

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 Beverly adjust your inventory and she wasn't able to get to it immediately.

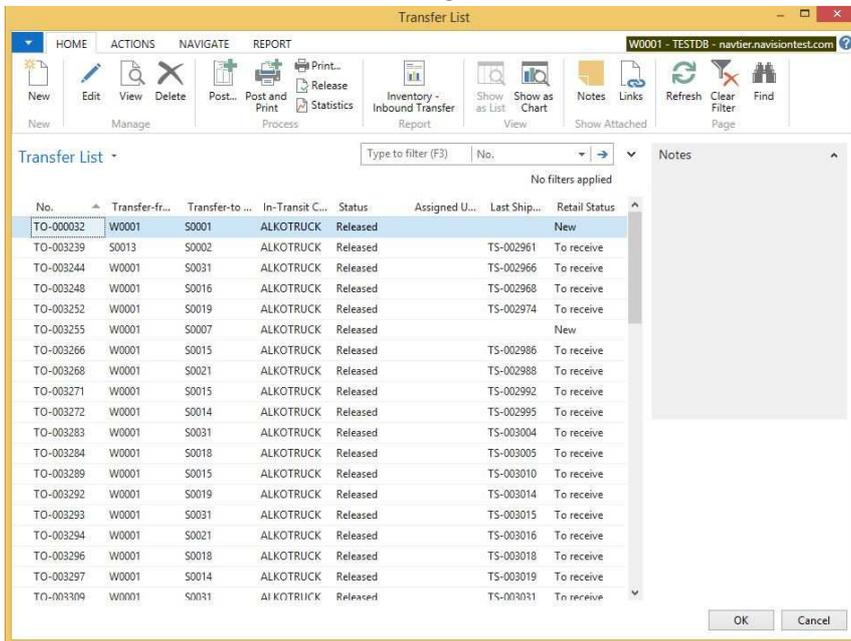
1. Open up Pack Line Scanning and click on the down arrow in the input field.

The screenshot shows the 'Pack Line Scanning' form in Microsoft Dynamics NAV. The 'Input:' field is highlighted with a black arrow pointing to its dropdown arrow. The form includes fields for Message Line, Order Qty. Packed, Line Qty. Packed, Line Description, Shipping Agent and Service, Package No., No. / Total, Order, Package, Calculation Weight, and Shipping Charge. Below the form is a table for 'Pack Line Scanning Subform' with columns for Type, No., Description, Quantity, Unit of Meas., and Line No.

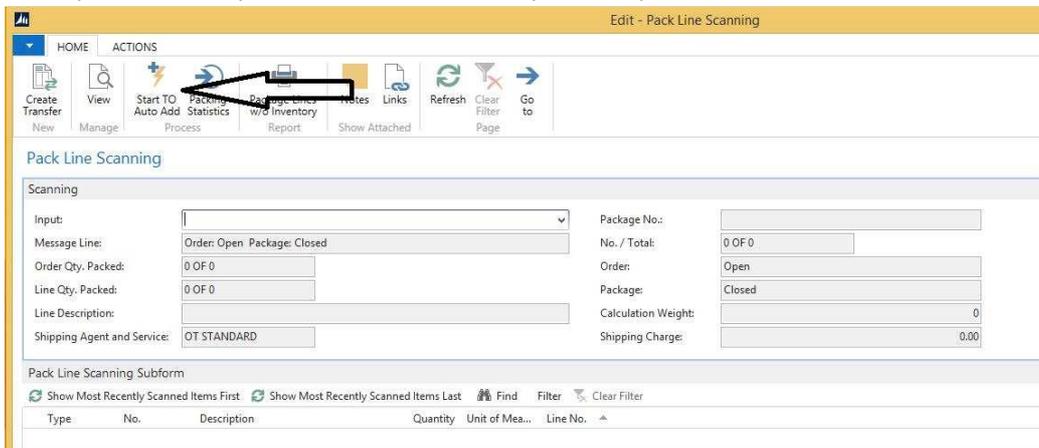
2. Select Transfer Order from the pop up box and click OK.

The screenshot shows the 'Pack Line Scanning' form in Microsoft Dynamics NAV. A dialog box titled 'Microsoft Dynamics NAV' is open, displaying a list of options: Sales Order, Sales Invoice, Purchase Credit Memo, Purchase Return Order, and Transfer Order. The 'Transfer Order' option is selected. The dialog box has 'OK' and 'Cancel' buttons.

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.



- 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.

The screenshot shows the Microsoft Dynamics NAV interface for Transfer Orders. The main window displays a table of transfer orders. The table has the following columns: No., Shipment Date, Transfer-f..., Transfer-t..., In-Transit..., Status, Last Shipment No., Retail Status, and Receipt Date. The data rows are as follows:

No.	Shipment Date	Transfer-f...	Transfer-t...	In-Transit...	Status	Last Shipment No.	Retail Status	Receipt Date
TO-005944	11/2/2015	S0037	S0002	ALKOTRUCK	Released		New	11/2/2015
TO-005977	11/3/2015	S0037	S0001	ALKOTRUCK	Released	TS-005434	To receive	11/3/2015
TO-006136	11/7/2015	S0037	S0022	ALKOTRUCK	Released	TS-005577	To receive	11/7/2015
TO-006138	11/7/2015	S0037	S0002	ALKOTRUCK	Released	TS-005579	To receive	11/7/2015
TO-006139	11/7/2015	S0037	S0012	ALKOTRUCK	Released	TS-005594	To receive	11/7/2015