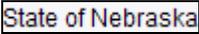
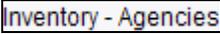
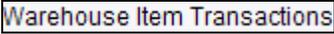


Transferring Items Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory - Agencies link. 
4.	Click the Warehouse Item Transactions link. 
5.	Click the Transfers (IT) link. 
6.	Click the Add button. 
7.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Transferring Items To The Same Branch/Plant Go to step 8 on page 1 Transferring Items To A Different Branch/Plant Go to step 30 on page 2
8.	The Transaction Date will default to the current date.
9.	The G/L Date will default to the current date.
10.	Click in the Explanation field. 
11.	Enter a description into the Explanation field.
12.	Click in the From Branch/Plant field. 
13.	Enter the correct Branch/Plant number into the From Branch/Plant field.
14.	Click in the To Branch/Plant field. 
15.	Enter the same number as the From Branch/Plant field into the To Branch/Plant field.
16.	Click in the Item Number field. 
17.	Enter the item number into the Item Number field.
18.	Click in the Quantity field. 

Step	Action
19.	Enter the amount to be transferred into the Quantity field.
20.	Click in the From Location field. <input type="text"/>
21.	Enter the location number you are transferring from into the From Location field.
22.	Click in the To Location field. <input type="text"/>
23.	Enter the location you are transferring to into the To Location field.
24.	Use the down arrow on the keyboard to move to the next row on the grid if you want to move items to multiple locations. Repeat as needed.
25.	Click the OK button. 
26.	Record the Prev Document number and Document Type if desired for future use.
27.	Click the Cancel button. 
28.	Click the Close button. 
29.	You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
30.	The Transaction Date will default to the current date.
31.	The G/L Date will default to the current date.
32.	Click in the Explanation field. <input type="text"/>
33.	Enter a description into the Explanation field.
34.	Click in the From Branch/Plant field. <input type="text"/>
35.	Enter the correct Branch/Plant number into the From Branch/Plant field.
36.	Click in the To Branch/Plant field. <input type="text"/>
37.	Enter a different Branch/Plant number into the To Branch/Plant field.
38.	Click in the Item Number field. <input type="text"/>
39.	Enter the item number into the Item Number field.
40.	Click in the Quantity field. <input type="text"/>
41.	Enter the amount to be transferred into the Quantity field.

Step	Action
42.	Click in the From Location field. <input data-bbox="354 302 607 344" type="text"/>
43.	Enter the location number you are transferring from into the From Location field.
44.	Click in the To Location field. <input data-bbox="354 443 607 485" type="text"/>
45.	Enter the location you are transferring to into the To Location field.
46.	Use the down arrow on the keyboard to move to the next row on the grid if you want to move items to multiple locations. Repeat as needed.
47.	Click the OK button. 
48.	Record the Prev Document number and Document Type if desired for future use.
49.	Click the Cancel button. 
50.	Click the Close button. 
51.	You have successfully completed this lesson. End of Procedure.