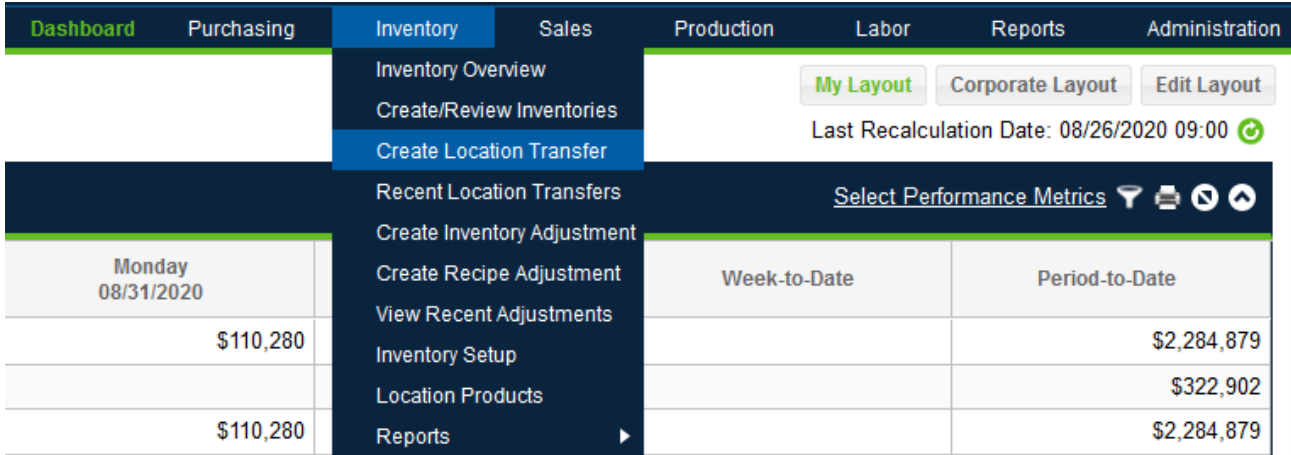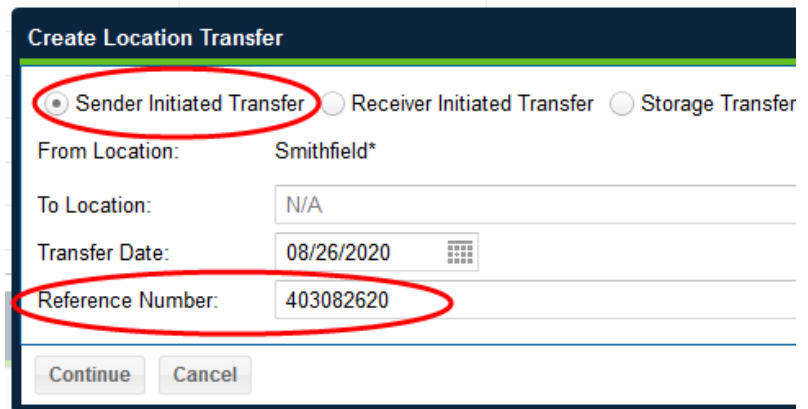# TRANSFERS (IUTS)

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.*
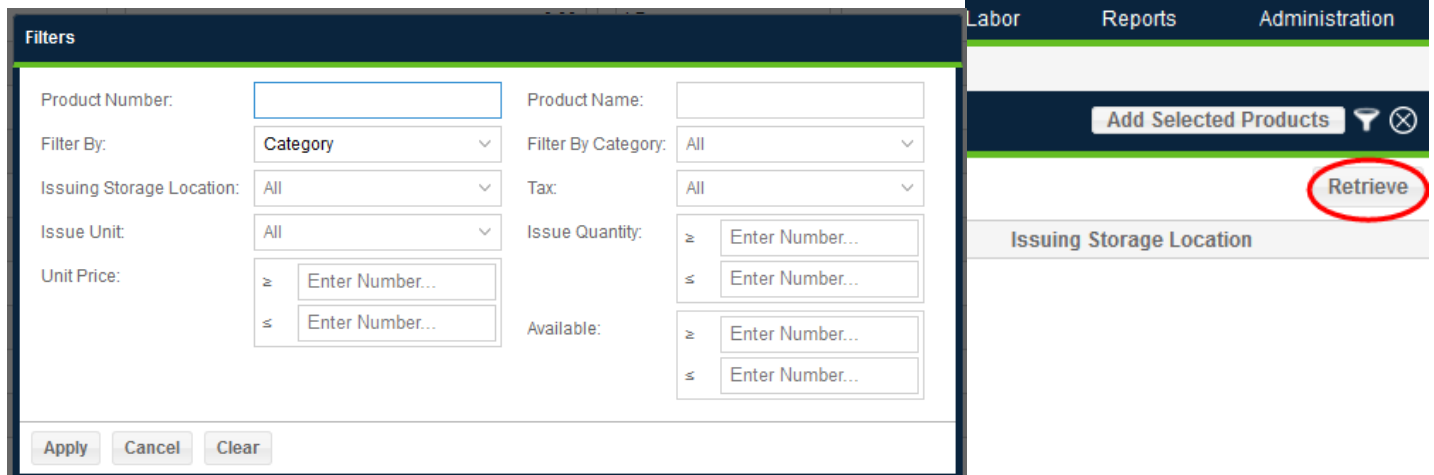

2. Then this window will pop up and you will select *Sender Initiated Transfer* because you are the location that is sending the product.

- 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*

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.

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	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: Bellingham*

Location Transfer

Transfer Memo: Bellingham called for product   Filter By Template: N/A

Product Number	Product Name	Tax	
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.