

Transferring Goods from Warehouses

To transfer goods from different warehouses in the system, you may do so via Stock Entry function in SMURPS. The Stock Entry Type is a Material Transfer, which lets you record inter-transfers of items between existing warehouses in the system.

Prerequisites: Before creating a Stock Entry transaction, ensure the **Item**, **Warehouse**, **Project**, **Customer** and **Employee** are created.

Create New Stock Entry

Document Path: Stock > Stock Transactions > Stock Entry

1. Go to Stock Entry List View and click **Add Stock Entry**

The screenshot shows the 'Stock Entry' list view in the SMURPS system. The breadcrumb navigation at the top indicates the path: Stock > Stock Entry. A search bar and a help icon are also visible. The main content area displays a table of stock entries. The table has columns for ID, Stock Entry Type, Status, Purpose, Default Source Warehouse, Default Target Warehouse, and Created On. The first row is a 'Material Issue' with a 'Cancelled' status. The subsequent rows are 'Material Transfer' and 'Material Receipt' entries, all with a 'Submitted' status. The 'Add Stock Entry' button is highlighted with a red box in the top right corner of the interface.

ID	Stock Entry Type	Status	Purpose	Default Source War	Default Target War	Created On
SE00000048	Material Issue	Cancelled	Material Is...			2 M
SE00000047	Material Transfer	Submitted	Material Tr...			2 M
SE00000046	Material Receipt	Submitted	Material Re...			2 M
SE00000045	Material Receipt	Submitted	Material Re...			2 M
SE00000044	Material Receipt	Submitted	Material Re...			3 M
SE00000043	Material Receipt	Submitted	Material Re...			3 M
SE00000042	Material Transfer	Submitted	Material Tr...			4 M

2. In the Stock Entry, choose the following

Note: Fields with a red asterisk indicates that it is Mandatory

- Series: Defaulted to SE.#####
- Stock Entry Type: Material Transfer

- If the material is being transferred from different warehouses in the system, for example if an item is transferred from different warehouse locations or racks in the warehouse. The Items will be issued out from the Source Warehouse and stock will be increase in the Target Warehouse
- Posting Date: Set to current date
- Posting Time: Set to current time
- Edit Posting Date and Time: To edit the Posting Date and Time, tick this checkbox
- Employee ID: Select Employee ID that is in charge of transferring the goods
 - This is optional

- Default Source Warehouse: If all Items are being transferred from the same Warehouse (Storage Location), you may use the Default Source Warehouse field. When selecting this, it will auto-select the Source Warehouse in the Items table. If Items are issued out from **different** Warehouses, you may select them in the Source Warehouse in the Item table
- Default Target Warehouse: If all Items are being brought into the same Warehouse (Storage Location), you may use the Default Target Warehouse field. When selecting this, it will auto-select the Target Warehouse in the Items table. If Items are bring brought into **different** Warehouses, you may select them in the Target Warehouse in the Item table

- Scan Barcode: You may select the Items to be brought in, by Scanning The Item Code QR Code

Note: Item's Item Code must be maintained in the Item's Barcode field

- Item Code: Items that are transferred can be selected in the Item Code field in the Items table
- Qty: Enter the quantity being transferred. If Items are scanned via Scan Barcode, the Qty will adjust accordingly as per the no. of scans. However, the Qty can be adjusted manually as well

- Add Row Button: To add more line items in the Items table.

Scan Barcode

Items

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Sub Store 1 - TRP	20A - TRP	● BE001: Orange Juice	10	RM 1.00	Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP	19D - TRP	● BE002: Coca Cola Bott	10	RM 2.00	Edit

- To delete rows, check the checkbox on the left and a **Delete** button will appear. Click on the button to delete the row

Items

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Sub Store 1 - TRP	20A - TRP	● BE001: Orange Juice	10	RM 1.00	Edit
<input checked="" type="checkbox"/>	2	Sub Store 1 - TRP	19D - TRP	● BE002: Coca Cola Bott	10	RM 2.00	Edit

- Remarks: You have an option of adding in Remarks in the Stock Entry as well. Go to the **Other Info** Tab to find the Remarks field

New Stock Entry - Not Saved

Create Get Items From Save

Details Additional Costs Other Info

Printing Settings

More Information

Is Opening

No

Remarks

Handle with care

3. Save Stock Entry by clicking on **Save**

New Stock Entry - Not Saved

Create Get Items From Save

Details Additional Costs Other Info

Series *

SE.#####

Posting Date

08-07-2024

Edit Posting Date and Time

Stock Entry Type *

Material Transfer

Posting Time

23:02:51

Add to Transit

Project ID

Customer ID

Employee ID

BOM Info

Default Warehouse

Scan Barcode

Items

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Stock U...	
<input type="checkbox"/>	1	Sub Store 1 - TRP	20A - TRP	BE001: Orange Juice	10	RM 1.00	Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP	19D - TRP	BE002: Coca Cola Bottles	10	RM 2.00	Edit

Add Multiple Add Row

Download Upload

- If Stock Entry is successfully saved, the Stock Entry status will be changed to **Draft** and Stock Entry Document ID is created

The screenshot displays the SAP Stock Entry form for a Material Transfer. The document ID is SE00000050. The status is Draft. The form includes a navigation bar, a left sidebar with options like 'Assigned To', 'Attachments', and 'Shared With', and a main content area with tabs for 'Details', 'Additional Costs', and 'Other Info'. The 'Details' tab is active, showing fields for Stock Entry Type, Posting Date, Posting Time, Project ID, Customer ID, and Employee ID. There is also a 'BOM Info' section and a 'Default Warehouse' dropdown. A 'Scan Barcode' field is present. At the bottom, there is an 'Items' table with columns for No., Source Warehouse, Target Warehouse, Item Code, Qty, and Basic Rate. Two items are listed: BE001: Orange Juice and BE002: Coca Cola Bott.

No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...)
1	Sub Store 1 - TRP	20A - TRP	BE001: Orange Juice	10	RM 1.00
2	Sub Store 1 - TRP	19D - TRP	BE002: Coca Cola Bott	10	RM 2.00

4. Submit Stock Entry once all information is confirmed

Stock > Stock Entry > SE00000050

Search or type a command (Ctrl + G) | Help | A

Material Transfer - Draft

Create | Get Items From | < | > | ... | **Submit**

Submit this document to confirm

Details | Additional Costs | Other Info

Stock Entry Type * Posting Date Edit Posting Date and Time

Add to Transit Posting Time

Project ID Customer ID Employee ID

BOM Info ▾

Default Warehouse ▾

Scan Barcode

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Sub Store 1 - TRP	20A - TRP	● BE001: Orange Juice	10	RM 1.00	Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP	19D - TRP	● BE002: Coca Cola Bott	10	RM 2.00	Edit

Add Multiple | Add Row | Download | Upload

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

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5. Once Stock Entry is submitted, the Stock Entry status will be changed to **Submitted**

6. **View > Stock Ledger** to view the stock movement in the Source and Targeted Warehouse

Stock > Stock Entry > SE00000050

Search or type a command (Ctrl + G) | Help | A

Material Transfer - Submitted

View ▾ | < | > | ... | Cancel

Stock Ledger

Accounting Ledger

Details | Additional Costs | Other Info

Stock Entry Type * Posting Date

Add to Transit Posting Time

BOM Info ▾

Items

<input type="checkbox"/>	No.	Source Warehouse	Target Warehouse	Item Code *	Qty *	Basic Rate (as per Sto...	
<input type="checkbox"/>	1	Sub Store 1 - TRP	20A - TRP	● BE001: Orange Juice	10	RM 1.00	Edit
<input type="checkbox"/>	2	Sub Store 1 - TRP	19D - TRP	● BE002: Coca Cola Bott	10	RM 2.00	Edit

Download

Assigned To: +

Attachments: Attach File +

Shared With: +

Tags: Add a tag ...

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Revision #4

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