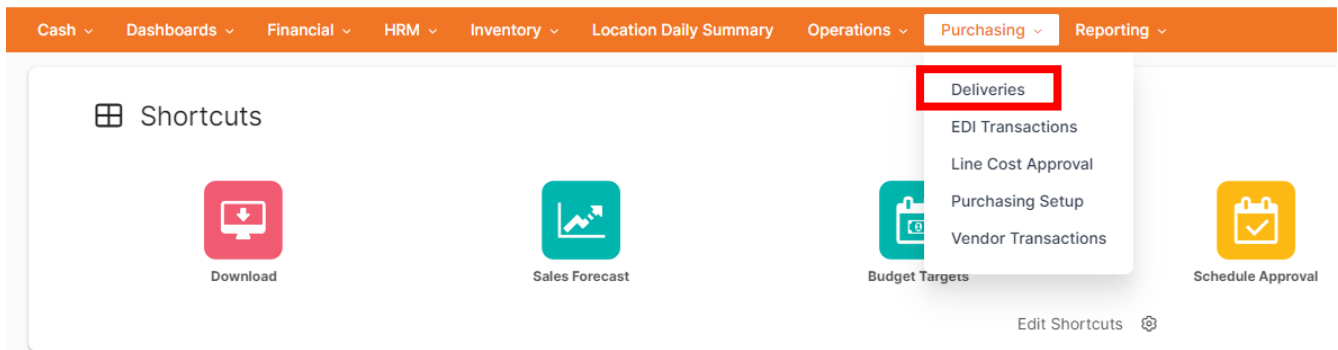
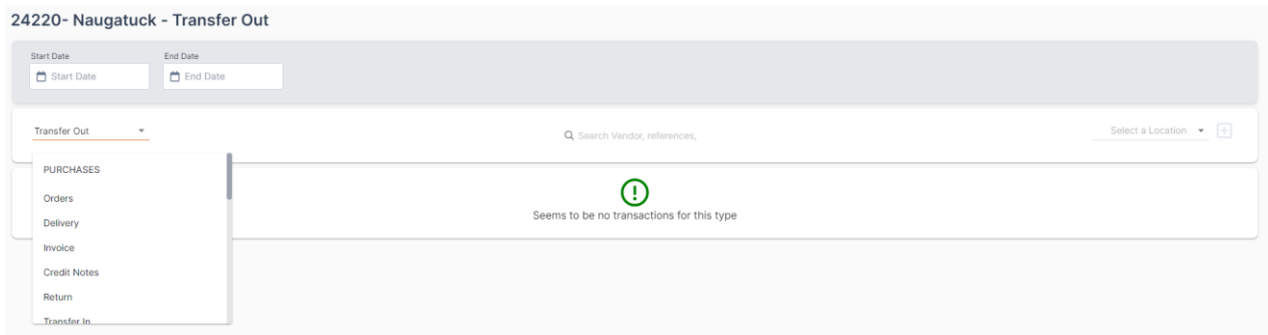


To transfer a product to another location:

This is found under Purchasing → Deliveries.

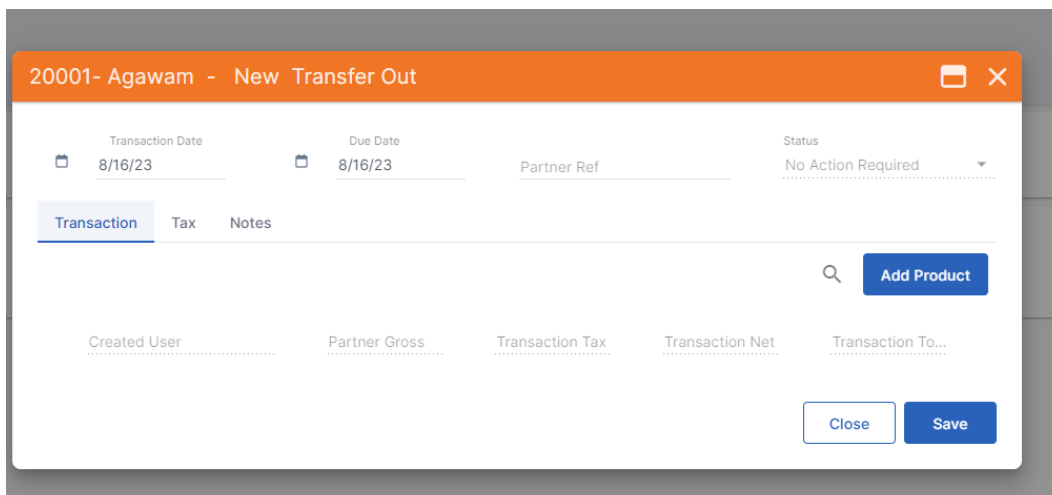


Using the drop-down bar that says Delivery, choose to transfer out option.



Under the location drop-down bar on the right, choose which store you are transferring to.

Once you have chosen that, click the ADD symbol.



This allows you to add the product using the “Add Product” blue button. You can also change the date. After you add all the necessary products, select save.

Note: You can adjust units of measure depending on how we have the product set up. Choose which option works best for what you are transferring.

Note: In reports, you can see all transferred out products using the report called “Inventory transfers – all locations for range” Or “inventory transfers by product”.

Once transferred, the other location does NOT need to accept them. It is automatically done. To check transfers, go to accept transfers on the purchase tab or the archived transfer page.