



## Transfer Order Overview

### **Purpose of this document**

Transfer Orders are utilized to facilitate transfers between Locations (warehouses). The Transfer Order contains information about the transfer-from and transfer-to Locations and the dates connected to the shipping and receiving of the transfer order.

*Ceres Object release 5.00.00 is required for the functionality described in this document.*

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## Overview

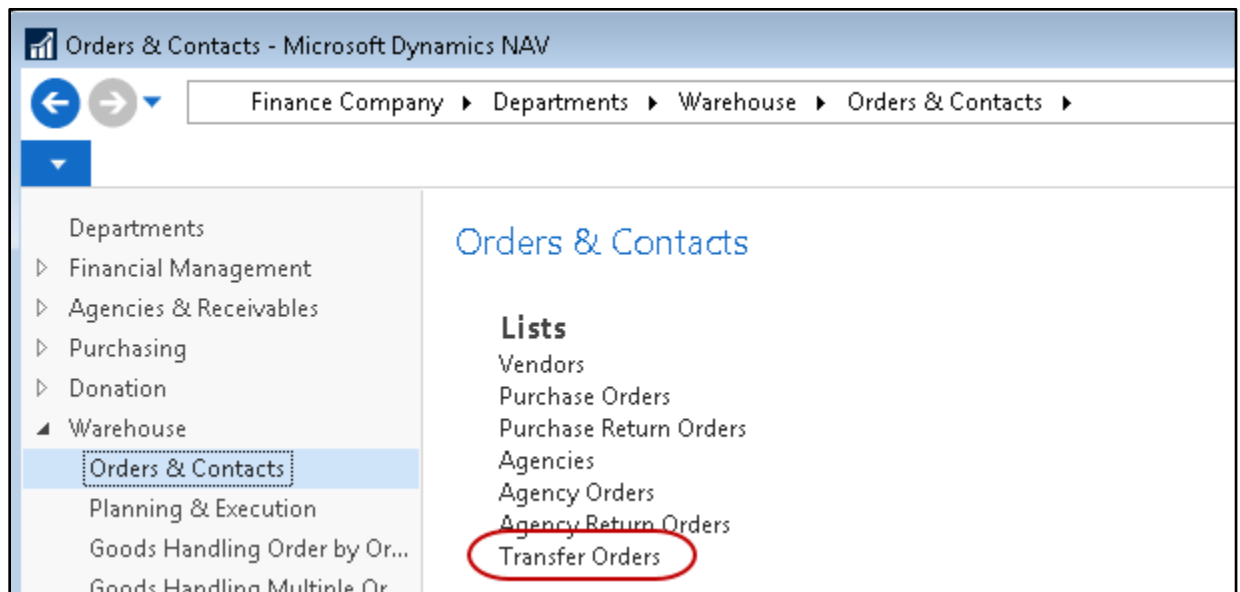
A transfer order is similar to an Agency Order and Donation Order, except that it records a shipment and receipt between two warehouse locations of the food bank operation, instead of between external entities and the food bank. Your selected Ship Option and Receiving Option will control the Transfer Order process, just like it does for the other Order types. The Inventory Workflow Procedure outlines these options and their related processes.

Transfer orders can also be facilitated with the ADCS handheld units, which is described in that procedure document.

Location to Location transfers can also be executed with the Inventory Reclass Journal, if a full transfer order record is not needed.

## Accessing Transfer Orders

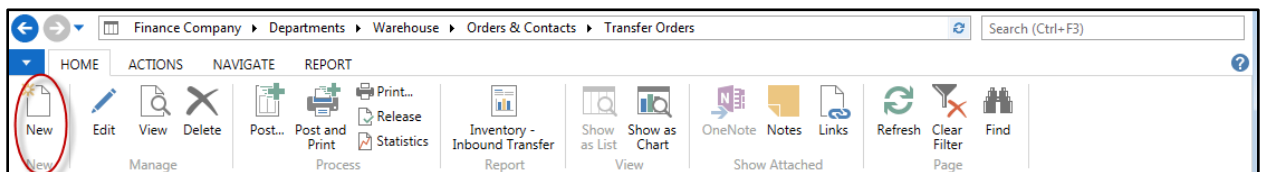
1. Transfer Orders can be accessed from Departments → Warehouse → Orders & Contacts → Lists → Transfer Orders.



2. You will see a listing of the Transfer Orders that exist within Ceres.

Transfer Orders ▾					
No.	Transfer-f... Code	Transfer-to Code	In-Transit Code	Status	Assigned User ID
TRO-0021	HOU	KAN	INTRANSIT	Released	
TRO-0024	KAN	HOU	INTRANSIT	Released	JAKE
TRO-0028	KAN	HOU	INTRANSIT	Released	
TRO-0029	KAN	TOP	INTRANSIT	Open	
TRO-0030	KAN	TOP	INTRANSIT	Released	

- Once a Transfer Order is selected, Click Actions → View to view the details of that Transfer Order.
- To edit the Transfer Order, Click Home → Edit.
- Click Actions → New or the New Icon to create a new Transfer Order.



- Fill in the fields on the Transfer Order as needed.

### TRO-0031

General

Transfer-from Code:

Posting Date:

3/13/2020

Transfer-to Code:

Status:

Open

In-Transit Code:

Show more fields

**No.:** Press the Enter key to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date by using the Work Date.

**Note:** If the No. field is not present the numbering system for transfer orders is set to default numbers and manual transfer order numbers are not available.

**Transfer-from Code:** In the Transfer-from Code, enter the Location you are transferring from or use the edit assist to select it from a list of Locations. When you enter or select the Transfer-from Location, Ceres automatically fills in the name and address fields on the Transfer-from FastTab. The Locations that are available are limited to the values in the edit assist list.

**Transfer-to Code:** In the Transfer-to Code, enter the Location you want to transfer to or use the edit assist to select it from a list of Locations. When you enter or select the Transfer-to Location, Ceres automatically fills in the name and address fields on the Transfer-to FastTab. The Locations that are available are limited to the values in the edit assist list.

**In-Transit Code:** In the In-Transit Code field, enter the Location that has been specified as an in-transit location or use the edit assist to select the value from a list. The locations listed are limited to those in the edit assist list.

**Posting Date:** Enter the date of the transfer order. This can be changed between shipment and receiving of the transfer order, allowing the user to process the shipment on one day and posting the subsequent receipt at a later date.

**Status:** This field reflects the current status of the transfer order.

**Open** - The order is open and you are allowed to make changes to the transfer order, add lines, change quantities, or delete lines. Certain types of changes are only allowed if the transfer order has not been shipped already. Changes to lines that have been shipped already are not allowed. Orders in a planning stage and not ready for warehouse processing may be left in an open status until such time as the required information has been entered.

**Released** - Orders are typically released when all of the pertinent information has been entered and the order is ready for warehouse processing.

**Assigned User ID:** In the Assigned to User ID field you can enter, or use the edit assist to select the User ID from a list, the User ID of the employee who is responsible for this transfer order.

## Transfer Order Lines

Transfer Order lines is where you specify which items you would like to transfer, along with where to transfer it to, the quantity, and costing information.

Lines

Functions

Line

Find

Filter

Clear Filter


Item No.	Description	Pallet No.	Lot No.	Transfer-fr... Bin Code	Transfer-To Bin Code	Quantity	Unit of Measur...	Unit of Measure	Unit Gross Weight	Ext. Gross Weight	Qty. to
									0.00	0.00	

**Item No.:** In the Item No. field enter the Item Number you are transferring from or use the edit assist to select it from a list of Item Numbers. When you enter or select the Item Number, Ceres automatically fills in Description field. The Item Numbers that are available are limited to the values in the edit assist list.

**Pallet No.:** In the Pallet No. field enter the Pallet Number you are transferring from or use the edit assist to select it from a list of Pallet Numbers. When you enter or select the Pallet Number, Ceres automatically fills in the following information from the Pallet record: Lot No., Transfer-from Bin Code, Quantity, Unit of Measure, Unit Gross Weight, Ext. Gross Weight, and Qty. to Ship. The Pallet Numbers that are available are limited to the values in the edit assist list and are determined by the combination of the header Transfer-From Location Code and the Item No. fields.


**Transfer-To Bin Code:** In the Transfer-To Bin Code field enter the Bin Code you are transferring the Items to or use the edit assist to select it from a list of Bin Codes. The Bin Codes that are available are limited to the values in the edit assist list and are determined by the header Transfer-To Location Code.

**Note:** The “Qty. to Receive” may be specified as either zero or equal to the Quantity for the Transfer Line (for palletized Items). In usage, Ceres will allow for the “Qty. to Receive” to be changed from its original (initialized) value to zero and from zero to the same value specified in the Quantity field (for palletized Items). If a user attempts to change the “Qty. to Receive” to any other value other than to two described here (for palletized Items), an error message as shown below will be presented.

 Qty. to Receive must be either zero or equal to Quantity for palletized items.

Ceres will allow for the specification of a “Qty. to Receive” value when that value is either zero or is equal to or less than the Quantity for the Transfer Line for non-palletized Items.

**Note:** The “Qty. to Ship” may be specified as either zero or equal to the Quantity on the Transfer Order line (for palletized Items only). If this is not the case, an error message as shown below will be presented.

 Qty. to Ship must be either zero or equal to Quantity for palletized items.

Ceres will allow for the specification of a “Qty. to Ship” value when that value is either zero or is equal to or less than the Quantity for the Transfer Line for non-palletized Items.

## Transfer-from and Transfer-to

The fields are updated as follows:

**Name and Address fields:** Will fill in automatically based on the input of the Transfer-from Code and the Transfer-to Code fields on the General FastTab.

**Roadnet fields:** Will fill in automatically based on the Roadnet setup.

**Pallet Count:** Manual input based on the number of pallets that will be shipped.

**Special Instructions:** Will fill in automatically based on the Roadnet and other setup but can be overridden.

Transfer-from	
Transfer-from Name:	Kansas City Warehouse
Transfer-from Name 2:	
Transfer-from Address:	3801 Topping Avenue
Transfer-from Address 2:	Suite 1461
Transfer-from City:	Kansas City
Transfer-from State:	MO
Transfer-from ZIP Code:	64127
Transfer-from Contact:	David

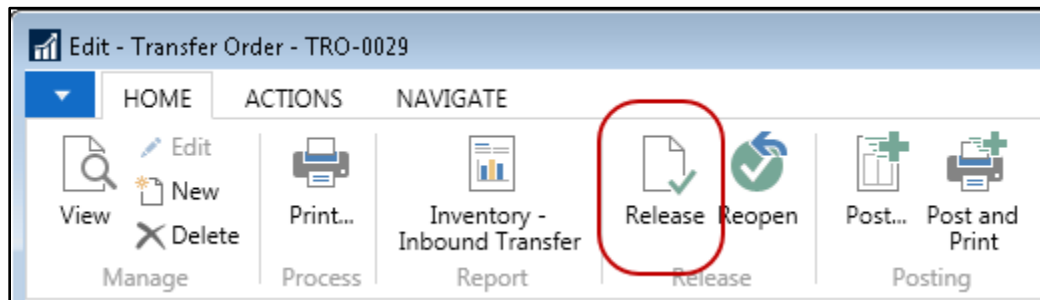
^ Show fewer fields

Transfer-to	
Transfer-to Name:	Topeka Warehouse
Inbound Whse. Handling Time:	
Roadnet Location Type:	
Roadnet Exported:	<input type="checkbox"/>
Frozen Pallet Count:	0
Ref Pallet Count:	0
Dry Pallet Count:	0
Special Instructions:	

^ Show more fields

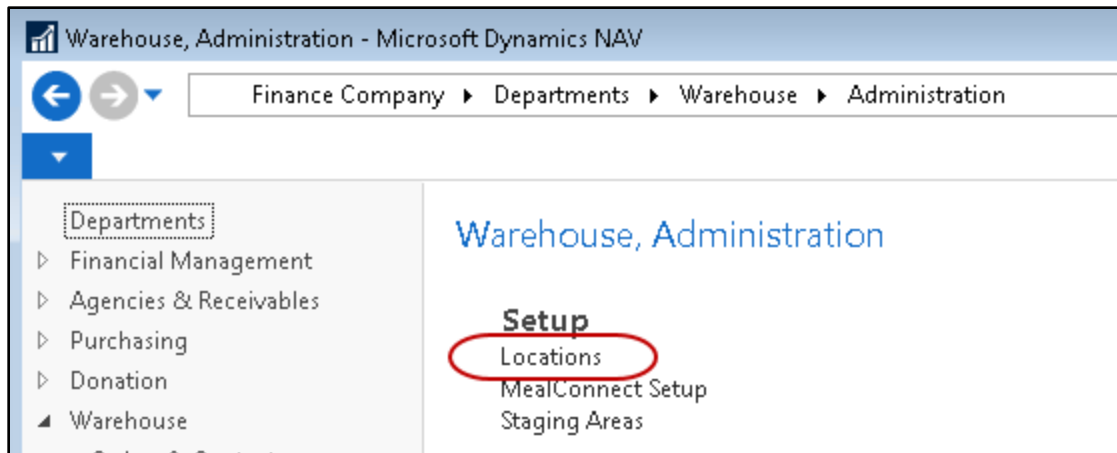
## Releasing the Transfer Order

When the entry is complete and the Transfer Order is ready to be processed, click Home → Release. This locks the page from users being able to enter more items or change quantities. The Transfer Order can be reopened by clicking Home → Reopen.

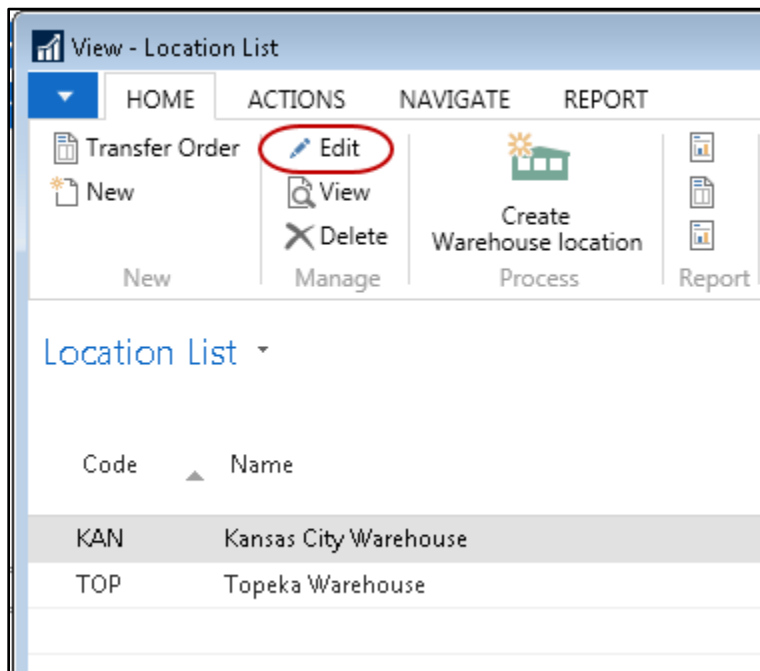


## Posting the Transfer Orders

1. The process of posting transfer orders will depend on the setup of the locations involved in the transfer. Locations within an organization may have different shipping & receiving options. For each location you will need to view the setup of the Warehouse FastTab and compare this to the chart to determine the option used for the location. To access the Location Card, select Departments → Warehouse → Administration → Setup → Locations.



2. Right-click on the desired location and click Home → Edit to open the location page.



3. Open the Warehouse FastTab and note the setting for the following four fields,
  - i. Require Receive
  - ii. Require Shipment
  - iii. Require Put-away
  - iv. Require Pick



Using the chart below determine the Shipment Option and Receive Option for the location.

Shipment Option	Require Pick	Require Shipment	Receive Option	Require Put-away	Require Receipt
Option 1			Option 1		
Option 2	X		Option 2	X	
Option 3		X	Option 3		X

- Now that you have determined the correct shipment and receive option, locate the correct instructions below for posting transfer orders.

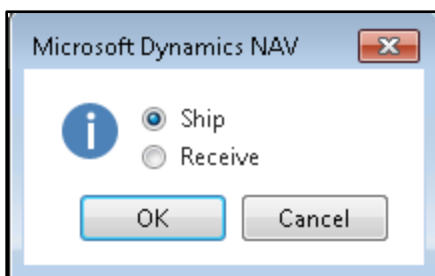
**Note:** There is no requirement that the shipment and receive options be the same for a particular location, is possible to be using Shipment Option 2 with Receive Option 1 or any combination of the three options. Also note that different locations within the same organization can be setup differently. It's common to use very basic warehouse options with 3<sup>rd</sup> party outside storage locations even though more complicated options have been chosen for internal locations.

**Note:** The advanced warehouse functions shown in this document are the basic steps needed to complete the transfer of orders using these warehouse options (Ship/ Receive Options). More complete documentation is available explaining all of the feature and functionality of warehouse shipments, warehouse receipts, inventory picks and inventory put-aways. Please refer to that documentation for a more detailed explanation of those processes.

## Posting the Transfer Orders (Shipment – Ship Option 1)

When the Items are ready to be moved from the Transfer-from Location to the In-transit Location, using the Posting function with the Ship option will create a Posted Transfer Shipment.

- To post with the Ship option, click Home → Post. Select the Ship option and then click OK.

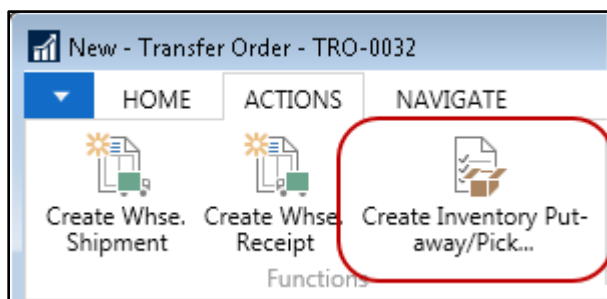


- After posting, the Item(s) will be transferred to the “In-transit Location”, the Quantity Shipped field on the Transfer Order Line will be updated, and the Qty. To Receive field on the Transfer Order Line will be defaulted to the Quantity Shipped.

Lines											
Functions   Line   Find   Filter   Clear Filter											
Lot No.	Transfer-fr... Bin Code	Transfer-To Bin Code	Quantity	Unit of Measur...	Unit of Measure	Unit Gross Weight	Ext. Gross Weight	Qty. to Ship	Quantity Shipped	Qty. to Receive	Quantity Received
LOT-04275	01-101-A		50	CASE	Case	11.00	550.00		50	50	

## Posting the Transfer Orders (Shipment – Ship Option 2)

1. When the Items are ready to be moved from the Transfer-from Location to the In-transit Location, we must create a pick document to post the shipment of the goods. It is from this document that we will actually post the shipment of the goods to the In-transit location. To create the inventory pick document, choose, Actions → Create Inventory Put-away / Pick.



2. Next, make sure the “Create Invt. Pick” box is checked as shown below and then click OK.

Edit - Create Invt. Put-away/Pick/Movement

ACTIONS Ceres 5.0 Testing ?

Clear Filter Page

Saved Settings

Name: Last used options and filters

Options

Create Invt. Put-Away: ☐

Create Invt. Pick: ☒

Create Invt. Movement: ☐

Print Document: ☒

Print as Single Document: ☐

Print Agency Pallet Tag: ☐

Show Error: ☐

Sort by Appointment Time: ☐

Pick Creation Sort Order:

Warehouse Request

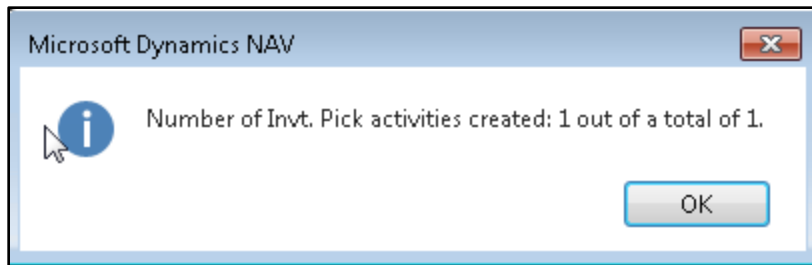
Show results:

Where Source No. is TRO-0032

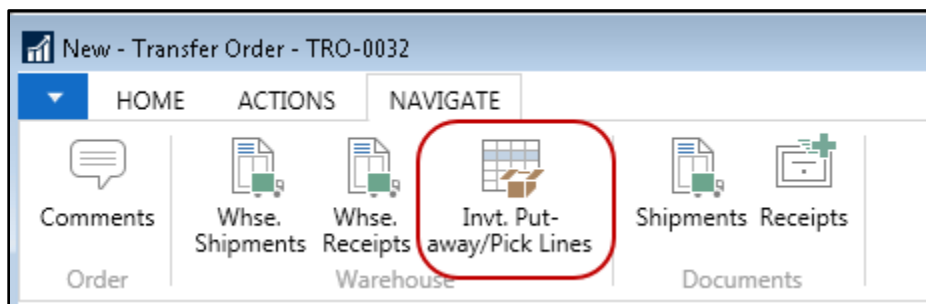
And Source Document is Inbound Transfer; Outbound Transfer

OK Cancel

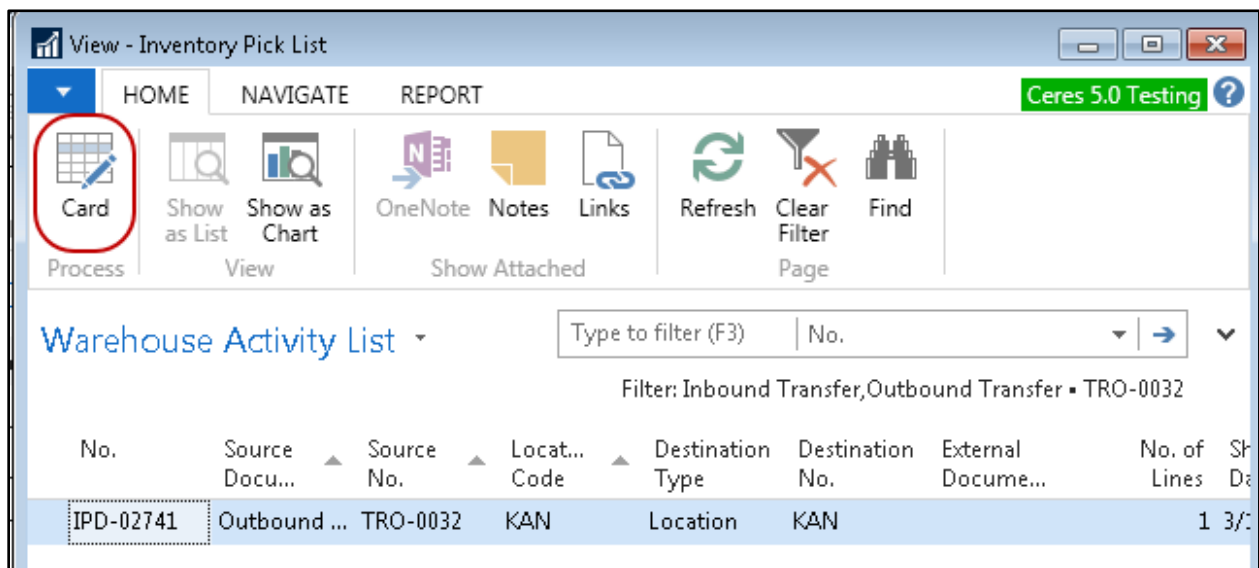
3. Ceres should respond with a message confirming the creation of the pick document similar to this message. Press the OK button to acknowledge the message and continue.



4. Next, we need to go to the created inventory pick document to complete the transfer of goods to the in-transit location. To accomplish this, click Navigate → Invt. Put-away/Pick Lines from the transfer order.



5. To access the Inventory Pick Card, click Home → Card from the Warehouse Activity List.



**Edit - Inventory Pick - Invt. Pick - IPD-02741**

HOME ACTIONS NAVIGATE REPORT

View New Delete Manage Post... Post and Print... Get Source Document... Agency Top Off Worksheet Print... E-mail Shipping Tag (11 x 8.5) Shipping Tag (6 x 4) OneNote Notes Links Refresh Clear Filter Go to

**Invt. Pick - IPD-02741**

**General**

No.: IPD-02741 Posting Date: 3/13/2020

Location Code: KAN Shipment Date: 3/13/2020

Source Document: Outbound Transfer

Source No.: TRO-0032

Location Code: KAN

Location Name: Kansas City Warehouse

Shopper:

Shopper Name:

Shopper Email:

Order Handling Group Code:

Order Routing Group Code:

No. of VOX Errors:

Default Staging Area:

Staging Areas:

External Document No.:

External Document No.2:

Assigned User ID:

Picked By:

Shipment Method Code:

Appointment Time:

Pallet Count: 0

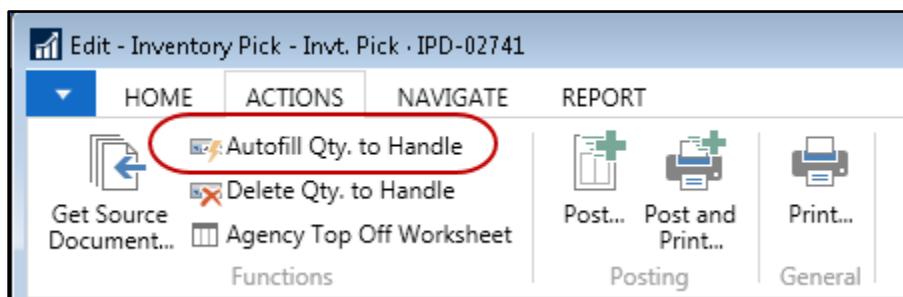
Start Date:

Start Time:

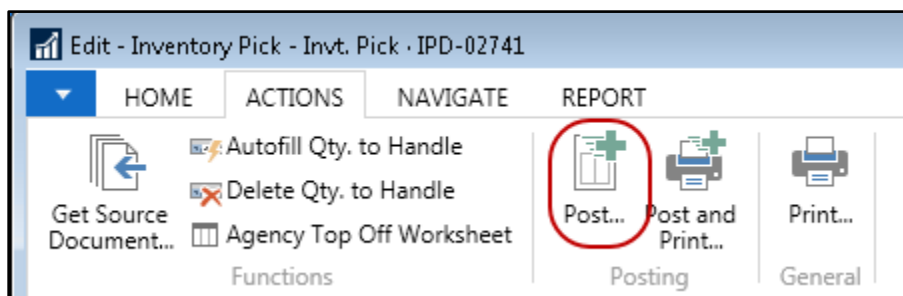
End Date:

End Time:

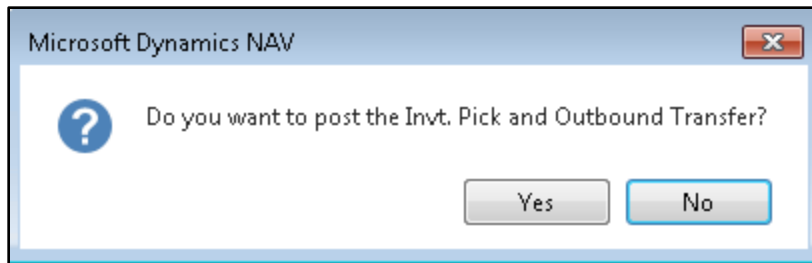
- You must now fill in the quantities handled by the warehouse. Normally this would be the full amount of the transfer. You may use the function “Autofill Qty. to Handle” to expedite the process by clicking Home → Autofill Qty. to Handle as shown here.



- You may now post the inventory pick which will move the goods from the “Transfer-from” location to the “In-Transit” location by clicking Actions → Post from the Inventory Pick Card.



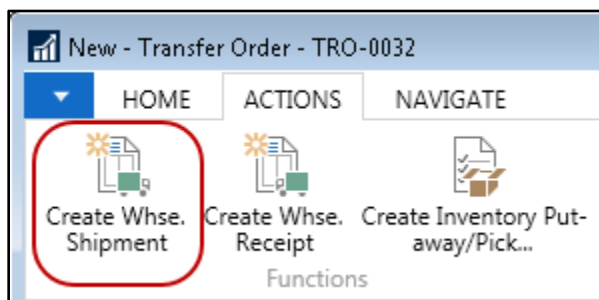
- Confirm that you want to post the Inventory pick by clicking yes to the confirmation dialog presented:



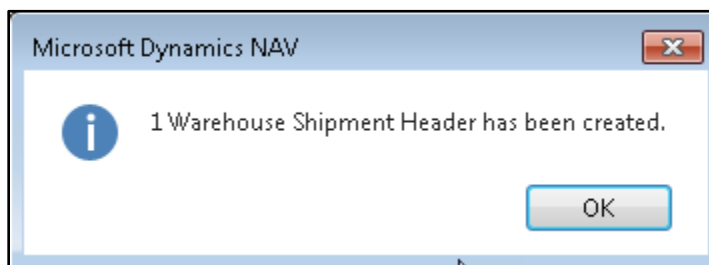
9. The inventory is now moved into the “In-Transit” location.

### Posting the Transfer Orders (Shipment – Ship Option 3)

1. When the Items are ready to be moved from the Transfer-from Location to the In-transit Location, we must create a warehouse shipment document to post the shipment of the goods. It is from this document that we will actually post the shipment of the goods to the In-transit location. To create the warehouse shipment document, click, Actions → Create Whse. Shipment.



2. Ceres will respond with a message confirming the creation of the warehouse shipment document similar to this message. Press the OK button to acknowledge the message and continue.



3. Next, the created Warehouse Shipment document will be displayed where you can complete the transfer of goods to the in-transit location.

Edit - Warehouse Shipment - WSHIP-00065

HOME ACTIONS NAVIGATE

View Edit New Delete Manage

Autofill Qty. to Ship Post Shipment... Post and Print... Release Use Filters to Get Src. Docs... Create Pick... Print... Get Source Documents... OneNote Notes Links Show Attached

Refresh Clear Filter Previous Next Go to Page

WSHIP-00065

General

No.: WSHIP-00065 ... Posting Date: 3/13/2020

Location Code: KAN Assigned User ID:

Zone Code: Assignment Date:

Bin Code: Assignment Time:

Document Status: Sorting Method:

Status: Open

Item Details - Wareh...

Item No.: 10799P

Identifier Code:

Base Unit of Meas... CASE

Put-away Unit of ... CASE

Purch. Unit of Me... CASE

Item Tracking Co...

Special Equipmen...

Last Phys. Invt. D...

Net Weight: 0.00

Warehouse Class ...

Lines

Line Find Filter Clear Filter

Source Document	Source No.	Item No.	Description	Location Code	Zone Code	Bin Code
Outbound T...	TRO-0032	10799P	Cereal - Cheerios	KAN	DRY	01-100-A

Shipping 3/13/2020

OK

- To accomplish this, adjust the quantity to ship on each line if necessary to record the actual quantity shipped, it should default to the quantity on the transfer order. Click Actions → Post Shipment to post the shipment.

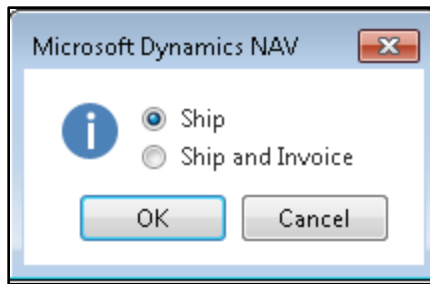
Edit - Warehouse Shipment - WSHIP-00065

HOME ACTIONS NAVIGATE

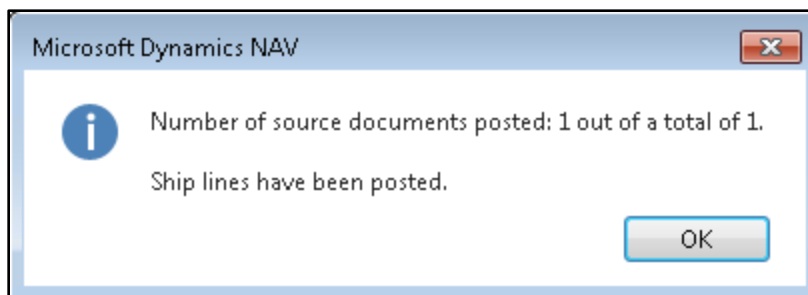
View Edit New Delete Manage

Autofill Qty. to Ship **Post Shipment...** Post and Print... Release

- Next, confirm that you wish to ship the transfer order, by selecting the Ship option and then click OK to process the warehouse shipment.



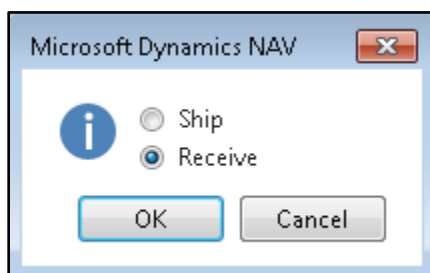
6. This will complete the transfer of the order to the in-transit location. Ceres will respond with a confirmation dialog box. You can choose OK to acknowledge this message.



## Posting the Transfer Order (Receipt – Receive Option 1)

When the Items are ready to be moved from the In-transit Location to the Transfer-to Location, using the Posting function with the Receive option will create a Posted Transfer Receipt from the Transfer Order. Prior to posting you will need to assign a Transfer-to Bin on the lines.

1. To post with the Receive option, click Home → Post and then click OK.



**Note:** If the Transfer Order has already been posted with the Ship option, the Receive option will be automatically selected.

2. After posting, the Transfer Order will be deleted.
3. Once a Transfer Order has been fully posted, Historical Data can be obtained at:

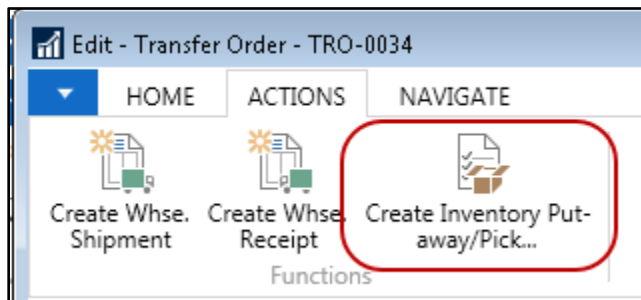


- i. Warehouse → Archive → Posted Transfer Shipments
- ii. Warehouse → Archive → Posted Transfer Receipts

## Posting the Transfer Order (Receipt – Receive Option 2)

When the Items are ready to be moved from the In-transit Location to the Transfer-to Location, we must use the inventory put-away document to accomplish this when using Receive Option 2 locations. It is from this document that we will actually post the receipt of the goods to the “Transfer-to” location.

1. To create the inventory put-away document, click Actions → Create Inventory Put-away / Pick.



2. Next, make sure the “Create Invt. Put-away” box is checked as shown here in yellow and press OK.

Edit - Create Invt. Put-away/Pick/Movement

**ACTIONS** Ceres 5.0 Testing ?

Clear Filter Page

**Saved Settings**

Name: Last used options and filters

**Options**

Create Invt. Put-Away: ☒

Create Invt. Pick: ☐

Create Invt. Movement: ☐

Print Document: ☐

Print as Single Document: ☐

Print Agency Pallet Tag: ☒

Show Error: ☐

Sort by Appointment Time: ☐

Pick Creation Sort Order:

**Warehouse Request**

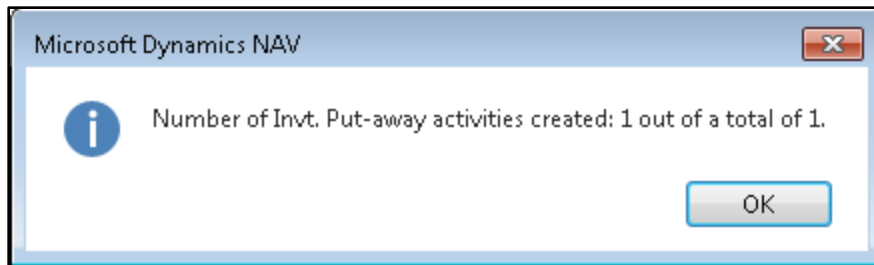
**Show results:**

Where Source No. is TRO-0034

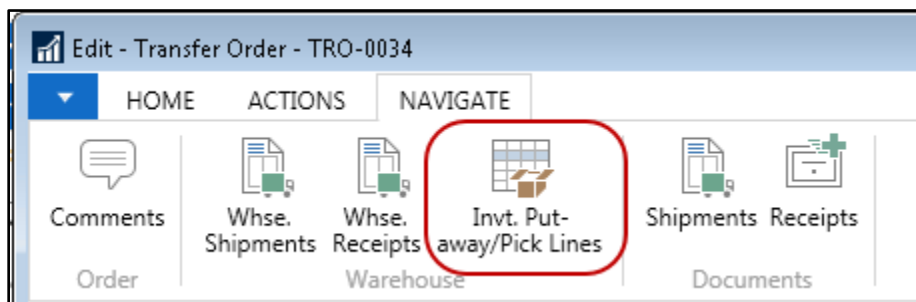
And Source Document is Inbound Transfer; Outbound Transfer

OK Cancel

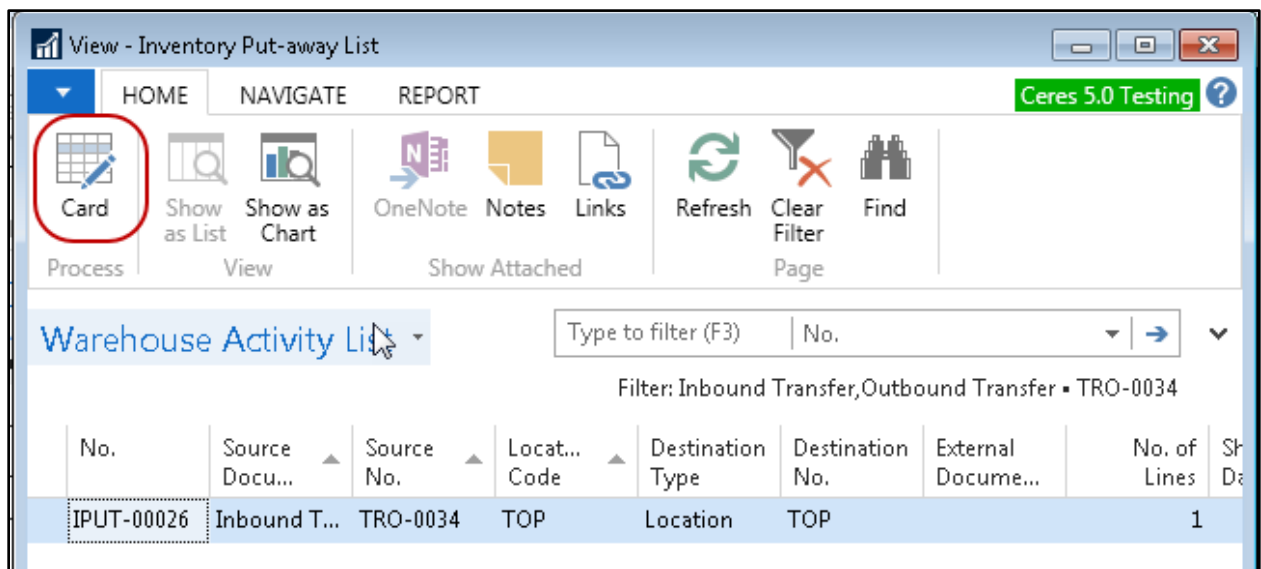
3. Ceres will respond with a message confirming the creation of the put-away document similar to this message. Press the OK button to acknowledge the message and continue.



4. Next, we need to go to the created inventory put-away document to complete the transfer of goods to the transfer-to location. To accomplish this, click Navigate → Invt. Put-away/Pick Lines from the transfer order.



5. Next we need to access the Inventory Put-away Card. To accomplish this click Home → Card from the Inventory Put-away List.



6. This will display the actual inventory put-away document.

Edit - Inventory Put-away - Invt. Put-away · IPUT-00026

HOME ACTIONS NAVIGATE REPORT

View Edit New Delete Manage Post... Post and Print... Process Get Source Document... Print... OneNote Notes Links Show Attached Refresh Clear Filter Page Go to

Inv. Put-away · IPUT-00026

General

No.: IPUT-00026 Location Name: Topeka Warehouse

Location Code: TOP Posting Date: 3/13/2020

Source Document: Inbound Transfer Expected Receipt Date: 3/13/2020

Source No.: TRO-0034 External Document No.:

Location Code: TOP External Document No.2:

Notes

Click here to create a new note.

There is nothing to show in this view.

Lines

Functions Line Find Filter Clear Filter

Action Type	Source Document	Source No.	Item No.	Description	Location Code
Place	Inbound Tra...	TRO-0034	10799P	Cereal - Cheerios	TOP

OK

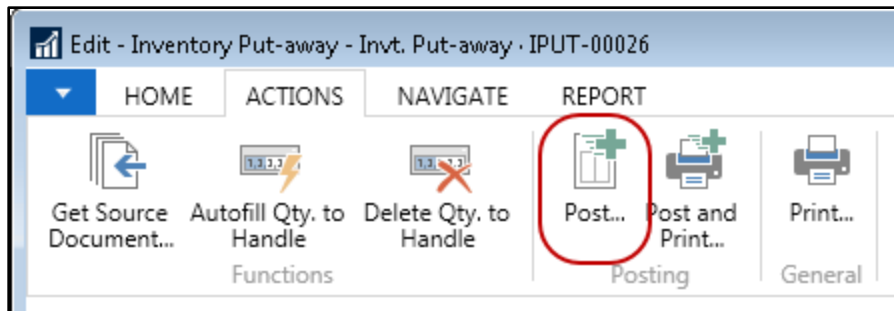
- You must now fill in the quantities handled by the warehouse. Normally this would be the full amount of the transfer. You may use the function "Autofill Qty. to Handle" to expedite the process by clicking Actions → Functions → Autofill Qty. to Handle as shown here. Select the proper bin that the goods will be stored in for each line.

Edit - Inventory Put-away - Invt. Put-away · IPUT-00026

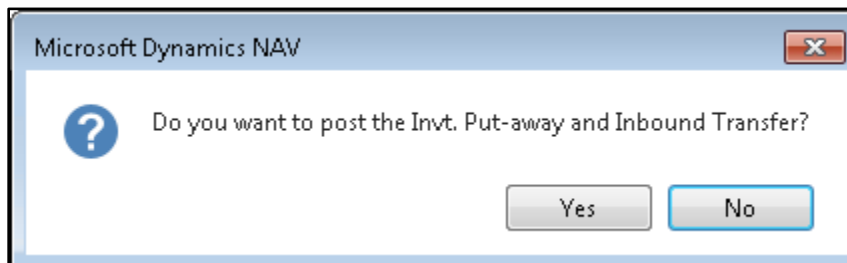
HOME ACTIONS NAVIGATE REPORT

Get Source Document... **Autofill Qty. to Handle** Delete Qty. to Handle Post... Post and Print... Print... Functions Posting General

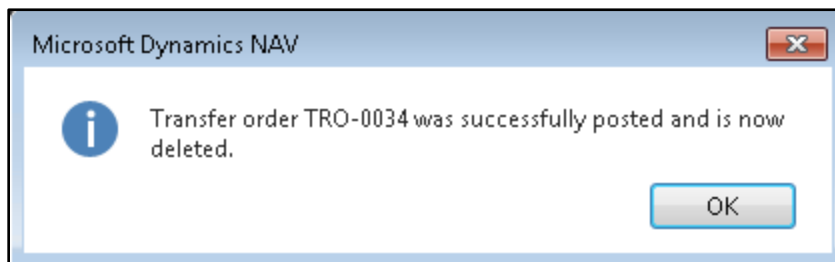
- You may now post the inventory put-away which will move the goods from the "In-Transit" location to the "Transfer-to" location by clicking on the post button on the inventory pick:



9. Confirm that you want to post the Inventory put-away by clicking yes to the confirmation dialog presented:



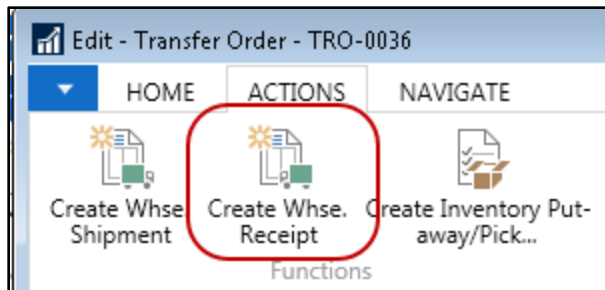
10. The inventory is now moved into the "Transfer-to" location. If the entire transfer order has been completely shipped and received, it will be automatically deleted and you may see a message indicating this has happened.



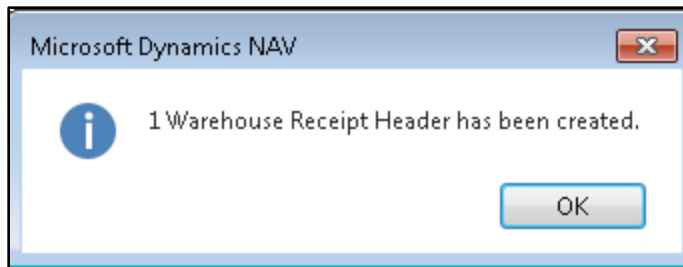
### Posting the Transfer Order (Receipt – Receive Option 3)

When the Items are ready to be moved from the In-transit Location to the Transfer-to Location, we must use the warehouse receipt document to accomplish this when using Receive Option 3 locations. It is from this document that we will actually post the receipt of the goods to the "Transfer-to" location.

1. To create the warehouse receipt document, choose, Actions → Create Whse. Receipt



2. Ceres will respond with a message confirming the creation of the warehouse receipt document similar to this message. Press the OK button to acknowledge the message and continue.



3. Next, Ceres will open the created Warehouse Receipt document.

**Edit - Warehouse Receipt - WREC-00015**

**General**

No.:  Posting Date:

Branch Code:  Vendor Shipment No.:

Location Code:  Assigned User ID:

Zone Code:  Assignment Date:

Bin Code:  Assignment Time:

Document Status:  Sorting Method:

**Lines**

Line	Source Document	Source No.	Item No.	Description	Location Code	Zone Code	Bin Code
	Inbound Tra...	TRO-0036	10799P	Cereal - Cheerios	TOP		

**Item Details - Wareh...**

Item No.: 10799P

Identifier Code:

Base Unit of Meas...: CASE

Put-away Unit of ...: CASE

Purch. Unit of Me...: CASE

Item Tracking Co...:

Special Equipmen...:

Last Phys. Invt. D...:

Net Weight: 0.00

Warehouse Class...:

**Notes**

[Click here to create a new note.](#)

There is nothing to show in this view.

OK

- You must now fill in the quantities handled by the warehouse. Normally this would be the full amount of the transfer. You may use the function “Autofill Qty. to Receive” to expedite the process by clicking Home → Autofill Qty. to Receive as shown here. **Select the proper bin that the goods will be stored in for each line.**

**Edit - Warehouse Receipt - WREC-00015**

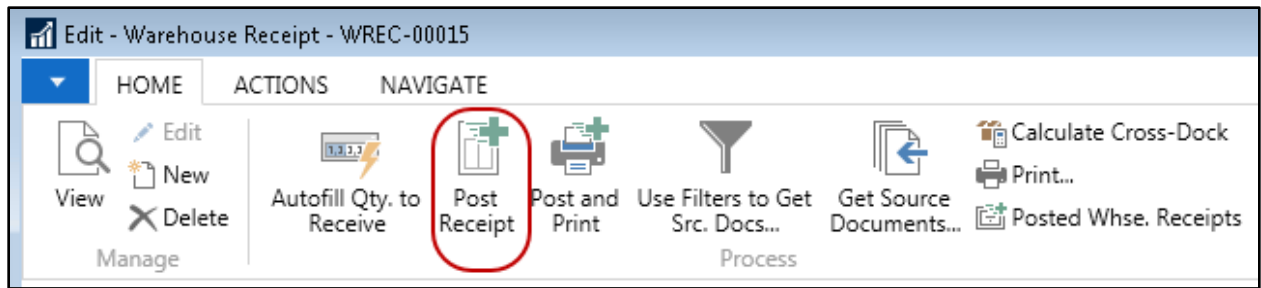
**HOME ACTIONS NAVIGATE**

View Edit New Delete Manage

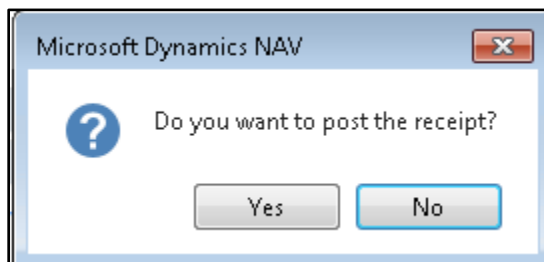
**Autofill Qty. to Receive** Post Receipt Post and Print Use Filters to Get Src. Docs... Get Source Documents... Calculate Cross-Dock Print... Posted Whse. Receipts

Process

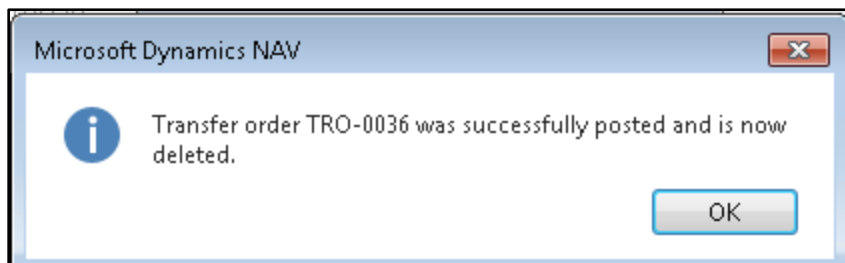
- You may now post the warehouse receipt which will move the goods from the “In-Transit” location to the “Transfer-to” location by clicking Home → Post Receipt.



6. Confirm that you want to post the warehouse receipt by clicking yes to the confirmation dialog presented:



7. The inventory is now moved into the "Transfer-to" location. If the entire transfer order has been completely shipped and received, it will be automatically deleted and you may see a message indicating this has happened.



## Related Topics

1. Bin Overview
2. Inventory Picks
3. Inventory Workflows
4. Location Overview
5. Warehouse Pallets and Lots
6. Warehouse ADCS Barcode Processing
7. Zone Overview