

Making Inventory Transfers

Last Modified on 08/01/2023 3:29 pm EDT

This guide explains how to make inventory transfers. It is intended for advanced users.

You may need to move line item codes (LICs) from one location to another. These transfers do not have any [cost-of-goods-sold](https://aace6.knowledgeowl.com/help/understanding-the-cogs-reconciliation-process) integrations because the value of your inventory is not changing.

1. Navigate from **Main Menu > Inventory > Inventory Adjustments**.
2. In the menu bar, click **New > Transfer**.
3. Enter the title and transfer details for **General Info** and **Description**.
4. In the Adjustment Items section, enter the transfer info, including **Code, Quantity, From Bin, and To Bin**.

The screenshot displays the 'Inventory Adjustments' application window. At the top, the title bar reads 'Inventory Adjustments'. Below the title bar, there is a green navigation bar with 'Record: 1 of 1' on the left and 'New', 'Edit', 'Delete', 'Print', and 'Actions' on the right. The main form area has a header with 'Inventory Adjustment: 60000', 'Inventory Transfer TB-LIT106', '08/01/23', and 'PENDING'. Below this is a 'Transfer Details' tab with sub-sections for 'General Info' and 'Description'. The 'General Info' section includes fields for 'Type' (Transfer) and 'Reference ID' (3294532). The 'Description' section contains the text 'Transferring textbooks from warehouse to EE office.'. The 'Adjustment Items' section is a table with columns: Code, Description, Quantity, From Bin, To Bin, and Ref #. The first row contains: 1, TB-LIT106, Shakespeare's Tragedies, 10, WH-1A, EE-1A. The bottom of the form has a footer with 'Office: AI', 'Entered By: AH', and 'Cancel' and 'Save' buttons.

5. Click **Save and Post**.

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

Inventory Screens After Adjustment

Once the adjustment is posted, you can locate and review the entry in the [Inventory Transactions](https://aace6.knowledgeowl.com/help/working-with-inventory-transactions-inventory-lots-and-inventory-usage#InventoryTransactions) (<https://aace6.knowledgeowl.com/help/working-with-inventory-transactions-inventory-lots-and-inventory-usage#InventoryTransactions>) module.

Note: Entries that use items (i.e. shipments, jobs) can also be found in the [Inventory Usage](https://aace6.knowledgeowl.com/help/working-with-inventory-transactions-inventory-lots-and-inventory-usage#InventoryUsage) (<https://aace6.knowledgeowl.com/help/working-with-inventory-transactions-inventory-lots-and-inventory-usage#InventoryUsage>) module.
