Inventory: Using CounterPoint
Transferring Inventory

Overview

Transfers allow you to move goods from one location to another and to reconcile any difference between what was shipped and what was received. Transfer menu selections are available only if you specified in Setup / Inventory / Control that you are using multi-location.

Notification of the transfer and receipt of transferred goods can be transmitted electronically between locations with Multi-Site. The Hub serves as the central routing point for these transmissions and is also responsible for reconciling the differences.

When an allocated purchase order (an order that is received at one location, then disbursed to other locations) is received, transfers can be initiated automatically.

This document explains how to transfer your inventory from one location to another.

Typically, you will follow these steps to process a transfer:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Enter a transfer-out request (usually at the sending location). (See the Entering a transfer-out request section on page 2 for more information.) You can also use the Transfer Advice report to create transfer-out requests. (See the Printing the Transfer Advice report section on page 25 for more information.)</td>
</tr>
<tr>
<td>Step 2</td>
<td>Print an edit list of the transfer-out request for review (optional). (See the Printing a Transfer Out Edit List section on page 8 for more information.)</td>
</tr>
<tr>
<td>Step 3</td>
<td>Post the transfer-out request, and optionally print a transfer document (See the Posting transfer-out requests section on page 9 for more information.)</td>
</tr>
<tr>
<td>Step 4</td>
<td>If you are using Multi-Site, perform overnight processing to transmit the transfer-out document to the location that will receive the transferred goods.</td>
</tr>
<tr>
<td>Step 5</td>
<td>At the receiving location, when the transferred goods are received, enter a transfer-in document showing what goods were received, and complete the transfer-in. (See the Receiving transferred merchandise section on page 11 for more information.)</td>
</tr>
<tr>
<td>Step 6</td>
<td>Post any inventory transactions that were created when the transfer-in was completed. (See the Posting the transfer-in section on page 17 for more information.)</td>
</tr>
<tr>
<td>Step 7</td>
<td>If you are using Multi-Site, perform overnight processing to transmit the transfer-in document to the Hub.</td>
</tr>
<tr>
<td>Step 8</td>
<td>If necessary, reconcile the transfer at the Hub, and post the reconciliation. (See the Overview of reconciling a transfer section on page 19 for more information.)</td>
</tr>
</tbody>
</table>
### Steps

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 9</td>
<td>If you are using Multi-Site, perform overnight processing at the Hub to transmit updated item information created by any reconciliation.</td>
</tr>
</tbody>
</table>

CounterPoint also provides another way to enter and post transfers that is called “quick transfers.” Quick transfers allow you to quickly enter (or import) and post transactions with fewer keystrokes than the standard CounterPoint transfer process. However, quick transfers do act differently than normal transfers as follows:

- Quick transfers don’t allow form printing.
- Quick transfers immediately update the quantity on-transfer and quantity committed for both the From location and the To location.

You should use the standard transfer process rather than quick transfers if:

- You want to print transfer forms.
- You want to delay quantity updating at the To location until the transferred merchandise is actually received.

#### Using quick transfers:

See “Quick transfers” in Transferring Inventory for more information.

### Entering a transfer-out request

Select Inventory / Transfers / Transfer out / Enter.

![Transfer out screen](image)

1. Transfer # 5000002
2. From location MAIN Main Store
3. To location MS Main Store - Aux
4. Ship date 3/14/03
5. Shipped by Z
6. Comment MS is out of stock

**NOTE:** Transfer-out requests cannot be entered if the transfer authority for this location is None (as specified in Setup / Inventory / Control).

You can create transfer-out requests automatically using the Transfer Advice report. (See the Printing the Transfer Advice report section on page 25 for more information.)
You can also import transfer-out requests using Inventory / Transfers / Transfer out / Import (See the Importing Transfer-outs section on page 40 for more information.)

1. **Transfer #**
   Enter the transfer number.
   Press:
   - F1 To scan through the existing transfer-out requests.
   - F2 To use the next transfer number, if one has been specified in Setup / Inventory / Control.

   When an existing transfer-out request is displayed, press F3 to delete this transfer-out request.

2. **From location**
   If the transfer authority for this location in Setup / Inventory / Control is This location, the current location displays, and cannot be changed. For the first transfer-out entered in this session, the current location displays as the default. After the first transfer-out has been entered in this session, the last from-location entered displays as the default.

   Enter the location from which this transfer is shipped.

   NOTE: This location must be different than the From location.

3. **To location**
   After the first transfer-out has been entered in this session, the last to-location entered displays as the default.

   Enter the location to which this transfer is shipped.

   NOTE: This location must be different than the From location.

4. **Ship date**
   After the first transfer-out has been entered in this session, the last ship date entered displays as the default.

   Enter the date the transfer is shipped.
   Press F1 to use the current system date.

5. **Shipped by**
   Enter the name of the person initiating this transfer.
   Press F1 to use the last shipped by name entered in this session.

6. **Comment**
   Enter any comments you want to appear on transfer forms.
   Press F1 to use the last comment entered in this session.
Entering line items on a transfer-out request

At the top of the line item screen, the transfer number, from- and to-locations, and shipping date display, along with running totals for retail value or cost (if either was specified in Setup / Inventory / Control), and quantity transferred (in stocking units).

**Item number**
Enter the item number (or barcode) of the item to transfer.

Press:

- **F1** To scan through existing items in the Item file.
- **F2** To post this transfer-out request. (See the Posting transfer-out requests section on page 9 for more information.)
- **F4** To sort lines items (See the Sorting line items section on page 6 for more information.)
- **F5** To enter a barcode that is greater than 15 characters.
- **F6** To consolidate line items. (See the Consolidating line items section on page 6 for more information.)
- **F7** To change to fast mode. (See the Using fast mode section on page 6 for more information.)
- **F8** To display color/size information. (See the Displaying color/size information section on page 7 for more information.)
- **Up Arrow** **Down Arrow** To scroll the items up or down.
Press:

Enter          When the cursor is positioned on an existing line item, to make changes to this item.
F3             When the cursor is positioned on an existing line item, to delete this item.
Home           To move to the first item on the request.
End             To move beyond the last item on the request to **Item number** for a new entry.
Esc             To record the changes and return to the first **Transfer out** screen.

**Qty-shipped**
Enter the quantity of the item to transfer. If a transfer unit has been defined for the item, it displays by default.

Press **F2** to transfer an alternate unit (which will be converted to stocking units after entry).

From the **Select Unit** window, you can press **F2** to perform a stock unit conversion, based on the selected unit, and transfer the item in stocking units.

Press **F5** to display the **Item zoom** window.

If the item is gridded, quantities are entered into a grid. (See the **Entering quantities for a gridded item** section below for more information.)

**NOTE:** Decimal quantities are not allowed for serialized or gridded items.

**Comment**
Enter any comment for this line item.

**Entering quantities for a gridded item**

When you enter the item number of a gridded item, that item’s grid appears for you to enter quantities to transfer.

Press:

**F1**  To transfer a "pre-pack". (See the **Transferring a "pre-pack" quantity of a gridded item** section below for more information.)
**Enter**    To enter the transfer quantity for each color/size manually.

If you enter or scan the barcode of a specific color/size, you can press **F6** at **Qty-shipped** to enter quantities in grid format, or you can simply enter the quantity of this specific color/size.

**Transferring a “pre-pack” quantity of a gridded item**

Press **F1** when the grid appears for a gridded item, to automatically use model stock quantities.

The model stock you select is used to fill in grid quantities, which can then be changed on a cell-by-cell basis, if desired.
Grid item number:
Enter the grid item number whose model stock you want use for this transfer.
Press F1 to use this gridded item (the current transfer-out line item).

Location:
Enter the location of the model stock you want to use for this transfer.
Press F1 to use the current location.

Sorting line items

Press F4 at a blank Item number on the line item entry screen, to sort line items.
The method you select is used to sort the individual lines instead of simply printing the lines in the order they were entered.

Consolidating line items

Press F6 at a blank Item number on the line item entry screen, to consolidate line items and continue.
If you press F6, multiple transfer lines for the same item are combined into a single line.
This capability is useful for merging multiple color/size cells into grid format or for merging multiple transfer entries for the same item into a single transfer line.
To use this feature, you must answer Yes or Prompt user to Consolidate transfer lines ? in Setup / Inventory / Control.

Using fast mode

Press F7 at a blank Item number on the line item entry screen, to alternate between using fast mode and normal mode.
Fast mode allows pre-set defaults for quantity shipped and command so that multiple lines can be entered or scanned with minimal keystrokes.
When you select to use fast mode, the following window appears:

While in fast mode, you can press F7 to return to normal entry mode.
If you want to change the fast mode defaults, you should return to normal mode, then re-activate fast mode. The pop-up window will appear, allowing you to change the defaults.
Qty shipped
Enter the quantity shipped to use for each item entered while in fast mode.
Leave <blank> for (No default), if you want to manually enter the quantity shipped for each item.

Comment
Enter the comment to use for each line item entered while in fast mode.

Pause after entry?
Specify whether to pause after each item on the transfer by selecting Yes or No.
If you answer Yes, the question Any change? will appear after each item is entered on the transfer. You can answer Yes at Any change? to make changes to the line just entered.
If you answer No, the cursor will move to the next blank line as soon as you complete entering each item. To make changes to previous lines, you can use Up Arrow and Down Arrow to return to the line you want to change.

Displaying color/size information
Press F8 to alternate between viewing color/size information and full description for gridded items.

The default view is Full description, where the item’s first description line appears on the line item screen. If you press F8 to view color/size information, the description for gridded items is abbreviated on the screen, and color size information displays for each gridded item.

For example, the full description for a gridded item might display as Novelty T-shirt in the Description column. When you press F8 to view color/size information, the Description column for this item would display Novelty T ************ if you entered quantities in a grid or something like Novelty T Red/4 if you entered or scanned the barcode for a specific color/size.
Printing a Transfer Out Edit List

Select Inventory / Transfers / Transfer out / Edit list.

A Transfer Out Edit List contains the transfer-out requests that have been entered but not yet posted. You should use this list to verify that the transfer-out requests are correct before you post the requests and print transfer documents. Warning messages appear on this list for transfer requests that won’t be posted. If such a message appears, use Inventory / Transfers / Transfer out / Enter to correct the error prior to posting the transfer requests.

2. From location
Enter the from-location of the transfer requests to include.
Press F1 to include All locations.

3. To location
Enter the to-location of the transfer requests to include.
Press F1 to include All locations.
NOTE: This location must be different than the From location.

4. Ship date
Enter the ship date of the transfer requests to include.
Press F1 to include All ship dates.
5. Print in order by
Select:
- **Transfer number** To print the list in order by transfer number.
- **From location** To print the list in order by from-location.
- **To location** To print the list in order by to-location.

**Posting transfer-out requests**

Select **Inventory / Transfers / Transfer out / Post.**

If you answered **Yes** to **Allow immediate posting?** in **Setup / Inventory / Control**, you can also post individual transfer-out requests by pressing **F2** at the line item entry screen of **Inventory / Transfers / Transfer out / Enter**.

**[Fields 1 - 5]**
Enter this information just as you would for a Transfer Out Edit List. (See the **Printing a Transfer Out Edit List** section on page 8 for more information.)

If you press **F2** at the line item entry screen of a transfer-out request to post that request, fields 1 - 3 are filled in automatically and cannot be changed.
6. Form ID
Enter the ID of the form to use for printing the transfer form (a Print transfer form type) or
to create a text file (an Export transfer form type).
Press:
F1 For the transfer-out form ID specified in Setup / Inventory / Control.
Enter For None, if you don’t want to print or export the transfer information.

OK to post transfers ?
This field appears only when posting transfer-out requests using Inventory / Transfers / Transfer out / Post. If you specified a form ID of None, this question appears after you press
Enter at Field number to change ?. If you specified a specific form ID, this question appears
after the forms have been printed (see the Printing transfer-out forms section on page 10
for more information), or the export file has been created (see the Exporting transfer-out
requests section on page 11 for more information).
Specify whether to post the transfer-out requests by selecting Yes or No.
The Transfer Out Register prints before the transfer requests are posted. Error
messages appear on the register for any transfer requests that could not be posted.
After posting, transfer-out requests are referred to as Transfer-outs and have a status of
Out. They are one kind of open transfer, and can be included in an Open Transfer Report.
(See the Printing the Open Transfers report section on page 18 for more information.)
When transfer-out requests are posted, inventory quantities on transfer and quantities
committed are updated.
Inventory transfer transactions are created when the receiving location completes a
transfer-in where one or more lines do not require reconciliation, or when a line has been
reconciled and posted. When these transactions are posted, the quantities on transfer
and quantities committed are reversed and quantity on-hand is updated.

Printing transfer-out forms

Please mount transfer forms on printer. Type “DONE” when ready.
If you answered Yes to Use “Mount forms/DONE” in Setup / Inventory / Forms, this message
appears after you press Enter at Field number to change ? if you specify a Print transfer type
form ID.

Insert the forms on the printer and type DONE when ready.

Print alignment ?
Specify whether to print a test alignment form filled out with X’s and 9’s by selecting Yes or
No.
If you have defined multiple printers, select the printer on which the forms are mounted.
The transfer forms are then printed.
Are transfer forms just printed OK?
This question appears after the transfer forms are through printing.
Select:
  Yes  To proceed with posting if the printed forms are acceptable.
  No   If the printed forms are not acceptable or if you want to prevent posting.

Reprint transfer forms?
This question appears if you answer No to Are transfer forms just printed OK?.
Specify whether to reprint the forms by selecting Yes or No.

Exporting transfer-out requests

Export file name:
This field appears if you specify an Export transfer type form ID when posting transfer-out requests.
Enter the file name to create.
The file name specified in the form definition displays as the default.
The export file is then created on your hard disk. The total number of items and quantity transferred display on the screen.

Receiving transferred merchandise

Select  Inventory / Transfers / Transfer in / Enter.
You can also import transfer-ins using Inventory / Transfers / Transfer in / Import. (See the Importing Transfer-ins section on page 43 for more information.)

1. **Transfer #**
   Enter the transfer number to receive.
   Press:
   - **F1** To scan through existing open transfers.
   - **F2** To complete multiple transfers. (See the Completing multiple transfers section on page 13 for more information.)

When an existing transfer is displayed (at Field number to change ?), press:
- **F2** To complete the transfer-in. (See the Completing a transfer-in section on page 16 for more information.)
- **Enter** To view or change the transfer line items. (See the Entering received quantities section on page 14 for more information.)

**Transfer not on file - please select….**
This message appears if the transfer number you entered doesn’t exist at this location (e.g., the transfer-out record has not yet been received).

Select:
- **A** To acknowledge receipt of the merchandise exactly as it was shipped, based on the paper transfer-out form that accompanied the merchandise.
- **E** To acknowledge receipt of the merchandise with discrepancies in the quantities that were supposed to have shipped.

Press **Esc** to cancel the entry.

After you answer **A** or **E**, the Complete window displays for you to complete the transfer-in. (See the Completing a transfer-in section on page 16 for more information.) Line item information is not entered for receipt acknowledgments.

**NOTE:** If you are using Multi-Site, the acknowledgment is transmitted to the Hub during overnight processing. When the transfer processing is concluded, the Hub transmits a notice to the receiving location that the transfer has been closed (this serves to “clean up” the transfer-out document when it is actually received).

**Acknowledge receipt**
When the Hub requires reconciliation for Exception documents or Exception lines:

- Inventory transfer transactions are automatically created when the transfer is imported at the Hub during overnight processing.
- Merchandise history is automatically updated (if appropriate) when the transfer is imported during overnight processing.
- The transfer is automatically removed from the Hub’s system immediately after it is imported (no reconciliation is required).
- The Hub automatically transmits a notice to the receiving location that the transfer has been closed.

When the Hub requires reconciliation for All documents, the transfer will be posted and closed the next time reconciliations are posted (you don’t have to manually mark the transfer as reconciled).
Acknowledge receipt with exceptions
When the receiving location acknowledges receipt with exceptions:
- The receiving location must notify the Hub manually of the actual discrepancies.
- The Hub must reconcile the transfer using the discrepancies reported by the receiving location.

Completing multiple transfers
Press F2 at a blank Transfer-#, to complete multiple transfers at once.

1. Transfer range
Enter the range of transfers to complete.
Leave <blank> at the second field, if you entered a specific transfer number for the first field, to default to the same number.
Press F1 for the First (or Last) existing transfer number.

2. From location
Enter the from-location of the transfers to complete.

3. To location
Enter the to-location of the transfers to complete.
Entering received quantities

Press **Enter at Field number to change ?** when an existing transfer is displayed, to enter line item quantities.

At the top of the screen, the transfer number, from- and to-locations, and shipping date display, along with running totals for retail value or cost (as specified in **Setup / Inventory / Control**) and stocking units transferred.

Press:
- **Up Arrow** and **Down Arrow** to move between line items.
- **Page Up** and **Page Down**, **Home**, and **End** to move to the top or bottom of the screen.
- **Enter** to make changes to the highlighted line item. (See the Changing the received quantity for a line item section on page 15 for more information.)
- **F2** to complete the transfer-in. (See the Completing a transfer-in section on page 16 for more information.)
- **F5** to look up a line item on the transfer. (See the Finding a line item section on page 15 for more information.)
- **F6** to add a line item to the transfer. (See the Adding a line item section on page 16 for more information.)
- **F7** to set quantities received for the current line item. (See the Setting the quantities received section on page 16 for more information.)

If the quantity received for all items is the same as the quantity shipped, you don’t need to enter any quantities received.
Changing the received quantity for a line item

**Qty-rec'd**
Enter the quantity of the item that was actually received for this transfer.
Press **Enter** to retain the current quantity received.
Press **F2** if the item has alternate units, to enter the quantity in terms of an alternate unit (converted to stocking units after entry).

**NOTE:** Decimals aren’t allowed for serialized or gridded items.

**Variance**
This field displays the difference between quantity shipped and quantity received, and cannot be changed.

<table>
<thead>
<tr>
<th>For:</th>
<th>Variance is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty-rec’d &lt; Qty-shipped</td>
<td>Negative</td>
</tr>
<tr>
<td>Qty-rec’d &gt; Qty-shipped</td>
<td>Positive</td>
</tr>
<tr>
<td>Qty-rec’d = Qty-shipped</td>
<td>Blank</td>
</tr>
</tbody>
</table>

**Comment**
Make any desired changes to the comment.

Changing the quantity received for a gridded item

After you press **Enter** to make changes to a gridded line item, press:

- **F1** To enter quantities in grid format.
- **F2** To enter quantities in list format.

When completed, the total of the received quantities for all color/size combinations appears for **Qty-rec’d**.

Finding a line item

Press **F5** to locate a particular line item on the transfer.

**Item number**
Enter the item number of the line item to locate.

Press:

- **F1** To scan through the existing line items by item number.
- **F5** To alternate between barcode lookup (entering a barcode of more than 15 characters) and normal lookup (entering an item number or barcode of 15 or less characters).
- **Esc** To exit item lookup.
Adding a line item

Press F6 to add a line item to a transfer.

**Item number**
Enter the item number or barcode of the received item to add to the transfer.

Press:
- F1 To scan through existing items in the Item file.
- F5 To alternate between barcode entry (entering a barcode of more than 15 characters) and normal entry (entering an item number or barcode of 15 or less characters).
- Esc To exit the add line item function.

**Qty-rec’d**
Enter the quantity that was received of this item.

**Comment**
Enter any comment for this line item.

**Setting the quantities received**

Press F7 to set the quantities received for all line items.

Set all quantities received to **Quantity shipped** or to **Zero**?

Select:
- **Quantity shipped** To set the received quantity for each item (including color/size quantities received for gridded items) equal to the shipped quantity.
- **Zero** To set the received quantity for each item (and each color/size) to 0.

**Completing a transfer-in**

A transfer-in must be “completed” before it can be posted.

When a transfer-in is completed, inventory transactions are created for any lines that don’t require reconciliation. Once a transfer-in has been completed, it is no longer accessible for further changes except for reconciliation. (See the Overview of reconciling a transfer section on page 19 for more information.)

Press F2 when prompted, to complete the transfer-in.
Receiving date
Enter the date to use as the receiving date (transfer transaction date).
Press F1 to use the current system date.

Received by
Enter the name of the person receiving this transfer.

Comment
Enter the comment to use as a default comment for the transfer transactions.
Press F1 to use the transfer number as the comment.
NOTE: The comment is printed on transfer forms and on reports. This comment is used only for items that don’t already have a comment entered.

Form ID
(Not applicable) displays if this is an acknowledgment receipt.
Enter the ID of the form to use for printing the transfer form (a Print transfer form type) or to create a text file (an Export transfer form type).
Press F1 to default to the Transfer-in form ID specified in Setup / Inventory / Control.
Press Enter for None, if you don’t want to print or export the transfer information.
To print or export transfer-in information, follow the same procedure as when printing or exporting transfer-out information. (See the Printing transfer-out forms section or the Exporting transfer-out requests section on page 11 for more information.)

Posting the transfer-in
Select Inventory / Transfers / Transfer in / Post.
When a transfer-in is completed, inventory transactions are created for any lines on the transfer-in that don’t require reconciliation. (See the Printing the Open Transfers report section on page 18 for more information.) These transactions must be posted at the location that received the transfer-in.
This menu selection also posts:
• All quick transfer transactions created using Inventory / Transfers / Quick transfers / Enter or Inventory / Transfers / Quick transfers / Import.
• All receivings that were completed using either Purchasing / Receivings / Receive P.O.’s or Purchasing / Receivings / Receive without P.O.
• All quick receivings transactions created using Purchasing / Receivings / Quick receivings / Enter or Purchasing / Receivings / Quick receivings / Import.
• All RTV’s that were completed using Purchasing / Returns to vendor / Enter.
NOTE: Completed transfer-in transactions are also posted by the following menu selections:

- Inventory / Transfers / Reconcile transfers / Post
- Inventory / Transfers / Quick transfers / Post
- Purchasing / Receivings / Post
- Purchasing / Returns to vendor / Post

### Printing the Open Transfers report

Select Inventory / Transfers / Open transfers.

This report shows transfers that still remain open on the system.

For transfer-outs, the reconciliation method for each line item is always blank, and the reconciliation quantity is always equal to \texttt{Qty-rec'd}.

For all other transfers:

- The reconciliation quantity for each line item is equal to \texttt{Qty-rec'd}, unless the line has been reconciled with a method that indicates to use \texttt{Qty-shipped}.
- The reconciliation method shows the current method specified for each line item. (See the Setting the reconciliation method for a line item section on page 22 for more information.)
1. **Statuses to include**
   Select:
   - **Out** To include only those transfers with a status of **Out**.
   - **In** To include only those transfers with a status of **In** (transfers that contain only matched line items).
   - **Reconciled** To include only transfers with a status of **Reconciled**.
   - **Acknowledge receipt** To include only transfers with a status of **Acknowledged receipt** (acknowledged with no exceptions).
   - **Ack with exceptions** To include only transfers with a status of **Ack with exceptions** (acknowledged with exceptions).

   Press F1 to include **All** open transfers.

   You can enter up to four statuses to include.

2. **From location**
   To include transfers that originated from only one location, enter that from-location.

   Press F1 to include transfers from **All** locations.

3. **To location**
   To include transfers to only one location, enter that to-location.

   Press F1 to include transfers to **All** locations.

7. **Print in order by**
   Select:
   - **Transfer number** To print in order by transfer number.
   - **From location** To print in order by from-location.
   - **To location** To print in order by to-location.

8. **Grid quantity format**
   Select:
   - **Grid format** To print the color/size quantities for gridded items in grid format.
   - **List format** To print the color/size quantities for gridded items in list format.
   - **None** To print no color/size quantities.

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**Overview of reconciling a transfer**

Whether or not a transfer must be reconciled depends on what you specified for **Force reconciliation for** in **Setup / Inventory / Control**:

<table>
<thead>
<tr>
<th>Force reconciliation for</th>
<th>Reconciliation required</th>
<th>Inventory transactions created when</th>
</tr>
</thead>
<tbody>
<tr>
<td>All documents</td>
<td>For every transfer-in document</td>
<td>Reconciled transfer is posted</td>
</tr>
</tbody>
</table>
For every transfer-in document on which there is at least one item where the quantity received doesn’t match the quantity shipped (discrepancy). (Documents with no discrepancies) transfer-in is completed. (Documents with at least one discrepancy) reconciled transfer is posted.

Only for individual lines where the quantity received doesn’t match the quantity shipped (discrepancy). (Line items with no discrepancies) transfer-in is completed. (Line items with a discrepancy) reconciled transfer is posted.

You may do one of two things to reconcile a transfer line for which the quantity received doesn’t match the quantity shipped:

1. Change the quantity received and/or quantity shipped as necessary until they are equal and the line becomes “matched”.
2. Force a match by choosing to ignore or assign responsibility for the difference to either the shipping or receiving location.

The default method of reconciliation for each line item is determined by the default reconciliation method specified in Setup / Inventory / Control at the receiving location.

NOTE: If you are using Multi-Site, all reconciliation must be performed at the Hub.

You can use Inventory / Transfers / Open transfers to print a report of open transfers, including those requiring reconciliation. (See the Printing the Open Transfers report section on page 18 for more information.) This report also allows you to review transfers that have been reconciled but not yet posted.

Marking the transfer as reconciled

A transfer must be marked as reconciled before it can be posted. After all lines have been matched, you may mark the transfer as reconciled using F2 at the first reconcile screen.

You are asked if you want to mark the transfer as reconciled when you leave the reconcile line item screen if all unmatched lines have a reconciliation method specified.

The following actions occur when a transfer marked as reconciled is posted:

- Inventory transactions are created.
- If the reconciliation method for a line item charged a variance, an adjustment transaction is also created for that line.

If you specified in Setup / Inventory / Control to keep merchandise history and/or inventory history, the appropriate history is updated.
Reconciling a transfer

Select Inventory / Transfers / Reconcile transfers / Enter.

1. Transfer #
Enter the transfer number.

Press F1 to scan through the existing received transfers.

When an existing transfer is displayed (at Field number to change ?), press:

F2 To alternate between marking the transfer as reconciled or not reconciled, if all line items are matched or have been reconciled.

Enter To proceed to the line item screen.
Reconciling line items

At the top of the screen, the transfer number, from- and to-locations, and shipping date are displayed, along with running totals for retail value or cost (if either is specified in Setup / Inventory / Control) and the quantity received or reconciled in stocking units.

Press:

- **Up Arrow** and **Down Arrow** To move between the line items.
- **Page Up** and **Page Down** To make changes to the highlighted line item. (See the Changing the received quantity for a line item section on page 15 for more information.)
- **F5** To find a line item on the transfer. (See the Finding a line item section on page 15 for more information.)
- **F6** To add an item to the transfer. (See the Adding a line item section on page 16 for more information.)
- **F7** To set the reconciliation method for all unmatched lines.

Setting the reconciliation method for a line item

? (Reconciliation method)
Press F2 to change the quantity shipped, quantity received, or comment for the line item. (See the Changing the quantities for a line item section on page 23 for more information.)
For unmatched line items (where the quantity received doesn’t match the quantity shipped):

* To mark the line as unreconciled.

1. Transfer as shipped and ignore variance. (Qty-shipped is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.)

2. Transfer as shipped and charge variance to to-location. (Qty-shipped is used as the quantity for the inventory transfer transaction, and an inventory adjustment transaction is created for the to-location for the variance quantity.)

3. Transfer as received and ignore variance. (Qty-rec’d is used as the quantity for the inventory transfer transaction, and no inventory adjustment transaction is created.)

4. Transfer as received and charge variance to from-location. (Qty-rec’d is used as the quantity for the inventory transfer transaction, and an inventory adjustment transaction is created for the from-location for the variance quantity.)

The default displayed in this field for unmatched lines is determined by the default reconciliation method specified in Setup / Inventory / Control at the receiving location. For matched lines (where the quantity received equals the quantity shipped), no entry is allowed in this field unless you change the quantities.

**NOTE:** For gridded items, quantities must be matched (reconciled) for color/size combinations, as well as for the line item.

After all of the lines on the transfer are “matched” or reconciled, the transfer can be marked as reconciled using F2 at the first screen, or by answering Yes to Would you like to mark this transfer as reconciled? when leaving the line item screen.

### Changing the quantities for a line item

Press F2 at ?, to change the quantities for a line item.

If you change the quantity shipped or received of a line so that they match, the ? column is cleared, indicating that the line item is reconciled.

After editing, if the quantities don’t match, the cursor returns to the ? field for entry of a reconciliation method.

**Qty-shipped**

Enter the quantity of the item that was actually shipped for this transfer.

Press F7 to set the quantity shipped to the same quantity as Qty-rec’d.

If the item is gridded, press:

F1 To enter quantities in grid format.

F2 To enter quantities in list format.

If you press F1 for grid format, the Qty-shipped values are displayed first.

Press Esc to display the Qty-rec’d values.

When completed, the total of the shipped quantities for all color/size combinations appears for Qty-shipped and the total of the received color/size quantities appears for Qty-rec’d.
NOTE: Decimal quantities are not allowed for serialized or gridded items.

**Qty-rec’d**
Enter the quantity of the item that was actually received for this transfer.
Press F7 to set the quantity received to the same quantity as **Qty-shipped**.

**Comment**
Enter any changes to the comment.

**Marking the transfer as reconciled**

Would you like to mark this transfer as reconciled?
This question appears when you leave the line item screen if all line items have been matched and the transfer has not already been marked as reconciled.
Select:
- Yes  To change the transfer’s status to Reconciled.
- No  To leave the transfer at its current status.

**Posting reconciled transfers**

Select Inventory / Transfers / Reconcile / Post.

“Reconciled” transfers are transfers that have been marked as reconciled, or that contain only matched line items.
The following actions occur when reconciled transfers are posted:

- Inventory transactions are created for each non-miscellaneous line item if the transaction wasn’t already created when the transfer-in was posted.
- Adjustment transactions are created for line items that were reconciled using a method that charges the variance.
- Merchandise history is updated (if appropriate).
- Inventory history is updated (if appropriate).
- The reconciled transfers are removed from the system.
- The Reconcile Transfers Register prints.

This menu selection also posts:

- All transfers that were completed using *Inventory / Transfers / Transfer-in / Enter*.
- All quick transfer transactions created using *Inventory / Transfers / Quick transfers / Enter* or *Inventory / Transfers / Quick transfers / Import*.
- All receiving that were completed using either *Purchasing / Receivings / Receive P.O.’s* or *Purchasing / Receivings / Receive without P.O.*.
- All quick receiving transactions created using *Purchasing / Receivings / Quick receiving / Enter* or *Purchasing / Receivings / Quick receiving / Import*.
- All RTV’s that were completed using *Purchasing / Returns to vendor / Enter*.

**1. Statuses to include**

Select:

**In**

To post only those transfers that have a status of In (transfers that contain only matched line items).

**Reconciled**

To post only reconciled transfers.

**Acknowledged receipt**

To post only transfers that have a status of Acknowledge receipt with no exceptions.

Press F1 for All, to post all transfers.

You can enter up to two statuses to include.

**[Remaining fields]**

Enter the remaining fields just as you would when printing the Open Transfer report. (See the Printing the Open Transfers report section on page 18 for more information.)

### Printing the Transfer Advice report

The Transfer Advice Report evaluates stock levels for selected items at various locations in order to determine if there is a more desirable distribution of merchandise.

It reports suggested re-distributions of merchandise based on user-entered criteria. It also allows you to automatically create transfers, which can be reviewed prior to being posted as Transfer-out documents. Stock levels and suggested transfers may be evaluated between locations, between groups of locations, or within a group of locations.
NOTE: Costs are available on this report regardless of whether the user requesting the report is authorized to view costs.

Select Inventory / Transfers / Transfer out / Transfer advice.

NOTE: This menu selection is available only if you specified in Setup / Inventory / Control that you use multi-location.

If you have previously saved parameters for this report, these parameters display automatically.

Press F1 to clear the default screen to enter new report parameters.

1. From locations
Enter up to five locations from which inventory may be transferred.

Press F2 to transfer inventory within a location group.

1. Within loc group
Field 1 appears as Within loc group if you press F2 at From locations.

Enter the location group within which inventory may be transferred.

Press F2 to enter a list of individual locations from which inventory may be transferred. When you transfer within a location group, transfers can be evaluated for up to 48 individual locations.

To locations
This field appears only if you entered individual From locations in field 1.

Enter up to five locations to which inventory should be transferred.

Press F2 to enter a location group instead of individual locations.
**To location group**
This field appears as To location group if you press F2 at To location.
Enter the location group that contains the locations to which inventory should be transferred.

**7. Calc method**
Select:
- **Maximum qty** For the maximum quantity specified in inventory records (or for gridded items, in the model stock).
- **Replenishment** For the quantity sold during a specified period of time (scaled by a percentage).

**% of sales**
This field appears only if you specified a calculation method of Replenishment.
Enter the percentage of the sales that were made during the period specified in the next field to use as the target quantity for each location.

**Based on sales in**
This field appears only if you specified a calculation method of Replenishment.
Select:
- **Inventory history** To base the target quantity on sales figures from inventory history.
- **Monthly history** On sales figures from monthly history.

**NOTE:** For gridded items, inventory history is processed regardless of your entry in this field.
Processing monthly history is significantly faster than processing inventory history.

**From / to**
These fields appear only if you specified a calculation method of Replenishment.
For sales based on monthly history, enter first the calendar year ID, then select the month, for the beginning and ending calendar years of the sales figures to use in determining the target quantity.
For sales based on inventory history, enter the beginning and ending dates of the sales figures to use in determining the target quantity.
Press F1 for the Earliest (or Latest) existing inventory history date.

**Number of shares**
This field appears only if you specified a calculation method of Profile.
For each profile code (A-E), enter the number of shares of the available transfer quantities to allot to locations with this profile code.
8. Qty to transfer out
Select:

- **Surplus over max qty**: To allow transfer out of any merchandise in excess of the location’s maximum quantity for each item.
- **Surplus over min qty**: Of any merchandise in excess of the location’s minimum quantity for each item.
- **As needed**: Of merchandise as needed (regardless of the minimum or maximum quantities for each location).
- **Percentage**: Of a specified percentage of each location’s current stock.

**NOTE:** For gridded items, if you specify **Surplus over min qty** for minimum quantity, the maximum quantity is used.

This field sets a limit on how much of each location’s inventory is eligible for transfer to other locations.

%  
This field appears only if you specified **Percentage** as the Qty to transfer out.

Enter the percentage of the current stock at each location that may be transferred out.

9. Qty to transfer in
If you specified a calculation method of **Maximum qty**, this field defaults to **Up to max qty** and cannot be changed.

Select:

- **Up to max qty**: To limit transfer in to as many items as it takes to reach the maximum quantity for each item at each location.
- **As needed**: To allow transfer in of merchandise as needed, regardless of the maximum and minimum quantities specified in the item inventory records.

This field sets a limit on how much inventory may be transferred in at each location.

10. Transfer in to locations with qtys
Select:

- **Qty below max**: To restrict transfers to locations where the quantity available is less than the maximum quantity specified in the inventory record.
- **Qty at or below min**: To restrict transfers to locations where the quantity available is at or less than the minimum quantity.
- **Qty below min**: To restrict transfers to locations where the quantity available is less than the minimum quantity.
- **Zero qty**: For zero qty, to restrict transfers to locations where the quantity available is 0.
- **Any qty**: To allow transfer in of merchandise regardless of item quantities available (not available if **Calc method** is **Maximum qty**).

This field determines which locations are eligible to receive transfer-ins.
11. Allocation method
At the time of publication, the only available method is **First-come, first-served**. Other methods may be added in future releases.

This field determines how to allocate merchandise if there is not enough existing inventory to meet the needs of all locations.

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-come, first-served</td>
<td>The first location in the list gets up to 100% of its needs, if the merchandise is available. Each subsequent location also gets up to 100% of its needs, until there is no merchandise left available for transfer. At that point, the remaining locations on the list get nothing.</td>
</tr>
</tbody>
</table>

12. Create transfers ?
Specify whether to automatically create the transfers recommended by this report when the report is run.

If you answer Yes, and a transfer request already exists for the to-location and from-location of a transfer that would be created by this report, transfer lines generated by this report are added to the existing transfer request.

**Starting transfer #**
This field appears only if you answer Yes to Create transfers ?

Enter the starting transfer number to use.

Press F1 if you specified a Next transfer number in Setup / Inventory / Control, to automatically assign transfer numbers (not available if no next transfer number has been specified in Setup / Inventory / Control).

**NOTE:** If you enter a starting transfer number (rather than auto-assigning the number) and save these report parameters, Auto-assigned will display for Starting transfer # the next time you access this report.

**Transfer out date**
This field appears only if you answer Yes to Create transfers ?

Enter the date to use as the transfer out date.

Press F1 to use the current system date.

**Sort lines by**
This field appears only if you answer Yes to Create transfers ?.

Select:
- Item number To sort the report in order by Item number.
- Description To sort the report in order by Description.
- Vendor number To sort the report in order by Vendor number.
- Bin location 1 To sort the report in order by Bin location 1.

**Comment**
This field appears only if you answer Yes to Create transfers ?.
Enter the default comment to use on the transfer out transactions. Comments may be changed after the transfer requests have been created, using **Inventory / Transfers / Transfer out / Enter**.

13. **Print in order by**
   Select:
   - **Item number** To print the report in order by Item number.
   - **Vendor number** To print the report in order by Vendor number.
   - **Location** To print the report in order by Location.

<table>
<thead>
<tr>
<th>Print order</th>
<th>Report contains:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item number</td>
<td>Quantity available and quantity to transfer for each item for each location.</td>
</tr>
<tr>
<td>Location</td>
<td>Quantity to transfer out, retail price, and extended retail for each item for each location, with each location printed on a separate page.</td>
</tr>
</tbody>
</table>

**Save as/Replace default report parameters?**
This question appears if you changed the existing report parameters or entered new parameters.
Specify whether to save these report parameters as the default parameters to use for subsequent reports by selecting **Yes** or **No**.

**Notes for gridded items**
- You cannot transfer from a non-stocked cell.
- You can transfer to a non-stocked cell. When you post the transfer-in (or post the transfer reconciliation), the cell becomes a stocked cell with a model stock of 0.

**Calculation of suggested transfer quantity**

**Maximum qty**
If you specify a **Calc method** of **Maximum qty**, the suggested transfer quantity is calculated for non-gridded items that are at or below minimum quantity as:

\[
\text{Suggested-transfer-qty} = \text{Maximum-qty} - \text{Qty-available}
\]

For gridded items, the suggested transfer quantity for each cell is calculated as:

\[
\text{Suggested-transfer-qty} = \text{Model-stock} - \text{Qty-available}
\]

**Qty-available** is calculated as:

\[
\text{Qty-available} = \text{Qty on-hand} - \text{Qty-committed}
\]

Items that have a **Qty-available** at or above **Maximum-qty** will have a **Suggested-transfer-qty** of 0.
Replenishment
If you specify a Calc method of Replenishment, the suggested transfer quantity is based on the user-entered time period and percentage.

\[
\text{Suggested-transfer-qty} = \frac{\text{Quantity-sold}}{(100 \times \text{Percentage})}
\]

The user may specify to use inventory history or monthly history for measuring the historical Quantity-sold. For gridded items, inventory history is always processed, even if monthly history is selected.

Limitations on merchandise that can be transferred out
If there is sufficient inventory available, the Suggested-transfer-qty shown in the applicable formula above is correct.

However, the only merchandise that can be transferred to a To location is the merchandise that is “available to transfer” at the from locations. The answer to Qty to transfer out affects what merchandise is “available to transfer.”

<table>
<thead>
<tr>
<th>Qty to transfer out</th>
<th>Quantity available to transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus over max qty</td>
<td>If Qty-available is greater than Maximum-qty: Qty-available-to-transfer = Qty-available – Maximum-qty (For gridded items, Maximum-qty is the cell’s model stock)</td>
</tr>
<tr>
<td>Surplus over min qty</td>
<td>If Qty-available is greater than Minimum-qty: Qty-available-to-transfer = Qty-available - Minimum-qty (For gridded items, Minimum-qty is 0)</td>
</tr>
<tr>
<td>As needed</td>
<td>The complete Qty-available may be transferred out</td>
</tr>
<tr>
<td>Percentage</td>
<td>Qty-available-to-transfer = Qty-available \times \text{Percentage} / 100</td>
</tr>
</tbody>
</table>

Limitations on merchandise that can be transferred in
When using a calculation method of Maximum qty, the Qty-to-transfer-in is limited to ensure that the To location doesn’t exceed its Maximum qty.

When using a calculation method of Replenishment, this restriction is only placed on the Qty-to-transfer-in if you specify Maximum qty instead of As needed for Qty to transfer out.

In order to be eligible to receive merchandise, each To location must meet the criteria specified for Transfer in to locations with qtys:

<table>
<thead>
<tr>
<th>Transfer in to locations with quantities:</th>
<th>Location is eligible to receive merchandise only if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty below max</td>
<td>Qty-available &lt; Maximum-qty</td>
</tr>
<tr>
<td>Qty below min</td>
<td>Qty-available &lt; Minimum-qty</td>
</tr>
<tr>
<td>Zero qty</td>
<td>Qty-available = 0</td>
</tr>
<tr>
<td>Any qty</td>
<td>All specified To locations are eligible.</td>
</tr>
</tbody>
</table>
When determining the eligibility for receiving gridded merchandise, the cell’s model stock is used in place of both Maximum-qty and Minimum-qty.

Allocation of shortages
If there is insufficient merchandise to satisfy the requirements of all To locations, merchandise will be allocated according to the method specified in field 11 (Allocation method) on the Transfer Advice screen.

Batch printing transfer forms

You can batch print forms for any type of open transfer. Select Inventory / Transfers / Batch printing.

1. Form ID
Enter the form ID to use to print these transfer forms.

2. Batch print for
Select:
   - In
     To print only transfers with a status of In.
   - Out
     To print only transfers with a status of Out.
   - Acknowledged
     To print only transfers with a status of Acknowledged (acknowledged with no exceptions).
   - Acknowledged with exception
     To print only transfers with a status of Acknowledged with exception (acknowledged with exceptions).
   - Unposted
     To print only unposted transfer-out requests.

3. Transfer # range
"First" to "Last"

4. Ship date range
"Earliest" to "Latest"

5. Receiving date range
(Not applicable)

6. From location
"All"

7. To location
"All"

Field number to change? [ ]
Press F1 to print transfers from All locations.

7. To location
To print transfers to a single location, enter the to-location.
Press F1 to print transfers to All locations.

Viewing open transfers

Select Inventory / View / Transfers.

The View Transfers screen can show four different views of transfers:

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer-#</td>
<td>Displays header, line item information, and totals for a specified transfer.</td>
</tr>
<tr>
<td>From location/</td>
<td>Displays header, line item information, and totals for a single transfer</td>
</tr>
<tr>
<td>Transfer-#</td>
<td>shipped from the specified location.</td>
</tr>
<tr>
<td>To location/</td>
<td>Displays header, line item information, and totals for a single transfer</td>
</tr>
<tr>
<td>Transfer-#</td>
<td>received at the specified location.</td>
</tr>
<tr>
<td>Item #</td>
<td>Displays line item and transfer information for a specified item from all</td>
</tr>
<tr>
<td></td>
<td>open transfers.</td>
</tr>
<tr>
<td></td>
<td>Open transfers displayed may be limited by from-location and to-location.</td>
</tr>
</tbody>
</table>

The view that is in effect when you leave the View Transfers screen is used as the default view the next time you use Inventory / View / Transfers.
Using the Transfer-# view

**Transfer-#:**
Enter the transfer number to view.

Press:
- **F1** For the first open transfer.
- **F7** To select a different view.

**View information**
When an existing transfer is displayed, press:
- **Up** **Down** Arrow To move among the line items.
- **Page** **Page** **Up** **Down** **Home** **End** Enter To view additional information for this transfer.
- **F1** For the next open transfer.
- **F2** For the previous open transfer.
- **F6** To view the Line item zoom window for the highlighted line item. (See the Viewing line item information section on page 39 for more information.)
- **F7** If you switched to this view for a particular transfer in the From-location/Transfer-# or To-location/Transfer-# view, to switch back to the original view.
- **Esc** To return to a blank Transfer-#.
The following information displays for the transfer:

**Transfer-outs:**
- From location
- Shipped by
- Ship date
- Comment

**Transfer-ins:**
- To location
- Received by
- Received date
- Comment

The following information displays for each item on the transfer:

- Item-
- Description-1
- Description-2
- Categ/sub
- Quantity shipped
- Quantity received
- Retail value
- Comment
- Unit cost
- Extended cost
- Price-1
- Unit

**Using the From-location/Transfer-# view**

**From location**
Enter the from-location of the transfers to view.

Press F7 to select a different view.
Starting transfer-

Enter the starting transfer number to include in this view.
Press F1 for the first existing transfer number for this from-location.

View information

When the transfers are displayed, press:

- **Up Arrow** and **Down Arrow** to move among the listed transfers.
- **Page Down** and **Page Up**
- **Home** and **End**
- **Enter** to view additional information for the listed transfers.
- **F5** to view the Transfer header zoom window for the highlighted transfer. (See the Viewing transfer header information section on page 39 for more information.)
- **F7** to switch to Transfer-# view for the highlighted transfer. (See the Using the Transfer-# view section on page 34 for more information.)
- **Esc** to return to a blank From location

The following information displays for each transfer:

**Transfer-outs:**
- Transfer #
- To-location
- Received by
- Receipt date
- Comment
- Quantity received

**Transfer-ins:**
- Transfer-
- From-location
- Shipped by
- Ship date
- Comment
- Quantity shipped
Using the To-location/Transfer-# view

**From location**
Enter the to-location of the transfers to view.

Press F7 to select a different view.

**Starting transfer-#**
Enter the starting transfer number to include in this view.

Press F1 for the first existing transfer number for this to-location.

**View information**
This view behaves exactly like the From-location/Transfer-# view. (See the Using the From-location/Transfer-# view section on page 35 for more information.)
Using the Item # view

**Item #**
Enter the item number to include in this view.

Press F7 to select a different view.

Only transfers that contain the item number entered here are included in this view.

**From loc**
Enter the from-location to include in this view.

Press F1 for All from-locations.

**To loc**
Enter the to-location to include in this view.

Press F1 for All to-locations.

**View information**
When transfers are displayed, press:

- **Up** Arrow, **Down** Arrow
- **Page Up**, **Page Down**
- **Home**, **End**
- **Enter**

To move among the listed transfers.

To view additional information for the listed transfers.
Press:

F5  To view the Transfer header zoom window for the highlighted transfer. (See the Viewing transfer header information section on page 39 for more information.)

F7  To switch to Transfer-# view for the highlighted transfer. (See the Using the Transfer-# view section on page 34 for more information.)

Esc  To return to a blank Item-#.

The following information displays for each transfer:

- Transfer-#
- Ship-date
- From-location
- To-location
- Quantity shipped
- Unit
- Unit cost
- Extended cost
- Quantity received
- Retail value

Viewing transfer header information

Press F5 to view header information for the highlighted transfer when viewing transfers.

<table>
<thead>
<tr>
<th>Transfer-#: 50020</th>
<th>Status: Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>From loc: WS West Store</td>
<td>To loc: MAIN Main Store</td>
</tr>
<tr>
<td>Shipped by: ISK</td>
<td></td>
</tr>
<tr>
<td>Ship date: 3/15/03</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>Qty-shipped: 10</td>
</tr>
<tr>
<td></td>
<td>Retail-value: 175.00</td>
</tr>
<tr>
<td></td>
<td>Extended-cost: 87.50</td>
</tr>
</tbody>
</table>

Viewing line item information

Press F5 to view the Line item zoom window for the highlighted line item.

<table>
<thead>
<tr>
<th>Description</th>
<th>Categ/sub</th>
<th>Qty-shipped</th>
<th>Price-1</th>
<th>Retail-value</th>
<th>Unit-cost</th>
<th>Ext-cost</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOLF /MNTS</td>
<td></td>
<td>10</td>
<td>175.00</td>
<td>175.00</td>
<td>8.75</td>
<td>87.50</td>
<td>EACH</td>
</tr>
</tbody>
</table>

View grid?

This question appears when you leave the Line item zoom window for a gridded item.

Specify whether to display a grid showing the transferred quantities for each color/size by selecting Yes or No.
Importing Transfer-outs

To import transfer-outs, select Inventory / Transfers / Transfer out / Import.

**NOTES:**

- Only one transfer-out document is created per import.
- This function will not import serial numbers or lot numbers. Gridded lines must be imported one cell per line.
- Although each record in the import file can contain a Transfer #, From-location, and To-location, CounterPoint doesn’t use these values during the import. Instead, if the first record in the import file contains these values, then they are used as defaults when entering the screen parameters for the actual import.
- The imported transfer may be edited, then posted using the F2 = Post option in Inventory / Transfers / Transfer out / Enter or using Inventory / Transfers / Transfer out / Post.

1. **Review or import ?**
   Select:
   - **Review** To review the import records without actually importing them.
   - **Import** To import transfer transactions.

   If you answer Review, the Transfer Out Import Edit List prints, but no actual transfer is created.
   If you answer Import, the transfer-out is created from the import file you specify.

2. **Import filename**
   Enter the path and filename of the file containing the transfer-out transactions to import.
   Press F2 to change the import file parameters. (See the Defining the import file format for transfer-out section on page 41 for more information.)

   **Input file contains invalid data - continue ?**
   This question appears if the import file you specify contains data that is not in the format specified by the import file parameters.
   Specify whether to continue with the import by selecting **Yes** or **No**.
   If you answer Yes, records containing invalid data will be skipped by the import process.

3. **Transfer #**
   If the import file parameters specify that the import file contains the transfer number, and the transfer number from the first record in the file doesn’t already exist, that number displays as the default.
   Enter the transfer-out number to create for this import.
   If the first import record doesn’t contain a transfer number, or if the import file parameters specify that the import file doesn’t contain transfer numbers, press F1 to assign the next consecutive transfer number.

   **NOTE:** Only one transfer-out is created per import. Transfer numbers for any records except the first record in the import file are ignored.
4. **From location**  
If the import file parameters specify that the import file contains the From location, the From location of the first import record displays as the default.  
Enter the From location for this transfer-out.

5. **To location**  
If the import file parameters specify that the import file contains the To location, the To location of the first import record displays as the default.  
Enter the To location for this transfer-out.

6. **Ship date**  
The current system date displays as the default.  
Enter the ship date for this transfer-out.

7. **Shipped by**  
Enter the name of the person initiating this transfer.

8. **Comment**  
Enter any comments you want to appear on transfer forms.

---

**Defining the import file format for transfer-outs**

**Fields 1, 2, 3, 4 & 8**  
Enter these fields as for importing quick transfers. (See the [Defining the import file format for quick transfers](#) section on page 49 for more information.)

-- **Transfer #** --  
This section defines the transfer number for this import.  
If you specify that the import file contains the transfer number, the number contained in the first record is retrieved, and any transfer numbers in subsequent records are ignored.

5. **Field number**  
This field appears only if you specified a Field format of Delimited.  
Enter the relative field number of the transfer number field in an import record.  
Leave <blank> for None, if the import file doesn’t contain the transfer-out number.

5. **Start position**  
This field appears only if you specified a Field format of Fixed position.  
Enter the starting column number of the transfer number field in an import record.  
Leave <blank> for None, if the import file doesn’t contain the transfer-out number.
Length
This field appears only if you specified a **Field format** of **Fixed position**. If you specified a **Start position** of **None**, this field defaults to **None** and can’t be changed.
Enter the length of the transfer number field.
Leave <blank> for **None**, if the import file doesn’t contain the transfer-out number.

-- From location --
This section defines the From location for this import.

6. **Field number**
This field appears only if you specified a **Field format** of **Delimited**.
Enter the relative field number of the From location field in an import record.
Leave <blank> for **None**, if the import file doesn’t contain the From location.

6. **Start position**
This field appears only if you specified a **Field format** of **Fixed position**.
Enter the starting column number of the From location field in an import record.
Leave <blank> for **None**, if the import file doesn’t contain the From location.

Length
This field appears only if you specified a **Field format** of **Fixed position**. If you specified a **Start position** of **None**, this field defaults to **None** and can’t be changed.
Enter the length of the From location field.
Leave <blank> for **None**, if the import file doesn’t contain the From location.

-- To location --
This section defines the To location for this import.

6. **Field number**
This field appears only if you specified a **Field format** of **Delimited**.
Enter the relative field number of the To location field in an import record.
Leave <blank> for **None**, if the import file doesn’t contain the To location.

6. **Start position**
This field appears only if you specified a **Field format** of **Fixed position**.
Enter the starting column number of the To location field in an import record.
Leave <blank> for **None**, if the import file doesn’t contain the To location.
Length
This field appears only if you specified a Field format of Fixed position. If you specified a Start position of None, this field defaults to None and can’t be changed. Enter the length of the To location field. Leave <blank> for None, if the import file doesn’t contain the To location.

8. Consolidate lines with same item #’s?
Specify whether to combine multiple import records for the same item number into a single line on the transfer by selecting Yes or No.

If you answer Yes, any multiple lines for the same item will be consolidated into a single line. Multiple lines for the same gridded item will be consolidated into a single line in grid format.

Importing Transfer-ins
To import transfer-ins, select Inventory / Transfers / Transfer in / Import.

Complete the fields as described in this document for importing transfer-outs. (See the Importing Transfer-outs section on page 40 for more information.)

NOTE: Only one transfer-in document is processed per import.

The imported transfer-in may be edited then manually completed using Inventory / Transfers / Transfer in / Enter.

NOTES:

- This function will not import serial numbers or lot numbers. Gridded lines must be imported one cell per line.
- Although each record in the import file can contain a Transfer #, CounterPoint doesn’t use these values during the import. Instead, if the first record in the import file contains a transfer number, then this number is used as the default when entering the screen parameters for the actual import.
- This function sets all quantities received to zero before importing quantities from the import file. If you have previously entered any quantities received for this transfer in (either manually or through a previous import), those quantities will be lost when you perform an import.
Quick transfers

Entering a quick transfer

Select Inventory / Transfers / Quick transfers / Enter.

Quick transfers allow you to quickly enter (or import) and post transactions with fewer keystrokes than the standard CounterPoint transfer process. However, quick transfers do act differently than normal transfers as follows:

- Quick transfers don’t allow form printing
- Quick transfers immediately update the quantity on-transfer and quantity committed for both the From location and the To location

Inventory / Transfers / Quick transfers / Enter can also be used to edit transfer transactions created by completing transfer-in documents (i.e., completed transfer lines that don’t require reconciliation).

1. Item #
Enter the number (or barcode) of the item to transfer.

Press:

F1 To scan through the existing quick transfer transactions. (Completed transfer-in transactions that don’t require reconciliation will also appear)
F2 To alternate between using normal entry mode and fast entry mode. (See the Using fast entry mode section on page 46 for more information.)
F4 To scan through existing items in the Item file.

When an existing transfer transaction is displayed, press F3 to delete this transfer transaction.
2. **From location**
   When using normal entry mode, this field defaults to the location specified as **This location** in **Setup / Inventory / Control** until at least one transfer has been entered in this session, after which this field defaults to the last **From location** entered.

   When using fast entry mode, this field is skipped, and the fast mode default for this field is used.

   Enter the location from which to transfer this item.

   **[Color/Size]**
   This field appears if the item entered in field 1 is a gridded item.

   Enter the color/size information for the item(s) to transfer.

   Press:
   - **F1** To leave this field blank.
   - **F2** To select the color/size from a selection list.

   Color/size information must be entered before this transaction can post.

3. **To location**
   When using fast entry mode, this field is skipped, and the fast mode default for this field is used.

   Enter the location to which this item should be transferred.

4. **Trx date**
   When using normal entry mode, the system date displays as the default until at least one transfer has been entered in this session, after which the last **Trx date** entered displays as the default.

   When using fast entry mode, this field is skipped, and the fast mode default for this field is used.

   Enter the date of this transfer.

5. **Document #**
   When using normal entry mode, the last **Document #** entered during this session displays as the default.

   When using fast entry mode, this field is skipped, and the fast mode default for this field is used.

   Enter the document number for this transfer transaction.

   Press **F1** to find the next existing transfer transaction that matches all of the information entered on field 1 through 4 on this screen.

   If you specified a **Next transfer number** in **Setup / Inventory / Control**, press **F2** to automatically use the next available transfer number.

6. **Qty transfr’d**
   When using fast entry mode, this field is skipped, and the fast mode default for this field is used.
Enter the quantity of this item to transfer.

### 7. Comment

When using normal entry mode, the last Comment entered displays as the default.

When using fast entry mode, this field is skipped, and the fast mode default for this field is used.

Enter any comment for this transfer.

### Using fast entry mode

Press F2 at Item #, to change to fast entry mode.

<table>
<thead>
<tr>
<th>Fast mode default values</th>
</tr>
</thead>
<tbody>
<tr>
<td>From location MAIN Main Store</td>
</tr>
<tr>
<td>To location East Store</td>
</tr>
<tr>
<td>Trx date System date</td>
</tr>
<tr>
<td>Document # 50016</td>
</tr>
<tr>
<td>Qty transf'd No default</td>
</tr>
<tr>
<td>Comment</td>
</tr>
<tr>
<td>Any change?</td>
</tr>
</tbody>
</table>

**From location**

Enter the location to use as the default From location when using fast entry mode.

**To location**

Enter the location to use as the default To location when using fast entry mode.

**Trx date**

Enter the date to use as the default Trx date when using fast entry mode.

Leave <blank> to use the system date as the default when using fast entry mode.

**Document #**

Enter the document number to use as the default Document # when using fast entry mode.

If you specified a Next transfer number in Setup / Inventory / Control, press F2 to automatically use the next available transfer number.

**Qty transf'd**

Enter the quantity to use as the default Qty transf'd when using fast entry mode.

Leave <blank> for No default, to enter a quantity manually when using fast entry mode.

For example, if you are barcode scanning individual items, you may want to set this value to 1.

**Comment**

Enter any text to use as the default Comment when using fast entry mode.
Pause at Field number to change?  
Specify whether to pause the entry of each quick transfer at Field number to change? in order to allow viewing of and changes to the transfer by selecting Yes or No.

Entering serial and lot number information

Entering serial number information:  
See “Entering serial number information” in Working with Serial Numbers for more information.

Entering lot number information:  
See “Entering lot number information” in Working with Lot Numbers for more information.

Importing quick transfer transactions

Select Inventory / Transfers / Quick transfers / Import.

If you have previously saved parameters for this import, these parameters display automatically in fields 2-7. After you have completed field 1, press:

F1 To clear the default parameters from the screen.
F2 To define the import file format. (See the Defining the import file format for quick transfers section on page 49 for more information.)
1. **Review or update?**
   Select:
   - Review import records  To review the import records without actually importing them.
   - Update transfer transactions  To update transfer transactions.

   If you answer **Review**, the Quick Transfers Import Edit List prints, but no actual transfer transactions are created.

   If you answer **Update**, quick transfer transactions will be created from the import file you specify.

   Multiple transfer transactions can exist for the same item. New transfer transactions are created regardless of whether there are existing transactions for the same items.

2. **Import filename**
   Enter the path and filename of the file containing the quick transfer information to import.

3. **Transaction date**
   Enter the date to use for the resulting quick transfer transactions.
   Press F1 to use the current system date.

4. **From location**
   Enter the from-location for the resulting quick transfer transactions.

5. **To location**
   Enter the to-location for the resulting quick transfer transactions.

6. **Document #**
   Enter the document number for the resulting quick transfer transactions.

7. **Default comment**
   Enter any default comment to use for the resulting quick transfer transactions.

**Field number to change?**
Press:
- Enter  To begin the import.
- F1  If default import parameters have been saved, to clear the default entries from the screen.
- F2  To define the import file format. (See the Defining the import file format for quick transfers section on page 49 for more information.)

**Save as/Replace default import parameters?**
This question appears after you press Enter at Field number to change? if you made any changes on this screen.
Specify whether to save the information on this screen for use with future imports by selecting **Yes** or **No**.
If you answer Yes, the import parameters on this screen are saved.

The import file format, which is entered on the second import screen, can only be saved from the second import screen.

**OK to import transfers?**
This question appears after you press Enter at Field number to change?

Specify whether to begin the import by selecting Yes or No.

During the import process, a status screen displays showing how many records have been imported.

Any errors in the import are reported in the Quick Transfers Import Log, which prints when the import is complete.

**Defining the import file format for quick transfers**

This screen appears when you press F2 at the import parameters screen.

If you have previously saved an import file format, this format displays automatically.

Press F1 to clear the default screen in order to enter a new import file format.

1. **Record format**
   Select:

   - **Fixed length** If the import file contains Fixed length records (each record has the same number of characters).
   - **Variable length** If the import file contains Variable length records (each record has a different number of characters).
Record length
This field appears only if you specified a Record format of Fixed length.
Enter the length of each record in the import file.

2. Field format
Select:
- Delimited: If the fields in each record are Delimited (separated by a “delimiting” character).
- Fixed position: If the fields in each record always start in a specific Fixed position.

Delimiting char
This field appears only if you specified a Field format of Delimited.
Enter the hexadecimal code for the delimiting character.

Text in quotes?
This field appears only if you specified a Field format of Delimited.
Specify whether each text field in the import file is enclosed in quotation marks by selecting Yes or No.

--- Item numbers ---
This section defines the item number (or barcode) field in the import file, and determines how each imported item is looked up in the Item file.

3. Primary lookup by
Select:
- Item number: To look up items in the Item file by Item number.
- Barcode: To look up items in the Item file by Barcode.

Gridded items
For gridded items, each import record must contain a grid barcode and quantity for a specific color/size. If the majority of your transferred items are gridded, specify Barcode as the primary lookup method. Import records for gridded items that contain only the item number or item barcode will be rejected.

Secondary lookup by
Select:
- Item number: If the primary lookup is by barcode, and the barcode is not found, to look up the item by Item number.
- Barcode: If the primary lookup is by item number, and the item number is not found, to look up the item by Barcode.
Field number
This field appears only if you specified a Field format of Delimited.
Enter the relative field number of the item number (or barcode) field in an import record.
For example, enter 4 in this field if the item number (or barcode) for each item is found in
the fourth field, preceded by three occurrences of the delimiting character.

Start position
This field appears only if you specified a Field format of Fixed position.
Enter the starting column number of the item number (or barcode) field in an import record.
For example, enter 15 if the item number (or barcode) field starts in the 15th column of an
import record.

Length
This field appears only if you specified a Field format of Fixed position.
Enter the length of the item number (or barcode) field.
For example, enter 10 if the item number (or barcode) field extends for 10 characters in
an import record.

--- Quantities ---
This section defines the quantity field in the import file, and determines how many
decimal places are imported for each quantity.

4. Use 1 if blank?
Specify whether to import a default quantity of 1 for any record that has spaces in the
quantity field by selecting Yes or No.
NOTE: Non-numeric quantities other than spaces will be reported as errors.

Implied dec places
Enter the number of decimal places contained in the import quantity, from 0 to 4.
If the import quantities are always expressed as whole numbers, enter 0.
NOTE: If a decimal point is contained in the import quantity in an import record, the
decimal point is used to determine the number of decimal places, and your entry
in this field is ignored.

Field number
This field appears only if you specified a Field format of Delimited.
Enter the relative field number of the quantity field in an import record.

Start position
This field appears only if you specified a Field format of Fixed position.
Enter the starting column number of the quantity in an import record.
Length
This field appears only if you specified a Field format of Fixed position.
Enter the length of the quantity field.

--- Costs ---
This section is not applicable to quick transfers.

--- Serial numbers ---
This section defines the serial number field in the import file.

6. Field number
This field appears only if you specified a Field format of Delimited.
Enter the relative field number of the serial number field in an import record.
Leave <blank> for None, if you don’t use serial numbers.

6. Start position
This field appears only if you specified a Field format of Fixed position.
Enter the starting column number of the serial number in an import record.
Leave <blank> for None, if you don’t use serial numbers.

Length
This field appears only if you specified a Field format of Fixed position. If you specified None for Start position, this field defaults to None, and cannot be changed.
Enter the length of the serial number field.

--- Lot numbers ---
This section defines the lot number field in the import file.

7. Field number
This field appears only if you specified a Field format of Delimited.
Enter the relative field number of the lot number field in an import record.
Leave <blank> for None, if you don’t use lot numbers.

7. Start position
This field appears only if you specified a Field format of Fixed position.
Enter the starting column number of the lot number in an import record.
Leave <blank> for None, if you don’t use lot numbers.

Length
This field appears only if you specified a Field format of Fixed position. If you specified None for Start position, this field defaults to None, and cannot be changed.
Enter the length of the lot number field.
8. **Delete import file after creating trx?**

Select:

- **Always** To always delete the import file after quick transfer transactions have been created.
- **Never** To never delete the import file after quick transfer transactions have been created.
- **No errors** To delete the import file only if there were no errors in the import.

**Save as/Replace default format?**

This question appears if you changed the existing import file format on this screen or entered a new format.

Specify whether to save this import file format for use with future imports by selecting **Yes** or **No**.

If you answer **Yes**, the import file format on this screen is saved.

Import parameters, which are entered on the first import screen, can only be saved from the first import screen.

**Printing the Transfer Edit List**

Select **Inventory / Transfers / Quick transfers / Edit list**.

The Transfer Edit List allows you to review existing transfer transactions before posting these transactions. Warning messages appear on this report for all transactions that will not post (e.g., **Transaction will not post - invalid serial count**).

**NOTE:** This edit list also contains any completed transfer-in transactions that don’t require reconciliation.
Posting quick transfer transactions

Select **Inventory / Transfers / Quick transfers / Post**.

This menu selection also posts all transfers that were completed using **Inventory / Transfers / Transfer in / Enter** and that don't require reconciliation.

**NOTE:** Any existing quick transfer transactions are also posted by the following menu selections:

- **Inventory / Transfers / Transfer in / Post**
- **Inventory / Transfers / Reconcile transfers / Post**
- **Purchasing / Receivings / Post**
- **Purchasing / Returns to vendor / Post**

When quick transfer transactions are posted, the Item, Inventory, Distributions, and Merchandise History files are updated to reflect the new transactions (The Merchandise History file is updated only if you specified in **Setup / Inventory / Control** to keep inventory history and/or merchandise history).

If you entered transactions for serialized or lot-controlled items, the Serial file is also updated to reflect the new transactions.

**Create tags?**
Specify whether to create tags for these transfer transactions by selecting **Yes** or **No**.

**WARNING:** **Inventory / Transfers / Quick transfers / Post** also posts any transfers not requiring reconciliation that were completed using **Inventory / Transfers / Transfer in / Enter**. If you specified in **Setup / Inventory / Control** to auto-generate tags for transfer-ins, you may create duplicate tags for these transfers if you answer **Yes** when posting quick transfers. To avoid creating duplicate tags, you may want to post all outstanding transfer transactions before entering and posting quick transfers.