Inventory Bin Transfers

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Overview

The Inventory Bin Transfers function allows users to transfer inventory from bin to bin within the same warehouse.

Note: Inventory Bin Transfers will only work if multibin is enabled in Dynamics GP. A notification may appear before the Inventory Bin Transfers module opens.

Security

Inventory Bin Transfers must first be enabled in the Security Editor. Set the sub-setting Auto Search to True to have the form automatically search when it is opened.

Use

Open: Modules > Inventory > Inventory Bin Transfers

To transfer inventory to a different bin:

1. Enter the desired Site, Bin, and/or Item in the Search fields and click **Search**. The grid will be populated with warehouse records matching the entered criteria. Entering no criteria will retrieve all records.
2. Select the desired record in the grid to have some or all of its inventory moved to another bin. Use Ctrl+Click or Shift+Click to select multiple records. The same quantity from each selection will be transferred.
3. Click **Create New Transfer** and enter the quantity to transfer and to which bin the item(s) will be transferred.

4. Click **OK**. The selected record(s) will populate with the destination information on the Inventory Bin Transfers grid

   Note: Destination/Transfer information can also be entered directly into the grid.
5. Confirm the quantity to transfer in the Transfer Qty column
6. Click **Process Transfer** to complete the process

Note: If the selected record is serial or lot tracked, the Serial/Lot Selection screen appears. Select the specific serial/lot number(s) to transfer. Use the **arrow** buttons to move selected lots from the Transfer From table to the Transfer To table, and click **OK** to finish:

After the transfer is processed, a hint row will be displayed on the Inventory Bin Transfers screen for the rows selected for transfer, indicating the success or fail of the transfer:

For a hard copy of the transfer documents, use the grid dropdown (little orange triangle in the left corner above Item #) to Export or Print the grid.