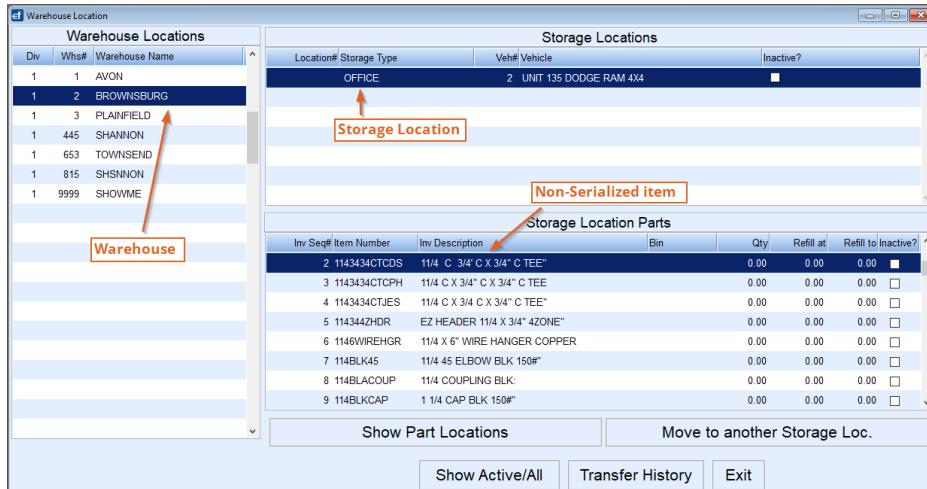


Non-Serialized Inventory Transfers

Last Modified on 01/14/2026 3:49 pm EST

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



3. Choose the *Storage Location* and *Storage Location Part* (Non-Serialized Item) to be transferred.
4. Select **Move to another Storage Loc.**
5. Choose the receiving storage location and choose **Select**.
6. Choose to move *All* items or a *Specific Qty*. If a *Specific Qty*, enter the number of items to move and select **Transfer**.



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.

