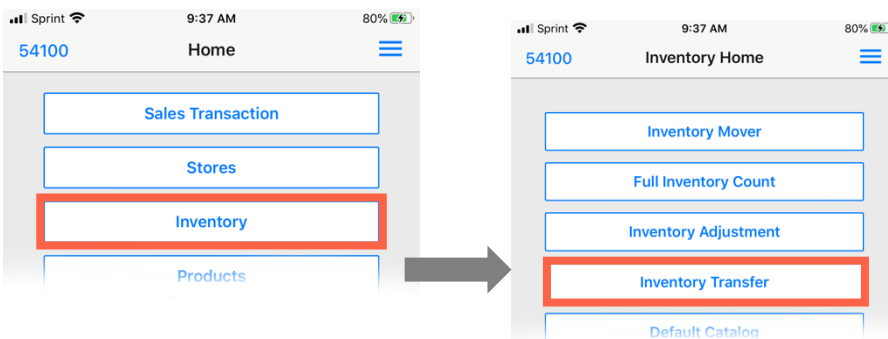# INVENTORY TRANSFER BETWEEN LOCATIONS
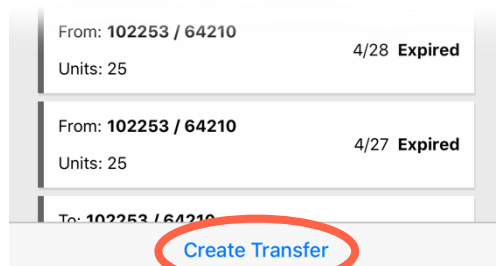
Transferring Inventory

When one location wants to sell under $500 of products to another location, he or she should follow this process in the MyBusiness app.

1. On the Home screen, tap on "Inventory."
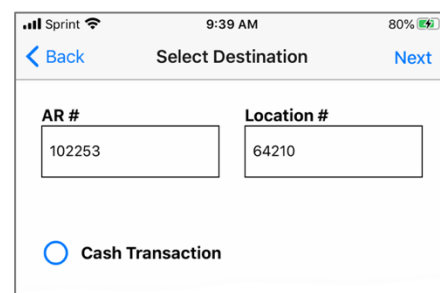
2. Then tap on "Inventory Transfer."

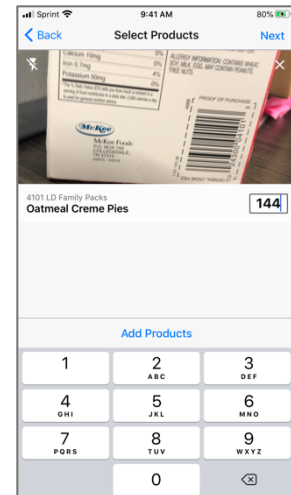3. Tap "Create Transfer" at the bottom of the screen.

4. Enter the AR number and the location number of the transfer destination.

   Only tap the "Cash Transaction" button if it is indeed a cash transaction, and DAR doesn't need to be notified; otherwise, for your convenience, DAR will transfer money within locations' balances.

5. When you have entered the correct AR # and Location #, tap "Next."

6. Choose "Truck" or "Warehouse" to indicate where the transfer originates.

7. Select, from your inventory, the products you want to transfer by scanning product bar code(s) or you can tap on "Add Product" to choose from a list.

8. Add in the number of units you want to transfer.

9. Repeat steps 7 and 8 until you have added in all units you want to transfer.

10. Tap "Next" at the upper right. Be sure to check over the inventory you want to transfer before tapping "Submit."

11. When you're ready, tap "Submit," and you will see a pop-up asking you to confirm or cancel the transfer by tapping either "Yes" or "No." If you wait, you'll likely see the transfer accepted.

12. If you tap, "Yes," you'll be taken back to the "Inventory Home" screen.
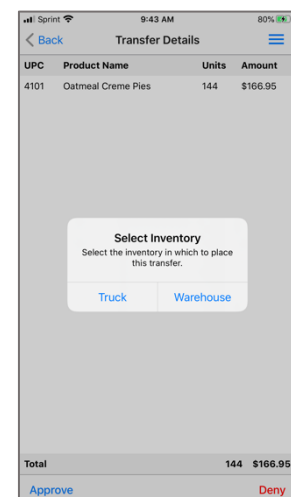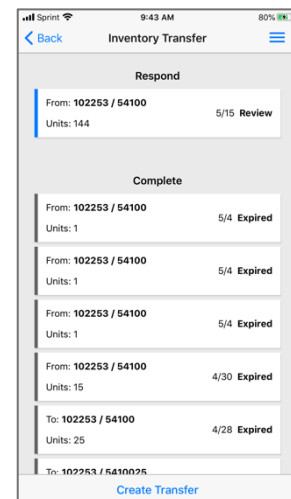
Approving the Transfer

The transfer has now been sent to any user who has permissions to the other location who will have 1 hour to "Approve" or "Deny" the transfer.

Here is what the other location (in this case, 64210) will see:

1. To find the transfer sent over by the first location (54100), the second location will tap on "Inventory Transfer." The transaction will be color-coded blue under "Respond" at the top of the list of transactions. To approve it, tap that transaction.

2. The second location will then see a screen listing the inventory and should review the inventory and units before choosing to "Approve" or "Deny" the transfer.

3. If the recipient taps "Approve," he/she will see a pop-up asking where the inventory will be accepted, either truck or warehouse.

4. Tap on either "Truck" or "Warehouse," and the transfer will show as "Posted."

The MyBusiness app will then notify DAR of the transfer only if first location hasn't checked "Cash Transaction," and DAR will update their balances.