WHS2054 Change Owner State of Stock

Aptean Ltd
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Contents

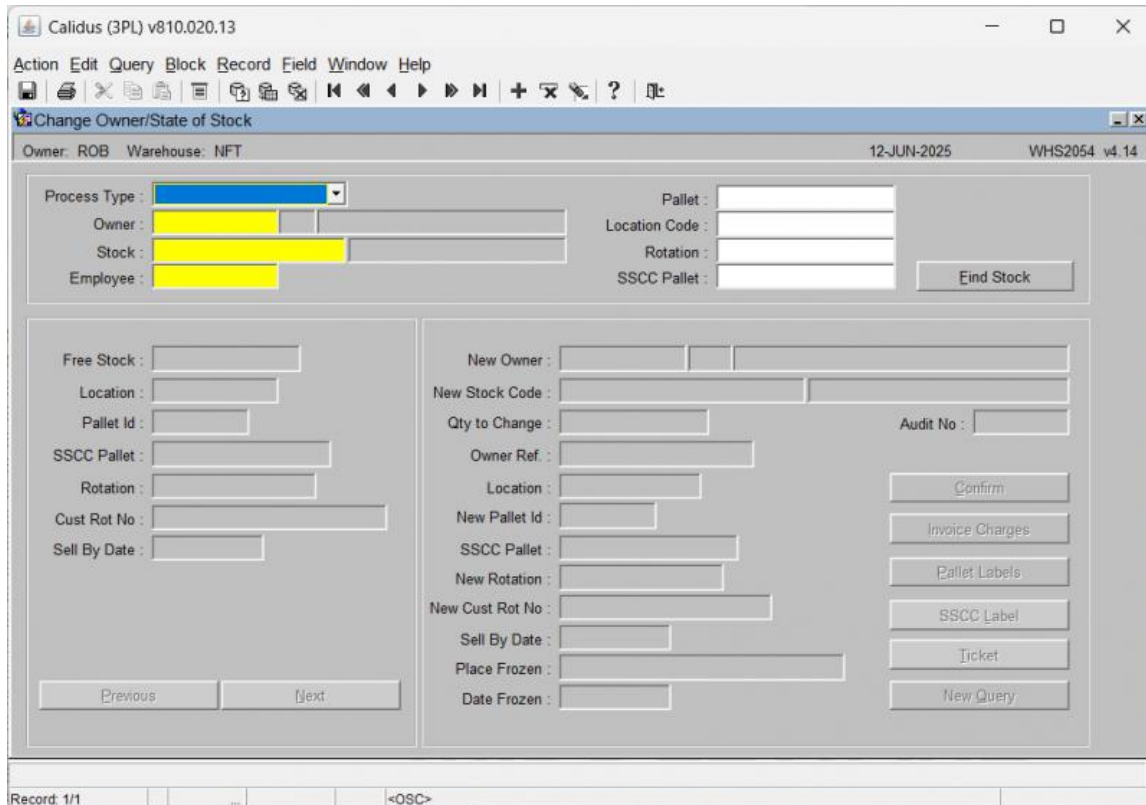# 1 WHS2054 Change Owner State of Stock

⚠️ **Warning**: This is an incomplete guide.

This is the Change Owner/State of Stock screen.

Here you can change the owner (and other stock details), freeze or defrost stock.

1.1 Selecting Data and the Action

You must enter the following to select data:

- *Process Type* - the action, one of: *Change Owner; Defrost; Freeze*.
- *Owner* - the owner of the product being actioned.
- *Stock* - the stock code being actioned.
- *Employee* - the employee code of the operative doing the process type.

You may also filter by the following optional criteria:

- *Pallet*.
- *Location Code*.
- *Rotation*.
- *SSCC Pallet*/Customer Pallet ID.

Once you have entered criteria, click **Find Stock**.

The first stock record matching the criteria will be shown in the lower-left panel. You can move between all matching records using the provided **Previous** and **Next** buttons.

You can click **New Query** to re-start the process above, to change the process type or selection criteria.

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1.1.1 Change Owner

When action *Change Owner* is specified, you may change the following data on the found record:

- *New Owner* - you must enter a new owner
- *New Stock Code*
- *Owner Ref*
- *Location* - a movement will be created for this.
- *New Rotation*
- *New Cust Rot No*
- *Sell-by Date*

Once details are entered, click **Confirm** to confirm the change of stock details.

Once confirmed, you can enter any **Invoice Charges** using the button provided. Note that if you press this before **Confirm**, the screen will tell you that the transaction will be confirmed before continuing to invoice charges.

The following functions are also available once changes have been made:

- **Pallet Labels** - print pallet labels.
- **SSCC Label** - print an SSCC label.
- **Ticket** - print the ticket (for moving location)

1.1.2 Freezing Stock

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💡 **Note:** You will need to enter a new stock code for the frozen stock.

When action *Freeze* is specified, you may change the following data on the found record:

- *New Owner*
- *New Stock Code* - you must enter a new stock code for the frozen stock. The stock code must be set up from Frozen/Chill processing.
- *Owner Ref*
- *Location* - you must enter a new location. A movement will be created for this.
- *Sell-by Date*

Once details are entered, click **Confirm** to confirm the change of stock details.

Once confirmed, you can enter any **Invoice Charges** using the button provided. Note that if you press this before **Confirm**, the screen will tell you that the transaction will be confirmed before continuing to invoice charges.

The following functions are also available once changes have been made:

- **Pallet Labels** - print pallet labels.
- **SSCC Label** - print an SSCC label.
- **Ticket** - print the ticket (for moving location)

1.1.3 Defrost

💡 **Note:** You will need to enter a new stock code for the frozen stock. Your owner must be configured for Frozen/Chill processing. When action *Freeze* is specified, you may change the following data on the found record:

- *New Owner*
- *New Stock Code* - you must enter a new stock code for the frozen stock. The stock code must be set up from Frozen/Chill processing.
- *Owner Ref*
- *Location* - you must enter a new location. A movement will be created for this.
- *Sell-by Date*

Once details are entered, click **Confirm** to confirm the change of stock details.

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Once confirmed, you can enter any **Invoice Charges** using the button provided. Note that if you press this before **Confirm**, the screen will tell you that the transaction will be confirmed before continuing to invoice charges.

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- **Pallet Labels** - print pallet labels.
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