

# How to perform and approve a transfer between Warehouses in Fractal One?

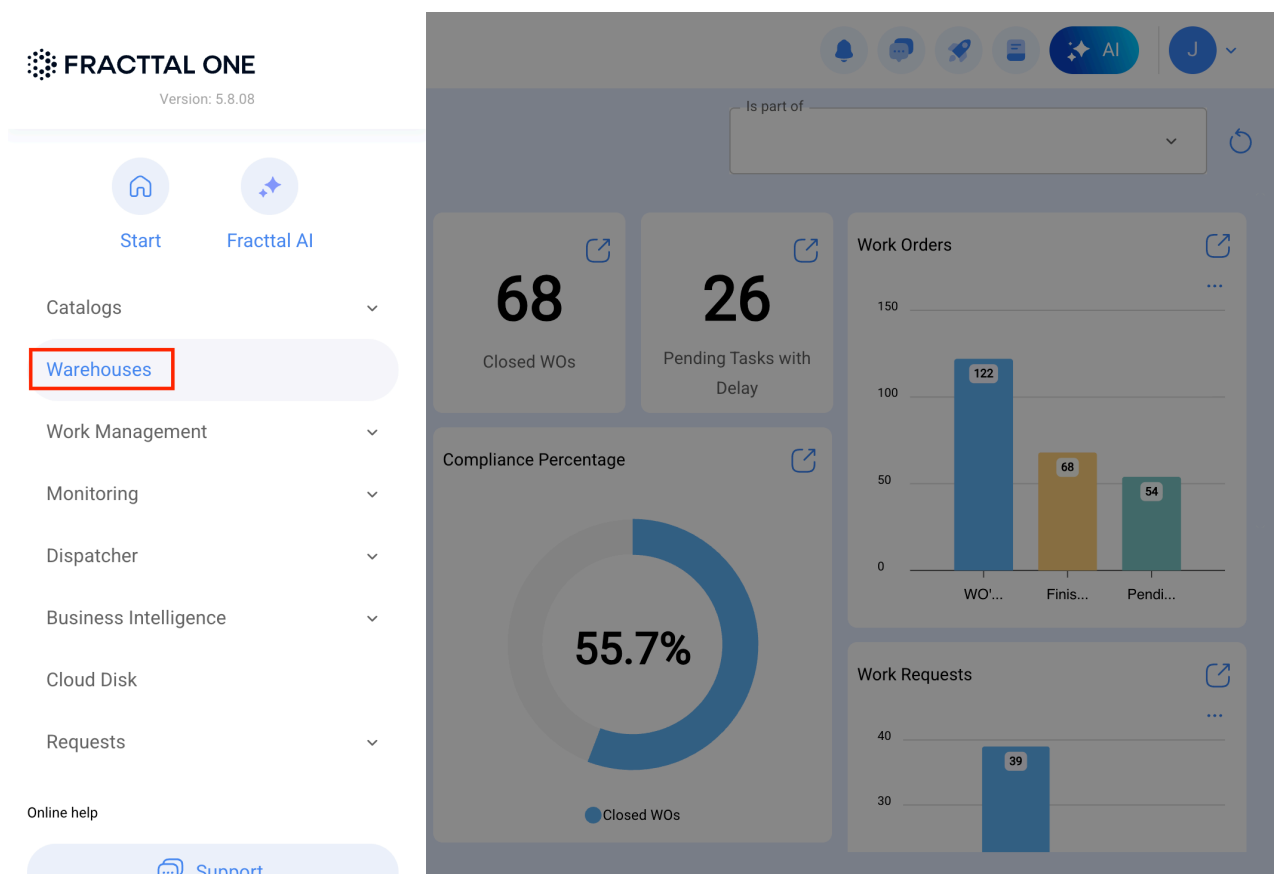
[help.fractal.com/hc/en-us/articles/25154957836685-How-to-perform-and-approve-a-transfer-between-Warehouses-in-Fractal-One](https://help.fractal.com/hc/en-us/articles/25154957836685-How-to-perform-and-approve-a-transfer-between-Warehouses-in-Fractal-One)

A transfer between warehouses allows you to move items from a source warehouse to a destination warehouse. The process starts by recording an outgoing transfer in the source warehouse and ends with the approval of the corresponding incoming transfer in the destination warehouse, updating the inventory of both warehouses.

**Note:** The item to be transferred must be previously declared in the inventory of the destination warehouse.

## Step 1: Configure entry approval

1. Go to **Warehouses** from the Main Menu.



## 2. Open the **Details** of the warehouse that will receive the transfer.

Warehouses

ALAMACEN

Save

Enabled ☒

General

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

Code

ALM-TRU-01

Description

ALAMACEN

Address

City

State

Country

Zip code

Latitude

Longitude

☐ Stock controlled by external integration

☐ Visible to all

☐ Allow negative stock

☐ Approval request for created material requisitions

☒ Transfer Ticket Approval and Rejection Request

Search on the map



Mapa

Satélite

3. In the **General** tab, enable the option **Request approval/rejection for transfer entries**.

Warehouses

← ALAMACEN Save

Enabled ☒

**General**

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

City

State

Country

Zip code

Latitude

Longitude

☐ Stock controlled by external integration

☐ Visible to all

☐ Allow negative stock

☐ Approval request for created material requisitions

☒ **Transfer Ticket Approval and Rejection Request**

Mapa Satélite

This feature corresponds to an additional contract add-on called 'advanced warehouses'.

## Step 2: Record the Outgoing transfer

**Who does this:** Person responsible for the source warehouse

1. Open the **Details** of the source warehouse, select **Outgoings**, and click **Add outgoing**.

Warehouses

ALAMACEN

Save

Enabled ☒

General

Stock

Purchase orders

Material requisitions

Entries

**Outgoings**

Movement History

☐

Id

☐

38

Warehouse transfer

☐

Outgoing

☐

2026-07-21

☐

2026-07-21

☐

6

☐

36

Warehouse transfer

☐

Outgoing

☐

2026-07-20

☐

2026-07-20

☐

5

☐

35

Warehouse transfer

☐

Outgoing

☐

2026-07-20

☐

2026-07-20

☐

4

☐

32

Warehouse transfer

☐

Outgoing

☐

2026-07-20

☐

2026-07-20

☐

3

☐

31

Warehouse transfer

☐

Outgoing

☐

2026-07-20

☐

2026-07-20

☐

2

☐

30

Warehouse transfer

☐

Outgoing

☐

2026-07-20

☐

2026-07-20

☐

1

☐

29

Work Order

☐

Outgoing

☐

2026-07-17

☐

2026-07-17

☐

OT-1363-FRT

☐

26

Inventory Adjustment

☐

Outgoing

☐

2026-07-17

☐

2026-07-17

☐

---

☐

22

Physical Inventory

☐

Outgoing

☐

2026-06-26

☐

2026-06-26

☐

---

☐

20

Work Order

☐

Outgoing

☐

2026-06-08

☐

2026-06-11

☐

W01168

☐

16

Work Order

☐

Outgoing

☐

2026-05-26

☐

2026-05-26

☐

W0968

☐

12

Inventory Adjustment

☐

Outgoing

☐

2026-05-26

☐

2026-05-26

☐

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+

## 2. Fill out the form:

[←](#) New Outgoing Document Save

Delivery Date  
2026-07-22

Type from Outgoing Document  
Warehouse transfer

Responsible  
Jonas Campos (JCS)

Reference  
02245

Supplier

Warehouse Target  
ALMACEN 2 JC

Cost center

Note

Items + Add

| Description                    | Lot controlled | Lot code | Expiration date | Serial Control | Issued Qty | Pending Quantity | Unit Cost | Total cost |
|--------------------------------|----------------|----------|-----------------|----------------|------------|------------------|-----------|------------|
| Please enter at least one item |                |          |                 |                |            |                  |           |            |

Summary

|          |             |
|----------|-------------|
| Subtotal | \$ CLP 0,00 |
| Total    | \$ CLP 0,00 |

- **Date** of the transfer.
- **Outgoing type**: Warehouse Transfer.
- **Responsible**: select the assigned human resource.
- **Reference**: enter an identifier for the transaction.
- **Destination warehouse**: select the warehouse that will receive the items.

3. Click **Add**.

New Outgoing Document

Save

Delivery Date

2026-07-22

Type from Outgoing Document

Warehouse transfer

Responsible

Jonas Campos (JCS)

X

Reference

02245

Supplier

Warehouse Target

ALMACEN 2 JC

X

Cost center

Note

Items

+ Add

| Description                    | Lot controlled | Lot code | Expiration date | Serial Control | Issued Qty | Pending Quantity | Unit Cost | Total cost |
|--------------------------------|----------------|----------|-----------------|----------------|------------|------------------|-----------|------------|
| Please enter at least one item |                |          |                 |                |            |                  |           |            |

Summary

|          |             |
|----------|-------------|
| Subtotal | \$ CLP 0,00 |
| Total    | \$ CLP 0,00 |

4. Select the item to transfer from the source warehouse inventory and specify the **quantity**.

← New Outgoing Document

Delivery Date  
2026-07-22

Type from Outgoing Document  
Warehouse transfer

Supplier

Warehouse Target  
ALMACEN 2 JC

Note

Items

| Description           | Lot controlled | Lot code | Expiration date | Serial Control |
|-----------------------|----------------|----------|-----------------|----------------|
| Please enter at least |                |          |                 |                |

← New Item

Item  
Fuel { BF5800 }

Lot 1

Expiration date

Stock  
1489

Qty \*  
0

Mandatory field

Unit  
PZA

Stock  
1.489

Unit Cost  
\$ CLP 52

5. Click **Save** (top right) to complete the transaction.

← New Outgoing Document

Delivery Date

2026-07-22

Type from Outgoing Document

Warehouse transfer

Responsible

Jonas Campos

Supplier

Warehouse Target

ALMACEN 2 JC

Note

Items

| Description           | Lot controlled | Lot code | Expiration date | Serial Control |
|-----------------------|----------------|----------|-----------------|----------------|
| Please enter at least |                |          |                 |                |

← New Item

Item

Fuel { BF5800 }

Lot 1

Expiration date

Stock

1489

Qty \*

1

Unit

PZA

Stock

1.489

Unit Cost

\$ CLP 52

← New Outgoing Document

Delivery Date

2026-07-22

Type from Outgoing Document

Warehouse transfer

Responsible

Jonas Campos

Reference

02245

Supplier

Warehouse Target

ALMACEN 2 JC

Cost center

Note

Items

Total: 1

+ Add

| Description     | Lot controlled | Lot code           | Expiration date | Serial Control | Issued Qty | Pending Quantity | Unit Cost    | Total cost   |
|-----------------|----------------|--------------------|-----------------|----------------|------------|------------------|--------------|--------------|
| Fuel { BF5800 } | Yes            | LOT-46252686-55136 | --              | No             | 1          | 1                | \$ CLP 52,00 | \$ CLP 52,00 |

8/12



### Step 3: Approve the incoming transfer in the destination Warehouse

**Who does this:** Person responsible for the destination warehouse

1. Open the destination warehouse and go to the **Entries** tab. You will see the transfer pending approval.

Warehouses

ALMACEN 2 JC

Save

Enabled

General

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

|                          | Id | Type of Movement... | Delivery Date | Mover  |
|--------------------------|----|---------------------|---------------|--------|
| <input type="checkbox"/> | 8  | Warehouse transfer  | 2026-07-22    | 2026-C |
| <input type="checkbox"/> | 7  | Warehouse transfer  | 2026-07-22    | 2026-C |
| <input type="checkbox"/> | 6  | Warehouse transfer  | 2026-07-21    | 2026-C |
| <input type="checkbox"/> | 5  | Warehouse transfer  | 2026-07-20    | 2026-C |
| <input type="checkbox"/> | 4  | Warehouse transfer  | 2026-07-20    | 2026-C |
| <input type="checkbox"/> | 3  | Warehouse transfer  | 2026-07-20    | 2026-C |
| <input type="checkbox"/> | 2  | Warehouse transfer  | 2026-07-20    | 2026-C |
| <input type="checkbox"/> | 1  | Warehouse transfer  | 2026-07-20    | 2026-C |

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2. Click the **switch** to change its status to approved.

|                                     |                   |                     |               |       |
|-------------------------------------|-------------------|---------------------|---------------|-------|
| <input type="checkbox"/>            | Id <span>↑</span> | Type of Movement... | Delivery Date | Move  |
| <input checked="" type="checkbox"/> | 8                 | Warehouse transfer  | 2026-07-22    | 2026- |
| <input type="checkbox"/>            | 7                 | Warehouse transfer  | 2026-07-22    | 2026- |
| <input type="checkbox"/>            | 6                 | Warehouse transfer  | 2026-07-21    | 2026- |
| <input type="checkbox"/>            | 5                 | Warehouse transfer  | 2026-07-20    | 2026- |
| <input type="checkbox"/>            | 4                 | Warehouse transfer  | 2026-07-20    | 2026- |
| <input type="checkbox"/>            | 3                 | Warehouse transfer  | 2026-07-20    | 2026- |
| <input type="checkbox"/>            | 2                 | Warehouse transfer  | 2026-07-20    | 2026- |

3. Add a comment about the approval (it will be saved along with the name of the approver) and then click **Save**.

Warehouses

← ALMACEN 2 JC

Enabled ☒

General

Stock

Purchase orders

Material requisitions

Entries

Outgoings

Movement History

Id

☐ 8

☐ 7

☐ 6

☐ 5

☐ 4

☐ 3

☐ 2

☐ 1

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← Approve Warehouse transfer

User

Jonas Campos

Comments

Upon approving the entry, the inventory of the transferred item is updated in the destination warehouse and the transaction is recorded in the **Movement History** of both warehouses.

← ALMACEN 2 JC

Save

Enabled ☒

- General
- Stock
- Purchase orders
- Material requisitions
- Entries
- Outgoings
- Movement History**



| <input type="checkbox"/> | Id                                                                                  | Type of Movement   | Transfer Status | Entries / Outgoings | Warehouse S |
|--------------------------|-------------------------------------------------------------------------------------|--------------------|-----------------|---------------------|-------------|
| <input type="checkbox"/> |  8 | Warehouse transfer | Approved        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  7 | Warehouse transfer | Approved        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  6 | Warehouse transfer | Rejected        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  5 | Warehouse transfer | Approved        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  4 | Warehouse transfer | Rejected        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  3 | Warehouse transfer |                 | Other               | ALAMACEN    |
| <input type="checkbox"/> |  2 | Warehouse transfer | Rejected        | Other               | ALAMACEN    |
| <input type="checkbox"/> |  1 | Warehouse transfer | Approved        | Other               | ALAMACEN    |

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