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 Create Location Transfer		My Layout Corporate Layout Edit Layout Last Recalculation Date: 08/26/2020 09:00 3					
		Recent Location Transfers Create Inventory Adjustment		Select Performance Metrics 🍸 🖨 🛇 📀					
Monday 08/31/2020		Create Reci	Create Recipe Adjustment		o-Date	Period-1	to-Date		
	\$110,280	Inventory Setup					\$2,284,879		
		Location Pro	oducts				\$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 Bv:	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	¢ (в 🗸	0.7450
P1166	FRENCH FRIES SWT POT	0.00	L	в ~	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	\otimes
		Retrie	/e
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	emplate: 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 Number: 403082620						
			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.