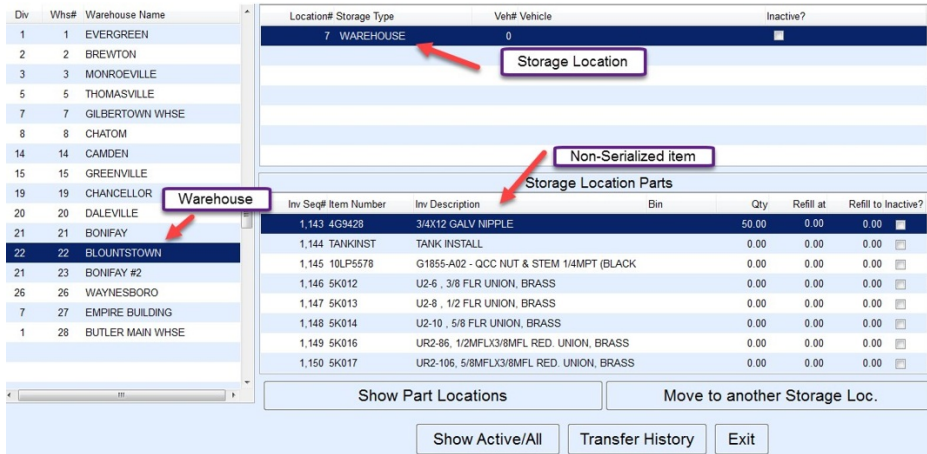


Non-Serialized Inventory Transfers

Last Modified on 06/07/2022 5:42 pm EDT

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.

