
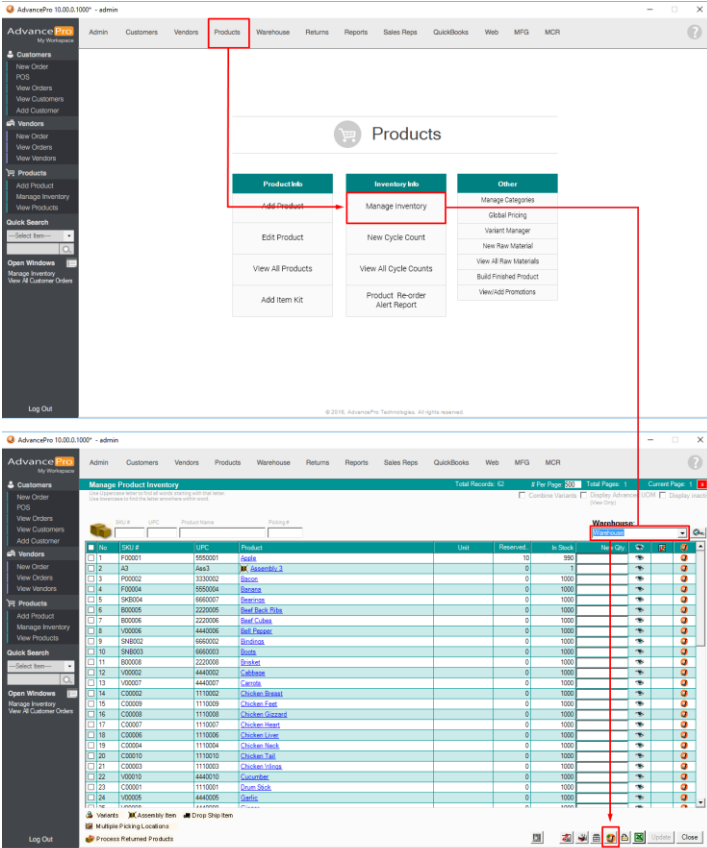


TRANSFER ORDERS - DIRECT

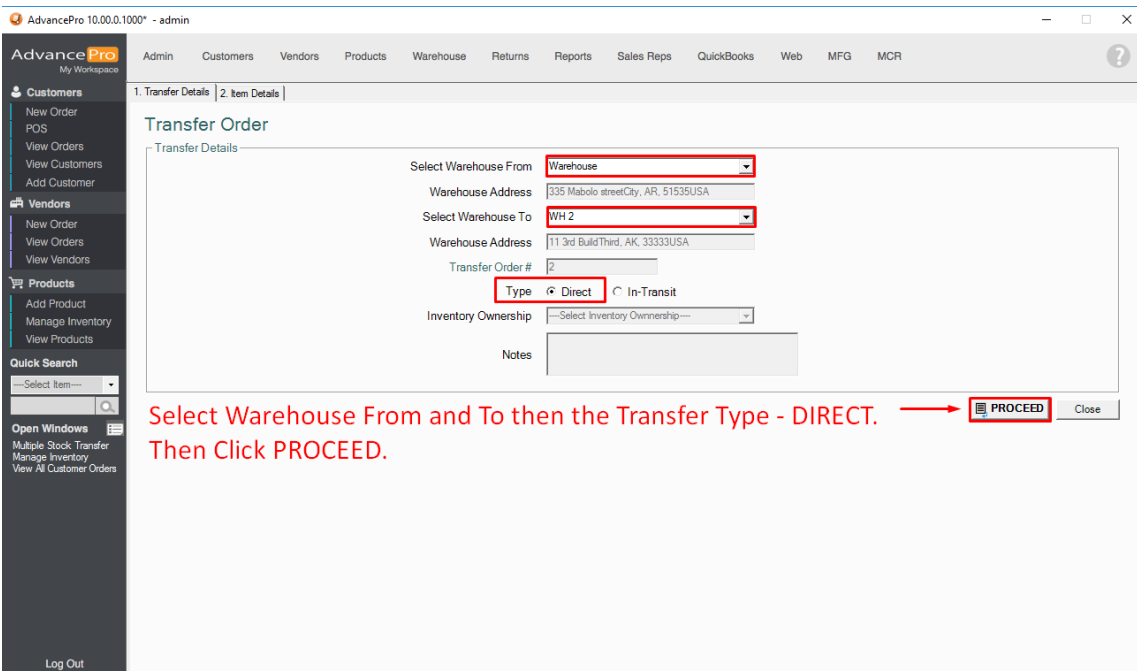
1. Go to **Product > Manage Inventory >** under Inventory Info Select a Warehouse > **Multiple Transfer** 



The screenshot shows the 'Products' menu with 'Manage Inventory' selected. Below it, the 'Manage Inventory' window is open, displaying a table of products with columns for No, SKU #, UPC, Product, Unit, Reserved, In Stock, and Warehouse. A red box highlights the 'Warehouse' dropdown menu in the top right corner of the table.

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

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



The screenshot shows the 'Transfer Order' process window. The 'Transfer Details' section is active, showing the following fields:

- Select Warehouse From: Warehouse
- Warehouse Address: 335 Mabolo streetCity, AR, 51535USA
- Select Warehouse To: WH 2
- Warehouse Address: 11 3rd BuldThird, AK, 33333USA
- Transfer Order #: 2
- Type: Direct In-Transit
- Inventory Ownership: --Select Inventory Ownership--
- Notes: [Empty text area]

A red box highlights the 'PROCEED' button at the bottom right of the window.

Select Warehouse From and To then the Transfer Type - DIRECT. Then Click PROCEED.

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 may also enter product name

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1. Transfer Details 2. Item Details

Direct Transfer Ref # 2 Order # 2

Warehouse From Warehouse
Warehouse To WH2
Transf. Date 7/20/2016

Single WH Multiple WH

SKU # --Select Item-- Product: Qty: 0

No	SKU #	Product	IS	Avail. Stock	Reason	Transfer Qty	WH To

Reason: Apply For All Transfer Close

Choose Single or Multiple Warehouse

Product Name

Manually look for the item using drop down or entering information for SKU #, UPC, SN or VSKU #

Select how to search for items to be added - SKU #, UPC, SN or VSKU #(Variant SKU #)

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

SKU # --Select Item-- Product: Qty: 0

Add

No	SKU #	Product	IS	Avail. Stock	Reason	Transfer Qty	WH To

Product Selector

All Products

Check the product/s that you wish to select
Click to add Products to your order.
If Product has UOM or Variants, the UOM/Variations will be displayed.

✓	No	SKU #	Product Name	Unit	\$ C.	+	Sto.	Tra.
<input type="checkbox"/>	40	P00001	Pork Spare Ribs		7.00	+	1000	0
<input type="checkbox"/>	41	V00001	Potato		4.00	+	1000	0
<input type="checkbox"/>	42	3p2	Product 3-2	Box	20...	+	4	0
<input type="checkbox"/>	43	3P	Product Three	Box	20...	+	5	0
<input type="checkbox"/>	44	B00007	Shank		6.00	+	1000	0
<input type="checkbox"/>	45	B00002	Sirloin Steak		6.00	+	997	0
<input type="checkbox"/>	46	SKB001	Skate Board		80...	+	1000	0
<input type="checkbox"/>	47	SNB001	Snow Board		300...	+	1000	0
<input type="checkbox"/>	48	B00003	T-Bone Steak		6.00	+	999	0
<input type="checkbox"/>	49	B00004	Tenderloin Steak		6.00	+	1000	0
<input type="checkbox"/>	50	C00005	Thigh		7.00	+	1000	0
<input type="checkbox"/>	51	F00006	Tomato		4.00	+	1000	0
<input type="checkbox"/>	52	SKB002	Trucks		25...	+	1000	0
<input checked="" type="checkbox"/>	53	V3A-1-MR	Variant 3 Auto - Medium, Red	Box	40...	+	10	1
<input checked="" type="checkbox"/>	54	V3A-2-MW	Variant 3 Auto - Medium, White	Box	40...	+	9	1
<input checked="" type="checkbox"/>	55	V3A-3-SR	Variant 3 Auto - Small, Red	Box	40...	+	9	1
<input checked="" type="checkbox"/>	56	V3A-4-SW	Variant 3 Auto - Small, White	Box	40...	+	9	1
<input type="checkbox"/>	57	V3M	Variant 3 Manual - Large, Black	Box	40...	+	10	0
<input type="checkbox"/>	58	V3M	Variant 3 Manual - Medium, Black	Box	40...	+	10	0
<input type="checkbox"/>	59	V3M	Variant 3 Manual - Small, Black	Box	40...	+	10	0
<input type="checkbox"/>	60	F00008	Watermelon		4.00	+	1000	0
<input type="checkbox"/>	61	SKB003	Wheels		20...	+	1000	0

Viewstock in multiple warehouses
Advanced UOM Service
Has Variants Item Kit
Assembly Item Drop Ship Item

Add Close

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 #.


The screenshot shows the 'Direct Transfer' window in AdvancePro. The interface includes a sidebar with navigation options like Customers, Vendors, and Products. The main area displays transfer details for Warehouse From and Warehouse To (WH2), and a table of items to be transferred. Red annotations highlight key features: 'You can enter different reason for each item' points to the Reason column; 'Click to assign Lot/Serial #' points to the 'LS' icon in the table; 'You can also enter same reason for all items' points to the 'Reason' dropdown at the bottom; and 'Select what warehouse will items will be sent to' points to the 'WH To' column.

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

Select available Serial # by clicking on :

The 'Assign Serial #' dialog box shows product information for 'Variant 3 Auto : Medium, Red' (SKU # V3A-1-MR) with a quantity of 1. It contains a table of available serial numbers for assignment. The first row is selected, and the 'LS' icon is visible in the bottom right corner of the dialog.

No	Lot #	Serial #	M. Serial #	V. PO #	Status	Weight	Expr. Date
<input checked="" type="checkbox"/>	071816	V3A-1		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-2		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-3		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-4		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-5		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-6		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-7		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-8		3	In Stock	1	8/19/2016
<input type="checkbox"/>	071816	V3A-9		3	In Stock	1	8/19/2016
<input type="checkbox"/>	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	LS	Avail. Stock	Reason	Transfer Qty	WH To
1	V3A-1-MR	Variant 3 Auto : Medium, Red	LS	10	Reason 1	1	WH 2
2	V3A-2-MW	Variant 3 Auto : Medium, White	LS	9	Reason 2	1	WH 2
3	V3A-3-SR	Variant 3 Auto : Small, Red	LS	9	Reason 3	1	WH 2
4	V3A-4-SW	Variant 3 Auto : Small, White	LS	9	Reason 4	1	WH 2

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

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1. Transfer Details 2. Item Details

Direct Transfer Ref # 2 Order # 2

Warehouse From Warehouse
Warehouse To WH2
Transf. Date 7/20/2016
 Single WH Multiple WH

SKU # --Select Item-- Product Qty: 0 Add

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

Reason: Apply For All

Transfer Close

You will then receive a message for successful transfer.

AdvancePro

Your stock has been successfully transferred.

OK

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

Adjustment History

Product info
SKU # V3A-1-MR Picking #
Product Name Variant 3 Auto - Medium, Red

Stock History Manual Adjustment Detailed Chronological

Adjustment history

No	Date	Reason	Qty	Admin	Ref #
1	7/19/2016	Received VPO Qty	10	Winter Abyss	2
2		Total Received Qty:	10		
3	7/20/2016	Reason 1 (Transfer to WH 2)	1	Winter Abyss	
4		Total Transfer To Another Warehouse:	1		

Print/Export Close

Adjustment History

Product info
 SKU # V3A-1-MR Picking #
 Product Name Variant 3 Auto : Medium, Red

Stock History
 Manual Adjustment Detailed 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 Transfer To Another Warehouse:	1		

Print/Export Close

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

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

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Manage Product Inventory Total Records: 62 # Per Page: 500 Total Pages: 1 Current Page: 1

Warehouse: Warehouse

No	SKU #	UPC	Product	Unit	Reserved	In Stock	New Qty	Eye	Print	Refresh
39	P00006	3330006	Pork Cubes		0	1000				
40	P00001	3330001	Pork Spare Ribs		0	1000				
41	V00001	4440001	Potato		0	1000				
42	3p2	3p2	Product 3-2		0	4				
43	3P	3P	Product Three		0	5				
44	B00007	2220007	Shank		0	1000				
45	B00002	2220002	Sirloin Steak		0	997				
46	SKB001	6660004	Shave Board		0	1000				
47	SNB001	6660001	Snow Board		0	1000				
48	B00003	2220003	T-Bone Steak		0	999				
49	B00004	2220004	Tenderloin Steak		0	1000				
50	C00005	1110005	Thigh		0	1000				
51	F00006	5550006	Tomato		0	1000				
52	SKB002	6660005	Trucks		0	1000				
53	V3	Var3	Variant 3		0	0				
54	V3A-1-MR		Variant 3 Auto : Medium, Red		0	9				
55	V3A-2-Miv		Variant 3 Auto : Medium, White		0	8				
56	V3A-3-SR		Variant 3 Auto : Small, Red		0	8				
57	V3A-4-Siv		Variant 3 Auto : Small, White		0	8				
58	V3M	V3M-BL	Variant 3 Manual : Large, Black		0	10				
59	V3M	V3M-BM	Variant 3 Manual : Medium, Black		0	10				
60	V3M	V3M-BS	Variant 3 Manual : Small, Black		0	10				
61	F00008	5550008	Watermelon		0	1000				
62	SKB003	6660006	Wheels		0	1000				

Log Out

Update Close

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View All Multiple Transfer/ Adjustment Total Records: 11 # Per Page: 39 Total Pages: 1 Current Page: 1

Ref # TO # Admin Between 6/20/2016 and 7/21/2016

All Adjustment Transfer Open Processed Closed Cancelled

No	Qty	Adj./M.	Transfer Orde.	User	Date	ShipDate	ExpectedDate	ReceiveDate	Notes
1	1			Winter, Abyss	7/19/2016				
2	1		1	Winter, Abyss	7/19/2016				
3	2			Winter, Abyss	7/19/2016				
4	2		2	Winter, Abyss	7/20/2016				
5	3			Winter, Abyss	7/19/2016				
6	4			Winter, Abyss	7/19/2016				
7	5			Winter, Abyss	7/19/2016				
8	6			Winter, Abyss	7/19/2016				
9	7			Winter, Abyss	7/19/2016				
10	8			Winter, Abyss	7/19/2016				
11	9			Winter, Abyss	7/19/2016				

Log Out Transfer Adjustment Close

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Admin Customers Vendors Products Warehouse Returns Reports Sales Reps QuickBooks Web MFG MCR

1. Transfer Details 2. Item Details

In-Transit Transfer Ref # 2 Order # 2

Warehouse From Warehouse

Transf. Date 7/20/2016

Single WH Multiple WH

No	SKU #	Product	Reason	Transfer Qty	WH To
1	V3A1-MR	Variant 3 Auto - Medium - Red	Reason 1	1	WH2
2	V3A2-MW	Variant 3 Auto - Medium - White	Reason 2	1	WH2
3	V3A3-SR	Variant 3 Auto - Small - Red	Reason 3	1	WH2
4	V3A4-SW	Variant 3 Auto - Small - White	Reason 4	1	WH2

Log Out Close