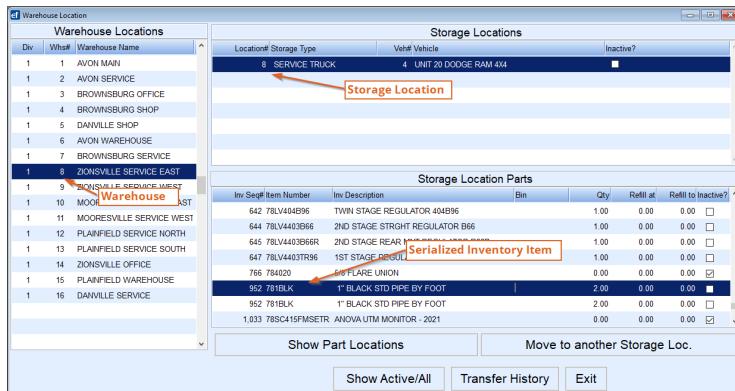


Serialized Inventory Transfers

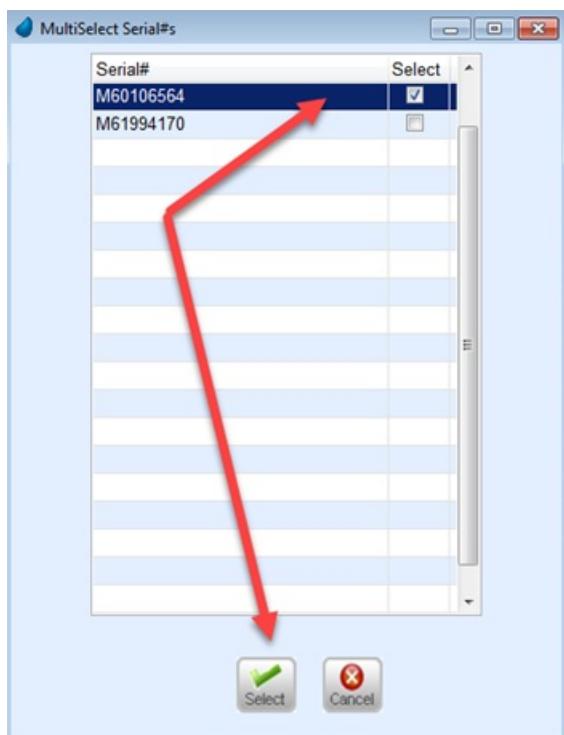
Last Modified on 01/20/2026 9:03 am EST

Once serialized inventory items have been received to the shipping warehouse those items can then be transferred to other locations.

1. From the *EnergyService* menu, navigate to *Warehouse Locations / Warehouse Locations*.
2. Select the *Warehouse Location* where the serialized inventory item currently resides.



3. Select the *Storage Location* and *Storage Location Part* (Serialized Inv Item) that is to be transferred to another Storage Location.
4. Choose **Move to another Storage Loc.**
5. Select the new Storage Location and choose **Select**.
6. Choose the serial number(s) to be moved to the new location and choose **Select**.



7. A *Transfer has been Completed* message will appear. Select **OK**.
8. The inventory item will automatically transfer to the new location. The original storage location quantity will reduce by the Qty entered and the receiving location will increase by the Qty entered.

9. Select Transfer History to see an audit of the transfers.

Part Transfer History						
Transfer#	Date	Time	Part Description / Quantity	Warehouse Name	Storage Location	Vehicle
1,392	10/04/2016	08:10:10	AMANA ELEC DRYER 1	BUTLER MAIN WHSE EVERGREEN	WAREHOUSE WAREHOUSE	
1,333	10/03/2016	10:49:11	AMANA ELEC DRYER 1	EVERGREEN BREWTON	WAREHOUSE WAREHOUSE	
1,332	10/03/2016	10:49:11	AMANA ELEC DRYER 1	EVERGREEN BREWTON	WAREHOUSE WAREHOUSE	

Transferred by SHANNON
Transfer Comment: Transferring quantity to new I
Serial# M80106564