



Sales Transfers

Megan De Freitas - 2025-06-25 - Sales

Overview

The Sales Transfer function allows the user to create a transfer order for all items included on a sales document set up with a workflow. When the transfer order is completed, the sales document is deleted. This functionality allows for an audit trail to be created for tracking the status of a transfer order. A sales transfer is a sales document used to transfer inventory to a new site or location, which is then voided so it does not become part of the sales record. Refer to the [Desktop: Workflow](#) for information on setting up workflow.

Usage

Note: Use of this function requires that a sales document be set up to be routed correctly, and that addresses have been stored for the inventory locations that are to be transferred from and to. Document types are set up in Microsoft Dynamics GP.

On the Customer card, there must be a Contact Address with the same Address Code as the Location (warehouse) items are being transferred to.

Contacts + New ✖ Delete 🔑 Mark As ▾ ➡ Create Letter		
Address Type	Address Line 1	Address Code
MAIN/BILL TO/SHIP TO/STATE...	One Microsoft Way	NEW
	2513 Stockwood Dr. NE	PRIMARY
	11403 45 St. South	WAREHOUSE

Create a transfer order (a sales order using the sales document type that has been set up to be routed through the transfer order workflow). We recommend setting up a separate sales document in Microsoft Dynamics GP exclusively for these transfers.

On the order header, select the address that items will be transferred out of.

(ORDER) x

Close Save Print Delete Copy Allocate Unallocate Dynamics GP

Document Properties

Document #:

Customer #: AARONFIT0001 ...

Cust PO:

Req Ship: 12/5/2018 v

Ship Method: LOCAL DELIVERY v

Whse: NORTH v

Currency: Z-US\$ v

Line Items	Notes	Addresses	Holds	User Fields	Audit	Related Documents	Purchases	Quick Rep
<div> New Delete Insert </div>				Item Number HD-20		UOfM Schedule EACH		
Item	Description					Qty		
HD-20	20 Gig Hard Drive					250		

Enter the desired items that are to be transferred to a different warehouse.

On the Addresses tab, select the address for the warehouse that items are to be transferred to.

(ORDER) x

Close Save Print Delete Copy Allocate Unallocate Dynamics GP

Document Properties

Document #:

Customer #: AARONFIT0001 ...

Cust PO:

Req Ship: 12/5/2018 v

Ship Method: LOCAL DELIVERY v

Whse: NORTH v

Currency: Z-US\$ v

Line Items	Notes	Addresses	Holds	User Fields	Audit	Related Documents	Purchases	Quick Report
Ship To Address								
Address Code:		WAREHOUSE v						
Ship To Name:		Aaron Fitz Electrical						
Ship to Contact:		<input type="text"/>						
Address:		11403 45 St. South						
City:		Chicago						
State:		IL						
Zip:		60603-0776						
Country Code:		v x		Country:		<input type="text"/>		

Save the order.

To create the corresponding transfer order, navigate to to the Sales Transfers module.

To search for items, enter any search criteria, then click **Search** or hit **Enter**. Users can search by Sales Batch, Sales Document, and Customer Name or Number.

Note: Results are displayed by Item Number, but will be transferred by document.

Sales Transfers

Close

Search

(65 Pending Transfers) Create Transfers

Search Criteria

Sales Batch:

Sales Document:

Customer:

Sales Batch	Site	Sales Doc ...	Customer	Item Number	Item Descrip...	Ship To Addr...	Quantity	Qty Fulfilled
NEW ORDMAN	WAREHOUSE	ORDM00000...	Aaron Fitz El...	HD-20	20 Gig Hard ...	WAREHOUSE	250	0

Note: Results not displayed in the grid due to auto-filtering will still be transferred when Create Transfers is clicked:

Close

Search

(4 Pending Transfers) Create Transfers

Search Criteria

Sales Batch:

PENDING

Sales Document:

Customer:

adam park

Sales Batch	Site	Sales Doc Num	Customer	Item Number	Item Descrip...	Ship To Addr...	Quantity	Qty Fulfilled
				M1500				
PENDING	NORTH	ORD2893	Adam Park Resort	M1500	15" Monitor	BILLING	3	0

Click **Create Transfers** to transfer documents. All orders listed in the grid with a Qty Fulfilled greater than 0 will be gathered for creating transfer orders.

Click **Yes** when prompted.

SalesPad Desktop

Create Transfers?

Yes

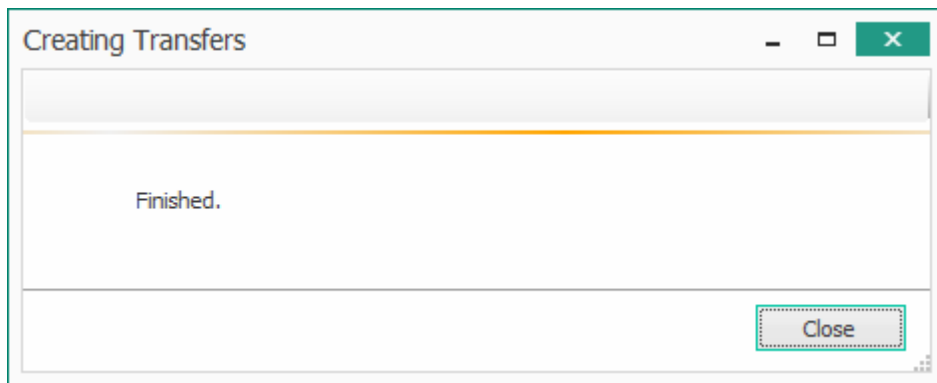
No

The following screens will appear during the transfer process:

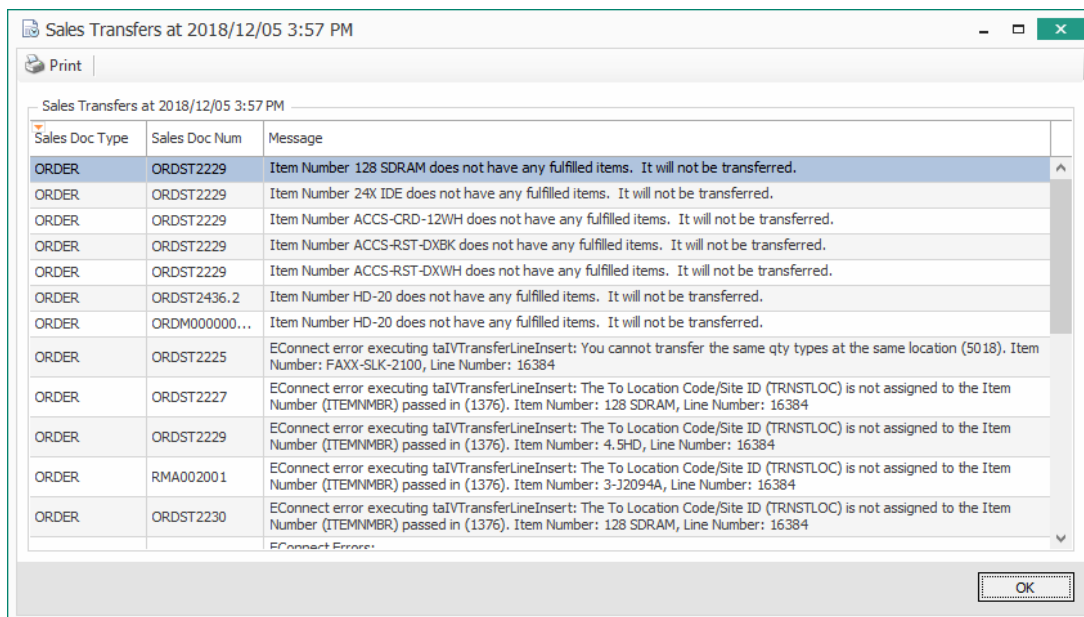
Creating Transfers

Saving Sales Document: ORDST2225

Cancel



When the process is finished, click **Close**. Results will appear in the following window, including any errors in transferring documents.



Click **Print** to print the information (or email or export to a document from the Print Preview), or click **OK** to close the screen.

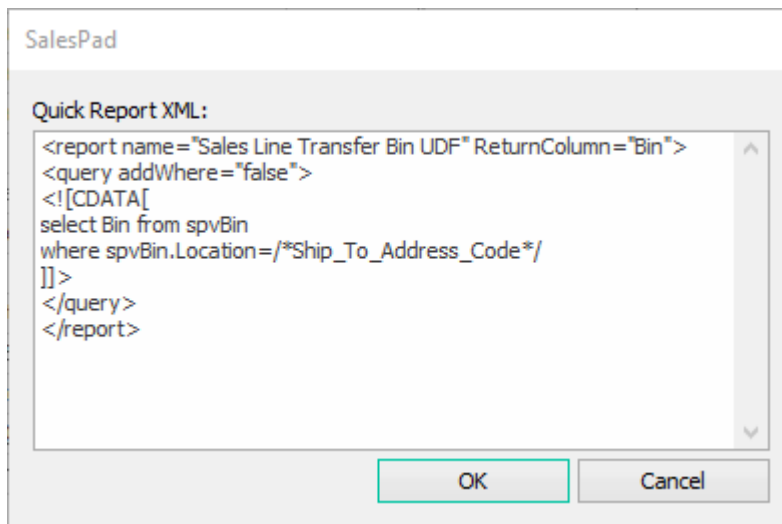
Line items that have been completely transferred will be removed from the corresponding sales order. If no other items are on the sales order, the document will be removed from the system.

If a line item is partially transferred, the document will be forwarded to the next applicable queue.

Security

Sales Transfers - Grants access to the Sales Transfers module.

Note: The *Transfer To Bin User Field* sub-security allows users to specify a User Defined Field (UDF) for setting which bin the transferred inventory is delivered to. To use this security setting, it is recommended that the UDF is set with a Quick Report. For example, here is a Quick Report that will populate the UDF with the Bins from the Destination location:

A screenshot of a 'SalesPad' dialog box titled 'Quick Report XML:'. It contains a text area with XML code for a report. The code defines a report named 'Sales Line Transfer Bin UDF' with a return column of 'Bin'. It includes a query that selects 'Bin' from 'spvBin' where 'spvBin.Location' is not equal to '*Ship_To_Address_Code*'. The dialog has 'OK' and 'Cancel' buttons at the bottom.

```
<report name="Sales Line Transfer Bin UDF" ReturnColumn="Bin">
<query addWhere="false">
<![CDATA[
select Bin from spvBin
where spvBin.Location=/*Ship_To_Address_Code*/
]]>
</query>
</report>
```

For more information on setting up UDFs, see the [User Defined Fields](#)

Settings

Sales Transfer Date Source - The sales document header field that will drive the date to Inventory Transfers from the Sales Transfers screen. Blank assumes today's date. This item has no default value.