

How to Post Inventory Transfer

Posting the Inventory Transfer means recording the entries of that transaction to the General Ledger Account Detail.

There are 2 ways on how to post the Inventory Transfer. Each is shown below.

I. From Inventory Transfer screen

1. Click **Post** in the Inventory Transfer screen.

Inventory Transfer - INVTRN-4

New Save Search Delete Undo Print Post Recap Close

Details

Comments (0)

Attachments (0)

Audit Log (1)

Transfer No:

INVTRN-4

From Location:

1000-Location A

Transfer Date:

03/17/2016

To Location:

2000-Location B

Transfer Type:

Location to Location

Shipment Required:

☐

Source Type:

None

Status:

Open

Transferred By:

irelyadmin

Description:

Items

+ Insert View Item X Remove Layout Filter Records (F3)

Ownership Type	Lot Number	UOM	Available Qty	To Sub Location	To Storage	Transfer Qty	UOM	New Lot Number	Cost
Own		pound	100	1F	1F-b1	10	pound		0
						0			0

2. The Inventory Transfer transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

Inventory Transfer - INVTRN-4

New Save Search Delete Undo Print UnPost Recap Close

Details

Comments (0)

Attachments (0)

Audit Log (2)

Transfer No:

INVTRN-4

From Location:

1000-Location A

Transfer Date:

03/17/2016

To Location:

2000-Location B

Transfer Type:

Location to Location

Shipment Required:

☐

Source Type:

None

Status:

Open

Transferred By:

irelyadmin

Description:

Items

+ Insert View Item X Remove Layout Filter Records (F3)

Ownership Type	Lot Number	UOM	Available Qty	To Sub Location	To Storage	Transfer Qty	UOM	New Lot Number	Cost
Own		pound	100	1F	1F-b1	10	pound		0
						0			0

II. From Recap Transaction screen

1. Click **Recap** in the Inventory Transfer screen. This will open the **Recap Transaction screen** to give you preview on what the GL entries would be when this transaction is posted. Then click **Post**.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window. The 'Recap' button in the top menu bar is highlighted with a red box. A red arrow points from this button to the 'Recap Transaction' window. The 'Recap Transaction' window shows a preview of the GL entries for the transaction.

Inventory Transfer - INVTRN-4

Transfer No: INVTRN-4 From Location: 1000-Location A
Transfer Date: 03/17/2016 To Location: 2000-Location B
Transfer Type: Location to Location Shipment Required: ☐
Source Type: None Status: Open
Transferred By: irelyadmin Description:

Recap Transaction

Date: 03/17/2016 Description: Currency: Rate: 1.00

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-287	INVTRN-4	16000-1000		Inventories	0.00	100.00
2 BATCH-287	INVTRN-4	16000-2000		Inventories	100.00	0.00

2. The **Recap Transaction screen** will automatically be closed.
3. The Inventory Transfer transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.

The screenshot shows the 'Inventory Transfer - INVTRN-4' window after the transaction has been posted. The 'Recap' button has been replaced by the 'Unpost' button in the top menu bar.

Inventory Transfer - INVTRN-4

Transfer No: INVTRN-4 From Location: 1000-Location A
Transfer Date: 03/17/2016 To Location: 2000-Location B
Transfer Type: Location to Location Shipment Required: ☐
Source Type: None Status: Open
Transferred By: irelyadmin Description:

Items

Ownership Type	Lot Number	UOM	Available Qty	To Sub Location	To Storage	Transfer Qty	UOM	New Lot Number	Cost
Own		pound	100	1F	1F-b1	10	pound		0
						0			0



You cannot Post an Inventory Transfer for the following reasons.

- >No open Fiscal Year or Fiscal Year Period that matched the Inventory Transfer date.
- >Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.
- >You are trying to post transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.

Entity - iRely Admin

New Save Search Refresh Delete Undo Additional Archived Reports API Key Enable Two-Step Verification Close

Entity User Comments (0) Attachments (0) Audit Log (0)

Detail User Roles External Module Registered Computers

Username: irelyadmin
Title:
Contact Method:
Department:

Add Photo

Change Password

✓ Apply ✕ Cancel

New Password:
Confirm Password:

User Options

Maximum Number of Origin Screens Allowed 3
☒ Allow User to only Post Transactions they created
☒ Administrator User
☐ Disable User

Settings

JIRA Username:
Dashboard Role: Administrator
Default Location: 1000-Location A
Default Role: ADMIN