TRANSFER ORDERS - DIRECT

1. Go to Product > Manage Inventory > under Inventory Info Select a Warehouse > Multiple Transfer (



2. The Transfer Order process window will show. Select information needed for <u>Warehouse FROM and TO</u>. Then the <u>Transfer Type</u> - **DIRECT**.

Note: Transfer Order # is SYSTEM GENERATED and cannot be edited.

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AdvancePro 10.00.0.100	0° - admin — 🗌 X
Advance Pro My Workspace	Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR
Customers	1. Transfer Details 2. tem Details
New Order POS View Orders View Customers	Transfer Order
Add Customer	Select warehouse from Vialehouse
Vendors	Warehouse Address 335 Mabolo streetCity, AR, 51535USA
New Order	Select Warehouse To WH 2
View Orders	Warehouse Address 11 3rd Build Third, AK, 33333USA
View Vendors	Transfer Order # 2
Products	Type C Direct C In-Transit
Add Product	Inventory Ownership
View Products	
Quick Search	Notes
Select Item	
Q.	Soloct Marchauss From and To than the Transfer Type DIRECT
Open Windows 📃	Select warehouse From and to then the mansfer Type - Direct.
Multiple Stock Transfer Manage Inventory	Then Click PROCEED.
View All Customer Orders	
Log Out	

3. Fill out Item Details. Choose Single WH or Multiple WH. You select from SKU#, UPC, SN or VSKU # (Variant SKU #) to search for the items. You many also enter product name

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Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			2
Customers	1. Transfer	Details 2. Item De	tails												
New Order	Direct	Transfer											Ref # 2	Order # 2	
View Orders	Waroh	uco From We	robouro										norw j-	Order # 1	
View Customers	Wareh	weete Wt	12	, Choo	ose Singl	e or N	lultiple	Wareho	ouse						
Add Customer	Transf	Date 7/2	0/2016			· · ·									
New Order	C Sind	eWH @ Multi	nle WH												
View Orders															
View Vendors	SKU #	✓Select It	em 💌 Produc	st 📃	Qty: 0			Add 🥥	lac.						
Products	No	SKU #	Pro	duct		S	Ava	il. Stock Reason				Т	ransfer Qty	WH 1	io 👔
Add Product Manage Inventory															
View Products															
Quick Search															
Select Item															
Onen Mindeun															
Multiple Stock Transfer			Р	roduct	Name										
Manage Inventory View All Customer Orders															
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		for SK	U #. UP	C. SN c	o VSKU ‡	ŧ									
	1		,	-,											
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	Jei	ectnow	to seal	CITIO	items to	be au	ueu - s	SKU #, U	rc, 3N 0		.0 #(\	andri	. 3KU #)		
		<u> </u>		Apply Fo										Treater	chur 1
Log Out		C reason:		- Арру Го										ransfer	Close

You can also click on the magnifier to search/add multiple items at the same time.

SKU #	t 💌Selec	t Item V Product: Qty:	0				Add 🖗		
No	SKU #	Product		IS		Avail. S	tock Reason	Transfer Qty	WH To 👔
							l.		
Produc	t Selector			-		×			
All Pro	ducts		Check th	ne product/s	that you w	ish to select			
		If Broduct has LIOM or Va		Click to add F	Products to	o your order.			
	SKIL#	Product Name	Linit	SC 4	Sto	Tra			
40	P00001	Pork Spare Ribs		7.00	1000	0			
41	V00001	Potato		4.00	1000	0			
42	3p2	Product 3-2	Box	20 🕻	4	0			
43	3P	Product Three	Box	20 🕻	5	0			
44	B00007	Shank		6.00	1000	0			
45	B00002	Sirloin Steak		6.00	997	0			
46	SKB001	Skate Board		80 🕻	1000	0			
47	SNB001	Snow Board		300 🕻	1000	0			
48	B00003	T-Bone Steak		6.00	999	0			
49	B00004	Tenderloin Steak		6.00	1000	0			
1 50	C00005	1 high		7.00	1000	0			
51	F00006	Tomato		4.00	1000	0			
L 52	SKB002	I rucks	Den	25	1000	0			
Ø 53	V3A-1-MR	Variant 3 Auto : Medium, Red	Box	40					
Ø 04	V3A-2-MW	Variant 3 Auto : Medium, White	Dox	40	9				
55	V3A-3-5R	Variant 3 Auto : Small, White	Box	40	3 0	1			
	V3M	Variant 3 Manual : Large, Black	Box	40	10	0			
	V3M	Variant 3 Manual : Medium, Black	Box	40	10	0			
59	V3M	Variant 3 Manual : Small, Black	Box	40	10	0			
0 60	F00008	Watermelon		4.00	1000	0			
61	SKB003	Wheels		20 🕻	1000	0			
					_	· · ·			
뛷 Vie	wistock in multipl	e warehouses							
📑 Adv	anced UOM 🕺 🛠	Service							
🕉 Has	Variants 🤣 Iter			A	Add	Close			
💓 Ass	embly Item 🛛 🖷	Drop Ship Item		_			1		

4. Select warehouse **(WH To)** for each item to where those will be transferred to. Place the reason for transfer. You may also assign Lot/Serial #.

AdvancePro 10.00.0.1	000* - admin												-	- ×
Advance Pro My Workspace	Admin Custome	rs Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			8
Customers	1. Transfer Details 2. Iter	n Details												
New Order POS	Direct Transfer											Ref# 2	Order #	2
View Orders View Customers	Warehouse From	Warehouse												
Add Customer	Warehouse To	WH 2												
🛱 Vendors	Transf. Date	7/20/2016						You can	i ente	r diffe	erent r	eason fo	r each	item
New Order	◯ Single WH ● M	fultiple WH												
View Vendors	SKU # 👻Sele	ct Item Produc	st 🗌	Qty: 0			Add	Auc 🗸						
Products	No SKU #	Pro	duct		IS	Ava	il. Stock Reason				Т	ransfer Qty	W	H To M
Add Product	1 V3A-1-MR	<u> </u>	Variant 3 Auto : Me	edium <u>, Red</u>	ß		10					1	V	VH 2 🕅
View Products	2 V3A-2-MW 3 V3A-3-SR	🍑 🔒	Variant 3 Auto : Me Variant 3 Auto : Sr	adium, White nall, Red	IS IS		9				_	1	v	VH2 101 VH2 1111
Quick Search	4 V3A-4-SW	ä	Variant 3 Auto : Sn	nall, White	IS		9					1	V	VH 2 🔟
Select Item					1								<u>†</u>	
	Click to a	ssign Loi	/Serial #	f ——										
Multiple Stock Transfer									Se	elect v	vhat wa	rehouse w	vill item	s will
Manage Inventory View All Customer Orders									be	e sent	to			
	You can a	lso enter	same re	eason fo	or all if	tems								
Log Out	A S Reason:	Test	Apply For Al										Transfer	Close

Select available Serial # by clicking on

	SKU	U# V3A-1-	MR				Qt	y Assigned	1
Lot	#		Serial #	Ма	inufact. Seria	al #		Que	
	No	Lot #	Serial #		M. Serial #	V. PO #	Status	Weight	Expr. Dat
4	1	071816	V3A-1			3	In Stock	1	8/19/2016
	2	071816	V3A-2			3	In Stock	1	8/19/2016
	3	071816	V3A-3			3	In Stock	1	8/19/2016
	4	071816	V3A-4			3	In Stock	1	8/19/2016
	5	071816	V3A-5			3	In Stock	1	8/19/2016
	6	071816	V3A-6			3	In Stock	1	8/19/2016
	7	071816	V3A-7			3	In Stock	1	8/19/2016
	8	071816	V3A-8			3	In Stock	1	8/19/2016
	9	071816	V3A-9			3	In Stock	1	8/19/2016
	10	071816	V3A-10			3	In Stock	1	8/19/2016

Once Lot/Serial has been assigned, you will see a check on the LS sign -

No	SKU #	Product	IS	Avail. Stock	Reason	Transfer Qty	WH To	đ
1	V3A-1-MR	🚳 Variant 3 Auto : Medium, Red	K	10	Reason 1	1	WH 2	Ũ
2	V3A-2-MW	🚳 Variant 3 Auto : Medium, White	K	9	Reason 2	1	WH 2	Û
3	V3A-3-SR	🚳 Variant 3 Auto : Small, Red	K	9	Reason 3	1	WH 2	Ũ
4	V3A-4-SW	Variant 3 Auto : Small, White	K	9	Reason 4	1	WH 2	Û

5. After providing all information has been finalized, click on TRANSFER.

AdvancePro 10.00.0.1	000* - admii	ı												_	
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			0
My Workspace Customers New Order POS View Cratss View Cratss View Cratss View Orders View Orders View Orders View Vorders View Vord	1. Transfer D Direct 1 Wareho Wareho Transf. C Single SKU # N 1 2 3 4	setatili 2. Item Deta setatili 2. Item Deta setatili 2. Item Deta tuse From Ware use From Ware voltation voltati	ifs i shouse 2 2016 e \/H Product Product @ \/2 @ \/2 @ \/2 @ \/2 @ \/2 @ \/2	ct innt 3 Auto : N riant 3 Auto : S riant 3 Auto : S	Aedum, Red Aedum, Red Instit, Red mail, White		Ava	Add	<u>.</u>				Ref # Transfer Gty 1 1 1 1 1 1 1	2 Order	# 2 WH To th WH 2 th WH 2 th WH 2 th WH 2 th
Log Out		Neason:		мрру Роги							_			l ranster	Close

You will then receive a message for successful transfer.



6. You can check the transfer by going to MANAGE PRODUCT INVENTORY window. Click on the EYE . You can check Detailed or Chronological tabs.

	- 0	Manual Adjustment	Oetailed	C Chronological			
ljus	tment history						
0	Date	Reason			Qty.	Admin	Ref #
	7/19/2016	Received VPO Qty	/		10	Winter Abyss	3
		Total Received Q	ty:		10		
_	7/20/2016	Reason 1 (Transfe	r to WH 2)		1	Winter Abyss	
		Total Transfer T	o Another Ware	iouse:	1		

Adjustment History		_		×
- Product info				
SKU# V3A-1-MR	Picking #			
Product Name Vari	iant 3 Auto : Medium, Red			
Stock History	Manual Adjustment O Detailed C Chronological			
Adjustment history	· · · · · · · · · · · · · · · · · · ·			
No Date	Reason Qty. Admin		Ref#	
1 7/19/2016	Received VPO Qty 10 Winter Abyss		3	_
2 7/20/2016	Reason 1 (Transfer to WH 2) 1 Winter Abyss		_	
3	Total Received Qty: 10			
4	Total Hansler to Anouler Wateriouse.			
,	🗎 Prin	t/Export	Clos	se /

7. You can view all transfers by clicking on the button we below on MANAGE PRODUCT INVENTORY screen.

You can also view Multiple Transfer History by going to **Warehouse > under Other select VIEW MULTIPLE TRANSFER HISTORY.**

AdvancePro 10.00.0.1	000* - admi	n											_			×
Advance Pro My Workspace	Admin	Customers	Vendors Produc	ts Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR				6	3
Customers	Manage	Product Invento	ory					Total R	ecords: 62	# P	er Page: 500	Total Pages: 1	С	urrent P	age: 1	X
New Order	Use Upper	case letter to find all word	is starting with that letter.							Con	bine Variants	🗌 Display Advance	ed UON	M 🗖 Di	splay in	nactive
POS			where within word.									(View Only)				
View Orders																
View Customers		SKU# UPC	Product Name	Picking #	_							Warehouse:				0
Add Customer				1								vvarenouse				2000
Jundore	No	SKU #	UPC	Product				Unit	Rese	erved	In Stock	New Qty.	•	K	0	
	39	P00006	3330006	Pork Cubes						0	1000		۲		Q	
New Order	40	P00001	3330001	Pork Spare Ribs						0	1000		۰		Q	
View Orders	41	V00001	4440001	Potato				_		0	1000		•	_	0	
View Vendors	42	3p2	3p2	Product 3-2						0	4		•	K	0	
Products	43	3P	3P	Product Three						0	5		•	1	0	
Add Product	44	B00007	2220007	Shank						0	1000		•		0	
Manage Inventory	45	B00002	2220002	Sirloin Steak				_		0	997		•		0	
View Products	46	SKB001	6660004	Skate Board						0	1000		•		0	
The WT TOGUOLO	47	SNB001	6660001	Snow Board				_		0	1000		•		U	
Quick Search	48	B00003	2220003	T-Bone Steak						0	999		•		0	
Select Item	49	B00004	2220004	Tenderloin Steak						0	1000		•		0	
	50	C00005	1110005	Thigh						0	1000		•		Q	
	1 51	F00006	5550006	Tomato						0	1000		•		J	
Open Windows 📃	52	SKB002	6660005	Trucks						0	1000		•		J	
Manage Inventory View All Customer Orders	53	V3	Var3	Variant 3				_		0	0		•	-	_	
	54	V3A-1-MR		Mariant 3 Auto : N	Aedium, Red					0	9		•	M	0	
	1 55	V3A-2-MW		Mariant 3 Auto : N	Aedium, White					0	8		•	¥.	0	
	56	V3A-3-SR		Mariant 3 Auto : 5	Small, Red					0	8		•	M	Q	
	57	V3A-4-SW		Mariant 3 Auto : 5	Small, White					0	8		•	ø	J	
	58	V3M	V3M-BL	Mariant 3 Manual	: Large, Black					0	10		•	ø	U	
	59	V3M	V3M-BM	Manual Variant 3 Manual	: Medium, Black	K				0	10		•	1	U	
	60	V3M	V3M-BS	Manual	: Small, Black					0	10		•		0	
	61	F00008	5550008	Watermelon						0	1000		1		0	
	62	SKB003	6660006	Wheels							1000		1		U	-
	A Variant	s MAssembly its	em 📕 Dron Shin Item													_
	Multipl	e Ricking Locations	and a stop only item													
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Log Out	Proces	ss meturned Product	18							12		<u>n n n n</u>		opuoro		1

AdvancePro 10.00.0.1	000* - adm	nin											-		×
Advance Pro My Workspace	Admin	Custome	rs Ver	ndors Product	s Warehouse	e Returns	Reports	Sales Reps	QuickBooks	Web M	FG MCR				0
Customers	View A	ll Multiple Tr	ansfer/ A	djustment					Total Rec	ords: 11	# Per Page: 39	Total Pages: 1	Current F	Page: 1	
New Order	F	Ref#	TO		Admin							Between	and		
POS	\$				ALL			•				6/20/20	16 - 7/21/	2016 🔻	Que
View Orders															
View Customers		Adjustment	✓ Iranst	er 🔽 Open 🛛	Processed V	Closed V	cancelled								
Add Customer	No Qty	Adj./M Trans	fer Orde	User		Date		ShipDate	ExpectedDate	ReceiveD	ate		Notes		
H Vendors	1 1			Winter,	Abyss	7/19/2016						i i i i i i i i i i i i i i i i i i i			
New Order	2 1	1		Winter,	Abyss	7/19/2016							1	0	
View Orders	3 2			Winter,	Abyss	7/19/2016		_			_				
View Vendors	4 2	2		Winter,	Abyss	7/20/2016								<u>.</u>	
	5 <u>3</u> 6 4			Winter, Winter	ADyss Abyss	7/19/2016		-			_				
Products	7 5			Winter	Abyss	7/19/2016		_		_					
Add Product	8 <u>6</u>			Winter,	Abyss	7/19/2016									
Manage Inventory	9 <u>Z</u>			Winter	Abyss	7/19/2016									
View Products	10 8			Winter,	Abyss	7/19/2016									
Quick Search	11 2			winter	ADyss	//13/2016								±1	
Select Item ·															
0.															
Onen Windowe															
View All Multiple Trappfore															
Manage Inventory															
View All Customer Orders															
	L	_													_
Log Out	Trans	sfer 🚍 Adjust	ment											Clos	e

AdvancePro 10.00.0.10	000* - admir	n												- 0	×
Advance Pro My Workspace	Admin	Customers	Vendors	Products	Warehouse	Returns	Reports	Sales Reps	QuickBooks	Web	MFG	MCR			?
S Customers	1. Transfer E	etails 2. Item De	tails												
New Order													n (#		
POS	In-Tran	sit Iransfer											rtet#	C Order #	
View Customers	Wareho	use From Wa	rehouse												
Add Customer															
A Vendors	Transf.	Date 7/2	0/2016												
New Order	Single	WH C Multi	ple WH												
View Orders				/											
View Vendors	No	SKU #		Product			Reaso	1					Transfer Qty		WH To
Products	2	V3A-1-MR V3A-2-MW		Variant Variant	3 Auto : Medium.	White	Reasor	2					1		WH 2
Add Product Manage Inventory	3	V3A-3-SR		S Variant	3 Auto : Small, R	ed	Reasor	3					1		WH 2
View Products	4	V3A-4-SW		🔏 <u>Varian</u>	3 Auto : Small, W	<u>hite</u>	Reasor	4					1		WH 2
Quick Search															
Select Item															
Q.															
Open Windows 📃															
W. TO #2 View All Multiple Transfers															
Manage Inventory View All Customer Orders															
	L														
Log Out	≙ ⊒ ∠	5													Close
Log Out		<u></u>												_	0.000