

Chapter 5 – Transferring Inventory– INVTRAN & MISCTRAN

Transferring inventory from one location to another

To move inventory from one location to another within the system, follow these procedures. Select the option “Transfer Inventory” off your Inventory Menu or press the F10 key and at the command line type in “INVTRAN” and then press the enter key.

The first screen will prompt you for the “Printer or File Pathname”, see Figure 5-1. See [Introduction to Reports](#) for additional information about the printer/file pathname screen. Enter the correct information or press the enter key if you want the transfer receipts to print out at the default printer. You will then be prompted “Print Test Transfer”.

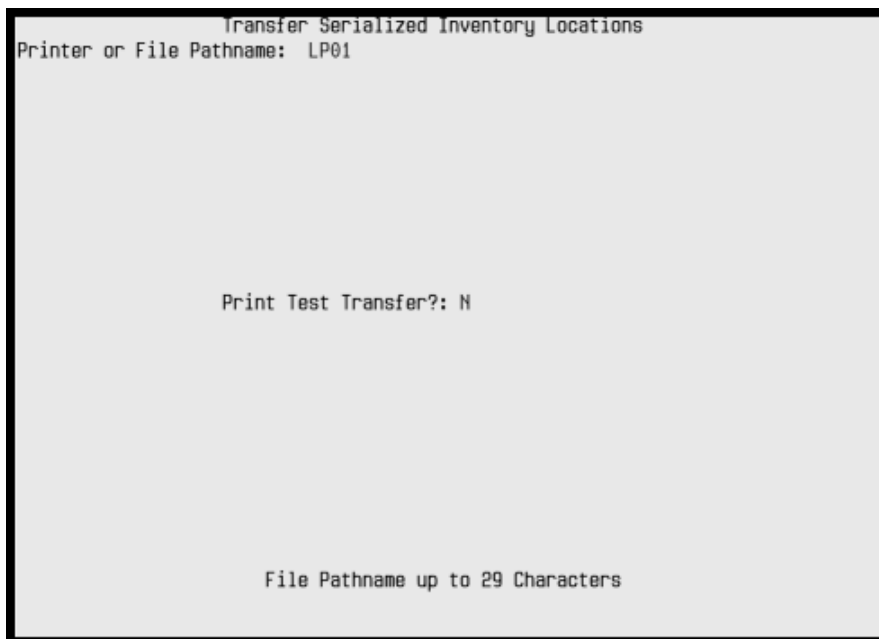


Figure 5- 1 Transfer Serialized Inventory Locations Screen

Type in a Y for yes and it will print a test: (this is to help you align the receipt). Type N for no or press the enter key and the system will display a screen similar to Figure 5-2. Enter the number corresponding to the type of transfer you wish to make.

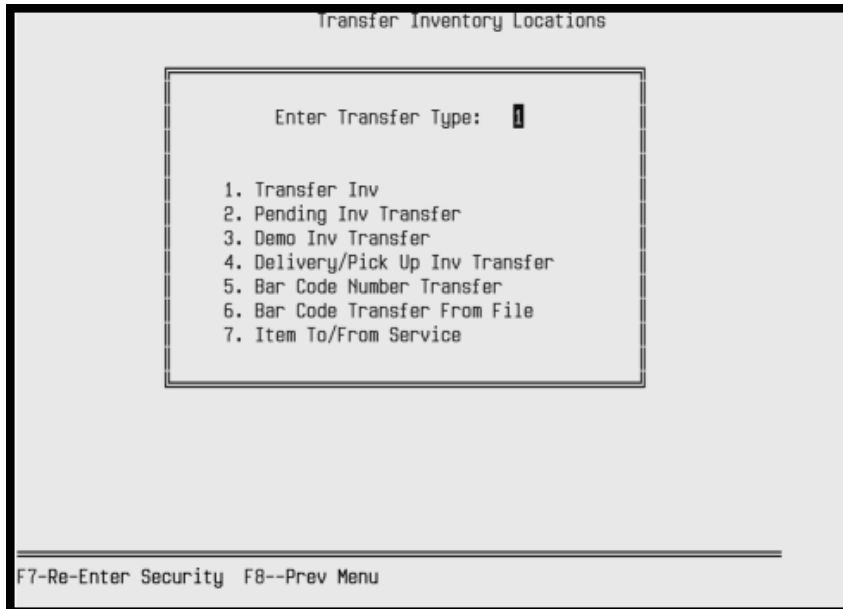
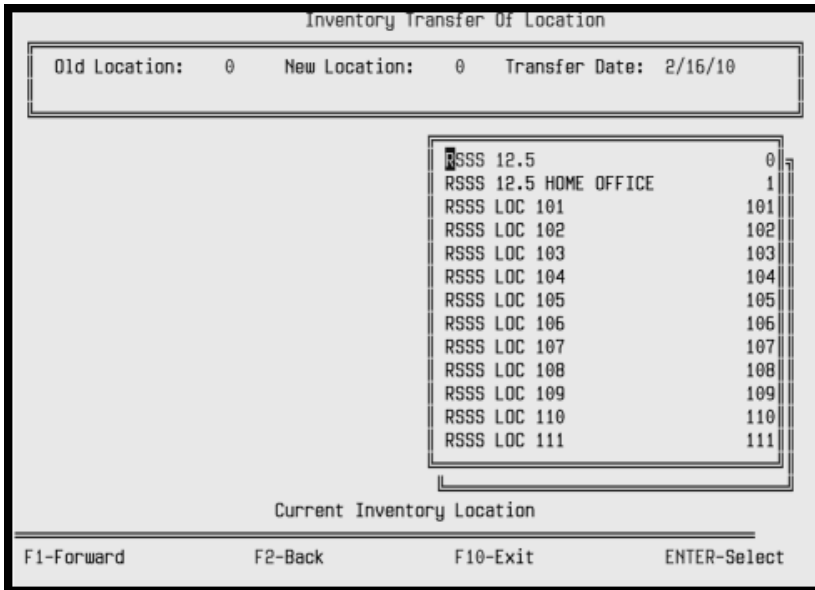


Figure 5- 2 Transfer Inventory Locations Screen

1. **Transfer Inv** Transfers inventory from location to location such as store to store or warehouse.
2. **Pending Inv Transfer** Transfers inventory from pending sales or rental locations. This is commonly used to hold inventory until it is ready to be delivered for a sale or rental.
3. **Demo Inv Transfer** For Demo's, Loaners. Transfers inventory to and from a demo/loaner location and designates customer on the inventory piece. This is commonly used when an item is sent as a loaner, a customer is trying an item in a trial use situation or you are donating the use of an item for a period of time.
4. **Deliver/Pick Up Inv Transfer** This is used to assign stock or special order sales serial numbers or MISC when they are delivered to or picked up by the customer.
5. **Bar Code Number Transfer** Transfers inventory using bar code equipment. Requires optional software module and optional hardware.
6. **Bar Code Transfer From File** Transfers inventory from portable bar code equipment to a file. Requires optional software module and optional hardware.
7. **Item To/From Service** This is used to transfer inventory to and from Service locations.

Transfer Inventory (Transfer Type Option 1)

To transfer inventory, select option "1. Transfer Inventory" from the Transfer Inventory Locations screen, see Figure 5-2. On the next screen, the cursor will be at the Old Location field. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from, see Figure 5-3.



Location	Count
RSSS 12.5	0
RSSS 12.5 HOME OFFICE	1
RSSS LOC 101	101
RSSS LOC 102	102
RSSS LOC 103	103
RSSS LOC 104	104
RSSS LOC 105	105
RSSS LOC 106	106
RSSS LOC 107	107
RSSS LOC 108	108
RSSS LOC 109	109
RSSS LOC 110	110
RSSS LOC 111	111

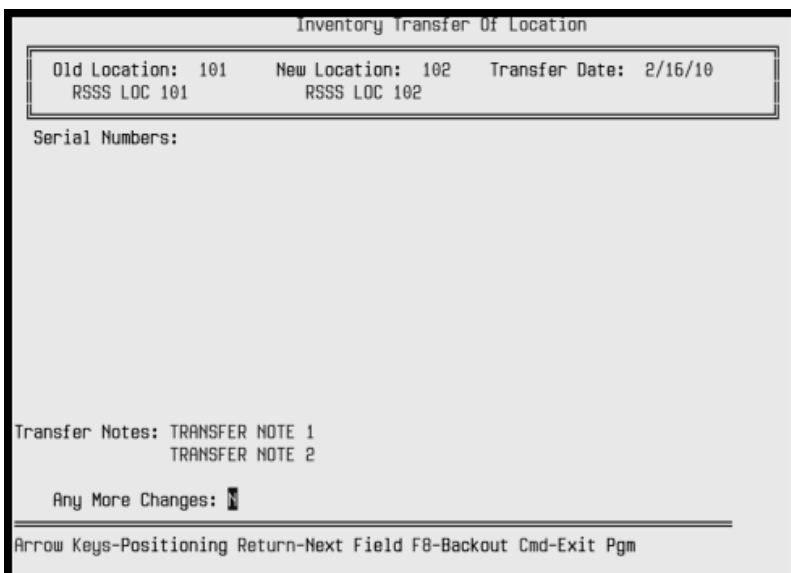
Current Inventory Location

F1-Forward F2-Back F10-Exit ENTER-Select

Figure 5- 3 Inventory Transfer of Location Screen

Note that the ability to transfer from “Old Location” to “New Location” is controlled by Terminal Maintenance. For example, if terminal maintenance doesn’t allow you to transfer to a certain location, you will get an error message “LOC NOT ALLOWED”.

After selecting the Old Location, the cursor will now be on New Location. Type in the location you want to transfer the inventory to. Press the enter key to accept today’s date for the transfer date. The screen will then prompt “Any Changes”. If you need to make changes, enter “Y”. If not, press the enter key. The cursor will now reside at “Transfer Notes”. See Figure 5-4.



Old Location: 101 New Location: 102 Transfer Date: 2/16/10
 RSSS LOC 101 RSSS LOC 102

Serial Numbers:

Transfer Notes: TRANSFER NOTE 1
 TRANSFER NOTE 2

Any More Changes: N

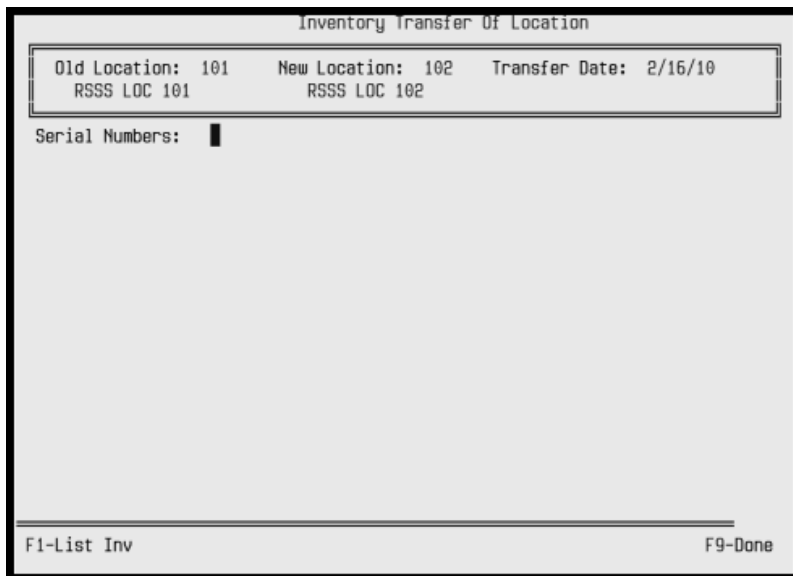
Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

Figure 5- 4 Inventory Transfer of Location Screen

You may enter up to two lines of transfer notes which will print on the transfer receipt.

Note: Transfer notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the transfer notes for your records.

After you have entered your transfer notes, if any, press the F9 key. You will be prompted for “Any More Changes”. If you want to change your transfer notes, enter a Y for yes. If not, press the enter key. Your cursor will now reside at “Serial Number”. See Figure 5-5.



Inventory Transfer Of Location		
Old Location: 101 RSSS LOC 101	New Location: 102 RSSS LOC 102	Transfer Date: 2/16/10
Serial Numbers: █		
F1-List Inv		F9-Done

Figure 5- 5 Inventory Transfer of Location Screen

Type in or scan the serial number. If you do not know the serial number, press the F1 key to list the available inventory. Go to [Inquiring on Inventory pages 1-2](#) for a detailed explanation on how to search inventory.

The system will display the serial number on the Inventory Transfer of Location screen. Press the enter key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item” as seen in Figure 5-6.

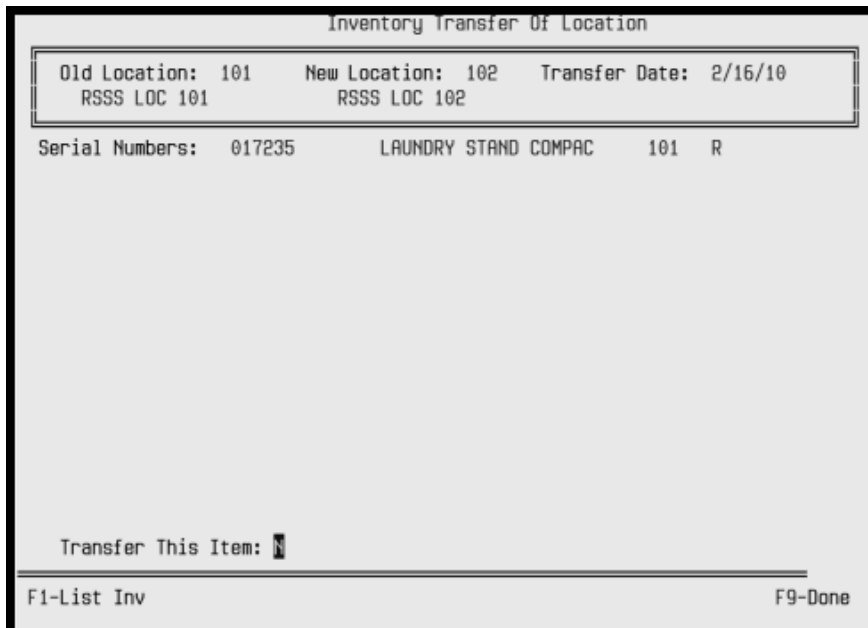


Figure 5- 6 Inventory Transfer of Location Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go appear on the next available line below serial number you just entered. If you need to transfer more inventory, enter the serial numbers (15 transfers maximum per screen).

When you have no other transfers to make from this location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Transfer Notes prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Transferring Inventory to a Charge Off Location (Option 1)

To transfer inventory to a charge off location, you will use "1. Transfer Inv".

Note: You MUST transfer to a location that was setup as a charge off location in Location Maintenance (LOCMNT) and have security authorization to process a charge off.

The cursor will now be on Old Location. Enter the location number where the inventory currently exists (4 characters, example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from. The cursor will now be on New Location. Enter the charge off location. If you do not know the charge off location number, blank out the New Location field and make a selection from the window. See Figure 5-7.

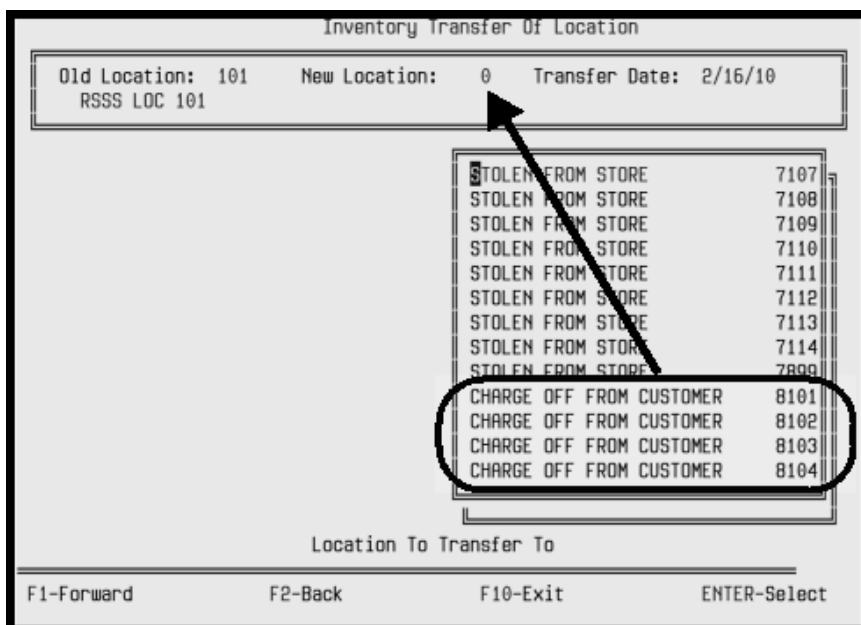


Figure 5- 7 Inventory Transfer of Location Screen

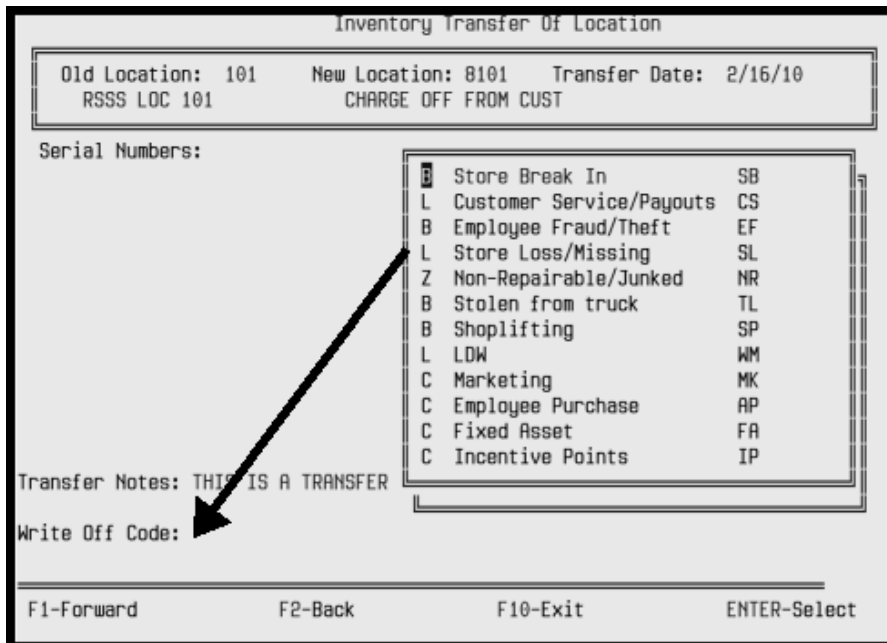
Use your up and down arrow keys to highlight the selection. When you have the correct new location, press the enter key to select.

Enter the date of transfer or press the enter key to accept the default of today's date. The screen will then prompt for "Any Changes". If you need to make changes, enter a Y for yes and do so. If not, press the enter key to accept the default of N for no.

The cursor will now be beside "Transfer Notes". You may enter up to two lines of notes.

Note: Transfer Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the enter key. You will be prompted for "Write off Code". If you leave this field blank, you will see a window from which you may make a selection, see Figure 5-8.



Inventory Transfer Of Location

Old Location: 101 New Location: 8101 Transfer Date: 2/16/10
 RSSS LOC 101 CHARGE OFF FROM CUST

Serial Numbers:

S	Store Break In	SB
L	Customer Service/Payouts	CS
B	Employee Fraud/Theft	EF
L	Store Loss/Missing	SL
Z	Non-Repairable/Junked	NR
B	Stolen from truck	TL
B	Shoplifting	SP
L	LDW	WM
C	Marketing	MK
C	Employee Purchase	AP
C	Fixed Asset	FA
C	Incentive Points	IP

Transfer Notes: THIS IS A TRANSFER
 Write Off Code:

F1-Forward F2-Back F10-Exit ENTER-Select

Figure 5- 8 Inventory Transfer of Location Screen for Charge Off

Using your arrow keys, highlight the reason and press the enter key. You will now be prompted for "Any More Changes". If you want to change your notes, or to change the Write Off Code, press Y for yes. If not, press the enter key to accept the default of N for no.

Based off the write off code you choose, you can run the Disposition Report program (DISRPT) that categorizes the write off codes.

Your cursor will now be beside "Serial Number". Enter the serial number of the item you are charging off and press the enter key or press the F1 key to search for the inventory item. You will be prompted "Transfer this item". If you have typed in the wrong serial number, press the enter key to accept the default of N for no, if it is correct, enter a Y for yes.

When you answer the "Transfer this item" prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers (15 transfers maximum per screen).

When you have transferred all inventory from this location to the charge off location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press the enter key to accept the default of N for no. Note that after entering N for no to reprint, you will no longer be able to reprint the receipt. However, you will be able to print the inventory transfer report for this information or view on screen using the List Transfers Made (LISTTRAN) program.

Pending Inventory Transfer (Transfer Type Option 2)

To transfer pending inventory, select "2. Pending Inv Transfer" from the Transfer Inventory Locations screen, see Figure 5-2. The cursor will now be on Old Location. Enter the location number where the inventory is coming from (4 characters, for example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from.

After selecting the Old Location, the cursor will now be on New Location. Type in the location number for the pending location where you want the inventory to go. If you do not know the pending location number, blank out the New Location field and make a selection from the window.

Note: You MUST transfer to a pending location that was setup as a pending location in Location Maintenance (LOCMNT).

Enter the date of transfer or press the enter key for today's date. The screen will then prompt "Any Changes". If you need to make changes, do so. If not, press the enter key and you will see a screen similar to Figure 5-9.

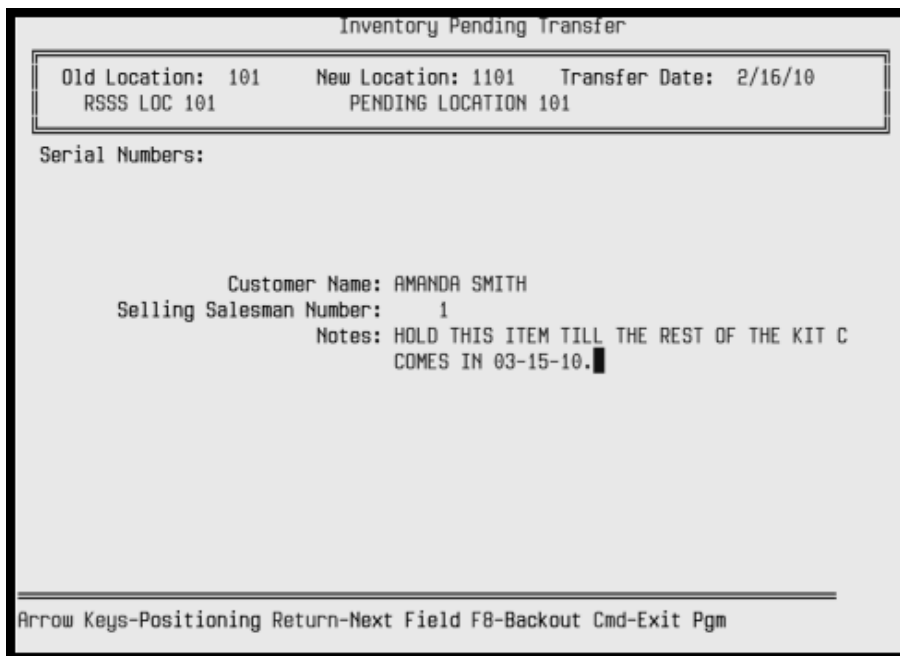


Figure 5- 9 Inventory Pending Transfer Screen

The cursor will now advance to the Customer Name. Enter the name of the customer this item was sold to. The cursor will advance to Selling Salesman Number. Enter the Selling Salesman Number. The cursor will advance to Notes. Type in information about this sale.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

Once you have completed this section, press the F9 key and you will get the prompt “Any More Changes: N”. If you have completed this section, press the enter key to accept the default of N for no.

On the next screen, enter the serial number.

The system will display the serial number on the Inventory Pending Transfer screen. Press the enter key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item” as seen in Figure 5-10.

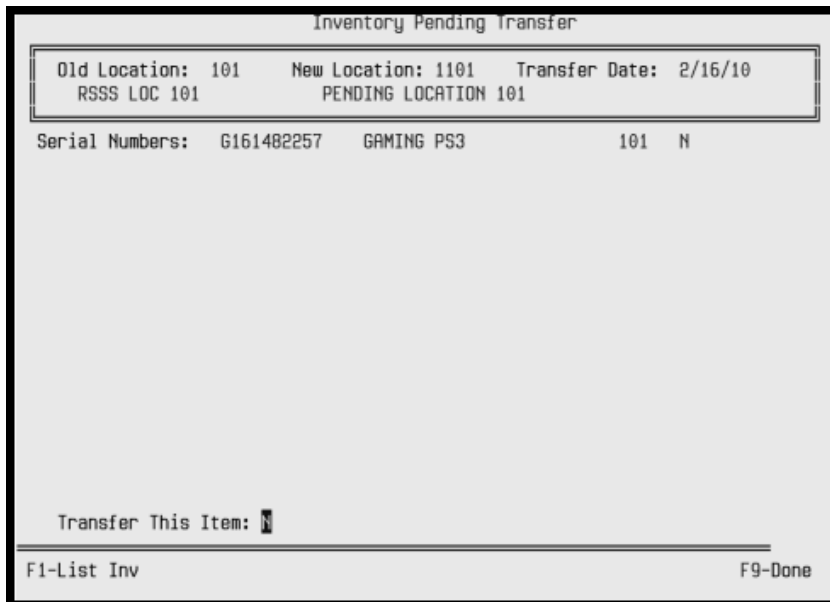


Figure 5-10 Inventory Pending Transfer Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go to the next available line where you can input more serial numbers (maximum 15 transfers per screen).

When you have no other transfers to make from this particular old location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to “Print Another Receipt”. If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Transfer Notes prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

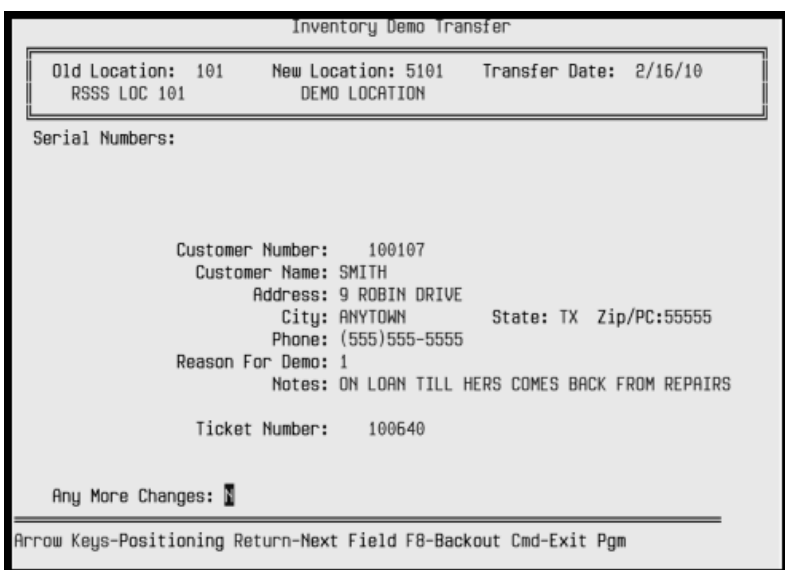
Demo Inventory Transfer (Transfer Type Option 3)

To transfer demo inventory, select “3. Demo Inv Transfer” from the Transfer Inventory Locations screen, see Figure 5-2. The cursor will now be on Old Location. Enter the location number where the inventory is coming from (4 characters, for

example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from as seen in Figure 5-3. The cursor will now be on New Location.

Note: You MUST transfer to a location that was setup as a demo location in Location Maintenance (LOCMNT).

If you don't know the location number, press the enter key and you will see a window showing options you may choose from, see Figure 5-3. Enter the date of transfer or press the enter key for today's date. The screen will then prompt "Any Changes". If you need to make changes, do so. If not, press the enter key to accept the default of N for no. The screen will now change slightly. See Figure 5-11 for fields that will need to be filled out prior to entering the demo/loaner item.



```

Inventory Demo Transfer
-----
Old Location: 101   New Location: 5101   Transfer Date: 2/16/10
RSSS LOC 101      DEMO LOCATION
-----
Serial Numbers:

Customer Number: 100107
Customer Name: SMITH
Address: 9 ROBIN DRIVE
City: ANYTOWN      State: TX Zip/PC:55555
Phone: (555)555-5555
Reason For Demo: 1
Notes: ON LOAN TILL HERS COMES BACK FROM REPAIRS

Ticket Number: 100640

Any More Changes: N
-----
Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

```

Figure 5-11 Inventory Demo Transfer Screen

CUSTOMER NUMBER If you know the customer's account number, enter it here. If not, make sure this area is blank and press the enter key.

CUSTOMER NAME If the customer number was filled in, this will have filled in automatically. If you do not know the customer number, you may enter a few characters of the customer's last name and press the enter key. You will see a window showing different last names that begin with the characters you entered. Using your arrow keys, highlight the correct one and press the enter key. This will fill in the Customer's Number for you. If you type in a common name such as John Smith and there are many entries with the same name, you can press the F5 key which will unfold the information. If the John Smith is not in the first box you are looking at, you can press the F1 key for the next page and page forward to find the one you are looking for. This will help you choose the correct customer account.

ADDRESS CITY STATE ZIP PHONE These will all be filled in automatically. You should verify this is the correct address for the customer. If any of these are not correct, be sure to type over what is there and correct it.

REASON FOR DEMO 1 = Set in Repair, 2 = Trial use, 3 = Donation

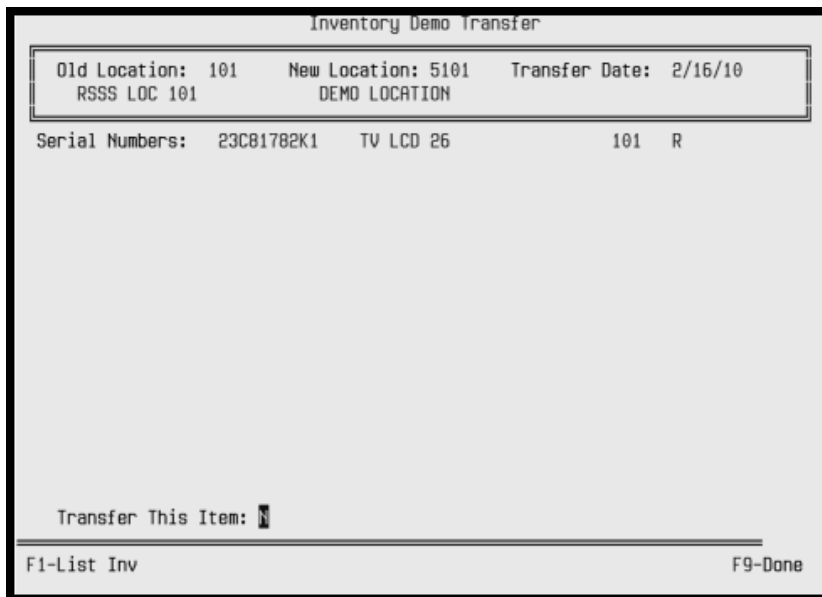
NOTES You may enter up to two lines of notes on this transaction. To advance to the next field, press the F9 key. These notes will print on the inventory transfer receipt. Note: These notes are not stored in the system. Keep a hard copy if you need these notes for your records.

TICKET NUMBER If you know the ticket number of the customer you are transferring the demo to, enter it here, otherwise press the enter key and a window will display the tickets that are available for you to choose from.

You will now be prompted for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, your cursor will move beside "Serial Number".

Enter the serial number. The system will display the serial number on the Inventory Demo Transfer screen, press the enter key.

The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt "Transfer This Item", see Figure 5-12.



The screenshot shows a terminal window titled "Inventory Demo Transfer". At the top, it displays "Old Location: 101", "New Location: 5101", and "Transfer Date: 2/16/10". Below this, it shows "RSSS LOC 101" and "DEMO LOCATION". The main line of data reads "Serial Numbers: 23C81782K1 TV LCD 26 101 R". At the bottom, there is a prompt "Transfer This Item:" with a cursor. The footer contains "F1-List Inv" on the left and "F9-Done" on the right.

Figure 5-12 Inventory Demo Transfer Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go to the next available line below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers on this line.

If you have no other transfers to make from this particular old location to this particular new location press the F9 key. The receipt from this transfer will print out. You will then be prompted "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Serial Numbers prompt. Note that after entering N for no to reprint, you will no longer be able to reprint a receipt. However, you will be able to print the inventory transfer report for this information. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Once the demo/loaner item has been transferred to that customer's ticket, the Take Payments (RP) screen will display a message about the loaner as seen in Figure 5-13.

```

Security Entry                                02/16/10
Name: SMITH , AUDREY      Acct#: 100107  H Ph: (555)555-5555
Add: 9 ROBIN DRIVE        BTTC:        W Ph: (555)555-5555
City: ANYTOWN            TX 55555  PayDay:
Comment: WBI $22.47 by 8/15/09 06:00

Ticket# Seq  Bal #P  Amt  Other  Late  Grp  Esp  Tax Tot  Due Due Date
TV LCD 2   154.99  7.00          1.00          0.56  8.56  2/21/10
*****
* TICKET HAS A LOANER UNIT *
* LOANER SERIAL NBR: 23CB1702K1 *
* DO NOT PAYOFF UNTIL IT *
*           IS RETURNED           *
*****

F1-CustChg F2-Payoff F3-ShowTic/BadChk F4-Hist F6-Comment F7-Date/Amt F8-Back

```

Figure 5-13 Take Payments Screen with Loaner message

Delivery/Pickup Inventory Transfer (Transfer Type Option 4)

To deliver or pickup inventory, select "4. Delivery/Pick Up Inv Transfer" from the Transfer Inventory Locations screen, see Figure 5-2. The cursor will now be on Old Location. Enter the location number where the inventory currently exists (4 characters, for example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from.

The cursor will now be on New Location. Type in the customer home location for this store. If you don't know the location number, press the enter key and you will see a window showing options you may choose from. Press the enter key for today's date. The screen will then prompt for "Any Changes". If you need to make changes, do so. If not, press the enter key.

Your cursor will now be beside "Acct Nbr". Enter the customer's account number. If you enter a valid customer account number, the information, name, address, etc.,

about that customer account will automatically appear. If you do not know the customer account number, making sure the account number information is blank, press the enter key. Your cursor will move to the “Customer Name” prompt. Enter part of the customer’s last name press the enter key to get a selection window. If you type in a common name such as John Smith and there are many entries with the same name, you can press the F5 key which will unfold the information for you to view. If John Smith is not in the first box you are looking at, press the F1 key for the next page so that you can select the correct John Smith. This will help you choose the correct customer account. When you have filled in all the information, you will be prompted for “Any More Changes”. If you put something in incorrectly, press Y for yes, if not, press the enter key to accept the default of N for no, see Figure 5-14.

Inventory Delivery/Pick Up

Old Location: 101 RSSS LOC 101	New Location: 9101 CUSTOMER HOME	Transfer Date: 2/16/10
-----------------------------------	-------------------------------------	------------------------

Serial Numbers:

Acct Nbr: 102405 Customer Name: SMITH
 Address: 123 ABC LANE
 City: ANYTOWN State: TX Zip/PC: 55555
 Phone: (555)555-5555
 Delivery/Pickup Date: 2/16/10
 Delivery/Pickup Notes: HAVE AMANDA SIGN, AND PUT THE DATE AND TIME
 SHE RECEIVES THE ITEM.

Cod: N
 Ticket Number: 130661 Selling Salesman Number: 1
 Selling Store: 101

Any More Changes:

Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm

Figure 5-14 Inventory Delivery/Pick Up Screen

Your cursor will now be at the “Serial Numbers” prompt. See Figure 5-15.

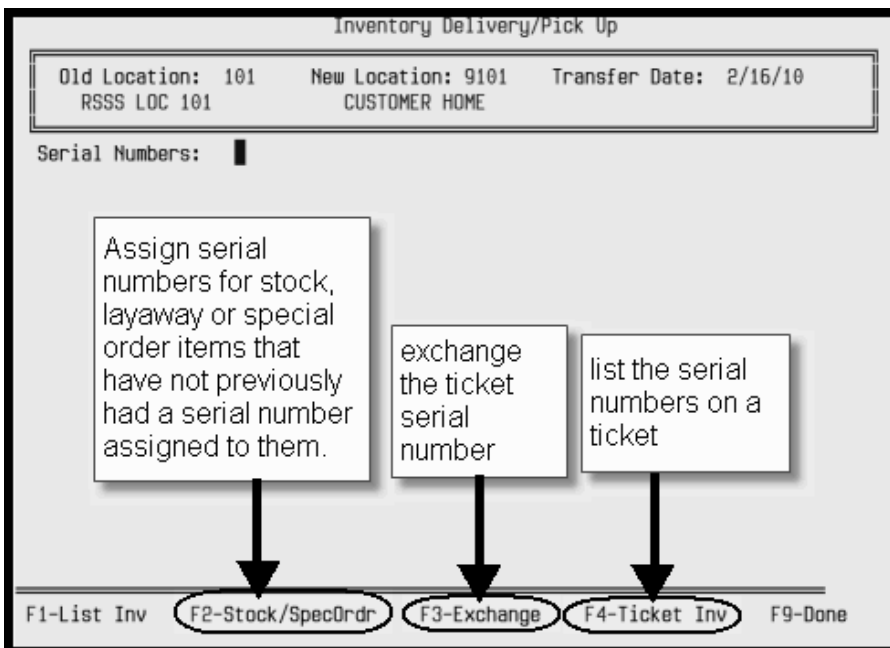


Figure 5-15 Inventory Delivery/Pick Up Screen Function Key Options

At the bottom of the screen is a list of prompts for you to use. Press the **F2-Stock/SpecOrdr** to assign serial numbers, deliver open stock, layaway or special order tickets. Press the F3 key to exchange the ticket serial number (allowed on Retail Sales exchanges only) . Press the F4 key to **list the serial numbers on a ticket**.

Note: You must choose the F2 key to process the transfer and enter each serial number next to seq (sequence) number or press the F3 key to list inventory available for this model number. See Figure 5-16.

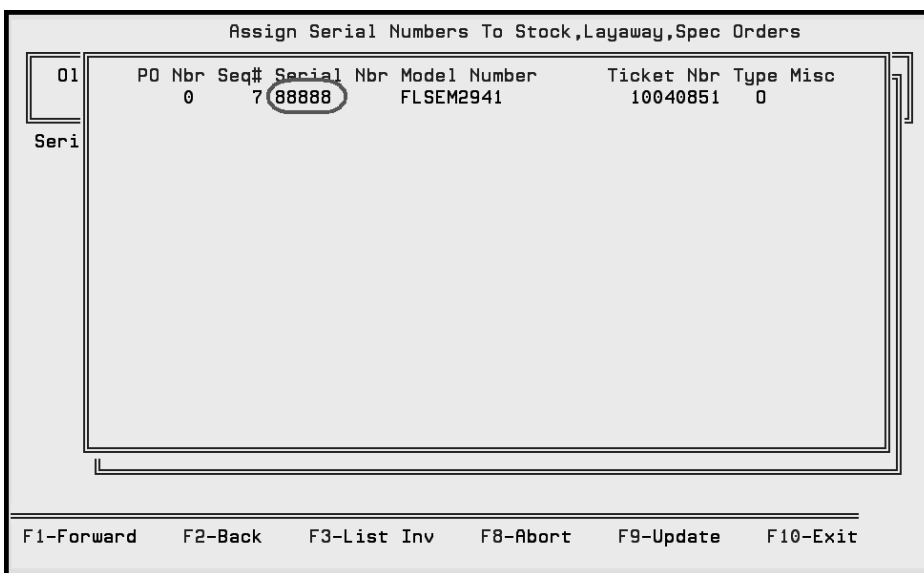


Figure 5-16 Inventory Delivery/Pick Up Screen enter the serial number(s)

The system will display the serial number on the Inventory Delivery/Pick Up screen. Press the enter key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt "Transfer This Item", see Figure 5-17.

Inventory Delivery/Pick Up					
Old Location:	1	New Location:	901	Transfer Date:	11/27/06
RSSS APPLIANCES #1		CUSTOMER HOME LOCATI			
Serial Numbers:	88888	LIVING ROOM	1	0	
Transfer This Item: N					
F1-List Inv	F2-Stock/SpecOrdr	F3-Exchange	F4-Ticket Inv	F9-Done	

Figure 5-17 Inventory Delivery/Pick Up Screen Transfer the Item prompt

Or if you pressed the F3-Exchange key as seen in Figure 5-17 after you selected the correct ticket for the correct customer that you want to exchange the item for, you will get a screen similar to Figure 5-18. Enter the serial number in the box beside the model number. Note: You can only exchange serial numbers with the same model number. If they are making an exchange for a different model number, process a refund in SALE program and re-ring with new item.

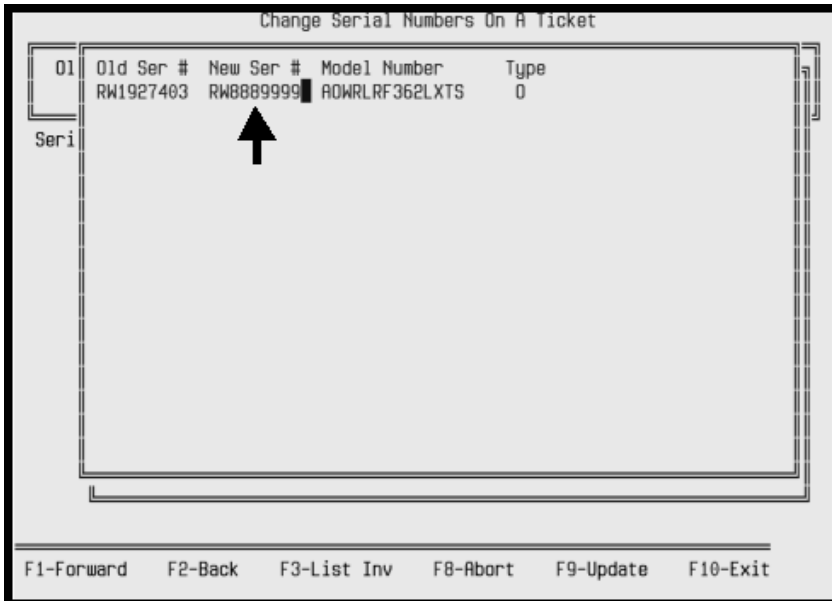


Figure 5-18 Change Serial Numbers On A Ticket Screen

The system will display the serial number on the Inventory Delivery/Pick Up screen. Press the enter key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt "Transfer This Item", see Figure 5-19.

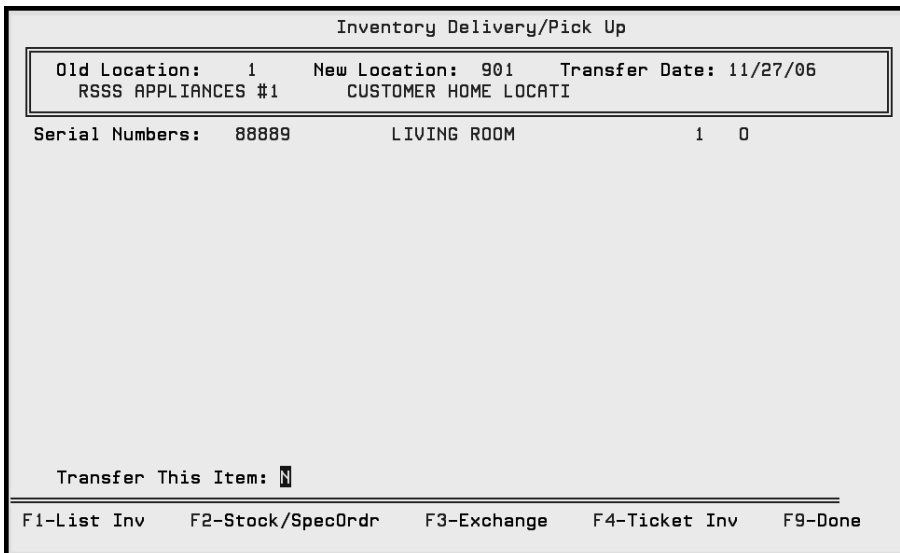


Figure 5-19 Inventory Delivery/Pick Up Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers or press the F9 key when done. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another

receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Account Numbers prompt. Press the F8 key to return to the Serial Numbers prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location. You can continue to press the F8 key to return to each previous menu or press F10 and at the command line enter the next program name you want to go to.

Bar Code Number Transfer (Transfer Type Option 5)

To transfer by bar code number, select "5. Bar Code Number Transfer" from the Transfer Inventory Location screen, see Figure 5-2. The cursor will now be on Old Location. Enter the current location number of the inventory (4 characters, for example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from, see Figure 5-3. The cursor will now be on New Location. Type in the new location number for the inventory, if you don't know the location number, press the enter key and you will see a window showing options you may choose from, see Figure 5-3. Enter the date of transfer or press the enter key for today's date. The screen will then prompt for "Any Changes". If you need to make changes, enter a Y for yes and make your changes.

When the prompt "Any More Changes" is answered with an N for no, your cursor will now be beside "Transfer Notes". You may enter up to two lines of notes for the receiving location. This information will print on the transfer receipt that is printed after the transfer.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the F9 key. You will be prompted for "Any More Changes", see Figure 5-20.

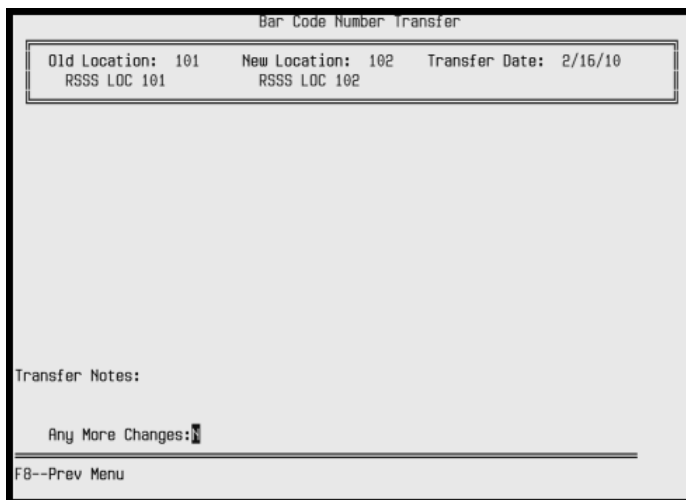
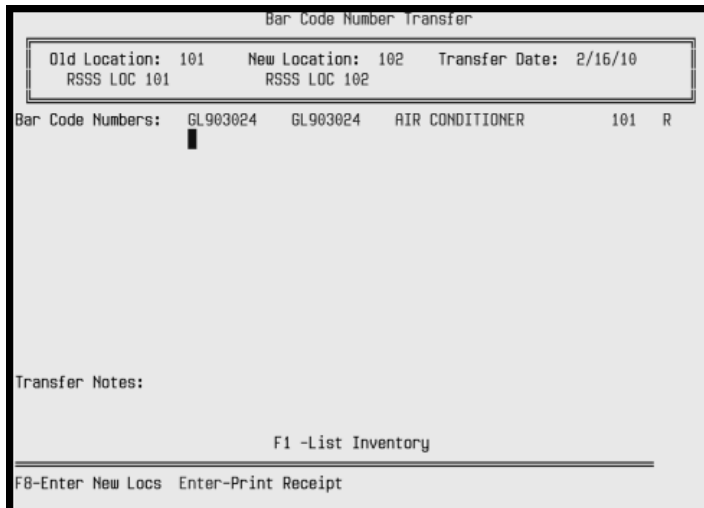


Figure 5-20 Bar Code Number Transfer Screen

If you want to change the notes, enter a Y for yes. If not, press the enter key and your cursor will be beside “Bar Code Numbers”. You may press the F1-List Inventory key and at the “Start Key” type in a few digits of the bar code and press the F5 key for a listing of inventory by bar code. Using your arrow keys, arrow down to the correct piece of inventory and press the enter key. Or using your bar code equipment (i.e. keyboard wedge scanner), scan the bar codes of each item you wish to transfer, see Figure 5-21.



The screenshot shows a terminal window titled "Bar Code Number Transfer". At the top, there is a box containing the following information: "Old Location: 101", "New Location: 102", and "Transfer Date: 2/16/10". Below this box, it says "RSSS LOC 101" and "RSSS LOC 102". The main area of the screen displays "Bar Code Numbers:" followed by a list of items: "GL903024", "GL903024", "AIR CONDITIONER", "101", and "R". A cursor is positioned under the first "GL903024". Below the list, there is a section for "Transfer Notes:" which is currently empty. At the bottom of the screen, there are two lines of text: "F1 -List Inventory" and "F8-Enter New Locs Enter-Print Receipt".

Figure 5-21 Bar Code Number Transfer Screen with bar code numbers

Bar Code Transfer from File (Transfer Type Option 6)

To transfer bar codes from a file, select “6. Bar Code Transfer from File” from the Transfer Inventory Location screen, see Figure 5-2. The cursor will now be on Old Location. Enter the location number where the inventory is coming from (4 characters, for example 0001). If you don't know the location number, press the enter key and you will see a window showing options you may choose from. The cursor will now be on New Location. Type in the new location of the inventory, if you do not know the location number, press the enter key and you will see a window showing options you may choose from. Enter the date of transfer or press the enter key for today's date. The screen will then prompt for “Any Changes”. If you need to make changes, do so. If not, press the enter key. Your cursor will now be beside “Compare Scan to:” You will type in either “B” for barcode or “S” for serial number or “U” for upload, or “I” to input the file depending on what you want the scan compared to for the bar code number transfers you are doing. See Figure 5-22.

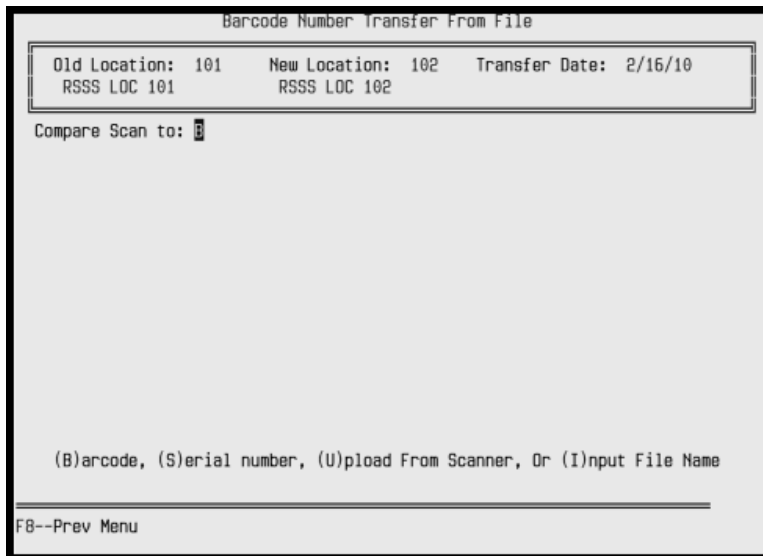


Figure 5-22 Bar Code Number Transfer from File Screen

Compare Scan to Barcode (B)

Enter “B” and press the enter key, you will then be prompt “Any Changes: N”. If you have no more changes to this screen, press the enter key. If you need to correct something on this screen, type Y for yes, make your changes. When the “Any Changes: N” prompt displays and you accept the default of N for no, your screen will change to resemble the screen in Figure 5-23. Enter all the bar code numbers you need to and then press F8 when all bar code numbers have been entered to complete out the transaction and print the receipt.

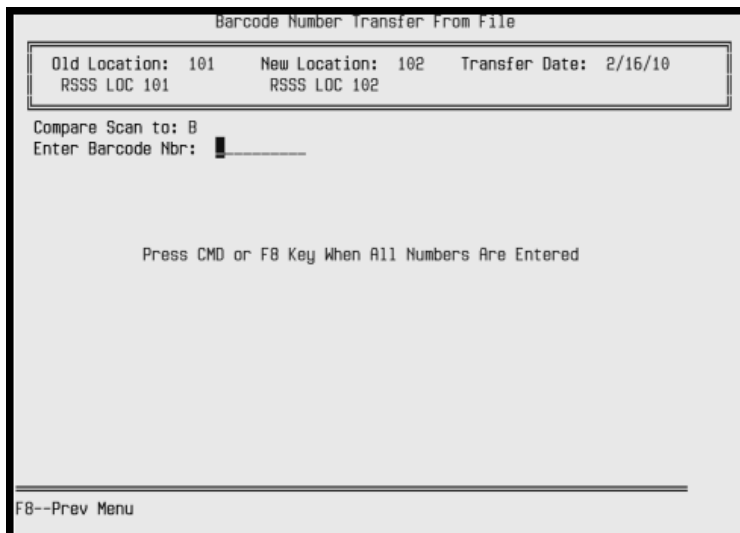


Figure 5-23 Bar Code Number Transfer from File Screen Option B

Compare Scan to Serial Number (S)

Enter an “S” and press the enter key, ou will then be prompt “Any Changes: N”. If you have no more changes to this screen, press the enter key. If you need to

correct something on this screen, type Y for yes, make your changes. When the “Any Changes: N” prompt displays and you press the enter key to accept the default of N for no, your screen will change to resemble the screen in Figure 5-24.

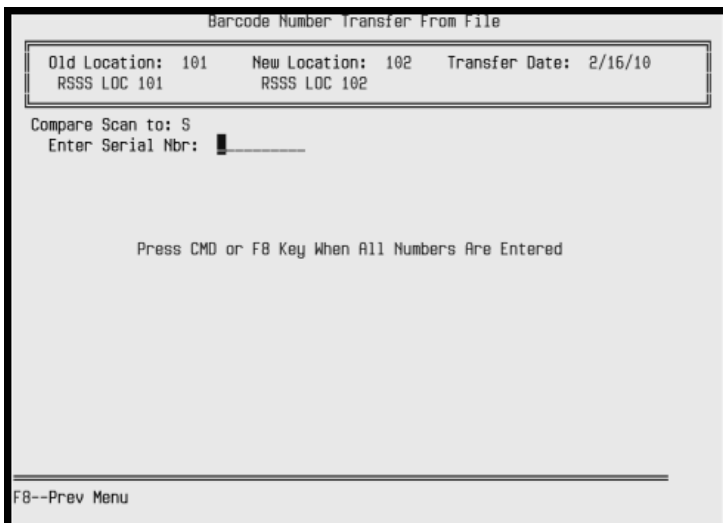


Figure 5-24 Bar Code Number Transfer from File Screen Option S

Compare Scan to Upload from the Barcode Scanner (U)

Enter a “U” and press the enter key, your cursor will stop at Input File Name. Since you are selecting “compare scan to upload, press the enter key through this Input File Name field. You will then be prompted “Any Changes: N”. If you are ready to perform the upload and transfer the inventory press enter and accept the default of N for no. Your screen will change to resemble the screen in Figure 5-25. The upload will complete and the inventory will be transferred.

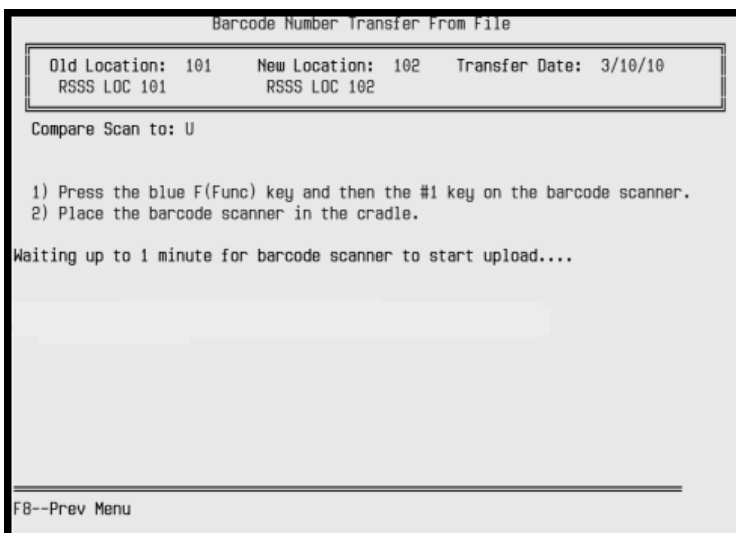
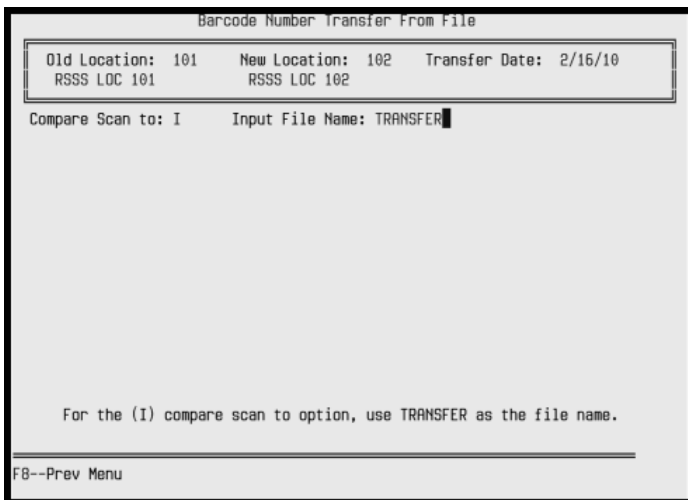


Figure 5-25 Bar Code Number Transfer from File Screen Option U

Compare Scan to Input File Transfer (I)

Enter an "I" and press the enter key, your cursor will stop at Input File Name since you are selecting "compare scan to input file". Enter the input file "TRANSFER" that was created previously in the upload process. It is recommended that you are logged in with the same login that was used to 'upload' the file. See Figure 5-26.



Old Location:	New Location:	Transfer Date:
101 RSSS LOC 101	102 RSSS LOC 102	2/16/10

Compare Scan to: I Input File Name: TRANSFER

For the (I) compare scan to option, use TRANSFER as the file name.

FB--Prev Menu

Figure 5-26 Bar Code Number Transfer from File Screen Option I loading transfers

You will then be prompted "Any Changes: N". If you are ready to transfer the inventory press enter and accept the default of N for no. The inventory will be transferred. When it is complete, receipts will print.

Service Transfer

Enter transfer type "7: Item To/From Service", enter the current location in the Old Location prompt. Enter the new location in the New Location prompt, if you do not know the location number enter and a selection window will appear. Enter thru transfer date and your screen will resemble Figure 5-27.

```

Inventory Service Transfer
-----
Old Location: 9101   New Location: 6101   Transfer Date: 2/18/10
CUSTOMER HOME      SERVICE
-----
Serial Numbers:

Service Notes: █

Ticket Nbr To Service:    0
Ticket Nbr From Service:  0

Acct Nbr:                 Customer Name:
Address:
  City:                   State: TX Zip/PC:
  Phone:
  Store: 101
-----
Arrow Keys-Positioning Return-Next Field F8-Backout Cmd-Exit Pgm
  
```

Figure 5-27 Inventory Service Transfer Screen from Customer To Service

Enter in any service notes for this item. If you are transferring from a customer or store to service location and have a service ticket number, enter it beside "Ticket Nbr To Service". If you are transferring from Service location back to customer or store location and have a service ticket number, enter it beside "Ticket Nbr From Service:".

If this item is being sent to service from a customer, enter to "Customer Name:" and enter the customer's last name; a customer listing will appear; select the correct customer. Their information will populate the following fields. You may edit the address fields by moving your cursor to the field. If you have no changes to this screen, press the F9 key and press the enter key to accept the default of "N" for no more changes. Your cursor will now be at the serial number prompt; enter in the serial number and complete the transfer.

Note: When you transfer the items from service you will get the prompt "Service Amt This Item:" As shown in figure 5-28. Enter your service cost here and this information will be added to the 3rd page on Inventory Maintenance (INVMNT) for this piece. Some inventory reports will factor this amount in for a more accurate return on investment.

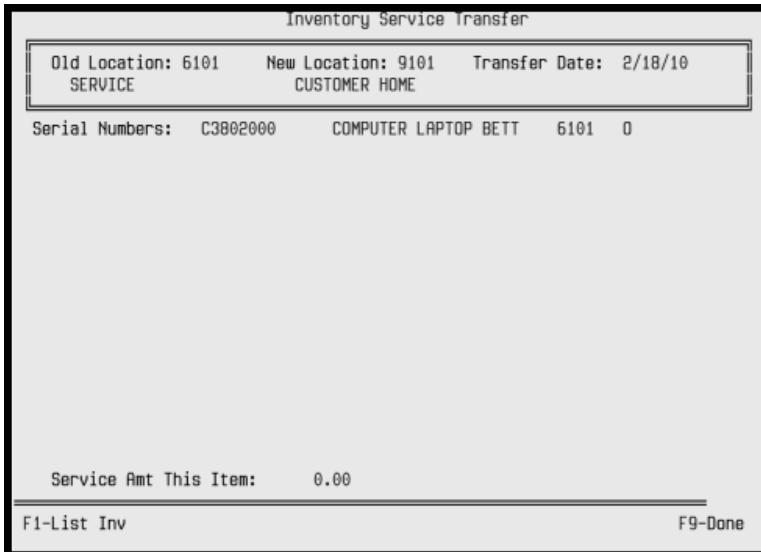


Figure 5-28 Inventory Service Transfer Screen from Service to Customer

Miscellaneous Inventory Location Transfers - MISCTRAN

This program is used to transfer miscellaneous (non-serialized) inventory from one location to another.

To get into the program, you need to be at the command line and type "MISCTRAN" or you can access it through the Inventory Menu under Accessory Inventory Transfer if your company handles accessory inventory. You will be prompted for the printer or file pathname. Press enter to accept the default printer or type in the proper printer number or pathname. You will now be prompted for "Separate Locations". Press enter and accept the default of N for no. You will see a screen similar to Figure 5-29.

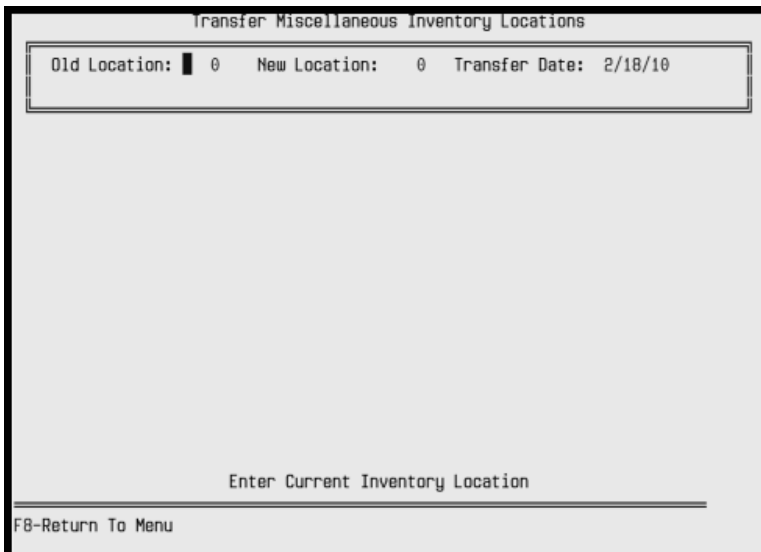


Figure 5-29 Transfer Miscellaneous Inventory Locations Screen

Your cursor will be at the prompt "Old Location". Enter the location the inventory is at right now (this should be four characters such as location 1 would be entered 0001). Your cursor will now be at the prompt "New Location". Enter the location you want to transfer the inventory to (also using four characters). Your cursor will now be at the prompt "Transfer Date". Press the enter key to accept the default of the current date.

You will now see the prompt "Any More Changes". If you need to change something, enter Y and you will be returned to the prompt "Old Location". Using your enter key, go from prompt to prompt making any necessary changes. When you can answer the prompt "Any More Changes" with an N for no, you will have an opportunity to enter two lines of transfer notes. See Figure 5-30.

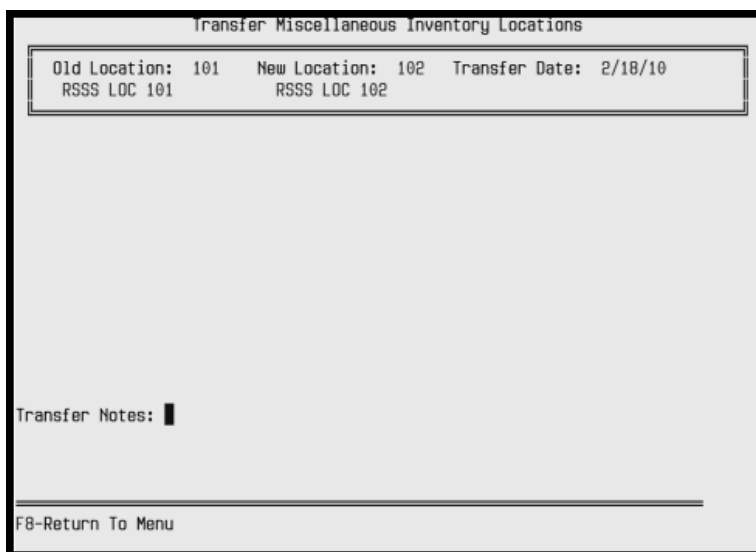


Figure 5-30 Transfer Miscellaneous Inventory Locations Screen

You may enter up to two lines of notes for the receiving location. This information will print on the transfer receipt that is printed after the transfer transaction is complete.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the F9 key. You will be prompted for "Any More Changes". If you want to change your notes, enter a Y for yes. If not, press the enter key. Your cursor will now be at the "Model Number" prompt. You will see three new prompts: "Model Number", "Quantity" and "Description".

Type in the model number or scan the UPC code of the miscellaneous inventory you wish to transfer and press the enter key. The Description field will be filled in automatically. You will now be prompted for the quantity. Enter the numerical amount of this model number you want transferred and press the enter key. You will be prompted to "Transfer this Item", see Figure 5-31.

Transfer Miscellaneous Inventory Locations

Old Location: 101 RSSS LOC 101	New Location: 102 RSSS LOC 102	Transfer Date: 2/18/10
-----------------------------------	-----------------------------------	------------------------

Model Number	Quantity	Description
EOJVCCU-VD3U	2	ELECTRONICS OTHER

Transfer Notes:

Transfer This Item:

F3-List Model #s
F8-Back Out
F10-Exit

Figure 5-31 Transfer Miscellaneous Inventory Locations Screen with data

Type in a Y for yes to transfer the item(s). The cursor will move under the model number you just transferred. Type in another model number, if you have more miscellaneous inventory that needs to be transferred.

When you have entered all miscellaneous inventory transfers from this particular location to the new location, press the F9 key. A receipt will be printed to the printer specified earlier.

If you need to transfer more miscellaneous inventory to this location, enter the next model number you want to transfer. If you have no more transfers for this location, press the F8 key.