



# TRANSFERRING INVENTORY BETWEEN LOCATIONS WITHIN YOUR ASSOCIATION

Several methods can be used to transfer inventory from one location to another. Which method you'll use will depend on the results you're trying to achieve.

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# **Option 1: Location Transfers**

*Locations Transfers* (*Inventory* > *Location Transfer*) were designed just for this type of activity and are the **preferred method of transferring inventory between two retail locations of the same association**.

Location Transfers use FIFO by default to allocate costs, but you can choose a target unit cost (*optional*). Also if you need to adjust a cost (say, to add the shipping charges incurred to transfer the items) location transfers can be **cost adjusted** on a Purchase Invoice.

Help	Online Help includes step-by step instructions for creating Location Transfers and Cost Adjustments if you need to refresh your memory on how to add them.
	Please refer to the <b>Location Transfer Status</b> white paper for additional instructions on creating <i>pending location transfers</i> .

# Senders

Remember to flag the transfer of all items as *Pending* until they have reached their final destination.

Location Transfer	
+ Add / Edit Celete	Ma New Search 🖾 Preview Item 👻 🖾 History 🔇 Exit
Date v Refer	ence Number From Location To Location 🖌 🖉 Status
Add Location Transfe	r 🗆 🗆 🖾
Reference: Transfer From: Stony W	arehouse (DTF) Transfer To: Stony Plain
Transfer Date: Nov 02, Comments:	Image: Second Secon
Carrier:	Product: 3063567 - ACHIEVE LIQUID GOLD Find
Product	Quantity to Transfer: 3.0000 Cost (FIFO is default)
, Add Product Row	Quantity in Stony Plain: 3.0000 Details Status: Pending All items are added as Pending by default
	Lot Number:

Inventory > Location Transfer

#### Sending with FIFO Costing

**FIFO** costing is the default costing method - there is nothing extra you need to do. agrē will use the cost of the oldest units first, then the next oldest, etc. If you want to view the unit costs, select Cost.

View/S	Select C	ost						×
Update	- 😢 E	brit						
Please se FIF C Sele	elect the O (Calc ect Targ	costing method ulated Cost: \$3 et Cost	: 50.00)	default co = FIFO (Fi	osting method rst In, First Out)			
	[	Date -	Current Cost	Qty Remaining	Activity Type	Refere	nce	
•		Jun 13, 2015	\$350.00	17.0000			012 Jan	
		Oct 06, 2016	\$350.00	26.0000	costs are allo	cated	6	
		Jun 30, 2017	\$350.00	1.0000	automatically	from	47	
		Sep 21, 2018	\$600.00	13.0000	oldest to new	vest	.1	
		Det 22, 2018	\$600.00	1.0000	Inventory Receipt	1 18 1077	-01	

## Sending with Target Costing

If you don't want to use the next cost in line according to FIFO, you can choose which cost to use by clicking Cost.

When you *Select Target Cost*, agrē will allocate as many units at the cost you selected as are available starting with the oldest. Once those units are used, the units closest in cost to the target - higher or lower - are used, again starting with the oldest.

For example, another location within your association needs 20 cases of Achieve. You're happy to share, but costs have gone up and you don't want to transfer all your "cheap stuff"; you want to select a higher *Target Cost*.

⊽ Vie	w/Se	lect Co	ost										×
🕑 Upd	late	🔕 Б	cit										
Please	e sele	ct the o	costing me	thod:									
0	FIFO	(Calcu	lated Cost	: \$350	0.00)								
•	Selec	t Targe	t Cost		-	with	Target	t Cost					
[		D	ate	Ŧ	Current	Lost	Qty Ren	naining	Activity Ty	ре	Reference		
		J	un 13, 201	5		\$350.00	1	7.0000	Inventory F	Receipt	Baker 2012 Ja	in	
		C	ct 06, 201	6		\$350.00	2	6.0000	L	· · · · ·	EMC0000	1	
		J	un 30, 201	7		\$350.00		1.0000	you se	elect the ta	arget cost		
	۱.	V S	ep 21, 201	8		\$600.00	1	3.0000	and a	grē uses	the costs		
		C	ct 22, 201	8		\$600.00		1.0000	clos	sest to the	e target		
1									L				
													//

Costs *at* the target cost are allocated first, then those *closest* to the target cost (higher or lower) are the next to go.

Because we are dealing with inventory that is continuously shifting and moving, it is nearly impossible to proactively identify what exactly which costs will be designated and then actually used. This is how cost history *would be* allocated **if nothing changed** between the adding of the location transfer and its completion.

					тс		o on I td			
	)P\	Transfer Qua	antity = 2	0	ISE Agro Co-op Liu					
		Target Cos	st = \$600	l Ir	Inventory Cost					
					Edmo	ntan Aativa Datai	In Don 24, 2040			
ACHIEVE LIQU	D GOLD (306	3567) - Case								
Location	Li	ast Cost Estima	ited Cost	Average Cost	Last Date	Update Last Cost	Remaining			
Location Edmonton	L	astCost Estima \$600.00	<b>ited Cost</b> \$600.00	Average Cost \$410.3448	Last Date Oct 22, 2018	Update Last Cost	Remaining 58.00			
Location Edmonton Date	La	ast Cost Estima \$600.00 Quantity	ited Cost \$600.00 Re	Average Cost \$410.3448 maining	Last Date Oct 22, 2018 Base Cost	Update Last Cost V Adjusted Cost	Remaining 58.00 Details			
Location Edmonton Date Oct 22, 2018	Lá Reference 181022-01	astCost Estima \$600.00 Quantity 1.00	ited Cost \$600.00 Re 1	Average Cost \$410.3448 maining -1.00-	Last Date Oct 22, 2018 Base Cost \$600.00	Update Last Cost Adjusted Cost S600.00	Remaining 58.00 Details Details			
Location Edmonton Date Oct 22, 2018 Sep 21, 2018	Li Reference 181022-01 CW35541	ast Cost Estima \$600.00 Quantity 1.00 13.00	ated Cost \$600.00 Re 1	Average Cost \$410.3448 maining 	Last Date Oct 22, 2018 Base Cost \$600.00 \$600.00	Update Last Cost Adjusted Cost \$600.00 \$600.00	Remaining 58.00 Details Details Details			
Location Edmonton Date Oct 22, 2018 Sep 21, 2018 Jun 30, 2017	Li Reference 181022-01 CW35541 LOT00047	ast Cost Estima \$600.00 Quantity 1.00 13.00 1.00	ated Cost \$600.00 Re 1 + 13	Average Cost \$410.3448 maining -1.00- 13.00- 1.00	Last Date Oct 22, 2018 Base Cost \$600.00 \$600.00 \$350.00	Update Last Cost Adjusted Cost S600.00 S600.00 S350.00	Remaining 58.00 Details Details Details Details			
Location Edmonton Date Oct 22, 2018 Sep 21, 2018 Jun 30, 2017 Oct 06, 2016	Li Reference 181022-01 CW35541 LOT00047 EMC0006	ast Cost Estima \$600.00 Quantity 1.00 13.00 1.00 26.00	ated Cost \$600.00 Re 1 13	Average Cost \$410.3448 maining -1.00 1.00 26.00	Last Date Oct 22, 2018 Base Cost \$600.00 \$600.00 \$350.00 \$350.00	Update Last Cost Adjusted Cost \$600.00 \$600.00 \$350.00 \$350.00	Remaining 58.00 Details Details Details Details Details			

Inventory Cost History Report

#### Location Transfer Documentation

On *Save*<sup>1</sup>, (or by clicking *Preview Item* on the Location Transfer window) you'll be prompted to preview the Location Transfer report and/or the TDG.

' Lo	Location Transfer											
⊢ A	dd 🖋 Edit 🗙	Delete	New S	earch	History	🔇 Exit						
	Date 👻	Reference	Number	From Location	To Location		10	Status				
>	Nov 02, 2020	PWLT0000	7	Stony Warehouse (DTF)	Stony Plain		0	Pending				
 1 Lo	ocation Transfer for	und	Select	Report		×						
				Location Transfer								
				Transportation Document (	(TDG)							
				ОК	Cancel							

The *Location Transfer report* is similar to the TDG, but without the regulatory data. Print the *Transportation Document (TDG)* to accompany the load in transit.

## Receivers

Edit the Location Transfer and flag each item received as Complete.

🔽 Edit Location	n Transfer: PWLT00007	
Save 📄 Sta	art Over 🔇 Exit	
Reference:	PWLT00007 Generate Reference Automatically	
Transfer From:	Stony Warehouse (DTF)  Transfer To: Stony Plain	•
Transfer Date:	Nov 02, 2020  Created By: agre User	
Comments:		
Carrier:		
Freight Terms:	flag items received	
Product	as Complete	
> 3063567 - /	ACHIEVE LIQUID GOLD (CS) 3.0000 Pending	•
Add Product F	Row Edit Product Row Remove Product Complete All Complete	

#### If Quantity Received does not match the Quantity Sent

Inventory Reconciliation will be handled through a manual business process to be determined by your retail.

<sup>&</sup>lt;sup>1</sup> when the Offer to Print on Save? config option is turned on

# **Tracking Location Transfer Activity**

The *Inventory Transfers* data export displays a summary of completed *Location Transfers* of mapped items. The quantity is converted to the mapped unit type. Location Transfer activity is represented by two lines (one for outgoing inventory and one for incoming).

PExport Data												
Ехро	rt to File	Mill Export to Excel	Preview Data	🔇 Exit								
Select the data you want to export/preview?  Include Header Line  Associated Products  Associated Products  Start Date: Jan 01, 2020  Include Header Line  Criteria  Start Date: Jan 01, 2020  Include Header Line  Associated Products  Any Product Type  Inventory Adjustments Inventory Adjustments Inventory Data (US) Inventory D												
Inve	entory Tr	Inventory Data (03) Inventory Forecast Inventory Forecast V Inventory Transfers	/orksheet					Location Tra 1 row for ( 1 row for i	nsfers have outgoing ncoming			
3 Exit												
Simpl	e Advan	ced										
	Location	LocNo	Date	Туре	Ref	erence M	ajor Dept	Manufacturer	Item No	Item Descri	ption Unit	^
	St. Albert	01	2/11/2020	Loc Tra	insfer SAL	.T00002 50	)75	BAYER CROPS	233072	BUCTRIL M	18L JU	
	Stony Pla	in 02	2/11/2020	Loc Tra	nsfer SAL	T00002 50	)75	BAYER CROPS	233072	BUCTRIL M	18L JU	~
< S	elect All	To copy selecte	d cells press Ctrl + (	C.							:	>

File > Exports Data

The *Location Transfer Summary* data export displays a summary of *Location Transfers* of items of all statuses and includes unmapped items.

Export Data								• 🔀				
🕖 Export to File	Mill Export to Excel	Preview Data	🔇 Exit									
Select the data you want to export/preview?  Select the data you want to export/preview?  Inventory/Products  Associated Products  Start Date: Oct 04, 2018  End Date: Nov 04, 2020  Location To: <all locations="">  Location From: <all locations="">  Location From: <all locations="">  Content value  This previous forecast  Neventory Fo</all></all></all>												
Location Tr S Exit	ansfer Summary											
Simple Advar	ced			_								
Transfer	Date Reference	From Location	To Location	Status	Prod Type	Prod Group	Prod Code	Prod Desc	Unit	Quantity	Target Cost	Actua \land
4/29/202	) PWLT00006	Stony DTF Ware	St. Albert	Complete	30GROC-SEAS	FOOD	341719	JELLY BELLY S'	EA	1.0000		
11/23/20	8 ELT0003	Edmonton	St. Albert	Complete	40HW-FARM HA	HOME AND BUI	GLOVES	Work Gloves	EA	1.0000		
2/11/202	) SALT00002	St. Albert	Stony Plain	Complete	40SOFT-SOFT	HOME AND BUI	4079034	STEALTH SLIPS	EA	10.0000		
9/17/201	STLT00001	Stony Plain	Stony DTF War	: Complete	50CPROT-HERI	CROP SUPPLIE	3063567	ACHIEVE LIQUI	CS	1.0000		8
10/3/201	ELT0011	Edmonton	Dog River	Pending	50CPROT-HERI	CROP SUPPLIE	3063567	ACHIEVE LIQUI	CS	20.0000		
10/23/20	9 ELT0012	Edmonton	Dog River	Pending	50CPROT-HERI	CROP SUPPLIE	233072	BUCTRIL M 8 L	JU	50.0000		
1/28/202	ELT0013	Edmonton	St. Albert	Complete	50CPROT-HERI	CROP SUPPLIE	3063567	ACHIEVE LIQUI	CS	2.0000	350.0000	2 U
<					1							>
Select All	To conviselecter	d celle press Ctrl + C										

File > Exports Data

# Option 2: Two Inventory Receipts & a Purchase Invoice

If a location transfer isn't going to work for a particular situation, you can create two inventory receipts - one for the 'outgoing' items and one for the same quantity of 'incoming' items - then "bill" the inventory receipts on a Net \$0 purchase invoice. When using inventory receipts to transfer inventory between your own retail locations, your association will be both the "sender" and the "receiver".

## Your Association as a Vendor

If your association hasn't been added as a vendor yet, you'll need to import it from CRS Hub.

# **Help** Refer to the **Importing Masterfiles** white paper for step-by-step instructions on importing your association as a Vendor.

Each retail location that will **send or receive** inventory transfers needs to be setup on the *Addresses* tab of the vendor account.

1	Edit	Supplier: TSL Agro C	Co-op Lt	td (1308005	1)					
	Save	e 🗊 Refresh 🔞 Exit								
]	Supplie	er Contacts Addresses	Settings	Notes Comme	nts					1
		Address Name	Full A	ddress			Active?	Shipping Default	?	
	•	Dog River	762 F	lainbow Road D	og River,	Saskatchewan	<b>V</b>			
		Edmonton St Albert	3374	🔽 Edit Sur	onlier A	 ddress - Roy	w 1	r r		-
		Parkland Warehouse Stony Plain	5005 22 G	Update	😢 Exit					-
	Add Address Edit Address			Name: AWSA No:		Dog River 123456		•	must it pr	be filled in so that ints on the TDG
_				Address:		762 Rainbow Ro	bad		-'F	
				City:		Dog River	* Province:	Saskatchewan	-	
				Postal Cod	e:	S8H 1A0	Country:	Canada	-	
				Phone:		306.555.1625				

Accounts Payable > Manage > Supplier

# The "Sending" Inventory Receipt

Create the first Inventory Receipt for the **outgoing** inventory (the quantity will be negative) selecting the *Supplier Location* that is *receiving* the items. The unit costs will be determined by FIFO.

Add Inventory Receipt         Save       Documents         Refresh       Supplier:         TSL Agro Co-op Ltd (13080051)       Tind	on each inventory receipt, select which retail location is sending/receiving the items								
Reference: 171102-01 CRS Transfer (+In/-Out) Shipping									
Receipt Date: Nov 02, 2017  Trucker									
Comments: Bill of L:	ading:								
Supplier	Location Stony Plain								
on the "sending" InvRec,	22 Greybriar Dr Stony Plain, AB T7Z 0G1								
Product FROM St. Albert Quantity Location	st. Cost PO Cost Billed On PO Reference								
> 3063567 - ACHIEVE LIG TO Stony Plain -3.0000 St. Albert									
Add Product Row Edit quantity is negative									
Import From PO Link to PO Pricing/Taxes									

Print the TDG to send along with the items.

/CO-OP\	TSL Agro Co-op Ltd
	Transportation Document
Moving From:	Going To: Inventory Return: 171102-01 Date: Nov 02, 2017
Consignor:	Consignee:
TSL Agro Co-op Ltd (St. Albert)	TSL Agro Co-op Ltd
335 Carleton Drive	22 Greybriar Dr
St. Albert, AB	Stony Plain,Alberta
780.459.4477	780.968.5423
AWSA #: 339748	AWSA #:332223
24-Hour Number: In the event of an em 888-CAN-UTEC (226-	ergency involving dangerous goods call CANUTEC at 1- 8832).
Non-Dangerous Goods	Qty Transported
ACHIEVE LIQUID GOLD	3 Case

# The "Receiving" Inventory Receipt

When the items physically arrive at their destination, create a second Inventory Receipt for the **incoming** inventory (the quantity will be positive) at the receiving location, selecting the *Supplier Location* that *sent* the items and ensuring the correct line location is chosen. At this time you can optionally assign the incoming inventory an estimated cost.

Supplier: ISL Agro Co-op Ltd (13080051) Reference: I771102 CRS Transfer (+In/-Out) Shipping	
Receipt Date:       Nov 02         Comments:       Which of your association's locations is RECEIVING the inventory?         Supplier Location:       St Albert	
quantity is positive     335 Carlet St Albert, 4       Product     Quantity       > 3063567 - ACHIEVE LIQUID GOLD (CS)     Quantity	ted

Finally, create a Purchase Invoice, import both inventory receipts, and edit the outgoing cost if needed to result in a \$0 total.

land Add Purchase Invoice					
Save 🗓 Documents 🗊 Refresh 🖾 Supplier Account Activity	😢 Exit				
		Totals			
Supplier: TSL Agro Co-op Ltd (13080051)	▼ Find	Total Non-Inventory: \$0.00			
Invoice Date: Nov 02, 2017  Reference Number: 17110	Invoice Date: Nov 02, 2017  Reference Number: 171102				
Due Date: Dec 02, 2017  Location: Edmo	Total Cost Adjustments: \$0.00				
Comments		Total Taxes: \$0.00			
Non-Inventory Purchases Inventory Purchases (2) Cost Adjustments	Taxes and Credits	Total Purchase Invoice: \$0.00			
Product	Location PO Reference	Outpatity Unit CCT CCT Incl Unit Cost Line Tetal			
> 3063567 - ACHIEVE LIQUID GOLD 171102-01	St. Albert	-3.0000 CS \$800.00 (\$2.400.00)			
3063567 - ACHIEVE LIQUID GOLD 171102-02	Stony Plain	3.0000 CS			
Import Inv. Receipt Add Inv. Receipt Edit Inv. Receipt	Link to PO	Inventory Subtotal: \$0.00			
Pricing/Taxes Show Details Remove Row	Split Row				

ip	Show	<b>Details</b> to view	the cost of t	he units se	nt.			
Non	-Inventory Purchases	Inventory Purchases (2	) Cost Adjustments	Taxes and Credi	ts			
	Product		Reference	Location	PO Reference	Quantity	Unit GST	GST
>	3063567 - ACHIEV	E LIQUID GOLD	171102-01	St. Albert		-3.0000	CS 📃	
	3063567 - ACHIEV	E LIQUID GOLD	171102-02	Stony Plain		3.0000	CS	
	Pricing/Taxes Show Details		Inventory Recei Reference Nu Product:	pt mber: 77110, 30635 St Alb	71102-01 Date: Nov 02, 2017 3063567 - ACHIEVE LIQUID GOLD St Albert			
			Units: Quantity:	CS	-3.0000			
			Comment:		\$800.00			

The incoming Inventory Receipt can also be **Cost Adjusted** on an additional Purchase Invoice to add, for example, the shipping charges incurred to transfer the items.

# **Option 3: Virtual Warehouse**

Use a Virtual Warehouse if you have a more centralized ordering and inventory management approach. You can either Location Transfer items from the virtual warehouse (Option 1 above), or use the 2 Inventory Receipts/1 Purchase Invoice method (Option 2 above) using the Virtual Warehouse as the "sending" Supplier Location.

Contact your CSC to discuss whether a virtual warehouse is the right option for your retail.

**Note:** If you have any questions or require further assistance with this process, please contact your CSC at <a href="mailto:support@tronia.com">support@tronia.com</a>.