Rundoo

GETTING STARTED WITH RUNDOO · INVENTORY

Transfers Between Locations

> Move inventory between your locations and receive exactly what lands.

Step-by-step walkthrough ~3 min read Companion to the 3:22 video

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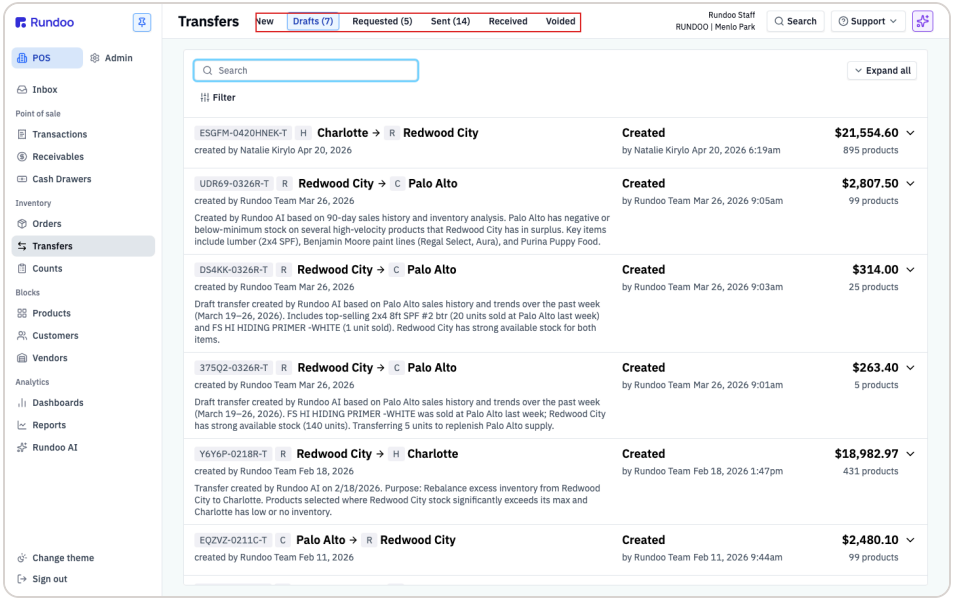
One store runs short on a popular item while another has a box of it sitting on the shelf. When you open a second location, moving your own stock between your own stores is a regular part of the week. In Rundoo you send it from one location to another, receive exactly what lands at the other end, and the count stays honest at both stores without any hand math.

WHERE IT LIVES

The Transfers tab

In **POS**, click **Transfers** in the left sidebar. The tabs across the top are the life of a transfer, read left to right: **New** to build one, then **Requested** and **Sent** once it is on the truck, and **Received** when it lands. Each tab shows a live count, so you can see what is in transit at a glance.



The top tabs walk left to right through a transfer's life, from New to Received.

DO THIS

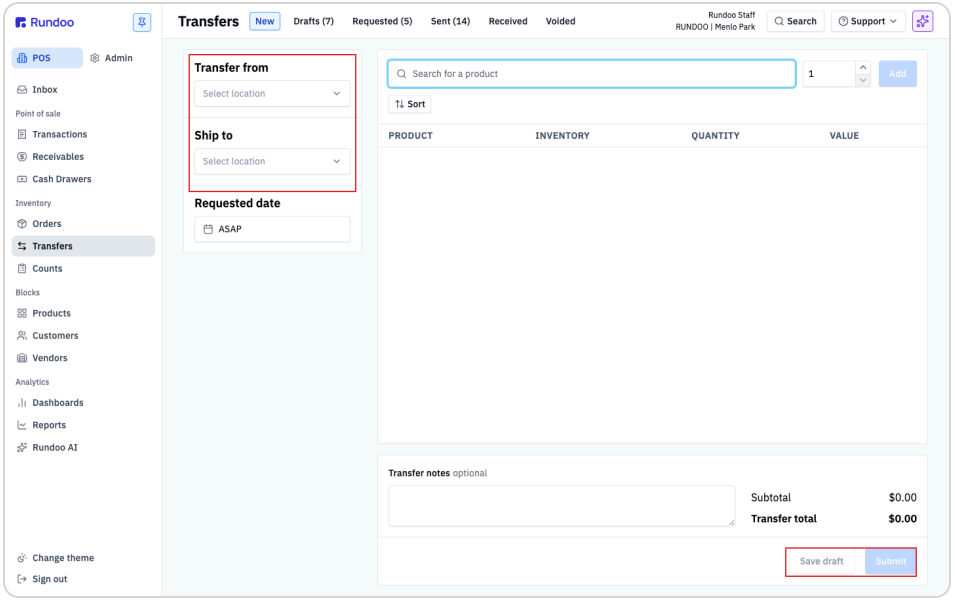
Send a transfer, step by step

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

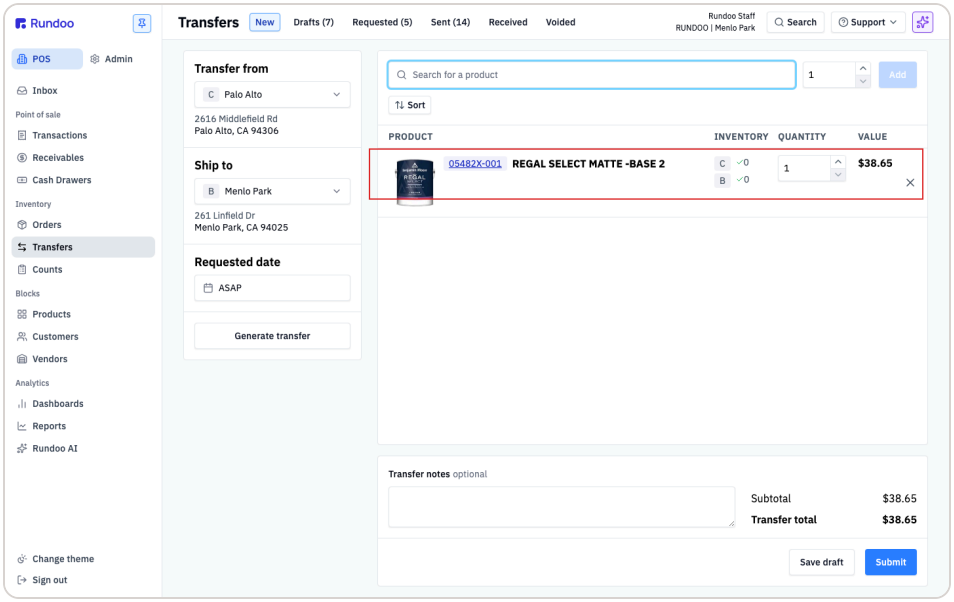
Click **Select location** under **Transfer from** and pick the store that is sending the stock. Then click **Select location** under **Ship to** and pick the store that needs it. Each store's address fills in underneath, and **Requested date** defaults to **ASAP**. Once both locations are set, the middle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



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.



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

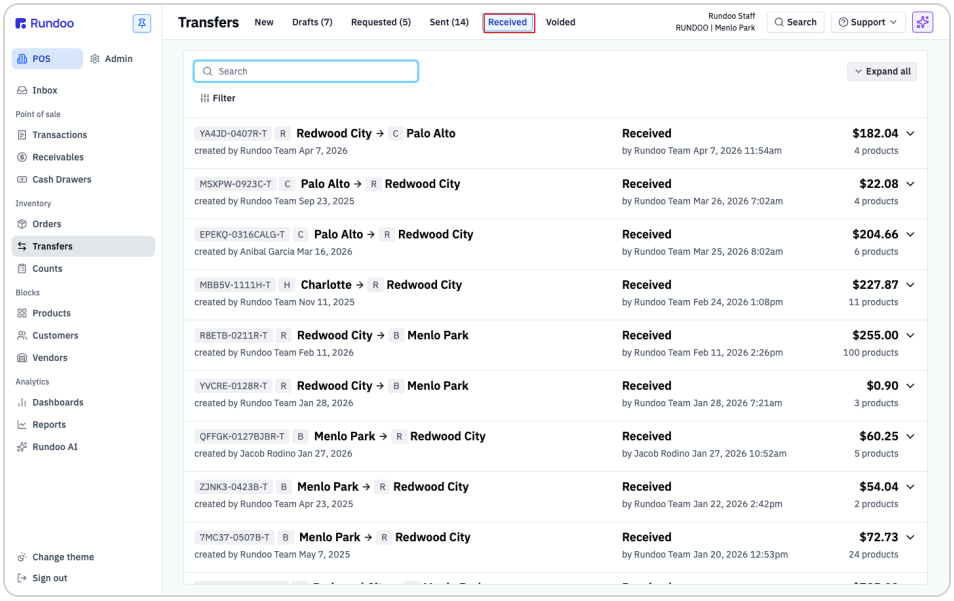
When the line looks right, click **Submit** at the bottom right. Rundoo drops a green confirmation banner and moves the transfer along. If you are not ready, **Save draft** stashes it in the **Drafts** tab to finish later.

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 **Received** column, type what actually arrived on each line, then finish with one of two buttons: **Receive and close** wraps the transfer up as-is, and **Receive and backorder** receives what came in and moves anything short into a new backordered transfer. Either way it moves into the **Received** tab.



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

Fill the Received column, then Receive and close or Receive and backorder.

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? Fill in what landed, then click **Receive and backorder**. Rundoo receives what came in and spins the rest into a new backordered transfer in the **Requested** tab, ready to send when it turns up. (Click **Receive and close** instead if you're done and not expecting the rest.)