INVENTORY TRANSFER

Manual for TNClerk Applications

Ryan Gardner Clerk Application Specialist Business Information Systems 17 October 2019

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.

Motor Vehicle	- Inventory Mainter	nance					-		\times
Current Inve	entory	•							
Choose An Inv License Validati County V City Wh Placard TDR De Control 1	entory Group Plates	0 0 0 0 0 0			ast Inventory F1 - <u>B</u> oll	Curren	t Into La	ıst	
- Add Inventory-	Ha	ld Current Values 🥅							
Class	000	D - All Classes D	•						
User	ALL	USERS	•			F6 - Sg	earch/M	lainten	ance
Site No		1				F7	- Searc	h Tran	s
F5 - <u>T</u> C						F8	- Searc	ch Aud	it
		Select an	inve	ntory group to :	start				
Esc - E <u>x</u> it	F2- <u>S</u> ave	F3 - Inv Ctrl	F	9 - Transfer	F11 - Re-Order F	Points	F12 ·	- Repo	rts

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

Inventory Transfer

🖨 Inventory Transfer						_	o x
Transfer Status SENDING	•	Processing Status	•	Plate Searc	h		
🥅 Show All							
ID Class	Issue Year 2014	Start Number	End Number 1103CH	Status PENDING	Transfer Date 6/17/2015	Count	y Cc
<							>
-		Select an inv	entory group to	start			
Esc - E <u>x</u> it	7 - Comp	lete F8 - In Transit	F9 - Transfer	F10 - Acc	ept F11 - Cance	I F12	2 - Report

- 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.

5	Transfer Report – 🗖 💌
	Inventory Transfer Report
	Beginning Date
Fee - Evit	F12-Print

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)

Print	ed: 06/03/2019		XNOX COUNTY CLERK INVENTORY TRANSFER 6/17/2015 - 6/17/2015		2.	nge 1
DATE	HVENDORY 1903CH - 1903CH	0, ASS 588	COMMENTS CUSTOMER REQUEST	RECENCE Cache	STATUS PENDING	
	4					
· 18	2					

Inventory Transfer

- 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.