Using Transfer Out to send items to an "Open" Bookfair

Once you have "Checked Out" the book fair it is considered open and cannot be edited even though the situation may arise where you want to send more books to your bookfair. Anthology has a function called Transfer Out that will let you do just that.

In order to demonstrate this I have to first have an "open" bookfair. This document assumes you have a book fair open (Checked Out)

- Go to Sales | Transfer Out
- Select F4 New TO
- Move to the Details tab if not already
    - Choose the "bookfair" options
    - Select the bookfair
    - Next choose the bookfair from the dropdown box.

- Much like the Bookfair screen itself you can add the items to the Transfer Out
    - Enter the ISBN/SKU – and the number requested (Req) press tab and the Ship field is filled in with the number Req. If this is correct choose enter line.

- Next Post the TO

- You may then print the Transfer Out to send along with the items.

Transfer Out   000001 - 1

Sample Store
1st Ave

Smalltown, MI 55555

From: 1   **To:** Customer, Sample

DATA		SHIP VIA					
10/4/2012							
	ISBN / SKU	**Title / Description**	**Req**	**UOM**	**Ship**	**Price**	**Extension**
Sale	9780439291491-01	Alice in Wonderland	5	EA	5	23.00	115.00
						TOTAL	**115.00**