HOW TO: TRANSFER INVENTORY TO ANOTHER WAREHOUSE

TRANSFER BY PRODUCT (INDIVIDUALLY)

- 1. Go to Products >> Manage Inventory
- 2. Select the Warehouse that contains the stocks to be transferred.
- 3. Locate the product and click on the Warehouse Icon (AdvancePro Logo) on the far right column.

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dvance <mark>Pro</mark>	Admin	Customers	Vendors	Products	Warehouse	Sales Rep	Returns	Reports	QuickBooks	Web MF	FG MCF	1		
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4. Fill out the required fields. If you have enabled multiple picking locations, you will need to assign the picking locations as well. Enter a reason for transfer and click TRANSFER.

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5. A confirmation box will appear for this activity.

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6. Product will now appear on this warehouse. (select this warehouse from Manage Inventory Screen)

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MULTIPLE TRANSFER

- 1. Go to Products >> Manage Inventory
- 2. Select the warehouse to transfer the stocks from

3. Click on the MULTIPLE TRANSFER ICON (Lower right corner)

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🔒 Logout	Proce:	ss Returned P	roducts								4		V;	odate	Close

4. Select the "WH To" field (Warehouse Transfer To), **Add the products** and their corresponding **transfer quantities**, Add a **reason** for transferring. Click **Transfer** when ready.

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Advance <mark>Pro</mark>	Admin	Customers	Vendors	Products	Warehouse	Sales Rep	Returns	Reports	QuickBooks	Web	MFG	MCR		8
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5. Go to Manage Inventory screen and select the WH to warehouse (from the multiple transfer window) and confirm that the products have been successfully transferred.

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