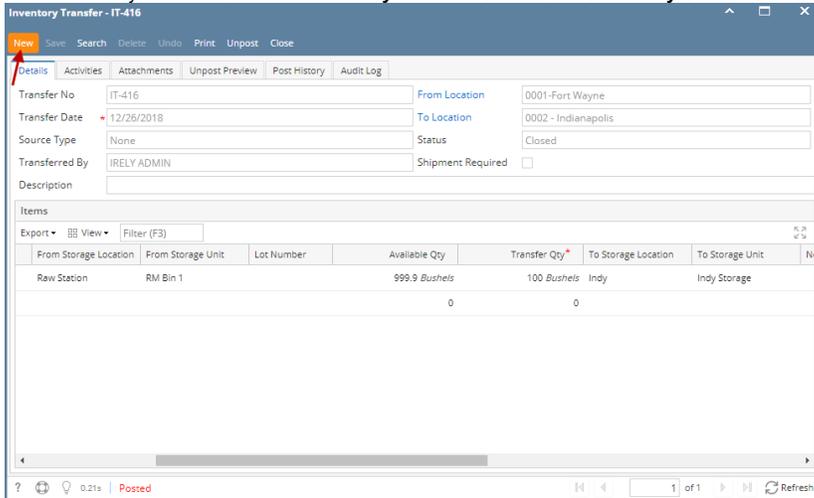


How to transfer item from one sub location/storage location to another sub location/storage location

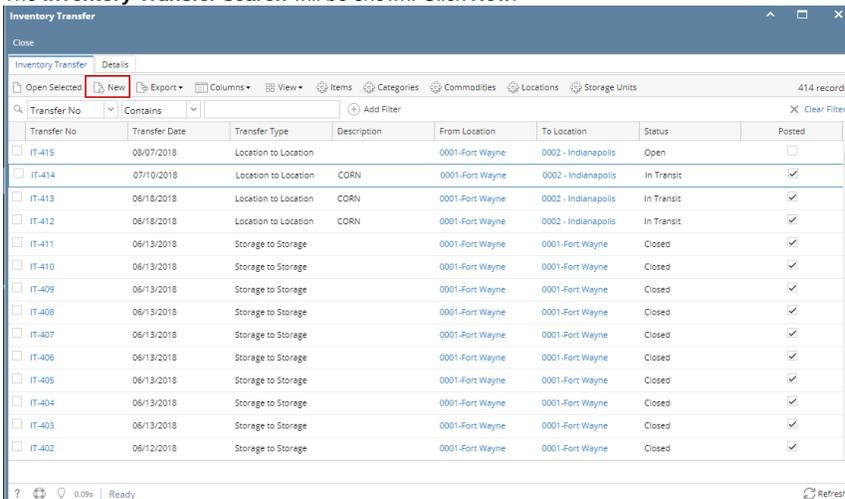
The following will guide you on how to transfer item from one location to another. In this illustration also, non-lot tracked item is selected for item to be shipped.

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.

The screenshot shows the 'Inventory Transfer' window with the 'Details' tab selected. The 'From Location' and 'To Location' dropdown menus are both set to '0001-Fort Wayne'. The 'Transfer Date' is '12/26/2018' and the 'Status' is 'Open'. The 'Items' table below is empty.

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

The screenshot shows the 'Inventory Transfer' window with the 'From Location' dropdown menu highlighted by a red box. The 'To Location' is still '0001-Fort Wayne'.

5. In the **To Location** field,

- a. select another location if the sub location or storage location where the item will be transferred to is under another location. [How to Transfer item from one location to another location](#)
- b. select the same location as that of From Location if the sub location or storage location where the item will be transferred to is under the same location.

The screenshot shows the 'Inventory Transfer' window with the 'To Location' dropdown menu highlighted by a red box. The 'From Location' is still '0001-Fort Wayne'.

6. In the Item grid,

a. Select item to transfer in the Item No field.

The screenshot shows the 'Inventory Transfer' form. The 'Details' tab is active. The 'From Location' is '0001-Fort Wayne' and the 'To Location' is '0001-Fort Wayne'. The 'Transfer Date' is '12/26/2018'. The 'Status' is 'Open'. The 'Transferred By' is 'IRELY ADMIN'. The 'Description' field is empty. The 'Items' table has one row with 'CORN' selected in the 'Item No.' field. The 'Available Qty' is '1,687,157 Bushels'.

Item No.*	Description	Ownership Type	From Storage Location	From Storage Unit	Lot Number	Available Qty
CORN	CORN	Own				1,687,157 Bushels

b. In the From Storage Location field select the storage location where the item will be coming from.

The screenshot shows the 'Inventory Transfer' form. The 'From Storage Location' field is now set to 'FG Station'. The 'Available Qty' is '13,648,48894 Bushels'.

Item No.*	Description	Ownership Type	From Storage Location	From Storage Unit	Lot Number	Available Qty
CORN	CORN	Own	FG Station	FG Storage		13,648,48894 Bushels

c. In the From Storage Unit field select the storage unit where the item will be coming from.

The screenshot shows the 'Inventory Transfer' form. The 'From Storage Unit' field is now set to 'FG Bin 1'. The 'Available Qty' is '5,685,87074 Bushels'.

Item No.*	Description	Ownership Type	From Storage Location	From Storage Unit	Lot Number	Available Qty
CORN	CORN	Own	FG Station	FG Bin 1		5,685,87074 Bushels

- d. In the **To Storage Location** field select the storage location where the item will be transferred to. If the transfer is from one storage to another storage within the same location, then select the same sub location as that of From Sub Location, else select another Sub Location.

The screenshot shows the 'Inventory Transfer' window. The 'To Storage Location' dropdown menu is open, and 'Processing Plant' is selected and highlighted with a red box. The 'From Location' is '0001-Fort Wayne' and the 'To Location' is also '0001-Fort Wayne'. The 'Transfer Qty' is 0 Bushels.

Lot Number	Available Qty	Transfer Qty*	To Storage Location	To Storage Unit	New Lot Number	Cost	Gross/Net UOM	Gros
	5,685.87074 Bushels	0 Bushels	Processing Plant			26.9153...		0
	0	0				0.00		0

- e. In the **To Storage Unit** field select the storage unit where the item will be transferred to.

The screenshot shows the 'Inventory Transfer' window. The 'To Storage Unit' dropdown menu is open, and 'test' is selected and highlighted with a red box. The 'From Location' is '0001-Fort Wayne' and the 'To Location' is also '0001-Fort Wayne'. The 'Transfer Qty' is 0 Bushels.

Lot Number	Available Qty	Transfer Qty*	To Storage Location	To Storage Unit	New Lot Number	Cost	Gross/Net UOM	Gros
	5,685.87074 Bushels	0 Bushels	Processing Plant	test		26.9153...		0
	0	0				0.00		0

- f. Enter transfer 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.

The screenshot shows the 'Inventory Transfer' window. The 'Transfer Qty' field is highlighted in red and contains '100 Bushels'. The 'UOM' dropdown menu is open, and 'test' is selected and highlighted in red. The 'From Location' is '0001-Fort Wayne' and the 'To Location' is also '0001-Fort Wayne'.

Lot Number	Available Qty	Transfer Qty*	To Storage Location	To Storage Unit	New Lot Number	Cost	Gross/Net UOM	Gros
	5,685.87074 Bushels	100 Bushels	Processing Plant	test		26.9153...		0
	0	0				0.00		0

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](#).