Finishing up a store to store transfer or store to warehouse transfer

The following procedure will walk you through the process of completing a transfer if you need to have Beveryl adjust your inventory and she wasn't able to get to it immediately.

1. Open up Pack Line Scanning and click on the down arrow in the input field.

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					OK	Cancel	

2. Select Transfer Order from the pop up box and click OK.

3. Select the Transfer Order that you have been working on and click OK. This will bring the Transfer Order into Pack Line Scanning.

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TO-000032	W0001	S0001	ALKOTRUCK	Released			New					
TO-003239	 S0013	\$0002	ALKOTRUCK	Released		TS-002961	To receive					
TO-003244	W0001	S0031	ALKOTRUCK	Released		TS-002966	To receive					
TO-003248	W0001	S0016	ALKOTRUCK	Released		TS-002968	To receive					
TO-003252	W0001	S0019	ALKOTRUCK	Released		TS-002974	To receive					
TO-003255	W0001	S0007	ALKOTRUCK	Released			New					
TO-003266	W0001	S0015	ALKOTRUCK	Released		TS-002986	To receive					
TO-003268	W0001	S0021	ALKOTRUCK	Released		TS-002988	To receive					
TO-003271	W0001	S0015	ALKOTRUCK	Released		TS-002992	To receive					
TO-003272	W0001	S0014	ALKOTRUCK	Released		TS-002995	To receive					
TO-003283	W0001	S0031	ALKOTRUCK	Released		TS-003004	To receive					
TO-003284	W0001	S0018	ALKOTRUCK	Released		TS-003005	To receive					
TO-003289	W0001	S0015	ALKOTRUCK	Released		TS-003010	To receive					
TO-003292	W0001	S0019	ALKOTRUCK	Released		TS-003014	To receive					
TO-003293	W0001	S0031	ALKOTRUCK	Released		TS-003015	To receive					
TO-003294	W0001	S0021	ALKOTRUCK	Released		TS-003016	To receive					
TO-003296	W0001	S0018	ALKOTRUCK	Released		TS-003018	To receive					
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4. Once you are back at the Pack Line Scanning screen click on Start to Auto Add if you need to scan additional items otherwise you scan close package print to print out the label and close order print force to print out the Transfer Shipment report.

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5. To see if you have completed the transfer out process correctly you can check by clicking on Transfer Orders From and view your transfer orders. Under Last Shipment No. you should see a shipment number and under Retail Status it should say To Receive. For incomplete transfer orders you will see no Shipment number and Retail Status will say New.

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