TRANSFERS (IUTS)

1. Processing an IUT for a transfer of product to another store is now done through Crunchtime. You will need to go to the *Inventory* tab and select *Create Location Transfer*.

Dashboard	Purchasing	Inventory	Sales	Production	Labor	Reports	Administration		
	Inventory Overview Create/Review Inventories			My Layout	Corporate Layout	Edit Layout			
			Create/Review Inventories			2020 09:00 🕑			
		Create Locat	ion Transfer		Last Recard	nation Date: 00/20/	2020 03:00		
		Recent Locat	Recent Location Transfers		Select Performance Metrics 🍸 🚔 🛇 📀				
			Create Inventory Adjustment Create Recipe Adjustment View Recent Adjustments						
	Monday 08/31/2020				o-Date	Period-to-Date	-Date		
00/3/12									
	\$110,280	Inventory Setup					\$2,284,879		
		Location Pro	ducts				\$322,902		
	\$110,280		Reports >				\$2,284,879		

2. Then this window will pop up and you will select **Sender Initiated Transfer** because you are the location that is sending the product.

- Fill in the *To Location* that you are sending product to
- Choose the *Transfer Date* the date must be in a time period that is still open for transactions
- The *Reference Number* will be automatically filled in for you as Store Number followed by the Date
- Click *Continue*

Create Location Transfer						
Sender Initiated Transfer Receiver Initiated Transfer Storage Transfer						
From Location:	Smithfield*					
To Location:	N/A					
Transfer Date:	08/26/2020					
Reference Number:	403082620					
Continue Cancel						

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3. On the location transfer page, click the *Retrieve* button in the top right corner of the screen to load in all of the items that are approved for transfer between stores. Once you click this button, all of your inventoried items will load and you

can choose the filter button directly above the Retrieve button to find the exact items you are looking for.

, 0								ie 200, 011	iumeiu, –	
Filters								Labor	Reports	Administration
Product Number: Filter By:	Cat	egory	~	Product Name: Filter By Category:	All		~		Add Select	ed Products 🖣 🌱 🛞
Issuing Storage Location:	All		~	Tax:	All		~			Retrieve
Issue Unit:	All		\sim	Issue Quantity:	≥	Enter Number		Issuir	ng Storage Loca	tion
Unit Price:	≥	Enter Number			≤	Enter Number				
	s	Enter Number		Available:	≥	Enter Number				
					≤	Enter Number				
Apply Cancel Clea	ar									

- 4. Once you find the product you are going to transfer:
 - Fill in the Issue Quantity
 - Be sure the Issue Unit matches what you are sending (i.e. case vs. pounds, etc.)

Product Number	Product Name	Issue Quantity		Issue Unit	Unit Price
P1154	FRENCH FRIES	0.00	LB	\sim	0.7450
P1166	FRENCH FRIES SWT POT	0.00	LB	~	1.4953

5. Once you have filled out the correct information, select the item (it will turn blue) and then in the top right corner you will click *Add Selected Products*.

		Add Selected Products 🕥 ⊗
		Retrieve
Unit Price	Available	Issuing Storage Location
0.7450	27.00	Fry Station

6. Enter a memo into the *Transfer Memo* field to remind yourself of the reason for the transfer.

From Location: Smithfield*	To Location	To Location: Bellingham*				
Location Transfer						
Transfer Memo: Belling	ham called for product	Filter By Template: N/A				
Product Number	Product Name	Тах				
P1154	FRENCH FRIES					

7. And finally, click *Submit* in the top right hand corner. You will then be given the option to print the IUT if you would like, but it is not necessary as it will be saved in the system.

Reference	ce Number: 403082620		\frown
			Submit 🦿 🛞
			Retrieve
	Unit Price	Extended Value	Issuing Storage Location
27.00	0.7450	3.73	Fry Station

Once you submit this, it will be sent to the other store for reconciling. You are able to edit an IUT up until it has been reconciled by either you or the other store.