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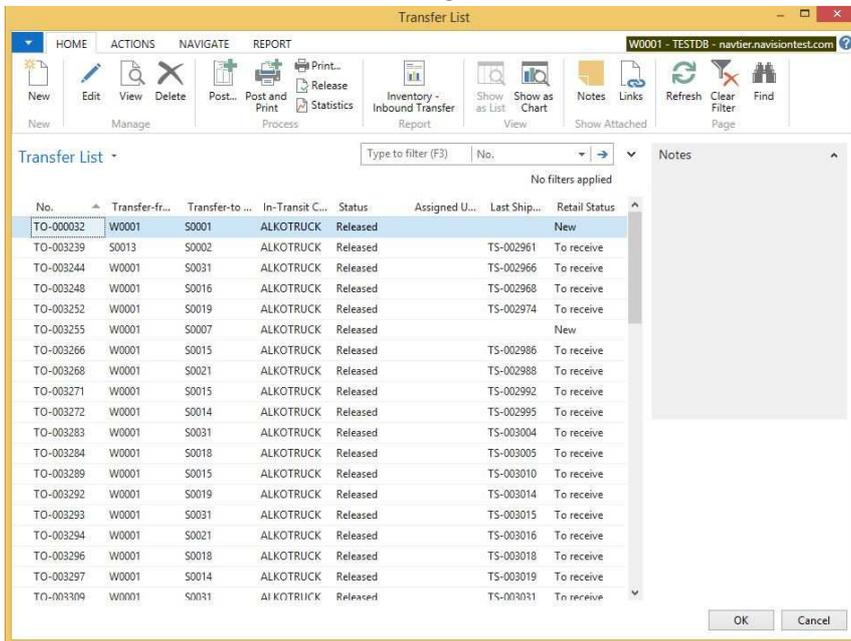
1. Open up Pack Line Scanning and click on the down arrow in the input field.

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.

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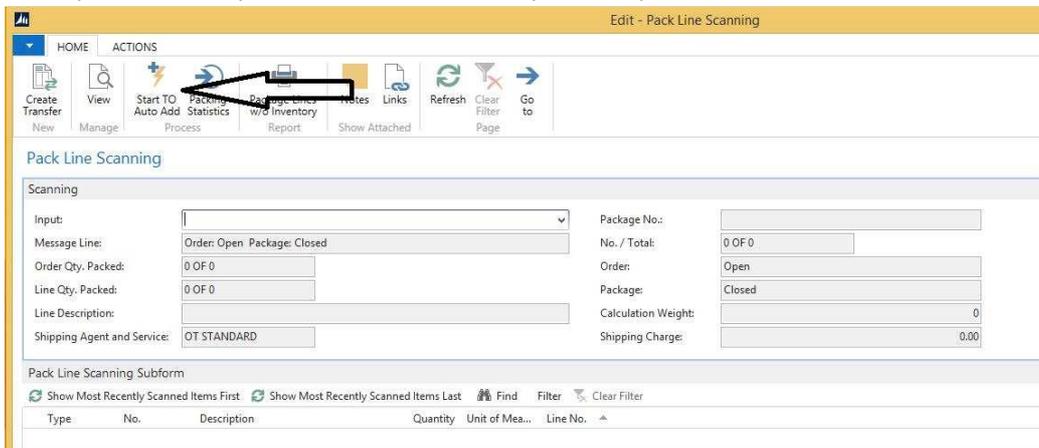
5. To see if you have completed the transfer out process correctly you can check by clicking on Transfer Orders From and view your transfer orders. Under Last Shipment No. you should see a **shipment number** and under Retail Status it should say **To Receive**. For incomplete transfer orders you will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