

SECTION: M&amp;S CONTROL

SUBJECT: Procedure- Send and Receive  
Product Between Service Centers**SPP No.:** 806**Section:** M&S Control**Subject:** Procedure - Send and Receive Product Between Service Centers**Approved By:** Tony Massey**Effective Date:** December 21, 2021**Last Reviewed Date:** December 21, 2021**Policy Owner:** ERP Financial Manager

On occasion it may be necessary to transfer product from one service center to another. The accounting tool used to track and manage these transfers is called a journal voucher, or JV. The JV credits the service center transferring the product, ensuring their inventory count and value reflects the reduction in product. At the same time, it debits the receiving service center, ensuring their inventory count and value reflects the addition in product. The amount of the credit must always equal the amount of the debit. By JV'ing the material, we ensure the month end usage calculations are accurate.

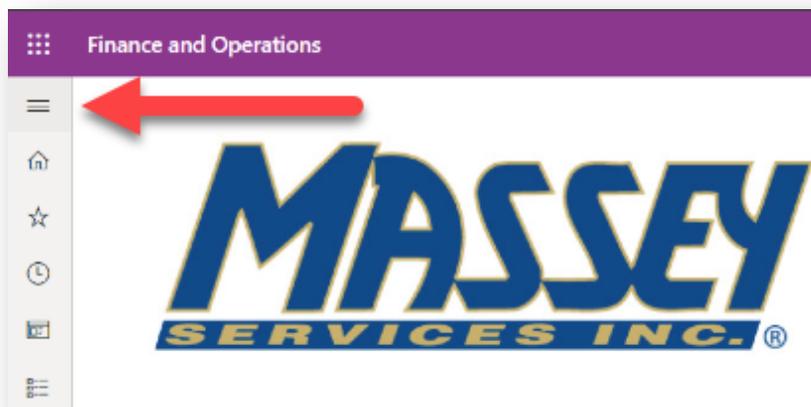
Microsoft D365 handles JVs as a transfer of product from one service center to another.

- The inventory line itself gets transferred (not just the dollar amount)
- This will allow the receiving service center to then issue it and use it as normal.

This process must be completed the same day product is transferred between service centers.

### How to send and receive Journal Vouchers

1. Log-in to Microsoft D365.
2. Click on the Modules Pane (☰ top left).

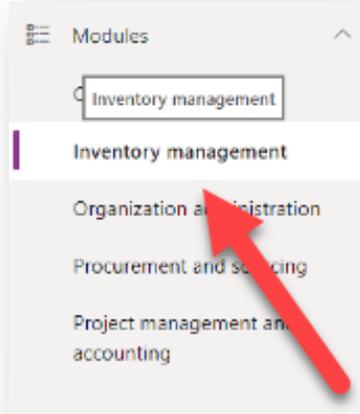
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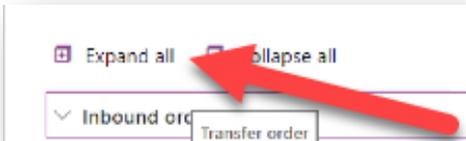
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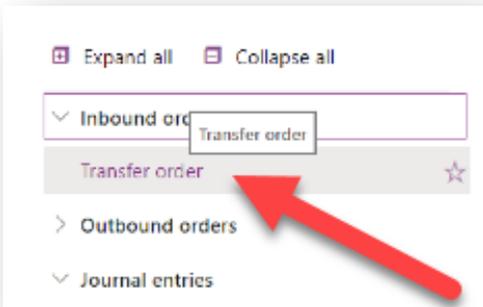
3. Click on “Inventory management” from the menu items.



4. Click “Expand all” (top of the pullout menu).



5. Under the Inbound orders menu, click “Transfer order”.

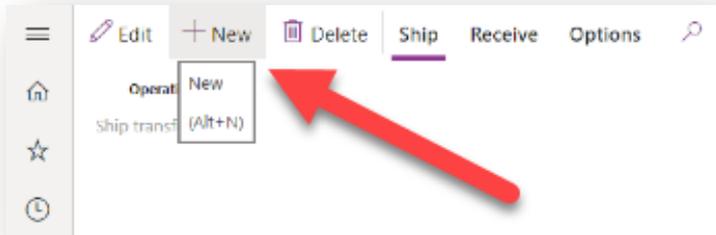


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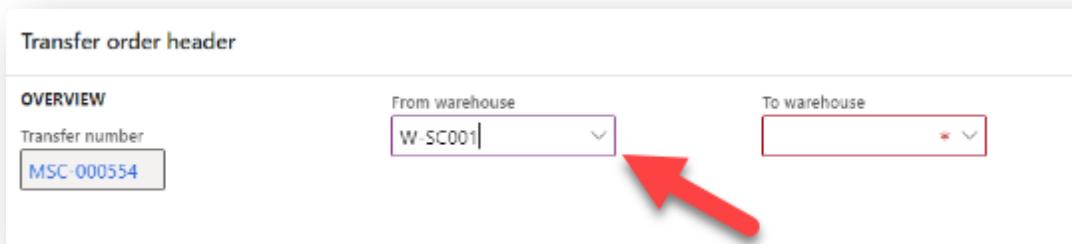
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## Steps To Sending Journal Vouchers:

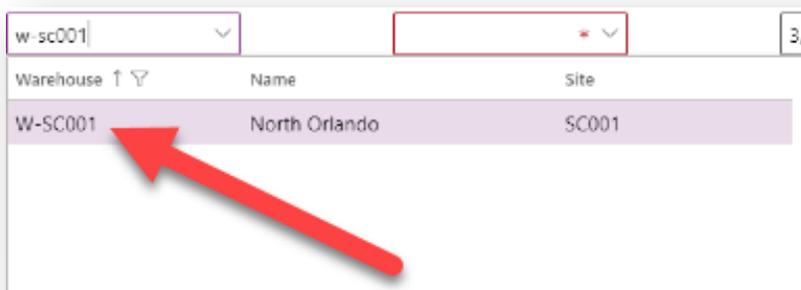
1. Click “New” (top left corner).



2. Click the “From warehouse” pulldown menu. A warehouse is anywhere inventory is stored. This includes the warehouse cage and individual vehicles inventory. You may have to search for your individual office by searching W-SCxxx. The xxx is the service center number. An example includes W-SC001 equals Service Center 1 and W-SC120 equals Service Center 120.



3. Click the warehouse you want to transfer product from. This example shows W-SC001 as Site SC001 in the North Orlando office.

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4. Click the “To warehouse” pulldown menu.

Transfer order header

OVERVIEW

Transfer number  
MSC-000554

From warehouse  
W-SC001

To warehouse  
\*

5. Click the warehouse you want to transfer to. This example shows W-SC019 as Site SC019 in the Oviedo office.

To warehouse  
w-sc019

Ship date  
3/31/2021

Warehouse	Name	Site
W-SC019	Oviedo	SC019

6. Select “+ Add” from the Transfer order lines.

order lines

+ Add Remove Charges Inventory

Item number	Transfer quantity	Ship date
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7. Type the name of the product you would like to transfer into the search menu. This example shows the first three letters for Advion Insect Granules.



8. Click the product you would like to transfer.

A screenshot of a product list table. The table has five columns: 'Item number', 'Search name', 'Product name', 'Item group', and 'Item type'. The rows are as follows:

Item number	Search name	Product name	Item group	Item type
AdvCompBait	Advance	DONOTUSE- Advance Compress...	510500	Item
ADVERTGEL	do_not_use	DONOTUSE- Advert gel, tube	510100	Item
AdvInspCart	Advance	DONOTUSE- Advance Inspectio...	510500	Item
AdvionInsG	Advion	PEST-Advion Insect Granule 25#...	510100	Item
AdvionInsGL	Advion	LAWN-Advion Insect Granule 25...	510200	Item
AdvTBS	Advance	DONOTUSE- Advance TBS (case...	510500	Item

The 'AdvionInsGL' row is highlighted in grey. A red arrow points from the right towards this row. At the bottom, there is a search input field containing 'adv'.

9. Click and adjust the “Transfer quantity” to the amount being transferred from one warehouse to another warehouse.

A screenshot of a transfer quantity table. The table has four columns: 'Item number', 'Transfer quantity', and 'Ship date'. The row is as follows:

Item number	Transfer quantity	Ship date
AdvionInsG	3.00	3/31/2021

A red arrow points from the bottom right towards the '3.00' value in the 'Transfer quantity' column.

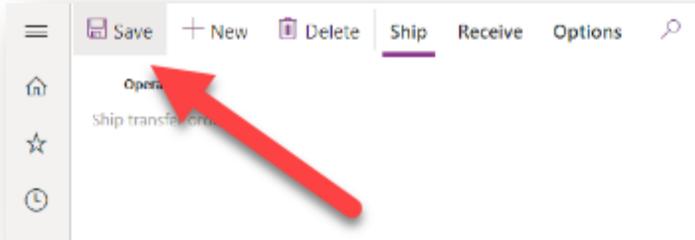
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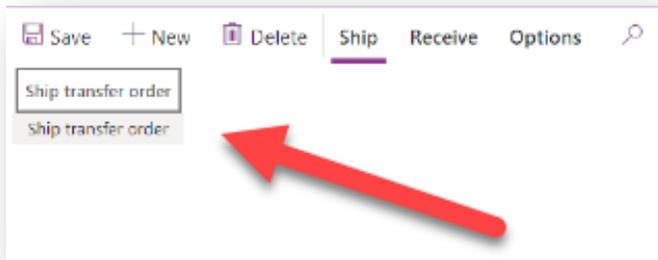
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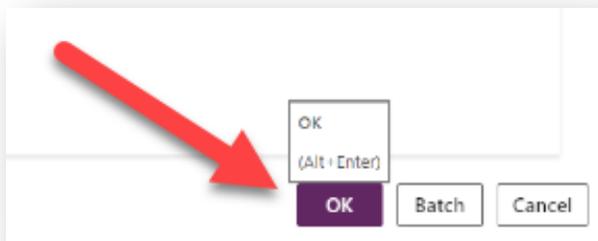
10. Click “Save” (top left corner).



11. Click “Ship transfer order” (top left corner).



12. Click “OK” (bottom right corner). Send an email notifying the receiving service center they must receive the JV same day.



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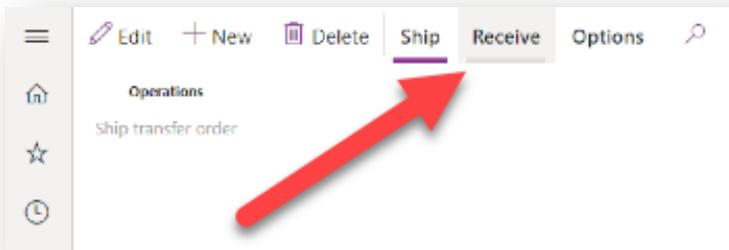
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## Steps To Receiving Journal Vouchers:

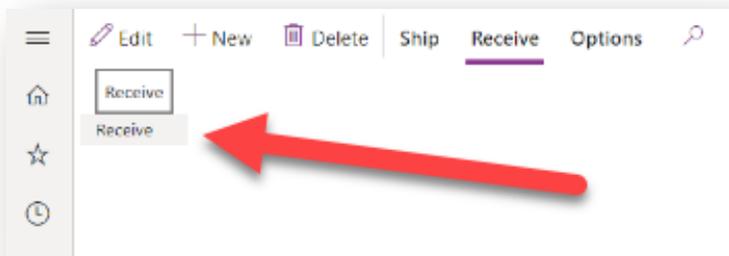
1. Locate and click the transfer number from the list.

MSC-000549	Shipped	W-SC016	W-SC177	1/19/2021	1/19/2021
MSC-000550	Created	W-SC001	W-SC002	3/25/2021	3/25/2021
MSC-000551	Received	W-SC001	W-SC019	3/25/2021	3/25/2021
MSC-000552	Received	W-SC060	W-SC167	3/25/2021	3/25/2021
✓ MSC-000554	Shipped	W-SC001	W-SC019	3/31/2021	3/31/2021

2. Click "Receive" (top menu).



3. Click "Receive" (top left corner).

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4. Verify the information is correct.
5. Click "Ok" (bottom right corner).

