SYSPRO – AFRICA

TRAINING GUIDE

INVENTORY MOVEMENTS

Company Name
Company Address

DIETRICH VOIGT MIA (Pty) Ltd
PathCare Business Centre
Neels Bothma Street
N1 City
7460

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SYSPRO™

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Inventory Movements

Expense Issues

1. Select the Warehouse
2. Select the Stock Code
3. Indicate the Quantity to be expensed.
4. Select the Lot Number being expensed.
5. If required add in a Reference or Notation.
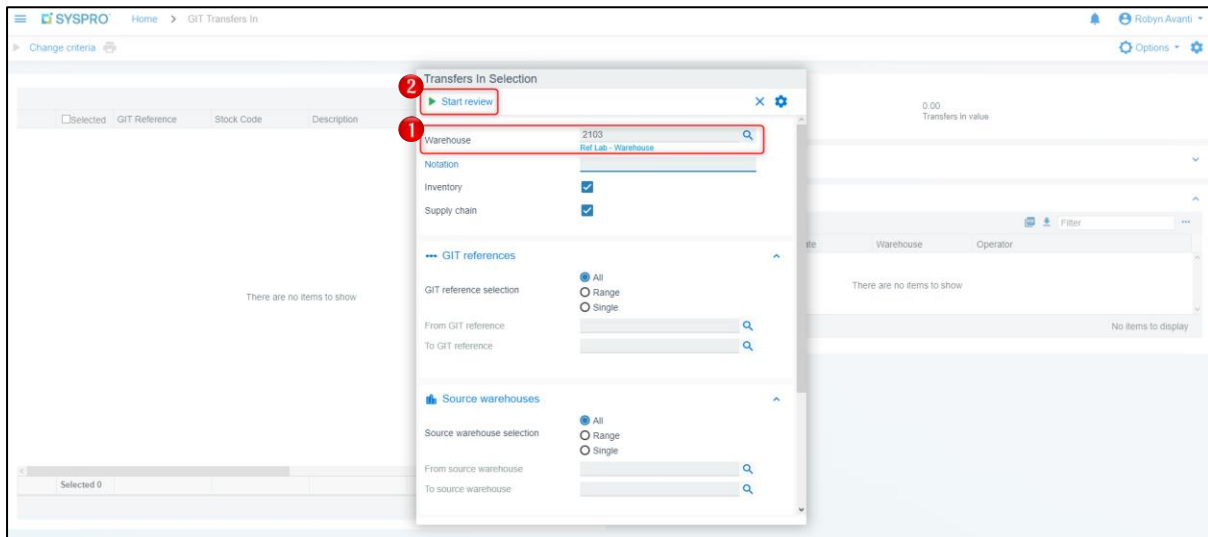6. Change the Ledger Code if required.
7. Click Post.
8. To view additional information like stock on hand and current warehouse cost for the stock code, expand Stock Information.

Transfers In

This process is for Transfer Out receipts and SCT transfers. Open Transfers In from the hamburger menu or from the tile
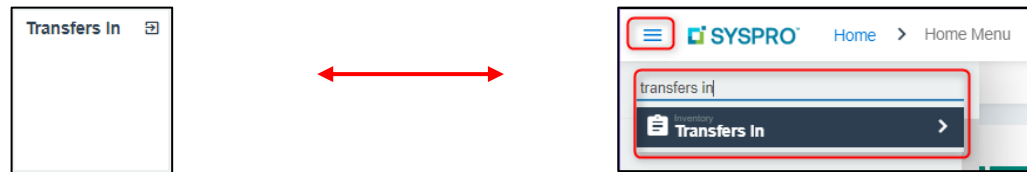
1. Enter the Site warehouse that will receive the stock.
    a. Can narrow down the exact goods in transfer number and items by using the additional filters:
        i.   GIT References
        ii. Source Warehouses
        iii. Stock Codes
        iv. Creation Dates
        v.   Due Dates
        vi. Product Classes
2. Click Start Review
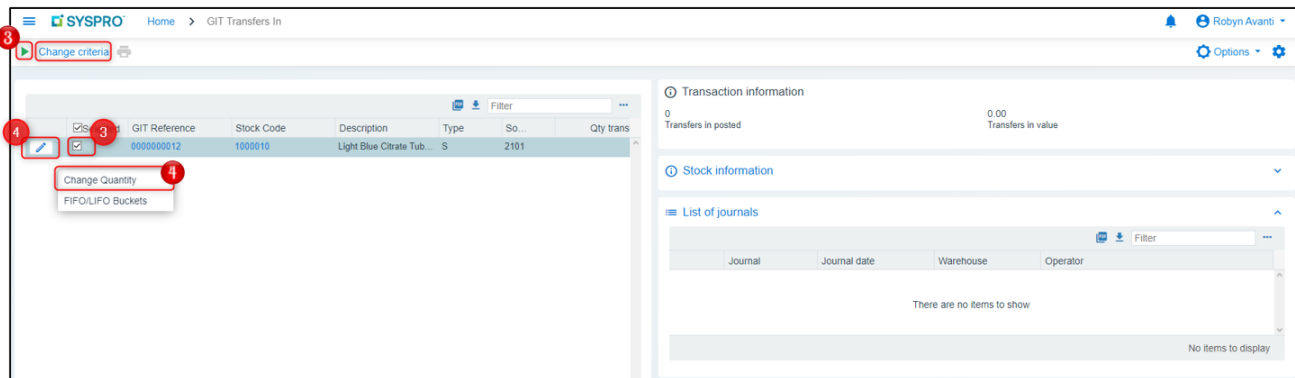
3. If the full quantity should be received, tick the Selected checkbox, and click Post.
4. If a partial quantity should be received, click on the pencil, and choose Change Quantity.

5. Change the receipted quantity.
    a. It allows an over receipt but warns that it exceeds the outstanding quantity.
    b. An over receipt will create a variance in your warehouses.
6. Indicate if the transfer is complete.
    a. Remove the tick if the outstanding amount will still be delivered.
    b. If unticked, this will keep the GIT number open so that the next receipt can happen against it.
    c. If the outstanding amount was damaged, or will not be sent, mark it as complete.
7. If the full amount did not arrive and is not expected to arrive, the Action back to source will default to Adjustment and cannot be changed when you tick the Transfer complete box.
    a. Adjustment – this will adjust the outstanding quantity back into the source warehouse.
8. Click Accept once happy with the changes.

9. Click Post
    a. Remember to select the "Selected" checkbox as mentioned in step 3.

Reports

Report Name	Report Description	Report Location
Inventory Document Print	Produce supporting documentation in batch mode for inventory transactions	Inventory >> Transaction Processing
Inventory Movement	Generate a report of sales and/or inventory transactions for a selected range of stock items	Inventory >> Reports
Inventory Valuation	Print a report indicating the value of stock held in each warehouse and, optionally, in each bin location	Inventory >> Reports
Inventory Valuation Summary	Print a summary report indication the value of stock held	Inventory >> Reports

Queries

Query Name	Query Description	Query Location
Inventory Query	View static details of stock items, as well as any transactions that have been processed against them	Inventory folder