

Approving a Transfer

To approve a transfer, return to the Transfer Summary page and click 'View' on the relevant transfer.

Awaiting Approval Transfers

From	To	Reference	Date	Action
Cellar	Library	haydn	Dec 18, 2019	Continue View

On this pop up, you are able to review what products have been requested.

Transfer from Cellar to Library

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Transfer Date: Dec 18, 2019

Transfer Reference: haydn

Approve Transfer

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				0.00

Once the transfer has been reviewed, you can approve the transfer at the top of the pop up.

Transfer from Cellar to Library



Transfer Date: Dec 18, 2019

Transfer Reference: haydn

Approve Transfer



Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				0.00

This transfer will then appear in the 'completed transfers' section of the Summary page.

Completed Transfers

From	To	Reference	Date	Value	Action
Cellar	Library	haydn	Dec 18, 2019	356.52	View

Revision #1

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