

# HOW TO: TRANSFER INVENTORY TO ANOTHER WAREHOUSE

## TRANSFER BY PRODUCT (INDIVIDUALLY)

1. Go to Products >> Manage Inventory
2. Select the Warehouse that contains the stocks to be transferred.
3. Locate the product and click on the Warehouse Icon (AdvancePro Logo) on the far right column.

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Admin Customers Vendors Products Warehouse Sales Rep Returns Reports QuickBooks Web MFG MCR

Customers: Place New Order, POS, All Customer Orders, View All Customers, Add New Customer

Vendors: Place New Order, All Vendor Orders, View All Vendors

Products: Add New Product, Manage Inventory, View All Products, Quick Search

Open Windows: Manage Inventory

Logout

**Manage Product Inventory** Total Records: 53 # Per Page: 39 Total Pages: 2 Current Page: 1

Use Uppercase letter to find all words starting with that letter. Use lowercase to find the letter anywhere within word.  Combine Variants  Display Advanced UOM  Display inactive (View Only)

SKU # UPC Product Name Picking # Warehouse: Warehouse 1

No	SKU #	UPC	Product	Unit	Reserve	In Stock	New Qty.	Icons
1	F00001	5550001	Apple		6	1014		Icons
2	P00002	3330002	Bacon		0	1000		Icons
3	F00004	5550004	Banana		4	996		Icons
4	SKB004	6660007	Bearings		0	0		Icons
5	B00005	2220005	Beef Back Ribs		0	1000		Icons
6	B00006	2220006	Beef Cubes		0	1000		Icons
7	V00006	4440006	Bell Pepper		0	996		Icons
8	SNB002	6660002	Bindings		0	1000		Icons
9	SNB003	6660003	Boots		0	1000		Icons
10	B00008	2220008	Brisket		0	1000		Icons
11	V00002	4440002	Cabbage		0	1000		Icons
12	V00007	4440007	Carrots		0	1005		Icons
13	C00002	1110002	Chicken Breast		0	1000		Icons
14	C00009	1110009	Chicken Feet		0	1000		Icons
15	C00008	1110008	Chicken Gizzard		0	1000		Icons
16	C00007	1110007	Chicken Heart		0	1000		Icons
17	C00006	1110006	Chicken Liver		0	1000		Icons
18	C00004	1110004	Chicken Neck		0	1000		Icons
19	C00010	1110010	Chicken Tail		0	1000		Icons
20	C00003	1110003	Chicken Wings		0	1000		Icons

Variants  Assembly Item  Drop Ship Item

Multiple Picking Locations  Process Returned Products

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Update Close

4. Fill out the required fields. If you have enabled multiple picking locations, you will need to assign the picking locations as well. Enter a reason for transfer and click **TRANSFER**.

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Logout

**Transfer Inventory** Total Pages: 2 Current Page: 1

Product Name Bacon In Stock # 1000

SKU # P00002

Warehouse: Warehouse 1

Transfer Products Between Warehouses

From: Warehouse 1

To: CANADA Warehouse

Qty: 30

Reason: STOCK TRANSFER

Assign Lot/Serial #'s  **Transfer**

Transfer history

No	UOM	WH From	WH To	Date	Reason	Qty	User
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Close

Multiple Picking Locations  Process Returned Products

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Update Close



# MULTIPLE TRANSFER

1. Go to Products >> Manage Inventory
2. Select the warehouse to transfer the stocks from
3. Click on the MULTIPLE TRANSFER ICON (Lower right corner)



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**Manage Product Inventory** Total Records: 53 # Per Page: 33 Total Pages: 2 Current Page: 1

Warehouse: Warehouse1

No	SKU #	UPC	Product	Unit	Reserve	In Stock	New Qty
1	F00001	5550001	Apple		6	1014	
2	F00002	3330002	Bacon		0	970	
3	F00004	5550004	Banana		4	996	
4	SKB004	6660007	Bearings		0	0	
5	B00005	2220005	Beef Back Ribs		0	1000	
6	B00006	2220006	Beef Cubes		0	1000	
7	V00006	4440006	Bell Pepper		0	995	
8	SNB002	6660002	Bindinas		0	1000	
9	SNB003	6660003	Boots		0	1000	
10	B00008	2220008	Brisket		0	1000	
11	V00002	4440002	Cabbage		0	1000	
12	V00007	4440007	Carrots		0	1005	
13	C00002	1110002	Chicken Breast		0	1000	
14	C00009	1110009	Chicken Feet		0	1000	
15	C00008	1110008	Chicken Gizzard		0	1000	
16	C00007	1110007	Chicken Heart		0	1000	
17	C00006	1110006	Chicken Liver		0	1000	
18	C00004	1110004	Chicken Neck		0	1000	
19	C00010	1110010	Chicken Tail		0	1000	
20	C00003	1110003	Chicken Wings		0	1000	

Multiple Transfer icon highlighted in red.

4. Select the "WH To" field (Warehouse Transfer To), Add the products and their corresponding transfer quantities, Add a reason for transferring. Click Transfer when ready.

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Warehouse From: Warehouse1

WH To: CANADA Warehouse

Transf. Date: 11/11/2015

No	SKU #	Product	IS	Avail. Stock	Reason	Transfer Qty	WH To
2	F00004	Banana		992	Stock Transfer (November 2015)	10	--Select warehouse--
3	F00010	Grapefruit		1000	Stock Transfer (November 2015)	20	--Select warehouse--
4	F00005	Grapes		992	Stock Transfer (November 2015)	30	--Select warehouse--
5	F00007	Lemon		1000	Stock Transfer (November 2015)	20	--Select warehouse--
6	F00009	Melon		1000	Stock Transfer (November 2015)	25	--Select warehouse--
7	F00002	Orange		985	Stock Transfer (November 2015)	10	--Select warehouse--
8	F00003	Pineapple		987	Stock Transfer (November 2015)	15	--Select warehouse--
9	F00006	Tomato		1000	Stock Transfer (November 2015)	20	--Select warehouse--
10	F00008	Watermelon		1000	Stock Transfer (November 2015)	30	--Select warehouse--

Reason: Stock Transfer (November 2015) Apply For All

Transfer Close

5. Go to Manage Inventory screen and select the WH to warehouse (from the multiple transfer window) and confirm that the products have been successfully transferred.

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**Products**  
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Open Windows  
 Manage Inventory  
 Multiple Stock Transfer

**Manage Product Inventory** Total Records: 10 # Per Page: 39 Total Pages: 1 Current Page: 1

Use Uppercase letter to find all words starting with that letter.  
 Use lowercase to find the letter anywhere within word.

Combine Variants  Display Advanced UOM  Display inactive (View Only)

SKU # UPC Product Name Picking # Warehouse: CANADA Warehouse

No	SKU #	UPC	Product	Unit	Reserve.	In Stock	New Qty.			
1	P00002	3330002	Bacon		0	30				
2	F00004	5550004	Banana		0	10				
3	F00010	5550010	Grapefruit		0	20				
4	F00005	5550005	Grapes		0	30				
5	F00007	5550007	Lemon		0	20				
6	F00009	5550009	Melon		0	25				
7	F00002	5550002	Orange		0	10				
8	F00003	5550003	Pineapple		0	15				
9	F00006	5550006	Tomato		0	20				
10	F00008	5550008	Watermelon		0	30				

Variants  Assembly Item  Drop Ship Item  
 Multiple Picking Locations  
 Process Returned Products

Logout [Icons] Update Close