

# Transfer a Part

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You can transfer one or more parts from one warehouse to another.

To begin a part transfer, navigate to Inventory > Warehouses.

From the Warehouse list, click on the hyperlink in the Warehouse Code column of the warehouse parts will be transferred "From".

The screenshot shows the 'Warehouses' page interface. At the top left, there is a '+ Add Warehouse' button and a 'Custom Grid Layout' toggle. To the right, there is a 'Show Inactive Warehouses' toggle and a 'Total' value of '\$112,491.50'. Below this is a header for the table: 'Drag a column header and drop it here to group by that column'. The table has four columns: 'Warehouse Code', 'Warehouse Name', 'Warehouse Total', and an action column. The 'Warehouse Code' column contains hyperlinks for each row. A green box highlights the 'Warehouse Code' column. The table contains 15 rows of data. At the bottom, there is a pagination control showing '1' of 15 items and a 'Refresh' button.

| Warehouse Code                     | Warehouse Name                    | Warehouse Total |             |
|------------------------------------|-----------------------------------|-----------------|-------------|
| <a href="#">*MI-Main</a>           | Michigan Main Warehouse           | \$0.00          | Edit Delete |
| <a href="#">*Ohio-Main</a>         | Ohio Main Warehouse               | \$10.00         | Edit Delete |
| <a href="#">MI-1001</a>            | Michigan Tech 1001                | \$0.00          | Edit Delete |
| <a href="#">MI-1002</a>            | Michigan Tech 1002                | \$0.00          | Edit Delete |
| <a href="#">Ohio-Cincinnati</a>    | Cincinnati Warehouse              | \$0.00          | Edit Delete |
| <a href="#">Ohio-CLE-Tech1</a>     | Cleveland Warehouse- Technician 1 | \$0.00          | Edit Delete |
| <a href="#">Ohio-Cleveland</a>     | Cleveland East                    | \$377.50        | Edit Delete |
| <a href="#">Ohio-COL-Tech1</a>     | Service Truck One                 | \$0.00          | Edit Delete |
| <a href="#">Ohio-COL-Tech2</a>     | Service Warehouse Two             | \$5.00          | Edit Delete |
| <a href="#">Ohio-Columbus</a>      | Columbus Warehouse                | \$515.00        | Edit Delete |
| <a href="#">Ohio-Obsolete</a>      | Ohio Obsolete Inventory           | \$370.00        | Edit Delete |
| <a href="#">Ohio-Subcontractor</a> | Subcontractor Parts               | \$30.00         | Edit Delete |

The Warehouse page opens. At the upper right of the page, click the **Part Transfer** button.

**Warehouse - \*MI-Main** Edit History **Part Transfer** Delete

Warehouse Total: **\$1,055.83**

Code: \*MI-Main  
Name: Michigan Main Warehouse  
Description:

Address: 415 N Main Plymouth, MI 48170  
GL Account: 12800-Inventory-Michigan

Inventory: 5 | Purchase Orders: 2 | Physical Inventory: 2 | Technicians: 2 | Part Ledger: 20

Export to Excel NO Show All Custom Grid Layout

Drag a column header and drop it here to group by that column

| Code    | Name                       | Row | Shelf | Bin | Quantity | Value    |  |
|---------|----------------------------|-----|-------|-----|----------|----------|--|
| 5804    | 4 Button Remote            |     |       |     | 7        | \$78.41  |  |
| AC-RP44 | Alarm Control Remote Plate |     |       |     | 1        | \$5.00   |  |
| AC-RP26 | Alarm Control Remote Plate |     |       |     | 1        | \$5.00   |  |
| WAVE2   | Honeywell 2 Tone Siren     |     |       |     | 6        | \$40.42  |  |
| HW-GSMV | Honeywell Cell             |     |       |     | 1        | \$90.00  |  |
| HW-GSMX | Honeywell GSMX Cell        |     |       |     | 1        | \$0.00   |  |
|         |                            |     |       |     | 1        | \$125.00 |  |

1 - 13 of 13 items Refresh

The Part Transfer form opens. Select the To Warehouse, and then on the left side of the page select the parts and quantities to transfer.

**Part Transfer** Bring All to Min Bring All to Max Undo Cancel Transfer

Note: Stock for truck MI-1005 23/250

Code/Description:  Manufacturer/Category/SubCategory:

**From Warehouse:** Michigan Main Warehouse

| Name                               | Code        | Qty  | Action |
|------------------------------------|-------------|------|--------|
| Vista 100 Control Panel            | Vista 100   | 2 -1 |        |
| Vplex 2 Zone Expander              | 41935N      | 5    |        |
| Honeywell GSMX Cell                | HW-GSMX     | 1    |        |
| Honeywell Internet Cell            | HW-IGSMV    | 1    |        |
| Honeywell Cell                     | HW-GSMV     | 1    |        |
| Revere Single Gang Flush Mount Str | REV-RSTIG-C | 1    |        |
| Honeywell Wireless Smoke           | HW-5808W3   | 1    |        |
| Honeywell 2 Tone Siren             | WAVE2       | 6 -2 |        |

1 - 13 of 13 items

**To Warehouse:** Michigan Tech 1005

| Name                                  | Code        | Qty |
|---------------------------------------|-------------|-----|
| Vista 100 Control Panel               | Vista 100   | 0 1 |
| Vplex 2 Zone Expander                 | 41935N      | 0   |
| Honeywell GSMX Cell                   | HW-GSMX     | 0   |
| Honeywell Internet Cell               | HW-IGSMV    | 0   |
| Honeywell Cell                        | HW-GSMV     | 0   |
| Revere Single Gang Flush Mount Strobe | REV-RSTIG-C | 0   |
| Honeywell Wireless Smoke              | HW-5808W3   | 0   |
| Honeywell 2 Tone Siren                | WAVE2       | 0 2 |

1 - 13 of 13 items

Once the transfer information is finished, click the Transfer button at the top right of the Part Transfer page.

The Part Transfer Summary page opens. Review the information to make certain the To Warehouse and the transfer quantity are correct. Click the **Save** button to complete the transfer.

Part Transfer Summary ✕

| Part Name               | Part Code | From Warehouse          | To Warehouse       | Qty |
|-------------------------|-----------|-------------------------|--------------------|-----|
| Vista 100 Control Panel | Vista 100 | Michigan Main Warehouse | Michigan Tech 1005 | 1   |
| Honeywell 2 Tone Siren  | WAVE2     | Michigan Main Warehouse | Michigan Tech 1005 | 2   |
| 4 Button Remote         | 5804      | Michigan Main Warehouse | Michigan Tech 1005 | 1   |