

Create a New Transfer Order in Business Central

1

Navigate to <https://businesscentral.dynamics.com/872b6e46-c921-4d64-9dce-d0fa0b94b72e/ECL-ENV-USA-TEST-FR?company=MANZANA&dc=0>

MANZANA PRODUCTS CO., INC. | < Production Orders Planning Sales & Purchases Journals Worksheets Product Design Capa > | 50

Transfer Orders Lot No. Information List Inventory Summary Items Purchase Return Orders Physical Inventory Journals Yaveon 365 Phy...entory Orders More >

Hi, Brian Gillespie!

Actions

- + Item
- + Planned Production Order
- + Firm Planned Production Order
- + Released Production Order
- + Manufacturing Specifications
- + Production BOM
- + Routing
- + Purchase Order
- + Tasks
- + Administration
- > History
- > Capacity
- > Production

Activities >

Production Orders

Planned P... Orders - All 19	Released Prod... Orders - All 112	Overdue Prod. Orders 231	My Purchase Orders 0
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Planning - Operations

Design

Manufacturing... ...r Development 0	Released Man... Specifications 12	Prod. BOMs u... Development 10	Routings under Development 1
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User Tasks

Email Status

Email Activities

Failed Emails in Outbox 3	Draft Emails in Outbox 5	Sent Emails Last 30 Days 18
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Approvals

Pending Approvals

Requests Sent ... Approval 0	Requests to Approve 0
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2 Click "Transfer Orders"

Dynamics 365 Business Central

MANZANA PRODUCTS CO., INC.

Transfer Orders | Lot No. Information List | Inventory Summary | Items | Purchase Return Orders | Physical Inventory Journals | Yaveon 365 Phy...entory Orders | More >

Headline

Hi, Brian Gillespie!

Actions

- + Item
- + Planned Production Order
- + Firm Planned Production Order
- + Released Production Order
- + Manufacturing Specifications
- + Production BOM
- + Routing
- + Purchase Order
- + Tasks
- + Administration
- > History
- > Capacity
- > Production

Activities

Production Orders

Firm Planned P... Orders - All 119	Released Prod... Orders - All 112	Overdue Prod. Orders 231
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Planning - Operations

My Purchase Orders 0

Design

Manufacturing... r Development 0	Released Man... Specifications 12	Prod. BOMs u... Development 10	Routings under Development 1
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User Tasks

My User Tasks

Pending User Tasks 0

Email Status

Email Activities

Failed Emails in Outbox 3	Draft Emails in Outbox 5	Sent Emails Last 30 Days 18
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Approvals

Pending Approvals

Requests Sent ... Approval 0	Requests to Approve 0
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3 Click "New"

Dynamics 365 Business Central

MANZANA PRODUCTS CO., INC.

Transfer Orders: All | + New | Delete | Home | Release | Post... | Print/Send | Order | More options

No. ↑	Transfer-from Code	Transfer-to Code	In-Transit Code	Status	Direct Transfer	Appt. Time
TO00001014	GREEN	SUTTON	INTRANSIT	Open	☐	
TO00001016	SUTTON	GREEN	INTRANSIT	Open	☐	

Notes +

(There is nothing to show in this view)

4 Click this link.

Dynamics 365 Business Central

Transfer Order

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General

Transfer-from Code *  Prod line Code

Transfer-to Code * Department Code

Direct Transfer ☐ Assigned User ID

In-Transit Code * Status Open

Posting Date

Lines

Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
→	:									

5 Select Ship FROM Location

Transfer Order

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General

Transfer-from Code *  Prod line Code

Transfer-to Code * Department Code

Direct Transfer ☐ Assigned User ID

In-Transit Code * Status Open

Posting Date

Code ↑	Name
CABCP	CALIFORNIA ASEPTIC BEVERAGES: CO-PACK
COQCP	DNU OLIVE OIL FACTORY: CO-PACK
FRUITSMAR	FRUIT SMART: CO-PACK
GREEN	GREEN VALLEY RD - Manzana Products Co.
HA RIDER	HA RIDER APPLE RECEIVING WAREHOUSE

+ New Show details Select from full list

Lines

Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped
→	:								

6 Click this link.

Dynamics 365 Business Central

Transfer Order
TO00001018

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General Show less

Transfer-from Code GREEN Prod line Code
Transfer-to Code * Department Code
Direct Transfer In-Transit Code * Status Open
Posting Date 12/31/2025

Lines Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
→										

7 Select Ship TO Location

Dynamics 365 Business Central

Transfer Order
TO00001018

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General Show

Transfer-from Code GREEN Prod line Code
Transfer-to Code * Department Code
Direct Transfer In-Transit Code * Status Open
Posting Date 12/31/2025

Lines Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
→										

Code ↑ Name

- HOOD RIVER HOOD RIVER
- IFCP INITIATIVE FOODS: CO-PACK
- LIEB CO LIEB FOODS: CO-PACK
- SUNNYSIDE SUNNYSIDE
- SUTTON SUTTON PLACE - Manzana Products Co.

New Show details Select from full list

Shipment Show

Shipment Date 12/31/2025 Shipping Time

8 Click this text field.

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General Show

Transfer-from Code GREEN Prod line Code
Transfer-to Code SUTTON Department Code
Direct Transfer ☐ Assigned User ID
In-Transit Code INTRANSIT Status Open
Posting Date 12/31/2025

Lines Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped

Shipment Show

Shipment Date 12/31/2025 Shipping Time
Outbound Whse. Handling Time Shipping Advice Partial

9 Enter Item No. and Quantity

Transfer Order TO00001018

Home Prepare Print/Send Order Actions Related Reports Automate Fewer options

Post... Create Whse. Shipment Release Create Whse. Receipt Create Inventory Put-away/Pick...

General Show less

Transfer-from Code GREEN Prod line Code
Transfer-to Code SUTTON Department Code
Direct Transfer ☐ Assigned User ID
In-Transit Code INTRANSIT Status Open
Posting Date 12/31/2025

Lines Manage Functions Line

New Line Delete Line Select items...

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
	100006									

Shipment Show less

Shipment Date 12/31/2025 Shipping Time

10 Click this link.

✕ The available inventory for item 100006 is lower than the entered quantity at this location. [Show details](#) | [Don't show again](#)

[Home](#) [Prepare](#) [Print/Send](#) [Order](#) | [Actions](#) ▾ [Related](#) ▾ [Reports](#) ▾ [Automate](#) ▾ [Fewer options](#)

[Post...](#) ▾ [Create Whse. Shipment](#) [Release](#) ▾ [Create Whse. Receipt](#) [Create Inventory Put-away/Pick...](#)

[New Line](#) [Delete Line](#) [Select items...](#)

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
→ ✓	100006	TMARKET M.O.R VIN 12/32OZ	466	—	—	—	CASE ▾		—	

Shipment [Show less](#)

Shipment Date 12/31/2025 [📅](#) Shipping Time [🕒](#)

Outbound Whse. Handling Time [🕒](#) Shipping Advice Partial ▾

Shipment Method Code [📄](#) Receipt Date 12/31/2025 [📅](#)

Shipping Agent Code [📄](#) Appt. Time [🕒](#)

Shipping Agent Service Code [📄](#)

Transfer-from [Show less](#)

11 Select correct shipping agent - Example - Skikos, Echo, etc.

✕ The available inventory for item 100006 is lower than the entered quantity at this location. [Show details](#) | [Don't show again](#)

[Home](#) [Prepare](#) [Print/Send](#) [Order](#) | [Actions](#) ▾ [Related](#) ▾ [Reports](#) ▾ [Automate](#) ▾ [Fewer options](#)

[Post...](#) ▾ [Create Whse. Shipment](#) [Release](#) ▾ [Create Whse. Receipt](#) [Create Inventory Put-away/Pick...](#)

[New Line](#) [Delete Line](#) [Select items...](#)

Item Tracking Assigned	Item No.	Description	Quantity	Reserved Quantity Inbnd.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qt
→ ✓	100006	TMARKET M.O.R VIN 12/32OZ	466	—	—	—	CASE		—	

Shipment [Show less](#)

Shipment Date [📅](#) Shipping Time [🕒](#)

Outbound Whse. Handling Time [🕒](#) Shipping Advice Partial ▾

Shipment Method Code [📄](#) Receipt Date 12/31/2025 [📅](#)

Shipping Agent Code [📄](#) Appt. Time [🕒](#)

Shipping Agent Service Code [📄](#)

Transfer-from [Show less](#)

CODE NAME

SKIKOS SKIKOS TRUCKING

SNEIDER Sneider transportation

SS TRUCKING SS TRUCKING INC.

TFORCE TFORCE FREIGHT

TQL TQL

[Show details](#) [Select from full list](#)