



Perform Damaged Item Transfer – RF Scanner

Description

Use this task to perform an item transfer using the RF Scanner to move damaged product from stock to Quarantine.

Trigger

Perform this task when unsalable product is discovered.

Prerequisites

N/A

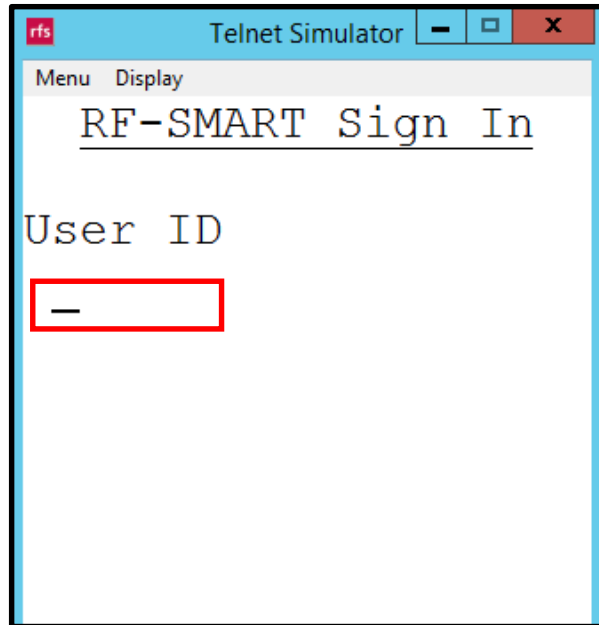
Menu Path

N/A

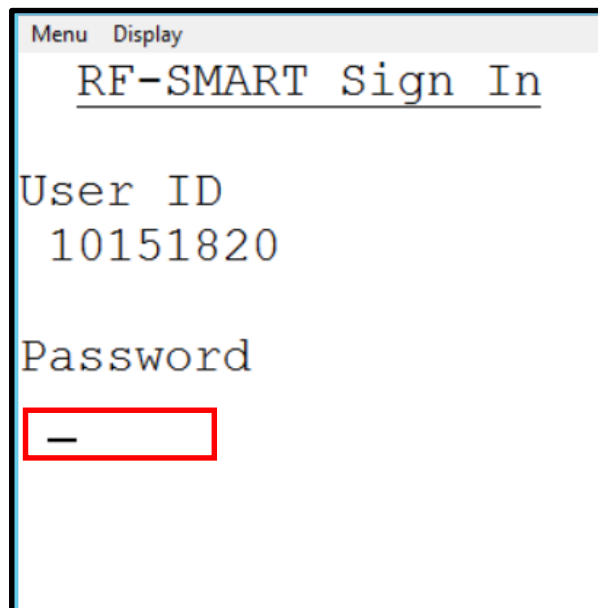
Helpful Hints

This job aid represents the steps to perform a damaged item transfer. This procedure is for product that has been damaged in transit, by a customer, or someone other than a liquor agency.

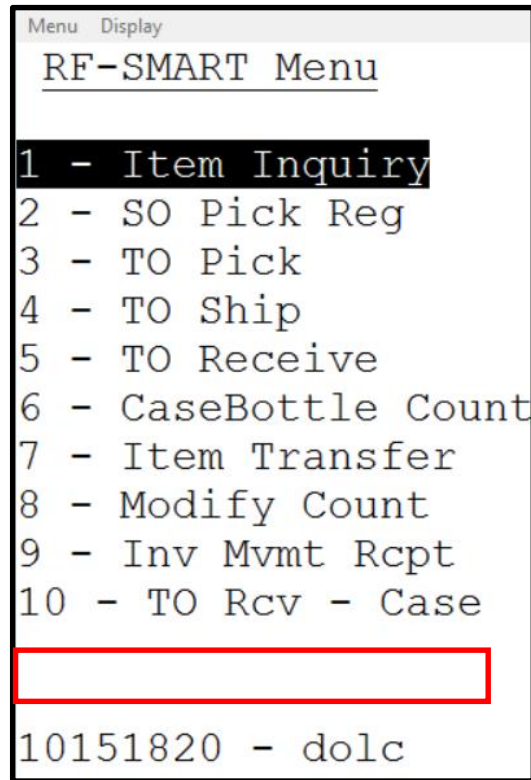
1. Enter your user id in the **User ID** field and press the “Enter” key.



2. Enter your password in the **Password** field and press the “Enter” key.



3. Enter "7" and press the "Enter" key.



Menu Display

RF-SMART Menu

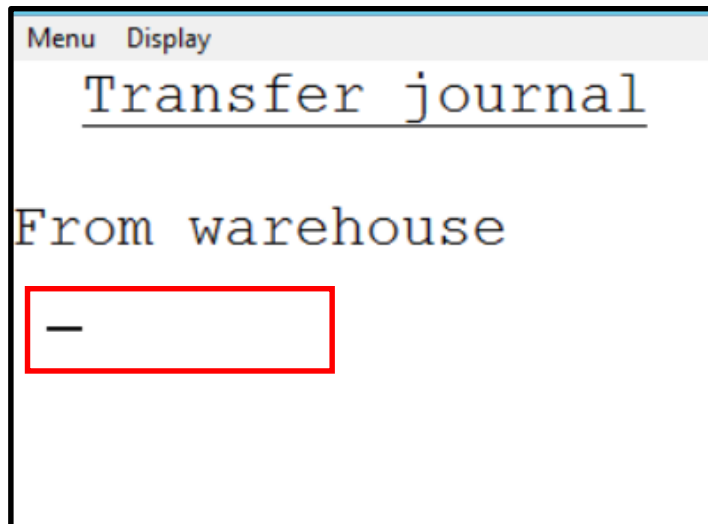
1 - Item Inquiry
2 - SO Pick Reg
3 - TO Pick
4 - TO Ship
5 - TO Receive
6 - CaseBottle Count
7 - Item Transfer
8 - Modify Count
9 - Inv Mvmt Rcpt
10 - TO Rcv - Case

10151820 - dolc

4. Enter the warehouse where the product is being transferred from in the **From warehouse** field. This will be your 5 digit agency number.



This step may not appear in your RF Scanner. If it does not, proceed to the next step.



Menu Display

Transfer journal

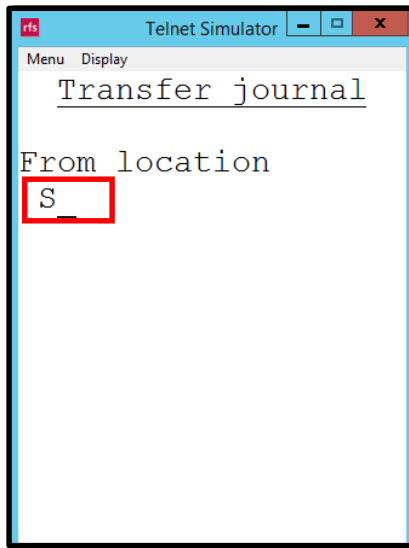
From warehouse

—

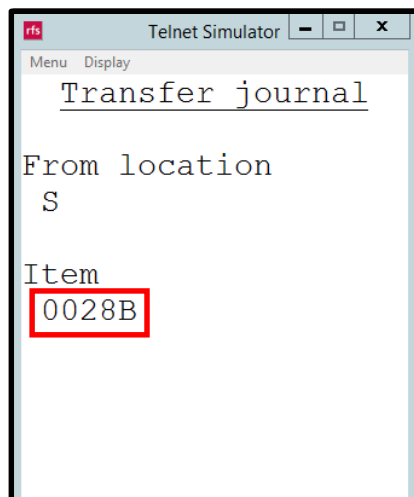
5. Confirm “S” as the location from which the item will be transferred and press the “Enter” key.



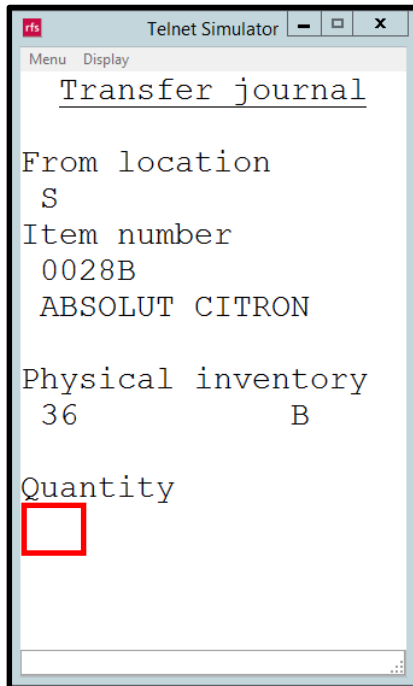
This step may not appear in your RF Scanner. If it does not, proceed to the next step.



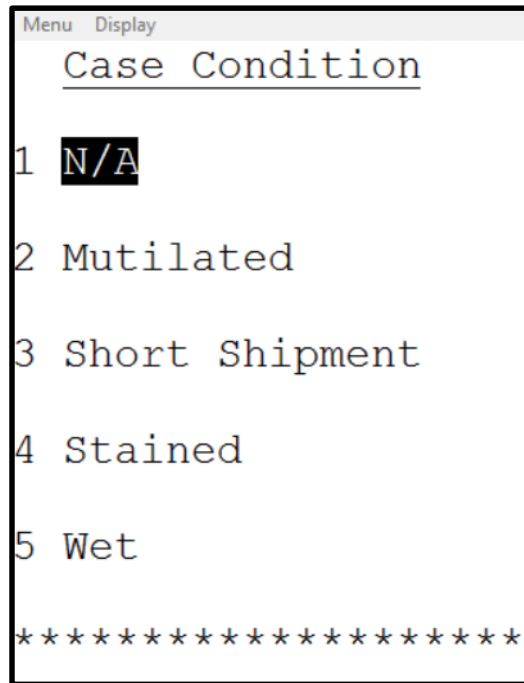
6. Enter the item number that is to be transferred in the **Item** field and press the “Enter” key. For this example, enter “0028B.”



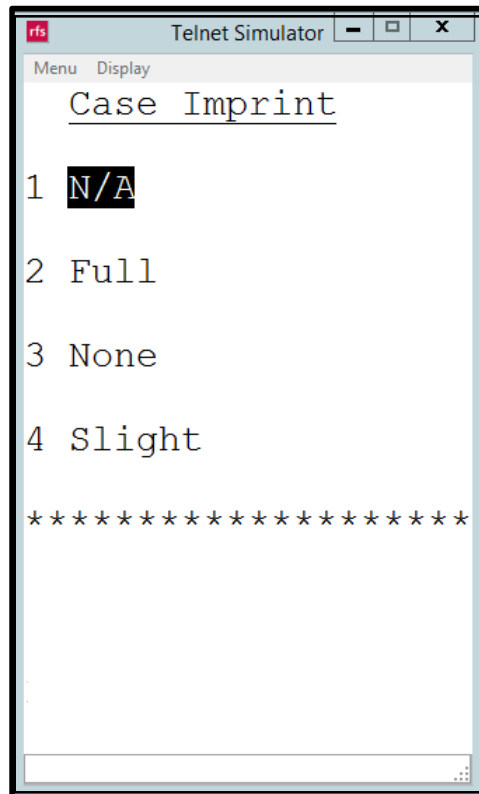
7. Enter the quantity that is being transferred in the **Quantity** field and press the “Enter” key. For this example, enter “1.”



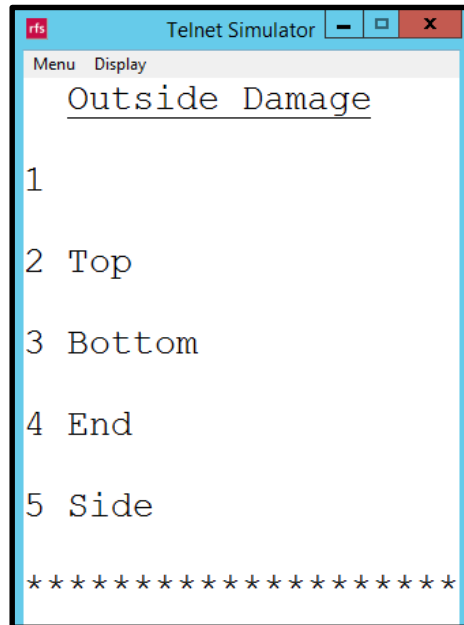
8. Enter the case condition and press the “Enter” key. For this example, enter “1,”



9. Enter the case imprint and press the “Enter” key. For this example, enter “1,”

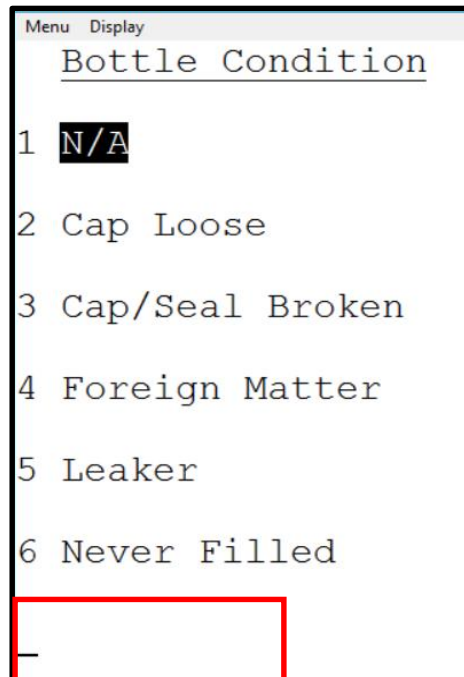


10. Enter the outside damage and press the “Enter” key. For this example, enter “1.”

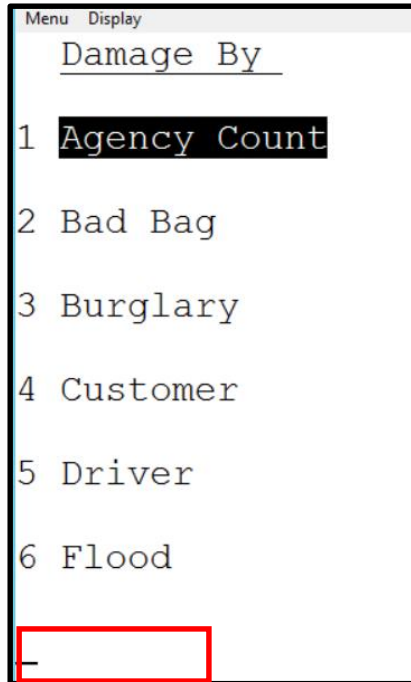


If a selection option is “blank” or “N/A,” that means there was no such damage.

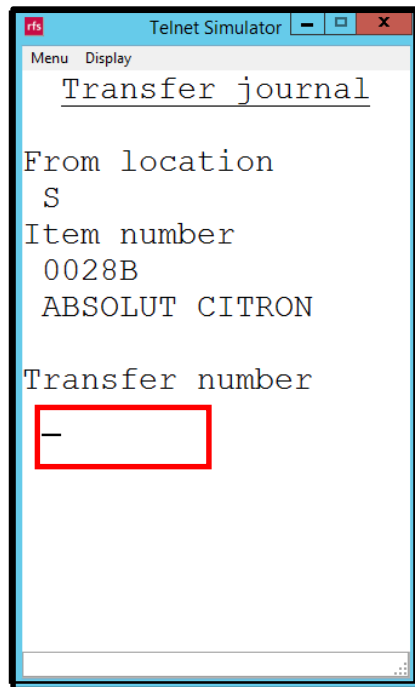
11. Enter the bottle condition and press the “Enter” key.. For this example, enter “5.”



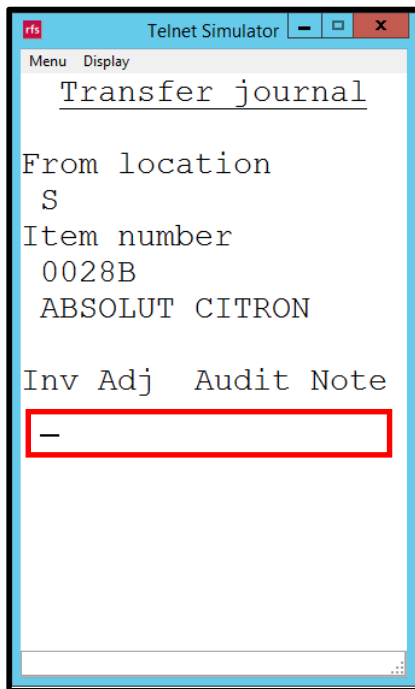
12. Enter a damage by selection and press the “Enter” key. For this example, enter “5.”



13. The Transfer journal will be created automatically. For this example, press the “Enter” key to continue.

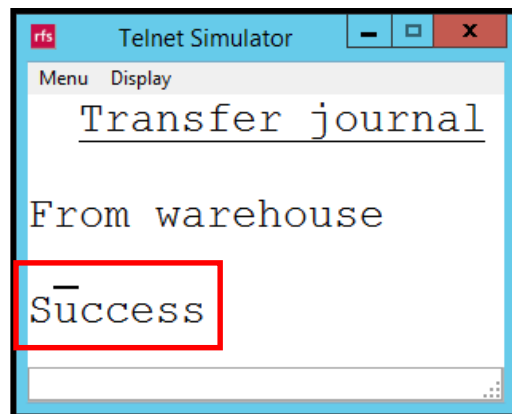


14. A short Inv Adj Audit Note can be added, if necessary. For this example, press the “Enter” key.



This note could be a short description of what happened.

15. The item is transferred to quarantine and posted in AX.



Results

An item was successfully transferred to the quarantine area using the RF Scanner.