

One Way Transfer

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Overview

The **One Way Transfer** module within Skustack's **Transfers** tab is a simple way to receive multiple items/units into bins or to remove them from bins. While this can be done individually from the **Product tab** through a simple adjustment, a One Way Transfer groups the items together, making it easier to trace and filter by the Transfer ID.

One Way Transfer differs from **Warehouse to Warehouse Transfer** in terms that you don't have to specify where your transfer is coming from when you transfer inventory in your warehouse. Additionally, when transferring inventory out, you do not need to specify the destination of the transfer.

Creating and working on one way transfers is possible through the Skustack App, while monitoring their progress, exporting data, and closing completed transfers can be done through the Skustack Admin.

Manage One Way Transfers

The One Way Transfer module is located within Skustack's **Transfers** tab and allows you to create and manage One Way Transfers.

Create One Way Transfers

Follow the steps below to transfer products:

1. Access the **Transfers** module.
2. Tap the **Plus** icon in the **One Way Transfer** section or search for an existing transfer.
3. Select the transfer type:
 - a. **TransferIn** – For inventory level increase.
 - b. **TransferOut** – For inventory level decrease.
4. Name the transfer and enter transfer notes, if applicable.
5. Tap the **Create** button.
6. When a transfer is created, you can scan products to add to the transfer or swipe the header down to add a product manually (**Show me where!**).
7. Scan/Enter the quantity and enter a bin.
8. If the **Lot Number** workflow is enabled for your company and the product is set as expirable, you must select a Lot Number.
9. Tap **Add**.
10. Continue scanning/entering all SKUs that need to be included in the transfer.
11. When done, tap the **Transfer** icon at the top.

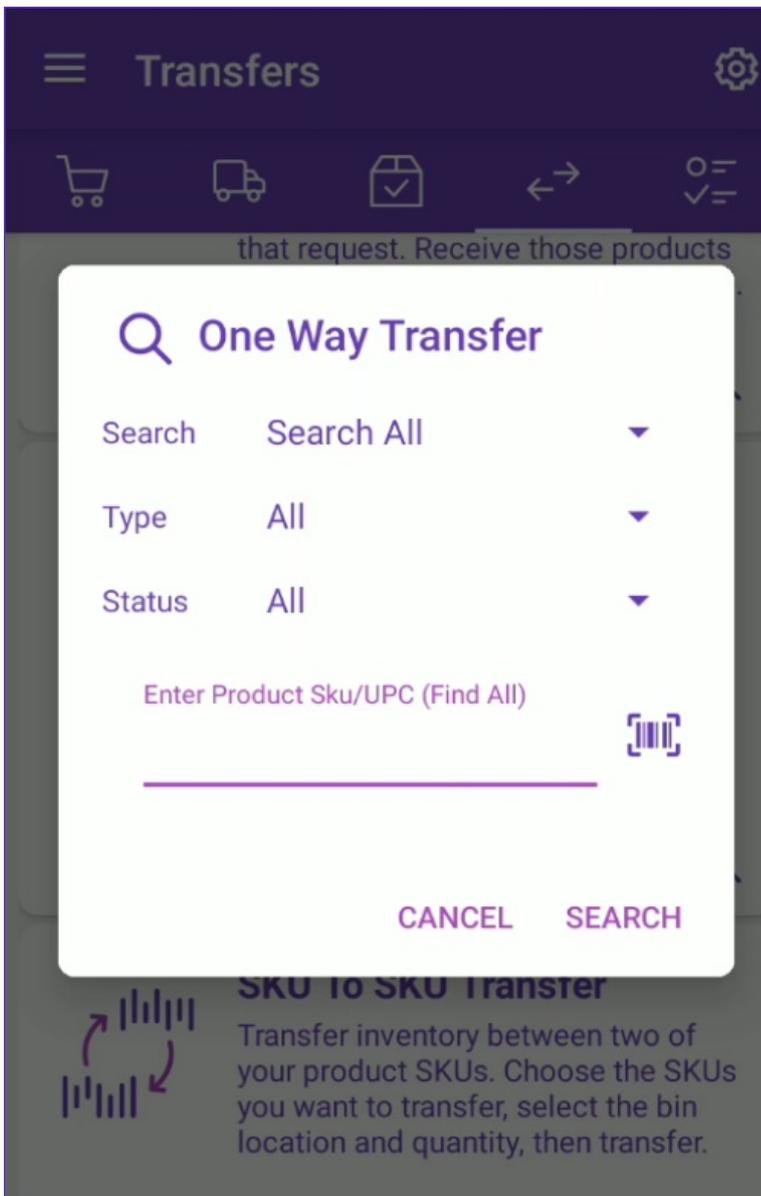
12. Upon a successful transfer, a message will appear to confirm that the action was completed. The inventory movement will be reflected in Sellercloud immediately.

Serialized products cannot be added to a One Way Transfer.

Search One Way Transfers

You can search for One Way Transfers in one of the following ways:

1. **Search by ID** – Opens a single One Way Transfer, using the unique Transfer ID.
2. **Search All** – Allows you to search One Way Transfers, based on the selected filters:
 - **Type** – Defaults to **All**. You can choose from the following:
 - **Transfer In** – Transfers that lead to inventory level increase.
 - **Transfer Out** – Transfers that lead to inventory level decrease.
 - **Status** – Defaults to **All**. You can choose from the following:
 - **Pending** – Transfers that are yet to be initiated.
 - **Partially Completed** – Initiated Transfers that are yet to be completed.
 - **Completed** – Processed One Way Transfers.
 - **ErrorStatus** – Transfers that cannot be completed due to a system error.
 - **Deleted** – Transfers that have been reversed and deleted.



Reverse One Way Transfers

In case you have transferred something by mistake, you can reverse your transfer. This action will return the inventory quantity to the previous levels.

1. Open your desired Transfer#.
2. Locate and tap the SKU you want to reverse or delete.
3. Click the **Reverse** action if you want to undo the transfer, or delete the SKU if you no longer want it to be transferred.

Delete One Way Transfers

In case you would like to delete a Transfer, you must first Reverse it as described above. Once a Transfer is Reversed, simply tap on it and select Delete.

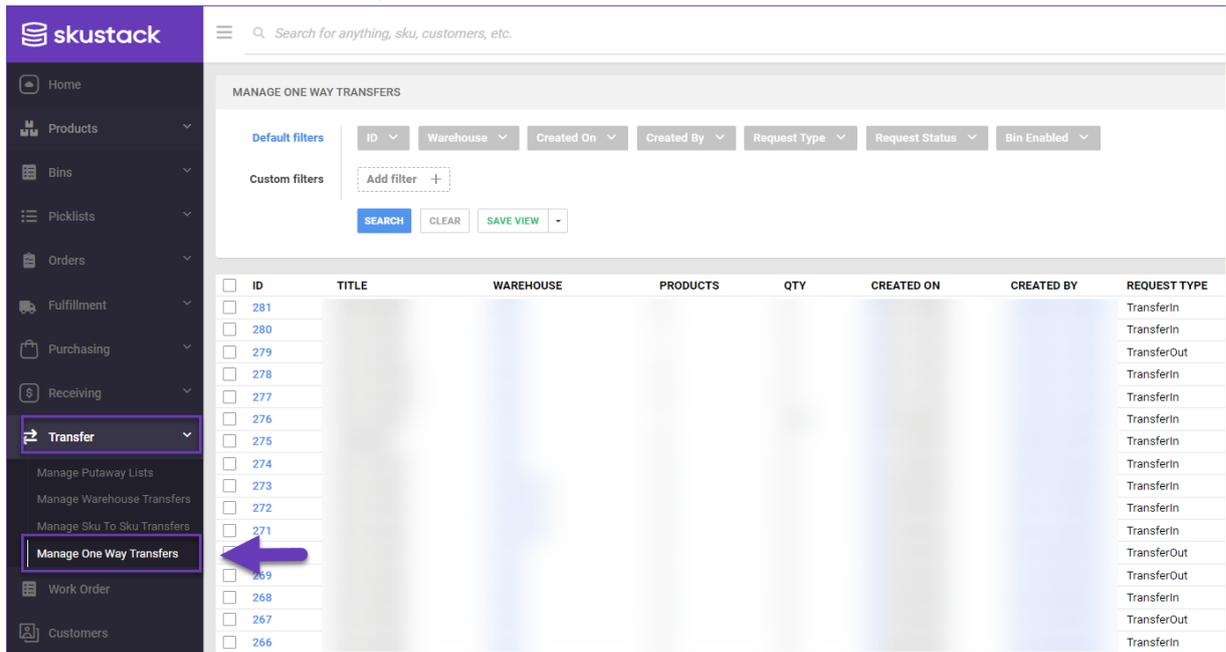
Manage One Way Transfers

The Skustack Admin portal allows you to search, edit, close, and export your One Way Transfers.

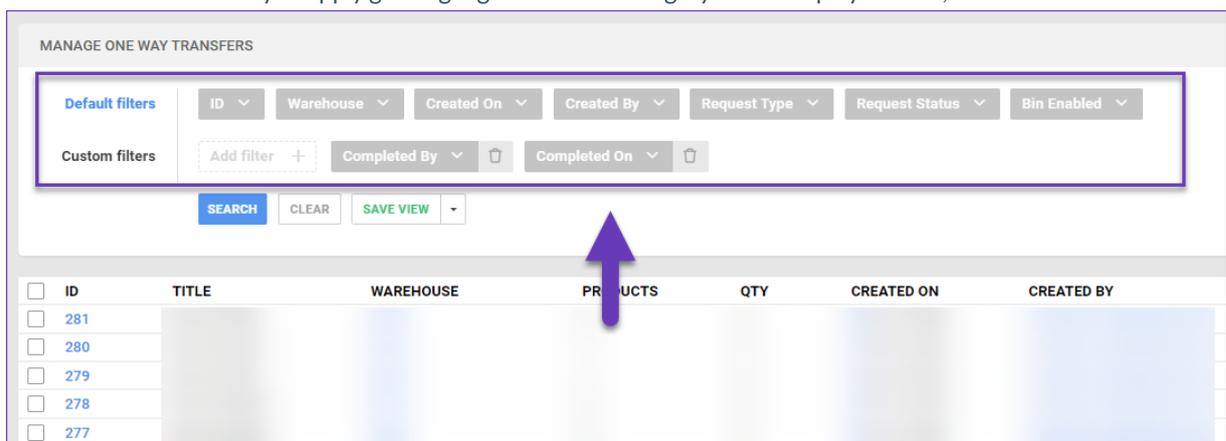
Search One Way Transfers

To search for your One Way Transfers:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace “xx” with your server ID or team name).
2. Enter your login credentials.
3. On the left, select **Transfer > Manage One Way Transfers**.



4. Configure your **Default filters** to make sure that the results display exactly what you need.
5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it's not active.



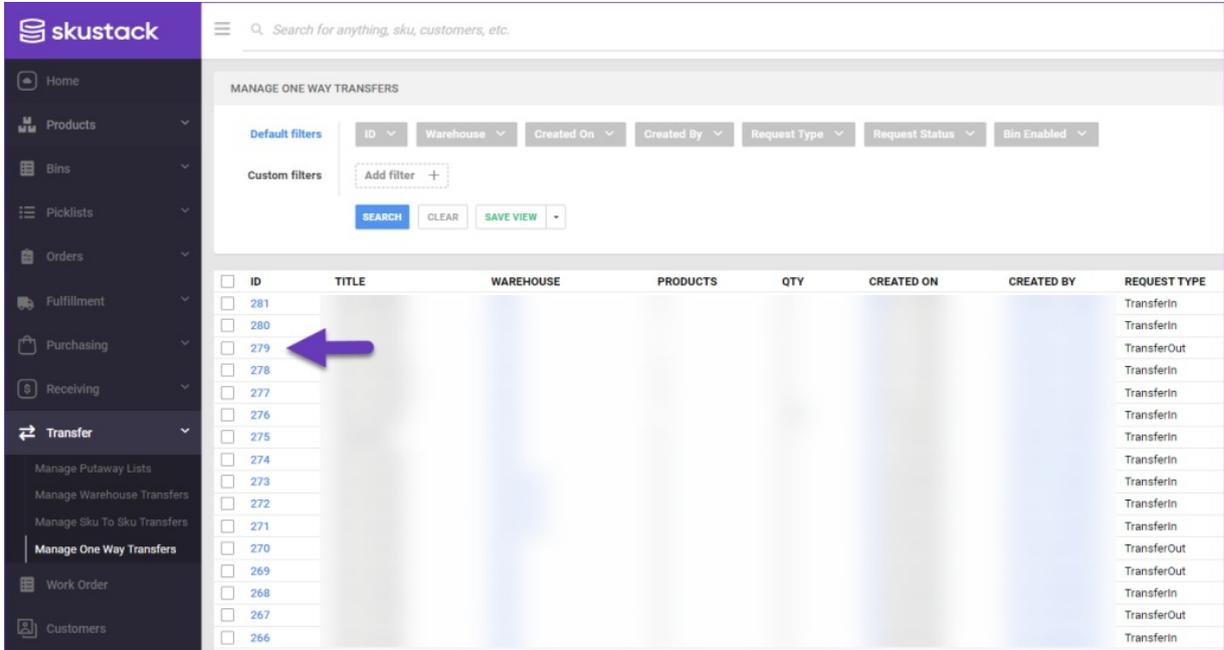
6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;

c. Add columns by clicking **Add column**.

7. To arrange the data in a different order, use the **Sort by** menu.

8. To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.

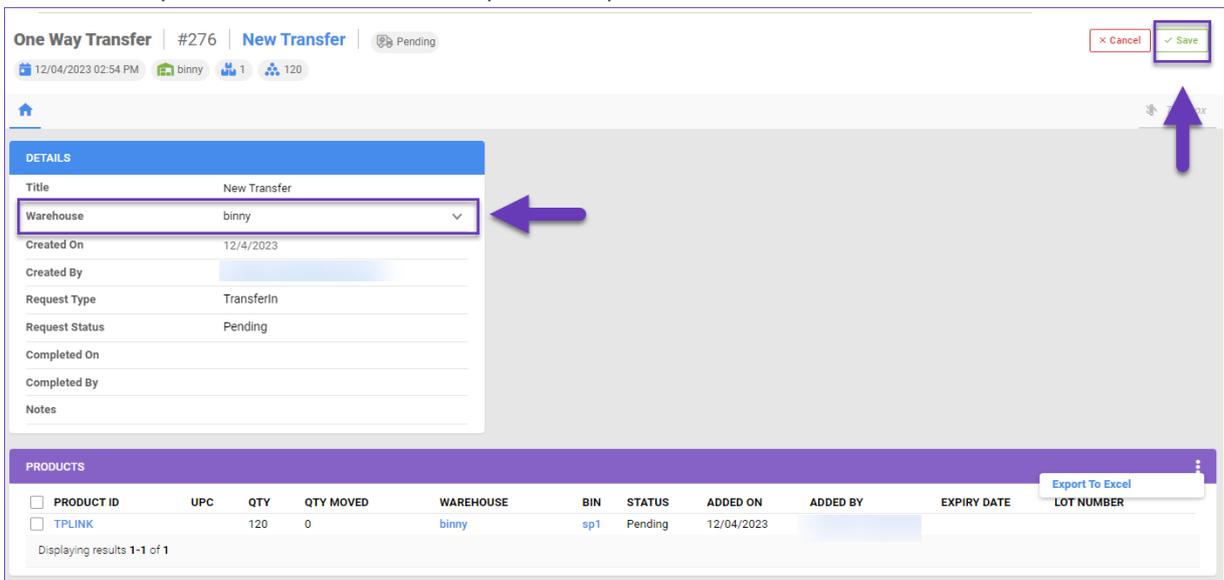
9. Click on the Transfer ID, to open a specific transfer.



Edit Transfer Warehouse

Through the Skustack Admin portal you can update a Transfer's warehouse:

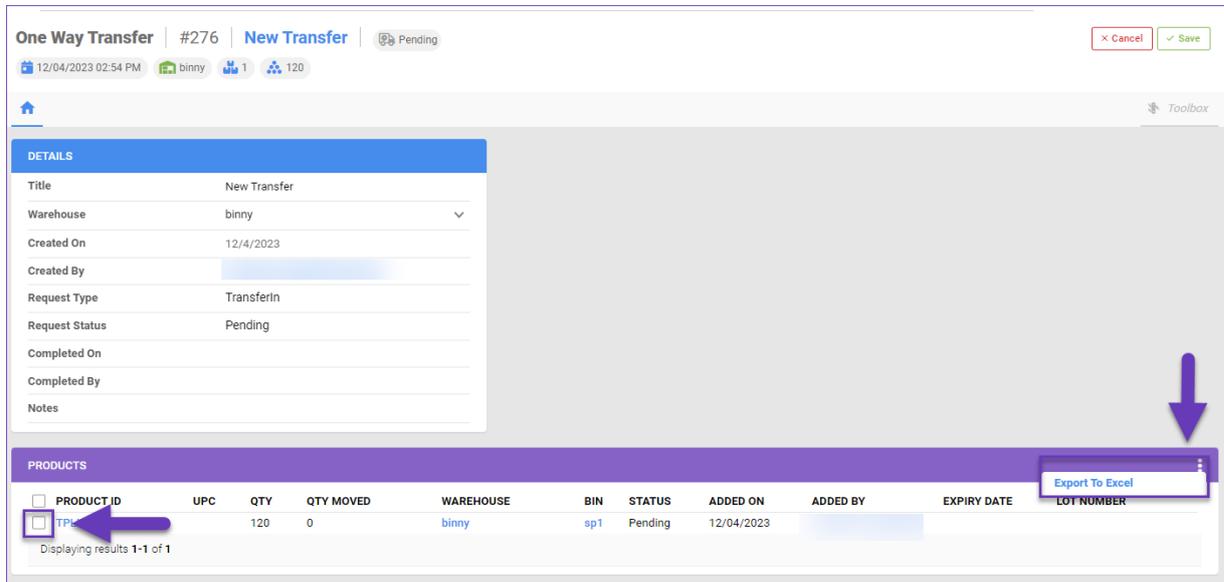
1. Search for the desired Transfer and open it.
2. Click on **Edit**.
3. Choose the required **Warehouse** from the respective dropdown and click **Save**.



Export Transfer Products

You have the option to export a file with selected products, included in a specific Transfer:

1. Open the required Transfer and click **Edit**.
2. Check the **Product IDs** that you wish to include in the export and click on the ellipsis to **Export To Excel**.

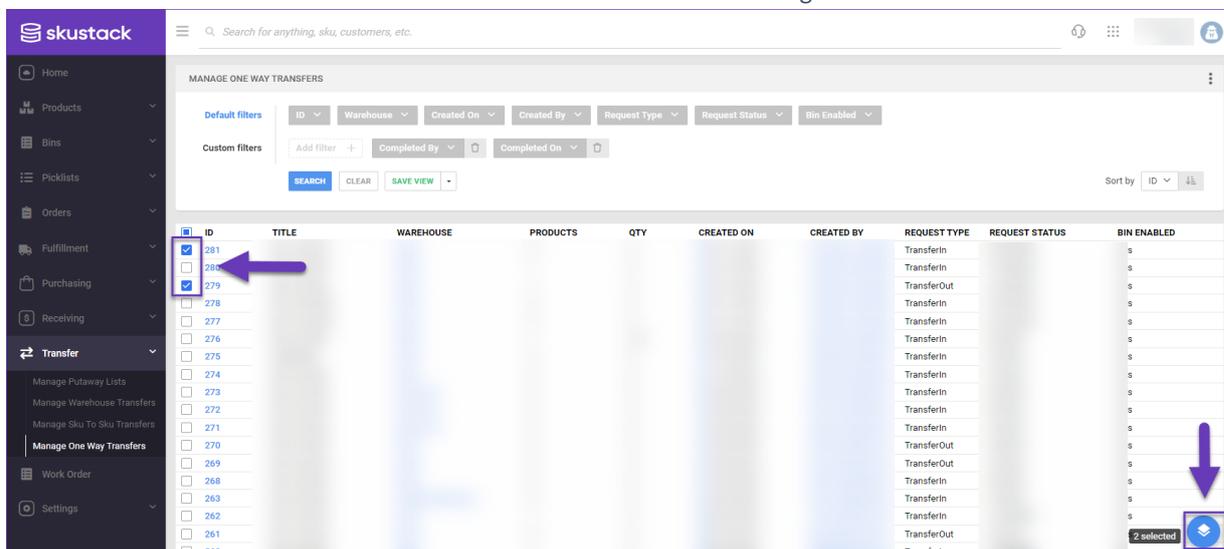


3. Choose a location to save the export. Once exported, the file contains the following columns:
 - a. **RequestID** - The Transfer ID.
 - b. **ProductID** - The transferred products SKUs.
 - c. **Qty** - The transferred product quantity.

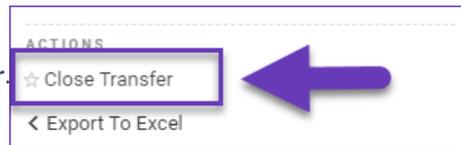
Close One Way Transfers

Whenever a One Way Transfer has been successfully processed, its status updates to Completed. You can utilize Skustack to close such transfers to accommodate your internal business processes. For example, you can keep track of transfers that are completed and billed, by changing their status to Closed. To achieve this:

1. Navigate to **Transfer > Manage One Way Transfers**.
2. Check the desired Transfer IDs and click on the **Action** icon in the bottom right corner.



3. Select **Close Transfer**.



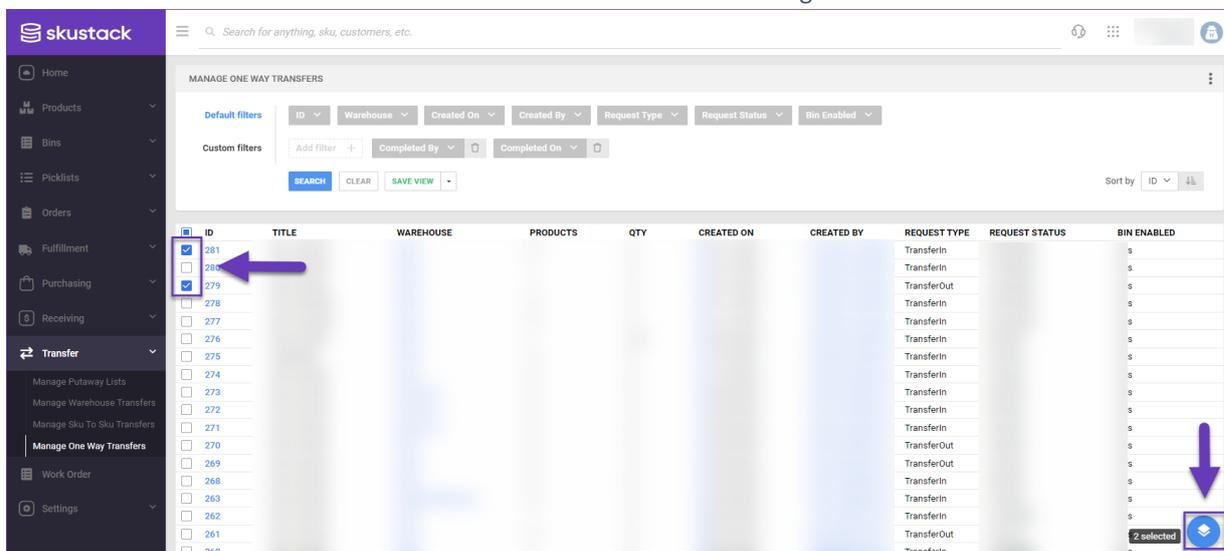
4. A success message will validate the transfers closure.



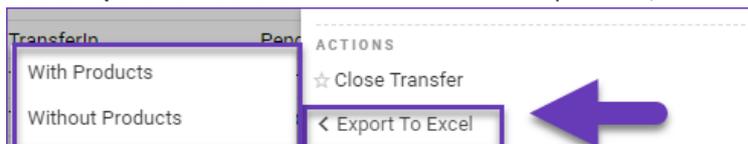
Export One Way Transfers

In case you would like to export transfer information into an Excel sheet:

1. Navigate to **Transfer > Manage One Way Transfers**.
2. Check the desired Transfer IDs and click on the **Action** icon in the bottom right corner.



3. Select **Export To Excel** and choose to either include products, or not.



4. Choose a location to save the export. Once exported, the file contains the following columns:

- a. **ID** – The Transfer unique identifier.
- b. **Title** – The title of the Transfer.
- c. **Warehouse ID** – Affected Warehouse ID.
- d. **Warehouse Name** – Affected Warehouse name.
- e. **Total Products** – Total number of affected SKUs.
- f. **Total Qty** – Total number of transferred items.
- g. **Created On** – Transfer's creation date.
- h. **Created By** – Transfer's creator email.

- i. **Request Type** – Depending on the transfer type, the displayed value will be either TransferIn or TransferOut.
 - j. **Bin Enabled** – The value depends on the Warehouse type – either YES for Bin Enabled, or NO for Non Bin Enabled.
 - k. **Completed On** – Date of transfer's completion.
 - l. **Completed By** – The email of the person who completed the transfer.
 - m. **Notes** – Any available transfer notes, will be present in this field.
 - n. **ProductID** – Available only, if the appropriate action is selected.
 - o. **Qty** – Planned product quantity.
 - p. **Qty Moved** – Actual transferred product quantity.
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