



# University of the Philippines

## SPCMIS

Supplies, Procurement, and Campus Management  
Information System





# SUBINVENTORY TRANSFER (SINGLE ENTRY)



# SPCMIS User Manual

## *iProcurement*

Author:

Creation Date:

Last Updated:

Document Ref:

Version:

### **Approvals:**

Recommending Approval:

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Approved by:

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Subinventory Transfer (Single Entry)

File Ref: ITDC-[SPCMIS]-UG [Subinventory Transfer (Single Entry)] – [20170316] (v.2)

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
20 April 2016	Kenneth Peter D. Molave	1.0	Initial Issue and review
16 March 2017	Reah Mae Supnet	2.0	Update

## 2. Description

Subinventory Transfer (Single Entry)

File Ref: ITDC–[SPCMIS]–UG [Subinventory Transfer (Single Entry)] – [20170316] (v.2)

Script ID	UGSP110120
Script Name	Subinventory Transfer (Single Entry)
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	Transferring items from one subinventory to another.
Data Requirement	
Dependencies	
Scenario	
Author	Kenneth Peter D. Molave & Reah Mae Supnet

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UNIVERSITY OF THE PHILIPPINES 1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

\*User Name   
(example: michael.james.smith)

\*Password   
(example: 4u99v23)

Login Cancel

Accessibility: None

Select a Language:  
English

About this Page Privacy Statement

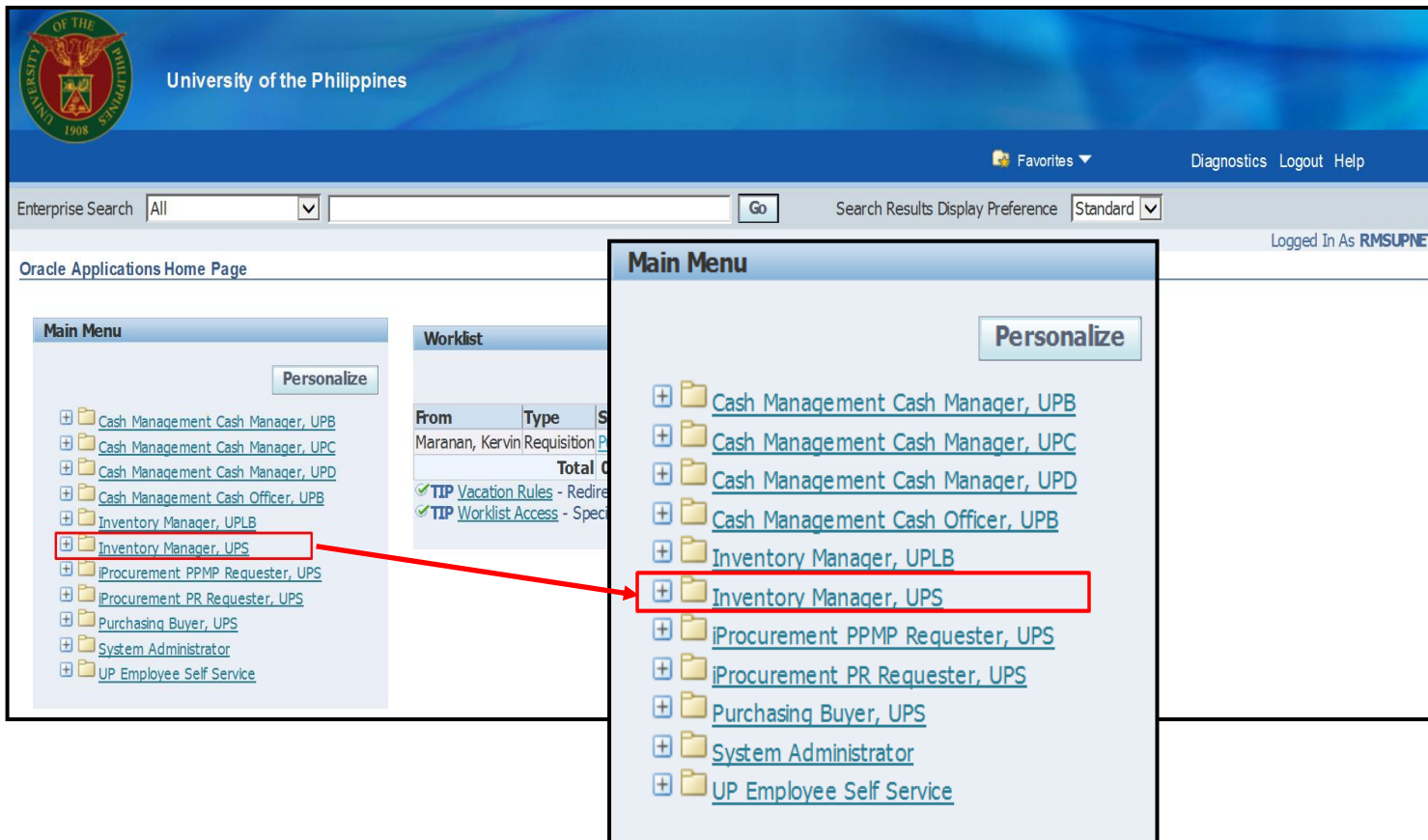
© 2006, Oracle. All rights reserved.

**STEP 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**STEP 2.** Log-in your credentials (Username and Password)

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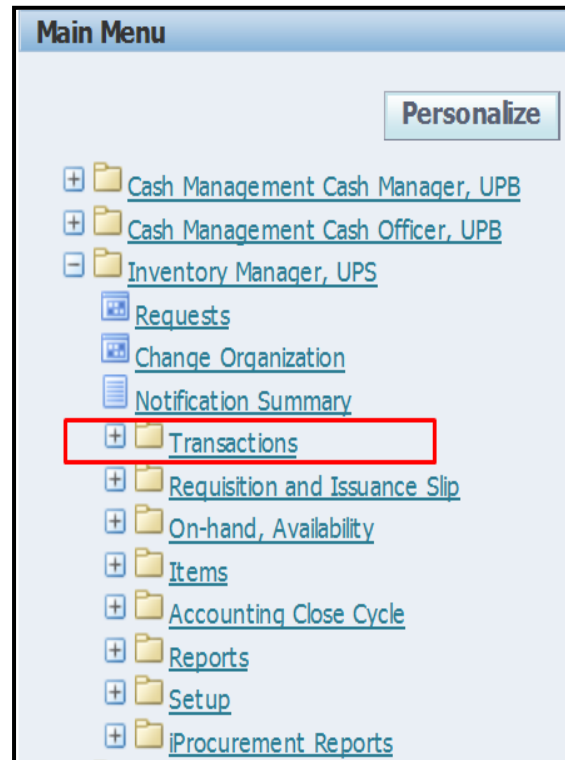


**STEP 3.** On Main Menu, select *Inventory Manager*

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**STEP 4.** Select ***Transactions***



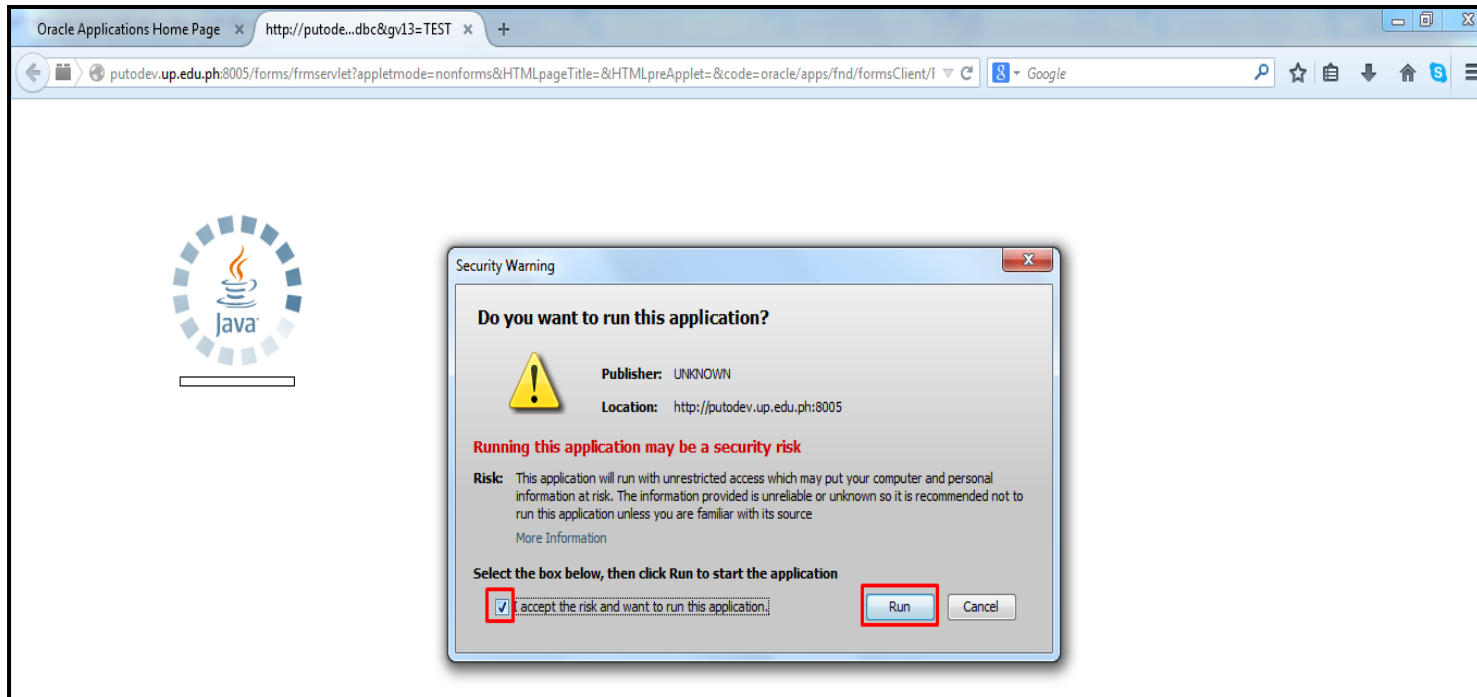




**STEP 5.** Click ***Subinventory Transfer***

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**STEP 6.** Java application will launch with **Security Warning**

Select the checkbox and click **Run**

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The screenshot shows a Java application window titled "Subinventory Transfers (UPS)". The window has a menu bar with "File", "Edit", "View", "Folder", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into sections. The "Transaction" section contains three fields: "Date" with the value "20-APR-2016 13:12:56", "Type" with the value "Subinventory Transfer", and "Source" which is empty. Below these fields is a checkbox labeled "Serial-Triggered" which is unchecked. At the bottom of the Transaction section is a button labeled "Transaction Lines". Below the Transaction section is a section labeled "Notification Summary" with a sub-label "+ iProcurement Reports". At the bottom right of the window is a button labeled "Open".

**STEP 7.** After Java Application is launched, user will be directed to **Subinventory Transfers** window

In **Type** field, enter **Subinventory Transfer** then click **Transaction Lines**

Subinventory Transfer (Single Entry)

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Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
AS-TW-000002						

Description: Twine, Plastic

Available	650	rol	Secondary Available		
On-hand	650	rol	Secondary On-hand		

Lot / Serial

**STEP 8. Subinventory Transfer** window will launch. At **Item field**, enter the **Item Code** of the item to be transferred from one subinventory to another

Notice that when an Item Code is entered, the total number of such items across all subinventories are reflected in the **On-hand** field

[illegible]

**STEP 9.** Enter the source subinventory (i.e. subinventory where items will be transferred from) in the field under **Subinventory**, column (e.g. **UPS-Invt/ UPLB -Invt**)

Once the source subinventory is entered, **On-hand** quantity will change to the total number of the item in that specific subinventory

File Edit View Folder Tools Actions Window Help

Subinventory Transfer (UPS)

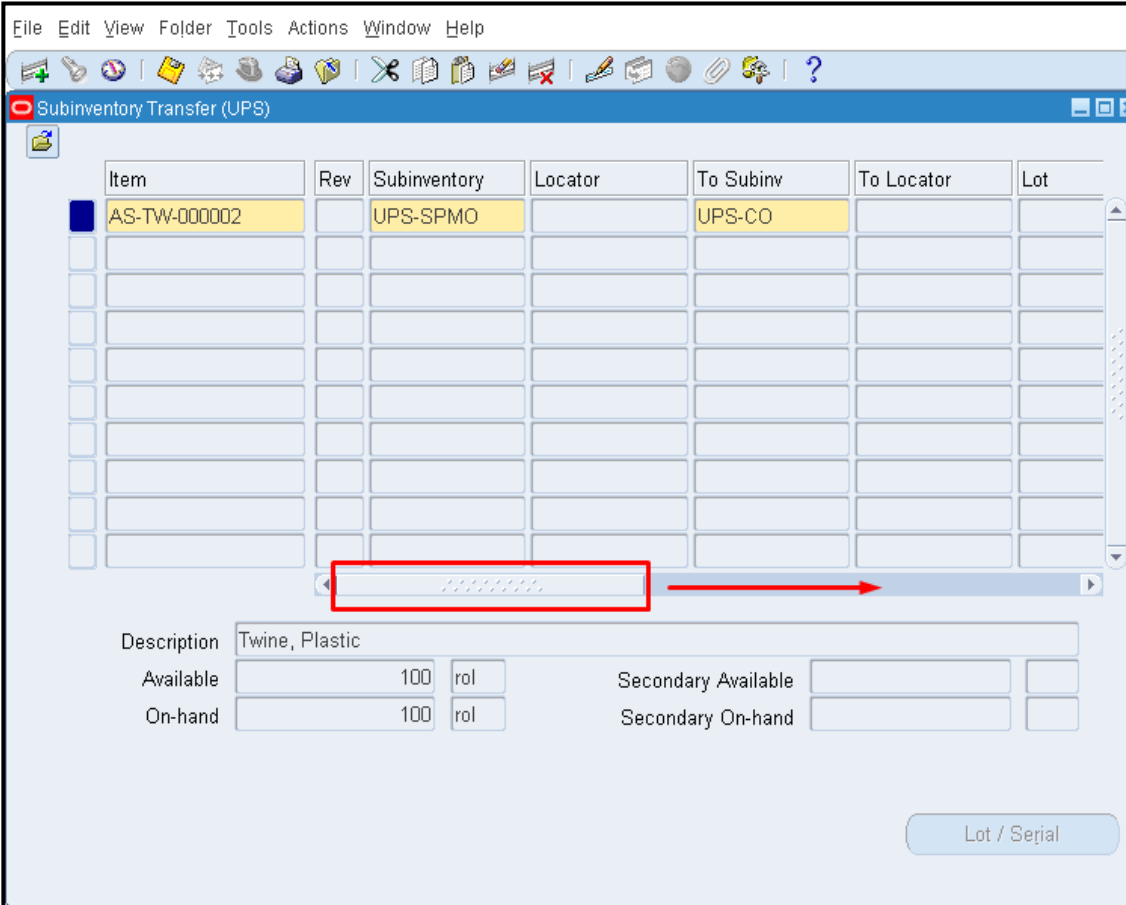
Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
AS-TW-000002		UPS-SPMO		UPS-CO		

Description Twine, Plastic

Available	100	rol	Secondary Available		
On-hand	100	rol	Secondary On-hand		

Lot / Serial

**STEP 10.** Enter destination **Subinventory** (i.e.subinventory items will be Transferred to) in the filed under **To Subinv column**



Subinventory Transfer (UPS)

Item	Rev	Subinventory	Locator	To Subinv	To Locator	Lot
AS-TW-000002		UPS-SPMO		UPS-CO		

Description: Twine, Plastic

Available: 100 rol      Secondary Available:     

On-hand: 100 rol      Secondary On-hand:     

Lot / Serial

**STEP 11.** Fill in the required columns by clicking and dragging the **scroll bar** to the right

Subinventory Transfer (UPS)

Item	UOM	Quantity	Secondary UOM	Secondary Qty	Reason	Refere
AS-TW-000002	rol	51				

Description: Twine, Plastic

Available: 100 rol      Secondary Available:     

On-hand: 100 rol      Secondary On-hand:     

Lot / Serial

**STEP 12. UOM** (*Unit of measure*) will be automatically filled in. Enter the number of items to be transferred in the field under **Quantity** column



File Edit View Folder Tools Actions Window Help

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Subinventory Transfer (UPS)

	Item		UOM	Quantity	Secondary UOM	Secondary Qty	Reason	Refere
	AS-TW-000002		rol	51				

Description Twine, Plastic

Available	100	rol	Secondary Available		
On-hand	100	rol	Secondary On-hand		

Lot / Serial

**STEP 13.** Click **Save** button () or press **CTRL + S** to save

Subinventory Transfer (UPS)

Item	UOM	Quantity	Secondary UOM	Secondary Qty	Reason	Refere

Description:

Available:   Secondary Available:

On-hand:   Secondary On-hand:

Lot / Serial

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | ... | List of Valu... | <OSC>

**STEP 14.** After saving, Notification at lower left portion of screen should read ***“Transaction complete”***

### Result Information:

Item transferred from one subinventory to another subinventory

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface

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