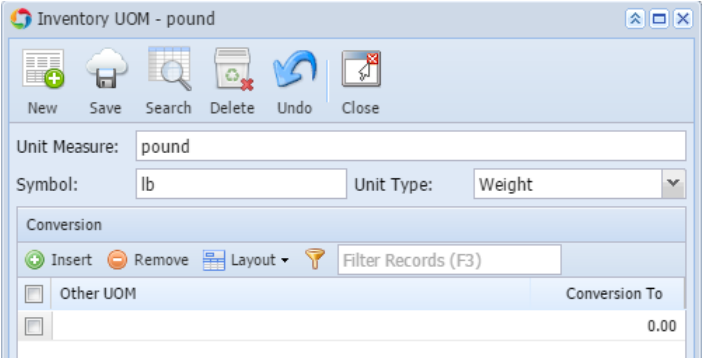
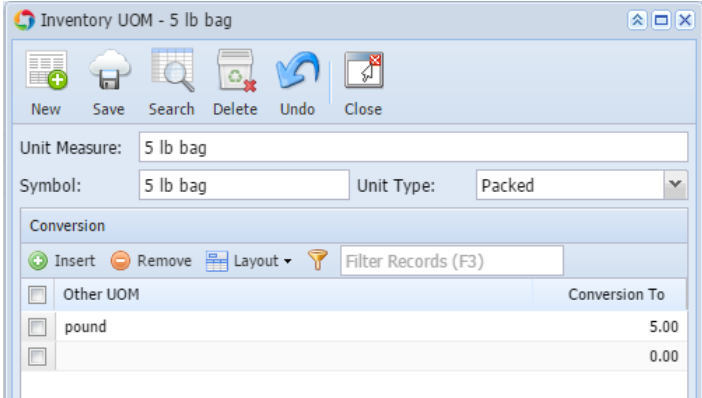
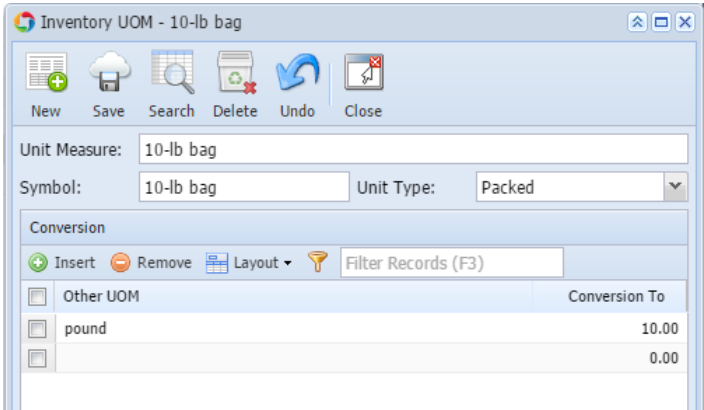
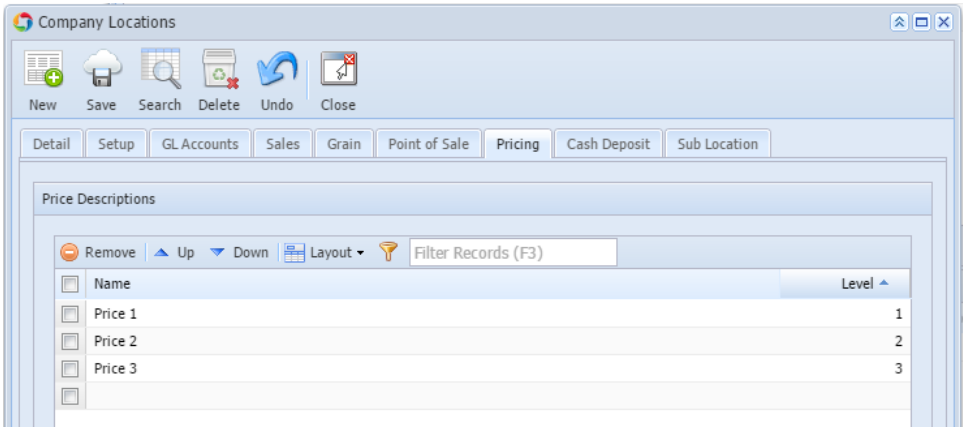


# Inventory Usability

Description	How To
Create Inventory UOM	Go to Inventory > Inventory UOM
	Click New toolbar button to add inventory UOM.
	<div>Add Stock UOM. Example: <i>pound</i><ul style="list-style-type: none"><li>Enter Unit Measure, Symbol and Unit Type.</li><li>Click Save.</li></ul><p><i>Note: Stock UOM is the basis of conversion to other UOMs.</i></p></div>
	Click New toolbar button to add another inventory UOM.
	<div>Add Other UOM - 5-lb bag<ul style="list-style-type: none"><li>Enter Unit Measure, Symbol.</li><li>Select Packed in the Unit Type field.</li><li>In the Other UOM field select the Stock UOM, in our example <i>pound</i>.</li><li>In the Conversion To field enter how many pounds in a 5-lb bag.</li><li>Click Save.</li></ul></div>
	Click New toolbar button to add another inventory UOM.

	<p>Add Other UOM - 10-lb bag</p> <ul style="list-style-type: none"> <li>• Enter Unit Measure and Symbol.</li> <li>• Select Packed in the Unit Type field.</li> <li>• In the Other UOM field select the Stock UOM, in our example <i>pound</i>.</li> <li>• In the Conversion To field enter how many pounds in a 5-lb bag.</li> </ul> 
Create Pricing Level	Go to Common Info > Company Locations
	In a selected Company Location go to Pricing tab.
	<p>Add Pricing.</p> <ul style="list-style-type: none"> <li>• In the Name field enter a name for the pricing.</li> <li>• As soon as Name is added, Level field will automatically be filled with a number.</li> </ul> 
Create Sub Location	Go to Common Info > Company Locations
	In a selected Company Location go to Sub Location tab.

Add Sub Location.

Company Locations

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location

Sub Locations

Remove Filter:

Sub Location	Description	Classification	New Lot Bin	Audit Bin	Address Key
<input type="checkbox"/> 1F	inv loc1	Inventory			
<input type="checkbox"/> 2F	wip loc	WIP			
<input type="checkbox"/> 3F	inv loc1	Inventory			
<input type="checkbox"/>					

Categories

Remove

Category
<input type="checkbox"/>

Create Storage Unit

Go to Inventory > Storage Unit Types

Click New toolbar button to add Storage Unit.

Add a Storage Unit Type.

- Enter the Name and Description.
- In the Internal Code field select what this bin is for.
- Select the Capacity UOM.
- Enter Max Weight for the storage unit type.
- Fill in other information you feel necessary.
- Click Save and Close.

Storage Unit Type - bin1

New Save Search Delete Undo Close

Details

Name: bin1

Description:

Internal Code: STORAGE

Capacity UOM: pound

Max. Weight: 2000

Allows Picking: ☐

Dimensions

Dimension UOM:

Height: 0

Depth: 0

Width: 0

Pallet Stack: 0

Pallet Columns: 0

Pallet Rows: 0

Ready Page 1 of 1

Create Storage Locations

Go to Inventory > Storage Locations

Click New toolbar button to add Storage Location.

Add Storage Location.

- Enter Name and Description.
- Select Storage Unit Type.
- Select Location.
- Select Sub Location
- Fill in other information you feel necessary.
- Click Save and close.

Storage Location - West 1F bin1

NewSaveSearchDeleteUndoClose

Unit DetailMeasurementItem Categories AllowedContainerSKU

Name:West 1F bin1

Description:

Storage Unit Type:bin1

Location:1000-Location A

Sub Location:1F

Parent Unit:

Restriction Type:

Aisle:

Min Batch Size:0

Batch Size:0

Batch Size UOM:

Capacity

Commodity:

Pack Factor:0

Units Per Foot:0

Residual Units:0

Options

Allow Consume:Merge on Move:

Allow Multiple Items:Cycle Counted:

Allow Multiple Lots:Default Warehouse Staging Unit:

Position

Sequence:0

Active:

X Position:0

Y Position:0

Z Position:0

Ready

Page1 of 1

Create item

Item is lot tracked - yes - serial number

Go to Inventory > Items

Click New toolbar button to add Item.

Add new item.

- Enter Item No and Description.
- In the Type field select the item type. In this example, let's use Inventory.
- In the Lot Tracking field select Yes - Serial Number

Add Unit of Measure for the item.

- Click Insert button.
- Select the Stock UOM, in this example: pound, and check the Stock Unit checkbox.
- Select Other UOMs.

*Notice that as you add other UOMs, the Unit Qty is automatically updated with the converted qty.* That is why it is recommended that you setup your Inventory UOMs properly so that when you add it to your item, the system will calculate/convert it for you. This will save you extra step with entering/converting the qty per uom added.

Item - abc1

NewSaveSearchDeleteUndoDuplicateClose

DetailsSetupPricingStockAttachments

Item No:abc1Type:InventoryManufacturer:Brand:Status:ActiveModel No:Commodity:Category:Lot Tracking:Yes - Serial NumberInv. Valuation:Lot Level

Description:serial - yes serial

Unit of Measure

InsertRemoveLayoutFilter Records (F3)

Unit	Unit Qty	Short UPC	UPC Code	Stock Unit	Allow Purchase	Allow Sale	Weight	Weight UOM	Length	Width	H
<input type="checkbox"/> pound	1.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00		0.00	0.00	
<input type="checkbox"/> 5 lb bag	5.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00		0.00	0.00	
<input type="checkbox"/> 10-lb bag	10.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00		0.00	0.00	
<input type="checkbox"/>	0.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00		0.00	0.00	

Add Location/s for the item.

- Locations are where the items are physically stored.
- Go to Setup tab > Location tab.
- Click Insert button.

Item - abc1

New Save Search Delete Undo Duplicate Close

Details Setup Pricing Stock Attachments

Location GL Accounts Sales Point of Sale Contract Item Xref

**Insert** View Remove Layout Filter Records (F3)

Location	POS Description	Default Vendor	Costing Method
1000-Location A			AVG
2000-Location B			AVG

- Select the location.
- In the Costing Method field select the costing method for the item.
- Select the Sub Location.
- Select the Storage Location.
- In the Issue UOM field select the default UOM for the item when creating Sales Order, Quote, Invoice and Inventory Shipment
- In the Receive UOM select the default UOM for the item when creating Purchase Order, Bill and Inventory Receipt.
- Fill in all other information you feel necessary.
- Click Save and Close.

Item Location

New Save Search Delete Undo Close

General

Location: 1000-Location A Vendor: Costing Method: AVG

POS Description: Sub Location: 1F Storage Location: West 1F bin1

Issue UOM: pound Receive UOM: pound

Point of Sales

Family: Promotional Item: Open Price PLU: Linked Item: Vendor Category: ID Required (liquor): ID Required (Cigarettes): Minimum Age: Apply Blue Law 1: Apply Blue Law 2: Item Type Code: Item Type Subcode:

Class: Deposit Required: Bottle Deposit No: Saleable: Quantity Required: Scale Item: Food Stampable: Returnable: Pre Priced:

Passport Fuel ID 1: Passport Fuel ID 2: Passport Fuel ID 3: Tax Flag 1: Tax Flag 2: Tax Flag 3: Tax Flag 4:

Freight

Auto Calculate Freight: Freight Term: Freight Rate: 0 Ship Via:

Stock

Negative Inventory: Reorder Point: Min Order: Suggested Qty: Lead Time (Days): Inventory Count Group: Counted: Counted Daily: Count by Serial Number: Serial Number Begin: Serial Number End:

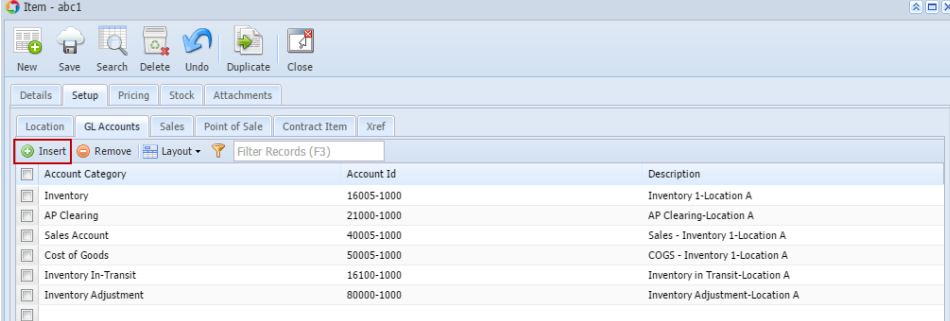
Page 1 of 1

Add GL Account defaults for the item.

- GL Account defaults are accounts defined to automatically assign Account Ids to a transaction then is being used when posting transactions to the General Ledger Detail.
- Go to Setup tab > GL Accounts tab.
- Click Insert button.
- Select Account Category and assign Account Id for that category.

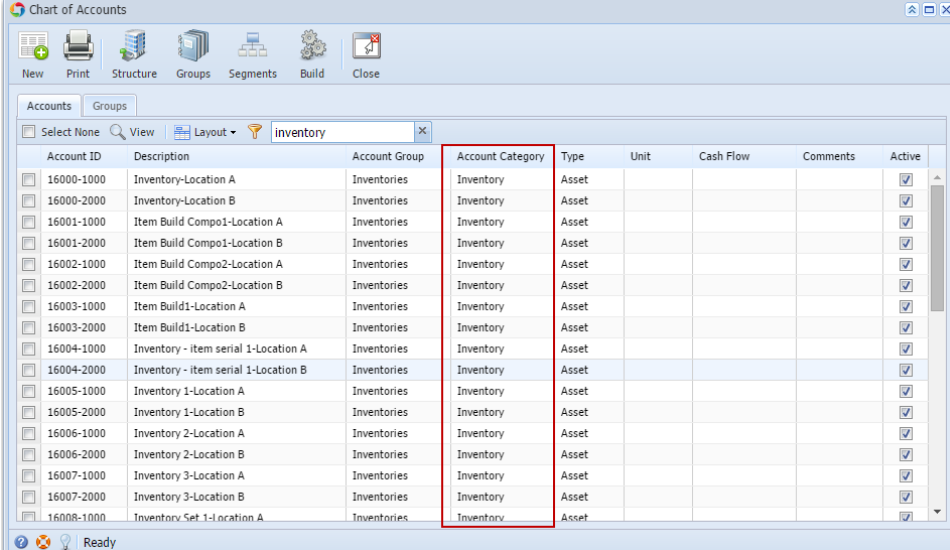
*Note: The following Account Categories are required based on transaction you create.*

- **Inventory Receipt**
  - ☐ Inventory account category
  - ☐ AP Clearing account category
- **Inventory Shipment**
  - ☐ Inventory In-Transit account category
  - ☐ Inventory account category
- **Invoice**
  - ☐ Cost of Goods Sold account category
  - ☐ Inventory In-Transit account category
  - ☐ Sales account category



Account Category	Account Id	Description
<input type="checkbox"/> Inventory	16005-1000	Inventory 1-Location A
<input type="checkbox"/> AP Clearing	21000-1000	AP Clearing-Location A
<input type="checkbox"/> Sales Account	40005-1000	Sales - Inventory 1-Location A
<input type="checkbox"/> Cost of Goods	50005-1000	COGS - Inventory 1-Location A
<input type="checkbox"/> Inventory In-Transit	16100-1000	Inventory in Transit-Location A
<input type="checkbox"/> Inventory Adjustment	80000-1000	Inventory Adjustment-Location A

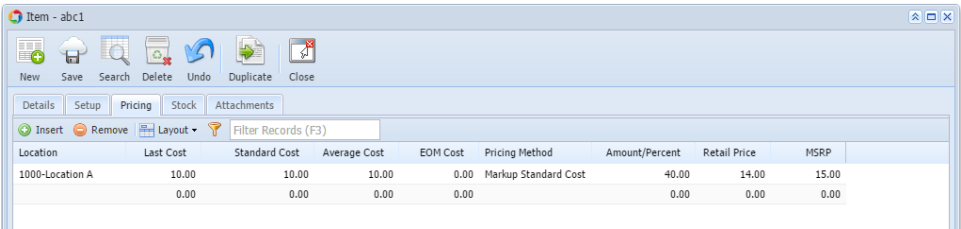
Also, for the Account Id to be selected, you will have to assign the Account Category to the Account ID.



Account ID	Description	Account Group	Account Category	Type	Unit	Cash Flow	Comments	Active
<input type="checkbox"/> 16000-1000	Inventory-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16000-2000	Inventory-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16001-1000	Item Build Compo1-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16001-2000	Item Build Compo1-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16002-1000	Item Build Compo2-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16002-2000	Item Build Compo2-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16003-1000	Item Build1-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16003-2000	Item Build1-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16004-1000	Inventory - item serial 1-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16004-2000	Inventory - item serial 1-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16005-1000	Inventory 1-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16005-2000	Inventory 1-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16006-1000	Inventory 2-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16006-2000	Inventory 2-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16007-1000	Inventory 3-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16007-2000	Inventory 3-Location B	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>
<input type="checkbox"/> 16008-1000	Inventory Set 1-Location A	Inventories	Inventory	Asset				<input checked="" type="checkbox"/>

Add Pricing for the item.

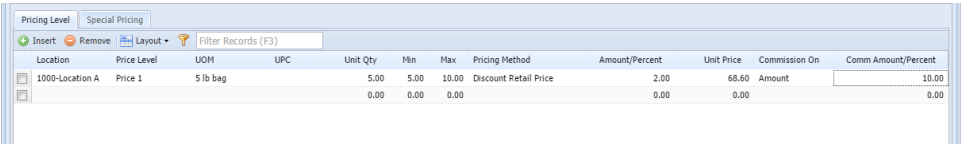
- Pricing may vary by location that is why pricing information can be setup per location.
- Go to Pricing tab.
- Select a Location
- Enter Last Cost. If this is a new item entry, then it is recommended to enter a value the same with Standard Cost. This field will be updated by the cost of the item when received.
- Enter Standard Cost.
- Select a Pricing Method.
- Enter Amount/Percent based on selected Pricing Method.
- Retail Price will then be updated with a price based on Standard/Last Cost, Pricing Method and Amount/Percent.
- Enter MSRP.



Location	Last Cost	Standard Cost	Average Cost	EOM Cost	Pricing Method	Amount/Percent	Retail Price	MSRP
1000-Location A	10.00	10.00	10.00	0.00	Markup Standard Cost	40.00	14.00	15.00
	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Add Pricing Level for the item.

- Pricing Level is used to setup Pricing for the item that is off by a certain percentage/amount of the Retail Price. This is a pricing scheme to attract customers from purchasing items in volume/bulk. The more they purchase, the more they get a bigger discount.
- Go to Pricing tab > Pricing Level.
- Select **Location**.
- Select **Price Level**.
- Select **UOM**.
- Enter **Min** and **Max qty**.
- Select **Pricing Method**.
- Enter **Amount/Percent** based on selected Pricing Method.
- **Unit Price** will then be updated with a price based on Retail Price (if UOM selected is not Stock UOM, then Retail Price is converted on that Other UOM), Pricing Method and Amount/Percent.
- In the **Commission On** field select where to base the commission.
- In the **Comm Amount/Percent** enter the commission amount or percentage.
- Click **Save** and **Close**.



Location	Price Level	UOM	UPC	Unit Qty	Min	Max	Pricing Method	Amount/Percent	Unit Price	Commission On	Comm Amount/Percent
1000-Location A	Price 1	5 lb bag		5.00	5.00	10.00	Discount Retail Price	2.00	68.60	Amount	10.00
				0.00	0.00	0.00		0.00	0.00		0.00

Use Item in a transaction

Create Inventory Receipt

Create Inventory Receipt directly

Go to Inventory > Inventory Receipts

Click New toolbar button to add Inventory Receipt.



Add Inventory Receipt.

- In the **Receipt Type** select Direct.
- In the **Vendor ID** field select a vendor.
- Select a **Location**.
- Fill in other information you feel necessary.
- In the grid select item/s.
  - In the **Item No. field** select the item.
  - The **Receipt UOM field** will be defaulted to the UOM set in the Item Location > Receive UOM. Change this as necessary.
  - Enter **Qty to Receive**.
  - Select **Lot Wgt UOM**.
  - The **Cost field** will show the Last Cost entered for the item.
  - Select a **Sub Location** to where the item will be placed when received.
- Highlight the item. The **Lot Tracking grid** will be shown.
  - Leave **Lot Number field** blank. Lot Number will be automatically generated for item that is Lot Tracked - Yes-Serial Number.
  - Select **Lot UOM**.
  - In the **Quantity field** enter the Quantity to be received and press enter.
  - Enter **Tare** value if there is. The Net will automatically be computed.
  - Enter **Expiry Date**.
  - Select **Storage Location**.
- Click **Receive toolbar button** to receive the items.

Notice that Lot Numbers are assigned for each line item in the Lot Tracking grid.

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Lot Wgt UOM	Unit Cost	Tax	Line Total	Unit Retail	Gross Margin	Sub Location	Lot Tracking	Tax Details
1	abc1	serial - yes serial		0	0	pound	50	pound	10.00		500.00	10.00	0.00	SP	Yes - Serial Nu...	

Lot Number	Lot UOM	Quantity	Gross	Tare	Net	Lot Wgt UOM	Expiry Date	Storage Location	Units/Pallet	Stated Gross Per Unit	Stated Tare Per Unit	Stated Net Per Unit	Stated Total Net	Phi. Vis Stated	Parent Lot ID	Container No	Gar
LOT-77	10-lb bag	50	0	0	50	pound	06/30/2016	West 3F Box1		0	0						

The Lot Number generated is from Starting Numbers screen setup.

Transaction Type	Prefix	Number	Preview
Inventory Receipt	INVRCT-	90	INVRCT-90
Lot Number	LOT-	78	LOT-78
Inventory Adjustment	ADJ-	22	ADJ-22
Inventory Shipment	INVSHIP-	6	INVSHIP-6
Build Assembly	BUILD-	7	BUILD-7
Inventory Transfer	INVTRN-	14	INVTRN-14

Create PO and Process it to Inventory Receipt

Go to Purchasing > Purchase Orders

Click New toolbar button to add Purchase Order.

Add Purchase Order

- In the **Vendor ID** field select a vendor.
- Select a **Location**.
- In the **Ship To** field select a Location where to receive the item.
- Fill in other information you feel necessary.
- In the grid select the item to order.
  - In the **Item No.** field select the item.
  - The **UOM** field will be defaulted to the UOM set in the Item Location > Receive UOM. Change this as necessary.
  - The **Cost** field will show the Last Cost entered for the item.

Purchase Order

Details Attachments

Vendor ID: 000000002 Date: 06/11/2015 Location: 1000-Location A Contract No.: Currency: USD Order Status: Open Purchase No: PO-40

Ship From: LOC02 Ship To: 1000-Location A Contact: Order No.:  
01 Test Drive Metlakatla, AK 99926 United States Ship Via: UPS Ground Ordered By: irelyadmin  
Expected: 06/11/2015 Approved By:  
Freight Terms: Deliver Prepaid:  
Reference: Terms: 3% 10 Net 30

Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total	Addit
abc1	serial - yes serial		pound	100	0	0	0%	10.00	None	1,000.00	

- Click **Process** toolbar button to process the Purchase Order to Inventory Receipt.
- In the Inventory Receipt screen > Item grid
  - Enter **Qty to Receive**.
  - Select **Lot Wgt UOM**.
  - Select a **Sub Location** to where the item will be placed when received.
- Highlight the item. The **Lot Tracking** grid will be shown.
  - Select **Lot UOM**.
  - In the **Quantity** field enter the Quantity to be received and press enter.
  - Enter **Tare** value if there is. The Net will automatically be computed.
  - Enter **Expiry Date**.
  - Select **Storage Location**.
- Click **Receive** toolbar button to receive the items.

Notice that Lot Numbers are assigned for each line item in the Lot Tracking grid.

Inventory Receipt - INVRCT-88

Details Incoming Inspection Freight & Invoice EOE Attachments

Receipt Type: Purchase Order Vendor ID: 000000002 Vendor Name: John Smith Location: 1000-Location A Receipt Date: 06/11/2015 Currency: USD Receipt No: INVRCT-88

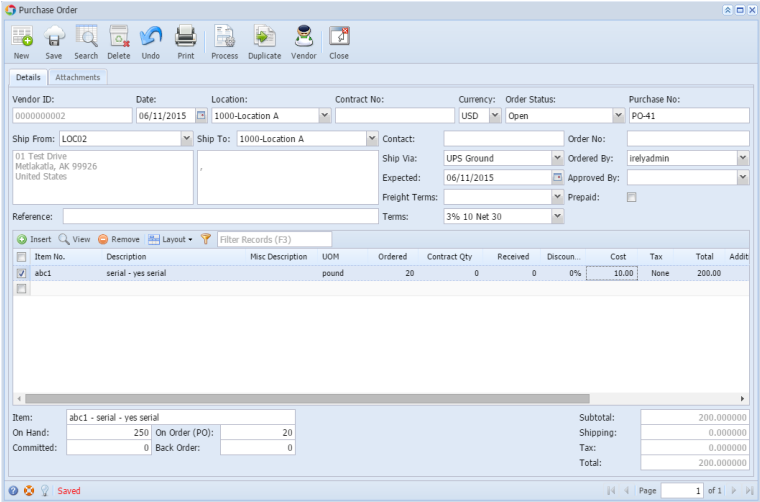
Blanket Release No.: Ship From: LOC02 Vessel: Allocate Freight: No  
Vendor Ref No.: Ship Via: UPS Ground Freight Terms: Deliver Shift Number:  
Bill of Lading No.: Receiver: irelyadmin FOB Point: Destination

Notes:

Order Number	Item No.	Description	Ordered UOM	Ordered	Received	Receipt UOM	Qty to Receive	Lot Wgt UOM	Unit Cost	Tax	Line Total	Unit Retail	Gross Margin	Sub Location	Lot Tracking	Tax Details
PO-40	abc1	serial - yes serial	pound	100	0	pound	100	pound	10.00	0.00	1,000.00	0.00	0.00		Yes - Serial No.	

Lot Tracking

Lot Number	Lot UOM	Quantity	Gross	Tare	Net	Lot Wgt UOM	Expiry Date	Storage Location	Units/Pallet	Stated Gross Per Unit	Stated Tare Per Unit	Stated Net Per Unit	Stated Total Net	Pkg. Yrs Stated	Parent Lot ID	Container No	Ger
LOT-73	5 lb bag	6.00	36	0	30	pound	07/31/2016	West SP 3a1		0	0						
LOT-74	10 lb bag	7.00	70	0	70	pound	07/31/2016	West SP 3a1		0	0						

Cre ate Pur cha se Rec eipt and pull it fro m Inv ent ory Rec eipt	Go to Purchasing > Purchase Orders
	Click New toolbar button to add Purchase Order.
	<div>Add Purchase Order</div> <div><ul style="list-style-type: none"><li>• In the <b>Receipt Type</b> select Purchase Order.</li><li>• In the <b>Vendor ID</b> field select a vendor.</li><li>• Select a <b>Location</b>.</li><li>• In the <b>Ship To</b> field select a Location where to receive the item.</li><li>• Fill in other information you feel necessary.</li><li>• In the grid select the item.<ul style="list-style-type: none"><li>◦ In the <b>Item No. field</b> select the item.</li><li>▪ The <b>UOM</b> field will be defaulted to the UOM set in the Item Location &gt; Receive UOM. Change this as necessary.</li><li>▪ The <b>Cost</b> field will show the Last Cost entered for the item.</li></ul></li><li>• Click <b>Save</b> and <b>Close</b>.</li></ul></div> <div></div>
	Go to Inventory > Inventory Receipts
	Click New toolbar button to add Inventory Receipt.

Add Inventory Receipt.

- In the **Receipt Type** select Purchase Order.
- In the **Vendor ID** field select a vendor.
- Select a **Location**.
- Fill in other information you feel necessary.
- In the grid select item/s.
  - In the **Order Number** field select the Purchase Order created.
  - Enter **Qty to Receive**.
  - Select **Lot Wgt UOM**.
  - Select a **Sub Location** to where the item will be placed when received.
- Highlight the item. The **Lot Tracking** grid will be shown.
  - ■ Leave **Lot Number** field blank. Lot Number will be automatically generated for item that is Lot Tracked - Yes-Serial Number.
  - Select **Lot UOM**.
  - In the **Quantity** field enter the Quantity to be received and press enter.
  - Enter **Tare** value if there is. The Net will automatically be computed.
  - Enter **Expiry Date**.
  - Select **Storage Location**.
- Click **Receive** toolbar button to receive the items.

Notice that Lot Numbers are assigned for each line item in the Lot Tracking grid.

Process  
Inventory  
Receipt to Bill

via  
Inv  
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ory  
Rec  
eipt  
>  
Bill  
tool  
bar  
butt  
on

From Inventory Receipt screen, click Bill toolbar button.

Click Yes to view the bill transaction.

Click Post.

via  
Bill

Go to Purchasing > Bills

Click New toolbar button to add Bill.

Add Bill.

- In the **Vendor ID** field select a vendor.
- The **Add Inventory Receipt** screen will open. Select Purchase Order/Inventory Receipt to add to bill and click **Add toolbar button**.

Bill

Transaction Type: Bill Vendor ID: 0000000002 Date: 06/11/2015 Invoice Date: 06/11/2015 Currency: USD Invoice No: Bill No:

Ship From: LOC02 Ship To: Ordered By: irelyadmin Contact: CON02

01 Test Drive Metlakatla, AK 99926 Ship Via: UPS Ground Due Date: 07/11/2015

Add Inventory Receipt

Vendor ID: 0000000002 Company: John Smith

PO Number	Date	Referen.	Ship Via	Terms	Product	Received	Ordered	Remaining Order
PO-25	05/21/2015		UPS Ground	3% 10 Net 30	item ser...	10.00	50.00	0.00
PO-26	05/21/2015		UPS Ground	3% 10 Net 30	item ser...	10.00	50.00	0.00
PO-29	05/25/2015		UPS Ground	3% 10 Net 30	invty lot...	100.00	100.00	0.00
PO-34	06/01/2015		UPS Ground	3% 10 Net 30	inventor...	10.00	10.00	0.00
INVRCT-33	05/20/2015		UPS Ground		item ser...	15.00	15.00	0.00
PO-37	06/08/2015		UPS Ground	3% 10 Net 30	item ser...	20.00	50.00	30.00
PO-37	06/08/2015		UPS Ground	3% 10 Net 30	item ser...	30.00	50.00	20.00
PO-40	06/11/2015		UPS Ground	3% 10 Net 30	abc1	100.00	100.00	0.00
INVRCT-36	05/21/2015		UPS Ground		item ser...	2.00	2.00	0.00
INVRCT-37	05/21/2015		UPS Ground		item ser...	3.00	3.00	0.00
INVRCT-38	05/21/2015		UPS Ground		item ser...	1.00	1.00	0.00
INVRCT-65	05/28/2015		UPS Ground		inventor...	100.00	100.00	0.00
INVRCT-66	05/29/2015		UPS Ground		inventor...	100.00	100.00	0.00

- Select a **Ship To** location.
- Select a **Location**.
- Fill in other information you feel necessary.
- Click **Post**.

Bill

Transaction Type: Bill Vendor ID: 0000000002 Date: 06/11/2015 Invoice Date: 06/11/2015 Currency: USD Invoice No: 112 Bill No: BL-26

Ship From: LOC02 Ship To: 1000-Location A Ordered By: irelyadmin Contact: CON02

01 Test Drive Metlakatla, AK 99926 United States 100 E Main St Ketchikan, AK 99950 United States Ship Via: UPS Ground Due Date: 07/11/2015

Terms: 3% 10 Net 30 AP Account: 20000-1000 Location: 1000-Location A Withheld Amount: 0.000000

Reference: Approval Notes:

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
inventory 1	Lot Tracking: ye...		100	100	0%	None	10.00	1,000.00	16005-1000	

Create Inventory Transfer

Location to Location

Go to Inventory > Inventory Transfers

Click **New toolbar button** to add Inventory Transfer.

Add Inventory Transfer.

- Select **Transfer Type** of Location to Location. This will transfer item from one location to another.
- Select **From Location**.
- Select **To Location** that is different from that of From Location.
- Leave **Shipment Required** uncheck if transfer will not require shipment.
- In the item grid
  - In the **Item field** select an item to transfer
  - Select a **From Sub Location** and **Storage Location**.
  - In the **Lot Number field** select the lot number where the item to be transferred is part of.
  - Select the **To Sub Location** and **To Storage**.
  - Enter **Transfer Qty**.
  - In the **UOM field** select the same UOM as that of the UOM after the Available Qty.
  - Select **Weight UOM**.
  - Leave **New Lot Number field** blank. This will be generated since item is Lot Tracked - Yes - Serial Number.
  - Click **Post** toolbar button.

Inventory Transfer - INVTRN-14

Transfer No: INVTRN-14  
Transfer Date: 06/11/2015  
Transfer Type: Location to Location  
Transferred By: irelyadimih  
Description:

From Location: 1000-Location A  
To Location: 2000-Location B  
Shipment Required: ☐  
Status: Open

Freight & Taxes  
Ship Via:  
Freight UOM:  
Tax Amount: 0

Item No.	Description	From Sub Location	From Storage	Lot Number	Available Qty	UOM	To Sub Location	To Storage	Transfer Qty	UOM	Weight UOM	Gross	Tare	Net	New Lot Number
abc1	serial - yes serial	3F	West 3F bin1	LOT-78	0	S lb bag	3F	West 3F bin1 locB	4	S lb bag	pound	20	0	0	LOT-80
					0				0			0	0	0	

Notice that Available Qty is updated.

Storage to Storage

Go to Inventory > Inventory Transfers

Click New toolbar button to add Inventory Transfer.

Add Inventory Transfer.

- Select **Transfer Type** of Storage to Storage. This will transfer item from storage to storage within the same Location.
- Select **From Location**.
- Select **To Location** that is the same as that of From Location.
- Leave **Shipment Required** uncheck if transfer will not require shipment.
- In the item grid
  - In the **Item field** select an item to transfer
  - Select a **From Sub Location** and **Storage Location**.
  - In the **Lot Number field** select the lot number where the item to be transferred is part of.
  - Select the **To Sub Location** and **To Storage**.
  - Enter **Transfer Qty**.
  - In the **UOM field** select the same UOM as that of the UOM after the Available Qty.
  - Select **Weight UOM**.
  - Leave **New Lot Number field** blank. This will be generated since item is Lot Tracked - Yes - Serial Number.
  - Click **Post** toolbar button.

Notice that Available Qty is updated.

Inventory Transfer - INVTRN-13

Transfer No: INVTRN-13  
Transfer Date: 06/10/2015  
Transfer Type: Location to Location  
Transferred By: irelyadimih  
Description:

From Location: 1000-Location A  
To Location: 1000-Location A  
Shipment Required: ☐  
Status: Open

Freight & Taxes  
Ship Via:  
Freight UOM:  
Tax Amount: 0

Item No.	Description	From Sub Location	From Storage	Lot Number	Available Qty	UOM	To Sub Location	To Storage	Transfer Qty	UOM	Weight UOM	Gross	Tare	Net	New Lot Number
abc1	serial - yes serial	3F	West 3F bin1	LOT-69	4	S lb bag	3F	West 3F bin1	2	S lb bag	pound	10	0	0	LOT-72
									0			0	0	0	

