

Non-Serialized Inventory Transfers

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

The screenshot shows the 'Warehouse Locations' window. On the left, a list of warehouses is displayed with columns 'Div', 'Whse#', and 'Warehouse Name'. The 'BROWNSBURG' warehouse (Whse# 2) is selected and highlighted. An arrow points from this selection to the 'Storage Locations' section on the right. The 'Storage Locations' section shows a table with columns 'Location#', 'Storage Type', 'Veh#', 'Vehicle', and 'Inactive?'. The 'OFFICE' location (Location# 2) is selected, with the vehicle 'UNIT 135 DODGE RAM 4X4'. An arrow points from this selection to the 'Storage Location Parts' section. The 'Storage Location Parts' section shows a table with columns 'Inv Seg#', 'Item Number', 'Inv Description', 'Bin', 'Qty', 'Refill at', and 'Refill to Inactive?'. Several parts are listed, including '11/4 C 3/4 C X 3/4 C TEE' and '11/4 X 6 WIRE HANGER COPPER'. An arrow points from the 'Non-Serialized item' label to the first part. At the bottom, there are buttons for 'Show Part Locations', 'Move to another Storage Loc.', 'Show Active/All', 'Transfer History', and 'Exit'.

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**.

The screenshot shows the 'How many?' dialog box. It has two radio buttons: 'All' (selected) and 'Specify Qty'. Below the radio buttons, there is a text input field labeled 'How many would you like to transfer?' with the value '0.00'. At the bottom, there are 'Transfer' and 'Cancel' buttons.

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.

The screenshot shows the 'Part Transfer History' window. It has a table with columns 'Transfer#', 'Date', 'Time', 'Part Description / Quantity', 'Warehouse Name', 'Storage Location', and 'Vehicle'. The first row shows a transfer of '1 1/4 X 3/4 BELL REDUCER' from 'MOORESVILLE SERVICE EAST' to 'MOORESVILLE SERVICE WEST' on '01/14/2026' at '14:47:59'. An arrow points from the 'Transfer History' button in the previous screenshot to this table. At the bottom, there is a 'Transferred by' field with a user icon and a 'Transfer Comment' field with the text 'Transferring quantity to new l'. An arrow points from the 'Transfer History' button to the 'Transferred by' field.