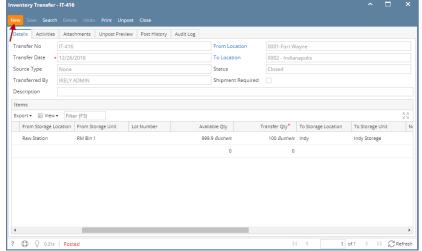# How to Transfer item from one location to another location

The following will guide you on how to transfer item from one location to another. In this illustration also, non-lot tracked item is selected for item to be shipped.

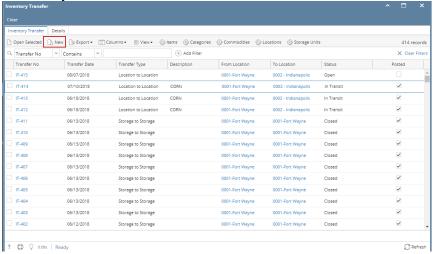1. There are 2 ways where you can create a new Inventory Transfer.
   a. From Inventory module > click on **Inventory Transfer menu**. The **Inventory Transfer search** will be shown. Click **New**.
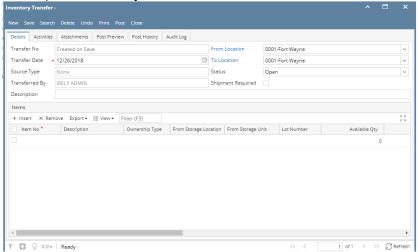

   If there are no existing records yet, upon clicking Inventory Transfer menu, it will open a new Inventory Transfer screen.
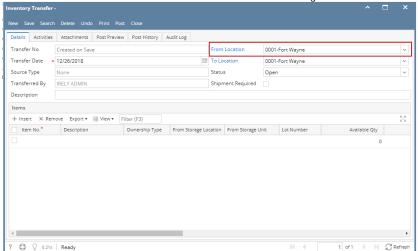   b. From an existing Inventory Transfer transaction, click **New**.
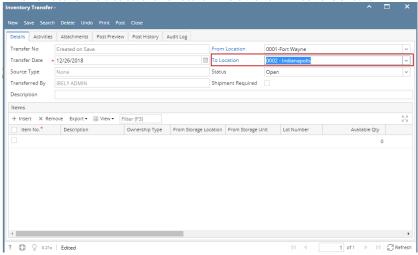2. The **Inventory Transfer search** will be shown. Click **New**.

3. This will open a new **Inventory Transfer screen.**

4. In the **From Location** select the location where the item will be coming from.
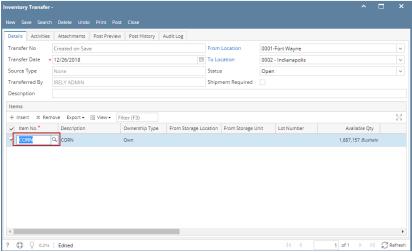

5. In the **To Location field** select another location where the item will be transferred to.
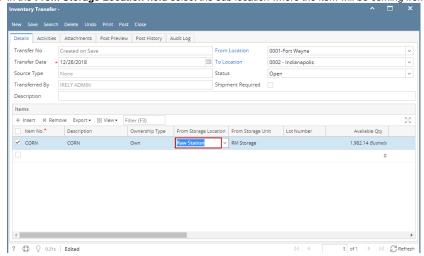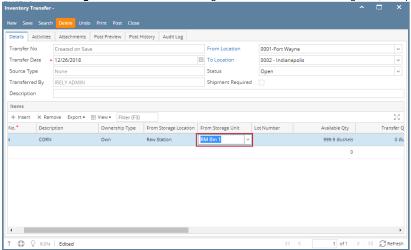

6. In the Item grid,
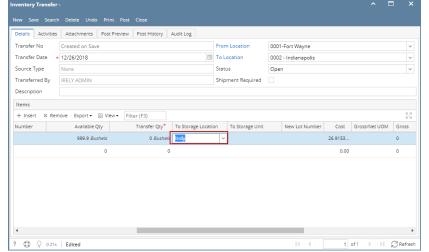   a. Select item to transfer in the Item No field.

b. In the **From Storage Location field** select the sub location where the item will be coming from if it applies, else leave it blank.
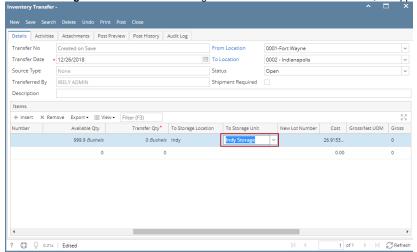

c. In the **From Storage Unit field** select the storage where the item will be coming from, if it applies, else leave it blank.
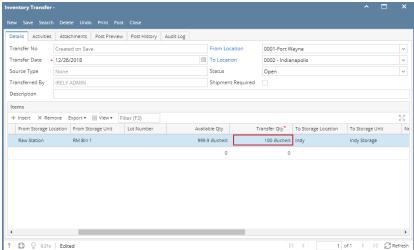

d. In the **To Storage Location field** select the sub location where the item will be transferred to if it applies, else leave it blank.
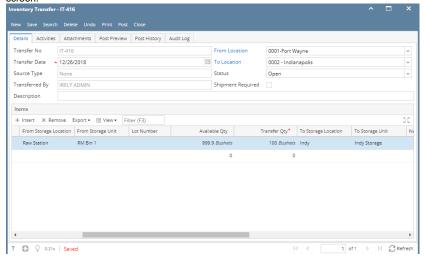
e. In the **To Storage Unit field** select the storage where the item will be transferred to, if it applies, else leave it blank.

f. Enter quantity of items to be transferred in the **Transfer Qty field**.

g. In the **UOM field** select Unit of Measure for the item to be transferred.

7. Enter other relevant item information. See Inventory Transfer - Field Description.
8. Save the record and post it later or you may directly post this transaction.
    a. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.

b. Post Inventory Shipment. See How to Post Inventory Transfer.