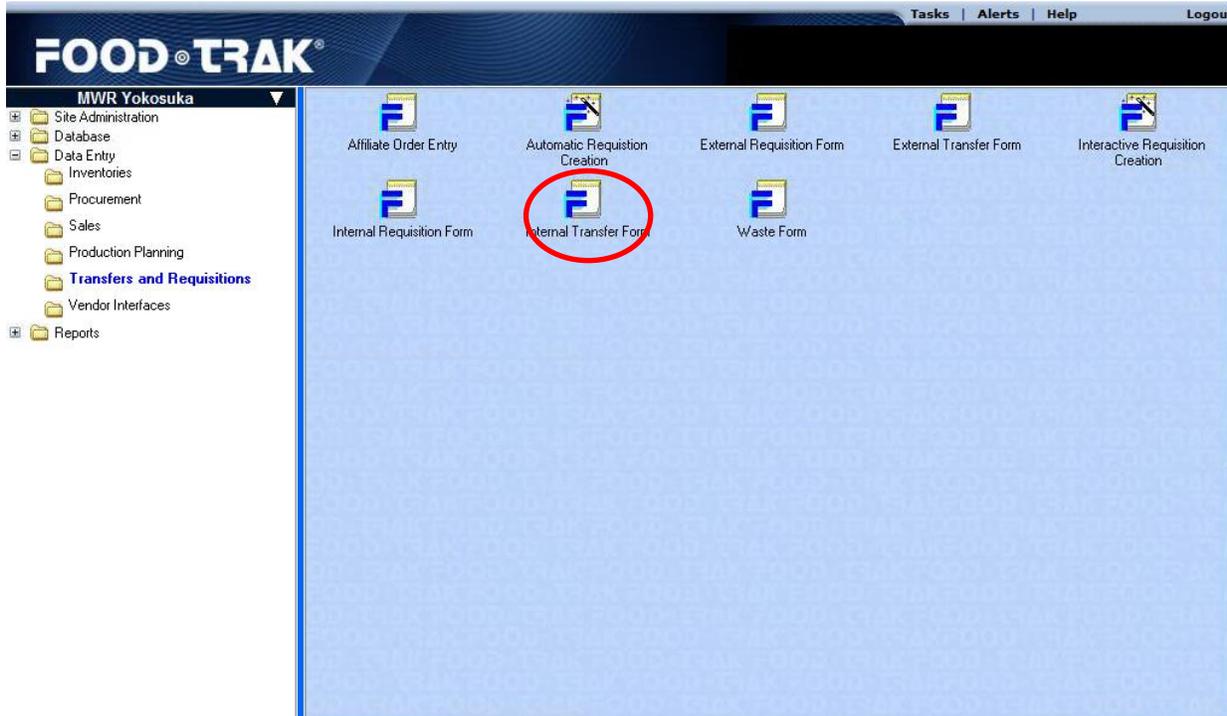
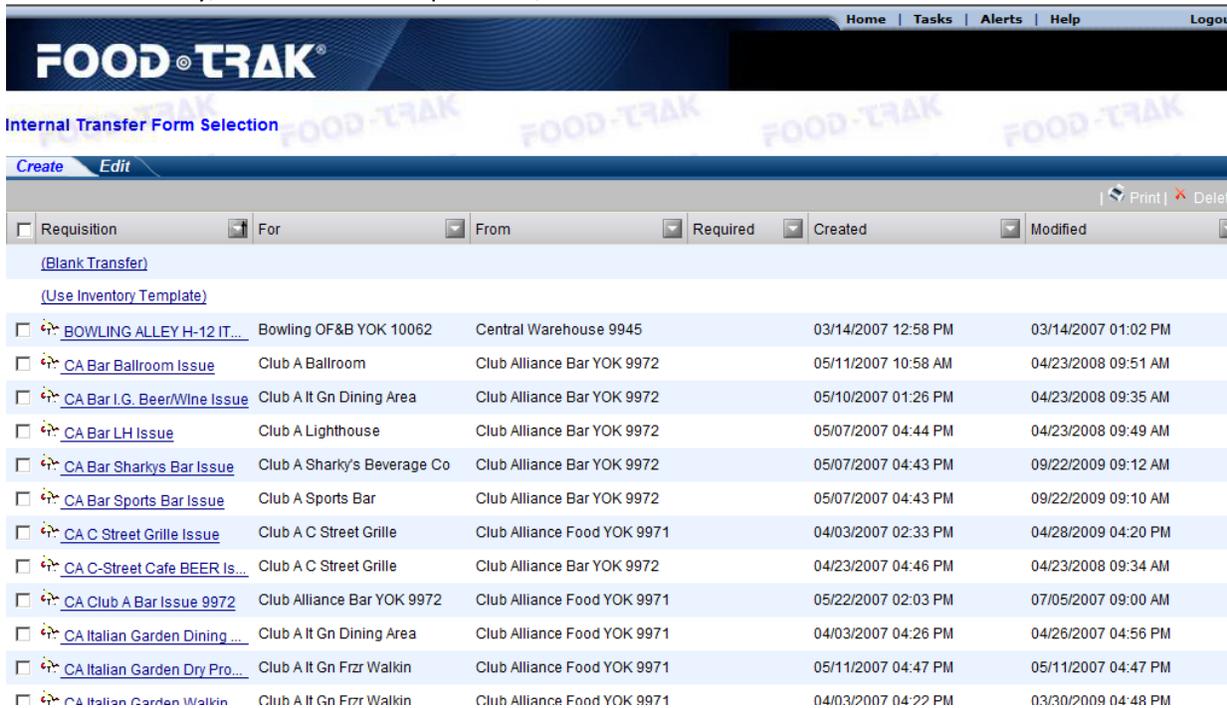


How to Create an Internal Transfer



Go to Data Entry, Transfers and Requisitions, Internal Transfer Form.



Select either a template, previously submitted Internal Requisition, or Blank Transfer.

Header Details

Save Pause Complete (1 of 2) Template Print Close

Transfer ID:

Transfer Date: 8/15/2013 3:54:00 PM  Reference:

Send To: Outdoor Rec YOK 9980 Send From: < Any Profit Center > Personnel: Admin

Comments:

Select who is receiving the items as well as who is issuing the items.

Header Details

Save Pause Complete (1 of 2) Template Print Close

Transfer ID:

Transfer Date: 8/15/2013 3:54:00 PM  Reference:

Send To: --Ikego Storeroom Dry Send From: Central Warehouse 9945 Personnel: Admin

Comments:

Click on Details.

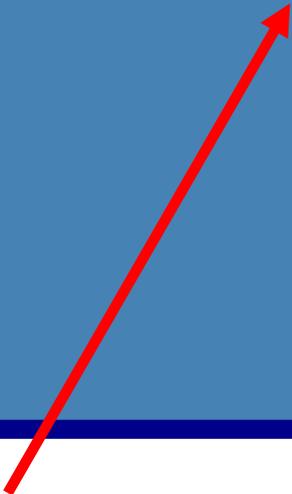
Header		Details	
Transfer ID:		Send To: Ikego Storeroom Dry	Reference:
Transfer Date: 8/15/2013 03:54 PM		Send From: Central Warehouse 9945	Personnel: Admin
Est. Total: 0.00			

[Save](#) [Pause](#) [Complete \(1 of 2\)](#) [Template](#) [Print](#) [Close](#)

[Set Location to ...](#) [Set Location to Default](#) [Find](#)

Name	Quantity	Unit	Cost	Extension	Notes	From Location
<i>Click here to insert an item at the beginning of the form.</i>						

Items 0 - 0 of 0



Click on the White Line to start entering items.

Select Item to Insert:

Name



Please type in the desired search information and click the Search button.

FOOD-TRAK
FOOD-TRAK
FOOD-TRAK
FOOD-TRAK
FOOD-TRAK

Name

Name
Abbreviation
Internal Reference
Barcode
Report Group

Add New Close

Enter the name or use the pull down to change search option. Click on the magnifying glass to search.

Select Item to Insert:

Name

rice 

Rice Long Grained and Wild Blend 6/36oz
8920012263368

Rice Med Grain X-fancy 4% Broken 1/50lb
412030/412028

Rice Milled Calrose Medium Grain 6/10lb
892001E191842

Rice Mochigome Sweet 24/16oz/cs 4601010790

Rice Oriental Stick Bihon 24/8oz pk/cs 4601024260

Rice Parboiled Long Grain 6/10lb
8920012506557

Rice Pilaf 12/7.2oz
071429099500

Rice Pilaf Savory

>> Displaying 1 - 15 of 22 items

Add New Close

Click on the item to add to transfer.

Item Name: Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028
[View Current on Hand](#)

Quantity	Unit	Cost	Extension	Notes	From Location
0.0000	cs50lb	24.1400	0.0000		H-12 Dry

Enter the quantity and if needed use the pull down to change the unit. Click Update to add to the transfer.

Header Details

Transfer ID: **Send To:** Ikego Storeroom Dry **Reference:**
Transfer Date: 8/15/2013 03:54 PM **Send From:** Central Warehouse 9945 **Personnel:** Admin
Est. Total: 24.14

Select Item to Insert:

Name

rice

- Rice Long Grained and Wild Blend 6/36oz 3920012263368
- Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028
- Rice Milled Calrose Medium Grain 6/10lb 392001E191842
- Rice Mochigome Sweet 24/16oz/cs 4601010790
- Rice Oriental Stick Bihon 24/8oz pk/cs 4601024260
- Rice Parboiled Long Grain 6/10lb 3920012506557
- Rice Pilaf 12/7.2oz 071429099500
- Rice Pilaf Savory

>> Displaying 1 - 15 of 22 Items

Name	Quantity	Unit	Cost	Extension	Notes	From Location
Click here to insert an item at the beginning of the form.						
Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028	1.0000	cs50lb	24.1400	24.1400		H-12 Dry

Items 1 - 1 of 1

If all items have been added, click on Complete (1 of 2) to process.

Header Details

Close Complete (2 of 2)

Summary: Print Routing Slip when Completed Print When Completed

MWR Yokosuka

Internal Transfer

Transfer ID:
Transfer Date: 8/15/2013 03:54 PM
Send To: Ikego Storeroom Dry
Send From: Central Warehouse 9945
Reference:
Personnel: Admin
No. Items: 1

Critical Issues:
None

Warnings:
None

Check for Critical issues and Warnings for errors. If everything is complete, Toggle Print when completed and click on Complete (2 of 2).