

**DPAS Quick Reference Guide** 



# Warehouse Transfer - Approval

- 1. In the DPAS Warehouse Management module, navigate to **Warehouse Transfer** from the **Materiel Mgmt** menu The Results Grid displays a list of all currently available Warehouse Transfer Requests.
- 2. Select the **Expansion Arrow** to view the details of the pending row.

War	ehouse Transfe	r Requests	Grid Options •	]								
1		Warehouse Te	o 🝸 Document Nbr	Stock Nbr	T Item Desc	Y Ordered Qty	Y Approved Qty	T Denied Qty	T BackOrder Qty	Y Shipped Qty	Y Processing St	tatus 🝸
E	2)	CLEVELAND	N000224066100	6850009857	166 WATER PURIFICATION	200	0	0		0	Pending	
	~	Document T	ransaction Status	τı	Last Updated By	Cond Cd	Transaction C	ity 🔻	Suffix Cd 🛛 🔻	Pick Nbr	Y Pick Status	T
	B / Edit	DUE OUT - I	SSUED	-	Warehouse Transfer	Approval					×	
		▶ H 1	0 🔹 items per page		Instructions						v 1 of 1 it	tems
	@ Print 1348		1000004066400	0445044500	Ship Document							
,	Ship	CLEVELAND	N000224066100	8115014508	Warehouse To		0	ocument Nbr			0\$\$	
•		CLEVELAND	N000224066100	4240015045	CLEVELAND			N0002240661	000		9	
		CLEVELAND	N000224066100	8470015475	Store Pick at Location	or Container	It	em Desc			9	
		CLEVELAND	N0002240661004	5985013768	Location		Ŧ	WATER PURIF	ICATION		9	
•		CLEVELAND	N000224066100	6515015856	* Pick Location						0	
		CLEVELAND	N000224066100	4240015040	RCV1273		(4)				0	
		CLEVELAND	N000224066100	8470015475	Cond Cd						0	
		CLEVELAND	N000224066100	8470015814	A - Svcbl(w/o Qual)		w				0	
м		10 -	items per page		Available Qty		C	rdered Qty			- 9 of 9	items
					Due In Qty		2	ackorder Qty				
					0			0				
					Approved Qty		0	enied Qty				
					200 🗘		(	0			-	
3	Select t	he <b>Fdit</b>	button									
5.				6	✓ Save							
	on the d	detail r	ow to	C	J		_	_	_	_		

begin the approval process.

- 4. Use the **Pick Location Browse (...)** button to identify the staging location of the assets.
- 5. Verify the Approved Qty is correct.
- 6. Select the **Save** button The updated request displays in the Results Grid.

Warehouse Transfer Requests can be viewed and the process accessed from the Warehouse Dashboard using the Open Warehouse Actions. Select Open under the Due Out heading and all the open transfer requests are listed for easy navigation. Selecting a Document Nbr opens the Warehouse Transfer process displaying the request.



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#### **Warehouse Transfer - Denial**

- 1. In the DPAS Warehouse Management module, navigate to **Warehouse Transfer** from the **Materiel Mgmt** menu The Results Grid displays a list of all currently available Warehouse Transfer Requests.
- 2. Select the Edit button to open the Warehouse Transfer Approval popup window.
- 3. Change the Approved Qty from the ordered quantity to 0.
- 4. Select the **Save** button The updated request displays in the Results Grid.

Instructions			
Ship Document			
Warehouse To		Document Nbr	
CLEVELAND		N0002240661002	
Store Pick at Location or Container	_	Item Desc	
Location	*	GOGGLES,INDUSTRIAL	
* Pick Location			
Select an Item			
Cond Cd			
A - Svcbl(w/o Qual)	*		
Available Qty		Ordered Qty	
0 Due la Otr		700 Rackarder Obr	
0		0	
Approved Qty		Denied Qty	
• • (3)		700	



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### **Warehouse Transfer - Partial**

- 1. In the DPAS Warehouse Management module, navigate to **Warehouse Transfer** from the **Materiel Mgmt** menu The Results Grid displays a list of all currently available Warehouse Transfer Requests.
- 2. Select the **Edit** button on the detail row to begin the partial approval process.
- 3. Use the **Pick Location Browse (...)** button to identify the staging location of the equipment.
- 4. Verify the **Approved Qty** is correct Note the **Denied Qty** shows the difference between the ordered and approved quantities.
- 5. Select the **Save** button The updated request displays in the Results Grid.

nstructions		
Ship Document		
Warehouse To	Document Nbr	
CLEVELAND	N0002240661006	
Store Pick at Location or Container	Item Desc	
Location	GOGGLES,INDUSTRIAL	
* Pick Location		
RCV1273 2		
Cond Cd		
A - Svcbl(w/o Qual)		
Available Qty	Ordered Qty	
200	400	
Due In Qty	Backorder Qty	
0	0	
Approved Qty	Denied Qty	
200 \$4	200	

The Approved Qty cannot be increased to an amount greater than the Ordered Qty.



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### **Warehouse Transfer - Details**

When the Warehouse Transfer Approval window closes, the Warehouse Transfer Request page is updated as follows:

- A. Process Status displays In Process.
- B. Document Transaction Status shows Denied or Approved.
- C. Transaction Qty displays the approved or denied quantity.
- D. Pick Nbr is generated and assigned.
- E. Pick Status shows Pick Plan Created.

The Pick processes must now be completed before the transfer can be shipped.

War	ehouse Transfer	Requests	Grid Options 🔻								
		Warehouse To	Document Nbr	Stock Nbr 🛛 🔻	Item Desc 🛛 🔻	Ordered Qty	Approved Qty	T Denied Qty	BackOrder Qty	Shipped Qty	Y Processing Status
•		CLEVELAND	N0002240661000	6850009857166	WATER PURIFICATION	200	200	0	0	0	In Process
•		CLEVELAND	N0002240661005	6515015856363	CLEANER,WOUND,MEDIC	300	0	0	0	0	Pending
•	Print 1348	CLEVELAND	N0002240661001	8115014508593	BOX, WOODEN	300	300	0	0	0	In Process
•	omp	CLEVELAND	N0002240661004	5985013768012	ANTENNA SUBASSEMBLY	2	0	0	0	0	Pending
		CLEVELAND	N0002240661006	4240015040052	GOGGLES, INDUSTRIAL	400	0	0	0	0	Pending
		Document Transa	iction Status	T Last Upda	ited By 🔻 Cond Cd	Transa	iction Qty	Y Suffix Cd	Y Pick Nbr	т	Pick Status
	DUE OUT - DENIED		OSBOURNE A		200						
		DUE OUT - APPR	OVED	OSBOURI	NE A	200			WHCP201	003	Pick Plan Creator
M 4 1 > M 10 v items per page 1 - 2 of 2 items									1 - 2 of 2 items		
•		CLEVELAND	N0002240661003	8470015475938	VEST, TACTICAL, MODUL	300	0	0	0	0	Pending
•		CLEVELAND	N0002240661007	8470015475949	VEST, TACTICAL, MODUL	700	0	0	0	0	Pending
		CLEVELAND	N0002240661008	8470015814806	VEST, TACTICAL MODUL	400	0	0	0	0	Pending
н	< 1 → ×	10 v item	s per page								1 - 8 of 8 items





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## **Warehouse Transfer - Ship**

Once the **Pick** process has been completed and the shipment is ready:

- 1. In the DPAS Warehouse Management module, navigate to Warehouse Transfer from the Materiel Mgmt menu - The Results Grid displays a list of all currently available Warehouse Transfer Requests.
- Expand the approved and picked request. 2.
- Select the Print 1348 button for each request to generate the shipping 3. documentation.
- Select the Ship button. 4.

Ware	house Transfer	Requests	O Grid Options *								
		Warehouse To	Y Document Nbr	Stock Nbr 🛛 🍸	Item Desc 1	Ordered Oty	Y Approved Qty	T Denied City	T BackOrder Oty	Y Shipped Qty	Y Processing Status
		CLEVELAND	N0002240661000	6850009857166	WATER PURIFICATION	200	200	0	0	0	In Process
-		CLEVELAND	N0002240661005	6515015856363	CLEANER, WOUND, MEDIC	300	0	0	0	0	Pending
3	Print 1348 Ship	LEVELAND	N0002240661001	8115014508593	BOX, WOODEN	300	300	o	0	0	In Process
Document Tr		nsaction Status	▼ Last Upda	ted By T Cond Cd	Transaction Oty		Y Suffix Cd	Y Pick Nor	Ŧ	Pick Status	
		DUE OUT - PR	CKED	OSBOUR	NE A	300			WHCP201406	6000002	Complete, Full Pick
	x 4 1	▶ » 10	▼ items per page								1 - 1 of 1 items
¥.		CLEVELAND	N0002240661004	5985013768012	ANTENNA SUBASSEMBLY	2	0	0	0	0	Pending
	Print 1348 Ship	CLEVELAND			GOGGLESJNDUSTRIAL						
		Document Tra	nsaction Status	▼ Last Upda	ted By T Cond Cd	T Transa	action Qty	Y Suffix Cd	Y Pick Nbr	Ŧ	Pick Status
	DUE OUT - DENIED DUE OUT - PICKED		OSBOURNE A OSBOURNE A		200 200		WHCP20*		4069000003 Complete, Full Pick		
	x 4 1	▶ ≥ 10	+ items per page								1 - 2 of 2 items
		CLEVELAND	N0002240661003	8470015475938	VEST, TACTICAL, MODUL	300	0	0	0	0	Pending
		CLEVELAND	N0002240661007	8470015475949	VEST, TACTICAL, MODUL	700	0	0	0	0	Pending
		a marine				100				120	

The shipped supplies will remain in **Document Transaction Status** of DUE OUT – IN TRANSIT until they are received by the requesting Warehouse and the Document Number is closed.



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