



# 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 damaged product is discovered.

## Prerequisites

N/A

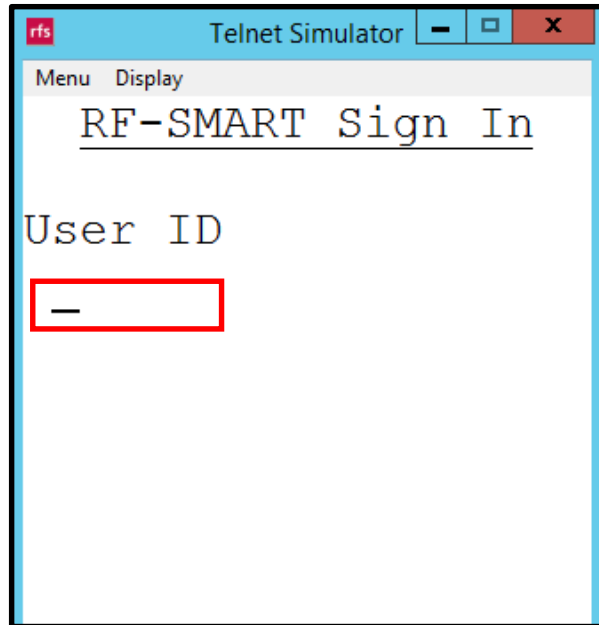
## Menu Path

N/A

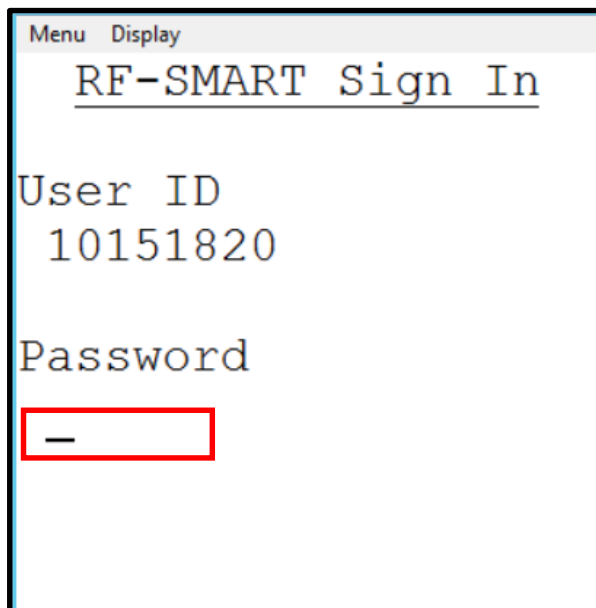
## Helpful Hints

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.

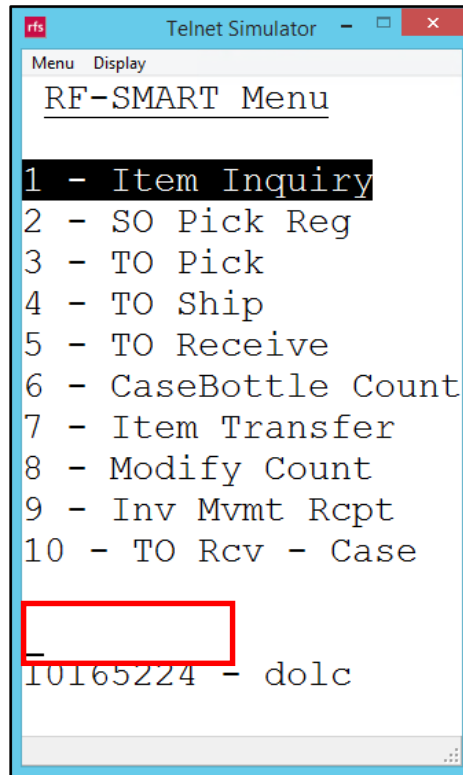
1. Enter your user id in the **User ID** field and press the “Enter” key.



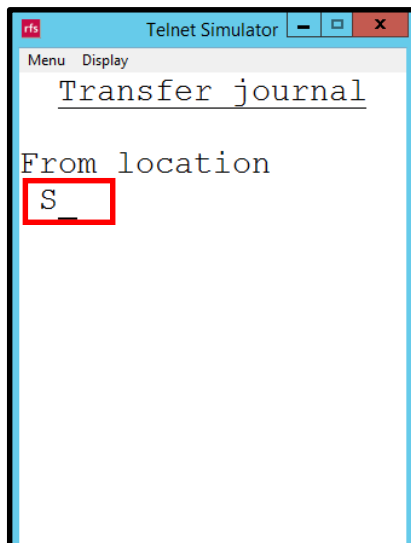
2. Scan your password in the **Password** field.



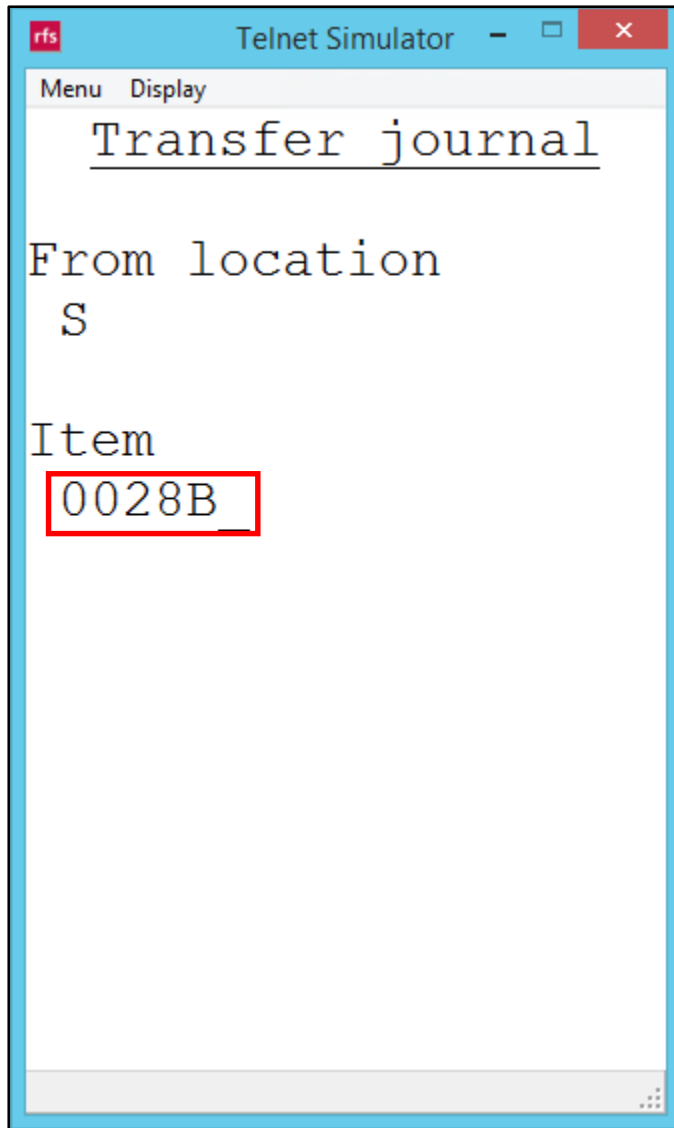
3. Enter "7" for Item Transfer and press the "Enter" key.



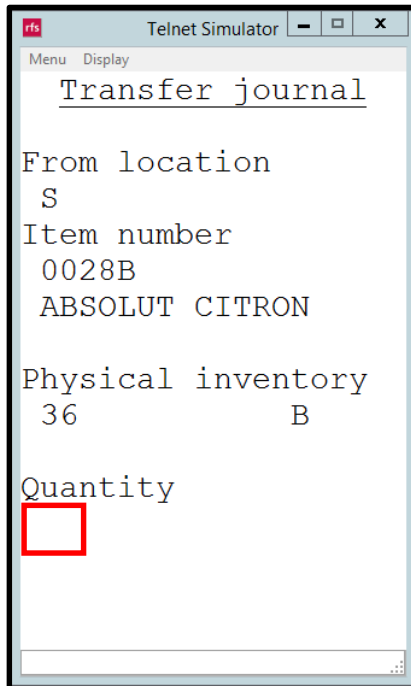
4. Confirm "S" as the location from which the item will be transferred then press the "Enter" key.



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



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

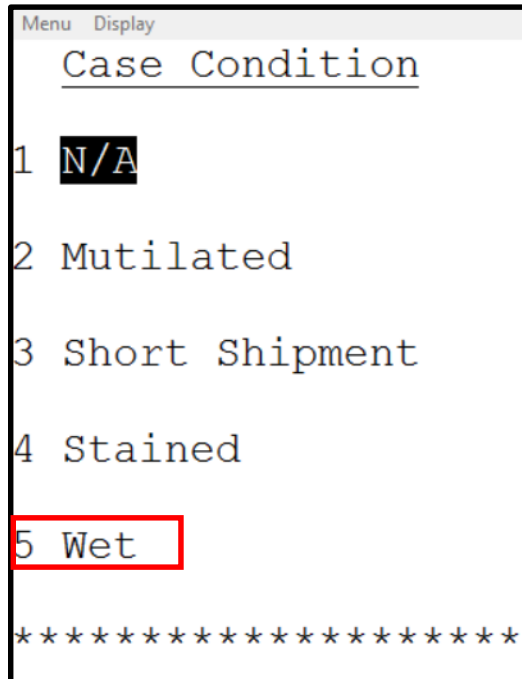


The image shows a screenshot of a Telnet Simulator window. The window title is "Telnet Simulator" and it has a menu bar with "Menu" and "Display". The main content area displays a "Transfer journal" form. The form fields are as follows:

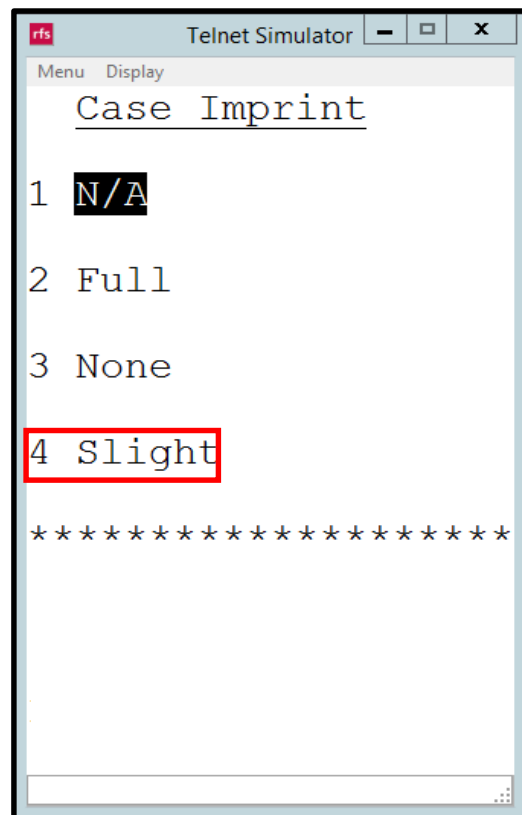
- Transfer journal
- From location  
S
- Item number  
0028B  
ABSOLUT CITRON
- Physical inventory  
36                    B
- Quantity

The "Quantity" field is highlighted with a red rectangular box.

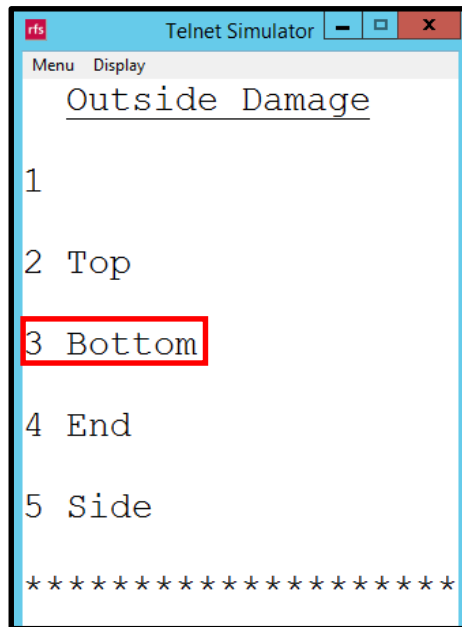
7. Enter the case condition and press the “Enter” key. For this example, enter “5,”



8. Enter the case imprint and press the “Enter” key. For this example, enter “4.”

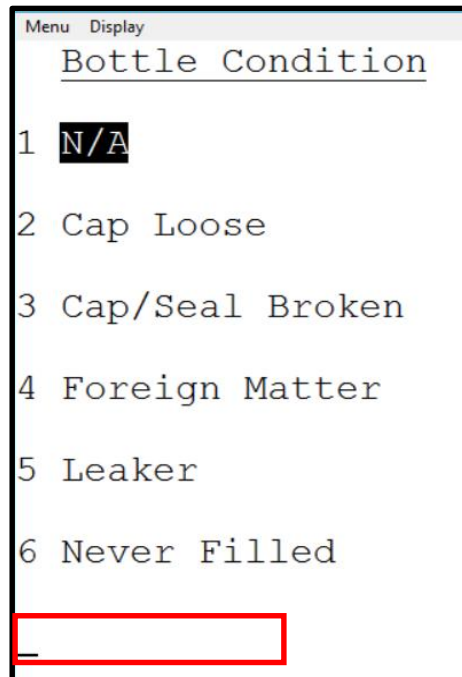


9. Enter the appropriate choice to describe the outside damage and press the “Enter” key. For this example, enter “3.”

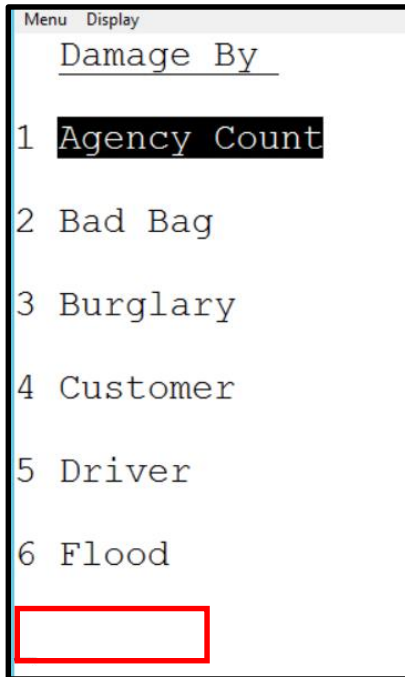


If a selection option is “blank” or “N/A,” that means there was no such damage.

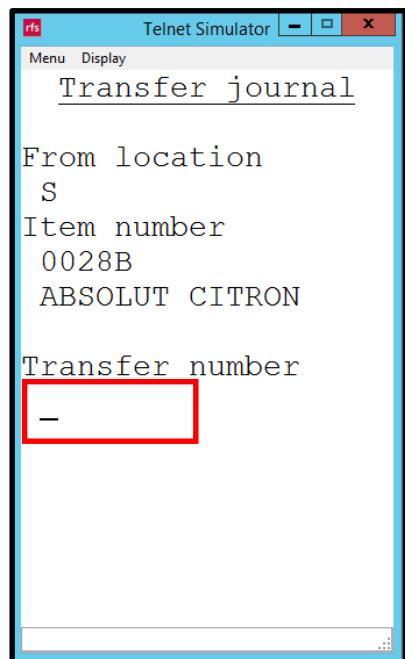
10. Enter the bottle condition and press the “Enter” key.. For this example, enter “5.”



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

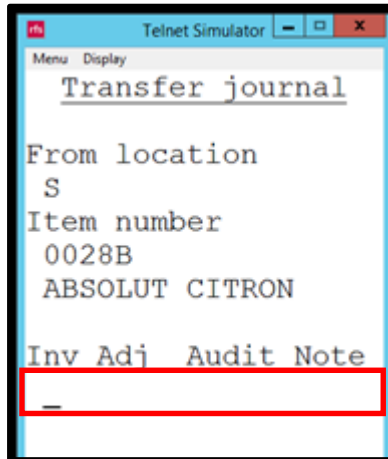


12. If the damage was noticed at receiving time, enter the transfer order number for that receipt. You can scan the number from the Transfer Overview report or the carrier packing list. If the damages are noticed later and cannot be linked to a specific transfer order, press the “Enter” key to continue.





13. A short Inv Adj Audit Note can be added, if necessary. For this example, leave the field blank and press the “Enter” key.



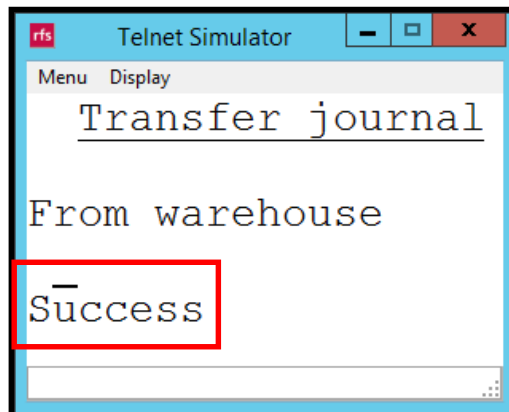
This note could be a short description of what happened.



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



**To complete the Damaged Item process, if the damages were noticed at receiving time go to the Enterprise Portal, print the Inventory Adjustment form, and have the Driver sign it. Give a copy to the Driver and keep a copy on file at the Agency for the Auditor.**



## Results

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