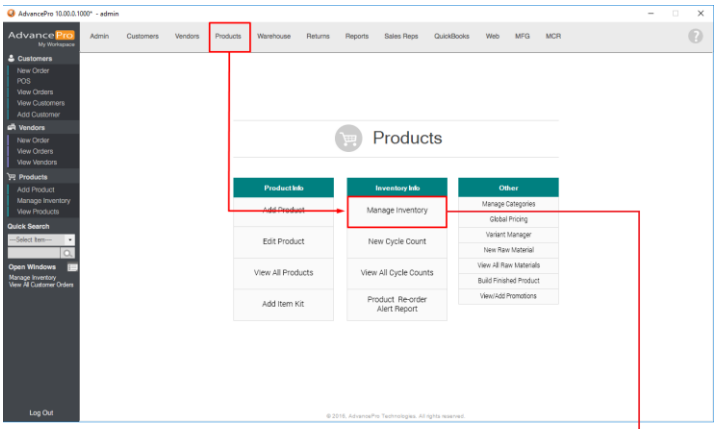
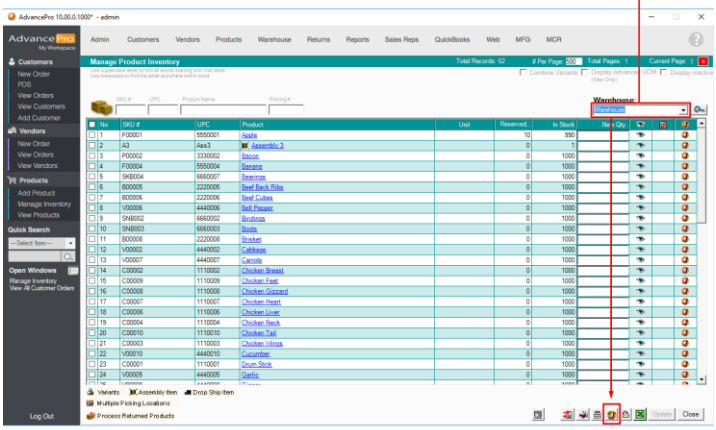
TRANSFER ORDERS - DIRECT

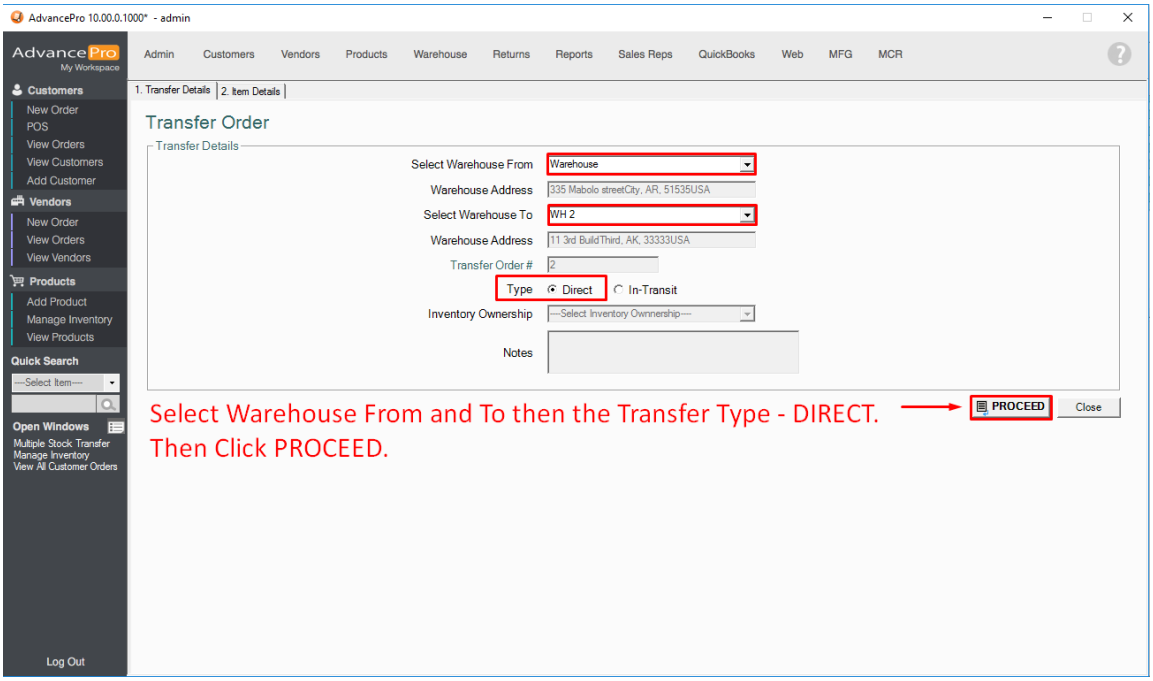
1. Go to **Product > Manage Inventory >** under Inventory Info Select a **Warehouse > Multiple Transfer (** **)**



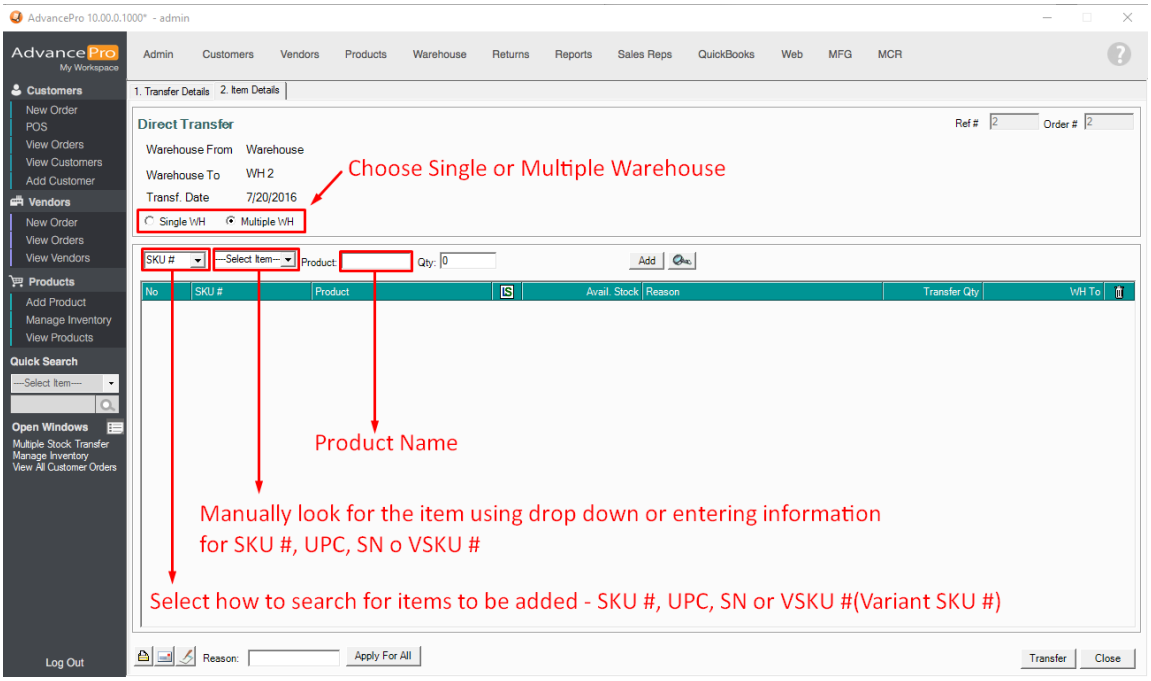


2. The Transfer Order process window will show. Select information needed for Warehouse FROM and TO. Then the Transfer Type - **DIRECT**.

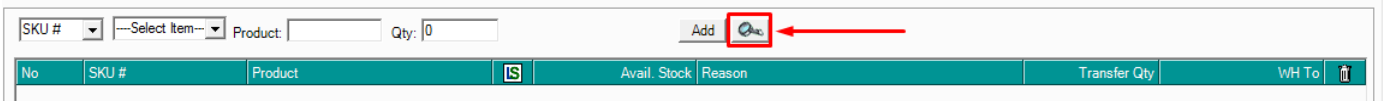
Note: Transfer Order # is SYSTEM GENERATED and cannot be edited.

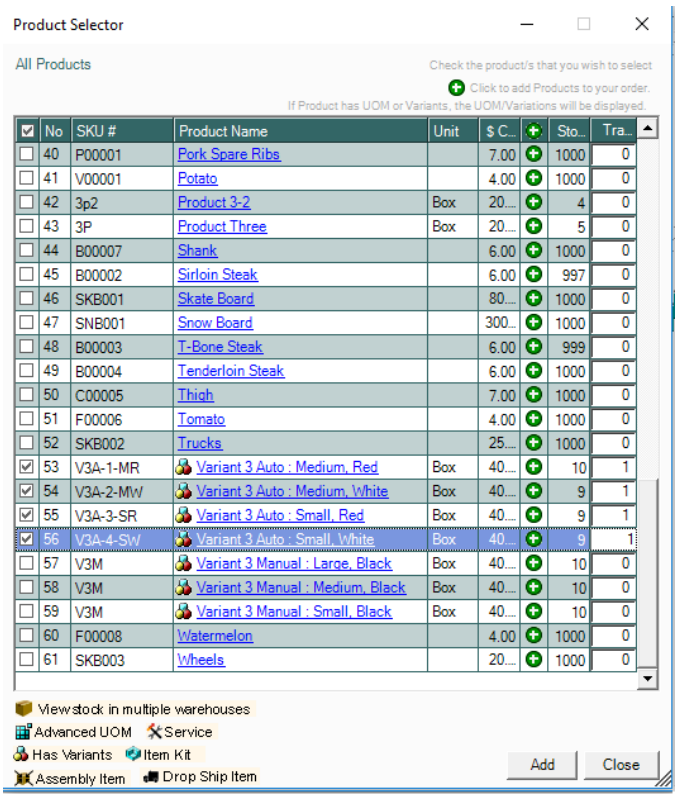


3. Fill out Item Details. Choose Single WH or Multiple WH. You select from SKU#, UPC, SN or VSKU # (Variant SKU #) to search for the items. You many also enter product name

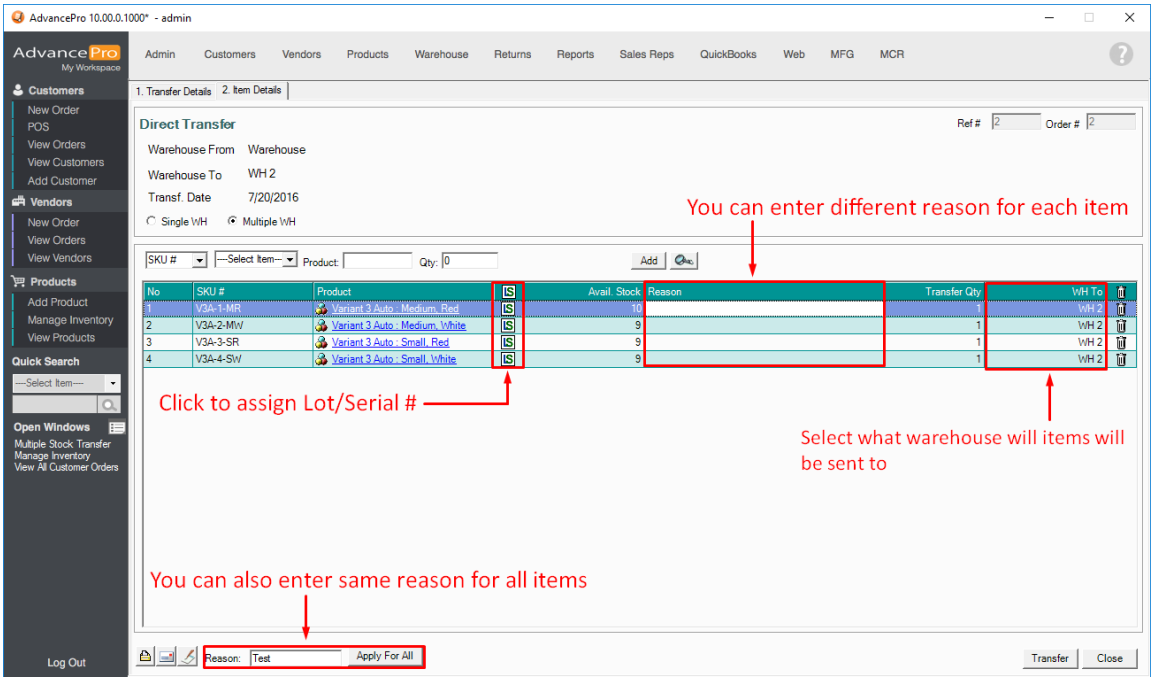


You can also click on the magnifier to search/add multiple items at the same time.

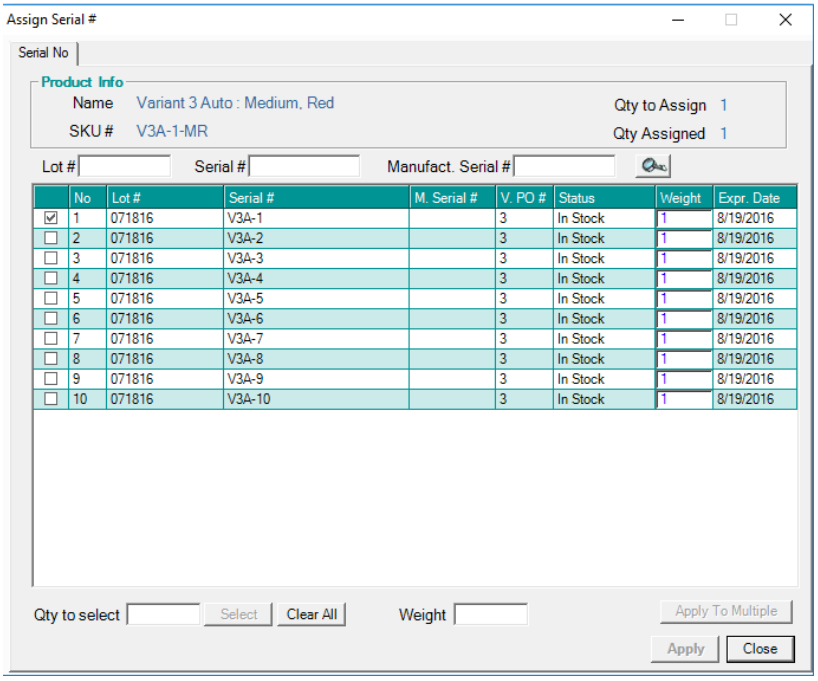




4. Select warehouse **(WH To)** for each item to where those will be transferred to. Place the reason for transfer. You may also assign Lot/Serial #.



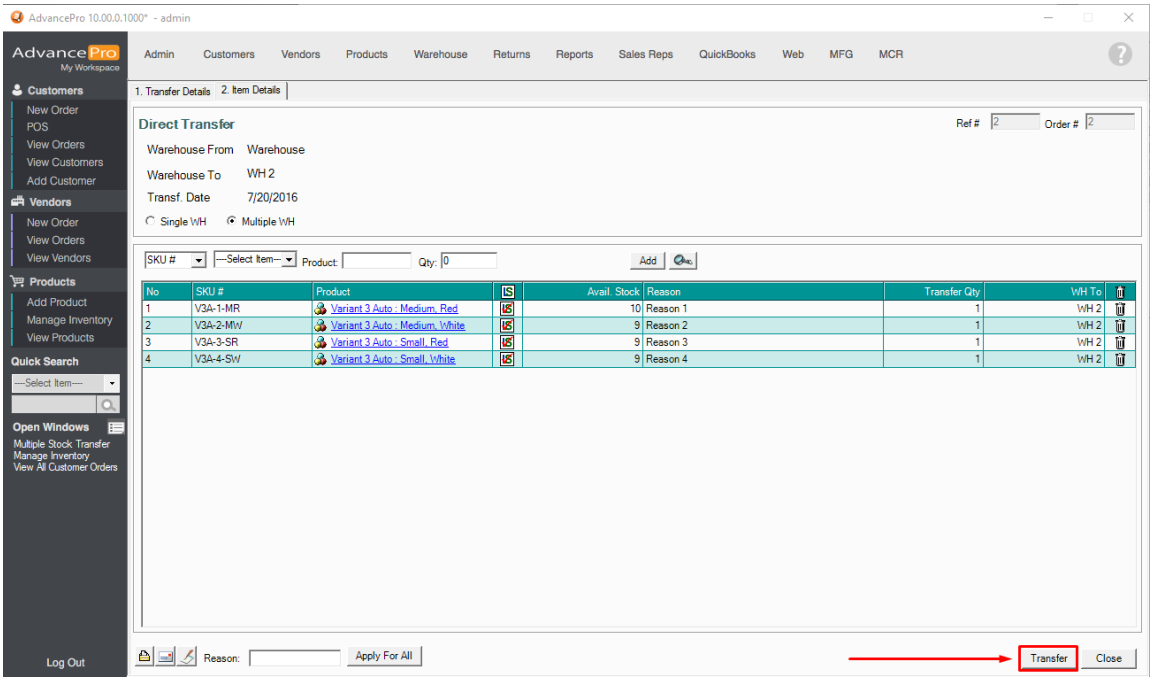
Select available Serial # by clicking on :



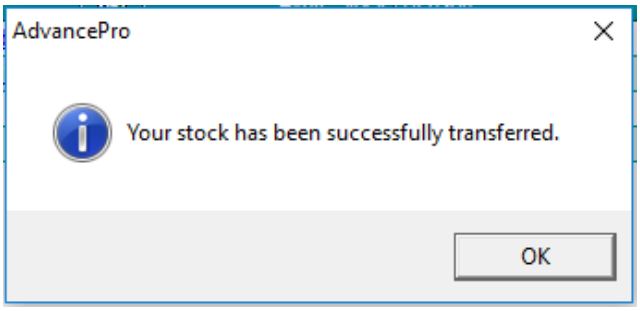
Once Lot/Serial has been assigned, you will see a check on the LS sign -

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

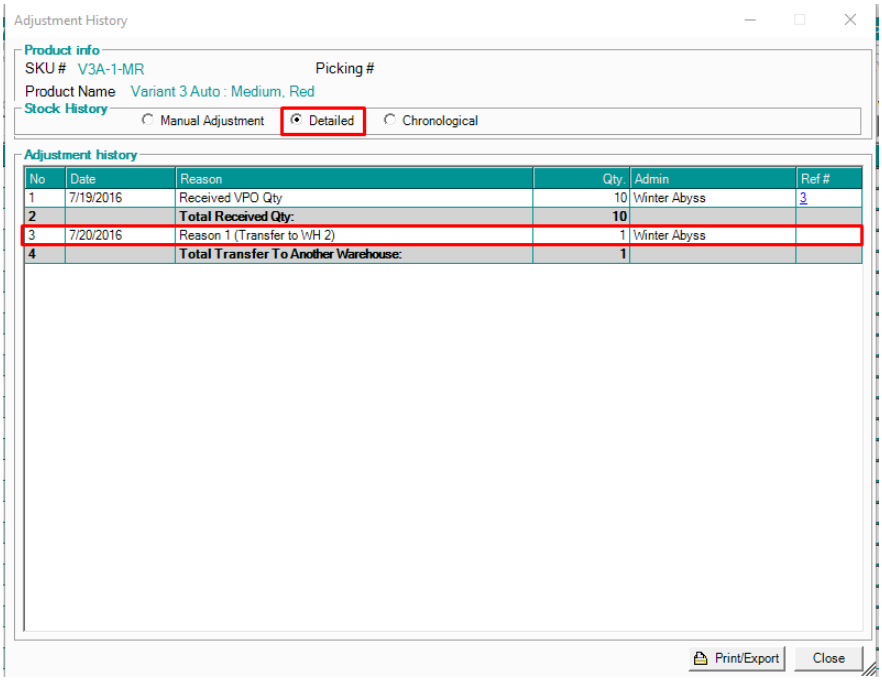
5. After providing all information has been finalized, click on TRANSFER.

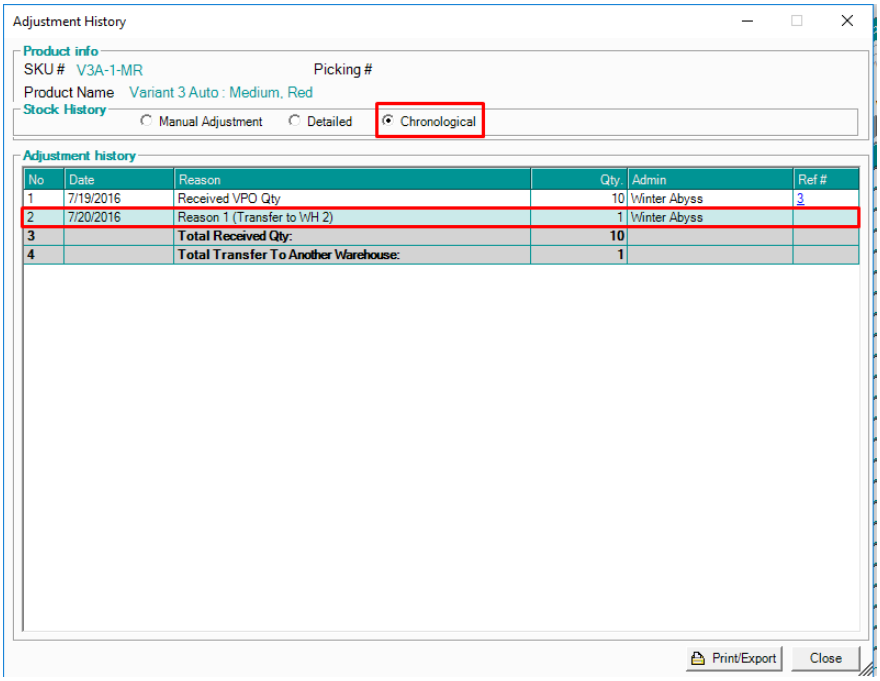


You will then receive a message for successful transfer.



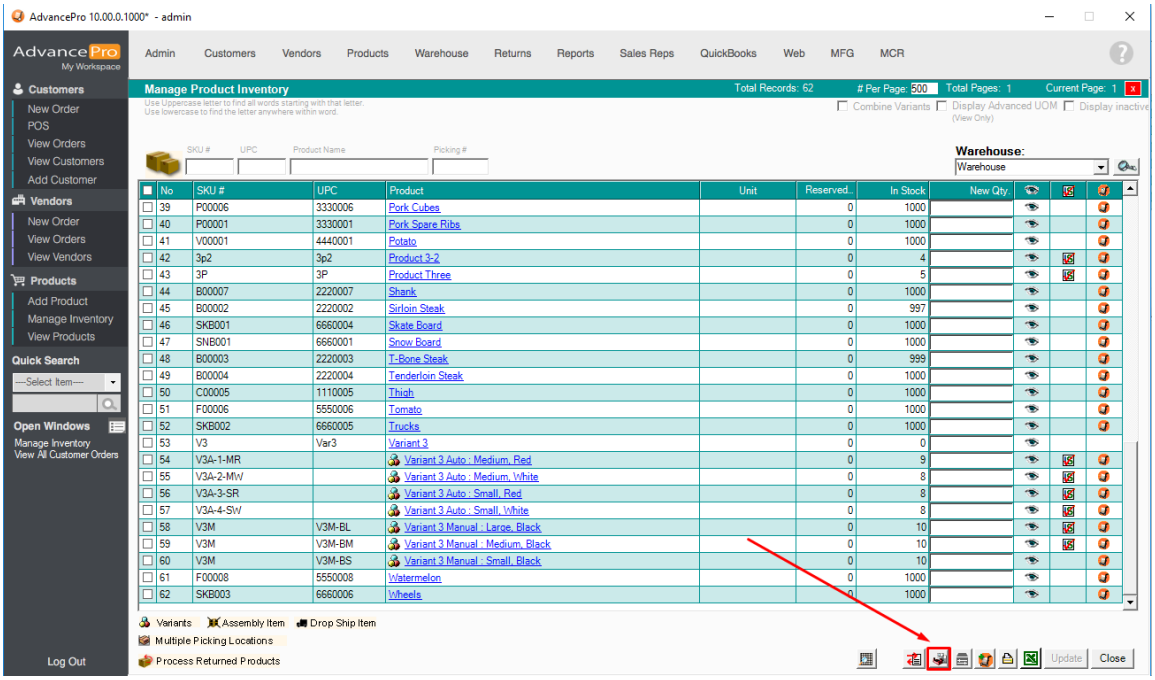
6. You can check the transfer by going to MANAGE PRODUCT INVENTORY window. Click on the EYE . You can check Detailed or Chronological tabs.

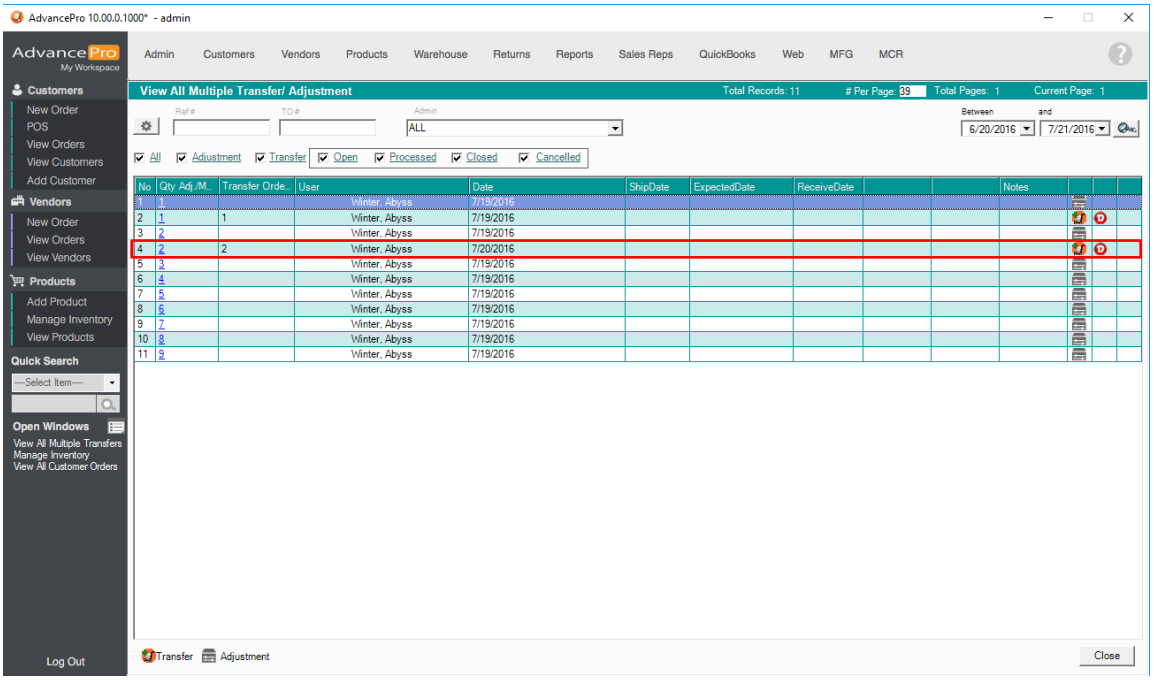


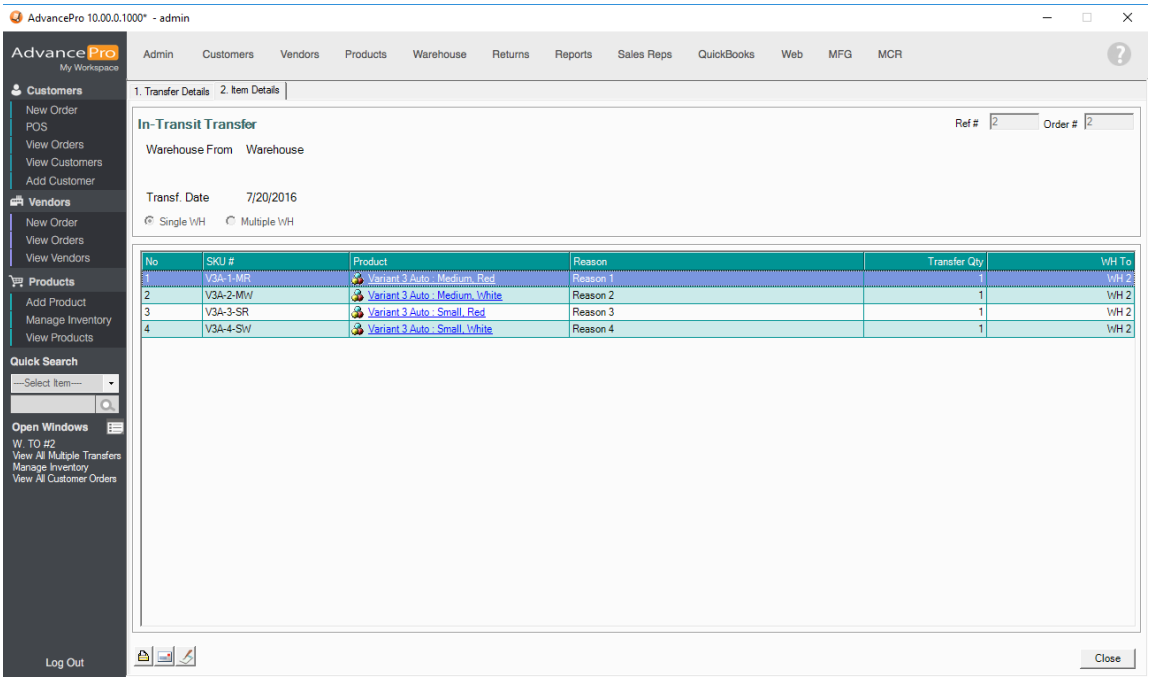


7. You can view all transfers by clicking on the button below on MANAGE PRODUCT INVENTORY screen.

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




AdvancePro 10.00.0.1000* - admin
Admin
Customers
Vendors
Products
Warehouse
Returns
Reports
Sales Reps
QuickBooks
Web
MFG
MCR
View All Multiple Transfer/ Adjustment
Total Records: 11
Per Page: 89
Total Pages: 1
Current Page: 1
Ref #
TO #
Admin
ALL
Between
and
6/20/2016
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
Customers
New Order
POS
View Orders
View Customers
Add Customer
Vendors
New Order
View Orders
View Vendors
Products
Add Product
Manage Inventory
View Products
Quick Search
---Select Item---
Open Windows
View All Multiple Transfers
Manage Inventory
View All Customer Orders
Log Out
Transfer
Adjustment
Close


AdvancePro 10.00.0.1000* - admin
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 V3A-1-MR Variant 3 Auto : Medium, Red Reason 1 1 WH 2
2 V3A-2-MW Variant 3 Auto : Medium, White Reason 2 1 WH 2
3 V3A-3-SR Variant 3 Auto : Small, Red Reason 3 1 WH 2
4 V3A-4-SW Variant 3 Auto : Small, White Reason 4 1 WH 2
Customers
New Order
POS
View Orders
View Customers
Add Customer
Vendors
New Order
View Orders
View Vendors
Products
Add Product
Manage Inventory
View Products
Quick Search
---Select Item---
Open Windows
W. TO #2
View All Multiple Transfers
Manage Inventory
View All Customer Orders
Log Out
Close