

LOCATION TRANSFER STATUS

This feature was designed to allow users (who would not normally have permission to initiate the movement of inventory between locations) to create a location transfer with a status of “Pending” in order to produce a Transportation of Dangerous Goods document without any change to inventory balances in either the originating or receiving locations.

Until the transfer of product is flagged as complete the inventory balances at each location will remain unchanged. At the receiving location, a user with appropriate security permission will confirm receipt of the product by changing the status of the product to “Complete”. Only after a product row has been flagged as complete will the product balances at the originating and receiving locations be updated to reflect the transfer.

We recommend you determine in advance the business process your staff should follow if the quantity received does not match the quantity sent.

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Activating Location Transfer Status

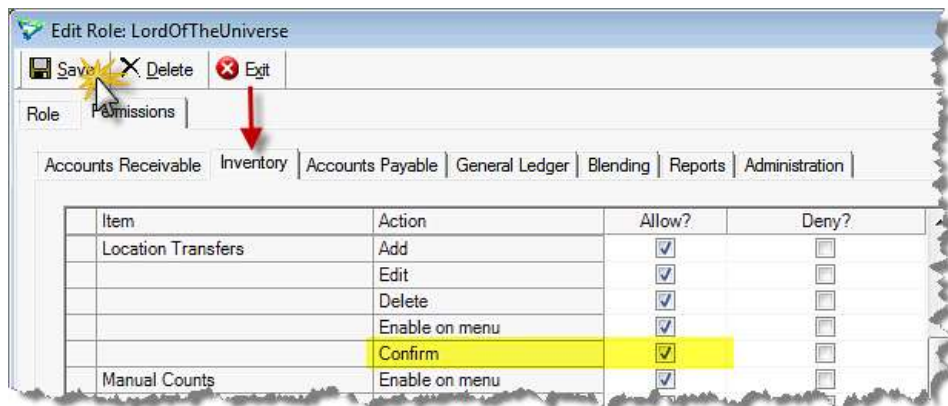
There is a hidden configuration item called “Location Transfer – Use Status” that must be turned on by Tronia.

Security Permission for Location Transfer Status

By default, the new feature will be deployed with all users having security permission to create location transfers with a status of Pending, and no users having security permission to Complete a location transfer.

To setup role security permission to Complete a Pending location transfer:

- Edit the appropriate security role(s). On the **Inventory tab**, under **Location Transfers**, click the **Allow** box next to the **Confirm** permission item. **Save** your changes.

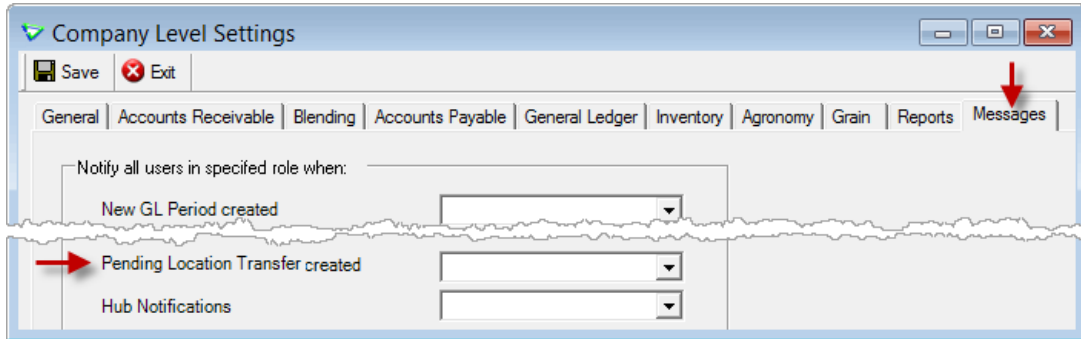


File > Security > Manage Roles

Company Config Options

Send Notifications to the agrē Message Centre

- (optional) Select a user role to receive messages reminding them *pending* locations transfers have been created.

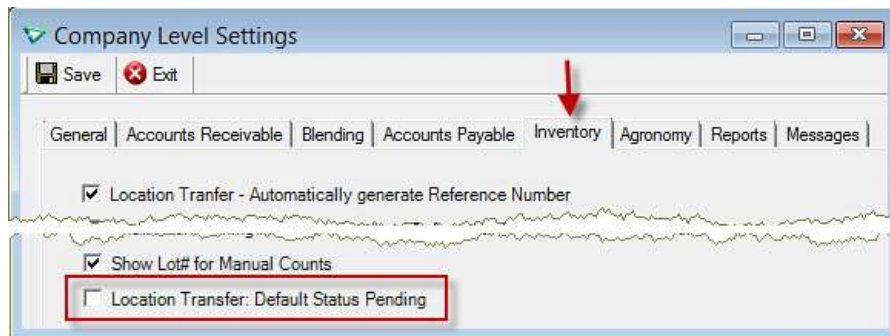


File > Config Options > Company / Messages tab

Default Status of Products Added to Location Transfers

(optional) Default Status Pending IS Checked

- Once Location Transfer Status has been activated in your database, you will see a company configuration item called “**Location Transfer: Default Status Pending**”.



File > Config Options > Company / Inventory tab

- Check the box if you want the default status to be Pending no matter what security permission the user has.

Default Status Pending is NOT Checked

If the config option is not checked, the default status of products added to location transfers will depend on the security permission granted to the user.

- If a user does *not* have Confirm permission any products they add to a location transfer will default to a status of Pending and the user will not be allowed to change it.

The screenshot shows the 'Add Location Transfer' window with the following details:

- Reference: Generate Reference Automatically
- Transfer From: Parkland Warehouse | Transfer To: Edmonton
- Transfer Date: Feb 16, 2012
- Comments:
- Carrier: Update | Refresh | Exit
- Freight Te:
- Product: FINISH - Finish 10L | Find | Add
- Units: JUG - Jug
- Quantity to Transfer: 5.0000
- Quantity in Parkland Warehouse: 20.0000 | Details
- Quantity in Edmonton: 0 | Details
- Status: Pending (highlighted with a red box)

Buttons at the bottom: Add Product Row, Edit Product Row, Remove Product

- If a user has Confirm permission any products they add to a location transfer will default to a status of Complete but the user will be allowed to change it to Pending.

The screenshot shows the 'Add Location Transfer Product Row' window with the following details:

- Product: TRANSORB.HC - Transorb Roundup HC | Find | Add
- Units: DR - Drum
- Quantity to Transfer: 10.0000
- Quantity in Parkland Warehouse: 10.0000 | Details
- Quantity in Edmonton: 0.0000 | Details
- Status: Complete (dropdown menu open showing Complete, Pending, Complete)

Caution agrē will allow a combination of Pending and Complete product rows on the same location transfer.

If this location transfer was saved as is, the Roundup Transorb would move immediately; the Finish would not move until flagged as Complete.

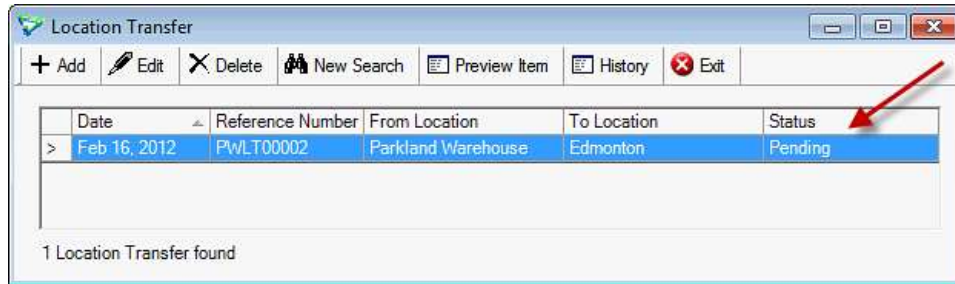
Adding Pending Location Transfers

Location Transfer Status

- Adding a location transfer with product rows that are all pending creates a Pending Location Transfer.

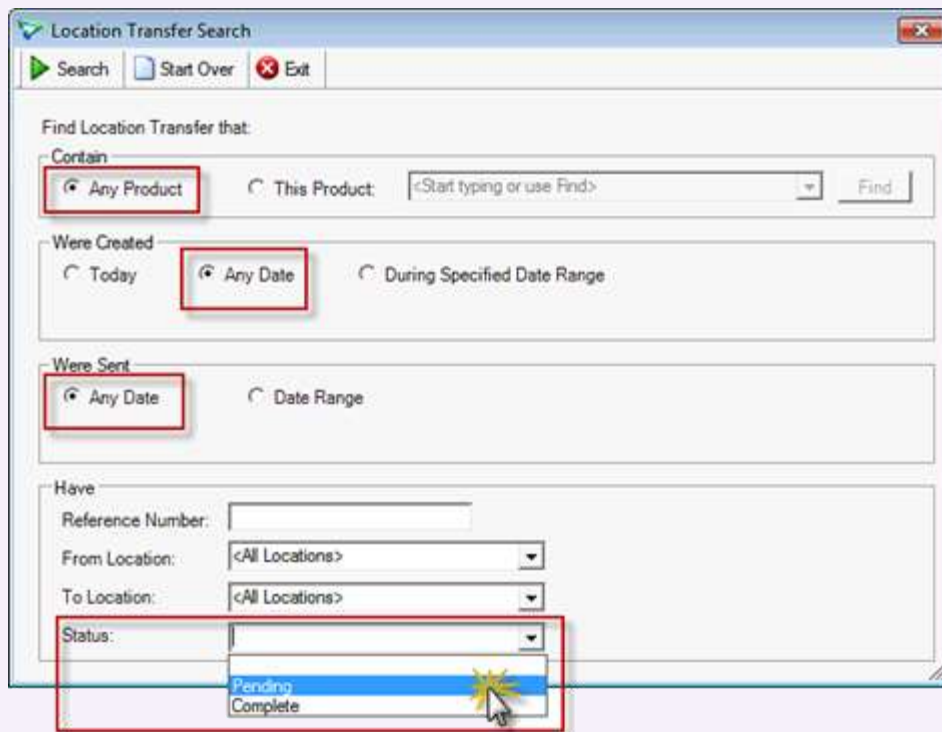
Note Which locations appear in the **From** and **To** drop-down lists can be restricted separately with a **Location Profile**.

- The Location Transfer window displays the status of each transfer.



Note The status of a Location Transfer will remain as Pending until *all* products are flagged as Complete.

Tip: You can use the **Status** criteria field to search for Pending transfers.



Transportation of Dangerous Goods Document

After the location transfer has been saved, print the TDG document.

- The TDG document will indicate the status of each product.

Tronia Testing Inc.

Transportation Document

Location Transfer: PWLT00002

Date: Feb 16, 2012

| | | | |
|--|---------------|--------------------------------|--|
| Consignor: | | Consignee: | |
| Tronia Testing Inc. (Parkland Warehouse) | | Tronia Testing Inc. (Edmonton) | |
| PO Box 461 | | 34715 Yellowhead Trail West | |
| Spring Lake, AB | | Edmonton, Alberta | |
| 780.555.7589 | | 780.466.1273 | |
| AWSA #: 337819 | | AWSA #: 252116 | |
| 24-Hour Number: 1-888-987-6642 | | | |
| Non-Dangerous Goods | Status | Qty Transported | |
| Finish 10L | Pending | 5 Jug | |
| Transorb Roundup HC | Pending | 10 Drum | |

Inventory Balances

- Because the transfer is each product on the transfer is flagged as pending, no product has moved.

Inventory Balances

Parkland Warehouse

Individual Products Selected as of Feb 16, 2012

Product Type: Chemicals

| Product | Units | Shelf | Minimum Level | Qty On Hand |
|-----------------------------------|-------|-------|---------------|-------------|
| Finish 10L (FINISH) | Jug | | | 20.0000 |
| Transorb Roundup HC (TRANSORB.HC) | Drum | | | 10.0000 |

Edmonton

Individual Products Selected as of Feb 16, 2012

Product Type: Chemicals

| Product | Units | Shelf | Minimum Level | Qty On Hand |
|-----------------------------------|-------|-------|---------------|-------------|
| Finish 10L (FINISH) | Jug | | | 0.0000 |
| Transorb Roundup HC (TRANSORB.HC) | Drum | | | 0.0000 |

Product Price Check

- **Product Price Check** displays pending transfers with a negative quantity at the sending location and a positive quantity at the receiving location.

The screenshot shows the 'Product Price Check' window. The 'Product' field is set to 'Finish 10L - FINISH'. The 'Main Unit Type' is 'JUG - Jug' and the 'Product Type' is 'Chemicals'. The 'Inventory Position' tab is selected, showing a table with the following data:

| Location | Shelf # | On Hand | On Order | Committed | In Transit | On Hold | Position |
|---------------------|---------|---------|----------|-----------|------------|---------|----------|
| Dog River | | 34.0000 | | | | | 34.0000 |
| Edmonton | | 60.0000 | | | 5.0000 | | 60.0000 |
| Mobile Sprayer | | | | | | | |
| St. Albert | | | | | | | |
| Stony D2F Warehouse | | 15.0000 | | | -5.0000 | | 15.0000 |
| St. Plain | | | | | | | |

Inventory > Product Price Check

Completing a Pending Location Transfer

When the product is received at the destination only a user with Confirm permission can **Complete** the transfer, which then moves the inventory between the two locations.

- Edit the Location Transfer and flag the transfer of all (or just certain products) as **Complete**.

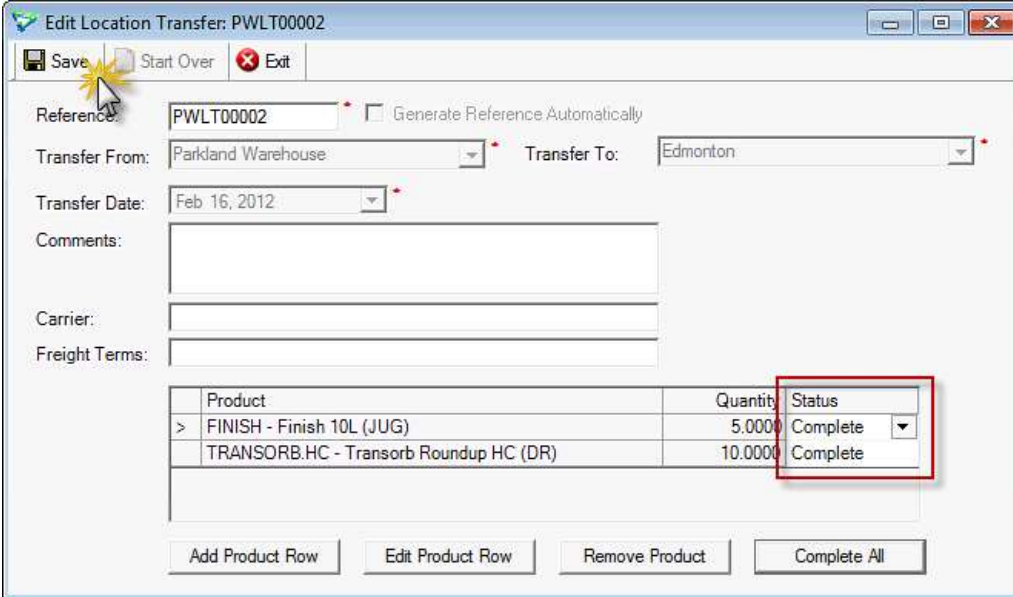
The screenshot shows the 'Edit Location Transfer: PWLT00002' window. The 'Reference' is 'PWLT00002'. The 'Transfer From' is 'Parkland Warehouse' and the 'Transfer To' is 'Edmonton'. The 'Transfer Date' is 'Feb 16, 2012'. The 'Comments' field is empty. The 'Carrier' and 'Freight Terms' fields are also empty. The table below shows the products and their status:

| Product | Quantity | Status |
|--|----------|---------|
| FINISH - Finish 10L (JUG) | 5.0000 | Pending |
| > TRANSORB.HC - Transorb Roundup HC (DR) | 10.0000 | Pending |

A context menu is open over the 'Pending' status of the second row, with options 'Pending' and 'Complete'. The 'Complete All' button at the bottom right is highlighted with a red box.

Note The status of a Location Transfer will remain as Pending until *all* products are flagged as Complete.

- **Save** the transfer. Inventory movement will occur for each product flagged as **Complete**.



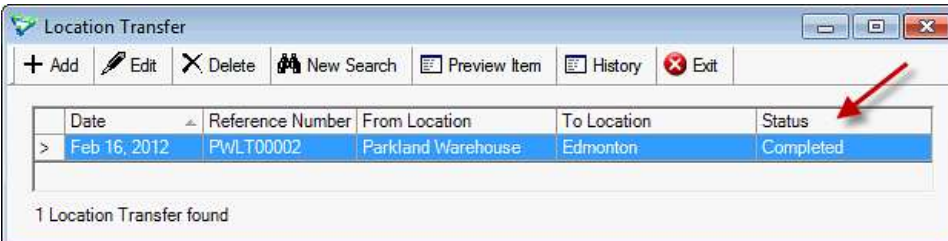
The screenshot shows the 'Edit Location Transfer' window for reference PWLT00002. The window includes a toolbar with 'Save', 'Start Over', and 'Exit' buttons. The main form contains fields for Reference (PWLT00002), Transfer From (Parkland Warehouse), Transfer To (Edmonton), Transfer Date (Feb 16, 2012), Comments, Carrier, and Freight Terms. A table below lists products with their quantities and status:

| Product | Quantity | Status |
|--|----------|----------|
| > FINISH - Finish 10L (JUG) | 5.0000 | Complete |
| TRANSORB.HC - Transorb Roundup HC (DR) | 10.0000 | Complete |

Buttons at the bottom include 'Add Product Row', 'Edit Product Row', 'Remove Product', and 'Complete All'. A red box highlights the 'Status' column in the table.

Caution Once a product row is flagged as complete and the location transfer is saved, the status cannot be changed back to Pending.

- When all product rows are flagged as Complete, the status of the Location Transfer is flagged as **Completed**.



The screenshot shows the 'Location Transfer' window with a toolbar containing '+ Add', 'Edit', 'Delete', 'New Search', 'Preview Item', 'History', and 'Exit'. A table displays the transfer details:

| Date | Reference Number | From Location | To Location | Status |
|----------------|------------------|--------------------|-------------|-----------|
| > Feb 16, 2012 | PWLT00002 | Parkland Warehouse | Edmonton | Completed |

A red arrow points to the 'Completed' status in the table. Below the table, it says '1 Location Transfer found'.

Inventory Activity

- As product rows are flagged as Complete and the Location Transfer is saved, inventory balances at both the originating and receiving locations are updated.

Tronia Testing Inc.

Inventory Activity Detail

All Locations Selected and Individual Products Selected between Feb 16, 2012 and Feb 16, 2012

Finish 10L (FINISH) - Jug

| Date | Transaction Type | Description | Ref # | Location | In/Out |
|---------------|-------------------|--------------------------------|-----------|-----------------------|--------|
| Feb 16, 2012 | Location Transfer | Parkland Warehouse-Edmonton | PWLT00002 | Parkland Warehouse | -5.0 |
| Feb 16, 2012 | Location Transfer | Parkland Warehouse-Edmonton | PWLT00002 | Edmonton | 5.0 |
| Totals | Location Transfer | | | | 0.0 |
| | Net Change | | | | 0.0 |

Transorb Roundup HC (TRANSORB.HC) - Drum

| Date | Transaction Type | Description | Ref # | Location | In/Out |
|---------------|-------------------|--------------------------------|-----------|-----------------------|--------|
| Feb 16, 2012 | Location Transfer | Parkland Warehouse-Edmonton | PWLT00002 | Parkland Warehouse | -10.0 |
| Feb 16, 2012 | Location Transfer | Parkland Warehouse-Edmonton | PWLT00002 | Edmonton | 10.0 |
| Totals | Location Transfer | | | | 0.0 |
| | Net Change | | | | 0.0 |

If Quantity Received does not match the Quantity Sent

Inventory Reconciliation will be handled through a manual business process to be determined by your company.