of **Product Groups** to analyse transfers for parts that reside within those groups only. I.e. **MF0001, Main Franchise Parts**. Alternatively select '**All**' to extract on all Product Groups.
10. Enter **Bin Location Range** or accept the default of 'All'.
11. You may restrict the report to only analyse those parts where current stock level is below one of the following:-
Minimum Level, Emergency Level, Maximum Level
For example, only suggest stock transfers where parts stock level is currently below Minimum. The option to Ignore Stock Levels may be selected to analyse all parts irrespective of quantity on hand and stock level.
12. **Report Non Suggested Depots**, select 'Yes' to show stock on Depots where no transferable stock has been calculated.
14. Enter a date to only include parts where movement has occurred since the date entered. This prevents parts from being moved where no recent sales or activity has taken place within a defined period.
15. Enter a **Minimum Unit Cost** to limit the report to only those parts of sufficient worth to justify movement.

16. Select the type of Demand Requirement that you wish to process the Depot Transfers against. Select from the following:-

Emergency Level
Minimum Level
Maximum Level
Calculate against N Months Sales History

N.B. - If the Demand Requirement is based on Sales History, you should define the Periods, Weighting and Stock Depth for Gold to analyse and determine excess stock and demand requirements across depots.

17. If the Demand Requirement was based on Emergency, Minimum or Maximum Stock Levels, you will be prompted to enter a Printer number to send the Report to.
18. When printed, you will be prompted to **Create IDT Advices**, you may select 'No' for no further actions to be taken by Gold, or select 'Yes', and Gold will generate IDT Advice Notes for each suggested Depot transfer reported.

POS WIP Report

The final stage within the Suggested IDT process where each requesting depot should confirm their order requirements and finalise the IDT advices.

The POS WIP Report should be produced at each requesting depot and checked against each advice note created by Gold, the requesting depot may then amend, delete or finalise the relevant IDT advice notes ready for Despatch.

Key Report Selections

Include – Order Quantities Only

Advice Note Status – On Order IDT

If the above report selections are taken, only those IDT advice notes created by the suggested IDT print should be displayed against the requesting Depots.

Each Advice note should then be selected and either adjusted, deleted or finalised as required. If finished, the advice will be passed into the Full IDT system ready for processing.