



# SYSPRO - AFRICA

## TRAINING GUIDE REQUISITIONS

Company Name  
Company Address

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

Version Date: 12 March 2024

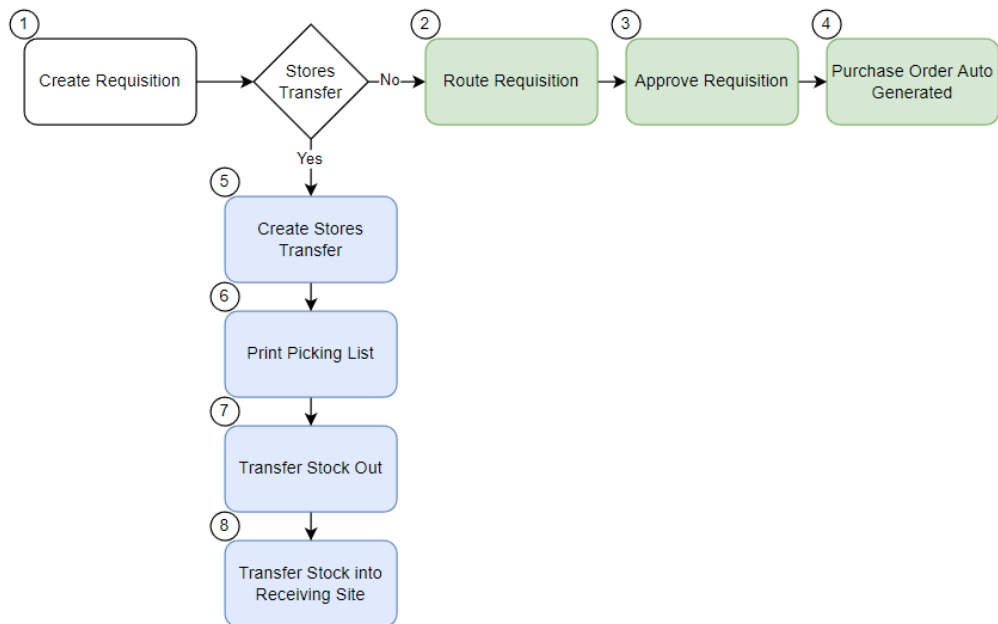


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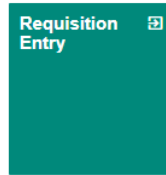
## Overall Requisition Process Flow



1. Creating a requisition.
    - a. Non-Stock
    - b. Work Order
    - c. Asset
    - d. Stores Transfer
  2. Route the requisition to the next responsible person.
  3. The requisition gets approved by all the applicable level of approvers.
  4. On final approval of the requisition, a PO is created.
    - a. To maintain this, use the PO Entry screen.
  5. If the requisition is a stores transfer, then an SCT must be generated.
  6. The SCT picking list needs to be generated.
  7. Stock needs to be transferred.
  8. The transferred stock then needs to be receipted in.
-

## Creating a Requisition

Open Requisition Entry by clicking on the Requisition Entry Tile



Create Non-Stocked requisition:

The screenshot displays the SYSPRO Requisition System interface. The 'Requisition Entry' form is shown with several sections and a table at the bottom. Red boxes and numbers 1 through 6 highlight specific areas:

- 1** Points to the 'Requisition Type' dropdown menu, which is set to 'Non-stocked'.
- 2** Points to the 'Requisition Details' section, which includes fields for Due Date (2023/03/28), Requisition Reason, Supplier (20-000001), Supplier Name (Avis Rent A Car (Pty) Ltd), Area (1050), and Delivery/Warehouse (1050).
- 3** Points to the 'Requisition Notes' section, which includes fields for Notes and Purchase Order Notes.
- 4** Points to the 'Requisition Line Details' section, which includes fields for Non-Stock Code (NON-STOCK), Description (NON-STOCK example), Price (500), Quantity (10), Qty UOM (EA), Tax Code (01), Product Class (100), GI Code (20-1050-2020), Buyer (RobynVZ), and Line (0).
- 5** Points to the 'Save Line' button at the top of the form.
- 6** Points to the table at the bottom of the screen, which has columns for Stock Code, Description, Quantity, Qty UOM, Price, Tax Code, Product Class, Ledger Code, Buyer, Line, Asset, Entry Type, InsuranceClaimNo, SmallAsset, AssetBranch, CostCenter, AssetGroup, and Type.

1. Select Requisition Type as Non-stocked.
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
  - a. Notes is visible only on the Requisition.
  - b. Purchase Order Notes is visible on both the Requisition and the Purchase Order.
4. Enter Requisition Line Details
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. To add more lines, simply repeat step 4 and 5.

## Create Assets requisition:

The screenshot shows the SYSPRO Requisition System interface. The top navigation bar includes 'SYSPRO Home' and 'Requisition System'. The main area is divided into four sections:

- Requisition Entry:** Contains fields for 'Requisition Originator' (RobynVZ), 'Requisition Type' (Assets), and 'Requisition Nr' (New). A red box labeled '1' highlights the 'Requisition Type' dropdown.
- Requisition Details:** Contains fields for 'Due Date' (2023/03/28), 'Requisition Reason', 'Supplier', 'Supplier Name', 'Area' (1000), and 'Delivery Warehouse'. A red box labeled '2' highlights this section.
- Requisition Notes:** Contains fields for 'Notes' and 'Purchase Order Notes'. A red box labeled '3' highlights this section.
- Requisition Line Details:** Contains fields for 'Description', 'Price' (7050), 'Quantity' (1), 'Qty UOM' (EA), 'Tax Code' (04), 'Product Class' (500), 'GI Code' (20-1000-6100), 'Buyer', 'Small Asset' (checkbox), 'Asset Branch' (01), 'Asset Cost Center', 'Asset Group', 'Asset Type', 'Asset Location', 'Asset Owner' (01), 'Responsible User', 'Replacement Asset', 'Asset', 'Asset Name', and 'Line' (0). A red box labeled '4' highlights this section. A red arrow points from the 'Small Asset' checkbox to the 'Asset' field.

At the bottom, there is a table with columns: Stock Code, Description, Quantity, Qty UOM, Price, Tax Code, Product Class, Ledger Code, Buyer, Line, Asset, EntryType, Insurance/ClaimNo, SmallAsset, AssetBranch, CostCenter, AssetGroup, and Type. A red box labeled '6' highlights the table header.

1. Select Requisition Type as Assets
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
  - a. Both are visible when viewing the Purchase Order.
4. Enter Requisition Line Details
  - a. Note that from Small Asset these are only applicable against the Assets.
  - b. If the Price is below R7000, the Small Asset checkbox will be ticked, and no asset detail need to enter.
  - c. If the Price is R7000 and above the Small Asset checkbox will be unticked and Asset details need to be filled in
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. Only one Asset can be loaded per requisition.

## Create Work Orders requisition:

The screenshot shows the SYSPRO Requisition System interface. The top navigation bar includes the SYSPRO logo, a home button, and the breadcrumb 'Home > Requisition System'. A 'Save Line' button is highlighted with a red box and a red circle with the number 5. The main interface is divided into several sections:

- 1. Requisition Entry:** Contains fields for 'Requisition Originator' (RobynVZ), 'Requisition Type' (Work Orders), and 'Requisition Nr' (\*New\*).
- 2. Requisition Details:** Contains fields for 'Due Date' (2023/03/28), 'Requisition Reason', 'Supplier', 'Supplier Name', 'Area' (1000), and 'Delivery Warehouse'.
- 3. Requisition Notes:** Contains fields for 'Notes' and 'Purchase Order Notes'.
- 4. Requisition Line Details:** Contains fields for 'Non-Stock Code' (WORK ORDER STOCK CODE), 'Description' (WORK ORDER STOCK CODE), 'Price' (0), 'Quantity' (1), 'Qty UOM' (EA), 'Tax Code' (04), 'Product Class' (500), 'GI Code' (20-1000-6100), 'Buyer', 'Entry Type' (Purchase), 'Insurance Claim No', 'Asset', 'Asset Name', and 'Line' (0).
- 5. Save Line:** A button located at the top of the interface.
- 6. Stock Code Grid:** A table at the bottom of the screen with columns: Stock Code, Description, Quantity, Qty UOM, Price, Tax Code, Product Class, Ledger Code, Buyer, Line, Asset, Entry Type, Insurance Claim No, Small Asset, Asset Branch, Cost Center, Asset Group, and Type.

1. Select Requisition Type as Work Orders
2. Fill in Requisition Details
3. Enter any applicable Requisition Notes
  - a. Both are visible when viewing the Purchase Order
4. Enter Requisition Line Details
  - a. Note that from Entry Type these are only applicable against the Work Order.
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.

## Create Stores Transfers requisition:

The screenshot shows the SYSPRO Requisition System interface. The top navigation bar includes the SYSPRO logo, a home button, and the breadcrumb 'Requisition System'. A 'Save Line' button is highlighted in the top right. The main form is divided into three sections: 'Requisition Entry', 'Requisition Details', and 'Requisition Notes'. The 'Requisition Entry' section contains fields for 'Requisition Originator' (RobynVZ), 'Requisition Type' (Stores Transfers), and 'Requisition Nr' (New). The 'Requisition Details' section contains fields for 'Due Date' (2023/03/28), 'Requisition Reason', 'To Warehouse' (2101), and 'From Warehouse' (2103). The 'Requisition Notes' section contains fields for 'Notes' and 'Purchase Order Notes'. To the right of these sections is the 'Requisition Line Details' section, which contains fields for 'Stock Code' (2050076), 'Description' (Distilled Water), 'Price' (\$0.00), 'Quantity' (1), 'Qty UOM' (BOT), 'Product Class' (205), 'Buyer', and 'Line' (0). At the bottom of the screen is a grid with columns for Stock Code, Description, Quantity, Qty UOM, Price, Tax Code, Product Class, Ledger Code, Buyer, Line, Asset, EntryType, Insurance/ClaimNo, SmallAsset, AssetBranch, CostCenter, AssetGroup, and Type. The grid is currently empty.

1. Select Requisition Type as Stores Transfers

2. Fill in Requisition Details

3. Enter any applicable Requisition Notes

4. Enter Requisition Line Details

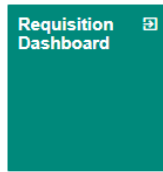
5. Click Save Line

6. You'll be able to view the line in the grid along the bottom of the screen.

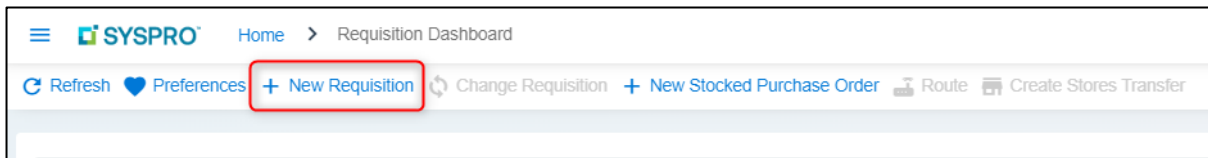
1. Select Requisition Type as Stores Transfers
2. Fill in Requisition Details
  - a. Please note that this requires only a from and to warehouse.
3. Enter any applicable Requisition Notes
  - a. Both are visible when viewing the Purchase Order
4. Enter Requisition Line Details
5. Click Save Line
6. You'll be able to view the line in the grid along the bottom of the screen.
7. To add more lines, simply repeat step 4 and 5.

## Alternative Screen to Create Requisitions

Open Requisition Dashboard by clicking on the Requisition Dashboard Tile



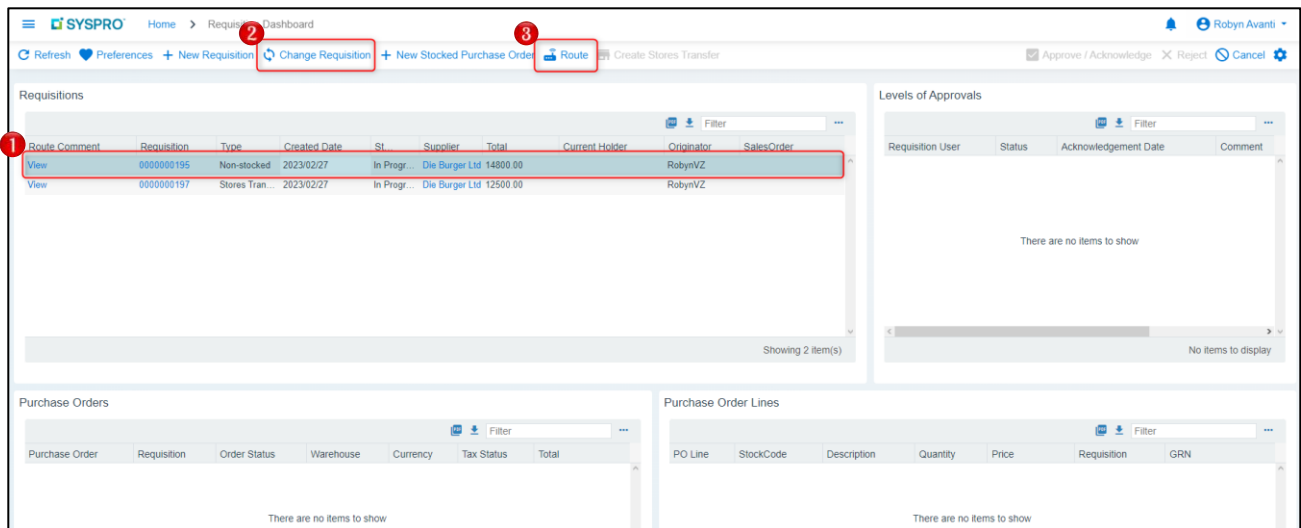
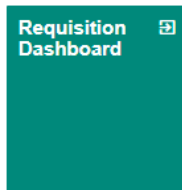
The alternative to creating a new requisition if not directly through REQ001, is indirectly through RPD001 by selecting New Requisition. Then follow the same process as above for each of the Requisition Types.





## Routing a Requisition

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile

A screenshot of the SYSPRO Requisition Dashboard. The interface includes a top navigation bar with "SYSPRO" and "Home" links, and a "Requisition Dashboard" breadcrumb. A toolbar contains buttons for "Refresh", "Preferences", "+ New Requisition", "Change Requisition" (highlighted with a red box and a red circle with the number 2), "+ New Stocked Purchase Order", and "Route" (highlighted with a red box and a red circle with the number 3). The main content area is divided into three sections: "Requisitions" (a table with 2 items), "Levels of Approvals" (empty), "Purchase Orders" (empty), and "Purchase Order Lines" (empty). The "Requisitions" table has columns: Route, Comment, Requisition, Type, Created Date, St, Supplier, Total, Current Holder, Originator, and SalesOrder. Two items are listed, both with a "View" link highlighted by a red box and a red circle with the number 1. The first item is a "Non-stocked" requisition for "Die Burger Ltd" with a total of 14800.00. The second item is a "Stores Tran..." requisition for "Die Burger Ltd" with a total of 12500.00. The "Levels of Approvals" section shows a table with columns: Requisition User, Status, Acknowledgement Date, and Comment, but it is empty. The "Purchase Orders" and "Purchase Order Lines" sections are also empty.

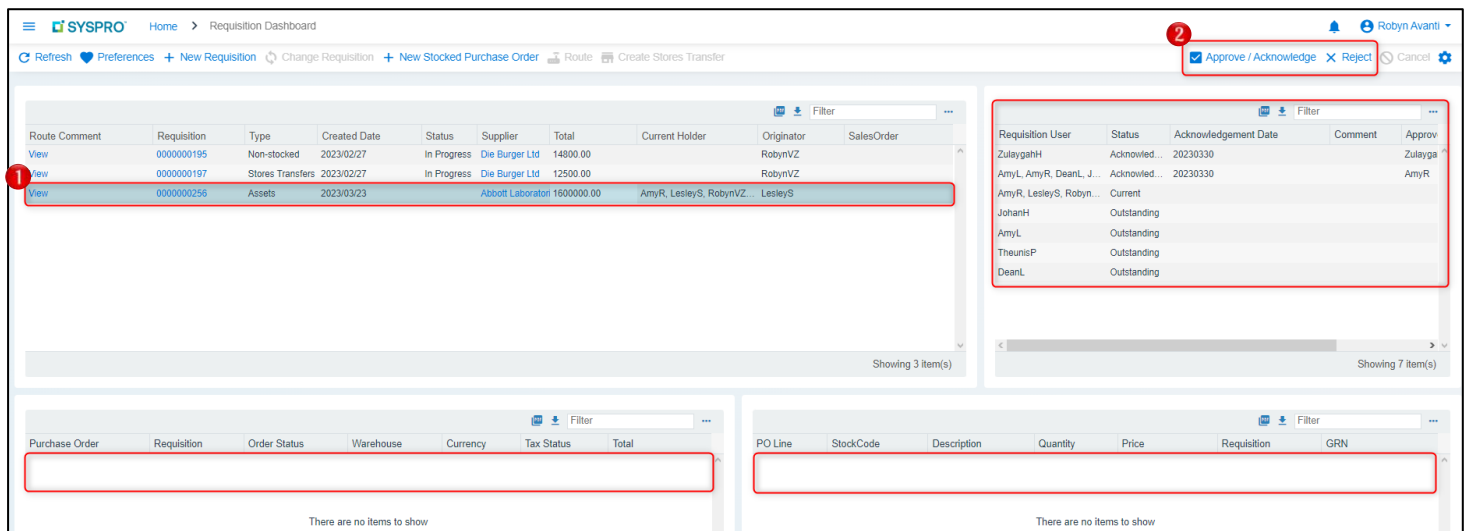
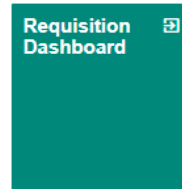
For all Requisition Types except Stores Transfers:

1. Click on the requisition to highlight it.
2. Click Change Requisition if something needs to be updated.
3. Otherwise, Route it on to the next person who needs to approve this.
  - a. Type a comment (not mandatory) if required and accept.

## Approving a Requisition

### Option 1: Avanti Screen

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile



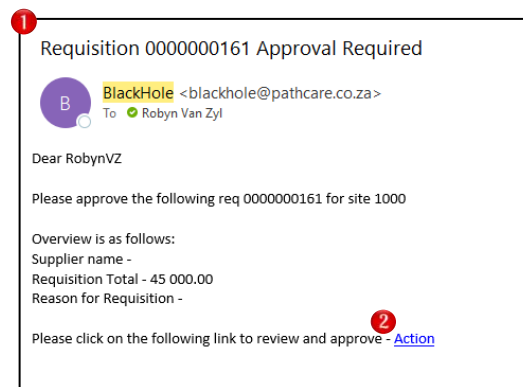
The screenshot shows the SYSPRO Requisition Dashboard. At the top, there's a navigation bar with 'Home > Requisition Dashboard' and a user profile 'Robyn Avanti'. Below this is a toolbar with buttons like 'Refresh', 'Preferences', '+ New Requisition', 'Change Requisition', '+ New Stocked Purchase Order', 'Route', and 'Create Stores Transfer'. The main area is divided into three sections. The top-left section is a table of requisitions with columns: Route, Comment, Requisition, Type, Created Date, Status, Supplier, Total, Current Holder, Originator, and SalesOrder. A red box highlights the third row (Requisition 0000000256) and a red circle with the number '1' points to the 'View' link. The top-right section is a table of approvers with columns: Requisition User, Status, Acknowledgement Date, Comment, and Approver. A red box highlights this table and a red circle with the number '2' points to the 'Approve / Acknowledge' button. The bottom section contains two empty tables for 'Purchase Order' and 'PO Line', both with red boxes around them and a message 'There are no items to show'.

Route	Comment	Requisition	Type	Created Date	Status	Supplier	Total	Current Holder	Originator	SalesOrder
<a href="#">View</a>		0000000195	Non-stocked	2023/02/27	In Progress	Die Burger Ltd	14800.00		RobynVZ	
<a href="#">View</a>		0000000197	Stores Transfers	2023/02/27	In Progress	Die Burger Ltd	12500.00		RobynVZ	
<a href="#">View</a>		0000000256	Assets	2023/03/23		Abbott Laboratori	1600000.00	AmyR, LesleyS, RobynVZ...	LesleyS	

Requisition User	Status	Acknowledgement Date	Comment	Approver
ZulaygaH	Acknowledged...	20230330		Zulayga
AmyL, AmyR, DeanL, J...	Acknowledged...	20230330		AmyR
AmyR, LesleyS, Robyn...	Current			
JohanH	Outstanding			
AmyL	Outstanding			
TheunisP	Outstanding			
DeanL	Outstanding			

1. Highlight the requisition to be approved by clicking on it.
  - a. The next approver in the list can be viewed on the right.
2. Click Approve / Acknowledge or Reject.
  - a. The requisition will then disappear from the list of requisitions as it is routed on to the next approver.

## Option 2: Workflow Dashboard



1. An email is sent to the next approver with a link to approve the requisition.
2. The "Action" link opens the specific requisition (no login required)

PathCare Workflow - AmyL Home Requisitions Log Out

### Requisition Action

Requisition: 0000000195  
Requisition Type: Non-stocked  
Originator: RobynVZ  
Requisition Date: 27 Feb 2023  
Area: 1000  
Buyer:  
Requisition Value: 14 800.00

3 Action comment...


Reject Acknowledge

Auth Level	Resp Users	Description	Ack Date	Approver
9	AmyL, AmyR, DeanL, Jacques	Current		

Line	Stock Code	Description	Quantity	Price
1	TESTING	Test Non-Stocked	1.00	8 000.00
2	TEST	Testing Non-Stocked 2	1.00	6 800.00

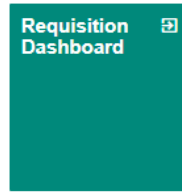
PathCare © 2023

3. To approve click Acknowledge and add a Comment if required.

 If the operator wants to view all requisitions that still require approval, they can click on Requisitions on the toolbar above. This will however require them to log in using their normal Syspro credentials.

## Re-Routing a Rejected Requisition

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile



Screenshot of the SYSPRO Requisition Dashboard interface. The interface includes a top navigation bar with the SYSPRO logo, a breadcrumb trail 'Home > Requisition Dashboard', and a toolbar with buttons: Refresh, Preferences, + New Requisition, Change Requisition (highlighted with a red box and number 4), + New Stocked Purchase Order, Route (highlighted with a red box and number 5), and Create Stores Transfer. On the right, there are buttons for Approve / Acknowledge, Reject (highlighted with a red box and number 3), and Cancel. The main area is divided into three sections: Requisitions, Levels of Approvals, and Purchase Orders. The Requisitions table lists several requisitions, with the third one (0000000105) highlighted by a red box and number 1. The Levels of Approvals section shows a rejection for requisition 0000000105 with a comment 'Price seems incorrect' (highlighted with a red box and number 2) and approver 'JohanH'. The Purchase Orders and Purchase Order Lines sections are also visible.

Requisition	Supplier	Type	St...	Current Holder	Total	SalesOrder	Created Date	Originator
0000000097	Avis Rent A Ca	Non-stocked	In Progr...		10.00		2023/08/16	RobynVZ
0000000104	Avis Rent A Ca	Non-stocked	In Progr...		20.00		2023/08/18	RobynVZ
0000000105	Avis Rent A Ca	Non-stocked	In Progr...		30.00		2023/08/18	RobynVZ
0000000219	Pathcare - Ben Assets			AmyR, JohanH, LieziS, RobynVZ, ZulayghahH	800.00		2023/10/03	AmyR
0000000227	Avis Rent A Ca Assets			AmyR, JohanH, LieziS, RobynVZ, ZulayghahH	5000.00		2023/10/25	AmyR

Requisition ...	St...	Acknowledge ...	Comment	Approver
AmyR, JohanH, Lie...	Rejected		Price seems incorrect	JohanH

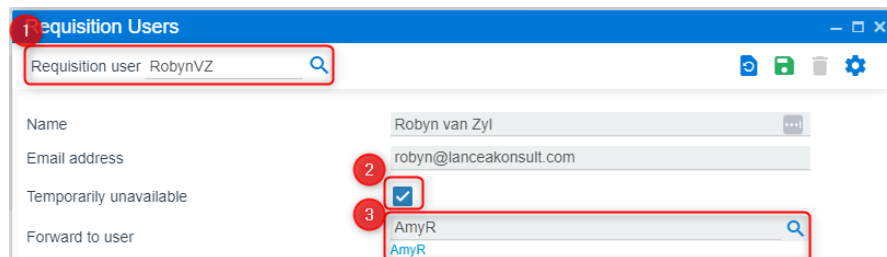
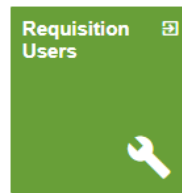
Purchase Order	Requisition	Order Status	Warehouse	Currency	Tax Status	Total
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PO Line	StockCode	Description	Quantity	Price	Requisition	GRN
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1. Click on the Rejected Requisition.
2. View the rejection comment.
3. Click Reject to bring the requisition back to the Originator.
4. Click Change Requisition to update the required information.
5. Click Route to send it on for approval again.

## Re-Routing a Requisition when on Leave

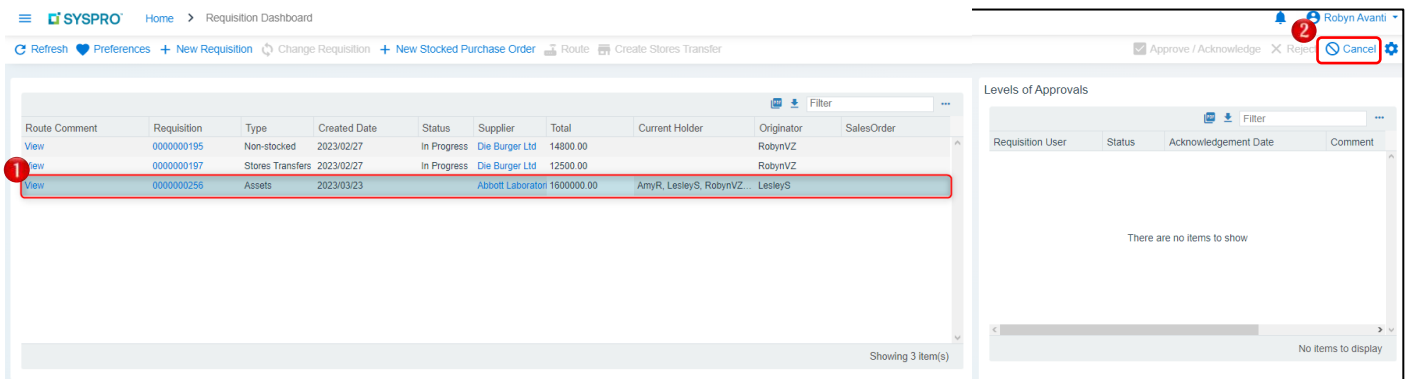
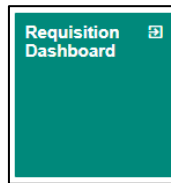
Open the requisition user setup by clicking on the Requisition Users Tile

A screenshot of a web application window titled 'Requisition Users'. The window has a blue header bar with the title and standard window controls. Below the header is a search bar containing 'Requisition user RobynVZ'. The main content area has a left sidebar with labels: 'Name', 'Email address', 'Temporarily unavailable', and 'Forward to user'. The right side shows the corresponding fields: 'Name' is 'Robyn van Zyl', 'Email address' is 'robyn@lanceakonsult.com', 'Temporarily unavailable' has a checked checkbox, and 'Forward to user' is a dropdown menu with 'AmyR' selected. Red circles with numbers 1, 2, and 3 are placed over the search bar, the checkbox, and the dropdown menu respectively. Red rectangles highlight the search bar and the dropdown menu.

1. Select the user going on leave.
2. Tick the Temporarily unavailable checkbox.
3. Indicate to which operator the requisitions need to be forwarded.
  - a. This operator needs to be on the same approval level as the one going on leave.

## Cancelling a Requisition

Open the Requisition Dashboard by clicking on the Requisition Dashboard Tile



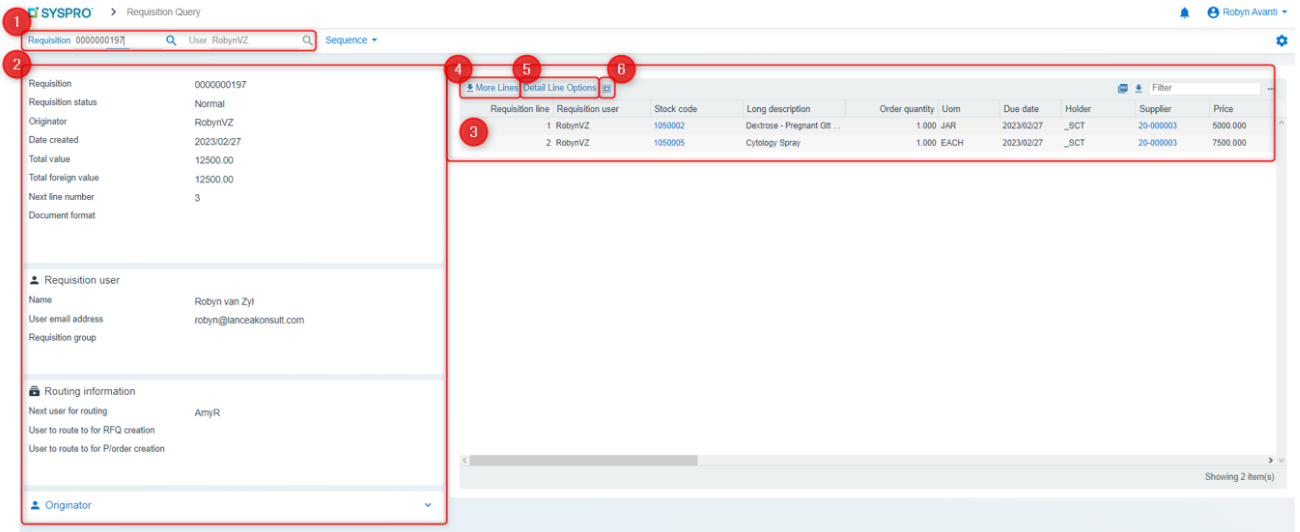
The screenshot shows the Syspro Requisition Dashboard. The top navigation bar includes the Syspro logo, a home button, and the breadcrumb "Requisition Dashboard". Below this is a toolbar with buttons for "Refresh", "Preferences", "New Requisition", "Change Requisition", "New Stocked Purchase Order", "Route", and "Create Stores Transfer". The main content area features a table of requisitions with columns: Route, Comment, Requisition, Type, Created Date, Status, Supplier, Total, Current Holder, Originator, and SalesOrder. Three requisitions are listed, with the third one (0000000256) highlighted in blue. A red circle with the number "1" is placed over the "View" link for this requisition. To the right of the table is a "Levels of Approvals" section, which is currently empty and displays the message "There are no items to show". A red circle with the number "2" is placed over the "Cancel" button in the top right corner of the dashboard.

Route	Comment	Requisition	Type	Created Date	Status	Supplier	Total	Current Holder	Originator	SalesOrder
<a href="#">View</a>		0000000195	Non-stocked	2023/02/27	In Progress	Die Burger Ltd	14800.00		RobynVZ	
<a href="#">View</a>		0000000197	Stores Transfers	2023/02/27	In Progress	Die Burger Ltd	12500.00		RobynVZ	
<a href="#">View</a>		0000000256	Assets	2023/03/23		Abbott Laborator	1600000.00	AmyR, LesleyS, RobynVZ...	LesleyS	

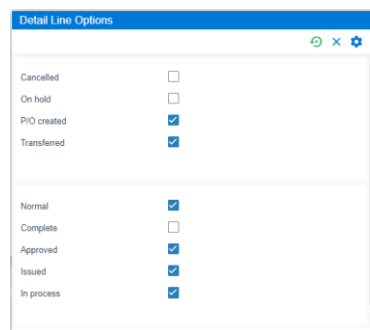
1. Click on the requisition to cancel.
2. Click Cancel.

## Query a Requisition

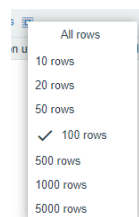
Open Requisition Query by clicking on the Tile or by typing it into the Hamburger menu:



1. Select the Requisition to Query.
2. Review the requisition header.
3. Review the lines on the requisition.
4. Load more lines if not all are displaying.
5. Choose what line detail status should display.



6. Choose how many lines should be displayed in total.



[Creating a New Stocked PO from the Dashboard](#)

[Refer to Purchase Order Training Document](#)

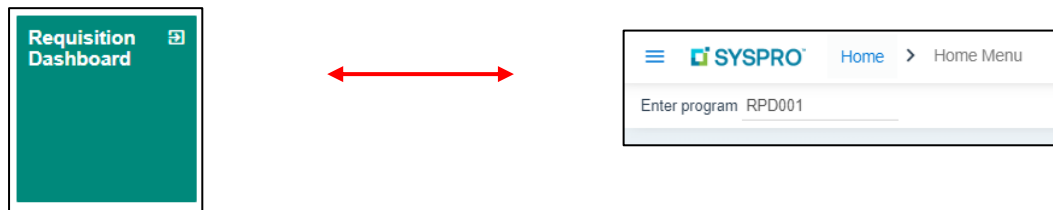


## Purchase Order or Stores Transfer (SCT) Creation

- ✚ If the Requisition is a Non-Stock, Work Order or an Asset Type, then once final approval has been given, a Purchase Order is automatically generated.
- ✚ If the Requisition is a Stores Transfer type, then a Stores Transfer must be created from the requisition.

### Creating the Stores Transfer

Open RPD001 by Entering the Program name or by clicking on the Requisition Dashboard Tile

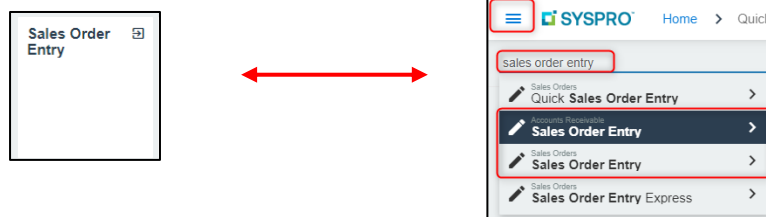


The screenshot shows the SYSPRO Requisition Dashboard. At the top, there is a navigation bar with the SYSPRO logo and a breadcrumb trail: 'Home > Requisition Dashboard'. Below this is a toolbar with various actions: 'Refresh', 'Preferences', '+ New Requisition', 'Change Requisition', '+ New Stocked Purchase Order', 'Route', and 'Create Stores Transfer'. The 'Create Stores Transfer' button is highlighted with a red circle and the number '2'. Below the toolbar is a table titled 'Requisitions' with columns: 'Route Comment', 'Requisition', 'Type', 'Created Date', 'St...', 'Supplier', 'Total', 'Current Holder', 'Originator', and 'SalesOrder'. Two requisitions are listed: one for 'Non-stocked' and one for 'Stores Tran...'. The 'Stores Tran...' requisition is highlighted with a red circle and the number '1'. To the right of the requisitions table is a 'Levels of Approvals' section, which is currently empty. Below the requisitions table are two sections: 'Purchase Orders' and 'Purchase Order Lines', both of which are currently empty.

1. Click on the Stores Transfer requisition to highlight the line.
2. Click on Create Stores Transfer

## Shipping the Stores Transfer to Site

Open Sales Order Entry by clicking on the Tile or by typing it into the Hamburger menu:



This screenshot shows the SYSPRO Sales Order Entry interface. The top navigation bar includes the SYSPRO logo, 'Home', and 'Sales Order Entry'. A search bar at the top contains 'Order 000000017'. The main area is divided into several sections: 'Customer' details on the left, 'Order summary' at the top right, and 'Lines' at the bottom. The 'Lines' section contains a table with columns for Stock code, Description, Warehouse, Order qty, Uom, Ship qty, Bro qty, Unit price, Price uom, and Price code. The table shows one line item: 'Light Blue Citrate Tub' with a quantity of 1,000. The 'Order summary' section shows various totals and buttons for adding lines. The 'Customer' section shows details for 'Jeffery's Bay Depot'.

1. Click on Maintain Order
2. Select the order to maintain (the number would have been provided on the Requisition Dashboard when the Stores Transfer was generated)
3. To firstly print the Picking List, click on the Cart (Complete order)

This screenshot shows the SYSPRO 'End Order' screen. The top navigation bar includes the SYSPRO logo, 'Home', and 'End Order'. The main area is divided into several sections: 'Document to print' at the top, 'Format description' in the middle, and 'Posting period' at the bottom. The 'Document to print' section has radio buttons for 'Invoice', 'Delivery note', 'Order acknowledgement', and 'SCT transfer'. The 'Format description' section has a text input field containing 'Ord. acknowledgement'. The 'Posting period' section shows '08/2023'. A 'Print' button is located at the bottom right.

4. Click on Order Acknowledgment
5. Choose the order Format – this will default with the Picking List.
6. Click Print

Once the count is completed of how many of the stores transfer item requests are to be sent, open the Sales Order Entry screen again:

7. Select Maintain Order
8. Select the order to maintain.
9. Click on the pencil and then Change Line
  - a. You can see on the line that the ship qty is zero at this point.

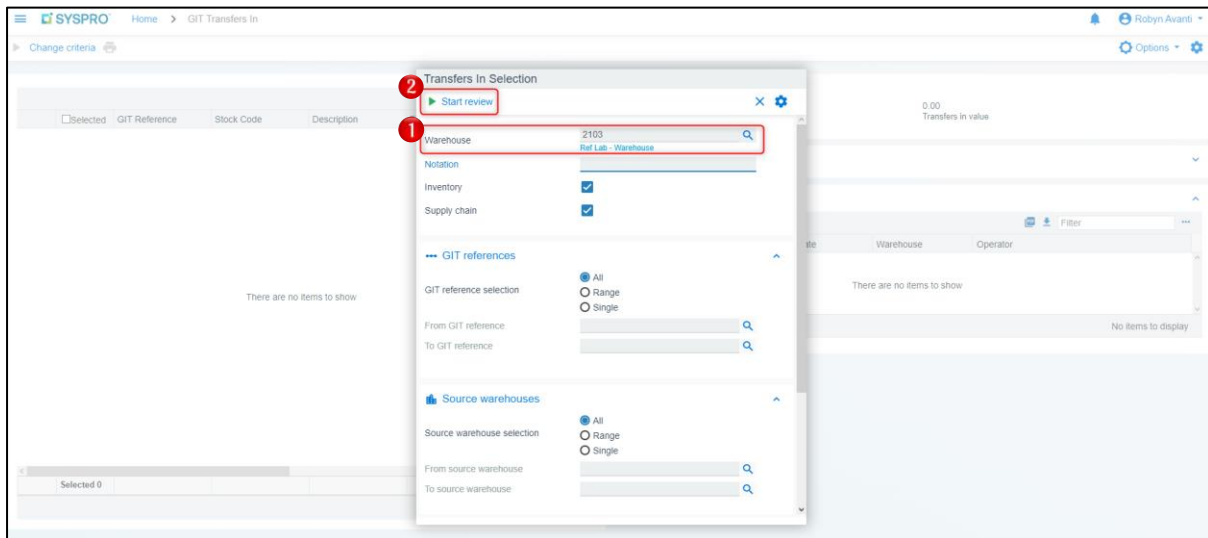
10. Change the shipping quantity to the quantity that will be sent to the requesting site.
11. To see more information on the Stock Code, click on the Stock Code Information tab.
12. Click Save.

13. Once back on the main screen, see that the back-order quantity is now zero and the shipping quantity is 1.
14. Click on the cart (complete order)

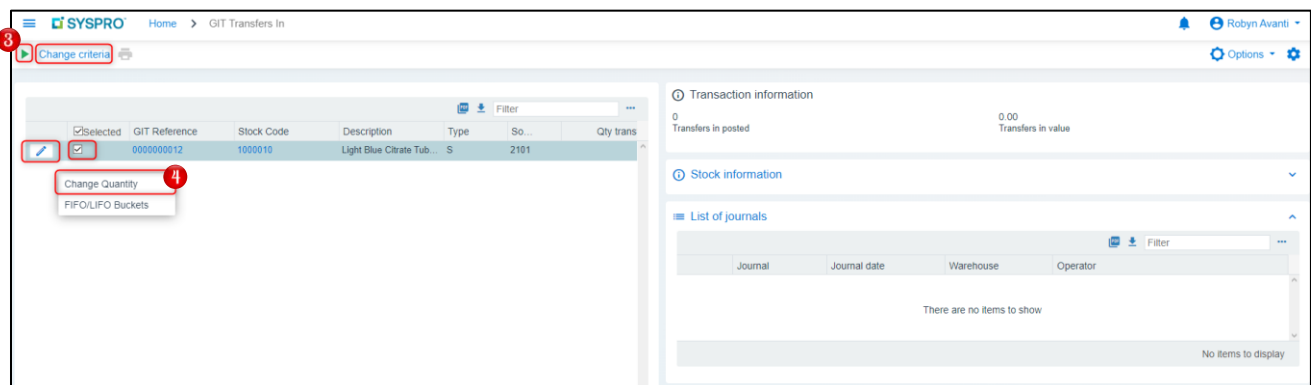
15. Select SCT transfer.
16. Click Print
  - a. This will then generate a GIT number that will be used to receive the stock at the receiving (target) warehouse.

## Finalizing an SCT for Transfer to the Site

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.

Change Quantity for Line

✓ Accept

Warehouse 2103

Source warehouse 2101

Stock code 1000010

Quantity outstanding 1

Quantity change details

Quantity

Bin location 2103

Notation

Transfer complete ☒

Action back to source

Source transaction ☒ Adjustment ☐ Expense issue

Ledger code 20-1000-6420

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.
    - i. If removed, this will keep the GIT number open so that the next receipt can happen against it.
  - b. 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 must be indicated as **Adjustment**:
  - a. Adjustment – this will adjust the outstanding quantity back into the source warehouse.
  - b. Expense Issue – this will expense the outstanding quantity from the warehouse.
8. Click Accept once happy with the changes.

SYSPRO Home > GIT Transfers In

Change criteria

Selected	GIT Reference	Stock Code	Description	Type	So...	Qty trans
<input checked="" type="checkbox"/>	0000000012	1000010	Light Blue Citrate Tub...	S	2101	

Transaction information

0 Transfers in posted 0.00 Transfers in value

Post

9. Click Post

## Reports

Report Name	Report Description	Report Location
Requisition List	Generate a list of requisitions	Purchase Orders folder >> Requisition System >> Reports
Requisition Print	Produce requisition documents in batch mode	Purchase Orders folder >> Requisition System >> Reports
Order and Booking	Print various reports that list sales orders	Sales Order folder >> Reports
ReqWorkOrders	Asset Transactions – Work Orders	SSRS link

## 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
Supplier Query	View data relating to suppliers	Accounts Payable folder
Purchase Order Query	View details of purchase orders (including cancelled and completed orders) that have not yet been purged	Purchase Order folder
Requisition Query	View detailed purchase order requisition information	Purchase Orders folder >> Requisition System
Sales Order Query	View sales order information held in the sales order module	Sales Orders folder

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