## 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.

etails Activities	Attac	hments Unp	ost Preview Po	ist History Audit Log	3					
ransfer No	IT-416				From Loca	tion	0001-Fort W	ayne		
ransfer Date 🛛 🔸	12/26/	2018			To Locatio	n	0002 - India	napolis		
ource Type	e Type None						Status Closed			
ransferred By	IRELY	ADMIN			Shipment	Required				
escription										
ems										
kport • 🔠 View •	Filte	er (F3)								K L
From Storage Lo	cation	From Storage	Unit Lot Nu	mber	Available Qty	T	ransfer Qty*	To Storage Location	To Storage Unit	
Raw Station		RM Bin 1			999.9 Bushels 100 Bushels Indy			Indy	Indy Storage	
					0		0			

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.

Open Selected	New Person T	Folumos - 99 View - 6	bitems (B) Categories	ි කි Commodities කි I	orations 603 Storage Uni	rs.	414 re/
Transfer No	Contains		+ Add Filter				× Clear
Transfer No	Transfer Date	Transfer Type	Description	From Location	To Location	Status	Posted
IT-415	08/07/2018	Location to Location		0001-Fort Wayne	0002 - Indianapolis	Open	
IT-414	07/10/2018	Location to Location	CORN	0001-Fort Wayne	0002 - Indianapolis	In Transit	~
IT-413	06/18/2018	Location to Location	CORN	0001-Fort Wayne	0002 - Indianapolis	In Transit	~
IT-412	06/18/2018	Location to Location	CORN	0001-Fort Wayne	0002 - Indianapolis	In Transit	$\checkmark$
IT-411	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-410	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	~
IT-409	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-408	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-407	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-406	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	~
IT-405	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-404	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	~
IT-403	06/13/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$
IT-402	06/12/2018	Storage to Storage		0001-Fort Wayne	0001-Fort Wayne	Closed	$\checkmark$

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

Details Activities	Attachments Post Pre	eview Post History	Audit Log			
Transfer No.	Created on Sour	chen reachadary	Addit Cog	From Location	0001 East Ways	
Transfer Data	created on save			To Leasting	0001-Fort Wayne	
Course Tupe	No. 12/20/2018		122	Canada	Out-Port Wayne	
Transformed Div	INONE IN A DAMAGE			Status	Open	
Description	IRELY ADMIN			Shipment Required		
Items						
+ Insert × Ke	move export • 88 view •	Filter (F3)			Hele Landburghau	Australia Ora
Item No.	Description	Ownership Type	From Storage Lo	cation From Storage	Unit Lot Number	Available Qty
<ul> <li>↑     <li>0.21s     <li>the From     </li> </li></li></ul>	Ready <b>Location</b> Se	lect the loca	ition where	e the item v	vill be coming f	1 of 1 D D
	Ready <b>Location</b> Se - th Delete Undo Print Attachments Post Pro	lect the loca Post Close eview Post History	ition where	e the item v	vill be coming f	1 or1 ► ► rom.
O O O.212     O O O.212     the From aventory Transfer aventory Transfer aventory Transfer Activities Transfer No		Post Close	tion when	e the item v	vill be coming f	1 of1 ► ► irom.
Constant of the second se	Ready     Location se     A Delete Undo Print     Attachments Post Priv     Created on Save     12/26/2018	Post Close	tion where Audit Log	e the item v	0001-Fort Wayne	1 or1 ▶ ₩ irom.
Constant of the second se	Ready     Location Se     Atachments Post Pro     Created on Save     1226/2018     None	lect the loca Post Close eview Post History	tion where	From Location To Location Status	14 4 [ vill be coming f 0001-Fort Wayne 0001-Fort Wayne 0001-Fort Wayne	1 er1 ▶ №
Construction     C	Ready Contaction Se Contaction Se Contaction Se Contaction Seve Contaction Seve 12/26/2018 None RELY ADMIN	lect the loca Post Close eview Post History	Audit Log	e the item v From Location To Location Status Shipment Required	0001-Fort Wayne 0001-Fort Wayne 0001-Fort Wayne	irom.
Construction     C	h Delete Undo Print Attachments Post Pri Created on Save 12/26/2018 None IRELY ADMIN	Post Close Post Close eview Post History	Audit Log	From Location To Location Status Shipment Required	0001-Fort Wayne 0001-Fort Wayne 0001-Fort Quene	i ori D D
Construction	Ready     Location Se     A Delete Undo Print     Attachments Post Pre     Created on Save     12/26/2018     None     IRELY ADMIN	lect the loca Post Close eview Post History	Audit Log	From Location To Location Status Shipment Required	0001-Fort Wayne 0001-Fort Wayne 0001-	1 or1 D D
Control C	Ready     Location Se     A     Delete Undo Print     Attachments PostPre     Created on Save     12/26/2018     None     IRELY ADMIN     move Export- 88 View	Post Close eview Post History	Audit Log	E the item v	0001-Fort Wayne 0001-Fort Wayne 0001-Fort Wayne Open	1 or1 P M
Transfer     Source Type     Transfered By     Details     Activities     Transfered By     Details     Letting     Insert × Re     Insert × Re     Insert × Re     Item No.*	Ready     Location Se     Location Se     A Delete Undo Print     Attachments PostPre     Created on Save     12/26/2018     None     IRELY ADMIN     Created on Save     Description	Post Close     eview Post History     Filter (F3)     Ownership Type	Audit Log	E the item v	0001-Fort Wayne 0001-Fort Wayne Open Unit Lot Number	1 of 1 b bi
Construction     C	Ready     Location Se     A     Location Se     Attachments Post Pri     Created on Save     12/26/2018     None     IRELY ADMIN     Description	Post Close Post History Filter (F3) Ownership Type	Audit Log	From Location To Location Shipment Required	Unit Lot Number	1 of 1 P P rom.

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   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.

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ventory Transfer										
ew Save Search	Attachments Post Previ	ost Close	Audit Log							
Transfer No	Created on Save			From L	ocation	0001-Fort Wayne				
Fransfer Date 🔸	12/26/2018			To Loca	ation	0001-Fort Wayne				T
ource Type	None			Status		Open				T
ransferred By	IRELY ADMIN			Shipme	ent Required					
Description										
tems										
linsert × Rem	nove Export • 🔠 View •	Filter (F3)								1
Item No.*	Description	Ownership Type	From Storage Lo	tation	From Storage U	nit Lot Number	Ava	ilable Qty		
									0	
			_							

6. In the Item grid,

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

Inventory Transfer							
	Delete Undo Print Po						
Details Activities	Attachments Post Previe	w Post History	Audit Log				
Transfer No	Created on Save			From Location	0001-Fort Wayne		~
Transfer Date 🔺	12/26/2018			To Location	0001-Fort Wayne		~
Source Type	None			Status	Open		~
Transferred By	IRELY ADMIN			Shipment Required			
Description							
Items							
+ Insert X Rem	ove Export - 🗄 View -	Filter (F3)					к л 2 У
✓ Item No.*	Description	Ownership Type	From Storage Lo	cation From Storage	Unit Lot Number	Available Qty	
	CORN	Own				1,687,157 Bushels	
4							Þ
? 🔘 🖓 0.37s	Edited					1 of1 ▶ ▶	C Refresh

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

New Save Search	Delete Undo F	Print Post Close					
Details Activities	Attachments Po	ost Preview Post History	Audit Log				
Transfer No	Created on Save			From Location	0001-Fort Wayne		~
Transfer Date 🔸	12/26/2018			To Location	0001-Fort Wayne		~
Source Type	None			Status	Open		~
Transferred By	IRELY ADMIN			Shipment Required			
Description							
Items							
+ Insert X Rem	ove Export • 🔠	View - Filter (F3)					К.Л. К.У.
ltem No.*	Description	Ownership Type	From Storage Lo	cation From Storage U	Init Lot Number	Available Qty	
CORN	CORN	Own	FG Station	✓ FG Storage		13,648.48894 Bushels	
						0	
							•
? 🛈 🖓 0.37s	Edited					1 of 1 ▶ ▶	C Refresh

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

Inventory Transfer						^ 🗆	
New Save Search	n Delete Undo Print						
Details Activities	Attachments Post Pro	eview Post History	Audit Log				
Transfer No	Created on Save			From Location	0001-Fort Wayne		~
Transfer Date	12/26/2018			To Location	0001-Fort Wayne		~
Source Type	None			Status	Open		~
Transferred By	IRELY ADMIN			Shipment Required			
Description							
Items							
+ Insert X Rer	nove Export - 🗄 View -	Filter (F3)					K 7 K 3
Item No.*	Description	Ownership Type	From Storage Loo	ation From Storage U	Init Lot Number	Available Qty	
CORN	CORN	Own	FG Station	FG Bin 1	~	5,685.87074 Bushels	
						0	
4							÷
? 🔘 🖓 0.37s	Edited					1 of1 ▷ ▷ 🤗	Refresh

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

Details Activities	Attachments Post Previ	ew Post History	Audit Log						
Transfer No	Created on Save			From Location	0001-F	ort Wayne			~
Transfer Date 🔸	12/26/2018		100	To Location	0001-F	Fort Wayne			~
Source Type	None			Status Open					~
Transferred By	IRELY ADMIN			Shipment Requ	ired				
Description									
Items									
+ Insert X Ren	nove Export • 🔠 View •	Filter (F3)							K 2 K 3
Lot Number	Available Qty	Transfer Qt	y* To Storage Lo	ocation To Sto	orage Unit	New Lot Number	Cost	Gross/Net UOM	Gr
	5,685.87074 Bushels	0 Bus	shels Processing P	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.

Inventory Transfer							^ 🗆	
Details Activities	Attachments Post Prev	iew Post History Audit Log						
Transfer No	Created on Save		From Location	0001-For	Wayne			~
Transfer Date	12/26/2018		To Location	0001-For	Wayne			~
Source Type	None		Status	Open				~
Transferred By	IRELY ADMIN		Shipment Required					
Description								
ltems								
+ Insert × Ren	nove Export • 🔠 View •	Filter (F3)						К.Я. Ц.Ы.
Lot Number	Available Qty	Transfer Qty* To Storage Lo	ocation To Storage I	Jnit	New Lot Number	Cost	Gross/Net UOM	Gros
	5,685.87074 Bushels	0 Bushels Processing P	ant test	~		26.9153		0
	0	0				0.00		0
4								•
? 🗘 🖓 0.37s	Edited					1 of 1	► N G	efresh

- 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.

Details	Activities	Attachments	Post Preview	Post History	Audit	Log								
Transfe	r No	Created on Sav	/e				From Lo	cation	0001-For	t Wayne				~
Transfe	r Date 🔹	12/26/2018					To Locat	ion	0001-For	t Wayne				$\sim$
Source	Туре	None					Status		Open					~
Transfe	rred By	IRELY ADMIN					Shipmen	t Required						
Descrip	tion													
Items														
+ Inse	rt × Ren	nove Export •	B View - Fil	ter (F3)										5 7 2 3
Lot Nur	nber	Avail	able Qty	Transfer	Qty*	To Storage L	ocation	To Storage U	Jnit	New Lot Number	Cost	Gross/Net U	лом	Gros
		5,685.8707	4 Bushels	100 <i>E</i>	lushels	Processing P	lant	test			26.9153			0
			0		0						0.00			0
4														Þ
? 0	0.37s	Edited									1 of 1		CR	efresh

- 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** a t 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.

nventory Transfer	r - IT-417										>
New Save Searc	h Delete Undo Print Po										
Details Activities	Attachments Post Previe	w Post History Audit	Log								
Transfer No	IT-417			From Loc	ation	0001-For	rt Wayne				
Transfer Date	* 12/26/2018			To Locati	on	0001-Fo	rt Wayne				
Source Type	None			Status		Open					
Transferred By	IRELY ADMIN	Y ADMIN									
Description											
Items											
+ Insert X Rer	move Export - 🔠 View -	Filter (F3)									К. Ц
Lot Number	Available Qty	Transfer Qty*	To Storage Lo	ocation	To Storage	Unit	New Lot Number	Cost	Gross/Net	t UOM	G
	5,685.87074 Bushels	100 Bushels	Processing Pl	lant	test			26.9153			0
	0	0						0.00			0
4											
? 🗂 🗘 0.37s	Saved							1 of 1		CF	efre

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

Inventory Transfer - I	T-417							⊐ ×
New Save Search	Delete Undo Print Ung	xost Close						
Details Activities	Attachments Unpost Prev	iew Post History	Audit Log					
Transfer No II	T-417		From	Location	0001-Fo	rt Wayne		
Transfer Date 🔸 1	2/26/2018		To Lo	cation	0001-Fo	rt Wayne		
Source Type	lone		Statu	s	Closed			
Transferred By	RELY ADMIN		Shipr	nent Required				
Description								
ltems								
Export • 🔠 View •	Filter (F3)							5.7 2 1
ltem No.*	Description	Ownership Type	From Storage Location	From Storage U	Init L	ot Number	Available Qty	
CORN	CORN	Own	FG Station	FG Bin 1			5,685.87 Bushels	
							0	
•								•
? 🗘 🗘 0.37s	Posted						1 of 1 ▷ ▷	Refresh