How to Create an Internal Transfer

				Tasks Alerts	Help Logou
=000 TZAK	7.				
FOOD®LAAR	27				
WWR Yokosuka Ste Administration Database Data Entry Inventories Procurement Sales Production Planning Transfers and Requisitions Vendor Interfaces Reports	Affiliate Order Entry	Automatic Requisiton Creation Vernal Transfer For	External Requisition Form	External Transfer Form	Interactive Requisition Creation

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

				Home Tasks	Alerts Help Logou
	FOOD®TR	AK [®]			
Inte	ernal Transfer Form Select	ion -000 -CRAK	FOOD-TRAK	FOOD-TRAK	FOOD TAAK
С	reate Edit				
					💎 Print 🎽 Delet
	Requisition	For	From 🔄 Req	uired 🔄 Created	Modified
	(Blank Transfer)				
	(Use Inventory Template)				
	BOWLING ALLEY H-12 IT	Bowling OF&B YOK 10062	Central Warehouse 9945	03/14/2007 12:58 PM	03/14/2007 01:02 PM
	🔆 CA Bar Ballroom Issue	Club A Ballroom	Club Alliance Bar YOK 9972	05/11/2007 10:58 AM	04/23/2008 09:51 AM
	CA Bar I.G. Beer/Wine Issue	Club A It Gn Dining Area	Club Alliance Bar YOK 9972	05/10/2007 01:26 PM	04/23/2008 09:35 AM
	CA Bar LH Issue	Club A Lighthouse	Club Alliance Bar YOK 9972	05/07/2007 04:44 PM	04/23/2008 09:49 AM
	🔆 CA Bar Sharkys Bar Issue	Club A Sharky's Beverage Co	Club Alliance Bar YOK 9972	05/07/2007 04:43 PM	09/22/2009 09:12 AM
	🔆 <u>CA Bar Sports Bar Issue</u>	Club A Sports Bar	Club Alliance Bar YOK 9972	05/07/2007 04:43 PM	09/22/2009 09:10 AM
	CA C Street Grille Issue	Club A C Street Grille	Club Alliance Food YOK 9971	04/03/2007 02:33 PM	04/28/2009 04:20 PM
	CA C-Street Cafe BEER Is	Club A C Street Grille	Club Alliance Bar YOK 9972	04/23/2007 04:46 PM	04/23/2008 09:34 AM
	🔆 CA Club A Bar Issue 9972	Club Alliance Bar YOK 9972	Club Alliance Food YOK 9971	05/22/2007 02:03 PM	07/05/2007 09:00 AM
	🔆 CA Italian Garden Dining	Club A It Gn Dining Area	Club Alliance Food YOK 9971	04/03/2007 04:26 PM	04/26/2007 04:56 PM
	CA Italian Garden Dry Pro	Club A It Gn Frzr Walkin	Club Alliance Food YOK 9971	05/11/2007 04:47 PM	05/11/2007 04:47 PM
	🏧 CA Italian Carden Walkin	Club Alt Gn Frzr Walkin	Club Alliance Food YOK 9971	04/03/2007 04:22 PM	03/30/2009 04:48 PM

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

Header Deta	ails							
				Save Pause	Complete (1 of 2) Tem	plate Prin	Close
Transfer ID:								
Transfer Date:	8/15/2013 3:54:00 PM		Reference:				.	
Sena To:	Outdoor Rec YOK 9980	•	Sena From:	<pre>< Any Profit Center ></pre>	•	Personnel:	Aamin	
Comments:								
								<u> </u>
								v
·								

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

Header Det	ails							
				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 Warehous	e 9945	✓ Pers	onnel: Adm	in
Comments:								
								A
								•

Click on Details.



Click on the White Line to start entering items.

Select Item to	o Insert:				
Name	-				
1					
		P			
Please type in the	desired search inf	omation and click			
the Search button	4				
			3C		
			-		
			1		
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			×.		
- FOU			Mama		
			Ivame		
-00			Name		
TON	6.94C		Abbrevia	tion	
	Add No	W Close	Internal I	reterence	
	Add Ne		Barcode		
			Report G	roup	

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



Click on the item to add to transfer.

						-
Item Name:	Rice Med Grain	X-fancy 4% Broken	1/5016 412030/412	2028		
View Curren	<u>nt on Hand</u>					
Quantity	Unit	Cost	Extension	Notes	From Location	
0.0000	cs50lb	▼ 24.1400	0.0000		H-12 Dry	•
Back	Next	Edit			Update Insert	Remove

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

Header Details									
				Save Pause	Con	nplete (1 of 2)	Template	Print	Close
	Transfer ID: Transfer Date: Est. Total:	: 8/15/2013 03:54 PM 24.14	Send To: Send From:	lkego Storeroom Dry Central Warehouse 9	/ 9945	Reference Personne	e: I: Admin		
					Set Loo	cation to	Set Location t	o Default	Find
Select Item to Insert: Name rice rice rice Cong Grained and Wild Blend 6/36oz 3920012263368 Rice Med Grain X-fancy 1% Broken 1/50lb 412030/412028 Rice Mild Calrose Vedium Grain 6/10lb 392001E191842 Rice Mochigome Sweet 2/160z/cs 4601010790 Rice Oriental Stick Bihon 2/80z pk/cs 4601024260 Rice Parboiled Long Srain 6/10lb 3920012506557 Rice Pilaf 12/7.2oz 2714/29099500 Rice Pilaf Savory >> Displaying 1 = 1		<u>Name</u> Rice Med Grain X-fancy 4% Bi	Click he oken 1/50lb 41	re to insert an item at 2030/412028	Quantity t the begin 1.0000	Unit Cost nning of the forr cs50/b 24.14(Extension N n. 24.1400	otes From L H-12 Di	ocation y
Add New	Close						ltems	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
		Inte	ernal Transfer
MWR Yokosuka ,		Transfer ID: Transfer Date: Send To: Send From: Reference: Personnel: No. Items:	8/15/2013 03:54 PM Ikego Storeroom Dry Central Warehouse 9945 Admin 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).