

# Introduction to MS Dynamics NAV

(Transfers Orders)

Ing.J.Skorkovský,CSc.

MASARYK UNIVERSITY BRNO, Czech Republic  
Faculty of economics and business administration  
Department of corporate economy

# Transfers and locations

- Benefits
  - Direct control of transfers : where (stock locations )do we have what (items) at any moment..
  - Responsibility of workers in warehouse (Pickers and Pullers)
  - Responsibility of drivers
  - Setup enables item tracking (batches, lots)
  - Better calculation of transport times due to specification of inbound and outbound handling times as well as time of delivery depending on setup of shipping agent services

# How to get Location setup

The screenshot shows the Microsoft Dynamics NAV interface for Warehouse Administration. The breadcrumb navigation at the top reads: CRONUS International Ltd. > Oblasti > Warehouse > Administrace. The left-hand navigation pane shows a tree view with 'Warehouse' selected and highlighted with a red box. A green arrow points from the 'Locations' item in the right-hand pane to the 'Locations' item under the 'Setup' category in the main content area. The main content area is titled 'Warehouse, Administrace' and lists categories: 'Setup' (with 'Locations' below it), 'Inventory' (with 'Inventory Setup', 'Assembly Setup', 'Item Tracking Codes', 'Nonstock Item Setup', 'Transfer Routes', and 'Create Stockkeeping Unit'), and 'Warehouse' (with 'Warehouse Setup' and 'Run Templates'). The right-hand pane shows a search for 'Location' with a list of results, including 'Locations' under 'Oblasti/Warehouse/Setup', which is also highlighted with a red box.

Item	Path
Cost Allocations	Setup Cost Accounting
Cost Allocations	Oblasti/Financial Management/Cost Accounting
Cost Allocations	Cost Accounting/Reports/Setup Information
FA Locations	Financial Management/Fixed Assets/Setup
Calculate Allocation Keys	Financial Management/Periodic Activities/Cost Accou...
Locations	Oblasti/Warehouse/Setup
FA Locations	Application Setup/Financial Management/Fixed Assets
Locations	Application Setup/Warehouse/Inventory
Locations	Application Setup/Warehouse/Warehouse
Create Warehouse Location	Application Setup/Warehouse/Warehouse

# Locations and bins

Storage hall (Location)



Storage zone



Bin

Location List

Code	Name
BLUE	Blue Warehouse
GREEN	Green Warehouse
OUT. LOG.	Outsourced Logistics
OWN LOG.	Own Logistics
RED	Red Warehouse
SILVER	Silver Warehouse
WHITE	White Warehouse
YELLOW	Yellow Warehouse



Double clicks

BLUE · Blue Warehouse

General

Code:	<input type="text" value="BLUE"/>	Post Code:	<input type="text" value="B27 4KT"/>
Name:	<input type="text" value="Blue Warehouse"/>	City:	<input type="text" value="Birmingham"/>
Address:	<input type="text" value="South East Street, 3"/>	Country/Region Code:	<input type="text" value="GB"/>
Address 2:	<input type="text"/>	Contact:	<input type="text" value="Jeff Smith"/>
		Use As In-Transit:	<input type="checkbox"/>

Communication +44-(0)20 8207 4533



See bins on the next slide

# Location White and its bins

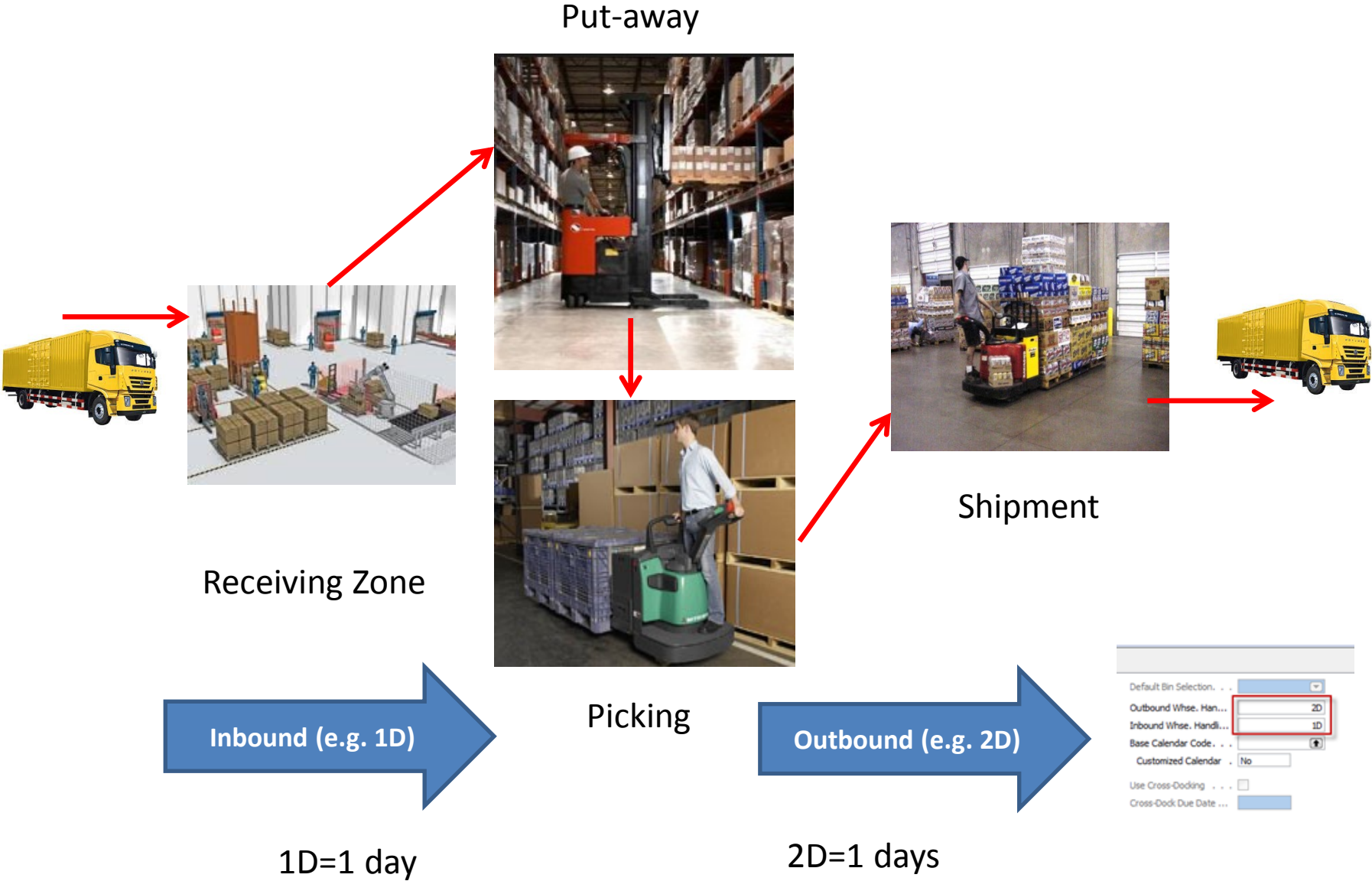
The screenshot shows the 'Bins' management interface. The top navigation bar includes 'HOME' and 'Manage' options: 'New', 'View List', 'Edit List', 'Delete', and 'Contents'. The 'Contents' option is highlighted with a red box, and a red arrow points from it to a detailed view of the bins. The 'Bins' dropdown menu is open, showing a filter for 'Where Location Code is WHITE'. Below the filter is a table of bins:

Code	Description	Empty	Dedicated
W-01-0001		<input type="checkbox"/>	<input type="checkbox"/>
W-01-0002		<input checked="" type="checkbox"/>	<input type="checkbox"/>
W-01-0003		<input checked="" type="checkbox"/>	<input type="checkbox"/>
W-02-0001		<input type="checkbox"/>	<input type="checkbox"/>

The screenshot shows the 'Edit - Location Card - WHITE - White Warehouse' interface. The top navigation bar includes 'HOME' and 'NAVIGATE' options: 'View', 'Edit', 'New', 'Delete', 'Zones', 'Bins', 'OneNote', 'Notes', 'Links', 'Refresh', 'Go to', 'Previous', and 'Next'. The 'Bins' option is highlighted with a red box, and a red arrow points from it to the 'Bins' management interface. The 'General' section of the location card is visible, showing the following details:

Field	Value
Code	WHITE
Name	White Warehouse
Address	Merrily Grove Avenue 6, 2
Address 2	
Post Code	WC1 2GS
City	West End Lane
Country/Region Code	GB
Contact	
Use As In-Transit	<input type="checkbox"/>

# Basic warehouse movements



# Locations and basic setup shipment

BLUE · Blue Warehouse

General

Code: BLUE

Name:  Blue Warehouse

Address: South East Street, 3

Address 2:

BLUE · Blue Warehouse

USE AS IN-TRANSIT:

Communication

Warehouse

Require Receive:

Require Shipment:

Require Put-away:

Use Put-away Worksheet:

Require Pick:

Bin Mandatory:

Directed Put-away and Pick:

Use ADCS:

Default Bin Selection:

Outbound Whse. Handling Time: 2D


Inbound Whse. Handling Time: 1D

Base Calendar Code:

Customized Calendar: No

Use Cross-Docking:

Cross-Dock Due Date Calc.:



Shipm

Posted Sales Shipments

Combine Shipments...

Posted Sales Shipments

Posted Return Shipments

Sales - Shipment

Shipment Methods

Posted Sales Shipments

Purchase - Return Shipment

Shipment Methods

Posted Return Shipments

Sales Shipment

Purchase Return Shipment

Warehouse Shipments

Posted Documents

Departments/Financial Management/Recei...

Financial Management/Receivables/History

Financial Management/Payables/History

Sales & Marketing/Order Processing/Docu...

Sales & Marketing/Order Processing/Setup

Departments/Sales & Marketing/History

Purchase/Order Processing/Documents

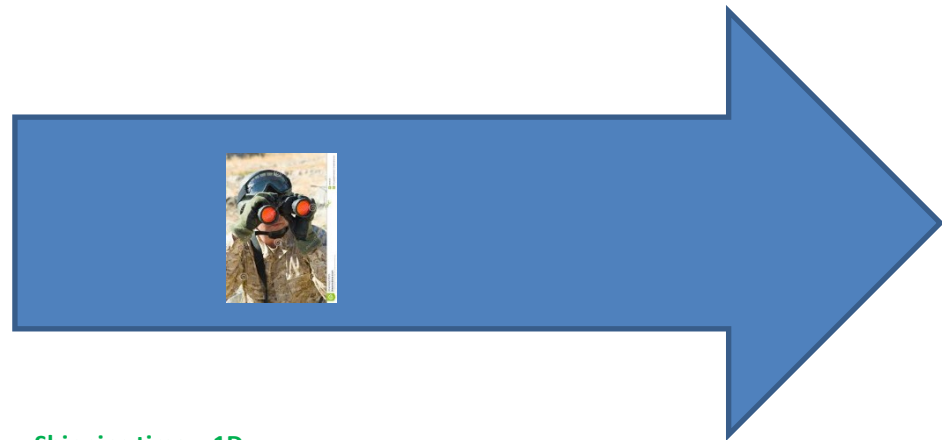
Purchase/Order Processing/Setup

Departments/Purchase/History

Warehouse/Orders & Contacts/Reports

Warehouse/Orders & Contacts/Reports

Departments/Warehouse/Planning & Execu...



Outbound WHS handling time =2D



Shipping time = 1D



Inbound WHS handling time =1D

# Setup shipment (access from searching window- see previous slide)

Shipment Methods ▾

Type to filter (F3) | Code ▾ | → ▾

Code	Description
CFR	Cost and Freight
CIF	Cost Insurance and Freight
CIP	Carriage and Insurance Paid
CPT	Carriage Paid to
DAF	Delivered at Frontier
DDP	Delivered Duty Paid
DDU	Delivered Duty Unpaid
DELIVERY	DELIVERY
DEQ	Delivered ex Quay
DES	Delivered ex Ship
EXW	Ex Warehouse
FAS	Free Alongside Ship
FCA	Free Carrier
FOB	Free on Board
PICKUP	Pickup at Location





# Setup shipment –Shipping agent and services (access from Customer Card, Tab=Shipping)

Shipping

Location Code:	BLUE	Shipping Agent Code:	DHL
Combine Shipments:	<input checked="" type="checkbox"/>	Shipping Agent Service Code:	OVERNIGHT
Reserve:	Optional	Shipping Time:	1D
Shipping Advice:	Partial	Base Calendar Code:	
Shipment Method Code:	EXW	Customized Calendar:	No

## Shipment agents

Shipping Agents

Type to filter (F3) | Code

No filters applied

Code	Account No.	Name	Internet Address
DHL		DHL	
FEDEX		Feder	
OWN LOG.		Own	
UPS		Unite	

Shipping Agent Services

Type to filter (F3) | Code

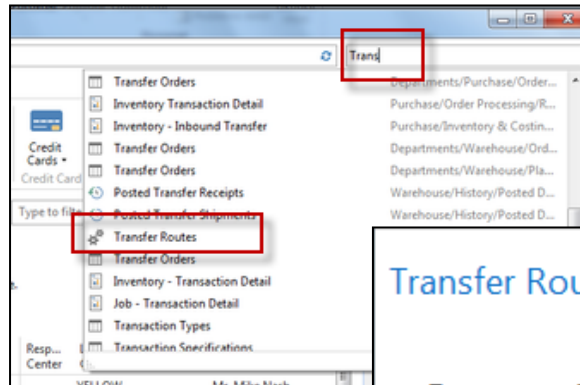
Filter: DHL

Code	Description	Shipping Time	Base Calend...	Customiz... Calendar
OVERNIGHT	Overnight delivery	1D		No
STANDARD	Standard delivery	2D		No

# Agent services and Transfer routes

Agent services		Shipping Time	Base Calendar Code	Customized Calendar
Code	Description			
NEXT DAY	Next day delivery		1D	No
STANDARD	Standard delivery		2D	No

Access : searching window



## Transfer Routes

Own logistic or Outsourced logistic

Transfer Routes Matrix							
Trans... Code	Transfer-from Name	BLUE	GREEN	RED	SILVER	WHITE	YELLOW
BLUE	Blue Warehouse			OUT. LOG.		OWN LOG.	OUT. LOG.
GREEN	Green Warehouse			OWN LOG.		OWN LOG.	OWN LOG.
RED	Red Warehouse	OUT. LOG.					
SILVER	Silver Warehouse						
WHITE	White Warehouse			OWN LOG.			
YELLOW	Yellow Warehouse						

# Transfer order



Blue Location



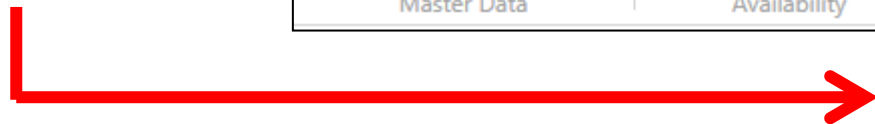
Red Location

1906-S · ATHENS Mobile Pedestal

General	
No:	1906-S
Description:	ATHENS Mobile Pedestal
Base Unit of Measure:	PCS
Assembly BOM:	No
Shelf No.:	D4
Automatic Ext. Texts:	<input type="checkbox"/>
Created From Nonstock Item:	<input type="checkbox"/>
Item Category Code:	
Product Group Code:	
Service Item Group:	
Search Description:	ATHENS MOBILE PEDEST...
Inventory:	254

Edit - Item Card - 1906-S · ATHENS Mobile Pedestal

HOME	ACTIONS	NAVIGATE
Units of Measure	...	Items by Location
Variants	...	Item Availability by
Dimensions	...	
Master Data		Availability



# Item by Location (from button Item)

Items by Location Matrix ▾

No.	Description	BLUE	GREEN	RED	SILVER
1906-S	ATHENS Mobile Pedestal	70	88	56	
1908-S	LONDON Swivel Chair, blue	234	57	14	
1920-S	ANTWERP Conference Table	38	65	3	
1924-W	CHAMONIX Base Storage U...	1	8	2	

BLUE - Blue Warehouse

USE AS IN-TRANSIT:

Communication

Warehouse

Require Receive:

Require Shipment:

Require Put-away:

Use Put-away Worksheet:

Require Pick:

Bin Mandatory:

Directed Put-away and Pick:

Use ADCS:

Default Bin Selection:

Outbound Whse. Handling Time: 2D

Inbound Whse. Handling Time: 1D

Base Calendar Code:

Customized Calendar: No

Use Cross-Docking:

Cross-Dock Due Date Calc.:

RED - Red Warehouse

Address 2:

Contact: Carole Poland

Use As In-Transit:

Communication: +44-(0)190 1424 0001

Warehouse

Require Receive:

Require Shipment:

Require Put-away:

Use Put-away Worksheet:

Require Pick:

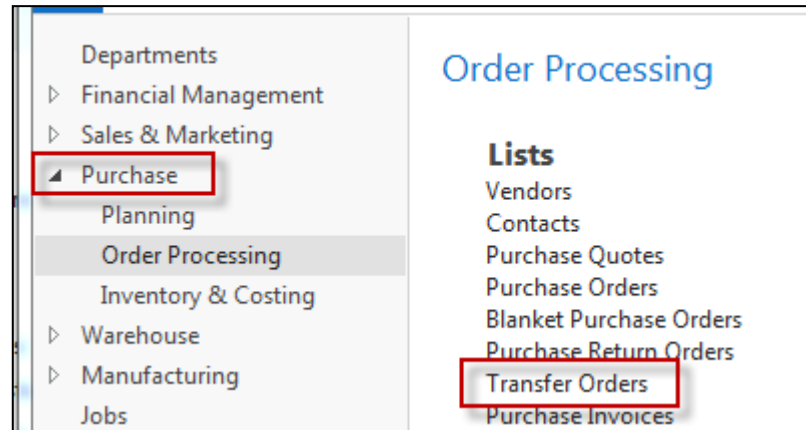
Default Bin Selection:

Outbound Whse. Handling Time:

Inbound Whse. Handling Time:

Base Calendar Code:

# Transfer Order creation



# Transfer Order creation – header and lines

**Transfer Order**

**General**

No.: 1011 ... Department Code:

Transfer-from Code: BLUE Transfer-to Code: RED Project Code:

In-Transit Code: OUT. LOG. Assigned User ID:

Posting Date: 24.1.2019 Status: Open

**Lines**

Functions Line New Find Filter Clear Filter

Item No.	Description	Quantity	Reserved Quantit...	Reserved Quantit...	Reserved Quantit...	Unit of Measur...	Qty. to Ship	Quantity Shipped	Qty.
1906-S	ATHENS Mobile Pedestal	1				PCS	1		

# Transfer Order creation – tabs transfers

Transfer-from	
Transfer-from Name:	Blue Warehouse
Transfer-from Name 2:	
Transfer-from Address:	South East Street, 3
Transfer-from Address 2:	
Transfer-from Post Code:	B27 4KT
Transfer-from City:	Birmingham
Transfer-from Contact:	Jeff Smith
Shipment Date:	24.1.2019
Outbound Whse. Handling Time:	2D
Shipment Method Code:	
Shipping Agent Code:	FEDEX
Shipping Agent Service Code:	NEXT DAY
Shipping Time:	1D
Shipping Advice:	Partial

Transfer-to	
Transfer-to Name:	Red Warehouse
Transfer-to Name 2:	
Transfer-to Address:	Main Ashford Street, 2
Transfer-to Address 2:	
Transfer-to Post Code:	TN27 6YD
Transfer-to City:	Ashford
Transfer-to Contact:	Carole Poland
Receipt Date:	27.1.2019
Inbound Whse. Handling Time:	

Next day (1D+Outbound Whse.Handling Time(Blue) (2D) =-1D+2D=3D->24.11.19+3D=27.1.19

# Posting TO (2 times F9)

Microsoft Dynamics NAV

Ship  
 Receive

OK Cancel

## Item Ledger Entries

Posting Date	Entry Type	Document Type	Document No.	It...	Descri...	Location	Quantity	Invoiced quantity	Remai... Quant...	Sales Amount (Actual)	Cost Amount (Actual)
24.1.2019	Transfer	Transfer Shipm...	108006	Qty. to Ship				-1	0	0,00	-219,50
24.1.2019	Transfer	Transfer Shipm...	108006		Quantity Shipped		Qty. to Receive	1	1	0,00	219,50

## Part of the TO line

Qty. to Ship	Quantity Shipped	Qty. to Receive
	1	1

## Item Ledger Entries

Microsoft Dynamics NAV

Ship  
 Receive

OK Cancel

Posting Date	Entry Type	Document Type	Document No.	It... N...	Descri...	Location Code	Quantity	Invoiced Quantity	Remai... Quant...	Sales Amount (Actual)	Cost Amount (Actual)
24.1.2019	Transfer	Transfer Shipm...	108003	1906-S	GREEN		-40	-40	0	0,00	-8 780,00
24.1.2019	Transfer	Transfer Shipm...	108003	1906-S	OWN LOG.		40	40	40	0,00	8 780,00
24.1.2019	Transfer	Transfer Shipm...	108006	1906-S	BLUE		-1	-1	0	0,00	-219,50
24.1.2019	Transfer	Transfer Shipm...	108006	1906-S	OUT. LOG.		1	1	0	0,00	219,50
24.1.2019	Transfer	Transfer Receipt	109003	1906-S	OUT. LOG.		-1	-1	0	0,00	-219,50
24.1.2019	Transfer	Transfer Receipt	109003	1906-S	RED		1	1	1	0,00	219,50

The posting date is same instead of having two dates 24.1.19 and 27.1.19. The reason is as follows : both movement were posted at same date !!



# Transfer by use of Item Reclassification Journal

The image shows a screenshot of a SAP navigation menu on the left and the main content area on the right. The navigation menu is a vertical list with a blue header bar at the top. The items are: Departments (highlighted with a red box), Financial Management, Sales & Marketing, Purchase, Warehouse (highlighted with a red box and a small triangle icon), Orders & Contacts, Planning & Execution, Goods Handling Order by ..., Goods Handling Multiple ..., and Inventory (highlighted with a grey background). The main content area is titled 'Inventory' in blue. It contains two sections: 'Lists' with the sub-item 'Phys. Invt. Counting Periods', and 'Tasks' with sub-items 'Item Journals', 'Item Reclass. Journals' (highlighted with a red box), 'Phys. Inventory Journals', and 'Revaluation Journals'.

- Departments
- ▷ Financial Management
- ▷ Sales & Marketing
- ▷ Purchase
- ◄ Warehouse
  - Orders & Contacts
  - Planning & Execution
  - Goods Handling Order by ...
  - Goods Handling Multiple ...
- Inventory

## Inventory

### Lists

- Phys. Invt. Counting Periods

### Tasks

- Item Journals
- Item Reclass. Journals
- Phys. Inventory Journals
- Revaluation Journals

# Transfer by use of Item Reclassification Journal



Batch Name . . . . . DEFAULT

Posting Date	Document No.	Item No.	Description	Location Code	New Location Code	Quantity	Unit of Measure Code	Applies-to Entry
*▶ 09.09.12	T01006	1896-S	ATHENS Desk	RED	BLUE	1	PCS	0



## Item Ledger Entries

09.09.12	Transfer		T01006	1896-S	RED	-1	-1	0	0,00	-481,27
09.09.12	Transfer		T01006	1896-S	BLUE	1	1	1	0,00	481,27

# End of the section

(Transfer Orders)

