

Making Inventory Transfers

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You may need to move line item codes (LICs) from one location to another. These changes do *not* have any cost of good sold integration because the value of the inventory is not changing.

1. Navigate to **Inventory > Inventory Adjustments**.
2. In the menu bar, click **New > Transfer**.
3. Enter the title and the transfer details for General Info and Description, as needed.
4. In the Adjustment Items section, enter the transfer info, including Line Item Code(s), Quantity, From Bin, and To Bin.

The screenshot shows the 'Inventory Adjustments' form. At the top, the title is 'Inventory Adjustment: 50004' and the description is 'Inventory Transfer TB-FRNCH3'. The date is '1/5/2018' and the status is 'PENDING'. The 'Transfer Details' tab is active. Under 'General Info', the Type is 'Transfer' and the Reference ID is '1487698'. The 'Description' field contains 'Transferring textbooks from the New York office to the Midwest Regional office.' The 'Adjustment Items' table has one row:

Line Item Code	Description	Quantity	From Bin	To Bin	Ref #(s)
1 > TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	5	C-AI	C-MWRO	#s

At the bottom, there is a 'Save' button and a 'Cancel' button. The 'Entered By' field shows 'Caitlin Nascher'.

5. Click **Save**.

After you complete the transfer, the inventory change will display on the Bin Balances tab of each transferred LIC.

Inventory Screens After Adjustment

Once the adjustment is saved, you will see the entry in the Inventory Transactions list, which can be found by navigating to Inventory > Inventory Transactions. The adjustment is also reflected in the Inventory Usage list, which can be found by navigating to Inventory > Inventory Usage.