

## **Transferring Items within the Same Branch/Plant**

### **Overview**

In NIS you can create transfer transactions to record inventory movement between different locations within the same branch/plant.

NIS automatically creates journal entries each time transactions are generated that will affect the general accounting system. However, please note that the general accounting system will not be affected until the journal entries are posted. Please refer to the work instructions to Review and Post Journal Entries.

This work instruction shows how to [Transfer Items Within the Same Branch/Plant](#).

### **NIS Policies**

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

### **Navigation**

Click Roles, Inventory.

(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Transfers

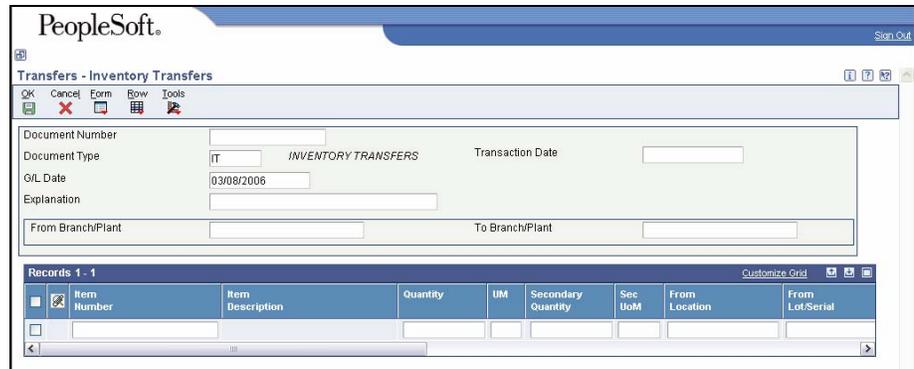
## Steps

### Transfer Items within the Same Branch/Plant

Start this instruction from the Transfers – Work with Inventory Transfers window.



1. Click **Add**. The Transfers – Inventory Transfers window appears.



2. Enter the following information in the header fields:
  - Document Number – default, system assigned
  - Document Type – default, IT - Inventory Transfers
  - Transaction Date – default, current date
  - G/L Date – default, current date
  - Explanation
  - From Branch/Plant
  - To Branch/Plant – same as the From Branch/Plant
3. Enter the following information in the grid:
  - Item Number
  - Quantity – amount to be transferred
  - From Location
  - To Location

- Use the down arrow on the keyboard to move to the next row on the grid if you want to move items to multiple locations. Repeat as needed.
4. Click **OK** to accept the data entered and to return to the Inventory Transfers window.
  - ✎ If a warning sign () is displayed at the top of the window, click **OK**.
  5. Record the Previous Document Number and Document Type if desired for future use.
  6. Click **Cancel** to return to the Work with Inventory Transfers window.
  7. Click **Close**.