

DO THIS

Send a transfer, step by step

1

Start a new transfer

Open the **New** tab. You will see the transfer builder: the two locations on the left, product search in the middle, and totals on the right. Nothing else opens up until you tell Rundoo where the stock is coming from and where it is going.

2

Pick the sending store and the receiving store

Click **Select location** under **Transfer from** and pick the store that is sending the stock. Then click **Select location** under **Ship to** and pick the store that needs it. Each store's address fills in underneath, and **Requested date** defaults to **ASAP**. Once both locations are set, the middle of the screen opens up so you can add products.

The screenshot shows the Rundoo Transfers interface. On the left is a sidebar with navigation links: POS, Admin, Inbox, Point of sale, Transactions, Receivables, Cash Drawers, Inventory, Orders, Transfers (highlighted), Counts, Blocks, Products, Customers, Vendors, Analytics, Dashboards, Reports, and Rundoo AI. At the bottom of the sidebar are 'Change theme' and 'Sign out' links. The main content area is titled 'Transfers' with a 'New' tab selected. Below the title are tabs for 'Drafts (7)', 'Requested (5)', 'Sent (14)', 'Received', and 'Voided'. The 'New' form has three sections: 'Transfer from' with a 'Select location' dropdown, 'Ship to' with a 'Select location' dropdown, and 'Requested date' with a text input showing 'ASAP'. To the right is a product search bar with 'Search for a product' and a quantity selector set to '1'. Below the search bar is a table with columns 'PRODUCT', 'INVENTORY', 'QUANTITY', and 'VALUE'. At the bottom of the form, there is a 'Transfer notes optional' text area, a 'Subtotal' of '\$0.00', and a 'Transfer total' of '\$0.00'. At the very bottom right are 'Save draft' and 'Submit' buttons.

Set the sending store under Transfer from and the receiving store under Ship to. The receiving store can't be the same as the sender.

3

Search the product and see who has it

Click **Search for a product** and type the name or SKU. There is no drop-down list here, so press **Enter** to take the first match. It drops onto the transfer as a line, and the **INVENTORY** column shows the on-hand count at both stores side by side, so you know exactly what each location is working with before you commit.

The screenshot shows the Rundoo 'Transfers' interface. On the left is a sidebar with navigation options: POS, Admin, Inbox, Transactions, Receivables, Cash Drawers, Inventory, Orders, Transfers (selected), Counts, Blocks, Products, Customers, Vendors, Analytics, Dashboards, Reports, and Rundoo AI. The main area is titled 'Transfers' and has tabs for New, Drafts (7), Requested (5), Sent (14), Received, and Voided. The 'New' tab is active. It shows a 'Transfer from' section with 'Palo Alto' selected and its address. Below is a 'Ship to' section with 'Menlo Park' selected and its address. A 'Requested date' field is set to 'ASAP'. A 'Generate transfer' button is at the bottom of this section. To the right is a search bar 'Search for a product' with a quantity stepper set to 1 and an 'Add' button. Below the search bar is a table with columns: PRODUCT, INVENTORY, QUANTITY, and VALUE. A single line item is highlighted with a red box: 'REGAL SELECT MATTE -BASE 2' with a product image, a quantity of 1, and a value of \$38.65. The inventory column shows counts for 'C' and 'B' locations. At the bottom right, there is a 'Transfer notes optional' field, a 'Subtotal' of \$38.65, a 'Transfer total' of \$38.65, and buttons for 'Save draft' and 'Submit'.

Each line shows on-hand at both stores, a quantity stepper, and the value of the stock in motion.

4

Set how many to send

Use the quantity stepper on the line to set how many units you are moving. Click in and type for a larger number. The **VALUE** column and the **Transfer total** at the bottom update live as you go, so you can see the dollar value of what is leaving.

5

Submit and send it on its way

When the line looks right, click **Submit** at the bottom right. Rundoo drops a green confirmation banner and moves the transfer along. If you are not ready, **Save draft** stashes it in the **Drafts** tab to finish later.

6

Watch it sit in Sent while it travels

Once submitted, the transfer shows up in the **Sent** tab, where it waits while the stock is in transit. This is the shared view both stores use to see the shipment is on the way.

7

Receive it when the box lands

At the receiving store, open **Transfers**, go to the **Sent** tab, and open the shipment. In the **QUANTITY** column, record what actually arrived as "N of N," then confirm the receipt. The transfer moves into the **Received** tab.

Rundo		Transfers		New	Drafts (7)	Requested (5)	Sent (14)	Received	Voided
Y44JD-0407R-T R Redwood City → C Palo Alto Created by Rundo Team Apr 7, 2026 Received by Rundo Team Apr 7, 2026 11:54am \$182.04 4 products									
M5XPW-0923C-T C Palo Alto → R Redwood City Created by Rundo Team Sep 23, 2025 Received by Rundo Team Mar 26, 2026 7:02am \$22.08 4 products									
EPEKQ-0316CALG-T C Palo Alto → R Redwood City Created by Anibal Garcia Mar 16, 2026 Received by Rundo Team Mar 25, 2026 8:02am \$204.66 6 products									
MBBSV-1111H-T H Charlotte → R Redwood City Created by Rundo Team Nov 11, 2025 Received by Rundo Team Feb 24, 2026 1:08pm \$227.87 11 products									
R8ETB-0211R-T R Redwood City → B Menlo Park Created by Rundo Team Feb 11, 2026 Received by Rundo Team Feb 11, 2026 2:26pm \$255.00 100 products									
YVCRE-0128R-T R Redwood City → B Menlo Park Created by Rundo Team Jan 28, 2026 Received by Rundo Team Jan 28, 2026 7:21am \$0.90 3 products									
QFFGK-0127B3BR-T B Menlo Park → R Redwood City Created by Jacob Rodino Jan 27, 2026 Received by Jacob Rodino Jan 27, 2026 10:52am \$60.25 5 products									
ZJNK3-0423B-T B Menlo Park → R Redwood City Created by Rundo Team Apr 23, 2025 Received by Rundo Team Jan 22, 2026 2:42pm \$54.04 2 products									
7MC37-0507B-T B Menlo Park → R Redwood City Created by Rundo Team May 7, 2025 Received by Rundo Team Jan 20, 2026 12:53pm \$72.73 24 products									

Confirmed transfers land in the Received tab, each showing where it came from and where it went.

8

Both counts stay honest

The sending store's on-hand drops by what left the building, and the receiving store's on-hand climbs by what you confirmed arrived. No spreadsheet, no double entry. Your inventory is accurate at both stores.

KEEP IT HANDY

Transfers at a glance

WHERE

POS → Transfers

Left sidebar, in the POS mode.

THE LIFE OF A TRANSFER

New → Requested → Sent → Received

Voided is the off-ramp if you cancel.

ADD A PRODUCT

Type, then press Enter

No drop-down. Enter takes the first match.

RECEIVING

From the Sent tab

Record "N of N," then confirm.

Good to know

- If **Submit** seems to do nothing, you are missing a piece. Rundoo doesn't flag the empty field, so check that you picked both a sending store and a receiving store and added at least one product.
- The receiving store can't be the same as the sending store. Rundoo won't offer your source location in the **Ship to** picker.
- Only part of the box showed up? Receive just what landed. The rest stays on the transfer as outstanding, so you can receive it when it arrives.