

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.

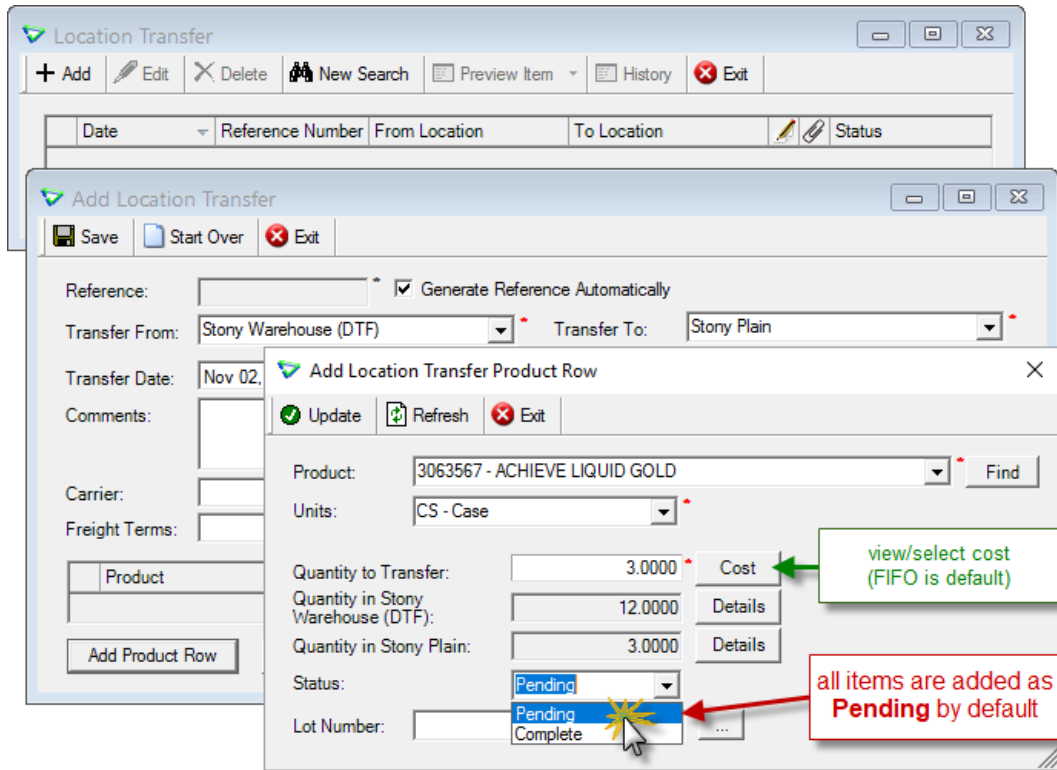
Help

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 **Location Transfer Status** white paper for additional instructions on creating *pending location transfers*.

Senders

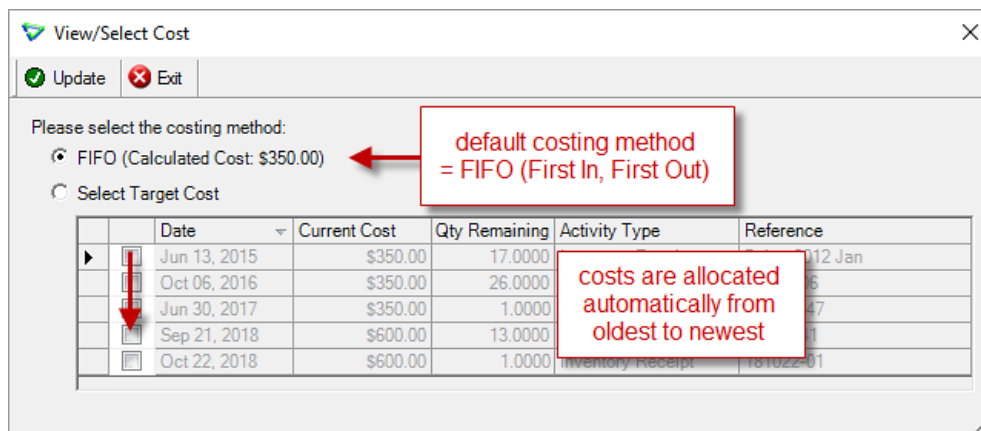
Remember to flag the transfer of all items as *Pending* until they have reached their final destination.



Inventory > Location Transfer

Sending with FIFO Costing

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

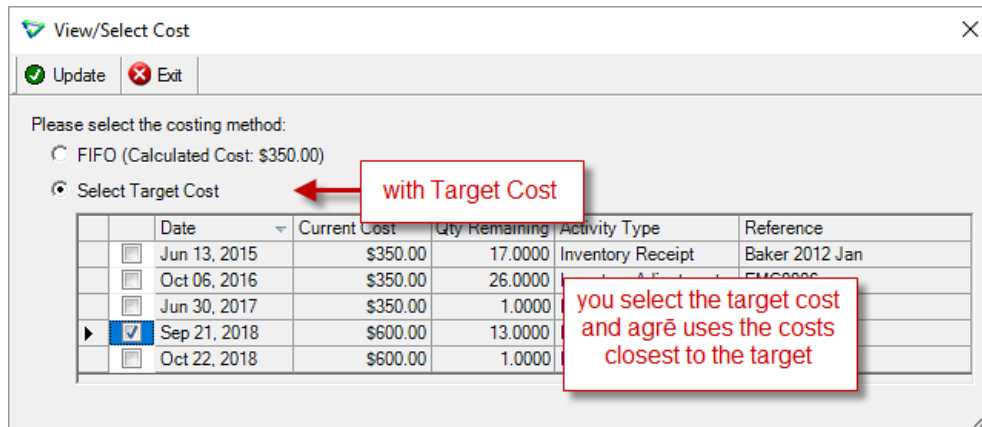


Sending with Target Costing

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**.



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.



Transfer Quantity = 20
 Target Cost = \$600

TSL Agro Co-op Ltd
Inventory Cost History
 Edmonton Active Details Dec 31, 2010

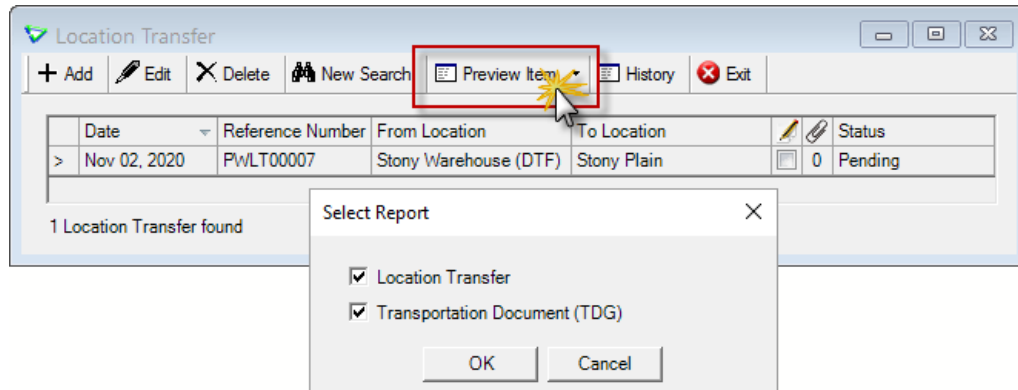
ACHIEVE LIQUID GOLD (3063567) - Case

Location	Last Cost	Estimated Cost	Average Cost	Last Date	Update Last Cost	Remaining
Edmonton	\$600.00	\$600.00	\$410.3448	Oct 22, 2018	<input checked="" type="checkbox"/>	58.00
Date	Reference	Quantity	Remaining	Base Cost	Adjusted Cost	Details
Oct 22, 2018	181022-01	1.00	1 -1.00	\$600.00	\$600.00	Details
Sep 21, 2018	CW35541	13.00	13 -13.00	\$600.00	\$600.00	Details
Jun 30, 2017	LOT00047	1.00	+ 1.00	\$350.00	\$350.00	Details
Oct 06, 2016	EMC0006	26.00	+ 26.00	\$350.00	\$350.00	Details
Jun 13, 2015	Baker 2012 Jan	20.00	6 -17.00 11.00	\$350.00	\$350.00	Details
			20			

Inventory Cost History Report

Location Transfer Documentation

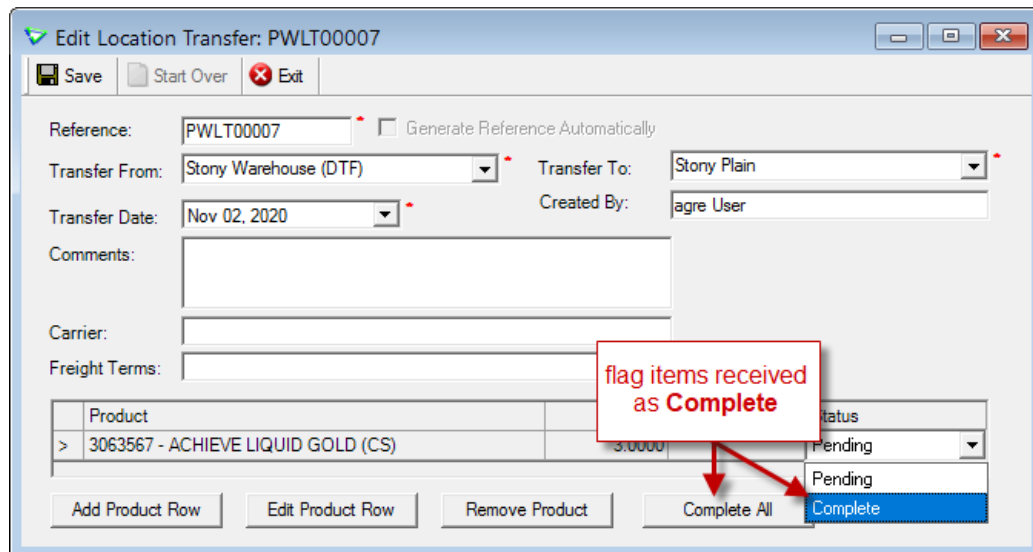
On *Save*¹, (or by clicking *Preview Item* on the Location Transfer window) you'll be prompted to preview the Location Transfer report and/or the TDG.



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*.



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.

¹ 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).

The screenshot shows the 'Export Data' window with 'Inventory Transfers' selected in the tree view. The 'Criteria' section shows: Start Date: Jan 01, 2020; End Date: Nov 04, 2020; Product Type: Any Product Type; Location: <All Locations>. A callout box points to the 'Inventory Transfers' window, stating: 'Location Transfers have 1 row for outgoing 1 row for incoming'. The 'Inventory Transfers' window shows a table with the following data:

Location	LocNo	Date	Type	Reference	Major Dept	Manufacturer	Item No	Item Description	Unit
St. Albert	01	2/11/2020	Loc Transfer	SALT00002	5075	BAYER CROPSI	233072	BUCTRIL M 8 L JU	
Stony Plain	02	2/11/2020	Loc Transfer	SALT00002	5075	BAYER CROPSI	233072	BUCTRIL M 8 L JU	

File > Exports Data

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

The screenshot shows the 'Export Data' window with 'Location Transfer Summary' selected in the tree view. The 'Criteria' section shows: Start Date: Oct 04, 2018; End Date: Nov 04, 2020; Location To: <All Locations>; Location From: <All Locations>. The 'Location Transfer Summary' window shows a table with the following data:

Transfer Date	Reference	From Location	To Location	Status	Prod Type	Prod Group	Prod Code	Prod Desc	Unit	Quantity	Target Cost	Actur
4/29/2020	PWLT00006	Stony DTF Ware	St. Albert	Complete	30GROC-SEASI FOOD	341719		JELLY BELLY S	EA	1.0000		
11/23/2018	ELT0003	Edmonton	St. Albert	Complete	40HV-FARM H/ HOME AND BUI			GLOVES	EA	1.0000		
2/11/2020	SALT00002	St. Albert	Stony Plain	Complete	40SOFT-SOFT / HOME AND BUI	4079034		STEALTH SLIPS	EA	10.0000		
9/17/2019	STLT00001	Stony Plain	Stony DTF Ware	Complete	50CPROT-HERI CROP SUPPLIE	3063567		ACHIEVE LIQUI	CS	1.0000		
10/3/2019	ELT0011	Edmonton	Dog River	Pending	50CPROT-HERI CROP SUPPLIE	3063567		ACHIEVE LIQUI	CS	20.0000		
10/23/2019	ELT0012	Edmonton	Dog River	Pending	50CPROT-HERI CROP SUPPLIE	233072		BUCTRIL M 8 L JU	JU	50.0000		
1/28/2020	ELT0013	Edmonton	St. Albert	Complete	50CPROT-HERI CROP SUPPLIE	3063567		ACHIEVE LIQUI	CS	2.0000	350.0000	

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.

The screenshot shows the 'Edit Supplier' window for TSL Agro Co-op Ltd (13080051). The 'Addresses' tab is active, displaying a table of addresses. The 'Dog River' address is selected, and the 'Edit Supplier Address - Row 1' dialog box is open. The dialog box contains the following fields:

Field	Value
Name	Dog River
A/WSA No.	123456
Address	762 Rainbow Road
City	Dog River
Province	Saskatchewan
Postal Code	S8H 1A0
Country	Canada
Phone	306.555.1625

A callout box points to the 'A/WSA No.' field with the text: "must be filled in so that it prints on the TDG".

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.

on each inventory receipt, select which retail location is sending/receiving the items

on the "sending" InvRec, items are moving FROM St. Albert TO Stony Plain
quantity is negative

Product	Quantity	Location	Est. Cost	PO Cost	Billed On	PO Reference
> 3063567 - ACHIEVE LIQ	-3.0000	St. Albert				

Print the TDG to send along with the items.

CO-OP

TSL Agro Co-op Ltd
Transportation Document

Moving From: St. Albert, AB Going To: Stony Plain, Alberta Inventory Return: 171102-01
Date: Nov 02, 2017

Consignor:
TSL Agro Co-op Ltd (St. Albert)
335 Carleton Drive
St. Albert, AB
780.459.4477
AWSA #: 339748

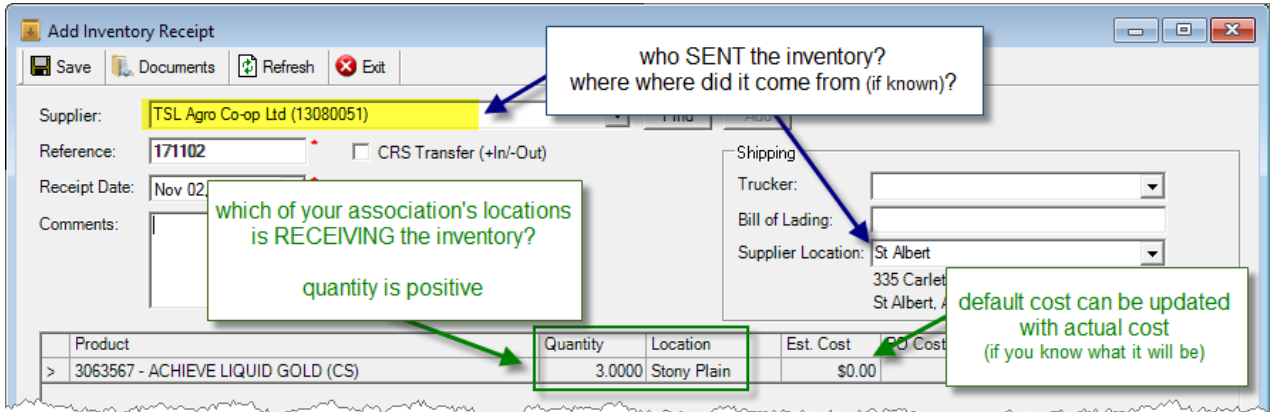
Consignee:
TSL Agro Co-op Ltd
22 Greybriar Dr
Stony Plain, Alberta
780.968.5423
AWSA #: 332223

24-Hour Number: In the event of an emergency involving dangerous goods call CANUTEC at 1-888-CAN-UTEC (226-8832).

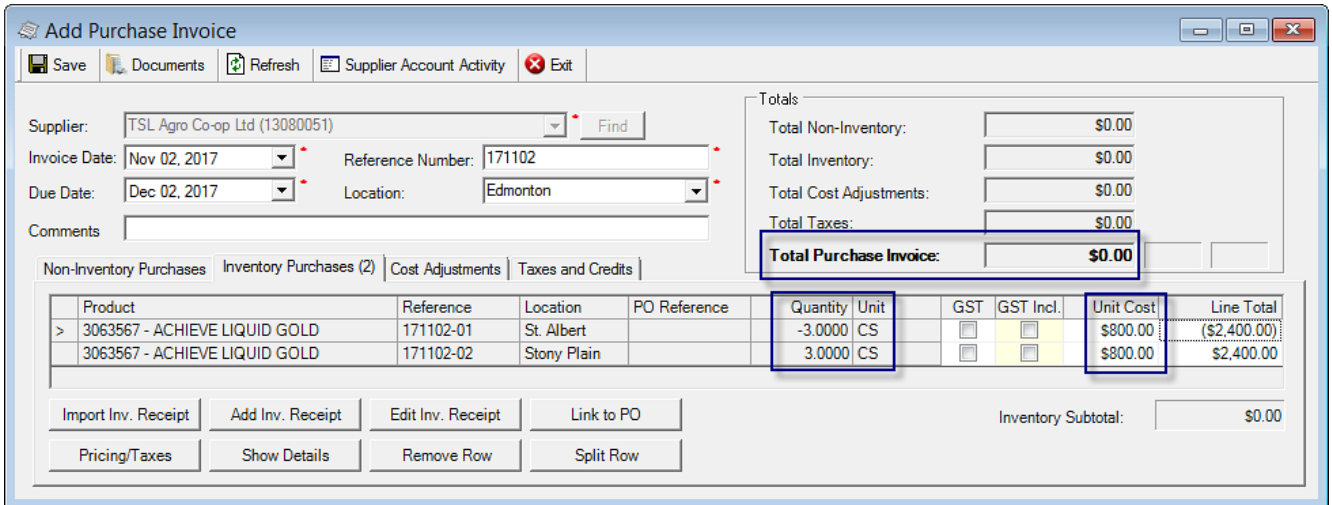
Non-Dangerous Goods	Qty Transported
ACHIEVELIQUID GOLD	3 Case

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.



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



Tip

Show Details to view the cost of the units sent.

Product	Reference	Location	PO Reference	Quantity	Unit	GST	GST In
> 3063567 - ACHIEVE LIQUID GOLD	171102-01	St. Albert		-3.0000	CS	<input type="checkbox"/>	<input type="checkbox"/>
3063567 - ACHIEVE LIQUID GOLD	171102-02	Stony Plain		3.0000	CS	<input type="checkbox"/>	<input type="checkbox"/>

Inventory Purchase Details

Inventory Receipt

Reference Number: 71102-01 Date: Nov 02, 2017

Product: 3063567 - ACHIEVE LIQUID GOLD

Location: St. Albert

Units: CS

Quantity: -3.0000

FIFO Cost: \$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 support@tronia.com.