



**LEADERS HOLDING CO.**<sup>TM</sup>

Est. 1971

## Transfer Worksheet

1. Match the store with its' Abbreviation by entering the correct three letter code into the box next to the location name.

Bradenton	
Brandon	
Casselberry	
Clearwater	
Delray	
East Orlando	
Fort Myers	
Lakeland	
Naples	
Naples South	
New Port Richey	
Palm Harbor	
Port Charlotte	
Saint Petersburg	
Sarasota	
Spring Hill	
Tampa	
West Palm Beach	
Warehouse	
Vero	

VER
TAM
WPB
LAK
DEL
SNP
SAR
CAS
WHS
FTM
BRD
CLW
EOR
STP
BRN
NPL
PTC
NPR
PMH
SPH

2. If I print a transfer waiting list before the warehouse has sent me my transfer numbers
- It doesn't matter, all is well
  - I will not get any of the items I printed unless I notify the warehouse office
  - The items on the list will transfer to another store
  - FROG will send me double of every item
3. For an invoice to transfer to the store
- The sale type must be "2" (CPU)
  - There must be a firm delivery date, not an estimated delivery date
  - The Deliver From must be your store's location
  - All items must be linked to stock in the company
  - All of the above

4. To place one specific serial number on a transfer it is best to use the
  - a. Truck look-up menu
  - b. Transfer Pop-Up menu
  - c. Customer look-up menu
  - d. The Serial Rack screen in Sales MFG Look-Up
  - e. Message the warehouse office
5. The easiest way to place many of the same item on a transfer regardless of the serial number use the
  - a. Truck look-up menu
  - b. Transfer Pop-Up menu
  - c. Customer look-up menu
  - d. The Serial Rack screen in Sales MFG Look-Up
  - e. Message the warehouse office
6. How does a transfer number read? Example SAR-79354-WHS
  - a. Destination – Chinese Calendar Date – Origin
  - b. Warehouse Door Number – Truck Number – Store Number
  - c. Origin – Document Number – Destination
  - d. It doesn't really mean anything it is a randomly generated number
7. All merchandise whether coming or going from the store is on a single transfer number.
  - a. True
  - b. False
8. "KEEP" automatically keeps the specified number of an item on my floor. Items may transfer to fill a "KEEP" if
  - a. An item on my floor is reserved on an invoice
  - b. An item on my floor is on a transfer to leave my store floor
  - c. Any time the warehouse feels like it
  - d. A and B
9. Asterisked lines on the waiting list mean that the items are on the waiting list but the invoice that they are reserved to do not meet the criteria to be on a transfer.
  - a. True
  - b. False
10. Customer reserved or owned merchandise always has priority over stock merchandise on a transfer.
  - a. True
  - b. False