

# **Stock Movement Request**

Aptean Ltd  
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# 1 Stock Movement Request

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## 1.1 Stock Movements - Stock Movement Request

<br>

The Stock Movements Request screen is used to move stock around within the warehouse.

The Stock Movements Request screen is located in the Stock Movements folder.

The following document covers how to move full and part pallets. Part pallets are referred to as ?Stock Movements?.

### Full Pallet Movement <br>

**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Owner: XXA Warehouse: XX1 22-OCT-2

☐ Pallet ☐ Stock Transfer of Stock ☐

Audit No:  Status:

Driver:  Checker:

Date/Time:  Owner's Reference:

Serial Numbers

Owner Code	Stock Code	Description	Pallet ID	From Location	To Location	Text Rotation No	
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Line Confirm

<br>



Click in the Pallet radio button (see screen shot below). <br>

**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Stock Movements

Owner: XXA Warehouse: XX1 22-OCT-2023

☒ Pallet ☐ Stock Transfer of Stock ☐

Audit No:  Status:

Driver:  Checker:

Date/Time:  Owner's Reference:

Owner Code	Stock Code	Description	Pallet ID	From Location	To Location	Stock Code To	Description

<br>

Press the ?Cancel Query? button. <br>



Click in the Owner code field (see screen shot above). <br>

The Owner Code field will be automatically filled with the default owner set up for the user. Stock Code - Enter the stock code you wish to move. Alternatively, use the list of values to select from.

Pallet ID - Enter the pallet ID that you wish to move.

From Location - This will be populated automatically with the location that the pallet is currently stored in.

To Location - If auto-putaway is switched on, the system will automatically suggest a new location. This can be deleted and you can select your own by either manually typing it in, or by using the list of values. <br>

Press the ?Print? button (see screen shot below) <br>

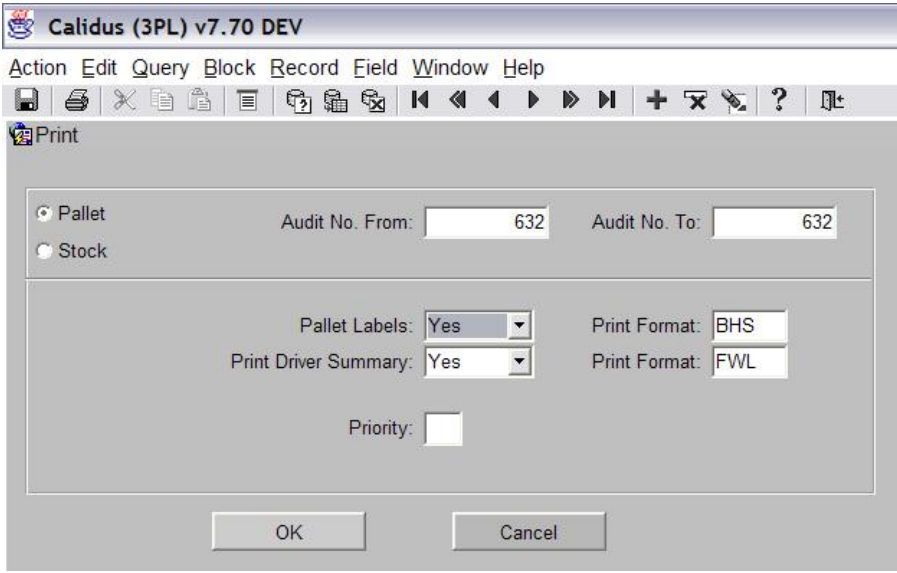
Status: Accepted

Checker:

Owner's Reference: 

A pop up box will now be displayed. <br\>





Calidus (3PL) v7.70 DEV

Action Edit Query Block Record Field Window Help

Print

☒ Pallet      Audit No. From: 632      Audit No. To: 632

☐ Stock

Pallet Labels: Yes      Print Format: BHS

Print Driver Summary: Yes      Print Format: FWL

Priority:

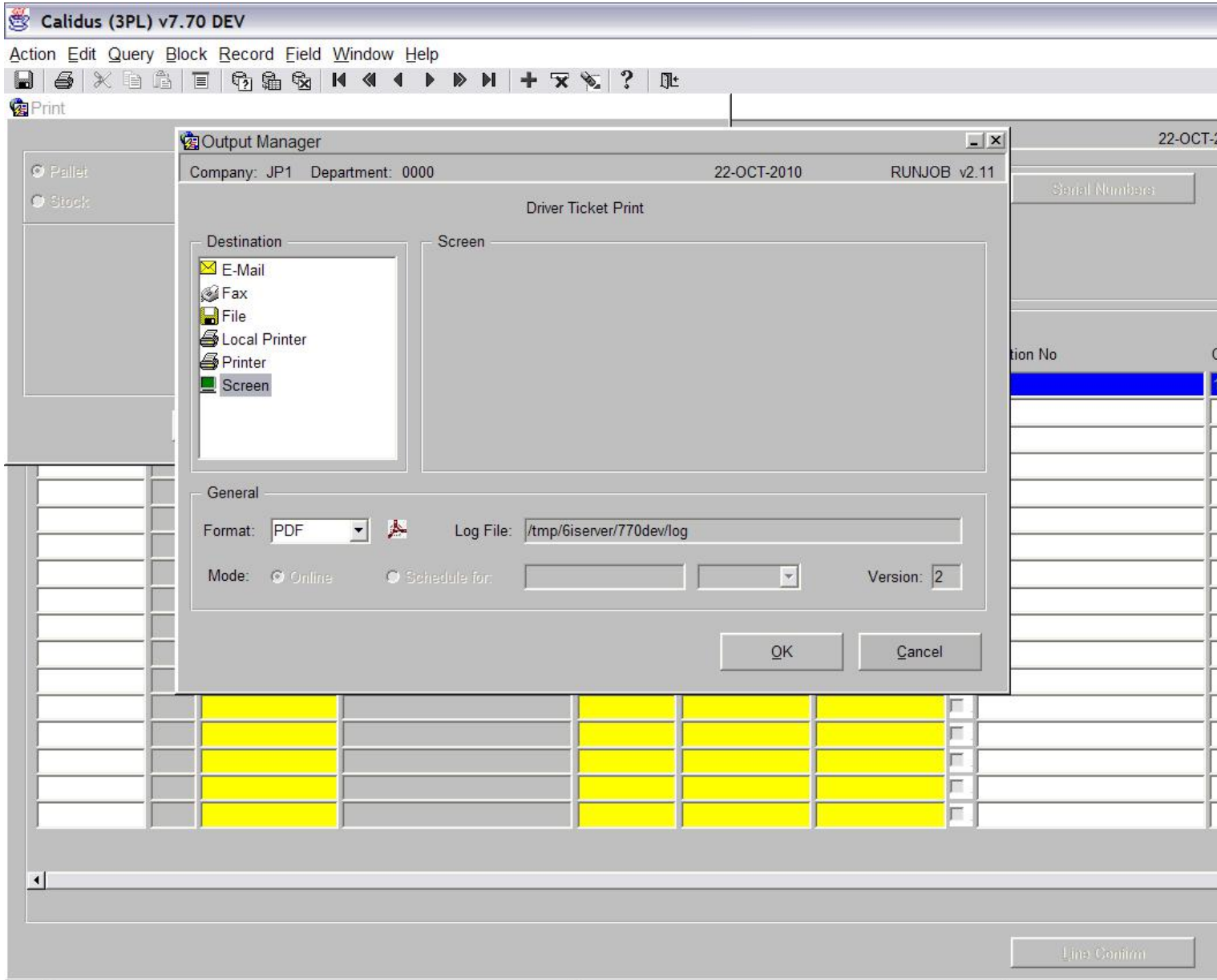
OK      Cancel

&lt;br\&gt;

You can change whether you wish Pallet Labels and a Driver Summary along with the formats of the prints.

The output manager box will now be displayed. Press the screen icon and then click the OK button. <br\>





<br/>

The movement report will now print. <br/>



# Stock Movement Request

Report : WHR0500 v4.4

New Test Company

Page : 1 Of 1

Pallet Movement Driver List

Date : 22-OCT-10

Warehouse : XX1 Standard Warehouse

Audit No : 632

Stock Description	Owner Description	Pallet ID	Location From	Size	Rotation Number	Move Qty Cases/Units
001001 Shirt (red)	XXA Standard Client (3pl)	001 00001050	A2/08/2	1*12	123	20/

Driver \_\_\_\_\_ Date Of Move \_\_\_\_\_

Checker \_\_\_\_\_ Time Of Move \_\_\_\_\_

Comments \_\_\_\_\_

End of Report WHR0520

<br/>



There are 3 fields that need to be completed before the movement can be confirmed.

Checker - An employee code must be entered. The list of values can be used to display all valid employees.

Once all the data has been entered, press the ?Confirm? button to complete the movement (see screen shot below).

10



A message will be displayed stating that the movement has been confirmed. <br>

## Stock Movement <br\>

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**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Stock Movements

Owner: XXA Warehouse: XX1 28-OCT-

☐ Pallet 
 ☒ Stock 
 Transfer of Stock ☐

Audit No:  Status:

Driver:  Checker:

Date/Time:  Owner's Reference:

Serial Numbers

Owner Code	Stock Code	Description	Pallet ID	From Location	Cases	Units	To Location	Pallet Id

<br\>

Press the ?Cancel Query? button. <br\>





An audit number has now been produced (see screen shot above).

The Owner Code field will be automatically filled with the default owner set up for the user.

Pallet ID - Enter the pallet ID that you wish to move.

Cases - Enter the number of cases that you wish to move.

Units - Enter the number of units that you wish to move.


To Location - If auto-putaway is switched on, the system will automatically suggest a new location. This can be deleted and you can select your own by either manually typing it in, or by using the list of values. <br>



[illegible]

<br\>

When you click in the ?To Location? field a pop-up box will be displayed. You need to choose one of the options: <br>



Storage Option

The moved stock will:

☒

Share an Existing Pallet - Same Stock

☐

Share an Existing Pallet - mixed stock

☐

Not be stored on a Pallet

☐

Generate a pallet without suggesting a location

☐

Generate a pallet and suggest a location

Confirm

<br\>



In this instance we will use an existing pallet that already contains the same stock. Click the ?Confirm? button when you have selected your choice. <br>

[illegible]

<br\>

The ?Pallet Id To? field will be automatically populated with the pallet id that is currently stored in the location you selected.

Press the Accept/Confirm button when have entered the required data (see above screen shot). <br>



### Serial Numbers

Status: Accepted

Checker:

Owner's Reference:

Press the ?Print? button (see screen shot below) <br>

[illegible]

<br\>

A pop up box will now be displayed. <br\>

The screenshot shows the 'Calidus (3PL) v7.70 DEV' application window. The menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. The toolbar contains icons for file operations (Save, Print, Copy, Paste, Undo, Redo), navigation (Home, Previous, Next, End), and help (Help, About). The 'Print' dialog box is open, showing options for printing 'Pallet' or 'Stock'. The 'Audit No. From' and 'Audit No. To' fields are both set to 632. The 'Pallet Labels' and 'Print Driver Summary' dropdowns are set to 'Yes'. The 'Print Format' dropdowns are set to 'BHS' and 'FWL'. The 'Priority' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.

**Calidus (3PL) v7.70 DEV**

Action Edit Query Block Record Field Window Help

Print

☒ Pallet      Audit No. From: 632      Audit No. To: 632

☐ Stock

Pallet Labels: Yes      Print Format: BHS

Print Driver Summary: Yes      Print Format: FWL

Priority:

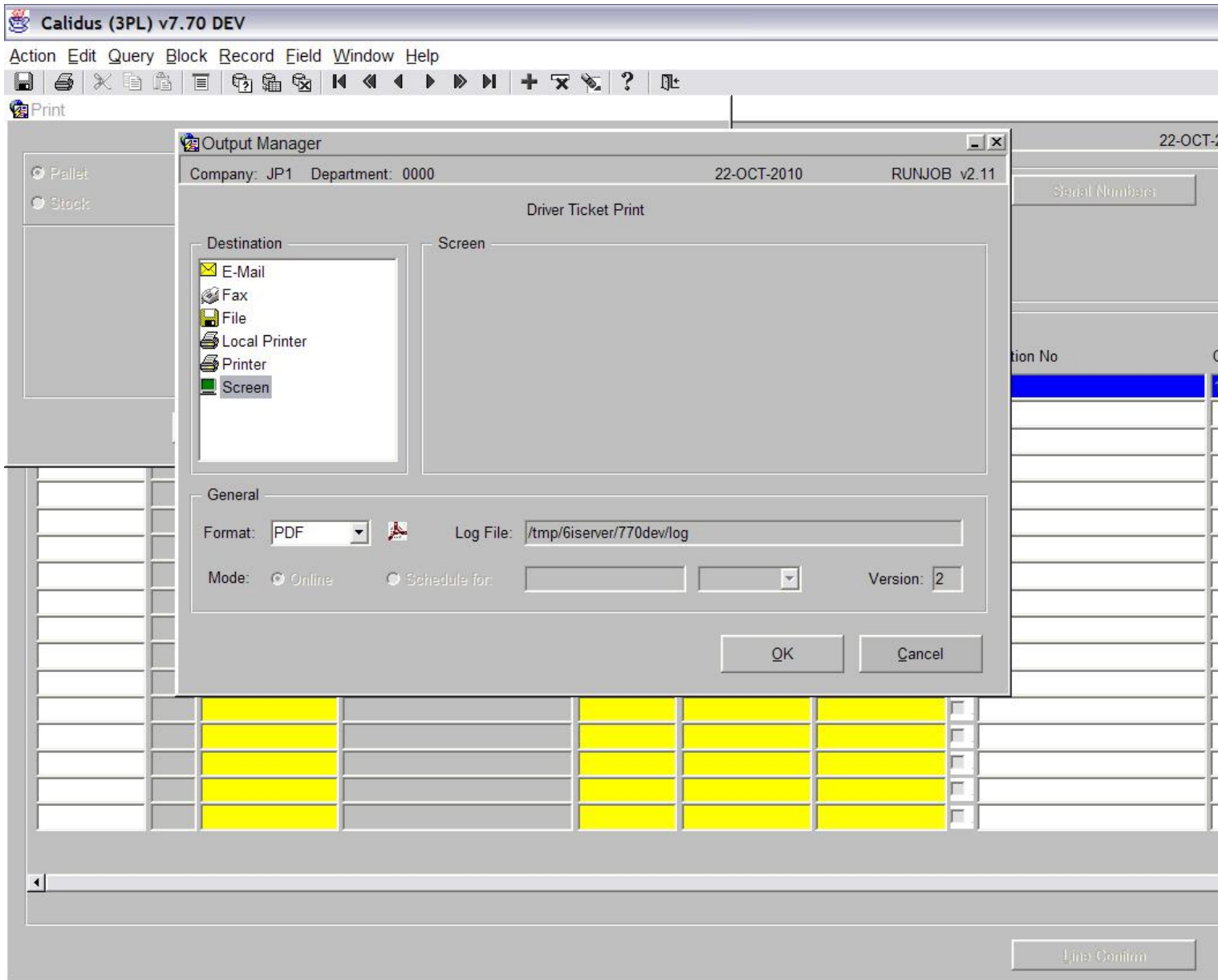
OK      Cancel

<br\>

You can change whether you wish Pallet Labels and a Driver Summary along with the formats of the prints.

The output manager box will now be displayed. Press the screen icon and then click the OK button. <br>





<br/>

The movement report will now print. <br/>



## Stock Movement Request

Report : WHR0700 v4.7		New Test Company		Requested by		LEN
		Stock Movement Driver List		Date		28-
Warehouse	: XX1	Standard Warehouse				
Audit No	: 633					
Stock Description	Owner Description	Location From	C/D	Pallet ID From	Customer Pallet	Rotation No
001001	XXA	001				
Shirt (red)	Standard Client (3pl)	A1/50/1	_____	00001033		123456
						5 / 0
						Medical No.
Driver	_____	Date Of Move	_____			
Checker	_____	Time Of Move	_____			
Comments	_____					
End of Report WHR0700						

<br>

There are 3 fields that need to be completed before the movement can be confirmed.

Driver - An employee code must be entered. The list of values can be used to display all valid employees.

Checker - An employee code must be entered. The list of values can be used to display all valid employees.

Date/Time - A date and time can be manually entered or if you tab across the field, the system will default to today's date and time.

Once all the data has been entered, press the ?Confirm? button to complete the movement (see screen shot below).

<br>





Once the movement is confirmed a message will be displayed. <br>

Serial Numbers

Status: Printed

Checker: 001 Main Person

Owner's Reference: 

Information FWL-02359: Movement has been confirmed

OK

Line Confirm



## 2 Document History

Version	Date	Status	Reason	Initials
Version 1	10/11/2010	Released		LBW

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