

Transfers

Screenshots have not yet been captured for this page. Please add them when reviewing it.

Introduction

A transfer moves stock from one branch or stockroom to another. The sending branch raises the transfer and sends the goods; the receiving branch has to confirm what actually turned up before that stock counts as theirs.

NCompass WAS lets the receiving warehouse make that confirmation on the scanner, at the point the boxes come off the vehicle, instead of noting what arrived and completing the transfer at a desk in NCompass afterwards.

Where to find it

The option appears in the WAS menu as **Transfer Enquiry / Transfer Goods In**. Access is governed by the same permission that controls transfer goods in on the NCompass desktop, and like every WAS option it can be hidden from a user with a custom menu (see *Getting Started*).

Completing a transfer

1. Scan the transfer.
2. The app lists every item on that transfer.
3. Scan each item you have physically received. As each one is scanned it is ticked off as received, brought into your branch's stock, and placed in the system stock location **[Transfer Received]**.
4. Press **Confirm** once everything that arrived has been scanned.
5. If any items on the transfer were not scanned, you are asked what should happen to them – see *Items that did not arrive* below.
6. You are also asked whether labels should be reprinted for the items you received.

Received stock stays in **[Transfer Received]** until it is put away. Use **Manual store** to scan each item into its proper location, exactly as you would after a goods in.

[Transfer Received] is a system location created by NCompass, not a physical place. It exists so that stock which has arrived but has not yet been put away can be told apart from stock that is already on the shelf.

Items that did not arrive

An item on the transfer that is not scanned has not arrived. NCompass can hand those items straight back to the sending branch, so the sending branch's stock figures are corrected and the goods are not left belonging to nobody.

What happens is set by the configuration setting **Return unreceived transfer items to sending branch**, in NCompass under **Tools > Configuration**. It takes three values:

- **Yes** – unreceived items are always returned to the sending branch, with no prompt.
- **Remind** – the default. The operative is asked at the end of the transfer whether to return them.
- **No** – unreceived items are never returned. They stay outstanding on the transfer.

This deliberately mirrors the equivalent prompt on the NCompass desktop, so a site behaves the same way whichever route its staff use.

Notes for support

- The scanner reads this setting when it loads its lookup data from NCompass. If a change does not appear to have taken effect, have the operative log out and back in, or use **Menu > Settings > Reload Lookup Data**.
- A transfer completed on the scanner appears in NCompass exactly as though it had been completed on the desktop. There is no separate WAS record to reconcile afterwards.
- Stock that seems to be "missing" after a transfer is most often still sitting in [Transfer Received] because nobody has manually stored it. Check there before treating it as a stock discrepancy.