INVENTORY TRANSFER

Manual for TNClerk Applications

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Overview

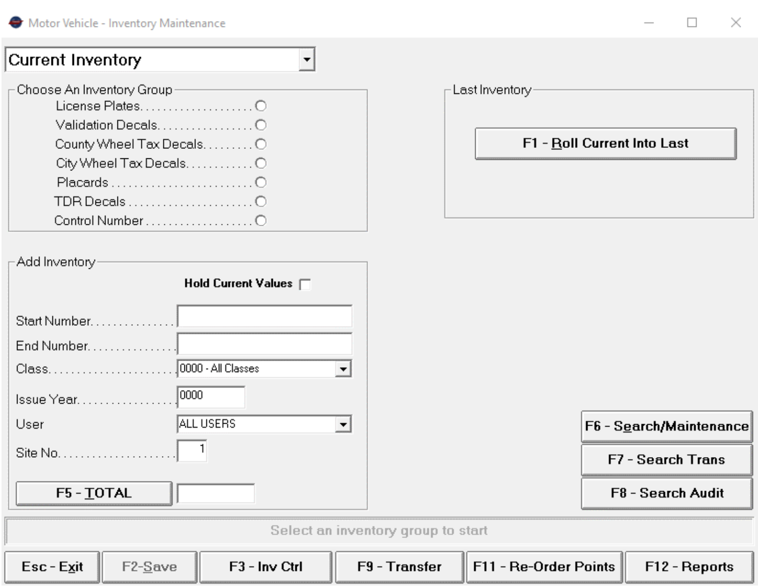
Occasionally, offices may need to get inventory from another office. The purpose of the Inventory Transfer feature is to better keep track of inventory that is given between offices and also to make an audit trail. Inventory Transfer will of course still start with a phone call from one office to another requesting inventory that they need. For the purposes of this manual ONLY the F9 – Transfer feature will be outlined.

Transferring Inventory

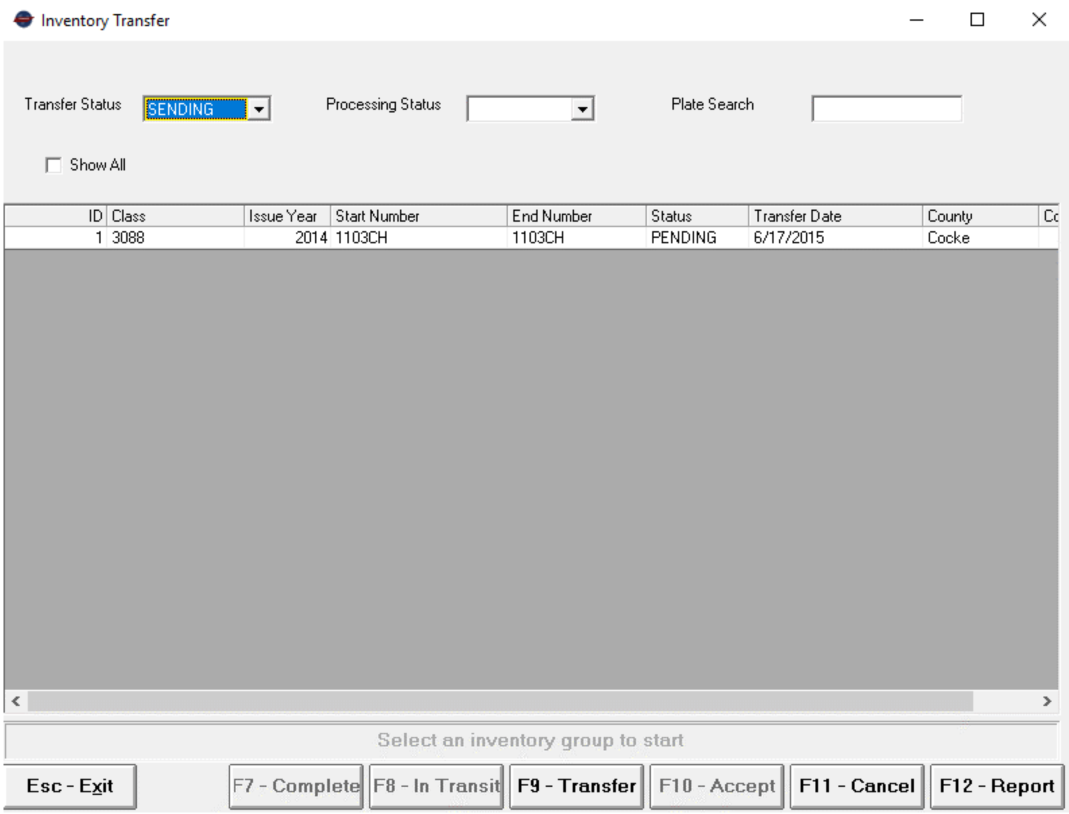
1. The receiving office calls the sending office to request inventory be transferred.
2. The sending office initiates the transfer.
3. The sending office ships the inventory to the receiving office
4. The receiving/sending can cancel the transfer if needed.
5. The receiving office accepts the transfer once the plates are received.
6. The inventory is automatically added to the database of the receiving office.

Inventory Transfer

1. On the Inventory Maintenance screen, which is an option from the MVD Maintenance screen, left mouse click the F9-Transfer button at the bottom of the screen or, press the F9 button on the keyboard.



2. This will open the new Inventory Transfer screen, as shown below.



3. When initiating a transfer, that transfer will populate in the gray grid from the main inventory transfer menu under the 'SENDING' section, which again is selected from the combo box at the top left of the menu.

4. The sending/receiving office can cancel the transfer by left clicking with the mouse on the F11 – Cancel button at the bottom of the screen or, by pressing the F11 key on the keyboard. When the transfer is initiated, the status will show as 'PENDING'.

5. The central server sees this new transfer, (usually around the next morning), the transfer will show at the receiving office in the gray grid under the 'RECEIVING' section. At this point, the receiving office can choose to accept or reject the transfer by left clicking with the mouse on the F10 – Accept or F11 – Cancel buttons at the bottom of the screen or pressing either the F10 or F11 keys on the keyboard.

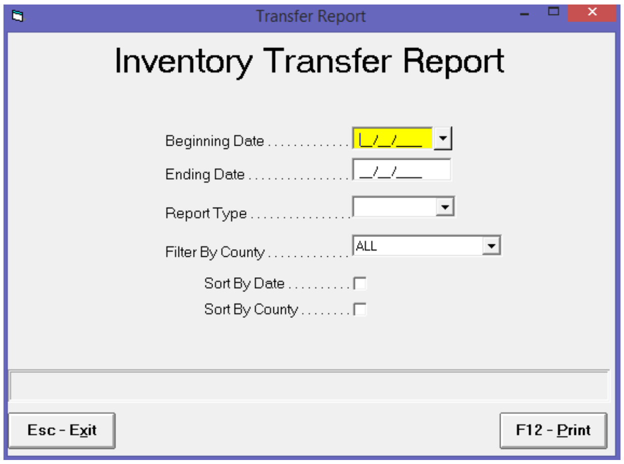
6. If the receiving office cancels the transfer, contact the sending office and inform them so they can cancel the transfer as well and to prevent them potentially sending the wrong inventory.

7. After the receiving office has the inventory in hand, left click with the mouse on the F10 – Accept button at the bottom of the screen or, press the F10 key on the

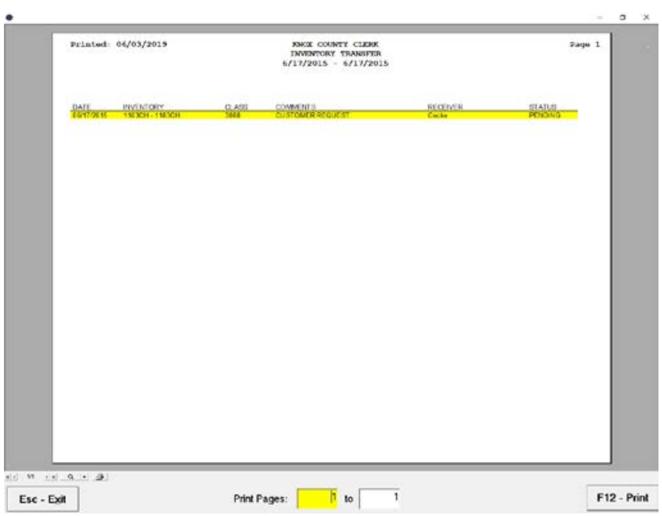
keyboard. This completes the transfer and automatically enters the plates into the database.

INVENTORY TRANSFER REPORT

1. From the Inventory Transfer screen left click with the mouse on the F12 – Report button on the bottom right of the screen or, press the F12 key on the keyboard to bring up the Inventory Transfer Report.
2. The screen below should come up requesting date ranges, type for the report that needs to be run, filters, and options for sorting.



3. Once all the filters are set left click with the mouse on the F12 – Print button on the bottom right of the screen or press the F12 key on the keyboard, to open up the report. (Example below)



4. The report can now be printed by either left clicking with the mouse on the F12 – Print button on the bottom left of the screen or by pressing the F12 key on the keyboard.
5. Once finished, left click with the mouse on the Esc – Exit button on the bottom right of the screen or press the Esc key on the keyboard.